



Congregation

Special Resolution (75%)

- Change Bylaws and Regulations
- Borrow money and mortgage property
- Change church name
- Join or terminate membership in a Society or Association
- Approve or remove directors
- Call or dismiss senior pastor
- Overturn decision of Governing Board or Pastor in areas not reserved for Bylaws
- Dissolve church
- Approve revisions to existing Senior Pastor job description
- Call (not dismiss) other pastoral staff

Regular Resolution (51%)

- Approve or amend budget
- Incur non-budgeted expenses over \$3000
- Accept or remove a person from membership
- Approve Nominating Committee report
- Elect persons for Pastoral Search Committee

Directors

- 5 Directors represent Church to Government
- Will consist of members of Governing Board and other members as needed from Properties and/or Finance Committees

Governing Board / Deacons

- Servant leaders responsible for the spiritual welfare of the church and its members
- At least 25 years of age
- Actively involved
- Meet biblical requirements
- Supportive of the pastor and ministry philosophy of the church

Governing Board

- Responsible to congregation
- Define the Ends of the church
- Define Executive Limitations
- Senior Pastor job evaluation
- Govern own operations through policy
- Approve Policy and Procedure Manual
- Make provision for interim leadership

Deacons

- Congregational Care
- Prepare budget for pastoral staff salaries
- Interview candidates for membership
- Update membership list
- Deal with disciplinary issues
- 1 Deacon is ex-officio member on Nominating Committee
- Provide names for replacement deacons to Nominating Committee
- Approve Organizational Manual in consultation with Senior Pastor

Pastor

- Oversee congregation as spiritual, executive, and operational leader
- Primary responsibility is to teach the Word of God
- Responsible for ministry leaders, ministry teams, and volunteers
- Accountable to Governing Board for everything that occurs in the Church except for areas reserved to Congregation or Governing Board
- Ultimately responsible for recruitment of paid and unpaid staff
- Pastoral Search Committee will consist of Governing Board and other elected persons

Finance Committee

- Accountable to congregation
- Finance Chair (along with Moderator and Vice-Moderator) will have signing authority for church property
- Responsible for overall financial stewardship of the Church
- Negotiate borrowing money and mortgaging property
- Review financial reports
- Ensure adequate compensation for all salaried staff
- In emergency, have authority to spend up to \$3000 in consultation with Senior Pastor, Governing Board, and Properties Committee
- Oversee work of Treasurer
- Oversee Tellers
- Prepare annual budget

- Store financial records
- Recommend revisions to Financial Policies

Properties Committee

- Accountable to congregation
- Housekeeping and maintenance on all church properties - snow removal, security measures, signage, etc.
- Recommend short-term and long-term requirements for properties and equipment
- Maintain needed forms of insurance on church
- Supervise and coordinate allocation of church space when requested by outside groups
- Consider environmental and disability issues
- Approve acceptance of any furniture, fixtures, or equipment gifts to the church
- Submit budget to Finance Committee anticipating expenses for upcoming year
- Oversee custodial staff

Treasurer (Officer)

- Pay bills
- Keep accurate written books of account of the properties and business transactions of the Church in accordance with good business procedures and in compliance with all federal and provincial tax reporting requirements.
- Oversee deposits of money and valuables
- Present financial reports to Finance Committee
- Record weekly offerings*
- Send out year-end tax receipts
- Distribute church envelopes*
- Keep records of memorial fund and send acknowledgment to bereaved and donor*
**May be delegated upon approval by Finance Committee*

Secretary (Officer)

- Keep minutes of members' meetings
- Keep register of members
- File financial report and list of directors with Service Nova Scotia 14 days after annual general meeting
- File changes to the Bylaws with Service Nova Scotia

Nominating Committee

- Accountable to Governing Board
- Gain consent of nominees for election to various offices, committees, and ministry teams or leadership positions

Financial Review Committee

- Accountable to Governing Board
- Review financial statements and accounts before annual general meeting

Length of Terms

3 Years / Limit of two terms

- Directors
- Governing Board / Deacons
- Finance Committee
- Properties Committee

1 Year Renewable

- Officers
- Nominating Committee
- Financial Review Committee
- Ministry Leaders and Teams

Current Ministry Teams / Leaders

- Music Coordinator(s)
- Family Ministries Team
- Missions Ministry Team
- Hospitality Ministry Team
- Goodwill Ministry Team/Coordinator
- Floral & Decorating Ministry Team/Coordinator
- Greeters and Coordinator
- Ushers and Coordinator
- Bulletin Secretary
- Librarian
- Publicity
- Delegates for Association

NAME, AFFILIATION, POLITY, RESOLUTION OF AMBIGUITY AND PURPOSE

1. The name of this church is Pleasantville Baptist Church.
2. Pleasantville Baptist Church is affiliated with the Canadian Baptists of Atlantic Canada.
3. The government of this Church shall be vested in its membership.
4. When a conflict or ambiguity exists with regard to the by-laws or regulations of the church, deference is to be given to the Biblical reference to resolve the conflict or ambiguity.
5. This Church exists to bring glory to God through the maintenance of public worship and the preaching of the gospel; the study of the Bible; the advancement of Christ's kingdom through evangelism; Christian education; and the support of missionary enterprises of the Canadian Baptists of Atlantic Canada and the Canadian Baptist Ministries.

GOVERNING BOARD / DEACONS

6. Due to the numerical size of this church at the present time, the same persons shall fulfill both positions of Governing Board and Deacons. Therefore, in the description to follow, the distinction shall be made between the expectations of a governing board and the expectations of the deacons. If God, in his sovereign will, should bless our church with numerical growth, or if there are other situations that may warrant it, then these duties may be divided or changed. Thus, this structure should be reviewed periodically to ensure that the leadership needs of the church are being met adequately.
7. The Governing Board / Deacons are the servant-leaders of the church. They shall be responsible for the spiritual welfare of the Church and its members. They shall have the general oversight over all aspects of the church and its ministries and shall prayerfully implement God's will for the church.
8. The Governing Board / Deacons should consist of at least five but no more than nine individuals. These individuals shall also be considered the Directors of the Church in accordance with our Bylaws. If the number of Board members are not sufficient to meet the requirements as set by the Societies Act of Nova Scotia, then persons from the Properties Committee or Finance Committee may be nominated and approved by the church as Directors in accordance with our Bylaws.
9. The members of the Governing Board / Deacons shall all be members of the Church for a minimum of one year, shall be at least 25 years of age, shall be actively involved in ministry in the Church, and shall meet such other qualifications as set forth by the congregation. In their private and public lives they shall strive, by the power of the Holy Spirit, to conform to the principles of Christ and right relationship with the Lord as stated in the Scriptures including, but not limited to, the following: Romans 12:1-2; I John 3:16-18; Psalm 15; II

Corinthians 5:17; Galatians 5:13-16; Ephesians 4:22-32, 5:1-33; Philippians 2:1-8; Colossians 3:5-11; I Peter 3:8-12, 5:2-3; Titus and I Timothy 3:1-13. If joining by a profession of faith one shall be an active member of this Church for a period of at least (2) years at the time of election. Each board member must be supportive of the Pastor and the ministry philosophy of Pleasantville Baptist Church.

10. They shall be elected for a three-year term but serve no more than two consecutive terms. A person shall be eligible for re-election after one year of absence.
11. If a member of the Governing Board is absent for three consecutive regularly scheduled meetings of the board, the position shall be considered vacant at the discretion of the Governing Board.
12. A board member may be removed only by special resolution at a duly called business meeting.
13. A member of the Governing Board may resign by giving verbal or written notice to the Moderator or Vice-Moderator and the resignation shall be effective upon receipt.

GOVERNING BOARD RESPONSIBILITIES

14. The board derives its authority from the congregation, represents the membership in its relationship with its Senior Pastor and is ultimately responsible to the membership. As such, its decisions may be modified at a business meeting of the congregation in accordance with by-law 16i.
15. The board has four responsibilities:
 - 15.1. The board is responsible for defining the “ends” of the church. An end is defined by the following question: “What outcome is the church trying to achieve for what beneficiaries at what cost?” An end is distinguished from the “means” used to achieve an end. Means are the responsibility of the Senior Pastor.
 - 15.2. The board is responsible for defining “executive limitations”. “Executive limitations” are limitations on the freedom of the Senior Pastor, preventing him from using certain means even if they would help achieve the ends of the church. Executive limitations are always stated as prohibitions.
 - 15.3. The board is responsible for setting the criteria by which the senior pastor’s performance will be evaluated and for performing the actual evaluations. The senior pastor is responsible for achieving the ends of the church while avoiding means prohibited in the executive limitations. The board shall evaluate the senior pastor on this basis alone and shall choose criteria which are suitable for making this determination.

- 15.4. The board is responsible for designing and governing its own operation as a board in any areas not addressed by the by-laws or regulations. The board will produce and authorize overall written church policy.
16. Any matters not stated as board responsibilities in paragraph 15 are the responsibility of the senior pastor (or of the senior pastor and the congregation, for matters listed in paragraphs 16-17 of the bylaws). The senior pastor is presumed to have authority to make any decisions or perform any actions not listed in paragraph 15 of this regulation, in paragraphs 16-17 of the by-laws or which are not prohibited in the written executive limitation policies passed by the board. If the office of senior pastor is vacant, the board will exercise not only the powers outlined in paragraph 15 but those listed in this paragraph which are ordinarily delegated to the senior pastor. An interim senior pastor appointed under paragraph 25 of this regulation shall be considered a senior pastor for the purposes of this paragraph.
 17. Where the senior pastor requires congregational approval for any decision or action (as laid out in paragraphs 16-17 of the by-laws), the senior pastor shall seek that approval directly and not through the board.
 18. The board is prohibited from advising or directing the senior pastor in his choice of means except by way of written executive limitations policy.
 19. The chairperson for the board may speak to the Senior Pastor on behalf of the board. Individual board members are not permitted to speak to the Senior Pastor on behalf of the board except with the approval of the board.
 20. Board policy is binding only if in writing and included in the policy manual.
 21. All board policy will be drafted and organized in order from the general to the specific, the broad to the detailed and the global to the particular.
 22. If the board has not drafted more specific policies, it is deemed to be content with any reasonable interpretation of its more general policies in that area.
 23. The senior pastor and all board members including the chairman will minister together and relate to one another as if they are equals.
 24. The board is authorized to request of the Senior Pastor such reports as are necessary for the carrying out the board's responsibilities. The board is not to request information which is irrelevant to the performance of its oversight responsibilities or which consumes excessive amounts of employee or volunteer time.
 25. The pastors (including the Senior Pastor) of the church and their spouses will not be eligible to serve on the Governing Board.

26. When the senior pastor position is vacant, the Governing Board shall make provision for interim leadership or pastoral supply as necessary with the authority to incur reasonable expenses in this regard.
27. The Governing Board shall hold such meetings as are necessary for the fulfillment of its responsibilities. The board may, at its discretion, invite the pastors and other members of the congregation to attend a portion or the whole of any board meeting for the purpose of consultation on members' views and receiving advice on matters under consideration.

DEACON RESPONSIBILITIES

28. The purpose of the Deacons is to relieve the Pastor of the many practical duties of caring for the members of the church. They shall advise and assist the pastor through godly council, supportive prayer, and such means as he may request. They shall seek to promote unity in the church by attending to the moral, spiritual, and physical welfare of the congregation.
29. In consultation with the Senior Pastor, the deacons shall oversee and maintain the Organizational Manual containing the job descriptions for volunteer ministry teams and leaders.
30. Assist in the administration of the Lord's Supper and baptismal services.
31. Determine an annual budget for pastoral staff salaries.
32. Interview potential candidates for church membership.
33. Arrange for a supply speaker during vacation or times of unavailability by the senior pastor.
34. Make all efforts to resolve conflicts and deal with disciplinary issues in the church by following Regulations and Policies for such situations.
35. Meet with the church clerk before the end of the calendar year to review and update the membership list.
36. Nominate one from their number to serve on the Nominating Committee as an ex-officio member.
37. Provide to the Nominating Committee the names of candidates to replace those Deacons retiring each year.
38. Assist the pastor in administering the benevolent fund.

39. According to gifts and availability, assist the Pastor with hospital and shut-in visits.
40. Develop or assist in programs and activities that will attract people to the Church and prepare them to become followers of Christ and members of the Church.
41. The Deacons presently serving may nominate one to be an honorary deacon. One must be senior in years and not presently a deacon, but one who has faithfully served as a deacon in the past and who still meets the Biblical qualifications for deacon. An honorary deacon is not required to attend deacon's meetings but may do so if they wish, nor are they eligible to vote at meetings if they attend. They may, however, be nominated to serve a regular term as a deacon with all the rights and privileges thereto.

PASTORAL STAFF

42. The church shall have one Senior Pastor and any number of additional Pastors as the membership may approve. The pastor must meet the qualifications of a pastor (elder or bishop) listed in 1 Timothy 3:1-7 and Titus 1:5-9.
43. The Senior Pastor shall be an ordained Baptist Minister, either accredited by or willing to pursue accreditation with the Canadian Baptists of Atlantic Canada, who is spiritually and emotionally mature with proven leadership skills, demonstrated ability as a team leader and academic training as required. Additional Pastors may be ordained, licensed or be lay-pastors as approved by the congregation.
44. The Senior Pastor shall oversee the congregation as spiritual, executive and operational leader of the Church. He is responsible for ensuring that the church attains its ends while not violating the executive limitations placed on him (as defined by the Governing Board in the policy manual). This responsibility requires him to oversee every aspect of the ministries and operations of the church except those reserved to the Board in the Regulations Concerning the Governing Board. He is accountable to the Board for everything which occurs in the church apart from those areas which are reserved to the congregation or the Board in the by-laws or regulations.
45. The pastor is primarily to be a teacher of the Word of God, and is to teach and exhort by precept and example. The goal is to help believers to mature through insightful and accurate presentation and proclamation of the Word, and equip them to effectively perform good works of ministries within the Body of Christ. The pastor shall give himself to personal and intercessory prayer and encourage the same within the church.
46. The Senior Pastor has authority to make all decisions and to take any action which is not proscribed by law, the by-laws, the regulations or the executive limitations written in the policy manual.

47. All other paid ministry staff shall serve under the supervision of the Senior Pastor.
48. The senior pastor will confront the board if he believes that it has violated its own governing policies and board-pastor policies in a way that is detrimental to their working relationship with him.
49. The senior pastor will provide the board with any information necessary for it to make fully informed decisions on the matters that come before it.
50. The senior pastor answers to the board only when it acts corporately as the board. The senior pastor does not answer to the board chairperson or any other individual board member, committee, or person(s) in the congregation.
51. The senior pastor as the primary, designated leader of the church has authority over individual board members except when they act corporately as the board. The pastor may confront a board member over spiritual issues.
52. The pastor will not tell a board person how to decide an issue that the board is addressing corporately.
53. A pastor shall terminate the pastoral relationship by presenting the senior pastor (or in the case of a resignation of the senior pastor, the Chairman of the Governing Board) with a letter of resignation.
54. The termination of a senior pastor shall be initiated in accordance with the rules contained in bylaws 22 and 26 and decided by the congregation in accordance with by-law 16(k).
55. The termination of an assistant pastor shall be recommended to the Governing Board by the Senior Pastor. A decision to terminate an assistant pastor requires the concurrence of the Senior Pastor and 75% vote of the Governing Board. This concurrence will be noted in the minutes of the Governing Board and the Governing Board will grant the Senior Pastor written permission to proceed with termination. Upon receipt of such permission, the Senior Pastor will give the assistant pastor notice of termination in such form as is required by Nova Scotia labour law. The Senior Pastor shall notify the congregation of the decision no later than the Sunday worship services on the Sunday immediately following the giving of notice, unless the Senior Pastor decides that it is necessary to communicate the information to the congregation at an earlier time and by different means.
56. A resigning/terminated pastor's duties as a pastor cease upon presentation of a letter of resignation or the notice of termination as described in paragraphs 53-55, unless both the resigning/terminated pastor and the senior pastor (or the Governing Board, in the case of the resignation/termination of the senior pastor) mutually agree to a later date for the resigning/terminated pastor's duties to cease. A decision by the church to waive the right of

the church to further service from the resigning/terminated pastor will not impact the rights of the resigning/terminated pastor to benefits under paragraph 58. The termination of other staff is at the discretion of the senior pastor.

57. Whether the termination of a pastoral relationship occurs as a result of resignation or termination, the resigning/terminated pastor is expected to make every effort to smoothly transition the pastor's leadership responsibilities to others and to preserve the unity of the church during the period following the resignation or termination.
58. In all cases, any staff person (whether senior pastor, assistant pastor or non-pastoral staff) who resigns or is terminated will be entitled to such benefits on resignation or termination as are mandated by Nova Scotia labour law or as are offered by the church beyond those benefits required by Nova Scotia labour law.
59. In the case of the resignation, removal or death of a Pastor, a search committee shall be recommended by the Governing Board and approved by the congregation. The search committee shall consist of the Governing Board, who may also nominate other members from the congregation, and the Senior Pastor, unless it is his office that has been vacated. In the case of a search for a new senior pastor, the Governing Board shall revise the senior pastor job description (if necessary) and present the revised job description to the congregation for approval per by-law 16(j). The search committee shall assemble a budget for the purpose of completing their responsibilities. Funds are to be made available to support the work of this committee as necessary on the recommendation of the Senior Pastor or the Governing Board.
60. The search committee shall make a recommendation of a candidate to the Church congregation for affirmation by consensus. No consideration shall be given to any candidate who is not first recommended to the Church by the search committee.
61. The search committee shall follow the Guidelines and Resources for Search Committees from the Canadian Baptists of Atlantic Canada. Only one name shall be presented to the Church for consideration at any one time.
62. If the first recommendation is rejected, further recommendations may be made until the Church is satisfied to extend a call.
63. When the Church extends a call, the Church shall make clear the financial support it will afford the candidate.
64. The senior pastor is ultimately responsible for the recruitment of paid and unpaid staff who agree with the church's core values, mission, vision, and strategy. (Note: "Ultimately responsible" does not mean directly responsible. Other committees or staff may hire people in their areas. However, final responsibility rests with the senior pastor.)

65. The Senior Pastor may delegate any of the tasks assigned to him in the by-laws and regulations. He remains responsible for the decisions and actions of the delegate and as accountable to the Governing Board as if he had made the decision or carried out the action himself.
66. In cases of admission or an allegation that the pastor has engaged in some unbiblical, immoral, illegal, or unethical practice that violates the CBAC's "Regulations Concerning the Ministry," the matter shall be taken by the Governing Board to the Board of Ministerial Standards and Education through the office of Executive Minister of the Canadian Baptists of Atlantic Canada for further counsel.

FINANCE COMMITTEE

67. The members of the Finance Committee shall consist of the Treasurer, and four (4) church members, one of whom will be chosen as Chairperson by the Committee.
68. This committee shall be accountable to the congregation.
69. They shall be elected for a three-year term but serve no more than two consecutive terms. A person shall be eligible for re-election after one year of absence. The Finance Committee shall meet a minimum of four times per year. Additional meetings may be called at the discretion of the Chairperson. The chairperson shall provide a written report at the annual business meeting, and verbal or written report at other meetings.
70. The Finance Committee Chair, the Moderator and Vice-Moderator shall have signing authority for all church property. The Treasurer/Assistant Treasurer will have the authority to co-sign cheques on behalf of the church but not to sign in respect of other matters. This committee shall also choose one or two others from its members to have authority to co-sign cheques. These persons shall not be members of the same immediate family.
71. They shall be responsible for administering any trust funds, negotiating the borrowing and lending of money and the mortgaging and selling of property. Where the by-laws require the passing of a special resolution in connection with a certain power, the members of the Committee shall obtain such a resolution before taking any action in regards to the matter in question.
72. They shall be responsible for the financial stewardship of the Church, for the tabulation and expenditure of all Church funds except the Benevolent Fund and for those funds raised and administered for their own purposes by separate church organizations (i.e. Atlantic Baptist Women).

73. Review the financial report from the Treasurer to be presented at the annual meeting, which, upon acceptance by the members, shall be filed with the appropriate government agencies.
74. They shall, in consultation with the Senior Pastor, prepare the annual budget for presentation to the congregation for final approval, clearly indicating the financial aims, the expected sources of income and the anticipated demands based on submissions from other ministry leaders in the church.
75. They shall ensure fair and adequate compensation for all salaried staff, both internally and in comparison with other churches and from the recommendations provided by the Canadian Baptists of Atlantic Canada.
76. In the event of emergency requiring expenditure in excess of the budget, they shall have the authority to act on behalf of the Church upon consensus of the members of the Governing Board, the Finance Committee, the Properties Committee, and the Senior Pastor, and in accordance with Bylaw 17(b).
77. They shall ensure that adequate numbers of tellers are recruited, trained and scheduled to cover the task of counting the offering each week.
78. Oversee the church's financial policies and procedures. Develop or revise existing policies as determined necessary. Final approval of polices shall be done by the Governing Board.
79. Oversee the storage of financial records in order to comply with any governmental regulations.
80. A Treasurer shall be approved by the church and be a member of the Properties and Finance Committee. The Treasurer shall have the following responsibilities.
 - 80.1. Pay all bills chargeable to the church account.
 - 80.2. Keep or cause to be kept adequate and accurate written books of account of the properties and business transactions of the Church in accordance with good business procedures and in compliance with all federal and provincial tax reporting requirements. The books of account shall be open to inspection by the Senior Pastor and members of the Governing Board at all times.
 - 80.3. Oversee deposits of all money and valuables received by the Church in such depositories as may be designated by the Finance Committee in the name of and to the credit of the Church.
 - 80.4. Present financial reports to the Finance Committee on a quarterly basis.
 - 80.5. Render account of all transactions and the financial condition of the church to the Governing Board and the congregation as required.
 - 80.6. Record the weekly offerings from the Teller's sheets.
 - 80.7. Send out year-end receipts for income tax purposes.

- 80.8. Keep records of, order, receive, and distribute church envelopes as necessary. The Treasurer may delegate this responsibility to a church member if approved by the Finance Committee.
- 80.9. Keep records of the Memorial Fund and send acknowledgment cards to the bereaved and the donor. The Treasurer may be delegate this responsibility to a church member if approved by the Finance Committee.

PROPERTIES COMMITTEE

81. The Properties Committee should consist of at least three (3) church members, one of whom will be chosen as Chairperson by the Committee.
82. This committee shall be accountable to the congregation.
83. They shall be elected for a three-year term but serve no more than two consecutive terms. A person shall be eligible for re-election after one year of absence. They should meet a minimum of four times a year. Additional meetings may be called at the discretion of the chairperson. The chairperson shall provide a written report at the annual business meeting, and verbal or written report at other meetings.
84. Select, supervise and employ volunteers or staff to care for the church property, and prepare detailed job descriptions for such staff (i.e. custodian).
85. Develop and implement a housekeeping and maintenance program for routine periodic inspection and maintenance procedures on all church facilities.
86. Promote, through whatever means available, the conservation of energy and other natural resources that are used in the operation of church facilities.
87. Recommend short and long-term requirements including the renovation, remodelling, purchase or sale of church properties and equipment – a “wish” list. This can also include proposals for methods of raising the funds required when such proposals involve expenditures beyond current budget recommendations.
88. Approve the acceptance of any furniture, fixtures and equipment gifts to the church.
89. Evaluate all church property and buildings and make recommendations, where possible, to ensure that space is accessible to disabled persons and the elderly.
90. Coordinate snow removal for the driveway, parking lots, building entries and exits of church properties.

91. Review security measures to protect church owned assets (i.e., structural safeguards, keys and locks, security systems, lighting).
92. Maintain appropriate casualty, liability, and other forms of insurance on the church properties, and on its officers, staff, and members.
93. Evaluate adequacy of internal and external signage.
94. Supervise and co-ordinate the allocation of church space when requested by outside groups or organizations and keep a record of the request for reservation to ensure there is no conflict with other planned activities in the church facilities. Make sure that all outside organizations using the church's facilities provide the church a certificate of insurance naming Pleasantville Baptist as an additional insurer.
95. Organize work parties for the repair or improvement of Church property as appropriate.
96. Submit to the Finance Committee a proposed budget anticipating expenses for the upcoming year.

NOMINATING COMMITTEE

97. The Nominating Committee shall consist of a Deacon, and should consist of three other church members. A chairperson shall be chosen from among the committee. The term for Nominating Committee shall be one year.
98. This committee shall be accountable to the Governing Board.
99. Submit at the last business meeting of the calendar year the names of nominees who have consented to stand for election to the various offices, committees, and ministry teams.
100. Gain the consent of each nominee before including his/her name on the slate of nominees. The Nominating Committee or members present may nominate a person for a ministry position from the floor during a business meeting when invited by the Moderator. No nominations, however, will be accepted from the floor for the Governing Board / Deacons. The member being nominated should be present at the meeting and agree to the nomination. If the member is not present, the member must have previously agreed in writing to the nomination.
101. Make every person aware of the duties of any office, committee, or ministry team to which he/she is being nominated.
102. Submit at any business meeting throughout the year the names of nominees who have consented to fill vacancies that may occur during the year.

FINANCIAL REVIEW COMMITTEE

103. Between the end of the fiscal year and the Annual Business Meeting, the Financial Review Committee shall review the financial statements, accounts, general fund of the Church and any other funds that may be in existence from time to time and submit the results of such reviews to the membership at the upcoming annual meeting. A copy of the balance sheet shall be signed by two of the Directors and be filed with the Registrar within fourteen (14) days after each annual meeting.

104. Members of the Financial Review Committee shall not be presently serving on the Finance Committee

105. This committee shall be accountable to the Governing Board.

106. The Financial Review Committee shall consist of two members, adherents, or a combination thereof, elected annually by the Church.

INTRODUCTION

1. This Manual contains job descriptions for the Ministry Teams and Leaders of the Church. Unlike committees, their primary role is not to exercise administrative responsibilities or set policy, although they may assist in developing policy related to their particular area of ministry. Ministry Teams are the “hands and feet” of the body of Christ. A team is small group of people with complementary skills committed to a common purpose or goal and for which they are willing to be mutually accountable. Teams may exist for a very short term to perform a specific ministry or may be ongoing in nature.
2. Ministry Teams and Leaders serve under the leadership of the Senior Pastor to help the Church accomplish its ministry goals within the parameters of our Ends Policies. Each leader and ministry team member is responsible to the Senior Pastor for the decisions taken and actions performed by individuals involved in the ministries which he/she oversees. The Senior Pastor has the final say in the decisions of the leaders and teams, and a leader or team member will not have the power to overturn any decision of the Senior Pastor, whether taken before, after, or without consultation.
3. Each ministry leader or team will prepare for the Senior Pastor such reports as are required of the Senior Pastor by the Governing Board or for reporting to the Church at the annual business meeting.
4. The Senior Pastor will ensure that all ministry position job descriptions are current, that reporting relationships are clear and give feedback and encouragement as necessary for the development of the members of the team.
5. This Organizational Manual may be revised or rescinded from time to time with the approval of the Deacons and in consultation with groups to whom the changes would apply.
6. This manual is meant to be a “living” manual and should be reviewed frequently in order to guard against structures that perpetuate emphases on yesterday and tradition, hinder innovative proposals, and inhibit efforts to build culturally appropriate ministries.
7. Unless otherwise stated, a person does not have to be a member to serve on a ministry team or to be a lay ministry leader, but they must demonstrate a consistent Christian testimony and be regular in their attendance and support. A non-member must be approved by the Pastor and Deacons and may be required to attend a new member’s class or other such requirement as determined by Pastor and Deacons.
8. Unless directed otherwise by Pastor or Deacons, the Nominating Committee shall seek to fill the following ministry teams and leadership positions. Ministry Team members and Leaders will be enlisted for one year of service and re-enlisted as needed every year.

MUSIC COORDINATOR

9. Play for all services of the Church, both regular and special, in consultation with the Pastor. This includes funerals conducted in the sanctuary and other special meetings as needed.
10. Coordinate the music ministry of the Church with the calendar and emphases of the Church.
11. Be responsible for the scheduling of choir music, praise songs, soloists, musical specials or guests in the function of the church. Play as an accompanist when needed.
12. Oversee the maintenance of the Church pianos and organ.
13. Supervise additions to the music library and assist in providing music materials where they may be needed in other programs of the Church.
14. Present to the Finance Committee for budget preparation an anticipated amount that will be needed in the coming year.
15. Upon the absence of the music coordinator(s) from any service for any reason, he/she will work with the Pastor to secure an adequate alternative for the time involved.
16. Perform duties and responsibilities in a manner that brings glory to Christ and furthers the ministry of the Church.
17. Other assistant music coordinators may be appointed who shall assist the music coordinator and serve in the absence, illness, or incapacity of the music coordinator.

FAMILY MINISTRIES TEAM

18. The Family Ministry Team shall have general supervision for the development and leadership of the educational programs of the Church for children and youth and shall be responsible for the provision of supplies.
19. Shall consist of a Children's Ministry Leaders and Youth Leaders. A team leader shall be appointed from among the team. There must be a higher ratio of members to non-members on this team.
20. Shall have as many meetings as is necessary for the efficient and effective functioning of the children's and youth ministries.
21. Approve children and youth programs, select material, determine dates, and recruit leaders and volunteers and assist them when issues arise. Oversee promotion for such programs.

22. Ensure that all persons working with children and youth have met all requirements in accordance with church policies.
23. Appoint Children's Church Coordinator.
24. Set date for Vacation Bible School and appoint Director.
25. Plan Sunday morning service in June to honour graduates.
26. In consultation with the pastor and music coordinator, assist in the planning of a program involving children and youth at Christmas time or other special occasions.

MISSIONS MINISTRY TEAM

27. It is our responsibility as a local church to fulfill the Great Commission (Mathew 18:18-20) and support the efforts of missionaries and mission organizations to do the work of evangelism and discipleship.
28. This team should consist of 3 persons, and a representative from the Atlantic Baptist Women. A team leader shall be appointed from among the team. There must be a higher ratio of members to non-members on this team.
29. Shall have as many meetings as is necessary for the efficient and effective functioning of the missions ministry team.
30. Help the church achieve a clear sense of direction in the area of Missions, ensure good stewardship of Mission funds, and outline the program for the care of our mission family.
31. Keep the church up to date and informed regarding the missions we support and encourage intercessory prayer for world evangelism and for our missionaries. This includes the ministries of various types of Mission service of our Association, Canadian Baptists of Atlantic Canada, and Canadian Baptist Ministries.
32. Be responsible to gather the appropriate information of any person(s) and their mission boards when such person(s) are seeking financial support for mission endeavours. Such person(s) and their mission board must conform in their personal and religious beliefs to the beliefs and philosophy of ministry held by this church.
33. Actively seek to have various missionaries and Global Field Staff from Canadian Baptist Ministries visit our church presenting their ministry.
34. Draw up a budget each year allocating funds to the various missions that we support. This budget will be finalized in consultation with the Finance Committee with final approval by

the Congregation. The budget will be 10% of the amount of general donations of budgeted revenues from the previous year.

35. Review and recommend changes as needed to the Mission Policy, presenting the changes to the Governing Board for approval.

HOSPITALITY MINISTRY TEAM

36. To coordinate and organize church-wide receptions and social events when directed.
37. A team leader shall be appointed from among the team.
38. Consult with Pastor regarding needed hospitality events.
39. Arrange for food and supplies to be used at the hospitality event.
40. If appropriate for the occasion, decorations may be used.
41. Ministry team members will serve as host and hostesses for the event. Ensure that setup is done for the event, and ensure clean up of area after event.
42. Present to the Finance Committee for budget preparation an anticipated amount that will be needed in the coming year.

GOODWILL MINISTRY TEAM / COORDINATOR

43. The purpose of this team is to minister to the needs of hurting people during times of illness and bereavement through acts of prayer, compassion, and love, in order to convey to both Christians and non-Christians that we are a caring church.
44. A card, flowers, etc., will be sent to members and adherents that have been hospitalized or seriously ill at home.
45. A card will be sent to the family of members or adherents during times of bereavement.
46. In consultation with the Pastor, a card, flowers, etc., may be sent to others when the need arises, or when one is celebrating a significant life event.
47. Present to the Finance Committee for budget preparation an anticipated amount that will be needed in the coming year.

FLORAL AND DECORATING MINISTRY TEAM / COORDINATOR

48. The purpose of this team is to decorate the church sanctuary with flowers and oversee the placement of seasonal and recurring decorations. The flowers are placed for the pleasure of the congregation and to remind them of God's love and care as seen in his creation.
49. Provide assistance with requested decorations at special church events such as receptions, banquets, conferences, etc.
50. Consult with the Properties Committee regarding any decoration that will be permanently placed on Church property.
51. This team will endeavour to keep a scent free environment as much as possible.
52. This team has the discretion as to what will be accepted for flowers as memorials or other donations.
53. Present to the Finance Committee for budget preparation an anticipated amount that will be needed in the coming year.

GREETERS AND COORDINATOR

54. The principle function of a greeter is to represent Christ to all who come to worship at the Church. In a sense, and, along with the ushers, they serve as the host of the building in which believers and guests gather to worship God.
55. Greeters shall be there in time to greet with a friendly, warm, and helpful greeting and offer bulletins if available. They will give requested information to those asking for assistance and escort guests to locations in the Church if necessary. They will provide special attention to the handicapped and elderly. They will introduce guests to the Pastor and other leaders when possible. Creating a good first impression is the goal of the greeter.
56. The coordinator will recruit, instruct, and schedule greeters for all services of the Church. If a scheduled greeter is absent, the Coordinator shall arrange for a substitute.

USHERS AND COORDINATOR

57. The principle function of an usher is to represent Christ to all that come to worship at the Church. In a sense, and, along with the greeters, they serve as host of the building in which believers and guests gather to worship God.
58. Ushers shall receive the offering and be available to help anyone who needs assistance.

59. The Coordinator will recruit, instruct, and schedule ushers for all services of the Church. If a scheduled usher or greeter is absent, the Coordinator shall arrange for a substitute.

BULLETIN SECRETARY

60. Prepare a weekly bulletin in consultation with the Pastor and Music Coordinator. Receive announcements from other Church groups to be included in the bulletin.
61. At certain times announcements for community functions may be included in the bulletin, but none will be made that conflicts with our Philosophy of Ministry, and questions of what is appropriate shall be referred to the Pastor, or, if not available, the Deacons.

LIBRARIAN

62. Oversee providing the church with a library that will be an inspirational, educational, and recreational resource centre for all ages. Promote the library to the church.
63. Be responsible for purchase and circulation of materials that conform to biblical standards.
64. Oversee donations of books and materials. There is no obligation to accept books and resources just because someone is “cleaning house” and longer wants them. Books that are donated may be discarded if inappropriate or if it appears they will likely not be used.
65. Maintain the library in a neat and attractive manner.
66. Present to the Finance Committee for budget preparation an anticipated amount that will be needed in the coming year.
67. An Assistant Librarian may also be appointed who shall assist the Librarian and serve in the absence, illness, or incapacity of the Librarian.

PUBLICITY

68. Oversee the promotion and advertising of the Church and its ministries to the general public through print, internet, and social media.
69. Questions of appropriate material or privacy issues shall be referred to the Pastor, or, if not available, the Deacons.

DELEGATES FOR LUNENBURG-QUEENS BAPTIST ASSOCIATION

70. The church may send up to the allowed number of delegates to represent the church at the Lunenburg-Queens Baptist Association business meetings. Delegates must be church members and meet the qualifications as determined by the Association.