

DECISION-MAKING AND COMMUNICATION

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

A. DECISION-MAKING

1. The pastoral staff are given the authority by the Leadership Team to manage the various ministries of CCC. Therefore each Ministry Leader is accountable to the Pastors 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:
 - * Significant changes in format and programming of services.
 - * Appointment and removal of Ministry leaders.
4. The following decisions are required by the congregation:
 - * Approve the annual budget.
 - * Approve the annual financial statement.
 - * Approve the appointment of pastoral staff. (Senior pastor, teaching pastor and youth pastor)
 - * Approve major expenditures in excess of \$10,000 that are outside the annual budget.
 - * Approve any changes in the Statement of Faith or the Philosophy of Ministry of the Church.
 - * Approve any building program, including the architect's plans, engagement of contractors, etc.
5. Financial decisions
 - * Each Ministry Leader is authorized to expend funds within the framework of their operating budget approved at the annual congregational meeting.
 - * The Leadership Team will approve expenditures outside the annual budget if the amount is \$10,000 or less.
 - * Expenditures in excess of \$10,000 require the approval of the congregation.

B. COMMUNICATION

We recognize and affirm the "family" environment at CCC. Therefore, as with a family, we are committed to the establishment of regular and consistent communication opportunities for the congregation. The following outlines how these opportunities exist at CCC.

1. COMMUNICATION CARDS

The Communication cards are designed as a weekly "feedback" by which information can be given to the pastoral staff. The following are the kind of communication that would be appropriate.

- a. Prayer requests. (The Pastoral Staff pray for the requests every Monday morning.)
- b. Changes in addresses, telephone numbers, e-mail addresses, etc.
- c. Comments on the Sunday morning service, including suggestions for improvement and affirmation and encouragement of those engaged in ministry.
- d. Requesting a pastoral visit.
- e. Imparting information. (i.e. Change in job, etc)
- f. Visitors' information

2. CONGREGATIONAL MEETINGS

Congregational meetings are held twice each year for the purpose of keeping the congregation informed on various matters. The congregational meetings are designed as times for building and encouraging. (See 3.) Each congregational meeting will provide an opportunity for feedback so that persons will have the opportunity to constructively dialogue on matters that are unclear or are of concern. The following list explains the kind of items that would be presented at these meetings.

- a. Reaffirming and casting the vision of the church. Encouraging everyone to become part of the process of reaching that vision.
- b. Approval of items requiring congregational approval. (See "Membership Process at Cambridge Community Church.")
- c. Receiving recommendations from the congregation regarding matters that need the attention of the leadership of the church.

- d. Explaining the reasons for certain activities and how they fit into the overall vision of the church.
- e. Special prayer for the needs of the community of Christians.
- f. Introduce new ministries and show how they will help achieve the overall mission of the church.
- g. Assess the effectiveness of CCC's mission to determine how improvements can be made.

3. MEETINGS OF THE LEADERSHIP TEAM

Since the Leadership Team has the overall responsibility for the spiritual well being of the community of believers, it is appropriate that their meetings be the forum where people can feel free to air their concerns or give constructive input. Therefore twice a year there will be an open meeting for the purpose of welcoming people from the congregation to come and discuss anything they wish. The following describes how the Leadership Team keeps in touch with the congregation.

- a. The Leadership Team will be happy to visit any person who attends CCC at their request to discuss anything that is on their mind. They see that as a privilege and an obligation.
- b. If there is a decision, action or event that is of concern to any member or adherent of the congregation the person(s) may come to the meeting of the Leadership Team to explain their concern. It would be helpful if, along with the concern, there is also some recommendations for correction and improvement. Each person has an obligation to be part of the solution.
- c. The Leadership Team has an obligation, as servants of the community of Christians, to assure the persons involved that they have been heard. They should follow up by responding to the individual(s) giving details of their decision regarding the matter, how the matter will be handled and why it was handled that way.
- d. The persons involved should respect the decision of the Leadership Team regarding the matter. One of the blessings of multiple leadership is the wisdom of many being greater than the wisdom of one.

4. LEADERSHIP TEAM MEETINGS WITH HEADS OF MINISTRIES.

Quarterly meetings with those who head up various ministries at CCC are designed to accomplish various objectives as follows:

- a. Keep the ministries aligned with the vision and mission of the church.
- b. Communicate matters of significance to the leaders.
- c. Allow for feedback on the progress of the various ministries.
- d. Help sharpen the skills of ministry heads so that effectiveness in ministry is achieved and maintained.
- e. Prayer for the various ministries.
- f. Discuss problem areas with a view to solutions.
- g. Encourage one another as we work together in the extension of God's kingdom.

5. LIFE GROUPS

Much of the pastoral care of the church is done at the level of the Life Groups and Life Group Leaders have the responsibility of encouraging and supporting the people in their group. Communication of needs should happen in the Life Group and the group must treat each communication as confidential. The Life Group Leader will work at providing an atmosphere of openness so that the members of the group feel safe in bringing up matters of private concern for prayer and support.

6. PASTORAL STAFF

The pastoral staff are servants of the church. They are committed to helping people through the various ups and downs of life. They treat all communication as confidential and are eager to pray with people and provide counsel as needed.

7. E-MAIL

The "hi-tech" society in which we live offers great opportunities for communication through e-mail. This vehicle can help people keep in touch with the pastoral staff, fellow members of the congregation, missionaries, etc. Communication by e-mail can be a wonderful encouragement and support.