

FOUNDATION FOR MINISTRY

Our Mission:

"To be a loving and healthy community, reaching others by knowing, loving, and serving God."

Our Vision is:

"To live and love like Jesus"

North Grenville Community Church
A Congregation of the
Free Methodist Church In Canada

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Version 2010.10.19.00

Revisions:

April 23 – Nominating Process (4.A.I Point 2 & 4)

Changes Effective with this draft: Section 2 Part A, Number 3 removed by motion of the Official Board. File Reference Number 2003.01.09.01

November 20, 2004

Changes Effective with this draft: Section 2 Part E, Bullet 5. Changed by motion of the Society in reference to Official Board recommendation 2003.09.25.00.15

July 10, 2005

Minor operational (non-foundational) changes mutually agreed upon by the Official Board.

October 19, 2007

Minor operational (non-foundational) changes mutually agreed upon by the Official Board. List of changes as follows:

Cover page – update the version number, per the date on which these changes are ratified by the Official Board.

Section 1.A – add new item 5 to list, as follows:

A member who does not attend the church for more than 6 months will be placed on the inactive roll. (Reason for 6 months is snowbirds like are members even if they're away half the year.)

Section 1.B – Remove item 1.f (society elects delegates) – this is contradicted in Section 2.E bullet 5.

Section 1.B – item 2 should really be a continuation of the list at item 1.

(Note the Annual Society Meeting's approval is only required for *structural* changes to the FFM document – the proposed changes to the *content* (listed in this document) only require ratification by the Official Board.)

Section 1.B – item 1.h (Annual Society Meeting receives the budget) – Change from “Receiving the Budget” to “The Society, at the annual meeting will receive a report of solvency from the Official Board.”

Section 1.C – item 4 “...by any member...” : replace with “...by Chair or Vice-Chair...”

Section 2. Domain of the Official Board. Item 4 – “...a long-range plan...” :

replace with "...long-range plans and supporting plans..."

(Alternately, use the wording at Section 2.C "...annual Ministry plans and Long Range Plans...")

Section 2.B – renumber list items (there are currently two items 3)

Section 2.B – item 3 – “will be composed of three members of the Official Board and up to two members from the Society” : replace with “should be composed of one third of the Official Board and up to an equal number of members from the Society and/or approved adherents.”

Section 2.B – item 3 (the second item 3!) – “will be composed of three members of the Official Board” : replace with “should be composed of one-third of the Official Board”

Section 2.B – item 4 – “will be composed of four members of the Official Board” : replace with “should be composed of one-third of the Official Board”

Section 2.C – Last sentence in paragraph refers to Appendix B, as having Pastor’s Job Description. See also comment at Appendix B.

Section 2.D – add new item 6 to list, as follows:
Board members will complete the “Steps To Freedom In Christ” study.
(Note the STFIC study includes the “Timelines”.)

Section 2.E – remove “Trustees of the Corporation”.
(Reason is that Section 1.B. item 1.e clarifies that Trustees of the Corporation are now called the Official Board; having this line in section 2.E perpetuates the old notion that the church had a Board of Trustees that was distinct from the Official Board.)

Section 3 – Third-last sentence in paragraph refers to Appendix B, as having Pastor’s Job Description. See also comment at Appendix B. Remove the two sentences in italics (these are no longer true).

Section 4.A – renumber sections, currently there are two parts II – section numbers should be consistent with rest of documents (i.e. 1,2,3...)

Section 4.A part II (the first one!) – add the word “new” before the term “Nominating Committee” throughout. Also, “the Official Board shall ensure that all nominees are contacted...” : replace with “the Official Board shall ensure that all nominees to the new Nominating Committee are contacted...”

Section 4.A part II (the second one!) – add the word “existing” before the term “Nominating Committee” throughout.

Section 4.B – the term “Nominating Committee” is used three times in this paragraph, which leads to confusion. The first term is the *existing* Nom.Cttee.; the second term is the *new* Nom.Cttee.; the third term is the *existing* Nom.Cttee. – need to add the words “existing” and “new” appropriately.

Section 5 – item G – “The Official Board will obtain an annual external *[sic]* audit...” : replace with “Under the Official Board, the Financial SubCttee will obtain an annual external audit...”

Section 5 – item H – “The Official Board will ensure...” : replace with “Under the Official Board, the Finance SubCttee will ensure...”

Section 6 – item F – “...seek advice from the Personnel Cttee” : replace with “...seek advice from a special task force, appointed by the Official Board” (Reason is this is what happened when we hired the Administrator.)

Section 7 – Remove all text in italics (i.e. remove section 7). (Alternately, remove the first paragraph in italics, and change the second paragraph from “On the other hand, we can put our fears aside, join hands...” : replace with “Putting aside our fears, we will join hands...” -- Also change the Section 7 title from “Summary” : replace with “Principles”.)

Appendix B – replace entirely with revised Pastor’s Job Description, as developed by the Personnel SubCttee Nov/2006 to Jan/2007. The page numbering for the entire document will have to be updated. Refer to separate attachment.

September 23, 2010

Amendment 1 Reference Section: Front page, Appendix B page 33

Change Mission and Vision statements to new statements adopted by Official Board June 30, 2010. Refer to items 2010.06.30.00.01 and 2010.06.30.00.02.

Amendment 2 Reference Section: Appendix B pages 31-34

Change Pastor’s Job Description for the following reasons:

1. The job description should reflect the changes to the mission and vision statements.
2. Adjust the comparative weight of the five major responsibilities, to be able to include all five responsibilities in the annual job performance appraisal.
3. Ensure that the job description describes the role of the Senior Pastor, regardless of who holds the job. This is important for two reasons:
 - a. If the incumbent has to be replaced, the next Senior Pastor should have the same job description; and
 - b. If the incumbent volunteers for extraneous tasks (e.g. pastoral guidance at the Hospice), those tasks are beyond the scope of this job description.

Changes to Appendix B are as highlighted below. (The original text has been copied from the existing document, and marked up with the proposed changes.

Senior Pastor's Job Description

Deleted: Rev. Daniel Massey

Preface

The PJD incorporates the church mission, vision, and core values (see page 3 below). It is left to the Senior Pastor to decide how to implement the activities and performance standards; the implementation tasks are not part of the job description, but are expected to align with the church mission, vision, and core values.

Line#	Major Responsibility	Key Activity	Standard of Performance	Review Comments		
Z.1						
A.1	30% Care and Feeding (Maintenance)	Preaching (preparation & presentation)	Solid biblically-based messages.	"Teaching like Jesus" fits with new vision. Deleted: 40%		
A.2						
A.3		Communicate the vision	Teaching	Teaching like Jesus using a variety of approaches (e.g. parables, stories, real life situations)	Moved key activity "Connecting" to Pastoral Care at bottom Deleted: Pastoral Care	
A.4						
A.5						
A.6						
A.7						
A.8						
A.9						
A.10						
A.11						
A.12						
A.13						
A.14						
A.15						
A.16						
B.1	20% Evangelism	Involved in community	Regular participation in community activities.	Deleted: Connecting Deleted: A continual process of connecting and caring for new families and the needy. A continual process to gather any questions or concerns from members and adherents.		
B.2						
B.3						
B.4		Teach how to love people like Jesus did	Initiate church involvement in the community. Initiate community involvement in the church. Training how to live exemplary lives like Jesus. Practical - Initiate opportunities for people to walk alongside unchurched, so that Jesus' love shines through us.	Deleted: 25% Deleted: diverse outreach Deleted: how to evangelize Deleted: use their evangelistic gifts		
B.5						
B.6						
B.7						
B.8						
B.9						
B.10						
B.11						
B.12						
B.13						
B.14						
B.15						
B.16						
B.17						
B.18						
B.19						
B.20						

Line#	Major Responsibility	Key Activity	Standard of Performance	Review Comments
Z.1				
C.1	20% Leadership Development	Empower ministry leaders	Provide opportunities for leadership development	Leaders are associated with programs; Sr Pastor should ensure there are leaders for programs, and programs are sufficient to meet needs of " <u>recognizable</u> " groups within Church family & to attract newcomers.
C.2				
C.3				
C.4				
C.5				
C.6		Identify and encourage those gifted to ministry leadership	Meet regularly with ministry leaders	
C.7				
C.8			Connect <u>people's gifts to opportunities</u>	
C.9				
C.10				
C.11				
C.12		Develop and manage functional structures and processes	<u>Ensure programs are adequate to meet needs of "visible" groups within the church family.</u>	
C.13				
C.14				
C.15				
C.16				
C.18		Address area that scores lowest in NCD survey		
C.19				
C.20				
C.21				
C.22		Ensure effective communication between leaders and teams		
C.23				
C.24				
C.25		Supervise and manage staff.		
C.26				
E.1	10% Personal Development	Education and Skills Development	Complete two courses annually, until degree is achieved (April 2008). Thereafter, maintain continuing education (5 credits every 5 years).	This section does not require adjustments.
E.2				
E.3				
E.4				
E.5				
E.6				
E.7				
E.8				
E.9		Connect with Accountability Partner	Meet once per month	
E.10				
E.11				
E.12		Consistent Prayer & Devotions	Articulate devotional life	
E.13				
E.14				
E.15		Retreat and Refresh	Take Time for Personal Reflection	
E.16				
E.17				

- Deleted: 25%
- Deleted: visible
- Deleted: ing
- Deleted: giftedness
- Deleted: opportunity

Line# Z.1	Major Responsibility	Key Activity	Standard of Performance	Review Comments
F.1	20%	Formal visitation	Office	These activities are viewed as truly Pastoral Care (moved key activity "Connecting" to this responsibility).
F.2	<u>Pastoral Care</u>		Sick & dying	
F.3			Homes	Adjusted %age weights as follows, to be able to assign PC = 20%: C&F %age 40% → 30%; Evangelism 25% → 20%; Leadership 25% → 20%; Personal Development = 10%.
F.4			Funerals	
F.5			Marriages	
F.6			Denominational	
F.7		<u>Connecting</u>	<u>A continual process of connecting and caring for new families and the marginalized, both internally within and externally outside the church!</u>	
F.8			<u>A continual process to gather any questions or concerns from members and adherents.</u>	
F.9				
F.10				
F.11				
F.12				
F.13				
F.14				
F.15				
F.16				
F.17				
F.18				
F.19				
F.20				
F.21				
F.22				
F.23		<u>Involvement in Ministerium and FMCiC</u>	<u>Other Denominational</u>	
F.24			<u>General Comments</u>	
F.25				

- ~~Deleted: 0%~~
- ~~Deleted: Other Tasks for Reporting~~
- ~~Deleted: (Not JDPAS)]~~
- ~~Deleted: These tasks are expected in normal duties of a Pastor, and are performed as and when required.~~
- ~~Deleted: Spiritual care~~
- ~~Deleted: Special]~~
- ~~Deleted: Miscellaneous~~

The present Senior Pastor volunteers at the Hospice, as recognized and supported by the Official Board (refer to item 2010.xx.xx.00.xx); future Senior Pastors may be called to different community programs – this statement is intended to cover all similar missional or outreach efforts.

Our Mission: ~~“To be a loving and healthy community, reaching others by knowing, loving & serving God.”~~

~~Deleted: "To be a healthy and loving Church within the reach of our Community, where people can know, love & serve God, both here and beyond."~~

Our Vision: "TO LIVE AND LOVE LIKE JESUS"

Our Core Values...

...About Christians

- Christians need to have a private life of study, prayer, and meditation.
- Christians need to meet weekly, for corporate study, prayer, and fellowship.
- Christians mature best in small groups.
- Learning increases skill and strengthens faith.
- The Scriptures call for every Christian to grow in grace and knowledge of Christ.
- We believe in the final authority of the Bible, and its personal application to our lives.
- The purpose of a Christian life is to know, love and serve God.

- ~~Deleted: "To equip men, women, youth and children to experience: meaningful friendships; relevant worship; biblical teaching; powerful leadership; with diverse outreach to all" (adopted by the Official Board, April 4, 2007)~~
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...About our Church Family

- All people matter to God and therefore matter to the church.
- The church strives to be a unified community of believers with all people exercising their unique spiritual gifts.
- We encourage adherents to become involved before they become official members.
- The purpose of the church is to worship God.
- The Scriptures call for every church to grow, and for every Christian to participate in the growth of the church.
- Our integrity guides all strategies, actions and programs, and ensures the appropriate use of our resources.
- The church must be culturally relevant while remaining doctrinally sound.

~~Comment [p1]: Sound doctrine is easier to define (and hence to measure) than "pure" doctrine.~~

~~Deleted: pure~~

...About our Community

- Our church is part of the North Grenville community.
- All people around us need to hear the good news, so they may choose to accept Jesus Christ as their personal Lord and Savior.
- We desire to lead by our example, rather than by the power of position.
- Our church is part of the larger Christian community.
- Teamwork recognizes our dependence on God and each other, and builds the Christian community.
- We are God's representatives to those around us; sometimes we even use words.

October 19, 2010

Amendment 1: Section 1C, item 2.

Replace “The quorum shall be one-third of all members on the active roll.” with “quorum be set at 50% of the active members for ordinary matters, and for 66% for extraordinary matters, for example borrowing from a bank more than \$20,000, or as decided by the Board.” File Reference # 2010.10.19.00.06, 2010.19.00.08

Table of Contents

1. SOCIETY

- A. Membership**
- B. Institutional Responsibilities**
- C. Meetings**

2. OFFICIAL BOARD

- D. Membership**
- E. Board Organization**
- F. Responsibilities**
- G. Qualities**
- H. Official Board Structure**

3. THE PASTORAL OFFICE

4. THE NOMINATING PROCESS

5. BUDGET BUILDING PROCESS

6. PERSONNEL PROCESS

7. PRINCIPALS

8. APPENDIX A

9. APPENDIX B

10. APPENDIX C

1. SOCIETY

A. Membership –

1. A member is a person who has formally joined North Grenville Community Church.
2. The list of members shall consist of two rolls; an active roll and an inactive roll.
3. The list of members on the active roll shall be used in forming a quorum for Society meetings.
4. A member who does not attend our church regularly for reasons such as distance or chronic illness may be moved (in consultation with the Senior Pastor) to the inactive roll by the Personnel Committee for the purpose of protecting the quorum required in Society meetings.
5. A member who does not attend the church for more than 6 months will be placed on the inactive roll.

B. Institutional Responsibilities:

1. Hold an Annual Meeting during the months of May or June for the purpose of:
 - a) Receiving the State of the Work report from the Senior Pastor;
 - b) Receiving an annual report from the Official Board;
 - c) Receiving the audited financial statements from the treasurer;
 - d) Electing the Nominating Committee (standing committee);
 - e) Electing trustees of the corporation known as the Official Board;
 - f) Electing the Treasurer of the corporation;
 - g) The Society, at the annual meeting will receive a report of solvency from the Official Board.
 - h) Approve structural changes in “Foundation for Ministry” (this document) as needed. Official Board may make clarification, as needed. Proposed amendments to this document must be submitted in writing to the Board at least two weeks prior to the annual society meeting. (See Appendix A-Form 1).

C. Meetings

1. In the event that over one-fifth of the members request a general meeting in writing, the Official Board shall call one as soon as possible.

2. The quorum shall be set at 50% of the active members for ordinary matters, and for 66% for extraordinary matters, for example borrowing from a bank more than \$20,000, or as decided by the Board..
3. All resolutions shall be passed by over one-half of all attending members.
4. Meetings may be chaired by the Senior Pastor or by the Chair or Vice-Chair of the Official Board.

2. OFFICIAL BOARD

The Domain of the Official Board:

1. Are we accomplishing our mission?
2. Do we have the right leadership? (Senior Pastor)
3. Are we financially solvent?
4. Do we have a long-range plan and supporting plans?

A. Membership

1. Senior Pastor: ex-officio, non-voting.
2. Elected members who may serve as delegates or reserve delegates (the Manual of the Free Methodist Church in Canada), and who are Trustees of the Corporation.

B. Organization

1. Chair, and Vice-Chair elected by the Board from its membership, excluding the Senior Pastor.
2. The Secretary, elected by the Board from its membership, shall also serve as Secretary to the Society.
3. The Personnel Committee will be comprised of one third of the Official Board members and up to an equal number of members from Society or approved adherents. The Chairperson shall come from the Official Board.
4. The Finance Committee will be comprised of one third of the Official Board members, the Treasurer and one member from the Society. The Chairperson shall come from the Official Board.

5. The Strategic Planning Committee will be comprised of one third of the Official Board members and the Senior Pastor and one member from the Society or an approved adherent. The Chairperson shall come from the Official Board.
6. Such sub-committees as the Board determines will assist in accomplishing the assignment of policy development, personnel administration, and financial management. (It will be considered appropriate for Board members to interface with staff or volunteers in all ministry areas in an effort to understand the church better and thus guide its policy more effectively.)
7. Professional staff will normally attend board meetings to share in the report by the Senior Pastor.
8. We hold to the principle of open board meetings. (Any interested person may attend but not participate)
9. The Official Board will meet on a regular basis. In conjunction with these regular meetings they will meet in executive session, without the church staff or Senior Pastor present, for three purposes:
 - a. Discussion of the Senior Pastor's nurture and care. The executive session business will be reported to the Senior Pastor, by the Board Chair, within 24 hours.
 - b. Discussion of a specific staff situation referred by the Personnel Committee. The Senior Pastor should be present for such sessions.
 - c. As the delegates and committee working on a senior pastoral search in close consultation with the Superintendent of Personnel of the Free Methodist Church in Canada. Regular updates of progress and process should be reported to the church staff and congregation.

C. Responsibilities

Acting on behalf of the Society, the Official Board is responsible for mission and vision for the church. Along with the Senior Pastor, other Pastors and lay leaders, the Board ensures that all activities of the church contribute towards this mission and vision. Board members work with the Senior Pastor to implement an annual Ministry Plan and Long Range Plan for the church. The Official Board evaluates the performance of the Senior Pastor and oversees the financial management of the organization. Members of the Official Board are responsible for seeking God's will for the church, praying for the pastors and activities of the church and supporting ministry initiatives within the body. Members of the Official Board monitor all aspects of the congregation's

well being and provide a positive role model through open communication and active participation in ministry activities. (Full detailed job description in Appendix B.)

D. Qualities

1. It is assumed that people in leadership roles in the church will be representative persons who have chosen to lead Christ-like lives. The New Testament lists several characteristics of candidates for leadership. These are listed here not as a complete description of Christ-like living, but as an encouragement to leaders to take seriously all aspects of Christian life and influence in the spirit of humility. (Philippians 2:3-5, 3:12-15a)

- a. Self controlled (1 Tim. 3:2; Titus 1:8)
- b. Hospitable (1 Tim. 3:2; Titus 1:8)
- c. Able to teach (1 Tim. 3:2, 5:17; Titus 1:9)
- d. Not violent but gentle (1 Tim. 3:3; Titus 1:7)
- e. Not quarrelsome (1 Tim. 3:3)
- f. Not a lover of money (1 Tim. 3:3)
- g. Not a recent convert (1 Tim. 3:6)
- h. Has a good reputation with outsiders (1 Tim. 3:7)
- i. Not overbearing (Titus 1:7)
- j. Not quick-tempered (Titus 1:7)
- k. Loves what is good (Titus 1:8)
- l. Upright, holy (Titus 1:8)
- m. Disciplined (Titus 1:8)
- n. Above reproach (blameless) (1 Tim 3:2; Titus 1:6; 1 Tim 3:9)
- o. Temperate (1 Tim 3:2; Titus 1:7; 1 Tim 3:8)
- p. Respectable (1 Tim 3:2, 5)
- q. Not given to drunkenness (1 Tim 3:3, 8; Titus 1:7)
- r. Manages their family well (1 Tim 3:4, 12)

- s. Sees that their children obey (1 Tim 3:4-5, 3:12; Titus 1:6)
- t. Does not pursue dishonest gain (Titus 1:7; 1 Tim 3:8)
- u. Keeps hold of the deep truths (Titus 1:9; 1 Tim 3:9)
- v. Sincere (1 Tim 3:8)
- w. Tested (1 Tim 3:10)
- x. Monogamous (1 Tim 3:2, 12; Titus 1:6)

2. Board members should be capable of policy-making, decision-making, personnel administration and financial management.

3. Board members will be representative members of our Church in their faithfulness in worship, involvement in our ministry and financial support of the Lord's work at least to the level of the tithe.

4. Board members will be full members of North Grenville Community Church and fully support its mission, vision and core values.

5. Prior to taking office each new member will commit to be accountable to the above qualities, God being his or her helper.

6. Board members will complete the "Steps to Freedom in Christ" study. (Note the StFiC Study includes the "timelines")

E. Official Board Structure

Official Board

Delegates to Conference

- Senior Pastor (Ex-officio)
- The Official Board will be made up of 3 distinct tenure groups for a total of 10 members.
- A tenure group will be composed of 3 or 4 members whose term expires within a given year.
- Each term is made up of 3 years and a member may serve a maximum of 2 consecutive terms after which a minimum of 1 year off is required.
- The Official Board Chair will automatically be the Delegate and the Official Board Vice-Chair will be the Reserve Delegate. If the Delegate or Reserve Delegate is unable to fulfill their functional obligations then the Official Board will select an alternate Board Member.

3. THE PASTORAL OFFICE

The Senior Pastor - *Job Description*

The Senior Pastor is God's leader for The North Grenville Community Church. The Senior Pastor casts the vision and mission of the church and is responsible to build upon these foundations, ensuring that the core value themes are expressed in all activities and programs. The Senior Pastor is both the spiritual leader to the body and the chief administrator for the body. In this capacity, he/she is responsible for giving initiating leadership in the areas of preaching, teaching, evangelism, discipleship and ministry planning. In addition, the Senior Pastor mobilizes lay leaders, coaching and mentoring them "to know Christ and to make His love known". (Full detailed job description in Appendix B.)

4. THE NOMINATING PROCESS

A. Nominating Committee

- I. Committee Membership -
 - a. The Senior Pastor (or his/her designate from the pastoral staff) will be an ex-officio member of the Nominating Committee.
 - b. The Nominating Committee will be made up of 2 distinct tenure groups for a total of 4 members.
 - c. A tenure group will be composed of 2 members whose term expires within a given year.
 - d. Each term is made up of 2 years and a member may serve 2 term after which a minimum of 1 year off is required.
- II. Procedure for Existing Nominating Committee - There shall be a period of three consecutive Sundays each year (normally in April and/or May and/or June) during which times nominations will be received in preparation for the election of the New Nominating Committee at the Annual Meeting. The Official Board will ensure that the membership is notified of the privilege of nominating members to the Existing Nominating Committee. The form included (see Appendix A-Form 2) will be used. The Official Board shall ensure that all nominees to the New Nominating committee are contacted and those who will allow their names to stand will be presented to the Annual Meeting for an election. In the event that an insufficient number of nominee's result from this process, the Board will nominate, confirm willingness to serve and present a list of nominations for election at the Annual Meeting.
- III. Responsibilities - The Existing Nominating Committee shall interview and nominate the prospective members of the Official Board and shall post those nominations at least fourteen days before the Annual Meeting. The Existing Nominating Committee shall nominate the candidate for church Treasurer. The Existing Nominating Committee shall, at any pastor's request, assist with

recommendations of lay leaders for various ministry positions. (For a full list of responsibilities, see Appendix C)

B. Procedure for Nomination and Election of the Official Board

The existing Nominating Committee shall interview (using form 3 in Appendix A as a guide) and nominate prospective members of the Official Board and shall post those nominations at least 14 days before the Annual Meeting. Full members of the Society have the privilege of recommending prospective nominees for the Official Board to the new Nominating Committee. The existing Nominating Committee will present a slate of officers for election, which will be equal to or greater than the number of positions to be filled. (Full procedures in Appendix C)

5. BUDGET-BUILDING PROCESS

The Board has the responsibility to approve annual budgets, receive monthly financial reports, and ensure the financial stability of the church.

- A. The Senior Pastor shall take responsibility for developing an annual ministry plan and budget proposal for approval by the Official Board prior to the beginning of each year.
- B. The Senior Pastor, in co-operation with the Official Board, shall prioritize ministry requests.
- C. Budgets for all departments shall include goal statements providing adequate rationale for the monies requested.
- D. Budgets from each department shall be “calendarized” so that expenditures will be matched to the anticipated cash flow.
- E. The Senior Pastor will ensure that the daily financial operation of the church is managed responsibly.
- F. All financial planning will proceed on zero-based budgeting assumptions.
- G. The Official Board will obtain an annual external audit of financial records and report the same to the Annual Meeting.
- H. Under the Official Board the Finance Sub Committee will ensure that all provincial and federal government reports are made.

6. PERSONNEL

- A. Policy on personnel shall be the responsibility of the Official Board. The Board shall create a sub-committee on personnel.
- B. The Senior Pastor will carry out personnel policy.

C. The Senior Pastor shall be appointed by the Ministerial Appointments Committee of the Conference, in consultation with our duly elected delegates (see the Manual of the Free Methodist Church in Canada).

D. Ordained staff shall be employed and terminated by the Official Board upon recommendation of the Senior Pastor in consultation with the Superintendent of Personnel of the Free Methodist Church in Canada, according to denominational policy (see the Manual of the Free Methodist Church in Canada).

E. Non-ordained professional staff shall be employed and terminated by the Official Board upon recommendation of the Senior Pastor and its personnel committee in consultation with the Superintendent of Personnel of the Free Methodist Church in Canada.

F. Support staff shall be employed or terminated by the Senior Pastor or his or her delegated representative. The Senior Pastor may seek advice from a special task force, appointed by the Official Board.

G. Salaries and benefits shall be established by the Official Board.

H. Any pastoral or staff grievance unresolved through biblical procedures (see Matthew 18) and/or meeting with the immediate supervisor may be presented to the Official Board.

7. Principles

"We could take the next five years trying to perfect the structure of North Grenville Community Church insuring that no circumstance would ever arise which would call for refinement, clarification, or adjustment.

Putting aside our fears, we will join hands as a ministering team, and walk together on toward the renewal of our church as the Lord gives us insight and wisdom. We have put our concern for perfection aside and now anticipate our next steps."

Appendix A, B and C available upon request.

Appendix A – Forms

Appendix B – Job Description for the Official Board
Members and Pastor

Appendix C – Nominating Committee Procedures,
Responsibilities, Letters

Form 1 – Proposed Amendments for Foundation for Ministry Document

Name: _____

Date: _____

Proposed Amendment 1 Reference Section (Example: 2.B.2) _____

Proposed Amendment 2 Reference Section (Example: 2.B.2) _____

Proposed Amendment 3 Reference Section (Example: 2.B.2) _____

Form 2a – Nominating Form for Election of Nominating Committee

I hereby nominate _____, who is a full member of the North Grenville Community Church A Congregation of the Free Methodist Church in Canada, to serve as a member of the Nominating Committee. I understand that the Official Board will contact this person prior to the election of the Nominating Committee to determine his/her willingness to allow his/her name to stand.

Signed: _____ **Date:** _____
(a full member of the North Grenville Community Church)

Acknowledged: _____
(Nominated member to sign here)

Submit this form to the Chairman of the Board by Noon Monday May 12, 2003. (No Exceptions)

Form 2b – Recommendation Form for Election of Official Board Members

Dear Nominating Committee:

I hereby recommend that _____, who is a full member of the North Grenville Community Church a Congregation of the Free Methodist Church in Canada, be nominated to serve as a member of the Official Board. I understand that the Nominating Committee will contact this person prior to the election of the Official Board to determine his/her willingness to allow his/her name to stand.

Signed: _____ **Date:** _____
(a full member of the North Grenville Community Church)

Acknowledged: _____
(Nominated member to sign here)

Nomination for Treasurer

I hereby recommend that _____, who is a full member of the North Grenville Community Church A Congregation of the Free Methodist Church in Canada, be nominated to serve as Treasurer. I understand that the Nominating Committee will contact this person prior to the election of the treasurer to determine his/her willingness to allow his/her name to stand.

Signed: _____ **Date:** _____
(a full member of the North Grenville Community Church)

Acknowledged: _____
(Nominated member to sign here)

Submit this form to one of the following members of the Nominating Committee: Valerie Thompson, Gerry Sequin, Freda Gilmer, Roberta Handler or Nancy Scissons by Noon on Monday May 12, 2003.(No exceptions)

Form 3 - Form for Conducting Interviews for Prospective Board Members

DATE OF INTERVIEW	NAME OF CANDIDATE
PERSONAL JOURNEY OF FAITH IN CHRIST	
VIEWPOINT CONCERNING DOCTRINE OF THE FREE METHODIST CHURCH IN CANADA	
HISTORY AND COMMITMENT TO NORTH GRENVILLE COMMUNITY CHURCH	
VIEWPOINT CONCERNING QUALITIES OR CHARACTERISTICS OF A CHURCH LEADER	

GIFTS, ABILITIES, OR PAST EXPERIENCE THAT WOULD BENEFIT THE BOARD	
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Comments:

Appendix B

Official Board Member Job Description

Pastor's Job Description

Position Description

Position	Department
Member of the Official Board	
Incumbents	Location
<i>Colin Moden – Chair</i> <i>Robin Thurlow – Vice Chair</i> <i>Phil Irving – Secretary</i> <i>Patrick Attwell</i> <i>Andrew Boone</i> <i>Christina Borg</i> <i>Rosalind Giffen</i> <i>Maureen Gummeson – Leave of Absence</i> <i>Stuart Hoftyzer</i> <i>Heather Smith</i>	<i>Kemptville, Ontario</i>
Reports to	Date of last Revision
<i>Society</i>	<i>September 21, 1998</i>
Peers	Subordinates

Position Overview

Acting on behalf of the Society, the Official Board is responsible for mission and vision for the church. Along with the Senior Pastor, other Pastors and lay leaders, the Board ensures that all activities of the church contribute towards this mission and vision. Board members work with the Senior Pastor to implement an annual Ministry Plan and Long Range Plan for the church. The Official Board evaluates the performance of the Senior Pastor and oversees the financial management of the organization. Members of the Official Board are responsible for seeking God's will for the church, praying for the pastors and activities of the church and supporting ministry initiatives within the body. Members of the Official Board monitor all aspects of the congregation's well-being and provide a positive role model through open communication and active participation in ministry activities.

Prerequisites for Official Board Membership

Any person being considered for a Board position must meet the following qualifications:

- is a member in good standing of the Free Methodist Church in Canada through North Grenville Community Church
- has attended regularly at The North Grenville Community Church for at least a 2 year period
- has been involved in and demonstrated competent ministry leadership for at least 1 year at The North Grenville Community Church

Responsibilities and Activities

The prioritized responsibilities and strategic activities for this position are listed below:

Major Category	Prioritized Responsibilities	Strategic Activities
Strategic Ministry Planning	<ul style="list-style-type: none"> • participates in development of Long Range Planning/ Vision / Mission for church • participates in the establishment of goals and milestones • initiates stewardship strategies • reviews governance system • ensures alignment with Free Methodist discipline 	<ul style="list-style-type: none"> • maintains awareness of congregation and community • prays for God's direction • becomes aware of church growth principles • brainstorms Long Range Planning items • participates in strategic planning processes • Develop Mission and Vision
Financial Management	<ul style="list-style-type: none"> • ensures financial wholeness 	<ul style="list-style-type: none"> • reviews budget versus expenditures • analyze risk/benefit opportunities • adjusts annual plan activity accordingly

	<ul style="list-style-type: none"> • approves annual budget • acts as trustee for organization / legal compliance • creates organizational compensation program • interacts with treasurer on financial matters 	<ul style="list-style-type: none"> • communicates financial position to congregation • monitors levels of giving • Audited Statement
Personal Health	<ul style="list-style-type: none"> • develops performance goals and evaluation criteria for Senior Pastor • review position descriptions for Board and Senior Pastor • participates in recruitment processes • appoints a Pastor's cabinet at the pastor's request • drafts employment contracts 	<ul style="list-style-type: none"> • observes pastoral performance • establishes assessment policy including tools • conducts performance appraisal meetings with Senior Pastor • Administration of Foundation for Ministry • Pastoral Health Meetings
Mission/Vision Participation	<ul style="list-style-type: none"> • acts as ministry / church champions • promotes physical, spiritual and emotional well-being of senior pastor 	<ul style="list-style-type: none"> • discovers and ministers in own spiritual giftedness • actively participates in ministry • participates in key "mission/vision" activities • retreat and study time to ensure mission and vision of the church

<p>Prayer and Support</p>	<ul style="list-style-type: none"> • encourages ministry leaders • intercessory prayer for the church • takes an active and visible role in life of congregation 	<ul style="list-style-type: none"> • acknowledges leaders i.e. letter writing and public recognition • assists with leadership coaching, mentoring and development • pray for ministry leaders and pastoral staff
<p>Communications</p>	<ul style="list-style-type: none"> • delivers annual “state of work” report • publishes board minutes • develops resolutions for general conference • communicates regularly with congregation • moves requests / concerns to appropriate area • mediates relationships and issues 	
<p>Church Discipline</p>	<ul style="list-style-type: none"> • acts on membership violations • processes membership applications • licenses lay ministers • develops action plans re: crisis • appoints a Membership Care Committee as required • orients self to Free Methodist discipline 	

Core Competencies

The operationalized core competencies which the incumbent must possess in order to be effective in this position are listed below:

Core Competency	Operationalized Competency “What does this look like on the job?”
Goal Setting	Able to define realistic, specific goals and objectives; to prioritize objectives.
Big Picture Thinking	Understanding complexity; viewing situations from a broad perspective.
Interaction	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
Decision Making and Problem Solving	Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics.

Other Items:

- it is very important that any person being considered for a position as a Board member be viewed by their peers as a “team player” in the local church
- a Board member should be able to engage in constructive dialogue yet not be considered as an argumentative person
- every Board member must have a clear understanding and wholly embrace the model of governance in place at The North Grenville Community Church

Position Description

Position	Department
Senior Pastor	
Incumbent	Location
<i>Rev. Daniel C. Massey</i>	<i>Kemptville, Ontario</i>
Reports to	Date of last Revision
<i>An Assistant Superintendent of the Free Methodist Church in Canada and the Official Board</i>	<i>September 21, 1998</i>
Peers	Subordinates
<i>none</i>	<i>Associate Pastor Youth Pastor Children's Pastor Lay Ministry Leaders</i>

Position Overview

The Senior Pastor is God's leader for The North Grenville Community Church.

The Senior Pastor casts the vision and mission of the church and is responsible to build upon these foundations, ensuring that the core value themes are expressed in all activities and programs.

The Senior Pastor is both the spiritual leader to the body and the chief administrator for the body.

In this capacity, he/she is responsible for giving initiating leadership in the areas of preaching, teaching, evangelism, discipleship and ministry planning.

In addition, the Senior Pastor mobilizes lay leaders, coaching and mentoring them "to know Christ and to make His love known".

Minimum Education and Job Related Experience requirements

Potential candidates to this position must at least possess a Bachelors Degree focused in religious studies. They must be ordained in the Free Methodist Church in Canada or be approved for ordination within the denomination. Further, a candidate must have a minimum of 4 years as a senior pastor or related ministry experience.

Preferred Education and Job Related Experience achievements

Ideally, a candidate for this position would have a Doctoral degree, specializing in religious studies from an institution recognized by the Free Methodist denomination. Further, the ideal candidate would have more than 7 years functioning at the level of Senior Pastor in a church similar to or with a slightly larger

scope than The North Grenville Community Church. Also, the ideal candidate would have previous supervisory experience in a multiple staff environment with demonstrated ability to lead paid staff and volunteer leaders alike.

Responsibilities and Activities

The prioritized responsibilities and strategic activities for this position are listed below:

Major Category	Prioritized Responsibilities	Strategic Activities
Vision and Mission	<ul style="list-style-type: none"> • communicates vision and mission of The North Grenville Community Church • develops an overall preaching and teaching plan • models maturity through preaching and teaching 	<ul style="list-style-type: none"> • builds vision and mission into preaching plan • creates worship vision • spends personal retreat time listening to God and studying His scriptures • operates in way which unifies church around vision and mission • includes pastoral and lay leadership teams in vision and mission development • audits all preaching/teaching processes and programs for alignment with Free Methodist doctrine • creates a preaching plan which covers valid issues, draws both issues and response from the congregation • delivers membership material • demonstrates a “teachable” spirit • addresses “tough” issues in a mature way • shares personal spiritual journey experiences • invests significant time in study and prayer for message development • validates the preaching plan and outcomes with a support

		team
Leadership	<ul style="list-style-type: none"> • lives out and models spiritual maturity before the church • motivates spiritual development in others • responsible for supervision and leader development 	<ul style="list-style-type: none"> • demonstrates a loving, Christ like regard for people • establishes a work schedule which prioritizes his/her family relationships • promotes participation in spiritual maturity classes • meets regularly with pastors and other lay leaders • lovingly asks “tough” spiritual condition questions of persons • mentors and coaches pastors and staff lay leaders • appraises pastoral and staff performance • provide tools to subordinates (equips) • clears organizational roadblocks for leaders
Evangelism	<ul style="list-style-type: none"> • acts as champion for evangelism in and by the church • identifies, trains and encourages persons gifted in evangelism • streams new converts 	<ul style="list-style-type: none"> • plans for evangelistic events • regularly preaches evangelistic messages • benchmarks evangelistic programs and deploys same in the church
Administration	<ul style="list-style-type: none"> • coordinates and chairs staff meetings • develops the annual ministry plan and corresponding budget • ensures a productive, customer oriented office environment 	

	<ul style="list-style-type: none"> • may chair society meetings 	
Visitation / Pastoral Care	<ul style="list-style-type: none"> • establishes a church wide visitation program • focuses personal visitation towards key leaders • educates congregation on pastoral care strategies 	
Professional Development	<ul style="list-style-type: none"> • seeks professional development guidance externally and internally • completes career planning strategies for self and subordinates 	
Church Representation	<ul style="list-style-type: none"> • disseminates denominational information to congregation • networks within educational, political and media environments • participates in local ministerial groups 	

Core Competencies

The operationalized core competencies that a candidate must possess in order to be effective in this position are listed below:

Core Competency	Operationalized Competency “What does this look like on the job?”
Big Picture Thinking	Understanding complexity; viewing situations from a broad perspective.
Developing People	Coaching people; helping them build capabilities needed now and in the future.
Leadership	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
Team Building	Able to work with people in such a manner as to build high morale and group commitments to goals and objectives.

Senior Pastor's Job Description

Approved by the Official Board September 23, 2010 – 2010.09.23.00.05

Preface

The PJD incorporates the church mission, vision, and core values (see below). It is left to the Senior Pastor to decide how to implement the activities and performance standards; the implementation tasks are not part of the job description, but are expected to align with the church mission, vision, and core values.

Major Responsibility	Key Activity	Standard of Performance
30% Care and Feeding (Maintenance)	Preaching (preparation & presentation) Communicate the vision Teaching	Solid Biblically based messages. Teaching like Jesus, using a variety of approaches (i.e. parables, stories, real life situations) People can articulate the vision. A continual process in place to assist people to discover their membership, spiritual maturity, ministry and mission
20% Evangelism	Involved in community teach how to love people like Jesus did	Regular participation in community activities. Initiate church involvement in the community. Training how to live exemplary lives like Jesus. Practical-initiate opportunities For people to walk alongside un-churched, so that Jesus' love shines through us

Major Responsibility	Key Activity	Standard of Performance
20% Leadership Development	<p>Empower Ministry Leaders</p> <p>Identify and encourage those gifted to ministry leadership</p> <p>Develop and manage functional structures and processes</p>	<p>Provide opportunities for leadership development</p> <p>Meet regularly with ministry leaders</p> <p>Connect peoples gifts to opportunities</p> <p>Ensure programs are adequate to meet the needs of visible groups within the Church family</p> <p>Address area that scores lowest in NCD survey</p> <p>Ensure effective communication between leaders and teams</p> <p>Supervise and manage staff.</p>
10% Personal Development	<p>Education and skills development</p> <p>Connect with accountability partner</p> <p>Consistent prayer and devotions</p> <p>Retreat and refresh</p>	<p>Complete two courses annually, until to Greece achieved (April 2008). Thereafter, maintain continuing education (five credits every five years).</p> <p>Meet once per month</p> <p>Articulate devotional life</p> <p>Take time for personal reflection</p>
20% Pastoral Care	Formal Visitation	<p>Office</p> <p>Sick & Dying</p> <p>Holmes</p> <p>Funerals</p> <p>Marriages</p> <p>Denominational</p>

Major Responsibility	Key Activity	Standard of Performance
Pastoral Care Continued	Connecting	A continual process of connecting and caring for new families and the marginalized, both internally within and externally outside the church ¹ . A continual process together any questions or concerns from members and adherents.
	Involvement in ministerial and FMCiC	Other Denominational General comments

¹ The present senior pastor volunteers at the hospice, as recognized and supported by the official board (refer to item 2010.05.25.00.10); future senior pastors may be called to different community programs-this statement is intended to cover all similar missional outreach efforts.

Our Mission: "To be a loving and healthy community reaching others by knowing, loving and serving God." (Adopted by the Official Board, June 30, 2010)

Our Vision: "To live and love like Jesus." (Adopted by the Official Board, June 30, 2010)

Our Core Values...

...About Christians

- Christians need to have a private life of study, prayer, and meditation.
- Christians need to meet weekly, for corporate study, prayer, and fellowship.
- Christians mature best in small groups.
- Learning increases skill and strengthens faith.
- The Scriptures call for every Christian to grow in grace and knowledge of Christ.
- We believe in the final authority of the Bible, and its personal application to our lives.
- The purpose of a Christian life is to know, love and serve God.

...About our Church Family

- All people matter to God and therefore matter to the church.
- The church strives to be a unified community of believers with all people exercising their unique spiritual gifts.
- We encourage adherents to become involved before they become official members.
- The purpose of the church is to worship God.
- The Scriptures call for every church to grow, and for every Christian to participate in the growth of the church.
- Our integrity guides all strategies, actions and programs, and ensures the appropriate use of our resources.
- The church must be culturally relevant while remaining doctrinally sound.

...About our Community

- Our church is part of the North Grenville community.
- All people around us need to hear the good news, so they may choose to accept Jesus

Christ as their personal Lord and Savior.

- We desire to lead by our example, rather than by the power of position.
- Our church is part of the larger Christian community.
- Teamwork recognizes our dependence on God and each other, and builds the Christian community.
- We are God's representatives to those around us; sometimes we even use words.

Appendix C

Nominating Committee Procedures

1. Confirmed as elected member of the Nominating Committee for a term of 3 years.
2. Senior Pastor or his agent will call the Committee together for the first meeting to give them charge and clearly define the roles and responsibilities.
3. Committee to elect person to serve as Chair for the year. Hereafter, the Chair calls the meetings.
4. Chair to select person as note-taker for meetings.
5. Based upon the date set for the next society meeting, the Committee should prepare a Critical Path or Timeline with measurable milestones to track their activities.
6. The Committee must acquire the most up to date **active** membership list from the church office. Please note that the Committee is to use the active list, not the full list. Board members must be active members of North Grenville Community Church.
7. The Committee should begin spending some time praying for the names on this list that should be called to serve as Board members.
8. Led by the Chair of the Committee, the Committee members now evaluate the list against the Member of the Official Board Position Description, paying particular attention to the Core Competencies section.
9. The Committee prepares a short list of candidates based upon their collective knowledge of the members being considered and qualities needed to fill the Board positions.
10. Members of the Nominating Committee (including members which may have resigned from the Nominating Committee in the previous 6 months) may not be nominated to the Official Board.
11. Candidates that make it to the short list are sent The Nominating Committee Letter (see attached).
12. Each member of the Committee is designated to call members on the short list after the letters have been sent and determine if they would like to proceed with an interview.
13. Interview times are set up and conducted using form 3 in Appendix A as a guide.
14. After all interviews are completed, the Committee evaluates the responses and prepares the official slate to be presented to the society.
15. All candidates whose name appears on the official slate must be contacted prior to the publication of the slate.
16. The slate is to be published and posted two full weeks before the society meeting.

Responsibilities of Member of the Nominating Committee

1. Pray for the guidance of the Lord in this work.
2. Work in a unified committee format, under the guidance of the Holy Spirit and the leadership of the elected chair.
3. Familiarize yourself with the governance model of North Grenville Community Church.
4. Familiarize yourself with the Member of the Official Board Position Description.
5. Give yourselves the liberty to talk in an open and Christ like manner as you review the list of brothers and sisters from which you are to select a slate of nominees to present to the society.
6. Commit to confidentiality in all discussions held within your Committee.
7. Use the Senior Pastor or his/her designate as a valuable resource in reviewing the members being considered.
8. Conduct live interviews with each candidate that makes the short list with at least four members of the Nominating Committee present.
9. Select a slate of nominees that best meet the criteria for board service and present to the society.
10. Nominate candidate for church treasurer.
11. At pastor's request, assist with recommendations of lay leaders for various ministry positions.

Date:

Name

Address

City, Province, Postal Code

Dear _____:

We are writing on behalf of the congregation of North Grenville Community Church to let you know that your name has been proposed as a potential nominee for election to the Official Board.

As stipulated by NGCC's administrative policies, the Nominating Committee is to present a slate of nominees for election by the membership. We are writing to ask if you would be interested in allowing your name to be considered, along with others, in the preparation of a slate of nominations for presentation at the Annual meeting.

Enclosed you will find a copy of the ministry description concerning the Official Board as found in NGCC's "Foundation for Ministry". This includes explanation of the role of the Board in our congregational life, various tasks assigned to the Board, and the responsibilities of individual Board members. There is also a description of the kinds of qualities considered appropriate for those filling such a major leadership position in our church. We want to assure you that this list does not imply that we are seeking perfect people. It is important, however, that those holding leadership positions at NGCC are mature Christians (not young in the faith) and examples of those dedicated to pursuing and living a Christ-like life. Because Board members are leaders in the congregation, it is important that they show a commitment to the people and the mission of North Grenville Community Church through their faithfulness in worship, involvement in our ministry and congregational life, and financial support of the Lord's work at least to the level of the tithe.

As you review this material, would you prayerfully and carefully consider if, in view of these responsibilities and qualifications, you would be willing to undertake the role of member of NGCC's Board for the next 3 years if nominated and elected?

By _____, a member of the Nominating Committee will be in touch with you to ask if you wish to proceed in the nomination process. If the answer is "no", no explanation will be required or asked for. If the answer is "yes", a date and time will be set up for a brief informal interview with you.

During the meeting (with emphasis on brief and informal) we would like to learn the following things about you:

- ◆ Your personal journey of faith in Christ;
- ◆ Your viewpoint concerning the doctrine of the Free Methodist Church in Canada;
- ◆ Your history at and commitment to NGCC;
- ◆ Your viewpoint concerning qualities or characteristics of a church leader.
- ◆ Your gifts, abilities, or past experience that would benefit the Board.

This time would also be used to answer any questions you may have about this ministry role.

After meeting with all potential nominees, the Nominating Committee will determine the official slate of nominees to be presented to the Society. **You will be notified prior to the publication of this slate as to whether your name will appear.** We hope this process will not be interpreted as anything but an attempt to provide the congregation with the most carefully assembled slate of nominees possible.

As you spend time prayerfully considering this ministry opportunity, please be assured that we are praying as well that you will clearly sense God's desire for you in this matter, and that the Lord will be directing us all as we bring this process through to completion.

If you need any further information or clarification, please do not hesitate to contact any member of the Nominating Committee or Pastor _____.

Sincerely,

The Nominating Committee: