

# A SAMPLE MODEL OF POLICIES AND GOVERNANCE FOR CHURCHES

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## SECTION A A BRIEF HISTORY OF THE CHURCH (OUR ROOTS)

Include the following:

- How did the church get started?
- Where did it meet?
- How many families met at the beginning?
- How did the church get its name?
- What key events in the past have shaped the church?

The following explains the Brethren roots and could form part of this section.

Our church is related to a stream of churches that were eager to recover the vitality of First-century Christianity. Most of its earliest leaders were from the United Kingdom and were Anglican, Quaker and Baptist in their origins. They were simply called “the Brethren” or “Christian Brethren” because of their resistance to formal organization.

Today our church is affiliated with Vision Ministries Canada and is an associate member of the Evangelical Fellowship of Canada.

## SECTION B PURPOSE STATEMENT (WHY THE CHURCH EXISTS)

The following biblical Purpose Statement can be edited:

\_\_\_\_\_ Church exists to lead people to a personal relationship with Jesus and to help them grow to spiritual maturity so they are equipped for effective ministry in God’s kingdom.

## SECTION C VISION AND MISSION

**Our vision** (Where you create a clear, specific picture of success, including measurable criteria that you all agree on.)

The vision of \_\_\_\_\_ is to reach its community with the Christian message of hope and to lead people into life-changing encounters with Jesus.

We will measure our effectiveness in the following ways:

- The congregation will grow from 100 persons to approximately 200 people within four years.
- One half of this growth of 100 people will be from conversions.
- The new Christians (50 persons) will be baptized.
- The small groups will multiply to 20 groups in the next four years.

**Our mission (how we will accomplish our vision) is as follows:**

We will accomplish our vision through:

- Celebratory worship
- Relevant teaching
- Outreach Events for \_\_\_\_\_
- Small Groups
- Ministry involvement
- Prayer focus

## **SECTION D STATEMENT OF FAITH (WHAT WE BELIEVE)**

### **1. THE BIBLE**

The Bible is God's word to us. It is infallible and without error and is our final authority in matters of doctrine and lifestyle. (2 Timothy 3:16-17; 2 Peter 2:21)

### **2. GOD**

God is one but exists in three persons: Father, Son and Holy Spirit. Each is eternal existent, one in essence, possessing the same nature and attributes. They do, however, have different roles, functions and activities. (Deuteronomy 6:4; Matthew 28:19)

### **3. JESUS**

Jesus is fully God and without sin. When he died on the cross He died in the place of fallen humanity as their representative. He rose from the grave to give evidence of His victory over sin and Satan and He is now at the Father's right hand as our Intercessor. (John 1:1; 1 John 5:20; Luke 1:35; Matthew 1:20; 1 Peter 1:19-19; Romans 4:25)

### **4. THE HOLY SPIRIT**

The Holy Spirit indwells every believer and is at work confirming his or her relationship with God, giving power for service and for victory over sin and the devil. (John 14:16-18; 16:8-14; Ephesians 4:30; 5:8)

### **5. SIN AND SALVATION**

Men and women were created in the image of God (Genesis 1:27) but because of the sin of Adam and Eve all mankind has fallen under the curse of sin. Everyone is separated from God, sinful by nature and by practice, and is in need of the salvation provided by God in Jesus. This salvation is a gift of God's grace, is received by simply believing in Him, and makes the believer secure eternally. (Romans 3:23; 1 Peter 1:5; Titus 3:5)

## 6. THE CHURCH

The Church is God's vehicle to bring the Good News of God's salvation to our world. It is comprised of all persons who have received God's free gift of salvation in Jesus. These persons are united together in a true community, a unity based on common life in Christ.

The purpose of the church is to glorify God on earth, make disciples and provide an environment of spiritual growth for those who embrace the Christian faith. (Matthew 28:19-20; Ephesians 1:22-3)

## 7. CHURCH ORDINANCES

The church carries out two symbolic acts which significantly reflect our Christian faith.

**Baptism** by immersion signifies a Christian's identification with Jesus in His death, burial and resurrection. (Romans 6:1-4; Colossians 2:12)

**Communion** is carried out by a regular sharing of bread and grape juice, symbolic of salvation accomplished and made available by Jesus' death. (1 Corinthians 11:23-26)

## 8. JESUS' RETURN

The personal return of the Lord Jesus Christ could occur at any moment. His return will bring joy to His people, judgment on unbelieving society, the restoration of Israel to Him as their Messiah and an eternal state of blessedness for the redeemed. Believing in Christ's return is an ongoing incentive to holy living and faithful service for every believer. (John 14:1-6; 1 Thessalonians 4:14-18; Acts 1:11; Titus 2:13)

## SECTION E OUR VALUES (WHAT MAKES US WHO WE ARE)

1. We believe in a high view of God where His greatness permeates all of life. Such a perspective brings joy and freedom and will preserve us from pettiness and small thinking. Therefore we will promote and encourage an intimate and growing relationship with Jesus.
2. We believe that lost people matter to God. Therefore we will involve ourselves in the lives of others with a view to the extension of God's kingdom on earth.

3. We believe that “heart change” leads to “life change” and this happens from the perspective of grace rather than in the pursuit of obedience to rules and regulations. We will therefore work to create an atmosphere of grace and acceptance in all that we do.
4. We believe that true community is what God intended for His church and is best achieved in small groups. Therefore we will strive to make \_\_\_\_\_ a relationship-driven church and make the life-group ministry an integral part of the programming.
5. We believe in the priority of worship and the joyful, contemporary celebration of our faith. Therefore humour and laughter will flavour our ministry and programs and we will provide opportunities for people to connect with God in celebrative worship and do regular “heart-checks” through communion.
6. We believe that men and women were created uniquely by God and that each person is gifted to serve the Body of Christ. Therefore we will strive to ensure that their roles within the church are based on spiritual giftedness rather than gender.
7. We believe the Bible is authoritative, culturally relevant and life-changing when it is taught in a Spirit-anointed way. Therefore we will strive for relevance and the Spirit's power in our teaching program.
8. We believe in passing the torch of faith to the next generation. Therefore we will place a high priority on equipping and involving our youth in all areas of the activities of the church.
9. We believe that the Holy Spirit has gifted every believer for ministry. Therefore we will establish programs for people to discover their spiritual gifts and will provide opportunities to serve in their areas of giftedness.
10. We believe in “teamwork” in all areas of ministry. We will therefore consider each ministry team as an opportunity to stretch individuals towards spiritual maturity.

## **SECTION F MEMBERSHIP**

### **Biblical concepts of membership.**

We recognize that all persons who know Jesus as Saviour are added to the universal church which is the Bride of Christ. There is, however, evidence that the New Testament recognized definable groups of people in local areas that came together for fellowship. This local body of believers was a microcosm of the universal church. In Acts 2:41-42 the pattern for the early church that met at Jerusalem seemed to involve an “adding” to the church, implying a membership process. The “adding” was based on their acknowledgement of their faith in Christ.

## **Benefits of membership**

### **1. Acceptance.**

In Romans 15:7 an over-arching principle becomes the foundation of all relationships within the body of Christians, "Therefore accept one another just as Christ has accepted you." The membership process is never to be seen as a kind of admittance to an exclusive club, available only to the perfect and mature. We understand that the church is made up of fallen people who have been forgiven. Joining together as a local body of Christians is very beneficial to all involved.

### **2. True Community.**

One of the gifts given to those who embrace the message of the Gospel, in addition to salvation, is that they are brought into a true community of fellowship. This introduction is best accomplished by becoming a member of a local fellowship of Christians. At CCC we encourage this official step of membership to help people embrace the beauty of this new community.

### **3. Sense of Belonging.**

Membership provides a vehicle by which people can say, "I belong to these people and they belong to me." A person becomes part of a greater group of people whose needs are the same and who are committed to each other in their walk with God.

### **4. A Step of Commitment**

Membership affirms the commitment of the individual to the well being of the local fellowship and also the commitment of the other Christians to him or her. It affirms the two-way street of ministry and being ministered to.

## **MORE FORMAL MEMBERSHIP**

### **1. Responsibility of the church to its members:**

- a. To provide opportunities to serve within the sphere of their spiritual giftedness.
- b. To provide relevant, life-related teaching under the power of God's Spirit.
- c. To provide opportunities for life-changing encounters with God through worship.
- d. To provide opportunities and vehicles of training so that members are equipped for ministry.
- e. To provide an environment for pastoral care and spiritual growth to encourage and support each member in their walk with God.

### **2. Responsibility of members to the church**

- a. That they lovingly use their spiritual gifts to minister to the church body. ((1 Corinthians 12:4-11; 13:13; 14:22,26; Ephesians 4:11-12)
- b. That they demonstrate their faith by Christ-like behavior to maintain loving relationships within the church body.
- c. That they embrace and promote doctrines and values embodied in the Church's Statements of Faith and Values.
- d. That they respect and cooperate with the leadership of the church and work with them for the unity and well being of the church. (1 Corinthians 16:15-16; 1 Thessalonians 5:12-13; Hebrews 13:17)
- e. That they share their resources for the ministry of the church.

- f. That they attend congregational meetings when possible and members 18 years of age and older may vote on issues listed in 5 below.

#### **4. Requirements for membership**

- a. That they be able to give a personal testimony of their faith in Christ. (1 Peter 3:15; 2 Corinthians 5:17-20)
- b. We encourage Christians to be baptized as an expression of their faith. (Acts 2:38-42)
- c. That they agree with the Church's Statement of Faith and can generally embrace the Core Values of the church.
- d. That, whenever possible, they attend the regular functions of the church, especially Sunday morning services.
- e. All members are encouraged to be involved in one of the Life Groups which are designed for nurture, learning and pastoral care.

#### **5. Decision-making of members**

Members 18 years of age and older will be asked to vote on the following items:

- a. Approve the annual budget.
- b. Approve the annual financial statement.
- c. Approve the appointment of the Senior Pastor.
- d. Approve major expenditures in excess of \$10,000 that are outside the annual budget.
- e. Approve major changes in the Philosophy of Ministry of the Church.
- f. Approve any building program, including the architect's plans, engagement of contractors, etc.

#### **6. Procedure for membership**

- a. After a person(s) has been attending services for six months he or she will be visited by two members of the Leadership Team or their delegates.
- b. If they are considering becoming members of the church they will be given a "New Members" packet with all the written materials designed for church members.
- c. After they have read the material, if they can affirm their faith in Christ, they will be welcomed publicly the following Sunday.
- d. Attend Connection Classes to review the doctrines, core values and philosophy of ministry of the church.
- e. Sign "Acceptance of Membership" form. (See below).
- f. When a person transfers from another church, confirm his or her good standing in the other church.

#### **7. Termination of membership**

Membership in the church can be terminated in the following ways:

- a. Relocation to another geographical area.
- b. Voluntary absence for an extended period of time.
- c. Church discipline.

#### **8. Church discipline**

Church discipline is the responsibility of the Leadership Team and is only considered when a member persists in pursuing a sinful path and refuses to work on restoration and fellowship.

The objective of church discipline is to help bring about restoration, fellowship with God and a renewal of a loving and joyful fellowship within the local body of Christians. Any disciplinary action would be taken only after due pastoral care, enquiry and prayer. The process would include the following:

- Investigation to collect the facts
- Interaction to seek acknowledgement and repentance
- Reconciliation and celebration

Issues that may require some kind of disciplinary action, when all attempts at restoration have failed, are as follows:

- a. A violation of Christian love (Matthew 18:15-17)
- b. A violation of Christian unity. (Romans 16:17)
- c. A violation of Christian morality. (1 Corinthians 5:1-13)
- d. A violation of Christian doctrine. (2 John 7-11)

In matters of serious violations, the Leadership Team may ask the individual to step aside from ministry activities or even to stop attending services of the church for a period of time.

The church should protect itself by clearly communicating the membership process to members and potential members and ensuring that the process that has been documented is followed in every situation.

#### **9. Involvement of members and non-members in the ministry of the church**

- a. All teaching functions of the church must be carried out by members who are committed followers of Christ. (i.e. Sunday School and youth teachers, pulpit ministry, etc.)
- b. The Leadership Team and Ministry Leaders must be members of the church.
- c. Persons, other than members, are invited and encouraged to serve the church in other ministry areas.

### **ACCEPTANCE OF MEMBERSHIP**

I have read the church's Statement of Faith, Statement of Core Values and Procedures for Membership and am delighted to commit myself to these principles and values as a member of \_\_\_\_\_ Church.

Signed \_\_\_\_\_

We hereby welcome \_\_\_\_\_ as a member of \_\_\_\_\_ Church.

Pastor/Leadership Team: \_\_\_\_\_

Date: \_\_\_\_\_

## **LESS FORMAL MEMBERSHIP**

An informal membership is based on the premise that every person who has accepted the Lord Jesus as Savior is a member of His church and on that basis is received as a member of the local congregation. This means that there is less emphasis placed on the formal and documented process of receiving people as members of the church.

Everyone who attends the church is invited to Congregational Meetings and those decisions that are taken to congregational meetings for approval are passed by a majority show of hands. Examples: engaging a senior pastor, embarking on a major building program, recommending persons to serve on the Leadership Team (elders), etc.

Congregational meetings are convened by the Leadership Team for Vision Casting and for purposes of communication with the congregation. Since the primary responsibility for direction and decision-making lies with the congregationally approved leadership team; strict rules for membership and voting are of less significance.

There are advantages to this style of membership as follows:

- All feel part of the church immediately.
- There is no “member/non-member” barrier among the people.
- No form is signed, although all the components of the more formal membership process is reviewed with potential members.
- People are invited to participate in ministry based on their experience and giftedness without having to consider the matter of formal membership.
- The membership list is less formal and does not require the same degree of pastoral management.
- All who attend are subject to the church’s established disciplinary procedures.

A possible disadvantage is that some may not “feel they have joined” or may not consider as seriously as they should the responsibilities of membership.

## **SECTION G GOVERNANCE (HOW THE CHURCH IS MANAGED)**

### **1. BIBLICAL MANDATE**

The Scriptures teach that a plurality of leaders is to provide the overall spiritual care of each fellowship of believers. (Acts 14:23; 22:17-8; Phil. 1:1; Titus 1:5) They are responsible to Christ, the Head of the church. Our church uses the term “Leadership Team” and this term is synonymous with the term “elders.”

### **2. QUALIFICATIONS OF LEADERSHIP TEAM**

A list of qualifications is found in 1 Tim. 3:1-7, 2 Tim. 2:24-26, Titus 1:5-9 and 1 Peter 5:1-5. It is to be noted that the qualifications have to do more with character and maturity than they do with abilities or giftedness. This means that the variety of people on this team will result in a

variety of gifts, some public and some more private in nature. They will, however, model the Christian faith. They must also be available and be people who are already influencing for good in their involvement with people.

### **3. FUNCTIONS OF THE LEADERSHIP TEAM**

#### **Leadership**

- a. Establish the goals and direction of the congregation.
- b. Design and maintain programs that are aligned with the vision of the church.
- c. Empower leaders in areas of ministry and spiritual giftedness.
- d. Ensure that the vision of the church is clearly understood and embraced.
- e. Release the spiritual gifts within the body of Christians for the benefit of the body.
- f. Appoint the Ministry Team leaders. (Deacons and Deaconesses)
- g. Review finances and ensure the church is run with financial integrity.
- h. Annually review the performance of the pastoral staff and briefly report to the congregation. (Note: the Senior Pastor will review the performance of other staff and report back to the leadership team.)

#### **Pastoral**

- a. Pray for the congregation. (James 5:14; Acts 6:4)
- b. Ensure there is relevant life-related teaching of the Scriptures. (1 Tim. 3:2; 5:17; Titus 1:9)
- c. Model godliness, passionate spirituality, love for God and a mature Christian faith. (1 Peter 5:3)
- d. Care for those with special needs. (Ezekiel 34:1-6; John 10:11)
- e. Protect the church from false teaching. (Acts 20:28-31; Titus 1:9)
- f. Equip the church for ministry roles. (Ephesians 4:12)
- g. Nurture the pastoral staff.
- h. Encourage and train Ministry Team Leaders (Deacons and Deaconesses).

### **1. APPOINTMENT OF LEADERSHIP TEAM**

- a. Prior to the appointment process messages will be preached from the pulpit on the Function of the Leadership Team and the qualifications of its members.
- b. Prior to the survey two existing members will meet with each person being considered, to review the responsibility of serving and to determine if the Holy Spirit is leading the person to serve in this way. They will also review the leadership policies of the church with the prospective leadership team member and their spouse.
- c. After such ministry, the Survey for Leadership Team Review will be handed out to the membership of the church.
- d. The Leadership Team consists of six to eight members. The senior pastoral staff is included in that number. They are members of the Leadership Team by virtue of their position. The surveys will be returned within three weeks from the date of distribution.
- e. The existing Leadership Team, because of their knowledge of the people in the congregation, can recommend individuals to be considered for the Team. Any member may suggest names for consideration.

- f. The existing Leadership Team will review the forms and determine the other members to be appointed. Although the forms are not to be considered voting documents, they will certainly give indications as to the persons who have the confidence of the congregation.
- g. Once the persons have agreed to serve, an announcement will be made to the congregation proposing their names.
- h. Any objections or questions will be discussed with the individuals concerned.
- i. When the process is complete an announcement will be made to the congregation and a time of dedication and prayer will be held during the service to affirm and encourage them.
- j. Leadership Team members are appointed for a two-year term. They may serve for 3 two-year terms but are affirmed every two years. Then they must take two years off before being eligible for reappointment.
- k. A member must resign if the remaining members unanimously determine that his or her role should terminate.
- l. If it is decided not to have specific terms of service for elders, regular affirmation by the congregation should be carried out every two or three years. All elders should consider the following circumstances that might make withdrawing from the Leadership Team a wise decision.
  - When there is not a high congregational affirmation.
  - When the size of the board increases, by virtue of new members being added, so that there are too many members to be effective as a board. Seven members is a good workable number with a maximum of nine including the pastoral staff who meets with the Leadership Team.
  - Where age might be a limiting factor in terms of energy and creativity.
  - When a member (or his fellow members) feels that he is not on the same page as the other members of the team.
  - When stresses enter the member's life (examples: family stress, work-related stress, excessive travel requirements, etc) and thus limits his effectiveness.

Note: See Appendix B for the Survey form to be used for the Leadership Team Review.

## **APPOINTMENT OF MINISTRY LEADERS (Deacons and Deaconesses)**

1. The Leadership Team appoints the Ministry Leaders who become the Ministry Team of the Church. Examples: Children's Ministry Leader, Worship Team Leader, etc.
2. The terms and conditions of the appointment will be clearly defined in writing.
3. Ministry Team Leaders must be members of the church.
4. All Ministry Team Leaders meet quarterly with the Leadership Team for reporting, prayer and visioning.
5. Pastoral staff will work with the Ministry Team Leaders to ensure the effectiveness of their ministries.

## **SECTION H DECISION-MAKING**

### **AS A CHURCH**

Making decisions and communicating effectively to the church family are important ingredients in the body life of the church. The following guidelines should help clarify how the process should work.

1. The pastoral staff is given the authority by the Leadership Team to manage the various ministries of the church. Therefore each Ministry Leader is accountable to the Pastor(s) and they will meet quarterly to review the progress of the ministry and make ministry-related decisions.
2. Generally speaking each of the ministry leaders are free to make decisions regarding the administration of their ministry. Any significant modifications to the ministry should be discussed with the Pastor.
3. The following decisions require approval by the Leadership Team:
  - a. Any change in direction of the congregation.
  - b. Implementation of new programs.
  - c. Appointment and removal of Ministry Leaders. (Deacons and Deaconesses)
  - d. Changes in the discipleship programs of the church.
  - e. Significant changes in major programs of the church.
4. The following decisions are required by the congregation:
  - a. Approval of the annual budget.
  - b. Approval of the annual financial statement.
  - c. Approval of the appointment of senior pastoral staff.
  - d. Approval of major expenditures in excess of \$10,000 that are outside the annual budget.
  - e. Approval of any significant changes in the Statement of Faith or the Philosophy of Ministry of the Church.
  - f. Approval of any building program, including the architect's plans, engagement of contractors, etc.
5. Financial decisions:
  - a. Each Ministry Leader is authorized to expend funds within the framework of their operating budget approved at the annual congregational meeting.
  - b. The Leadership Team will approve expenditures outside the annual budget if the amount is \$10,000 or less.
  - c. Expenditures in excess of \$10,000 require the approval of the congregation.

### **AS A LEADERSHIP TEAM**

1. Decisions are to be made prayerfully, thoughtfully, courageously, with respect for the majority opinion and a commitment to unity.
2. Quorum - A quorum consists of half of the members.
3. Voting procedure in cases where unanimity is unlikely:

- a. Presentation of the issue.
  - b. Discussion for clarification.
  - c. A vote of: 3 of 4; 4 of 6; 5 of 7; 6 of 8; 7 of 9; 7 of 10 will carry any issue.
  - d. Dissenting voters may request a delay of one, or at most two meetings - when a second vote will be taken.
4. Conclusions and key decisions to be publicly announced are to be written and jointly approved.

## **SECTION I ESSENTIAL FINANCIAL REQUIREMENTS**

The following requirements are essential for maintaining fiscal integrity.

1. The church must apply to be a registered Charity under the Income Tax Act and the services of a professional accountant would be helpful.
2. Maintain financial records using either a computer accounting package or a hand written Cash Receipts and Disbursements Journal.
3. The accounting records should reflect the categories that reflect the ministries of the church and the administrative costs of the church.
4. Cash count sheets for the counting of offerings, signed by two people involved in the count.
5. Minutes of Leadership Team and Congregational meetings that shows the approval of the annual financial statement and annual budget.
6. File annually form T3010 “Return for Registered Charities” by the due date.
7. Issue Donation Receipts after balancing the amounts with the books of account.
8. Maintain payroll records using deductions approved by the Canada Customs and Revenue Agency (CCRA).
9. Issue T4 Returns by February 28 each year.
10. The services of a professional accountant would be helpful to ensure records are properly maintained.
11. Ensure that the church facilities are properly insured and that there is adequate liability and other protection insurance in place. The following insurance agents specialize in the insuring of churches:
 

Robertson Hall Insurance (London, Ontario)	1-800-640-0933
J. D. Smith Insurance (Toronto, Ontario)	1-800-917-7283

**Note: See Appendix B and C for samples of a Cash Count Sheet and Donation Reporting**

## SECTION J

### ABUSE/HARASSMENT PREVENTION POLICY

(Note: This section is a handout for all children & youth volunteers and staff at CCC to read and sign.)

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#### Church

It is a privilege to have the opportunity to be involved in Christian ministry at \_\_\_\_\_ Church. However, with this privilege comes responsibility. There is a responsibility of all involved to embody the principles they teach (James 3:1). Therefore, it is imperative that the highest level of moral behavior be observed by all involved in this ministry (Ephesians 3-7). It is with this in mind that the following guidelines are given. Our desire is to prevent any abusive behavior from occurring and to do all that is possible to avoid false allegations. This policy covers all those in a position of authority which involves leadership, counseling or instructing of other persons.

#### POLICY

1. \_\_\_\_\_ Church will not tolerate sexual, emotional or physical abuse of or by staff. The church pastor or elders must be informed immediately of suspected offences. In support of the Ontario Human Rights Code, all staff, parishioners and guests can expect at \_\_\_\_\_ Church to be free of suggestive language and comments made to them directly or indirectly. There will be no sexual solicitation or advances made by any and all members of staff including church leaders and pastoral staff (i.e. unwanted sexual references and innuendoes made directly or indirectly). They can be reassured that their privacy will be protected and respected by all staff and clergy at all times. They can also be reassured that any person filing a complaint against any person who violates the policy will be supported. Any allegations will be treated very seriously.
2. We will ensure that a screening process is in place. All staff & volunteers must complete the appropriate application & provide references independent of family relatives. This is to ensure there is nothing known that would hinder them from performing their assigned duties. All applicants must have no known past record of abusive behavior, which would disqualify them from service.
3. In situations where children 4 years and younger are in a class or nursery setting, there should always be at least three workers present. One of these should be an adult over 18 years of age. Teams from the same family (husband/wife, brother/sister) should not work together without another adult present. Only parents or guardians should be allowed to retrieve a child from the nursery.
4. There will be at least two adults present for all overnight activities or any activities at off-site locations. There should always be a sufficient number of adults in attendance so that not only are the youth supervised but the adults are held accountable as well.

5. When driving youth from off-site activities, drivers should drop off children of the opposite sex first and same sex last, or drop off “singles” first, then siblings (more than one).

## **SEXUAL ABUSE PREVENTION GUIDELINES**

These guidelines will be enforced by the Leadership Team:

1. An application form to work with children and youth must be completed.
2. Abuse/Harassment policy form must be signed by all volunteers.
3. Require volunteers to be associated with the church for at least six months before working with youth or children.
4. All volunteers wear nametags.
5. Sign-in sheets for staff and volunteers.
6. Classroom doors without windows will remain open at all times.
7. Two adults should accompany a child, under the age of four years, to the washroom.
8. Police and background checks on all youth and children’s ministry personnel.
9. Church leaders will randomly visit classrooms and check all areas of the church.
10. All staff and volunteers should be trained at least once a year in recognizing signs of abuse and should review policies and procedures.

## **REPORTING**

1. If a staff member or volunteer becomes aware of any alleged incident, it must be reported immediately to the pastor or elders. All reported incidents will be immediately dealt with and appropriate action taken. The pastoral staff is required by law to report all allegations to the police.
2. Should a staff member or volunteer become aware that any member of the congregation may be suffering or may have suffered abuse in other circumstances i.e. at home, etc., they will immediately report it to the pastor.
3. All staff members and volunteers must sign this form indicating that they have read and understand the above and will adhere to the policies as outlined. A copy will be given to each worker and the church office will retain a copy.

## **EXPECTED STANDARDS OF BEHAVIOR**

### **I. Behavior:**

1. A member of the church is expected at all times to conform to the following standards and engage in conduct that is ethical and moral and in conformity with biblical principles as generally understood in the church.
2. Conform with the statement of faith and philosophy of the church.
3. Demonstrate Christian love in his or her dealings with others.
4. Refrain from all forms of abuse, including sexual abuse.

**II. Examples of unethical and immoral behavior include the following:**

1. Substance abuse including the abuse of alcohol and drugs
2. Extra-marital sexual relationships (adultery)
3. Pre-marital sexual relationships (fornication)
4. Reading or viewing of pornographic material
5. Homosexual relationships
6. Theft or fraud
7. Physical aggression
8. Abusive behavior
9. Sexual assault or abuse (see the Abuse Policy)
10. Harassment
11. Lying, deceit or dishonesty
12. Criminal activity
13. Making false allegations against another person.

In our policy, "**sexual abuse**" means:

1. Physical sexual relations between a person in a position of authority and a person under his or her influence except his or her spouse with consent.
2. Touching of a sexual nature by a person in a position of authority of a person under his or her influence except his or her spouse with consent.
3. Behaviour or remarks of a sexual nature by a person in a position of authority to a person under his or her influence except his or her spouse with consent.
4. In this policy, touching, behaviour, or remarks of a sexual nature do not include touching, behavior or remarks that are appropriate in the circumstances.
5. In this policy, position of authority means an office or position held in the church which involves leadership, ministry, counseling or instruction of other persons. Examples are:
  - a. Members of the Leadership Team or Ministry Team
  - b. A youth leader and volunteers
  - c. A Sunday School teacher and volunteers
  - d. A nursery worker
  - e. Etc.

I have read the above guidelines and agree to abide by them.

Signed \_\_\_\_\_

Date \_\_\_\_\_



**SECTION K**  
**POSITION PAPERS TO BE WRITTEN**

1. Ordinances of the church
2. Gender roles (men and women)
3. Divorce and remarriage
4. Etc.

**SECTION L**  
**INDEX OF APPENDICES**

- A. Survey for Leadership Team Review
- B. Cash Count Sheet
- C. Donation Reporting Form
- D. Sample Employment Agreement
- E. Sample Job Description
- F. Organization Chart

**APPENDIX A**

\_\_\_\_\_ **CHURCH**

**SURVEY FOR LEADERSHIP TEAM REVIEW**

We believe the Scriptures teach that a group of mature persons are to provide the overall spiritual care of each fellowship of believers. (Acts 14:23; 22:17-8; Phil. 1:1; Titus 1:5)

The following are presently serving as members of the Leadership Team. To affirm please enter an X where indicated:

_____	Affirmed _____
_____	Affirmed _____
_____	Affirmed _____

The existing Leadership Team would encourage you to consider the following persons:

_____	Affirmed _____
_____	Affirmed _____

After prayerful consideration and review of the qualifications please list below the persons, other than those mentioned above, who you feel should be considered.

_____	_____
_____	_____

**APPENDIX B**

\_\_\_\_\_ **Church**

**Cash Count Sheet**

**Date** \_\_\_\_\_

**Cash Count from offerings:**

<b>Cheques (attach tape)</b>	_____	
<b>Cash</b>	_____	
<b>Total</b>		_____ (A)

**Allocation:**

<b>Offering Envelopes</b>		
<b>(where receipt will be issued)</b>	_____	
<b>Cash without envelopes</b>	_____	
<b>Total (to agree with A above)</b>		=====

**Other receipts:**

_____	_____	
_____	_____	
_____	_____	
_____	_____	
<b>Total</b>		_____

**Total deposit (To agree with deposit slip)** \_\_\_\_\_

**Counted and verified by (must be 2 people):**

**Date** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX C**

\_\_\_\_\_ **Church**

**DONATION REPORTING FORM**

**Date** \_\_\_\_\_

**Donations**

**Total of envelopes (attach tape)** \_\_\_\_\_

**Designated donations**

\_\_\_\_\_

\_\_\_\_\_

**TOTAL** \_\_\_\_\_

**Preauthorized deposits** \_\_\_\_\_

**Donations in kind**

\_\_\_\_\_

\_\_\_\_\_

**TOTAL (Posted to individual donation record)**

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**APPENDIX D**

**SAMPLE EMPLOYMENT AGREEMENT FOR SENIOR PASTOR**

\_\_\_\_\_ is hereby engaged as Senior Pastor at \_\_\_\_\_ Church. There will be a probationary period of 90 days at the end of which time either the pastor or the Elders may terminate the appointment when notice is given within \_\_\_\_ days following the probationary period.

1. Responsibilities are as listed in the attached Job Description.
2. The position reports to the Board of Elders through the Chairman.
3. The position requires a minimum work week of 40 hours.
4. Vacation allowances are as follows:
  - a. From 1-5 years of service 3 weeks
  - b. From 5-10 years of service 4 weeks
  - c. After 10 years of service 5 weeks
5. There will be 9 statutory holidays: New Years Day, Good Friday, Victoria Day, Canada Day, Civic Holiday, Labor Day, Thanksgiving Day, Christmas Day and Boxing Day.
6. The salary for the position is \$ \_\_\_\_\_ per annum, to be reviewed annually.
7. In addition to the basic salary, the following amounts will be paid:
  - a. Monthly Car allowance \$ \_\_\_\_\_
  - b. Monthly Book allowance of \$ \_\_\_\_\_
  - c. Annual Professional Development allowance \$ \_\_\_\_\_
8. Other matters of agreement:
  - a. The Senior Pastor agrees to accept the authority of the Board of Elders and will act as a non-voting member thereof in corporate matters.
  - b. The Pastor, by signing this agreement, acknowledges that he is in agreement with the church's Statement of Faith, Vision and Values Statements and Constitution.
  - c. The Pastor understands that if the elders determine that his conduct, lifestyle and teaching are deemed to be inconsistent with the church's standards of behavior for leadership personnel, he will resign from his position.
  - d. It is understood that the pastor can engage in ministry outside the church as follows: \_\_\_\_\_  
 \_\_\_\_\_  
 (e.g. camp, preaching engagements, etc.)

\_\_\_\_\_  
Employee

\_\_\_\_\_  
On behalf of the Church

Date \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX E

### SAMPLE JOB DESCRIPTION

The Senior Pastor will:

1. Report to the Board of Elders through its Chairman.
2. Guide the church and the various staff members and volunteer church members who in turn supervise various ministries. These include the following which may change as the church's need changes:
  - a. Worship Coordinator
  - b. Youth Pastor
  - c. Small Group Ministry Coordinator
  - d. Director of Children's Ministries
  - e. Director of Men's Ministries
  - f. Director of Women's Ministries
  - g. Other Ministry Leaders
3. Develop a Preaching Plan for approval by the elders no later than October 31 for the following year.
4. Preach \_\_\_\_\_ Sunday mornings each year.
5. Keep elders informed on significant church matters, particularly those that affect the governance, policies and health of the church. This assumes that the elders are a "non-hands-on" board.
6. Coordinate a counseling program and maintain adequate records of such cases for legal purposes.
7. Help the elders cast vision for the church and ensure that the vision and values of the church are embraced by the elders and are well understood by the congregation.
8. Ensure that an adequate pastoral care program is in place and regularly monitor its effectiveness. Report significant care issues to the elders for wisdom and prayer.
9. Other matters may be delegated from time to time by the elders.

**APPENDIX F**

**ORGANIZATION CHART**

