

## **CHURCH BOARD (Version 6)**

5-8 Positions

Term: 4 Years

(It is recommended to have no more than 2 consecutive terms.)

### **OVERALL RESPONSIBILITY**

The church board, under the guidance of the Holy Spirit, oversees the direction and protection of the membership to a closer and deeper relationship with God. They set the mission (why are we here?), vision (where are we going?), strategy (how are we going to get there?) and objectives (who, when and where?) The board will work with and through the Lead Pastor and team leads to coordinate the different ministry areas in the church. The board will also lead the church by demonstrating the love of God through their own servant leadership and shepherd care for those around them.

### **Qualifications**

Board members are men chosen by the membership who are members of HLEC in good standing and meet the Biblical character and ministry role qualifications (1 Tim 3:1-15, Titus 1:5-9, 1 Peter 5:1-6, Acts 20:27-28, Acts 6:2-4, Heb 13:17.)

### **Responsibilities**

1. Board members are accountable to the membership.
  - a. The board will actively seek feedback and input from the membership.
  - b. The membership has the freedom, right and responsibility to give input and ask questions of the board.
  - c. The board will listen to the feedback and questions and address them.
  - d. Vision and finances are tied together. The membership needs to approve both. Once the membership approves the budget, it becomes a tool to hold the board accountable.
  - e. The board will give mission and vision reports to the membership at each of the three annual membership meetings.
2. Board members assess, direct and protect the spiritual affairs of the church. This includes:
  - a. Setting the church's direction (vision and mission.)
  - b. Overseeing the personal needs of the membership including:
    - i. Helping with the pastoral care (e.g. assist in visitation.)
    - ii. Praying for the people of our church and community.
    - iii. Helping resolve conflicts and issues by following Biblical models of conflict resolution, mediation, etc.
  - c. Serving as the search/nominating committee for pastoral staff.
  - d. Review and affirm team lead nominations before they go to the membership.
  - e. Upholding and teaching the doctrine of the church; making sure all ministry and teaching material agree with the Bible, our statement of faith, beliefs and values and are relevant.
  - f. Overseeing acceptance of baptism and membership candidates.
  - g. Overseeing any disciplinary care of members.
  - h. Giving oversight to the Lead Pastor and team leads, so that:

- i. Each ministry understands its vision, roles/responsibilities – what it is accountable for.
  - ii. Each ministry receives the authority, training and resources it needs.
  - iii. Each ministry is accountable for that which has been defined.
3. Ensure that staff and team leads understand the vision of the church and how their ministry fits within that vision. He is responsible to ensure that staff and team leads understand what success is for their ministry and how their ministry effectiveness will be evaluated.
4. Ensure effective and meaningful evaluation happens with each ministry and that this evaluation is communicated with the board.
5. Ensure staff and team leads receive adequate equipping and resources and to serve as a resource person for them.
6. The board has the responsibility to direct and protect the business affairs of the church. The board has authority to make decisions on church business except where the membership has voting responsibility. The membership has voting responsibility on:
  - a. Buying or selling property.
  - b. Hiring or firing pastoral personnel.
  - c. Annual church budget.
  - d. Elections.
  - e. Changing statement of faith.
7. Set and approve church policies as well as systematically reviewing and updating existing policies.
8. Set salary levels and terms of employment for staff.
9. All board members will have signing authority at the Bank.
10. The board will be responsible to review the Budget presented and to present it to the membership for approval.
11. Fulfill all requirements of the Canada Revenue Agency.
12. The board is responsible for:
  - a. Ongoing evaluation of board performance.
  - b. Ongoing evaluation of staff performance.
  - c. Ongoing evaluation of effectiveness of vision, teams and programs.
  - d. Ensuring there is a simple, consistent process for evaluation. The process will be provided to individuals at the start of their term of service.
13. The board is responsible to make sure:
  - a. New board members are trained in board governance, church policies and practices.
  - b. Board members receive ongoing training for board governance.
14. The board will set dates for membership meetings regarding church elections and Budget proposal and approval.
15. The board will elect the executive positions within the board annually (e.g. Chair, Vice Chair, Secretary.)
16. Board members are responsible to regularly attend meetings.
17. The Lead Pastor will attend board meetings in an advisory, non-voting capacity and is responsible to carry out the will of the board as directed.