

POLICY
MANUAL
BERGTHALER
MENNONITE
CHURCH
OF ALTONA

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CODE	SUBJECT	SOURCE	DATE
CNCL-004	Membership Meetings	Annual Meeting	1995

Church Council shall call a minimum of two membership meetings per year and shall prioritize agenda items for each meeting to deal with spiritual and business items.

CODE	SUBJECT	SOURCE	DATE
WRMS-002	Worship Language	Annual Meeting	1991

THAT we request our Worship Leaders to use the term “Pastor” in its proper conduct during our worship services.

CODE	SUBJECT	SOURCE	DATE
HOME-002	Remuneration for Camp Workers	Annual Meeting	1990

That the Altona Bergthaler Church remunerate our camp workers on a two-tiered basis:

- | | | |
|-------------------------|-----------------|--------------------|
| a) Conference Camps | - post graduate | \$ 175.00 per week |
| | - high school | \$ 115.00 per week |
| b) Non Conference Camps | - post graduate | \$ 100.00 per week |
| | - high school | \$ 50.00 per week |

AND that all workers work the first week on a gratis basis.

CODE	SUBJECT	SOURCE	DATE
FNCE-002	Dispersal of Surplus Funds	Current Practise	Not Applicable

In the event that Church Receipts exceed Church Expenditures in any given year (thereby creating a Surplus of funds) the Finance Commission shall have the authority to disperse such Surplus Funds.

The Finance Commission, in considering the dispersal of such Surplus Funds shall give first consideration of payments to:

1. Our Conferences (Canada and Manitoba) and Conference related Organizations (MCC, MCI and MDS.)
2. Future Capital and/or other needs that potentially may not be covered in normal budgeting.
3. Other local organizations/groups (BAV, YFC, Ebenezer) that may have particular needs at such time.

The dispersal of surplus funds shall not necessarily follow in the order listed above in the event that a greater need is apparent in a particular area.

CODE	SUBJECT	SOURCE	DATE
CNCL-005	Calling of Meetings	Annual Meeting	1995

That Church Council be directed to call a minimum of two membership meetings per year, and

That Church Council prioritize agenda items for each meeting to deal with spiritual and business items.

CODE	SUBJECT	SOURCE	DATE
HOME-001	Commission Responsibilities	Constitution and Commission	2011

The following outlines the various responsibilities and programs currently tasked to the Home Ministries Commission and Chairperson:

- Prepare annual commission budget and present to Finance commission
- Provide reading materials to the local Hospital patient lounge
- Distribute Gideon sympathy cards to the families who use our Church for Funeral services
- Track Camp volunteers/workers from our congregation in order to provide recognition for their efforts and reimbursement for student camp workers
- Prepare and send out care packages to all university students who are members of our congregation or whose parents are members of our congregation
- Provide leadership to our meal serving groups
- Schedule serving groups for meals organized within our church
- Schedule serving groups for all funerals held within our church
- Act as a liaison for the church to the Eden medical facility
- Act as a liaison for the Ushers coordinator
- Act as a liaison for the Care Cell group coordinator
- Act as a liaison for the Taxi service coordinator
- Act as a liaison for the Angel Tree coordinator
- Act as a liaison for the Bridal shower coordinator
- Act as a liaison for the 55 Plus group committee
- Maintain contact with the Youth for Christ representative
- Maintain contact with the Ebenezer Home for the Aged representatives
- Maintain contact with the Camps With Meaning representative
- Maintain contact with the local Food Bank representative

Commission Chairperson responsibilities:

- Prepare agendas and chair all Commission meetings
- Attend Church Council meetings and report on behalf of the Commission
- Ensure that responsibilities of the Commission are carried out as required
- Ensure that minutes are kept of all commission meetings and actions of the commission are recorded (as deemed appropriate and necessary.)

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
FNCE-001	Commission Responsibilities	Constitution and Commission	2011

The following outlines the various responsibilities and tasks currently assigned to the Finance Commission and Chairperson:

- Prepare job description(s) and supervise custodial staff
- Liaison with custodial staff on an ongoing basis
- Prepare a list of duties/job description for the Treasurer
- Long and short term maintenance and capital planning
- Ensure that all safety, mechanical and electrical systems are functioning and meet all current safety codes and standards
- Provide safekeeping of the Church's financial and legal documents
- Prepare budget for presentation to the congregation at the annual business meeting
- Administration of the approved annual budget
- Appoint and supervise sub-committees as required from time to time
- Work with church treasurer and auditors to regularly review the current financial status of the Church
- Oversee and record Sunday morning offerings
- Communicate any special finance related concerns or projects to the congregation
- Record all commission meetings
- Record sub-committee meetings (if deemed necessary)
- Ensure that Finance Commission members are available to sign cheques for the business of the Church, as required
- Recommend appointment of auditors by the congregation at the annual business meeting
- Recommend appointment of Church Treasurer to Church Council at the first Council meeting following the annual business meeting

Commission Chairperson responsibilities:

- Prepare agendas and chair all Commission meetings
- Attend all Church Council meetings and report on commission activities
- Provide information from Church Council meetings to the commission
- Provide leadership in preparing annual budget for presentation to the congregation
- Ensure that all Finance Commission responsibilities are being met

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
WRLD-001	Commission Responsibilities	Constitution and Commission	2011

The following outlines the various responsibilities and programs currently tasked to the World Ministries Commission and Chairperson:

- Prepare annual commission budget and present to Finance commission
- Assist members from our congregation who venture into short-term voluntary service assignments. This could include financial assistance through fund raisers as well as moral and prayer support.
- Promote goodwill between our church and our sister church in Madrid, Columbia; including being aware of their needs and/or providing financial support
- Keep in contact with and show support to our adopted mission partners
- Fund raising as special projects (Annual Soup and Pie supper in November and catering one 55 Plus dinner) Proceeds to be used for supporting a special missions project as selected by the commission
- Inviting, sponsoring and hosting missionaries/voluntary service workers to speak to our congregation during Sunday morning worship services (approximately 4 or 5 speakers per year.)
- Keep the Church informed about world missions through bulleting announcements and inserts
- Record minutes of all Commission meetings
- Act as liaison to BAV (Build a Village Committee)
- Act as liaison to church MCC representative
- Act as liaison to church MDA representative
- Act as liaison to Columbia Sister Church Committee

Commission Chairperson Responsibilities:

- Prepare agendas and chair all Commission meetings
- Arrange suitable Sundays with the Pastor for inviting guest speakers to present the message; this would involve 3 or 4 Sundays in fall or early part of a new year
- Contact the Church Treasurer before the 10th day of the month to prepare honorarium cheque for a guest speaker (when required) and also provide information on where the guest speaker is traveling from in order to calculate appropriate mileage compensation
- Arrange for a noon meal with a guest speaker and the commission whenever it is required and suitable

- Responsible for purchasing groceries for the annual soup and pie supper in November
- Ensure that cheques are mailed (as required) for the various projects that the commission decides to support through budget or special fund raising projects
- Attend Church Council meetings and report on the activities of the commission and report back to commission on any matters related to World Ministries

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
PERS-001	Commission Responsibilities	Constitution and Commission	2011

The following outlines the responsibilities currently tasked to the Personnel Commission and Chairperson:

- Provide Leadership for the Search Committee (as required)
- Provide Leadership in the Pastoral evaluations
- Provide Leadership in dialogue with Pastor(s) for ordination (when appropriate) as outlined in Article No. 7.0331 of the Constitution
- Negotiate Memos of Understanding with all salaried staff (except for Custodians)
- Manage the implementation and follow through of Memos of Understanding
- Address needs and concerns of pastoral staff at Personnel Commission meetings
- Provide support and encouragement to staff members
- Provide a contact person from the commission for each staff member with whom they can share and reflect ideas and/or concerns
- Plan staff appreciation events, e.g. Christmas Social, Spring Barbecue, etc.
- Organize support groups for pastors
- Oversee and check expense sheets from salaried staff
- Review job descriptions as required
- Appoint a commission member(s) for sub-committees and/or special events; e.g. Search Committee, recognition on departure of a salaried staff person, etc.

Commission Chairperson responsibilities:

- Prepare agendas and chair all Commission meetings
- Attend Church Council meetings and report on commission activities
- Report to commission on any matters related to Personnel
- Provide Leadership in preparation of Memos of Understanding
- Provide Leadership in addressing needs/concerns of salaried staff (excluding custodians)

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
EDUC-001	Commission Responsibilities	Constitution and Commission	2011

The following outlines the various responsibilities and tasks currently assigned to the Education Commission and Chairperson:

- Prepare annual commission budget and present to Finance commission
- Supervise activities of the Children's Ministries coordinator and assist in the recruitment of staff (volunteers) for Cradle Roll, Venture Clubs, Sunday School and Youth programs (as required)
- Appoint Library committee
- Supervise Church periodicals and audio visuals
- Promote educational emphasis programs
- Maintain Church website
- Act as a liaison for Venture Clubs coordinators
- Act as liaison for Library committee
- Act as liaison for Youth Pastor
- Act as liaison for Cradle Roll coordinator
- Maintain contact with Mom's Morning Out representative
- Maintain contact with MCI representatives

Commission Chairperson responsibilities:

- Prepare agendas and chair all Commission meetings
- Attend Church Council meetings and report on behalf of the Commission
- Ensure that responsibilities of the Commission are carried out as required
- Ensure that minutes are kept of all Commission meetings and actions of the Commission are recorded (as deemed appropriate and necessary)

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
WRMS-001	Commission Responsibilities	Constitution and Commission	2011

The following outlines the various responsibilities and tasks currently assigned to the Worship and Music Commission and Chairperson:

- Prepare annual commission budget and present to Finance commission
- Schedule musicians for Sunday morning worship services
- Provide support to musicians and provide material when applicable
- Schedule scripture readers for Sunday morning worship services
- Schedule Children's story presenters
- Ordering music and repairing hymnals (as required)
- Set up visuals for the Church sanctuary
- Coordinate annual Christmas program together with Education commission
- Work with the Education Commission in planning annual Church picnic
- Work with Pastor(s) on worship themes, leaders and speakers

Commission Chairperson responsibilities:

- Prepare agendas and chair all commission meetings
- Attend Church council meetings and report on behalf of the commission
- Ensure that responsibilities of the commission are carried out as required
- Ensure that minutes are kept of all commission meetings and actions of the commission are recorded (as deemed appropriate and necessary)

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
CNCL-001	Council Responsibilities	Council and Constitution	2011

The following outlines the various responsibilities and tasks currently assigned to Church Council and Council chairperson:

- Meet at least every two (2) months
- Seek to guide the congregation in matters of doctrine, faith and practice
- Consult with the ministerial/pastor(s) in matters of discipline
- Hear reports from commissions and other organizations and coordinate their work
- Call all membership meetings and prepare appropriate agendas
- Provide leadership for Finance in the dispersal of funds (as required)
- Designate responsibility for any function of the Church not specified in the constitution and/or policy
- Make recommendations to membership at membership meetings regarding Church policy, programs, or the calling of people to various positions
- Make appointment to fill vacancies on a commission(s)
- Appoint standing or ad hoc committees for specific tasks as the need arises
- Make budgetary re-allocations of not more than \$ 1,000. annually

Council Chairperson responsibilities:

- Be the voice (liaison) for Council to the congregation
- Prepare agendas and chair all Council meetings
- Ensure preparation of agendas for all membership meetings (Annual and Special)
- Chair all membership meetings
- Serve on additional ad hoc committees (as needed)
- Take action on items coming from annual, special and/or council meetings as directed by Council
- Ensure that Council meets on a regular basis (minimum of every 2 months)
- Serve as chair of the Pastoral Advisory committee

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
CNCL-002	VICE-CHAIR AND MEMBERS AT-LARGE RESPONSIBILITIES	CONSTITUTION AND MEMEBRS	2011

The following outlines the various responsibilities and tasks currently assigned to the Vice-Chairperson of Council and the Members at-large:

Vice-Chairperson responsibilities:

- Act as chairperson of council in the absence of the chairperson
- Act as the chairperson of Nominations committee
- Assist Chairperson in conducting elections at the annual meeting
- Serve as a member of the Pastoral Advisory committee and act as the chairperson of the committee in the absence of the chairperson
- Serve on additional ad hoc committees as needed

Members at-large responsibilities:

- Hear concerns/ideas from members of congregation
- Attend Council meetings and convey concerns/ideas from members
- Advisors to Council on matters that may not be dealt with through the commissions
- Members of the Pastoral Advisory committee

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
CNCL-003	Nominations Committee Responsibilities	Constitution	2011

The following outlines the responsibilities and various tasks currently assigned to the Nominations Committee:

- Prepare a slate of nominees for the Annual membership meeting in accordance with Article 7.015 of the Constitution
- Make recommendations to Council on appointment of person(s) for vacant positions on a commission(s) and/or board representative(s)
- Prepare slates of delegates for attendance at the Annual and/or Special meetings of the following church related organizations
 - Mennonite Collegiate Institute
 - Mennonite Central Committee
 - Mennonite Church Manitoba
 - Mennonite Church Canada
 - Ebenezer Home for the Aged
 and other delegate meetings assigned by Church council (as required.)

Chairperson responsibilities:

- Call and chair all Nominations committee meetings
- Report to Church council on nominations (as required)
- Ensure that nominations are made in accordance with requirements of the constitution and as assigned to the committee

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
PERS – 002	Recall of Pastors	Membership	February, 1999

This plan assumes that the congregation will have an ongoing Pastor-Congregation Relationship Committee. The Committee shall consist of two members of the Personnel Commission and three members to be appointed by the congregation. This Committee shall be responsible for the continuing support, evaluation, feedback and negotiation between pastor(s) and the congregation. The Conference Minister shall be called upon to assist with each evaluation. The Conference Minister shall also be called upon to assist in the review when negative signals emerge.

The initial term of service for a pastor shall be evaluated after two years of service and prior to completion of the first term of three years.

Initial Evaluation

If the evaluation is favorable:

- The Committee presents the report to the congregation. A 75% majority vote of the members present at the meeting is required to adopt the report.
- If the vote is passed, the Pastor's term shall be ongoing and open-ended and no longer subject to a vote every three years.
- If the vote is rejected by the congregation, the following three options may be considered:
 - A. The Committee may recommend the termination of the Pastor, which would require a 75% majority vote by the members present at the meeting.
 - B. The Committee may attempt to deal with the issues and work towards unity in the congregation. Within six months it should bring a new report to the congregation. This vote would again require a 75% majority of the members present to accept the report.
 - C. The Pastor may choose to resign, based on the evaluation and response of the congregation.

If the evaluation is unfavorable:

- The Committee recommends that the pastor's services be terminated. This would require a 75% majority vote of the members present at a membership meeting.
- The Pastor may choose the option of resignation rather than the vote.

Future Reviews:

Congregation:

- The congregation shall establish for itself long term achievable goals.
- When establishing goals consideration should be given as to how the Pastor's leadership gifts can best be utilized.
- These goals shall be reviewed and updated on an annual basis to ensure that they still meet the congregation's needs.

Pastor

- A review shall be held annually or when issues or concerns arise.
- The review should identify areas still needing change or improvement and may require program revision and/or change in job description.
- The review process is not to find fault but instead to build on the positive areas and strengths of the Pastor.
- Written summary reports will be presented to the congregation for information only and normally will not be put to a vote.
- The Committee may call for a vote by the congregation if the review indicates the need for it. If a vote on the report is called for, a 75% majority vote of members present would be required for the Pastor to continue. If the vote is rejected the congregation shall provide six months written notice to the Pastor indicating that his position will be terminated. If the Pastor is terminated, an appropriate severance package may be negotiated between the congregation and the Pastor.

End of Tenure:

When a pastor chooses to terminate his position, six months written notice shall be provided to the committee.

CODE	SUBJECT	SOURCE	DATE
MNST-001	Ministerial Responsibilities	Constitution	2011

The following outlines the various responsibilities and tasks currently assigned to the Ministerial:

- Provide a forum for discussion and counsel for pastors including the role of preaching and preaching themes
- Oversee the work of member care (visitation, counselling, special services, deacon's fund, Bible study groups, etc.)
- Provide leadership for the membership in the area of evangelism
- Together with the pastor and assistant pastor(s), conduct baptism and communion services
- Review applications of candidates for baptism and membership and recommend acceptance of the same to the congregation (membership)
- Plan deeper life activities for the membership
- Work with inactive members according to the policies of the constitution and generally provide leadership in the area of church discipline
- Process written requests for membership releases or transfer to other congregations
- Make appointments to an maintain liaison with the Worship and Music Commissions

The above is not necessarily an all-inclusive list.

CODE	SUBJECT	SOURCE	DATE
GNRL-001	Adoption of Reports	Annual Meeting	1994

All Commission, Ministerial and related reports shall be adopted by one resolution at Annual Membership meetings.

CODE	SUBJECT	SOURCE	DATE
GNRL-002	Advance Polling	Annual Meeting	February 6, 1999

Any member of the Bergthaler Mennonite Church of Altona be encouraged to vote in an Advance Poll if they are not able to be present at the meeting where the motion will be voted on. Ballots may be picked up at the Church office, cast and retained at the Church office until the date of the official vote. On the day of the vote these ballots will be given to the scrutineers who will admit and count these ballots as part of the regular vote.

NOTE: It is understood that the above applies only to motions that follow for notices to be given in advance. If a motion is amended and such amendment carries – the ballots cast in advance would **not** be counted.

CODE	SUBJECT	SOURCE	DATE
WRMS-003	Language	Annual Meeting	1991

That our Worship Leaders be requested to use the term “Pastor” in its proper conduct during our Worship Services.