

GRACE CHURCH:

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# HANDBOOK

SECTION 2

## GRACE'S GOVERNANCE



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## What Do We Believe?

### *Our Confession of Faith*

The following beliefs are at the heart of all we say and do at Grace Church. We believe in the historic Christian faith, reflected in these statements:

1. We believe in the one living and true God, perfect, infinite and eternal, existing in three persons – Father, Son and Holy Spirit. (Matthew 28:19; John 10:30; John 15:26; II Corinthians 13:14)
2. We believe in the deity of Jesus Christ, the only begotten of the Father, full of grace and truth, born of the Virgin Mary, in His perfect humanity, His atoning death, His bodily resurrection from the dead and His personal triumphant return. (Matthew 16:16; Luke 1:31-33; I Peter 3:18; Luke 24:6, 39; Acts 1:11)
3. We believe that the Bible was given by divine inspiration and, in the original manuscripts, is the infallible Word of God. As such, it constitutes the only trustworthy guide in all matters pertaining to Christian faith and conduct. II Peter 1:20, 21
4. We believe in the immortality of the soul, the resurrection of the dead, and a future state determined by divine judgment. (I Corinthians 15:54-57; I Thessalonians 4:13-18; Revelation 20:12)
5. We believe a Christian is one saved by grace, whose life is transformed into the likeness of Christ by His atoning death and the power of His resurrection, and who will seek to obey the Biblical admonition of non-conformity to the world. (Ephesians 2:8-10; II Corinthians 5:17; I John 1:6, 7; Romans 12:1, 2) Further, we believe that there is “salvation in no one else for there is no other name under heaven that has been given among men, by which we must be saved”. (Acts 4:12)
6. We believe in the Holy Spirit who is one with the Father and the Son and who by means of the Word applies to our hearts the things of God. (John 14:16, 17, 26; John 15:26; John 16 7-14)
7. We believe in the scriptural teaching of peace, love and non-resistance as it applies not only to carnal warfare, but to every area of the Christian's social life. (Romans 12:18, 14:19; Matthew 5:9; James 3:16-18)
8. We believe in the church as the body of Jesus Christ, a community of believers, gifted by the Holy Spirit, responsible to God and to each other. (Ephesians 4: 11-16)
9. We believe in the practice of Scriptural Church discipline. (Matthew 18:15-18; Galatians 6:1)
10. We believe that God created human beings male and female (Genesis 1:27; Matthew 19:4; Mark 10:6). We understand and adhere to the Biblical teaching that marriage and sexual union is reserved for one man and one woman united by marriage (Hebrews 13:4; Genesis 2:24; 1 Corinthians 6:9; Romans 1:26-27).

## Who Makes Up Grace?

### *Covenant Community*

You might wonder, "What is the point of joining the Covenant Community? Here are some reasons we feel membership in the Covenant Community can help us achieve what we desire most as followers of Jesus:

1. **Membership counts me in on a great mission.** We exist to love God, love others and make disciples. It's a life changing and therefore world changing cause. You are welcomed into a dynamic Christian community where you can connect— with God, with one another, and with opportunities to make a difference in changing our world. Membership is a way of saying, "Count me in. I'm not just a spectator; I'm on the team now. I want to work with the rest of you by making this mission my mission."
2. **Membership commits me to a community of committed people.** Without a high level of care and commitment to God and others, we don't experience community, because shallow commitments lead to superficial relationships. The depth and expression of our relationships as members impacts seeking people around us. They observe and experience our care for God and each other. Membership is a way of committing to a deeper level of care and involvement.
3. **Membership helps us keep expectations clear.** A clearly defined membership enables clarity on what we expect of members. On the one hand we realize that we exist to lead seeking people to experience an authentic relationship with Jesus. On the other hand, as disciples of Jesus we want to live our lives as a reflection of Jesus, imperfect to be sure, but genuine, honest and growing.
4. **Membership affirms that we hold to common values and beliefs.** It ensures that we build on a strong, shared foundation of faith, creating a church that lives out our mission of making disciples of Jesus. Without defining our core beliefs and values, we could find ourselves playing from different sheets of music," or building on different foundations with differing blueprints.
5. **Membership helps us deal with financial issues directly, discreetly, and up front.** At Grace, we ask our members to be committed financially so that the needs of ministry are met without having to pressure people or barrage them with emergency appeals. We believe God can do great things with us when we are learning how to sacrifice and generously give.

6. **Members understand their calling and use their gifts and abilities collectively.** In many churches, the members are the customers and the pastors are the staff. At Grace, we have a completely different understanding of what it means to be a member. Here the pastors develop us so we can reach out and lead others to be disciples of Jesus. By having a defined membership, we know who is on the team, and we can be sure they find their best "position" on the team.
7. **Membership counts you in as a host to newcomers.** Grace is a representation of Jesus Christ in this earth. Therefore, as a member, you are one of the faces of Jesus to your co-workers, neighbors, everyone you meet. You are also the face of Jesus to every first-time visitor and newcomer to Grace. Any guest to our church is your guest too. You will want to consider questions like these:
  - When your guests drive into the parking lot, do they find a convenient space easily, and do you greet them with smiles and hellos even before they reach the building?
  - Do your guests need help getting settled or finding where their children go?
  - Are your guests having a good time and meeting others?
  - Are there aisle seats available for your guests?
  - Do your guests need a smile, a warm hello, some information, or an invitation to join you for lunch to get better acquainted?
  - Would your guest appreciate an invitation to your Small Group, or help in finding a Group convenient to where they live?
8. **Membership allows for ownership.** Members can participate in the internal affairs and decisions regularly made in the operations of our community. As a member, you have the right to influence key decisions of the church, most importantly the selection of the Lead Team. From time to time, meetings or other functions are held which are for "members only." These events are usually called to either inform the core of the church of a major concern or to gather needed input.
9. **Membership opens the door for different leadership roles.** Most of the leadership positions in the church require membership as a prerequisite. It is important that our leaders are committed to God and us in this community of faith. It is also important that they know where we are going and why.

*Steps to Membership in the Covenant Community:*

There are three steps to becoming a member of the Covenant Community at Grace:

1. Connection and Investigation:
  - a. Complete Grace 101
  - b. Read "Community Basics" (Grace's guide to Covenant Community membership).
  - c. Complete the Bible Study in the guide
  - d. Complete a membership application.
2. Affirmation:
  - a. Turn in membership application
  - b. Meet with appropriate leadership to clarify and confirm decision.
3. Celebration:
  - a. Share your personal story and celebrate your membership with the Grace Covenant Community at a Sunday Celebration.

*Commitments of Covenant Community Membership*

There are three key commitments each of us at Grace makes:

1. We are committed to the **beliefs, values and mission** this community of faith holds to. This means we have personally accepted God's grace and surrendered our lives to Jesus, demonstrating our willingness to follow Him in believer's baptism.
2. We are committed to following Jesus as described in our **Church Covenant**
3. We accept the **leadership** structure of Grace and willingly participate as we can to make disciples of Jesus Christ.

These commitments are critical for us. Therefore, membership in Grace's Covenant Community is not just your name on a roll or roster. It is our way of saying, "Count me in. I'm not just a spectator; I'm on the team now. I identify with the cause of Grace."

## How Is Grace Led?

### *Church Governance*

The leader of Grace Church is Jesus Christ. We long as a church to hear his voice and live out His mission in our community and world.

On a human level, two groups of people lead the ministries of Grace. These groups are The Lead Team and The Ministry Management Team. The Lead Pastor is a key member of the Lead Team and directly manages the Ministries of the church. Those who lead specific Ministries are Ministry Team Leaders.

### **LEAD TEAM:**

We understand that the church is to be led by a plurality of biblically qualified people seeking God's revealed will in accord with Scripture. Their authority is expressed in servant leadership. The leaders are members of Grace who have been commissioned to give this leadership, oversight and care.

### *Role of the Lead Team*

They are to use their wisdom, discernment and shepherding gifts to ensure the church remains on "true north" biblically. They are the "keepers of the vision" and as such lead the church in major decision-making and strategic initiatives. In this regard they will:

- Set the overall philosophy, vision, and direction for the church in a context of prayer and Scripture. (Acts 6:4)
- Oversee the shepherding to be sure that we are effectively achieving our purpose of leading people to be authentic followers of Jesus – always helping them take the next step with Him. (Acts 20:28).
- Ensure that the body is being fed through insightful and accurate biblical teaching. They determine what are the major issues or essentials for Grace to uphold, while avoiding needless controversy over minor issues (Titus 1:9).
- Ensure that the church is protected from harmful influences by confronting those who are contradicting biblical truth or who are continuing in patterns of sinful behavior so that the truth of Christ will remain credible to both the congregation and the community. (Matthew 18:15-17)
- Ensure that the life of the church is being well managed with the assistance of other competent and godly leaders. As legal directors for the church, they oversee legal and financial matters, and set the church management policy. Our legal documents (Articles of Incorporation and Bylaws) detail their governance duties.

*Qualifications of Lead Team Members (1 Timothy 3:2-7 and Titus 1:6-9):*

- Above reproach – they must lead by example and demonstrate a lifestyle free of patterns of sin.
- A devoted spouse.
- Temperate – self-controlled, enslaved to nothing, free from excesses.
- Wise – sober, sensible, balanced in judgment, not given to quick, superficial decisions based on immature thinking
- Respectable – demonstrate a well-ordered life
- Hospitable – unselfish with their personal resources.
- Able to teach – able to communicate truth in a non-argumentative way
- Manages own household – a healthy family life
- Not a new convert – not new believers. They must have been Christians long enough to demonstrate the reality of their conversion and depth of their spirituality
- Good reputation with outsiders – well respected by all and free from hypocrisy
- Not self-willed – not stubborn, prone to force opinions on others, or abuse authority. They must be servants
- Devout – devoted Christ followers seeking to be conformed to His image. Committed to prayer, worship, the study of Scripture, and the guarding of their own walk.
- A member of Grace

#### *Lead Team Selection*

Scripture gives evidence of the first leaders being appointed by the founders of the church. By this example it is implied that the existing spiritual leaders be intimately involved in the process of discerning and selecting leaders based on spiritual rather than superficial qualifications.

#### Process for Selection

- The existing Lead Team will actively discern potential leaders in the Covenant Community. They will also receive nominations from the Covenant Community throughout the year.
- The congregation shall be provided with teaching regarding the biblical qualifications and their scriptural role so they can also nominate potential Lead Team candidates.
- With the biblical qualifications in mind, members of the congregation will prayerfully submit the names of participating members for consideration as a Lead Team member.
- People whose names are submitted shall be so informed, and they shall be urged to attend a “Lead Team Orientation Process”, which includes self-appraisal and personal evaluation in light of the scriptural qualifications. Any person



may withdraw their name at that point if they do not aspire to the position (1 Tim.3:1) or if they do not believe they adequately meet the qualifications.

- The Lead Team shall review the names of the nominees and shall conduct interviews with each suitable nominee.
- After prayerfully considering each nominee, the Lead Team shall make final recommendations to the Covenant Community. Those nominees who have not been recommended shall be sensitively informed by the Lead Team as to the reason.
- The names of the prospective Lead Team members shall be presented to the participating members of the church, who will be given two weeks to show cause why any one of the prospective individuals would not be qualified to serve. Consistent with Matt. 18:15 and Matt. 5:24, any members with such "cause" must first express his or her concern to the prospective leader and then must also express his or her concern to the Lead Team for consideration.
- The prospective leaders who are recommended by the Lead Team, will be presented to the participating members of the church for affirmation by an 80% ballot vote of the participating members present. Prayer and the laying on of hands will follow.

*Term of Lead Team Members:*

Though we do not have definite terms, each year The Lead Team will assess who will be continuing to the following year. During the period of annual review, both the individual and the other Lead Team members shall evaluate his or her continued service, again considering the biblical qualifications as well as any personal factor that might affect his or her service. An individual's service as a leader may be discontinued by his or her own decision or by a consensus decision by the other leaders.

Those leaders renewing their commitment are to be presented to the participating members of the congregation for affirmation and dedication at each AGM. A person's leaving the Lead Team would not preclude his/her service as a future Lead Team member, subject to the regular Lead Team selection process.

All Lead Team members are encouraged to consider a "sabbatical" of at least one year, every 6 years.

**MINISTRY TEAM:**

The Ministry Team oversees the day-to-day ministries of the church under the Lead Pastor or his designate.

*Role of the Ministry Team:*

The Lead Team will establish, empower and encourage new and existing ministries as necessary to carry out the purpose and vision of the church. Those who lead these ministries are Ministry Team Leaders. They are responsible for leading their ministry and are empowered and coached by a pastor for their own personal development and effectiveness.

*Appointment and Term of Team Leaders*

Ministry Team Leaders are identified by the Pastors and affirmed by the Lead Team for a two-year term.

*Ministry Team Composition:*

Members of the Ministry Management Team are:

- Lead Pastor
- Associate Pastors
- Administrative Manager
- Ministry Team Leaders

**LEAD PASTOR:***Role of the Lead Pastor:*

Consistent with the New Testament concept of spiritual gifts, the lead pastor, like any member of the body, is uniquely gifted and should seek to minister primarily within his gift area. In addition to his pastoring role as a member of the Lead Team, the lead pastor is primarily responsible to be a teacher of the Word of God and to provide strategic leadership and vision to the body. He must strive to teach and lead by word and example, and he must stress both the understanding and the application of God's truth.

The lead pastor should not be responsible to consistently minister in areas unrelated to his primary function and giftedness. To burden him with other roles (administration, counselling, visitation, etc.) is to rob him of planning time, study time, and devotion to the Word. This can lead to watered down, inaccurate teaching or ineffective leadership, both of which in turn weaken the body. As shepherds of the Church, the Lead Team, in consultation with the Lead Pastor, is responsible to appoint other leaders with complementary gifts to undertake areas and aspects of the ministry that cannot be filled by the lead pastor.

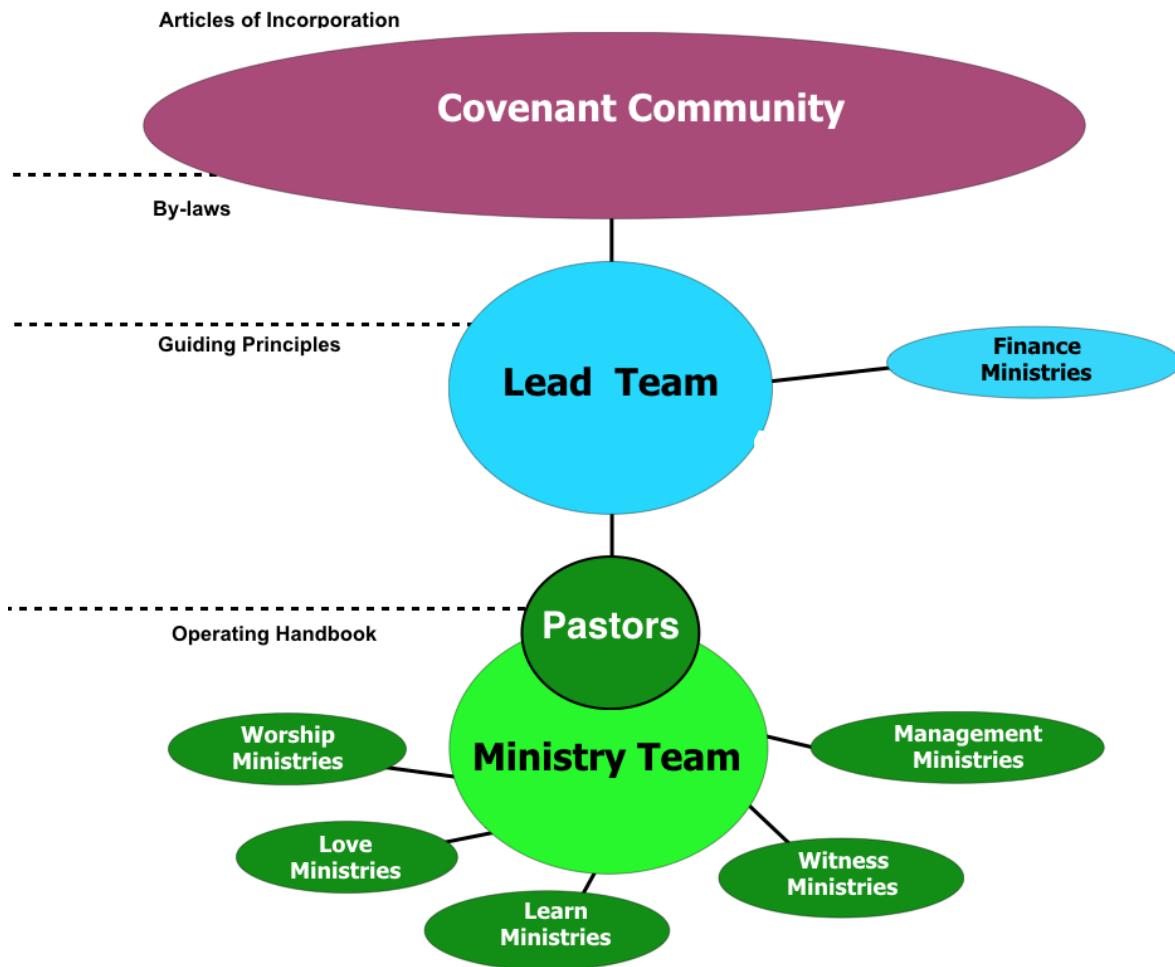
Teaching within the body should not be limited to the lead pastor. The New Testament emphasizes the need for teaching leaders and or the utilization of other members who are gifted in this area, thereby providing a variety of input and role models.

*Selection of the Lead Pastor:*

In the event of vacancy in the office of lead pastor, the Lead Team shall be responsible to conduct a search for candidates to fill the position. They will appoint a Search Team to find a suitable candidate for the Lead Pastor. Once the Lead Team has affirmed a candidate, that candidate shall be presented to the staff for consideration and ultimately to the participating members of the church for ratification by 80% majority vote.

## Governing Documents

Articles of Incorporation, Bylaws, Guiding Principles



# GRACE MENNONITE CHURCH INC.

## ARTICLES OF INCORPORATION

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Adopted: May 3, 2018

### ARTICLE 1 – NAME OF THE CORPORATION

The official name of the church is ***Grace Mennonite Church Inc.*** herein referred to as the **Church.**

### ARTICLE 2 – OBJECTS

The undertaking of the Church is restricted to the following:

1. To be a part of the body of Christ, bonded together in love and fellowship, to worship and praise God, to nurture and train its members to be a responsible, loving and caring community, and to individually and corporately serve and evangelize others in our community and beyond;
2. To establish, maintain and operate a church and to teach the gospel;
3. To establish, maintain and conduct classes for religious education;
4. To conduct public or private meetings of a religious and evangelistic nature;
5. To employ, send out and direct Christian missionaries to preach the gospel;
6. To engage in humanitarian causes to bring relief to people in need;
7. To solicit, receive, acquire and hold donations, gifts, devises and bequests for the objects of the church; to enjoy all the benefits of ownership thereof; to sell or convert any property into money from time to time; to invest and re-invest any principal in such manner as may from time to time be determined; and to disburse and distribute such money and property in the furtherance of the objects of the church.

The purposes of the Church are charitable, consistent with its registration as a charitable organization by the Canada Revenue Agency. The Church shall only undertake such charitable activities as are consistent with such registration.

# GRACE MENNONITE CHURCH INC.

## BYLAWS

Adopted: May 3, 2018

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### PART 1 – DEFINITIONS AND INTERPRETATION

#### Definitions

1.1 In these Bylaws:

“**Act**” means The Corporations Act of Manitoba

“**Auditor**” means the person or firm appointed to perform an audit or review of the Church’s finances;

“**Bylaws**” means these Bylaws as altered from time to time;

“**Church**” means the Grace Mennonite Church Inc.

“**Church Covenant**” means the document that outlines member’s commitments to each other and the Lord upon joining the Covenant Community under Part 5.2

“**Covenant Community**” means the membership of the Church

“**Guiding Principles**” means the document established and kept by the Lead Team that contains their policies and procedures;

“**Lead Pastor**” means a person appointed under Part 11.1;

“**Lead Team**” means the men and women who are directors of the Church;

- “**Lead Team Member**” means a member of the Lead Team;
- “**Organizational Handbook**” means the document established and kept by the Pastoral Team that contains the policies and procedures of the operations of the Church;
- “**Ministry Leader**” is a Member in good standing who leads an area of ministry of the Church as contemplated under Part 12.2;
- “**Ministry Plan**” means an annual plan for the Christian and charitable work of the Church for a period of time as required by the Guiding Principles;
- “**Ministry Team**” means the Church Members, staff or volunteers, organized into a team to oversee the Christian ministries under the direction of the Lead Pastor;
- “**Mission**” means the purposes of the church;
- “**Secretary**” means the Lead Team Member appointed to that role under Part 9.4;
- “**Special Resolution**” means a resolution passed by not less than 75% of such Members entitled to vote who are present in person at a Covenant Community meeting of which notice specifying the intention to propose the special resolution has been duly given;
- “**Treasurer**” means the Lead Team Member appointed to that role under Part 9.6;

## PART 2 – MISSION AND OBJECTS

### The Mission of the Church

2.1 The mission of the Church is to love God, love others and make disciples of Jesus Christ.

### The Objects of the Church

- 2.2 The Church is organized for the purposes as stated in the Articles of Incorporation:
- a) To be a part of the body of Christ, bonded together in love and fellowship, to worship and praise God, to nurture and train its members to be a responsible, loving and caring community, and to individually and corporately serve and evangelize others in our community and beyond;
  - b) To establish, maintain and operate a church and to teach the gospel;
  - c) To establish, maintain and conduct classes for religious education;
  - d) To conduct public or private meetings of a religious and evangelistic nature;
  - e) To employ, send out and direct Christian missionaries to preach the gospel;
  - f) To engage in humanitarian causes to bring relief to people in need;
  - g) To solicit, receive, acquire and hold donations, gifts, devises and bequests for the objects of the association; to enjoy all the benefits of ownership thereof; to sell or convert any property into money from time to time; to invest and re-invest any principal in such manner as may from time to time be determined; and to disburse and distribute such money and property in the furtherance of the objects of the association.

**PART 3 – CONFESSION OF FAITH****The Confession of Faith****3.1**

- a. We believe in the one living and true God, perfect, infinite and eternal, existing in three persons – Father, Son and Holy Spirit. (Matthew 28:19; John 10:30; John 15:26; II Corinthians 13:14)
- b. We believe in the deity of Jesus Christ, the only begotten of the Father, full of grace and truth, born of the Virgin Mary, in His perfect humanity, His atoning death, His bodily resurrection from the dead and His personal triumphant return. (Matthew 16:16; Luke 1:31-33; I Peter 3:18; Luke 24:6, 39; Acts 1:11)
- c. We believe that the Bible was given by divine inspiration and, in the original manuscripts, is the infallible Word of God. As such, it constitutes the only trustworthy guide in all matters pertaining to Christian faith and conduct. II Peter 1:20, 21
- d. We believe in the immortality of the soul, the resurrection of the dead, and a future state determined by divine judgment. (I Corinthians 15:54-57; I Thessalonians 4:13 - 18; Revelation 20:12)
- e. We believe a Christian is one saved by grace, whose life is transformed into the likeness of Christ by His atoning death and the power of His resurrection, and who will seek to obey the Biblical admonition of non-conformity to the world. (Ephesians 2:8 - 10; II Corinthians 5:17; I John 1:6, 7; Romans 12:1, 2) Further, we believe that there is “salvation in no one else for there is no other name under heaven that has been given among men, by which we must be saved”. (Acts 4:12)
- f. We believe in the Holy Spirit who is one with the Father and the Son and who by means of the Word applies to our hearts the things of God. (John 14:16, 17, 26; John 15:26; John 16 7-14)
- g. We believe in the scriptural teaching of peace, love and non-resistance as it applies not only to carnal warfare, but to every area of the Christian's social life.
- h. We believe in the church as the body of Jesus Christ, a community of believers, gifted by the Holy Spirit, responsible to God and to each other. (Ephesians 4: 11-16)
- i. We believe in the practice of Scriptural Church discipline. (Matthew 18:15-18; Galatians 6:1)
- j. We believe that God created human beings male and female (Genesis 1:27; Matthew 19:4; Mark 10:6). We understand and adhere to the Biblical teaching that marriage and sexual union is reserved for one man and one woman united by marriage (Hebrews 13:4; Genesis 2:24; 1 Corinthians 6:9; Romans 1:26-27).

**PART 4 – BUSINESS OF THE CHURCH****Registered Office**

- 4.1 The office of the Church shall be at Winkler, MB at such address as may be designated by the Lead Team.



**Corporate Seal**

- 4.2 The seal, an impression which stamped in the margin, shall be the corporate seal of the church and shall be kept at the law office and used by resolution of the Lead Team.

**Financial Year**

- 4.3 The financial year of the Church shall end on December 31<sup>st</sup> or at such other time as the Lead Team may decide.

**Execution of Instruments**

- 4.4 Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Church by any two Lead Team Members of the Church. In addition, the Lead Team may from time to time direct the manner in which and the person or persons by whom any instrument or instruments may or shall be signed. The signing officers shall be:
- a. The Chair, together with one other Lead Team Member;
  - b. If the Chair is unable to provide a signature, by the Vice-Chair together with one other Lead Team Member;
  - c. If the Chair and Vice-Chair are both unable to provide signatures, by any two other Lead Team Members;

**Banking Arrangements**

- 4.5 The banking business of the Church including, without limitation, the borrowing of money and the giving of security therefore, shall be transacted with such banks, trust companies, credit unions, or other bodies corporate or organizations as the Lead Team may from time to time prescribe or authorize. The bank account of the Church and all auxiliary organizations shall be in the name of the Church.

**Borrowing Powers**

- 4.6 The Lead Team, without authorization of the Covenant Community, may authorize capital expenditures or borrow money on the credit of the Church, in amounts up to but not exceeding \$50,000. Expenditures or borrowings in excess of that amount shall require a special resolution of the Covenant Community. They may also:
- a. Limit or increase the amount to be borrowed;
  - b. Charge, hypothecate, mortgage or pledge, present or after acquired or personal property of the Church, stock, or other securities and debt obligations and any money borrowed.
- 4.7 The Lead Team is hereby authorized to delegate by resolution to one or more Lead Team Members all or any of the powers hereinbefore conferred on them including, without limiting the generality of the foregoing, the power to make arrangements with reference to the borrowing of money as aforesaid and as to the terms and conditions of the loan thereof and security therefore and as to the debt obligations to be given therefor, with power to vary or modify such arrangements, terms and conditions and debt obligations as the Lead Team Members may authorize, and generally to manage, transact and settle the borrowing of money by the Church.
- 4.8 The Lead Team may from time to time authorize one or more Lead Team Members (or other persons, whether connected with the Church or not), to sign, execute, and deliver on behalf of the Church all documents and agreements necessary or desirable for such purposes and to draw, make, accept, endorse, execute and issue

cheques, promissory notes, bills of lading and other negotiable or transferable instruments and all such documents, agreements and instruments (and all renewals thereof or substitutions therefor) so signed shall be binding upon the Church.

- 4.9** The powers hereby conferred shall be deemed to be in supplement to and not in substitution for any powers to borrow money for the purposes of the Church possessed by its Lead Team Members independently of a borrowing by-law.

#### **Definition of Borrow**

- 4.10** For the purpose of this section, the term "borrow" shall also mean the guaranteeing of any third-party debt.

#### **Rules of Order at Meetings**

- 4.11** The rules for conducting and adjourning meetings of the Covenant Community shall be in keeping with Robert's Rules of Order. It is, however, fitting that all demonstrate a spirit of unity and love in the conduct of the Lord's business, and consensus, as a worthy goal, is therefore encouraged.

#### **Governance by Policy**

- 4.12** The Lead Team shall be responsible to maintain the Guiding Principles. They may adopt policy statements, rules and guidelines consistent with this Bylaw. Such statements shall be recorded by the Secretary of the Lead Team and shall be incorporated into the Guiding Principles. The Guiding Principles shall be available to Members of the Covenant Community.

### **PART 5– THE COVENANT COMMUNITY**

#### **Receiving Persons in to the Covenant Community**

- 5.1** The Lead Team shall establish guidelines that will govern each of the following means whereby persons are accepted into the Covenant Community:
- a. Through baptism, upon confession of their faith, attendance of a membership orientation class and commitment to the Church's Covenant;
  - b. Through letters of recommendation from other churches who practice baptism on confession of faith, attendance of a membership orientation class and commitment to the Church's Covenant;
  - c. Through evidence that they have been baptized upon the confession of their faith, attendance of a membership orientation class and commitment to the Church's Covenant

#### **The Covenant of Grace Church**

- 5.2** As those who have experienced the grace of a life changed by the gospel of Jesus Christ, we have the opportunity to reflect the character of Christ through the pursuit of certain attitudes and actions and the rejection of others. The Scriptures refer to this reality as "living by the Spirit" (Rom. 8).

I covenant...

- a. To submit to the authority of the Scriptures as the final arbiter on all issues (Ps. 119; 2 Tim. 3:14-17; 2 Pet. 1:19-21).
- b. To pursue the Lord Jesus Christ through regular Bible reading, prayer, fellowship and practice of spiritual disciplines (Luke 18:1; Acts 17:11; 1 Cor. 9:24- 27; Eph. 5:1-21; 1 Thess. 5:12-22).

- c. To follow the command and example of Jesus by participating in the ordinances prescribed to His Church:
  - by being baptized after my conversion.
  - by regularly remembering and celebrating the person and work of Christ through communion.
- d. To regularly participate in the life of Grace Church by attending weekly services, engaging in gospel-centered community and serving those within and outside of this church (Acts 2:42-47; Heb. 10:23-25; Titus 3:14).
- e. To steward the resources God has given me, including time, talents, spiritual gifts and finances. This includes regular financial giving, service and participation in community that is generous, cheerful and voluntary (Matt. 25:14-30; Rom. 12:1-2; 2 Cor. 8-9; 1 Pet. 4:10-11).
- f. By God's grace through the power of the Holy Spirit, to walk in holiness in all areas of life as an act of worship to Jesus Christ (1 Pet. 1:13-16, 4:1-3). Believers should strive to put certain attitudes and actions to death while stirring and stimulating love and good deeds through the Spirit. Below are a few examples of actions addressed in the Scriptures:
  - I will practice complete chastity unless married and, if married, complete fidelity within heterosexual and monogamous marriage. Complete chastity and fidelity means, among other things, that regardless of my marital status, I will pursue purity and abstain from sexually immoral practices such as adultery, premarital sex and pornography (Rom. 13:11-14; 1 Cor. 6:15-20; 10:8; Eph. 5:3; 1 Thess. 4:1-8; Heb. 13:4).
  - I will seek to preserve the gift of marriage and agree to walk through the steps of marriage reconciliation at Grace Church before pursuing divorce from my spouse (Matt. 19:1-12; Mark 10:1-12; Luke 16:18; 1 Cor. 7:10-11; for the role of the church in the process of divorce, see Paul's concern for the resolution of legal matters within the assembly of the church in 1 Cor. 6).
  - I will refrain from illegal drug use, drunkenness, gossip and other sinful behavior as the Bible dictates (Rom. 1:28-32; 13:13; Gal. 5:19-21; Eph. 5:18; James 3:3-18).
- g. To refrain from such activities that the Scriptures would deem foolish (Rom. 14:14-23).
- h. To take seriously the responsibility of Christian freedom, especially actions or situations that could present a stumbling block to another (1 Cor. 8:1-13).
- i. To submit to the discipline of God through His Holy Spirit by:
  - following the biblical procedures for church discipline where sin is evident in another—the hope of such discipline being repentance and restoration.
  - receiving righteous and loving discipline when approached biblically by fellow believers (Ps. 141:5; Matt. 18:15-20; 1 Cor. 5:9-13; Heb. 12:5-11).
- j. To do the following when I sin:
  - confess my sin to God and to fellow believers.
  - repent and seek help to put my sin to death (Rom. 8:13; Col. 3:5; James 5:16; 1 John 1:6-10).
- k. To submit to the leadership of the church and diligently strive for unity and peace within the church (Eph. 4:1-3; Heb. 13:17; 1 Pet. 5:5).
- l. To do the following should I leave the church for good reasons:
  - to notify the appropriate staff member on the campus I attend.
  - to seek another church with which I can carry out my biblical responsibilities as a believer.

**Duties of Members of the Covenant Community**

- 5.3 Every Member must uphold the Confession of Faith, commit to the Church Covenant annually and comply with these Bylaws

**Members of the Covenant Community Not in Good Standing**

- 5.4 A Member is not in good standing if the Member fails to comply with the duties of Members (Part 5.3)

**The Termination of Membership in the Covenant Community**

- 5.5 The Lead Team shall establish guidelines that will govern each of the following means whereby membership of a Member is terminated:
- a. Through requesting a letter of recommendation to another church;
  - b. Through a letter of resignation or release at the member's request;
  - c. Through failing to make an annual commitment to the Church Covenant
  - d. Through discipline (expulsion);
  - e. Through failure to maintain good standing for 12 consecutive months; or
  - f. Through death.

**PART 6 – MEETINGS OF THE COVENANT COMMUNITY****Time and Place of the Annual General Meeting**

- 6.1 An Annual General Meeting of the Covenant Community must be held within three months of year end, at a time and place the Lead Team determines. Business at an annual general meeting must include:
- a. A Lead Team report on the financial statements of the Church for the previous financial year, and the auditor's report, if any, on those statements;
  - b. The presentation and approval of the annual budget;
  - c. The presentation of the Ministry Plan for the coming year as required by the Guiding Principles;
  - d. The presentation of a report on the Ministry Plan for the previous year;
  - e. Any other reports of the Lead Team's activities and decisions since the previous annual general meeting;
  - f. The election or appointment of Lead Team members; and
  - g. The appointment of an auditor, if required.

**Fall, Spring and Special Meetings of the Covenant Community**

- 6.2 A Covenant Community meeting will typically be held each May and November and Special Meetings as called by the Lead Team.

**Notice of Covenant Community Meetings**

- 6.3 Notice of the Annual General Meeting or Special Meetings of the Covenant Community must be given 14 days prior to the meeting and state the nature of the business to be transacted in sufficient detail to permit a member receiving the notice to form a prayerful, reasoned judgment concerning that business. Such notice may be given by email or by public announcement at the worship services and distributed to the members of the Covenant Community who are present.

**Chair of Meetings of the Covenant Community**

- 6.4 The following individuals are entitled to chair a meeting:
- a. The chair or vice-chair of the Lead Team;
  - b. One of the other Lead Team members appointed by the Lead Team shall preside as the chair if the chair or vice-chair of the Lead Team is unable to preside.

**Quorum for Covenant Community Meetings**

- 6.5 The quorum for the transaction of business at a meeting is 10 voting Members of the Covenant Community or 10% of the voting members, whichever is greater.

**If Quorum Ceases to be Present**

- 6.6 If, at any time during a meeting, there ceases to be a quorum, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

**Voting**

- 6.7 Every question submitted to any meeting for the Covenant Community shall be decided by a majority vote unless otherwise required by these bylaws.

**Methods of Voting**

- 6.8 At a meeting of the Covenant Community, voting must be by a show of hands except if before such a vote, two or more voting members of the Covenant Community request a secret ballot, or a secret ballot is directed by the chair of the meeting, then voting must be by a secret ballot.

**Announcement of Result**

- 6.9 The chair of a meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

**Proxy Voting Not Permitted**

- 6.10 Voting by proxy is not permitted.

**Members Request for a Meeting**

- 6.11 Any five (5) Members may request the Lead Team to call a general meeting of the Members, specifying the purpose for the proposed meeting. The Lead Team shall consider the request within thirty (30) days and if they decide to do so, may call a Special meeting for the purposes set out in the request, or for any other purpose.

**PART 7 – THE LEAD TEAM****The Role of the Lead Team**

- 7.1 The Lead Team is accountable to the Covenant Community. They are to use their wisdom, discernment and shepherding gifts to ensure the church remains biblically faithful. They are the “keepers of the vision” and as such lead the Church in major decision-making and strategic initiatives. They will fulfill the following responsibilities:
- a. In consultation with the Covenant Community, set the overall philosophy, vision and mission of the church in a context of prayer and Scripture (Acts 6:4) in keeping with our Confession of Faith.

- b. Ensure that the life of the Church is being well managed (including the supervision of the Lead Pastor as defined in the Guiding Principles).
- c. Prepare an annual Ministry Plan, as defined in the Guiding Principles.
- d. Provide an annual Ministry Plan report to the Church membership regarding the Church's progress on its mission and vision.
- e. Oversee legal and financial matters, and set policy
- f. Ensure that the church is receiving sound biblical preaching and teaching
- g. Serve as a court of appeal
- h. Approve the annual financial review submitted by the accountant

### **Number of Lead Team Members on the Lead Team**

- 7.2** The Church must have no fewer than five and no more than twelve Lead Team Members (including the Lead Pastor as a non-voting member).

### **Qualifications of Lead Team Members**

- 7.3** Lead Team Members must be Members of the Covenant Community in good standing and meet the qualifications listed in 1 Timothy 3:2-7 and Titus 1:6-9. We recognize that by virtue of human limitations no person is perfect. Nonetheless, the following traits are important.

- a. Above reproach – they lead by example and demonstrate a lifestyle free of patterns of sin.
- b. If married, a devoted spouse.
- c. Temperate – self-controlled, enslaved to nothing, free from excesses.
- d. Wise – sober, sensible, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
- e. Respectable – demonstrate a well-ordered life.
- f. Hospitable – unselfish with their personal resources. They must be willing to share blessings with others.
- g. Able to teach – able to communicate truth in a non-argumentative way.
- h. If blessed with a family, manages own household – a healthy family life.
- i. Not a new convert – not new believers. They must have been Christians for long enough to demonstrate the reality of their conversion and depth of their spirituality.
- j. Good reputation with outsiders – well respected by all and free from hypocrisy.
- k. Not self-willed – not stubborn, prone to force opinions on others, or abuse authority. They must be servants.
- l. Devout – devoted Christ followers seeking to be conformed to His image. Committed to prayer, worship, the study of Scripture, and the guarding of their own walk.

### **Election or Appointment of Lead Team Members**

- 7.4** At each annual general meeting, the Covenant Community must affirm Lead Team Members according to the process outlined (Part 7.5). Every candidate will require the approval of 80% majority of the voting members present at a Covenant Community meeting to be placed in office.

**Discernment Process**

**7.5** The congregational discernment process for the appointment of Lead Team members is as follows: (See also: "Grace Mennonite Church Ongoing Lead Team Development Program" in "Grace's Policies" Section 6)

The current Lead Team appointed by the church shall find suitable candidates to fill vacant positions on the Lead Team and present them at the annual general meeting for affirmation.

- a. With the biblical and competency principles in mind, the church members will be invited to submit names
- b. Those nominated will be invited to a "Lead Team Orientation Process"
- c. Those nominated may decline if they feel they are not a "fit"
- d. The Lead Team will interview the remaining candidates
- e. The Lead Team will prayerfully make recommendations to the Covenant Community for affirmation
- f. Laying on of hands

**The Term and Tenure of Lead Team Members**

**7.6** The term of a Lead Team Member is not specifically defined, but a minimum 3-year commitment is expected. Lead Team members are encouraged to take a sabbatical break after 6 years. Lead Team members may be removed from office by the Lead Team for failing to comply with these bylaws and the Lead Team's Guiding Principles.

**The Lead Team May Fill Casual Vacancy on Lead Team**

**7.7** The Lead Team may, at any time, appoint a member as a Lead Team Member to fill a vacancy that arises as a result of the resignation, incapacity or death of a Lead Team Member during that Lead Team Member's term of office.

**Term of Appointment of Lead Team Member Filling Casual Vacancy**

**7.8** A Lead Team Member appointed by the Lead Team to fill a vacancy ceases to be a Lead Team Member at the end of the term of office of the member whose departure from office created the vacancy.

**Remuneration of Lead Team Members**

**7.9** Lead Team Members are not permitted to receive remuneration for being a member of the Lead Team, but the Church may pay a Lead Team Member for services provided by the Lead Team Member to the Church as an independent contractor.

**Conflict of Interest**

**7.10** Lead Team Members who have, or could reasonably be seen to have, a conflict of interest have a duty to declare this interest to the Lead Team:

- a. Upon nomination, and
- b. If serving, when the possibility of a conflict arises.

**7.11** A conflict of interest does not prevent a member from serving as a Lead Team Member provided they withdraw from the decision-making process on matters pertaining to that interest. The withdrawal should be recorded in the minutes.

**PART 8 – LEAD TEAM MEETINGS****Calling Lead Team Meetings**

8.1 A Lead Team meeting may be called by the Chair or their designate.

**Notice of Lead Team Meeting**

8.2 A minimum of two days' notice of a Lead Team meeting must be given unless all the Lead Team Members agree to a shorter notice period.

**Conduct of Lead Team Meetings**

8.3 The Lead Team Members shall regulate their meetings and proceedings following their Guiding Principles.

**Quorum of Lead Team Members**

8.4 The quorum for the transaction of business at a Lead Team meeting is a majority of the Lead Team Members.

**Telephone participation**

8.5 Where all the Lead Team Members have consented (either before, during or after the meeting), any Lead Team Member by means of conference telephone or other communications equipment by means of which all persons participating in the meeting can hear each other, a Lead Team Member participating in a meeting pursuant to the provisions of The Act shall be deemed to be present in person at that meeting.

**PART 9 – LEAD TEAM POSITIONS****Organization of the Lead Team**

- 9.1 The Lead Team shall organize itself as follows:
- a. The Lead Team shall appoint its own Chair, Vice Chair, Treasurer and Secretary.
  - b. The Chair and secretary of the Lead Team shall respectively also serve as the chair and secretary of the Church.
  - c. The Lead Team shall meet not less than eight times a year and at such times and places as may, from time to time, be determined by the Lead Team.

**Role of the Chair**

9.2 The chair of the Lead Team is responsible for facilitating meetings of the Covenant Community and the Lead Team, giving guidance to Lead Team Members in the execution of their duties.

**Role of Vice-Chair**

9.3 The Vice-Chair of the Lead Team is responsible for carrying out the duties of the Chair if the Chair is unable to act.

**Role of Secretary**

- 9.4 The Secretary is responsible for doing, or making the necessary arrangements for, the following:
- a. Issuing notices of Covenant Community meetings and Lead Team meetings;
  - b. Taking minutes of Covenant Community meetings and Lead Team meetings;



- c. Keeping the records of the Church;
- d. Conducting the correspondence of the Lead Team;
- e. Making any other filings as may be required by the Act

**Absence of Secretary from a Meeting**

**9.5** In the absence of the Secretary from a meeting, the Lead Team must appoint another individual to act as secretary at the meeting.

**Role of Treasurer**

**9.6** The Treasurer is responsible for making the necessary arrangements for the following:

- a. Receiving and banking monies collected from the members or other sources;
- b. Keeping accounting records in respect of the Church's financial transactions;
- c. Preparing the Church's financial statements;
- d. Making the Church's financial filings as required by the applicable laws;
- e. Ensure that financial controls are in place and that expenditures are in accordance with the budget as approved by the Covenant Community at the Annual General Meeting.

**PART 10 - PROTECTION OF LEAD TEAM MEMBERS****LIMITATION OF LIABILITY**

**10.1** No Lead Team Member of the Church, shall be liable for the acts of any other member of the Lead Team of the Church which causes any loss, damage or expense to the Church, whether by neglect or default or intent, unless the loss, damage or expense happens by or through his failure to exercise the powers and to discharge the duties of his office honestly and in good faith.

**Indemnity**

**10.2** The Church shall, to the maximum extent permitted under the Act, indemnify a member of the Lead Team, or a former Member of Lead Team or Officer of the Church or former Officer of the church, against all costs, charges and expenses, including any amount paid to settle an action or satisfy a judgment, which are reasonably incurred by him in respect or any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been a Lead Team Member or Officer of the Church.

**PART 11 - PASTORAL STAFF****Role of the Lead Pastor**

**11.1** The Lead Pastor shepherds the Church in its mission and vision and is responsible to the Lead Team for the following:

- a. Resourcing the Lead Team in their duties and spiritual lives;
- b. Recommending pastoral and administrative staff as needed;
- c. Leading the Pastoral Staff;
- d. Developing the Ministry Plan with the Ministry Team

- e. Overseeing the preaching and teaching ministry of the Church.

### **Qualifications of the Lead Pastor**

- 11.2** The Lead Pastor must be a Member of the Covenant Community in good standing and meet the qualifications outlined in 1 Timothy 3:2-7 and Titus 1:6-9. We recognize that by virtue of human limitations no person is perfect. Nonetheless, the following traits are important.
- a. Above reproach – they lead by example and demonstrate a lifestyle free of patterns of sin.
  - b. If married, a devoted spouse.
  - c. Temperate – self-controlled, enslaved to nothing, free from excesses.
  - d. Wise – sober, sensible, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
  - e. Respectable – demonstrate a well-ordered life.
  - f. Hospitable – unselfish with their personal resources. They must be willing to share blessings with others.
  - g. Able to teach – able to communicate truth in a non-argumentative way.
  - h. If blessed with a family, manages own household – a healthy family life.
  - i. Not a new convert – not new believers. They must have been Christians for long enough to demonstrate the reality of their conversion and depth of their spirituality.
  - j. Good reputation with outsiders – well respected by all and free from hypocrisy.
  - k. Not self-willed – not stubborn, prone to force opinions on others, or abuse authority. They must be servants.
  - l. Devout – devoted Christ followers seeking to be conformed to His image. Committed to prayer, worship, the study of Scripture, and the guarding of their own walk.

### **Appointment of the Lead Pastor**

- 11.3** In the event of vacancy in the office of the Lead Pastor, the Lead Team shall be responsible to initiate a search process for candidates to fill the position. Once the Lead Team has selected a candidate, that candidate shall be presented to the Covenant Community for final approval. A successful candidate must receive approval by at least 80% of the voting members present at a meeting of the Covenant Community.

### **Tenure of the Lead Pastor**

- 11.4** If at any time the Lead Pastor intends to resign, they should express their intent to the church through the Lead Team. A minimum of three (3) months' notice of resignation would be preferred. The Lead Team shall make all decisions in respect to the direction and management of the employment of the Lead Pastor and may terminate the employment of the Lead Pastor.

### **Role of Associate Pastors**

- 11.5** The Associate Pastors shall, under the direction of the Lead Pastor and Lead Team, provide spiritual direction and leadership to the Church ministries to which they are assigned. For such responsibilities, they shall be directly accountable to the Lead Pastor.

**Appointment of Associate Pastors**

**11.6** In the event of a pastoral vacancy or filling an associate pastoral position, the Lead Pastor, and the Lead Team shall be responsible to oversee a search process for candidates to fill the position. Once they have selected a candidate, that candidate shall be presented to the Covenant Community for final approval. A successful candidate must receive approval by at least 80% of the voting Members present at a meeting of the Covenant Community.

**Tenure of Associate Pastors**

**11.7** If at any time an Associate Pastor intends to resign, they should express their intent to the Church through the Lead Pastor. A minimum of three months'–notice of resignation would be preferred. The Lead Team shall make all decisions in respect to the direction and management of the employment of Associate Pastors in consultation with the Lead Pastor and may terminate the employment of an Associate Pastor.

**PART 12 – THE CHURCH MINISTRIES****Establishing Ministries**

- 12.1** The Church shall establish such ministries as shall be necessary to carry out its vision and mission. A ministry shall be approved by the Lead Pastor and the Lead Team when the following criteria are met:
- The purpose of the ministry supports the mission and vision of the Church;
  - There is a qualified and willing Ministry Leader to provide leadership for such ministry;
  - There is a team in place to implement the ministry;
  - The team works under the coaching supervision of a Ministry Leader;

**Role of Ministries**

- 12.2** Duties:
- Ministry Leaders will be appointed by the Lead Pastor and Lead Team
  - Ministry Leaders provide leadership to and assume administrative responsibility for a Ministry Team and its specified field of ministry endeavor.
  - Ministry Leaders shall continually seek out and develop workers in its area of service for that Ministry Team.
  - Each Ministry Leader will be responsible for the implementation of the ministry area assigned to them and the team of the Ministry are responsible to the Ministry Leader;
  - A Ministry Leader shall submit annual budget requirements to the finance team appointed by the Lead Team. The finance team shall submit the overall budget to the Lead Team for approval and submission to the Church membership for final approval.
  - A Ministry Leader shall work with the Ministry Team to review and update its objectives and goals annually.

**Structure and Organization of Ministries**

**12.3** The ministries will be led by Ministry Leaders, shepherded by the Lead Pastor and Pastoral Team. They shall organize internally as required.

- a. All ministries shall be created for a specific purpose in keeping with the Church's Ministry Plan. They may be disbanded at the discretion of the Ministry Team in consultation with the Lead Pastor and Lead Team if they no longer meet their purpose.
- b. The function of the ministries shall be in harmony with the vision and mission of the Church.
- c. The ministries shall be governed by the Guiding Principles.
- d. The function of the ministries may change according to need as long as their activities are in agreement with the vision and values of the Church.

## **PART 13 – AMENDMENTS**

### **Amendments**

#### **13.1 Amendments**

- a. Any member of the Covenant Community may propose an amendment to the Articles of Incorporation or Bylaws by submitting it in writing to the Lead Team.
- b. The Lead Team shall review and study any proposed amendments and present them to the Church at the next Annual General Meeting or Special meeting – whichever comes first. The proposed amendment shall be published and distributed at least two Sundays prior to the meeting.
- c. Amendments to the Articles of Incorporation or the Bylaws shall be regarded as an ordinary resolution.

## **PART 14 - DISSOLUTION**

### **Dissolution**

- 14.1** If upon dissolution or winding up of the Church there remains after the satisfaction of all its debts and liabilities any property whatsoever, that property shall be distributed to one or more registered charitable organizations in Canada having cognate or similar objects to those of the Church, as designated by the Covenant Community at a meeting called for that purpose.

# GRACE MENNONITE CHURCH INC. GUIDING PRINCIPLES OF THE LEAD TEAM

Adopted: May 3, 2018

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**PART 1 – MISSION AND OBJECTS****1. THE MISSION OF THE CHURCH**

The mission of the Church is to love God, love others and make disciples of Jesus Christ.

**2. THE OBJECTS OF THE CHURCH**

The Church is organized for the purposes as stated in the Articles of Incorporation:

- h) To be a part of the body of Christ, bonded together in love and fellowship, to worship and praise God, to nurture and train its members to be a responsible, loving and caring community, and to individually and corporately serve and evangelize others in our community and beyond;
- i) To establish, maintain and operate a church and to teach the gospel;
- j) To establish, maintain and conduct classes for religious education;
- k) To conduct public or private meetings of a religious and evangelistic nature;
- l) To employ, send out and direct Christian missionaries to preach the gospel;
- m) To engage in humanitarian causes to bring relief to people in need;
- n) To solicit, receive, acquire and hold donations, gifts, devises and bequests for the objects of the association; to enjoy all the benefits of ownership thereof; to sell or convert any property into money from time to time; to invest and re-invest any principal in such manner as may from time to time be determined; and to disburse and distribute such money and property in the furtherance of the objects of the association.

**PART 2 – MISSION PRINCIPLES****1. CHANGED LIVES (MAKING DISCIPLES)**

People who come in contact with Grace Church will experience life change through Jesus Christ and become increasingly effective in the stewardship of their lives.

- a. People in the surrounding community will become believers in Jesus Christ and will join this body of believers.
- b. Believers who join Grace Church will experience a supportive community of believers and will become mature followers of Jesus Christ equipped to live out His calling on their lives. Accordingly,
  - Believers will grow in Christian maturity (Ephesians 4:11-16), in the fruit of the Spirit.
  - Believers will pray personally and corporately.
  - Believers will worship God, individually and corporately.
  - Believers will study and learn the Bible and apply biblical truths to their lives.
  - Believers will cultivate relationships with other believers that promote Christ-likeness.
  - Believers will understand and utilize their spiritual gifts in ministry to others.
  - Believers will own the ministry of the church
  - Believers will reach out to non-believers with the gospel message.

## 2. LEADERSHIP DEVELOPMENT

Leaders of the church will experience empowerment and freedom to lead the church in carrying out its purpose and vision. Accordingly,

- a. Leaders will have clearly defined roles and organizational structures.
- b. Leaders will have balanced authority, responsibility and accountability.
- c. Leaders will be supported in personal and skill development.
- d. Leaders will experience supportive team relationships and personal coaching.

## 3. MISSIONS, CHURCH MULTIPLICATION AND CHURCH PLANTING

Through the efforts of this community of believers, unbelievers in select communities around the world, by the grace of the Holy Spirit, will accept Jesus Christ as their personal Savior and grow in their faith, make disciples and start new churches.

### **PART 3 – PROCESS PRINCIPLES**

#### 1. LEAD TEAM COMMITMENT

With a sense of accountability to God as the ultimate owner of the Church (Acts 20:28), the Lead Team is to ensure that Grace Church achieves its mission with integrity.

#### 2. GOVERNING FOCUS AND VALUES

The Lead Team will govern with an emphasis on: (a) authentic Christian community; (b) biblically-based integrity and truthfulness in all methods and practices, (c) outward vision, that is mission fulfillment; (d) strategic leadership rather than administrative management; (e) clear distinction between Lead Team and staff roles; (f) collective rather than individual decisions; (g) the future; and (h) proactivity rather than reactivity.

Accordingly:

- a. The Lead Team will focus on love and authentic relationship first, with the work of governance flowing out of the love for God, the Church, the Community and each other and the trust that comes from this
- b. The Lead Team will cultivate a sense of group responsibility.
- c. The Lead Team's major focus will be on outcomes. The Lead Team delegates "means" to the Pastoral Team.
- d. Each member of the Lead Team will support the final determination of the Lead Team concerning any particular matter, irrespective of the member's personal position concerning such matter. Support includes defending the decision with church members when asked and not revealing their personal position or the position of other Lead Team Members.
- e. Decisions shall be made by consensus. When consensus cannot be reached and time has expired, decisions shall be made by voting. A simple majority is required. If a vote is deemed necessary and results in a tie, the motion fails.

#### 3. SIZE OF THE LEAD TEAM

The Lead team must have between five and twelve members including the Lead Pastor.

#### 4. CHAIR'S ROLE

The Chair assures the integrity of the Lead Team's process and represents the Lead Team to the Church and outside parties. Accordingly:

- a. The Chair ensures the Lead Team behaves consistently with its own rules. Deliberation will be fair, open, and thorough, but also timely, orderly, and kept to the point.
  - The authority of the Chair is determined by the Guiding Principles
  - The Chair is empowered to lead Lead Team meetings
  - The Chair has no authority on his/her own to supervise or direct the Pastor.
- b. The Chair will use Rules of Order agreed upon by the Lead Team

#### 5. LEAD TEAM MEMBERS' CODE OF CONDUCT

The Lead Team commits itself and its members to biblical, ethical, and lawful conduct, including proper use of authority. Accordingly:

- a. Members must represent loyalty to Grace Church without conflicts of interests. When the Lead Team is to decide upon an issue in which a member has an unavoidable conflict of interest, that member shall withdraw themselves from not only the vote, but also the deliberation.
- b. Lead Team members may not attempt to exercise individual authority over the church or pastors except as explicitly set forth in Lead Team policies.
- c. Lead Team members will neither make nor imply any negative comment about the pastors in public or before the congregation.
- d. Lead Team members will maintain the confidentiality required pertaining to matters of a sensitive or legal nature.

#### 6. LEAD TEAM MEETING PREPARATION

The Chair, with the assistance of the Lead Pastor or designate, shall prepare a meeting agenda. Generally, all proposals must be presented in writing to the Chair prior to the agenda being distributed.

#### 7. MINISTRY DIRECTION REVIEW

Because of rapid changes in opportunity and in the cultural environment in which Grace Church operates, the Ministry Direction shall be reviewed and annually revised as necessary. Each year the Lead Team will review the following questions.

- a. Where are we?  
The process begins with a clear understanding of the current situation. What's right? What's wrong? What's missing? What's confusing?
- b. Where are we going?  
Clarity is ensured on future direction.

**Mission** - The Mission is the most concentrated expression of what Grace Church exists to accomplish. The Lead Team shall review the Mission annually.

**Values** - The members of Grace Church share the Core Values that bring us together into a relationship. These values may change slightly over time.



**Vision** - Vision is a statement of what we want the future effect of the ministries of Grace Church to be. It is challenging and expresses the hope for the future that lies just beyond the ministry planning "horizon." The Lead Team shall review the Vision Description annually as part of the ministry planning process.

- c. What Outcomes are we pursuing?

Clarity is obtained by reviewing and changing as necessary the following:

**Mission Principles** - Mission Principles are written policies that prescribe the results and outcomes to be achieved by the Lead Pastor and the Pastoral Team. They deal with the "what" that Grace Church seeks to do, rather than the "how".

## 8. MINUTES

The Lead Team shall insure that minutes are taken at each meeting. The Lead Team minutes are the only official record of Lead Team action. Only decisions and actions recorded in the official minutes shall be considered as official action of the Lead Team.

## 9. CONFLICT RESOLUTION

The Lead Team shall follow the guidelines for conflict resolution contained in Matthew 18:15-17 and 1 Corinthians 6:1-8. Thus, the principles of any conflict resolution process shall include the following:

- a. A forgiving spirit on the Lead Team's part will be the foundation of any conflict resolution process.
- b. The process shall begin with direct negotiation with parties involved and proceed to mediation and arbitration as required.
- c. The process shall be fair and transparent and shall seek to uphold the dignity of all persons.
- d. The process shall seek justice first and reconciliation second, recognizing that justice is necessary in order to achieve reconciliation.

This policy addresses the following potential conflicts:

- a. Conflicts in which the Lead Team is directly involved.
  - Conflicts within the Lead Team,
  - Conflicts between the Lead Team and persons or groups within Grace Church (members / staff / volunteers),
  - Conflicts between the Lead Team and persons or groups outside the Grace Church.

In cases where the Lead Team is one of the parties in the conflict, the Lead Team shall attempt to negotiate the conflict. Should those efforts fail, the Lead Team shall seek to resolve the conflict through mediation before submitting the conflict to arbitration.

- b. Conflicts which the Lead Team is being asked to arbitrate.
  - Conflicts between persons or groups within the church,
  - Conflicts between persons or groups within the church and persons or groups outside the church.

In cases where the Lead Team is not one of the parties in the conflict, but is being asked to arbitrate the conflict, the Lead Team shall not become involved

until all efforts at negotiation and mediation (whether described in policy or not) have been exhausted.

Where those efforts have failed, and the Lead Team has agreed to be the arbiter in the conflict, the following components shall be part of the Lead Team process.

- a. The person or group making the allegation(s) shall be identified.
- b. The person or group to whom the allegation(s) is/are directed shall be identified.
- c. The allegation(s) shall be made in writing to avoid assumptions or misperceptions, hearsay or irresponsible criticism.
- d. The allegations shall be accompanied by information that supports the allegation(s).
- e. Both the allegations and the supporting information shall be shared with the person(s) or group to whom the allegations are directed.
- f. At the discretion of the Lead Team, the allegations shall be presented to the Lead Team in the presence of the person(s) or group to whom they refer.
- g. The person(s) or group to whom the allegation is directed shall have an opportunity to request additional information in writing and to respond to the allegations in the presence of the person(s) bringing them.
- h. The Lead Team shall have an opportunity to ask both parties for clarification or information.
- i. The Lead Team may meet in camera to consider the conflict. If new information presents itself at this point, the process shall revert back to "e" above, and this information will be shared with the person(s) or group to whom the allegations are directed.
- j. The Lead Team shall report its decision to both parties in writing.
- k. Under exceptional circumstances (e.g. sexual harassment, fraud), there may be delays in the conflict resolution process to allow for external investigation.

The Lead Team may create a Peace-making Team to specialize in conflict resolution and peace-making. Such a team will minister under their authority and direction.

## 10. PROCESS OF APPOINTING LEAD TEAM MEMBERS

The congregational discernment process for the appointment of Lead Team members is as follows:

- a. A Discernment Team appointed by the church and given direction by the Lead Team. It is the role of the Discernment Team to find suitable candidates annually to fill vacant positions on the Lead Team and present them at the annual general meeting for approval.
- b. With the biblical and competency principles in mind, the church members will be given 30 days to submit names
- c. Those nominated will be invited to a "Lead Team Orientation Process"
- d. Those nominated may decline if they feel they are not a "fit"
- e. The Discernment Team will interview the remaining candidates
- f. The Discernment Team will prayerfully make recommendations to the Lead Team
- g. The Lead Team shall finalize the names placed in nomination, giving consideration to team balance regarding gender, age, ministry expression etc.

- h. The names shall be placed before the church for affirmation
- i. Laying on of hands

#### 11. LEAD TEAM QUALIFICATIONS

Lead Team Members must be members of the church and meet the principles of 1 Timothy 3:2-7 and Titus 1:6-9. We recognize that by virtue of human limitations no person is perfect. Nonetheless, the following traits are important.

- a. Above reproach – they must lead by example and demonstrate a lifestyle free of patterns of sin.
- b. If married, a devoted spouse.
- c. Temperate – self-controlled, enslaved to nothing, free from excesses.
- d. Wise – sober, sensible, balanced in judgment, not given to quick, superficial decisions based on immature thinking.
- e. Respectable – demonstrate a well-ordered life.
- f. Hospitable – unselfish with their personal resources. They must be willing to share blessings with others.
- g. Able to teach – able to communicate truth in a non-argumentative way.
- h. If blessed with a family, manages own household – a healthy family life.
- i. Not a new convert – not new believers. They must have been Christians for long enough to demonstrate the reality of their conversion and depth of their spirituality.
- j. Good reputation with outsiders – well respected by all and free from hypocrisy.
- k. Not self-willed – not stubborn, prone to force opinions on others, or abuse authority. They must be servants.
- l. Devout – devoted Christ followers seeking to be conformed to His image. Committed to prayer, worship, the study of Scripture, and the guarding of their own walk.

#### 12. REMOVAL OF LEAD TEAM MEMBERS

Lead Team members may be removed from office by a majority vote of the Lead Team for violating the Bylaws or Guiding Principles.

### **PART 4 – ACCOUNTABILITY PRINCIPLES**

#### 1. LEAD TEAM / LEAD PASTOR RELATIONSHIP

The Lead Team delegates responsibility for overseeing the implementation of the Ministry Plan of the church to the Lead Pastor. In the spirit and model of the gospel, the Lead Team is both overseer of the Lead Pastor's performance and shepherd of their heart. The Lead Pastor is both a servant leader to the Lead Team and shepherd of their hearts.

## 2. MUTUAL SHEPHERDING

Out of a love relationship that could only come from the Father, Son, and Holy Spirit themselves, the Lead Team and Lead Pastor will care for each other's hearts and souls, even while executing governance functions. By doing so they will establish God as being at the centre of the governance and the church. They will model the way the church should operate through all of its parts. Accordingly, the Lead Team will begin every meeting with a focused time when the Lead Team Members and the Lead Pastor will transparently share their lives (joys and challenges) with each other, hold each other accountable, and support and pray for each other.

## 3. UNITY OF CONTROL AND COMMUNICATION

Only decisions of the Lead Team, (who are empowered by the covenant community) acting as one body, are binding on the Lead Pastor.

## 4. AUTHORITY AND ACCOUNTABILITY OF THE LEAD PASTOR

The Lead Team will never give instructions to persons who report directly or indirectly to the Lead Pastor. The Lead Team will refrain from evaluating, either formally or informally, any ministry leaders other than the Lead Pastor.

## 5. DELEGATION TO THE LEAD PASTOR

The Lead Team will direct the Lead Pastor through written policies that prescribe the Mission principles. Accordingly:

- a. The Lead Team will develop policies directing the Lead Pastor to achieve the results outlined in the Ministry Plan which is affirmed by the membership annually. These policies will be developed systematically from the broadest, most general level to more defined levels, and will be called Mission Principles.
- b. The Lead Team will develop policies giving the Lead Pastor his scope of responsibilities. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Boundary Principles.
- c. As long as the Lead Pastor is functioning within the Mission and Boundary Principles defined by the Lead Team, he is authorized to make decisions, take action, establish practices and develop activities.
- d. The Lead Team may change its Guiding Principles, thereby shifting the boundary between Lead Team and Lead Pastor domains. However, as long as any particular delegation is in place, the Lead Team will respect and support the Lead Pastor's choices.

## 6. MONITORING LEAD PASTOR PERFORMANCE

Monitoring of Lead Pastor performance will be measured against the Church's Mission Principles. It is hoped that reviews will be formative, helping the Lead Pastor become increasingly effective in his/her ministry. Accordingly:

- a. Monitoring is to determine the degree to which the Guiding Principles are being met.
- b. In every case, the standard for compliance shall be the Guiding Principle being monitored.

**PART 5 – BOUNDARY PRINCIPLES****1. GENERAL LEAD PASTOR RESPONSIBILITIES**

The Lead Pastor will ensure that practices, activities, decisions, and organizational circumstances are biblical, lawful, prudent, and in accordance with the Confession of Faith, By-laws and these Guiding Principles.

**2. SELF CARE**

The Lead Pastor will operate with a clear plan for his/her own spiritual, personal, family, and professional health and growth.

**3. CARE OF MEMBERS**

The Lead Pastor with the Ministry Team will provide effective shepherding of church members.

**4. MINISTRY PLAN DEVELOPMENT**

The Lead Pastor and his Team will develop a Ministry Plan that will answer the question, "How will we get there?" – Which ministries and what outcomes. This plan will be brought to the Lead Team Members for prayer, advice and affirmation. They will then present it at the annual general meeting.

**5. TREATMENT OF STAFF AND VOLUNTEERS**

Regarding current or prospective paid staff and volunteer staff, the Lead Pastor will provide conditions and treatment, which are biblical, just, dignified, lawful, safe, and appropriately confidential. Accordingly, the Lead Pastor and his Team shall insure that a Personnel Policy is in Place that will:

- a. Determine the needs of church for pastoral staff and work with the Lead Team Members in developing positions and hiring pastoral staff. Pastoral staff needs membership approval.
- b. Ensure that staff and volunteer ministry leaders are appropriately supported in a manner consistent with stated ministry expectations.
- c. Provide leaders with biblically consistent methods to express input and concerns, with appropriate appeal process to superiors and, eventually, to the Lead Team.

**6. FINANCIAL CONDITION & ACTIVITIES**

- a. The Lead Pastor shall ensure fiscal health and actual expenditures that are consistent with Lead Team priorities and budget as approved by the covenant community. Accordingly, the Lead Pastor, with support from the finance team, shall develop an annual budget.
- b. The finance team is to ensure that
  - An annual budget is prepared for the Lead Team to be presented to and affirmed by the covenant community.
  - Proper financial controls are in place and followed.
  - Financial records are in order at all times.

**7. COMMUNICATION TO AND SUPPORT OF THE LEAD TEAM**

The Lead Pastor shall inform and support the Lead Team in its work. Accordingly, the Lead Pastor shall:

- a. Make the Lead Team aware of Ministry Plan progress.
- b. Present information to the Lead Team in four types: monitoring, decision preparation, information only, and advice and counsel.
- c. Deal with the Lead Team only as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Lead Team. This does not preclude the Lead Pastor from shepherding and pastoral relationships with the Lead Team Members on the Lead Team.
- d. Advise the Lead Team if, in the Lead Pastor's opinion, the Lead Team is not in compliance with its own Guiding Principles.