



Emmanuel
BAPTIST CHURCH

March 1, 2026

Practices and Policies manual

Emmanuel Fellowship Baptist Church

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PRACTICES and POLICIES MANUAL
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Introduction and document purpose

This document outlines the practices and policies that are in place here at Emmanuel Baptist. It serves as an orientation tool for people new to serving, or interested in serving with different ministries in the church. It also serves to provide accountability to a ministry to ensure it is doing what has been agreed upon with the church.

This document captures the gained wisdom and best practices for various ministries. It is a living document designed to continue to add said gained wisdom; as ministry leaders we invite updates to this document via the board secretary.

First and foremost, as believers, we all submit to God's word and Scripture as the authority over our lives. We do not feel that this document adds to or improves on anything that Scripture has to say. It is intended to help explain how the day to day functions of the church and ministries in it function. Also, it does have specific policies in place in regards to things like finances to help add clarity in case there are different interpretations as to how things should be handled.

Manual Update

Policies are created, modified and/or deleted by ordinary resolutions at business meetings or by motion of the board of Elders. Changes undertaken by the board shall be announced to the church 2 weeks prior to the next business meeting. The Practices and Policies are drafted to augment the Constitution and Bylaws, and if there is any discrepancy between them the Constitution and Bylaws take precedence.

It is the responsibility of the board secretary to keep an ongoing record of any changes to the Practices and Policies and to supply to the board, clerk, and office an updated copy.

1. Membership and Baptism

Baptism:

1. Everyone wishing to be baptized shall meet with a deacon, deaconess, or a representative of those groups, to make sure that they understand salvation, and the significance of baptism.
2. Our understanding of baptism is that it is a public profession of faith through the act of immersion.

Membership

1. Potential member(s) should express interest in church membership to the pastors, staff or board members.
 - a. The key criteria for membership are:
 - i. A personal profession of faith in Jesus Christ
 - ii. Public profession of that faith through baptism
 - iii. Agreement with the church's constitution and bylaws
2. A copy of the church's constitution and bylaws will be given to each applicant.
3. The candidate would meet with one of the pastors to follow up, and discuss any questions or issues arising out of the review of the constitution and bylaws.
4. The pastor will advise the board member responsible for arranging board interviews of potential new members and any comments or concerns he may have in regard to the candidate.
5. The appointed board member will arrange for either two deacons, or a deacon and a deaconess to conduct the membership interview.
6. Membership interviews will focus on the candidate's testimony, their agreement with the church's doctrinal statement and possible ministry opportunities.
7. Sample membership questions are attached in the appendices. If there is any concern as to the candidate's salvation or adherence to the church's doctrinal statement, a pastor will be asked to meet with them and bring a report and recommendation to the board.
8. A report of the interview will be brought to the board, and their decision to either approve or reject the candidate's application will be recorded in the minutes of the board meeting.
9. Office administrator publishes the name and brief testimony in the bulletin for 2 weeks.
10. If there is no feedback from the membership that would alter the decision then they will be welcomed into membership and this will be announced on a Sunday morning.
11. If there is any objection (written or verbal), it shall be brought to the board. The board would follow Matthew 18:15-20 and if the matters were addressed and resolved then the candidate would continue in membership.
12. Candidates will be publicly welcomed into membership.

2. Board of Elders

1. Purpose:

- a. To minister to the congregation by:
 - i. Guarding and teaching the truth
 - ii. Shepherding the flock
 - iii. Leading and governing the congregation
- b. Our purpose is to seek to know the mind of Christ and follow the leading of the Holy Spirit for the building up and unification of the flock, and to ensure that the church's goals and objectives are being pursued.

2. Structure

- a. The minimum number of unpaid Elders is 6 members and the maximum number to serve is 9 members.
- b. The board is accountable to the membership.
- c. The pastors will also serve on the board of Elders.
- d. These members serve in the following roles which are typically elected at the first board meeting following the Annual General Meeting:
 - i. Chairman
 - ii. Vice Chairman
 - iii. Secretary
 1. The board secretary is responsible for keeping this document up to date.
 2. Each year the secretary will reach out to ministry leaders to verify the ministry sections are up to date.
 3. Any changes will be made and the updated copy sent to the church administrator to ensure the most current copy is available.
 - iv. Committees
 1. MRC – provide a board representative to serve as chair on the MRC.
 2. Personnel – outlined below in the responsibilities section.
 3. Membership – at least 1 board member to oversee and coordinate membership interviews and make a recommendation to the board, and then the board to the congregation.
 4. Finance – 2 board members, treasurer and an individual from the congregation appointed by the board.
- e. Qualifications: The Elders of Emmanuel are to be Godly men set apart to this ministry by the church family. For additional guidelines see Bylaw 4.2.

3. Term of Service

- a. Elders shall be elected to serve a two-year term and must step down after three consecutive terms for at least one year.

4. Responsibilities

- a. To carefully watch over, guide and advance the spiritual welfare of the congregation, especially members and the leaders of the church's ministries;
- b. To work together, all participating fully in the decision making responsibilities of the board, protecting one another from false or malicious accusations, caring for one another, and rebuking those who sin.
- c. To communicate regularly to the congregation and act on behalf of the membership;
- d. To meet regularly for prayer;
- e. To interview any candidate for baptism and/or church membership;
- f. To interview any member requiring church discipline and, if the matter cannot be resolved, to bring a recommendation to the board;
- g. To examine, along with the Clerk, and recommend to the membership such revision of the membership roll as is required by the Bylaws and is deemed to be in the best interests of this church;
- h. To act as the legal representatives of the church when required. The board members shall be committed to performing the will of the church in all matters.
- i. To have charge of the benevolence funds of the church;
- j. To decide or approve the nature of all meetings and gatherings to be held by the church or in the church building;
- k. To perform as the finance committee
 - i. Finance committee Structure: 2 board members, treasurer, an industry professional (or person with a working knowledge of finances particularly pertaining to churches) from the congregation appointed by the board, past treasurer if deemed to be helpful. The industry professional would be asked to serve a 2 year term. This would be tracked by the board.
 - ii. To prepare a yearly budget for submission at the annual business meeting
 1. Review and update current honorarium rates annually during budget review and capture in budget spreadsheet the current rate.
 - iii. To review and keep up to date the financial policies outlined in this document
 - iv. To provide recommendations to the board on financial matters as they arise
- l. To facilitate creating a search committee when it is necessary to search for a pastor.

- i. The board will recommend names to the membership for the Search committee. This must be approved by the membership at a business meeting.
- ii. A board member will chair the search committee.
- iii. Bylaw 3.10 is pasted here for reference:
 1. The **establishment of relationship** between a pastor and this church shall begin with the work of a search committee. This committee shall be composed of members in good standing that the board recommends and that the church appoints in seeking out a suitable man. This committee will be chaired by a board member. The search committee shall bring to the consideration of the board and then the board will bring to the consideration of the church only one man at a time. The selection of a pastor shall be made after prayerful consideration and upon a 75% affirmative vote at a duly called special business meeting.
- iv. Search committee responsibilities:
 1. Create a job description and required qualifications
 2. Seek any necessary church input
 3. Reach out to the Fellowship for any pertinent information
 4. Determine the process for finding a suitable candidate
 - a. Where to advertise, etc.
 5. Ensure regular open communication with the church throughout the search process
 6. Interview Process
 - a. Ensure regular communication with all applicants. Once interviewed be sure to follow up with the applicant within a reasonable time frame following the interview (1 week). There should also be generous communication with applicants as to the process the church is going through.
 - b. There should also be regular communication with the board through the interview process and planned communication with the congregation.
 - c. Be sure to maintain strict confidentiality throughout the process with all candidates.
 - d. The search committee will narrow down to 1 candidate to recommend to the congregation.
- v. The Search committee will recommend a specific compensation package for the prospective candidate to the board.

- vi. Timeline – as much as we would like to have a definitive timeline, it is more important to find the right person, rather than to fill the position quickly. The timeline will vary based on circumstance and potential candidates.
- m. To perform as the Personnel committee
 - i. To be made up of at least 2 board members and accountable to the board.
 - ii. Conduct annual reviews with the pastors. The reviews shall be filed in the personnel folder on the network. The generic form can be found in this network folder as well. This is to be done in August (previously done in December/January but that was always hard to find time for everyone).
 - 1. The Personnel committee will meet with the lead pastor prior to conducting the reviews with the other pastors. The purpose of this is that the personnel committee does not work on a day to day basis and thus it makes sense to meet with the lead pastor in advance of the review. They will also follow up with the lead pastor after the review meetings.
 - 2. The lead pastor conducts annual reviews for all support staff and works with the Personnel committee on all pertinent items related to the non pastoral staff.
 - iii. The Personnel committee shall have the responsibility to recommend salaries of all paid personnel. The information shall be given to the finance committee, who will assemble these ministry budget proposals into a complete church budget proposal. The personnel committee recommendation shall follow the annual staff review process.
 - iv. The personnel committee can also use a sabbatical as another tool in their toolbox as long as it is beneficial to both the pastor and church. This must receive approval from the board and is treated on a case by case basis.
 - a. Typically a sabbatical would not be longer than 3 months.
 - b. Should not be taken at a time that would impact the position's key ministry time.
 - c. Expectation would be that you have served at EFBC for a number of years before being used.
 - d. There would be a plan agreed upon between the pastor and the pastoral team.
 - v. Hiring non pastoral staff is also a function of the personnel committee unless the board feels it is preferable to strike a search committee for the available position.
 - 1. The interview process would involve the personnel committee plus the pertinent pastoral staff that is most directly connected to the position, as well as members of the congregation as deemed

helpful and appropriate. (ie. when hiring Women's Director it is helpful to have women involved in the process)

2. Responsible to review job description and qualifications. Job description and qualifications can be developed by someone appointed by the board.
 3. The recommended candidate will be brought to the board for final approval.
 4. Encourage regular and clear communication with any candidate, and the church to ensure transparency in the process.
- vi. The Personnel committee shall liaise with current staff to ensure a smooth onboarding process. They may also coordinate with the treasurer or other individuals required to facilitate the onboarding process (there is a secure folder on the network with appropriate paperwork, talk to the network administrator for access).
1. Annually the personnel committee shall review the above files to verify personnel records are up to date.
 2. Paperwork and appropriate HR workplace forms to be submitted must be coordinated with the administrator.
- n. To provide a chairman and give leadership to all church business meetings;
- o. The board chairman shall distribute to each board member the agenda for each board meeting with sufficient time preceding the meeting. A brief description of each agenda item should be provided, unless the item is confidential. Items for the agenda should be submitted, preferably written to the chairman, with sufficient time preceding the meeting.
- p. Minutes of every board meeting must include attendance of the meeting, every motion and decision made with a summary of the discussion on that item, and time and place of the next scheduled meeting.
5. General Guidelines
- a. The board places a high value on unity and as such considers all board members to have equal voting privilege. Although the bylaws indicate that the unpaid elders and lead pastor are the voting directors of the society; in the day to day functioning we anticipate that all elders will give input and vote. In the rare occurrence where there is a conflict between paid and unpaid elders, only the directors as defined by the bylaws would have voting privilege.
 - b. Grievances against an elected board member and dismissal of an elected board member.
 - i. A board member should be safeguarded from malice or intent of any whom would have him removed for personal or purely selfish reasons. All measures to dismiss a board member shall be referred to the board for their consideration before any action is taken by the membership at large. The board shall consider the merit of any written grievance when signed by

any active member. Should a written grievance or request for dismissal be signed by one tenth of the active membership, the board must bring the matter before a duly called special business meeting within 30 days of receiving the request. The board member shall receive a copy of any request for his dismissal without delay. The board member should have the privilege to present his case to the church, and immediately afterwards he and his family shall retire from the meeting

3. Pastors

1. Lead pastor purpose: To provide pastoral leadership to the organization and operation of all the ministries in Emmanuel Fellowship Baptist Church. The Job Description of the Lead pastor is kept on file in the church office; to obtain a copy please contact the church administrator.
2. Associate pastor of Youth Ministries: To provide pastoral leadership to the organization and operation of the youth in Emmanuel Fellowship Baptist Church. The Job Description of the treasurer pastor is kept on file in the church office; to obtain a copy please contact the church Administrator.
3. Associate pastor of Worship and church Ministries: to provide leadership to the worship ministry as well as small groups and young adults. The job description of the associate pastor is kept on file in the church office; to obtain a copy please contact the church administrator.
4. Associate pastor of Children and Family Ministries: to provide leadership to the Children and Family ministries in the church. The Job Description of the treasurer pastor is kept on file in the church office; to obtain a copy please contact the church Administrator.
5. A review of every pastor shall be conducted yearly by the personnel committee. The nature of that review shall be determined by agreement between the pastors and the personnel committee. The personnel committee shall present the summary of the evaluation to the board along with any recommendations for further action or review. Any necessary follow up will be coordinated by the personnel committee on behalf of the board. All evaluations shall be undertaken in "in camera" and strict confidence shall be maintained. All personnel records will be stored in a secure location (secure online storage included) and kept confidential.
6. Resignation of a pastor: He must give notice to the board prior to any announcement to the membership at large. The announcement of resignation to the membership at large will be coordinated with the board. If necessary a business meeting shall be immediately called to allow for relevant discussion of the resignation. The announcement shall be in the form of a letter and should be read by the resigning pastor but may be read by one of the board members. If a pastor is not leaving the Vernon area he should normally disassociate himself from the church to give freedom for new leadership to be established. If a pastor is retiring and wishes to remain in the church he must take care not to interfere with the new leadership and should be subject to the Lead pastor for any involvement he has within the church. In the case of divisive circumstances the pastor shall not discuss with the members or adherents the circumstances leading to, or the people involved in the matter. If reasonably possible he should leave the Vernon area.
 - a. Our normal understanding is that a pastor would give a maximum of 1 month notice.
7. Grievances against a pastor and dismissal of a pastor: A pastor should be safeguarded from malice or intent of any that would have him removed for personal
8. or purely selfish reasons. All measures to dismiss a pastor shall be referred to the board for their consideration before any action is taken by the membership at large. The board shall consider the merit of any written grievance when signed by any active member.

Should a written grievance or request for dismissal be signed by one tenth of the active membership, the board must bring the matter before a duly called special business meeting within 30 days of receiving the request. The pastor shall receive a copy of any request for his dismissal without delay. The pastor should have the privilege to present his case to the membership, and immediately afterwards he and his family shall retire from the meeting. The church shall normally give a pastor at least three months notice or the equivalent in severance pay.

9. All student interns will work with and under one of the pastors. A job description shall be made by the appropriate pastor in consultation with the board and reports of progress made to the board by the supervising pastor.
10. It is recommended that before interviewing a prospective pastor, the search committee require the candidate to meet with the BC Fellowship Advisory board if he has not already done so. A credit check and health certificate is also advisable.

4. Ministry Recruitment Committee (MRC)

1. Purpose: To nominate, appoint, or recommend individuals to specific church ministries and leadership positions, in accordance with church policy. To encourage all regular attendees who are believers to be involved in ministry for which they have gifts and abilities.
2. Structure:
 - a. The MRC would consist of 6 members: 1 representative from the Deaconesses, 1 representative from the board, 1 representative from Falkland, and 3 members with a staggered election of 1 member one year, and 2 members the following year to try and ensure continuity on the committee. The Lead pastor would attend in an advisory capacity.
 - b. The MRC would meet as needed to fulfill their responsibilities. It is recognized that a high level of communication is necessary with the pastoral staff and ministry leaders.
 - c. The MRC is accountable to the board. The MRC shall provide to the church membership the Nomination Report two Sundays before elections are held. Nominations and suggestions from the church membership must be received by the MRC four weeks prior to the elections.
3. Term of Service: Term of office will normally be two years.
4. Responsibilities:
 1. To develop and maintain an up-to-date record of the interests and abilities of all members and regular attendees. This includes new people who are already believers.
 2. To nominate individuals for election to offices and ministries in accordance with church policy.

3. To appoint ministry leaders in accordance with church policy.
 4. To act as a resource committee able to help ministry leaders in selecting their ministry team and workers. This could include recommendation, recruitment and appointment in consultation with ministry leaders. Ministry leaders would be responsible to keep the MRC informed of their personnel needs and whom they wish to approach.
 5. To inform the board when a ministry is beginning to have difficulty attracting dedicated leadership or seems to be losing its focus. This will alert the board to carry out an evaluation of this ministry.
 6. To inform the board of people who have ideas for new ministries and how they want to be involved. It will be the responsibility of the board to initiate any appropriate action.
5. General Guidelines
- a. Election and Appointment of Officers, Leaders and committees
 - i. Those To Be Nominated for Election at the Annual Meeting
 - ii. Term of office will be two years
 1. board Members: at least 6 members
 2. Deaconesses: at least 6 members
 3. Clerk
 4. Treasurer and Assistant Treasurer
 5. Financial Reviewer
 6. Ministry Recruitment committee: 5 members.
 - a. The Ministry Recruitment committee can receive nominations but does not nominate people for the Ministry Recruitment committee.
 - b. This committee shall be elected at the summer business meeting.
 - c. Reference the bylaws for how the MRC is elected.
 - b. Ministry Leaders and committee Appointment
 - i. Building Maintenance
 - ii. Librarian and Assistant Librarian
 - iii. Men's Ministry Coordinators: 3 or 4 members
 - iv. Missions committee: 6 members
 - v. Offering Steward
 - vi. Head Usher

- vii. Welcoming Coordinator
 - viii. Women's Ministries Coordinator
 - ix. Other positions as the need arises.
- c. Nominations from the congregation for ministry leader positions, other than the Ministry Recruitment committee, are to be submitted in writing to the MRC, 4 weeks prior to any business meeting

5. Ministries of the church

Nursery

1. Purpose: to provide care for babies and toddlers so those parents are free to attend services and Sunday School
2. Structure: Accountable to the board.
3. Term of Service: Nursery Coordinator is elected for two-year term
4. Responsibilities:
 - a. Staff the Nursery or Toddler Room during church services.
 - b. Monitor toys for safety.
 - c. Record children's food allergies or sensitivities.
 - d. Contact parent if a child needs changing or is upset.
 - e. Be kind and helpful to all children and parents in care and at the time of drop off.
 - f. Make sure each child is cared for until the parent/caregiver is able to pick them up.
 - g. Ensure volunteers know to straighten the room after a shift so it is tidy for the next use.
 - h. Monitor snack supplies and buy more when needed.
5. General Guidelines
 - a. All volunteers must have a CRC on file with the church for the safety of the children.
 - b. Adult volunteers will be at least 18 and younger volunteers should be at least 12. Some experience with children or a babysitting course is helpful.
 - c. Have a positive attitude and extend respect and courtesy to all parents.
 - d. Maintain confidentiality about the children's emotional, physical, medical, and intellectual condition. Any difficult recurring issues with a child should be brought to the nursery coordinator's attention. The Coordinator will speak to the parent if appropriate.
 - e. If any abuse is suspected, the pastor will be told in confidence. This is not to be handled by a volunteer.

Emmanuel Playgroup

1. Purpose: To provide peer support and practical help for the encouragement of mothers of young children and to reach out to non-Christian moms.
2. Structure: A team appointed by the Women's Ministry Coordinator. Accountable to the Women's Ministry Coordinator.
3. Term of Service: Unspecified
4. Responsibilities:
 - a. Facilitate a time where moms with young children can get together and fellowship.
5. General Guidelines
 - a. n/a

Sunday School

1. Purpose: To teach and disciple children through the Word of God so that they show evidence that they are learning to know, love and follow Jesus Christ.
2. Structure: Teachers are scheduled for two weeks of every month, and each classroom has a teacher and at least one helper each week.
 - a) Teachers will be directly accountable to the Sunday School Director and then to the pastor of Children & Family.
3. Responsibilities:
 - a) Planning for and teaching their class
 - b) Ensuring there is a replacement if they are going to be absent
 - c) Communicating with Sunday School Director for needs/concerns
 - d) Attending occasional meetings/training
4. Guidelines:
 - a) Must be a committed follower of Christ and the teachings of the Bible.
 - b) Must be able to relate well to people and work well with others.
 - c) Must be a good example by their lifestyle and relationships.
 - d) Must be loyal to the church and pastoral staff.
 - e) Must have the ability to teach and be willing to adapt to different learning environments.
 - f) Must teach according to the Statements of Faith and beliefs of the church.
 - g) Must have a current Criminal Record Check and knowledge of safety protocols.

Junior Youth: Children in grades 5 to 7

1. Purpose: To provide a program for junior youth with opportunities for growth, discipleship, ministry training and development, leadership training and development, and outreach. This is accomplished through regular social activities, outreach, Bible studies and special training activities.
2. Structure: A team is appointed by the youth pastor and accountable to the youth pastor.
3. Term of Service: Unspecified
4. Responsibilities:
 - a. Plan and implement a regular youth program
 - b. Develop leadership in volunteer youth leaders and youth
 - c. Train youth and leaders to be disciples and make disciples
 - d. Provide individual attention and ministry to personal development and needs of youth.
5. General Guidelines
 - a. All regular youth meetings will have a clear spirited purpose, aligning with the church's mission and vision.
 - b. All regular youth meetings will adhere to Emmanuel Baptists Safeguarding policy.

Senior Youth Ministry – Grades 8 - 12

1. Purpose: To provide a program for senior high youth with opportunities for growth, discipleship ministry training and development, leadership training and development, and outreach. This is accomplished through regular social activities, outreach, Bible studies and special training activities.
2. Structure: a team is appointed by the Youth pastor. Accountable to the Youth pastor
3. Term of Service: Unspecified
4. Responsibilities:
 - a. Plan and implement a regular youth program.
 - b. Develop leadership in volunteer youth leaders and youth.
 - c. Train youth and leaders to be disciples and make disciples.
 - d. Provide individual attention and ministry to personal development and needs of youth.
5. General Guidelines:
 - a. 2. All regular youth meetings will have a clear spirited purpose, aligning with the church's mission and vision.
 - b. All regular youth meetings will adhere to Emmanuel Baptist's Safeguarding Policy

Young Adults

1. Purpose: To provide young adults (primarily ages 18 to 30) with activities that will help them to: develop personal spiritual growth and peer friendship, invite non-church friends and become involved in training and ministry offered by the church.
2. Structure: A team will be appointed by one of the pastors. This ministry will be accountable to the same pastor.
3. Term of service – none specified
4. Responsibilities
 - a. Hold Bible Study to relate to the growth level needs.
 - b. Plan and implement activities (normally once monthly)
 - c. Provide individual counsel or encouragement for growth and service.
 - d. Involve group members in planning and sharing leadership.
 - e. Host activities to minister in the church to other groups.
5. General Guidelines

Young Married's Ministry

1. Purpose: To provide young married (and engaged) couples with an opportunity to build relationships, be enriched in their faith and marriage relationships, and to build a vehicle to encourage couples to join small groups (with other young married couples)
2. Structure: is appointed by the Lead pastor and accountable to the same pastor.
3. Term of Service: None specified
4. Responsibilities:
 - a. To organize occasional events/activities. Activities should be coordinated with the church calendar so as not to conflict. The aim is generally to host quarterly events.
 - b. To ensure that all new couples are included/invited to events.

Emmanuel Women Initiative Team

1. Purpose: To work together to create opportunities for the women of Emmanuel to stay connected with one another and grow in their walk with Jesus.
2. Structure: Members may be elected on recommendation of MRC, but also invited by team leader in consultation with Womens Ministry Director
 - a. Accountable to the Womens Ministry Director
3. Term of Service: Leader elected for a 2 year term
4. Responsibilities:
 - a. To meet monthly and as needed to pray for, plan and prepare form ministry opportunities.

- b. To execute opportunities for the women of Emmanuel to stay connected and grow spiritually (may include, but not limited to large group events)
 - c. To communicate with the women of Emmanuel through the church website, email, and social media (as appropriate) to keep them informed and encouraged.
5. General Guidelines

Men's Ministry

1. Purpose: To bring men together through fellowship for:
 - a. Strengthening (our) faith
 - b. Encouraging growth in (our) personal relationships with Jesus
 - c. Sharing (our) struggles and battles
 - d. Rejoicing in answered prayers and victories from God
 - e. Fostering Godly Leaders
2. Structure: Elected: 2-4 Men - Accountable to the board
3. Term of Service: Two year terms.
4. Responsibilities:
 - a. To organize monthly fellowship meetings in keeping with the purpose.
 - b. To organize events for fostering friendship and fellowship.
 - c. To encourage men to be Godly leaders in their families and relationships with others
 - d. To encourage support and pray for (our) church leaders.
 - e. To encourage unity within the church
 - f. To encourage men to reach out to their neighbours.
 - g. To encourage service within the church body.
5. General Guidelines
 - a. Men's ministry leaders will be members of the church and will be in agreement with the church's statement of faith.
 - b. Men's ministry leaders, as reasonably possible, will be regular attenders of Sunday worship services.
 - c. Men's ministry leaders will be supportive of the church's leaders.

Small Group Ministry

Purpose: To provide opportunities for Christians to grow by meeting in small groups for spiritual nurture, worship, prayer, care, equipping for ministry and reaching out to others.

3. The Small Group Ministry is headed by the associate pastor of worship and small groups.
 - A. It is accountable to the same pastor.
- B. Small Group Ministry Activities and Goals:
 1. The study of the Bible in discussion that seeks to make practical application to living what is learned.
 2. Meeting each other's practical needs.

3. Supporting one another in ministry involvement, helping members to discover and use their spiritual gifts.
 4. Praying for one another.
 5. Singing, prayer and praise to God.
 6. Seeking out and welcoming new members into the group.
 7. Identifying and helping to develop new small group leaders by giving them opportunity to lead.
 8. Helping members in their personal witness and friendship building.
 9. Holding occasional small group outreach events and participating in the outreach events of the church.
- C. Structure of the Home Bible Studies:
1. The groups will normally meet weekly from September to June. The cancellation of meetings for holidays and the summer is the decision of each group.
 2. The format of the groups, including refreshments, length of study, order of activities, etc. should be agreed upon by each group's members.
 3. As groups grow to 12 or more members and a new leader is developed, the goal of the group is to multiply into two groups. If a group remains static for two years it is advisable to restructure so that new members can feel welcome.
- D. Other Small Groups:
1. Special purpose groups, such as new believers groups, seeker groups, recovery/help groups, topical study groups and prayer groups will be planned as need and opportunity arise.
 2. Special purpose groups will have some of the same purpose, activities and structure as the Home Bible Study groups, but will need to define specific purpose, activities and structure.
 3. These groups will be short term, usually 12 to 25 weeks, but not more than 10 months. The leader should plan for an effective conclusion to the group where members are encouraged and helped to join a Home Bible Study Group.
- E. Responsibilities and Accountability of Group Leaders:
1. Leaders are to give oversight and motivation to the group activities, lead the Bible Study, and be a catalyst to group members to be involved in the activities and ministry of the group.
 2. Group Leaders will meet with the Small Group Ministry Leader at least quarterly and are accountable to him for their ministry. The purpose of these meetings is to report progress, plan topics of study, strategize for beginning new groups and including new members, pray for one another and train for ministry.

3. Group Leaders must be loyal to the church and pastoral staff and seek to cooperate with other Growth Group Leaders.
4. When there is a church meeting for the entire congregation or membership, affected groups are asked to cancel their meetings. These occasions will be kept to a minimum.
5. Leaders should inform the church office when there are changes in meeting times, dates, topics or other relevant news.

Welcoming/Connections

1. Purpose: to create a warm and friendly environment to first time guests, new people and families.
2. Structure: Accountable to Connections Coordinator
3. Term of Service: Volunteer position (usually a 1-2 year term)
4. Responsibilities:
 - a. Staff the Information Desk on a rotation
 - b. Identify and approach new faces with a warm welcome
 - c. Provide helpful information appropriate to the situation
 - d. Provide the guest with a visitor's card or mention they are in the seats
 - e. If possible, try to introduce the newcomer to some other person either in the foyer or in the sanctuary

Ushers

1. Purpose:
 - a. Serve the Lord- 1 Peter 4:10-11 "As each has received a gift, use it to serve one another....in order that in everything God may be glorified through Jesus Christ"
 - b) To assist in Worship Service in so far as seating, heating, ventilation, offering, safety, and evacuation of congregation are concerned.
2. Structure:
 - a. Positions: Head Usher, Lead Usher, Ushers
 - b. Accountability
 - i. Ushers to the lead usher
 - ii. Lead ushers to head usher
 - iii. Head usher to the board.
3. Term of Service: Head usher - 2 year term.
4. Responsibilities:
 - a. Head Usher
 - i. Recruit ushers.
 - ii. Appoint lead ushers.
 - iii. Prepare ushers schedule.

- iv. Train/equip lead ushers to operate heating/cooling system and elevator
 - v. Prepare a budget.
 - vi. Submit an annual report.
- b. Lead Usher
- i. Record attendance
 - ii. Organize team for service
 - iii. Walk through sanctuary/foyer prior to service checking for readiness and taking appropriate action if needed.
 - iv. Ensure ushers are at entrances to sanctuary prior to service and that one usher remains in foyer during the service.
 - v. Manage seating of congregation as needed.
 - vi. Lead and assist other ushers in case of emergency.
 - vii. Be able to operate the building heating/cooling systems and elevator.
 - viii. Check that the gate is open for additional parking before 1st service – key in info desk for gate.
 - ix. Communicate back to our pastoral staff regarding new people, needs/prayer requests or other info for pastoral care/prayer. Welcome cards can be used and put in an offering deposit box or given to the connections coordinator.
- c. Ushers
- i. Arrive 30 minutes before the service
 - ii. Check in with lead usher for duties of service
 - iii. Man entrances for assistance in seating and handing out bulletins if needed
 - iv. Assist in offering when needed
 - v. Open/close doors when children dismissed for Sunday School
 - vi. Assist in attendance count
 - vii. Assist in tidying of sanctuary/foyer when needed
 - viii. Be aware of attendees in need of assistance
 - ix. Communicate with lead usher about new people, needs/prayer requests or other info for pastoral care/prayer – see point in above section.

5. General Guidelines

- a. Serve whole-heartedly as unto the Lord
- b. Look for opportunities to serve any and all who come to Emmanuel

Greeters

1. Purpose: Ensuring that visitors feel warm, welcome, and wanted in their first contact with our congregation and greeting them as they come into the church.
2. Structure: Welcoming Coordinator is elected for a 2 year term
 - a. The coordinator appoints greeters.
 - b. Greeters are accountable to the connections coordinator, connections coordinator is accountable to the board
3. Term of Service: 2 years
4. Responsibilities of greeters:
 - a. Welcoming at the door.
 - b. Introducing new people to the info desk who then help to get them connected.
 - c. Directing visitors to an usher.
5. General Guidelines
 - a. If possible after the service, introduce people and connect new people with appropriate members of the congregation (ie new young people you would try to connect with some young people at the church). This is currently done on a casual basis.

Missions committee

Definition and reason for missions:

Missions is the sending of qualified people from a local church to people outside their normal sphere of influence in order to meet spiritual needs through preaching the gospel, making disciples, planting churches, and ministering to the total needs of people (including support and relief ministries) within the context of Biblical priorities.

The need for missionary work issues out of God's character (John 3:16), Christ's command (Matthew 28:19), the compulsion of love (2 Cor. 5:14), and the condition of the lost (Rom. 10:14-5). There are billions of people that are still beyond the reach of any Christian witness by existing churches in their area. Reaching them often requires crossing cultural, linguistic or geographic barriers. Missionaries and mission agencies are an arm of the local church that has specialized in crossing these barriers.

1. Purpose of these policies
 - a. To help the church achieve a clear direction and understanding of its responsibilities regarding missions.
 - b. To stimulate greater involvement in mission participation: i.e. praying, giving, serving and going.
 - c. To permit thoughtful, just and fair evaluation on missions-related issues, thus preventing quick decisions based on emotional appeal, influence of charisma of a certain person, or insufficient information.

- d. To build continuity, consistency and confidence in the missions program even as membership changes.
- e. To approve (or disapprove) of specific missionaries or agencies in choosing whom the church will support.
- f. To provide direction and awareness to committee members.
- g. To define specific responsibilities of both the church and the missionary so that everyone, including prospective missionaries in the church, knows what to expect.
- h. Use and revision of these policies.
 - i. The reasoning and policies expressed in this document are designed to assist, not impede, the determination of the will of God in missions related matters. Variations to policy may be made where deemed necessary by the missions committee, subject to the approval of the board of elders and Elders. The board may also request approval on certain matters from the congregation. If variations to policy are occurring on a frequent basis, a permanent change of policy should be submitted by the missions committee through the board for discussion and approval, modification or rejection by the congregation.

2. Structure and Size of the missions committee

- a. The missions committee should be composed of 4-7 elected individuals who have ...
 - i. A deep passion for people without Jesus Christ;
 - ii. An interest in missions both at home and abroad;
 - iii. A deep commitment to this local church, including its beliefs and practices;
 - iv. A willingness to learn;
 - v. A desire to work and be directly involved.
 - vi. Generally there should be no more than 3 new members in a given year.
- b. The committee necessitates a chairman to organize and lead meetings, a secretary to take the minutes, individuals with creative and administrative gifts to give assistance with conferences and special events. It is desired to have representation from the board.
- c. The missions committee is accountable to the board.

3. Responsibilities

- a. To arrange mission emphasis days, conferences, and commissioning services in the church.
- b. To encourage the church to have consistent, specific prayer for missionaries and maintain communication with them as partners in the work of God.
- c. To encourage members to become missionaries - overseas and in their local community.

- d. To interview and encourage missionaries-
 - i. missionary candidates seeking support;
 - ii. supported missionaries regarding ministry, personal and project needs;
 - iii. seek out ways to help during “home assignment” or “end of assignment.”
- e. To serve as liaison between the church, its missionaries and related mission boards.
- f. To establish policies and priorities and implement them for the support of missionaries.
- g. To handle related financial matters responsibly -
 - i. set annual financial objectives for missions;
 - ii. recommend an annual missions budget to the board and the church;
 - iii. promote occasional projects;
 - iv. recommend disbursements for special missions needs;
 - v. recommend allocation of any missions budget surplus.

4. Missions Finances

- a. The missions committee will seek to be consistent in the financial support given to various missionaries. Since the consideration of each missionary individually may cause misunderstanding among the church family, support will be determined by which category the missionary is in.
 - i. The first priority is support for members that have been active in this church for several years and that have been endorsed. We will seek to give to all our member missionaries the same amount of support; however we reserve the right to vary the amount depending on the member’s needs.
 - ii. The second priority is short-term (6 months – 2 years) missionaries from our church. The ultimate responsibility in raising funds will lie with the individual and the missions committee will assist where they feel it is appropriate. Note that summer missionaries, internships or short term service less than 6 months would not typically receive church funding unless deemed appropriate by the missions committee. Short terms from 6 weeks to 6 months may receive church funding at the discretion of the missions committee.
 - iii. The third priority is Fellowship missionaries overseas and in Canada. (Fellowship missionaries receive most of their support from the churches that make up the Fellowship and don't usually approach other denominational churches for support.) This category includes Sunnybrae Bible Camp being a Fellowship ministry.
 - iv. The fourth priority is missionaries and mission agencies that are not otherwise connected to the church.

- v. The missions committee can also make recommendations to the board that love offerings can be taken for missionaries and mission agencies.
 - vi. The pastor(s) and missions committee may in certain situations recommend to the board that support for individuals be given where it is felt that it is appropriate for the church to support that individual or family (i.e. a student training for the mission field, etc.) Each situation will be evaluated on a case by case basis.
- b. All requests for financial support that have to do with missions must first be considered and approved by the missions committee and other appropriate committees before such requests are presented to the congregation. These requests will normally come as part of the budget presentation at the AGM.
 - i. If a missionary/organization desires to make a financial presentation to the church they must have their qualifications examined by the missions committee.
 - c. Financial support of a missionary will commence the same month that confirmation is received that their appointment and support from the mission agency has commenced.
 - i. Financial support will cease the same month that the missionary leaves or is expelled from the mission, or that the missions committee learns and verifies that the missionary is failing to live up to the qualifications listed in these policies. When unexpected circumstances arise (i.e. a long-term illness), continued financial support must be approved by the missions committee and the board.
 - d. Designations will add to whatever level of support the church has set in its budget. Financial support of all missionaries will be re-evaluated annually by the missions committee. A progress report and a personal financial needs report is expected from each missionary in the budget before the annual budget review process begins.
 - e. Passing on of funds designated towards the support of missionaries or gifts to other registered charities will be restricted to those missionaries or charities that the church is already supporting and to whom the church is already sending funds.
 - f. Donations designated as missions will go into the undesignated missions trust fund and the missions committee will be responsible for dispersing those funds.
5. General Guidelines:
- a. Qualifications of missionaries and Agencies
 - b. Avoid supporting independent missionaries. Every missionary needs accountability. The missionary must be supported through a mission that is part of the Interdenominational Foreign missionary Association (IFMA), Evangelical Foreign mission Organization, or equivalent organization.

- c. Any mission organization which the church supports, either directly or through a supported missionary, must as a minimum have beliefs that are compatible with the Statement of Faith, have acceptable financial policies and practices, and have clear goals and evidence of progress towards those goals.
- d. Any missionary whom the church supports must agree with the Statement of Faith.
- e. The missionary must have the necessary educational, vocational and practical experience for their particular area of ministry. We also strongly recommend the completion of at least one-year of Bible College education.
- f. The missionary must demonstrate good stewardship in the handling of their personal assets and time.
- g. The missionary must maintain a consistent Christian testimony. (i.e. being zealous in their work; increasing in wisdom, understanding and knowledge of God's word; working well with others; etc.)
- h. A married missionary must have the full support of his/her spouse.
- i. A supported missionary is expected to correspond several times each year to the church congregation. While on "home assignment," the missionary should be available to report verbally to the congregation and, if possible, participate in a mission conference.
- j. Other
 - i. Emmanuel Fellowship Baptist Church is unable to meet any ransom demands resulting from the kidnapping or hijacking of any of our missionaries.

k. Policy for Short Term missions Projects

i. Purpose

- a) To identify when the church can issue tax receipts for missions activities.
- b) This policy has been written with guidance from documents issued by the Canadian Council of Christian Charities.

ii. Precept

- a) The Canadian Council of Christian Charities guidance states:
- b) "The activity or activities to be carried on by the charity using the donated funds:
 - a. are in pursuit of the charitable purpose or purposes for which the charity was established;
 - b. have been formally adopted and approved by the charity;
 - c. are carried out under the charity's direction and control."

It is very important that in order for the church to issue tax receipts, the project or activity must be adopted and carried out under the **church's direction and control**.

iii. Project Guidelines

- a) Must be within the church's purposes;
- b) Normally it should be something that is open for a number of people in the church to be involved in;
- c) If restricted to one or two people it is because they are being "sent" by the church to carry out a needed task;
- d) If the project is just for people to visit a place/situation/person and while there encourage and help, the "help" would need to be substantial, time consuming and considered to be needed.

iv. People

- a) Only those who are carrying out the project will qualify as members of the project.
- b) Young children accompanying their parents will typically not qualify.

v. Partial

- a) If there is duality of purpose a tax receipt can be given for part of the cost.
- b) For example, if a person is carrying out a project in Pakistan and combines the trip with a holiday visit to India, it may be possible for the Pakistan portion of the trip to qualify.

vi. Procedure

- a) Application for a "Missions Project" must be submitted to the missions committee using the 'Missions Project Application' form. The application will be a written proposal detailing the purpose of the project and how that purpose is intended to be fulfilled. The proposal must include a cost estimate proposed method for funding the project.
- b) The missions committee will approve, reject or amend each application. Each project will be considered on its individual merits. A recommendation will be submitted to the board.
- c) The board will consider and decide whether or not to adopt the project/activity as a church project. The board, in approving a project, can require that it will only go ahead once funds are in place.

- d) If approved by the board, the treasurer is informed of the project and advises the applicants on the best method for collecting funds and submitting expenses. See 7. Provision.
- e) When all conditions for the project are met, the participants undertake and complete the project/activity.
- f) At the completion of the project a written report must be submitted to the board and missions committee. The pastor may also request a short presentation during the worship service.

vii. Provision

- a) Project Adoption and Funding
 - a. As has already been indicated for the church to issue tax receipts it first has to adopt the project and fund it. A trust account will be setup for each approved project.
 - b. The church can fund the project as follows:
 - i. Receive designated gifts toward the project into a trust account;
 - ii. Approve fund raising events (fund raising meals, support letters, etc.);
 - iii. From the General Fund (generally only for those going under 3.c).
 - c. In general participants are typically responsible for raising the funds to cover their expenses. Fund raising events should only be utilized to raise funds for special projects or equipment that will be donated to the locals being ministered to.
 - 1. Reimbursements – Participants can either:
 - a. Pay for their expenses and then submit the receipts for a tax receipt (preferred);
 - b. Have funds designated to the project's trust account and when sufficient funds are available, request the church pay for expenses from the trust account. Funds must be received by the church before any expenses are reimbursed.
 - c. Other alternatives specified by the treasurer.

2. If a project does not go ahead and is cancelled, donations will be used for other missionary funding unless the donor specifies that they want the donation refunded. Once a tax receipt has been issued, a refund is no longer possible.

viii. Planning

- a) Projects must be submitted as early as possible to enable time for approval and fund raising.

Music and Worship

1. Purpose: to oversee and administer the music and worship programs of the church.
2. Structure: Various teams appointed by the associate pastor of worship and small groups.
 - a. Accountable to the same associate pastor.
3. Responsibilities
 - a. Oversight of the planning and implementation of the worship services.
 - b. Organize and coordinate the worship leaders, instrumentalists and special music.
 - c. Develop a quality music program within the church.
 - d. Coordinate and unify music programs, budgets and materials within the church ministries.

Audio-Visual – Part of Music and Worship

1. Purpose: to operate, maintain and purchase audio-visual equipment for the church.
2. Structure: Various teams appointed by the associate pastor of worship and small groups.
 - a. Accountable to the same associate pastor.
3. Responsibilities:
 - a. To recruit and train people for audio-visual operating
 - b. To schedule audio-visual operators
 - c. Set up and controlling audio-visual equipment, ensuring quality sound and visuals are maintained.
 - d. ensures video and audio content is available via livestreaming and digital media as appropriate
 - e. Recommend and purchase equipment as allowed for in the budget.
 - f. Install new equipment
 - g. Ensure maintenance and repair of existing equipment.
4. General Guidelines

- a. Permission is needed from the head of the worship ministry before any sound or video equipment is used or borrowed by any other user group

Bethlehem Star

1. Purpose: Bethlehem Star has 2 primary purposes, and one secondary purpose. The primary purposes are:
 - A. To communicate the Christmas message to our community
 - B. To provide a 'gift' to our community. In other words, we want to provide an event that would be a delight for our guests and would become a part of our communities Christmas celebration
 - C. The secondary purpose is to connect our church family as we serve together. This is a secondary purpose but is important because it directs and shapes the decisions of how we plan and execute this ministry (we strive for maximum participation of all ages and gifting)
2. Structure: The leadership team is lead by either a nominated leader, or a staff member (currently the Lead Pastor). The team is generally 4-6 individuals who are recruited by the team lead. The team leading this ministry is accountable to the board.
3. Term of Service: The team lead serves a 2 year term, and the team members serve a one year commitment (generally beginning early spring in order to facilitate planning, and ending the following spring in order to allow for evaluation of the previous event)
4. Responsibilities: To plan, organize, and lead the Bethlehem Star event. A significant part of this leadership is exercised by recruiting and assisting the various team leads of the event (such as advertising, custodial, building, food services, drama, etc.). Additionally, the leadership team plans the overall event in any given year (setup plan, theme, layout, basic approach of the drama, etc).
5. Guidelines:
 - A. We need to encourage all ministry areas to submit invoices for payment prior to the end of the calendar year if possible
 - B. The Bethlehem Star trust has been created with the thought that we will need to replace the tent at some point if we continue B Star in its current format

Family Camp Committee

1. Purpose:
 - a. To plan and implement the annual Family Camp
2. Structure: A team of 4 to 5 people elected annually for two-year terms. Often couples serve together.

- a. They will appoint their own chairperson.
- b. Accountable to the board
- 3. Term of Service: 2 year term.
- 4. Responsibilities:
 - a. Coordinate, organize and host a Family Camp weekend at Sunnybrae Bible camp. Typically the first weekend in June and the goal is to facilitate fellowship amongst the church family and spiritual growth and connect, connect, connect!

Outreach Team

- 1. Purpose:
 - a. Plan and implement cultivating, planting and reaping events with the goal of reaching the lost with the gospel of Jesus Christ.
 - b. To promote ideas and methods that will stimulate evangelism throughout the programs of the church.
 - c. Encourage the Men's and Women's Ministries in holding and assisting cultivating, planting and reaping events.
- 2. Structure: The Outreach Team is appointed by and works under the leadership of the Lead pastor. Members can be added to the team who are committed to the work of evangelism.
 - a. Accountable to the lead pastor.
- 3. Responsibilities
 - a. Meet, as necessary, to plan and organize outreach events.
 - b. Enlist and coordinate other members or groups in the church to assist in outreach events.
 - c. Ensure that people are assigned to follow up with those who make decisions, request further information, or express an interest in attending our church.

Prayer Ministry

- 1. Purpose:
 - a. To provide a straightforward way for people connected to Emmanuel to communicate prayer requests to the church body.
 - b. To facilitate times of prayer where the church gathers for the specific purpose of praying for the needs locally, nationally and world-wide.
 - c. To encourage prayer and to seek God's will and direction for the local church body and the community around us.
 - d. To declare our dependence upon God in prayer and build our confidence in God as we see Him work in answer to the prayers of His people.
- 2. Structure - make up of a group as well as who is accountable to.

- a. Where 2 or 3 are gathered together in My name (Mt. 18:20). The group can be small, or it can be big. There is no defined size structure.
 - b. Prayer ought to accompany and be a part of every ministry of the church.
 - c. Answerable to the board of deacons and church oversight.
3. Term of Service - As long as the church continues to meet together as a body on earth, there will be a need for prayer. Eph. 6:18
4. Responsibilities
 - a. To disseminate prayer information in a timely and appropriate manner that as many as possible are aware of any specific needs within the body.
 - b. To organize regular times of prayer and encourage prayer both corporately, within the home, small groups and among the various ministries of the church.
 - c. To keep before the church body, the importance of prayer and the responsibility of prayer for all believers.
 - d. The urgency of prayer for those around us, friends, family, colleagues, government, the urgent need of salvation. 1 Tim 2:2
 - e. Recognizing that there are those within the body who will initiate other prayer initiatives which we can support and encourage others to become involved in.
5. General Guidelines
 - a. Prayer must be biblical in nature and Scripture must be our source of confidence in prayer.
 - b. Rather than focusing solely on the 'asking' of prayer, we must remind each other of all the aspects of prayer such as found in the A.C.T.S. model (Adoration of God for who He is, His character, majesty, being); Confession (our sin must be confessed if we are to be bold enough to seek His face - 1 John 1:7-9); Thanksgiving - before we ask God to meet our needs or the needs of those around us, we should remind ourselves of all that He has done for us (Phil 4:6); Supplication - Luke 11:9-10

Deaconesses

1. Purpose: to minister to the spiritual and physical needs of the congregation in cooperation with the pastor(s) and elders.
2. Structure: The minimum number of Deaconesses is 6 members and a maximum number to serve is 11 members. They are accountable to the Women's Ministry Director
3. Term of service: Each deaconess will be elected on recommendation of the MRC to serve for a 2 year term and must step down after three consecutive terms for at least one year.
4. Responsibilities
 - a. To prepare the elements for the Lord's supper and to take care of the plates, trays, cloths and cups.

- b. To assist baptismal candidates and send baptism cards/certificates.
 - c. To provide layettes for moms in the church
 - d. To provide a yearly card & gift to the Emmanuel College/University students
 - e. To provide flowers to Emmanuel families during times of bereavement.
 - f. To seek to encourage our church family through sending cards of encouragement
 - g. To seek to be aware of needs of the congregation and, in consultation with the church staff, visit, pray for and minister to the elderly, sick, shut-ins, new mothers, single mothers, widows, lonely, bereaved and others
 - h. To provide quilts to those we are experiencing long term sickness or bereavement
 - i. To encourage staff and ministry leaders
 - j. Each year, one deaconess will be appointed to serve on the MRC (ministry recruitment committee)
5. General Guidelines
- a. A deaconess will be:
 - i. A Woman who is a committed Christian and living in a godly manner
 - ii. Member of Emmanuel Baptist Church
 - iii. Hold to the Statement of Faith of the Church
 - iv. Be above reproach, respectable, considerate, temperate and of good reputation
 - v. Accountable to Women's ministry Director

Library

1. Purpose: The purpose of this ministry is to assist in the teaching and discipleship ministries of the church, providing good Christian reading in the areas of nonfiction for adults, and fiction & nonfiction for children (we no longer supply updated fiction for adults). Ultimately, the library is meant to provide resources to promote further Christian education, personal growth, and discipleship training for believers of all ages and walks of life.
2. Structure: The librarian/s organize volunteers to run the children's library and the adult library every Sunday (they are now separate). The volunteers are accountable to the librarian/s. The librarian/s are accountable to the board.
3. Term of Service: Two year terms for the librarian/s
4. Responsibilities:
 - a. To provide access to reading material for the church body. The children's library provides resources for children aged 0-15. The adult library provides resources for ages 16-adult.
 - b. To assess reading needs on a regular basis, including shelf reading and discarding old material.
 - c. To purchase library books and other media to keep up with needs and contemporary issues concerning the church and lives of believers.
 - d. To keep Sunday School teachers, Bible study leaders, etc. aware of teaching helps.
 - e. To visibly promote reading and audio/visual materials according to topics.
 - f. To keep books, tapes, and videos balanced in ministry.
5. General Guidelines:

- a. The children's library uses the churchwatch software system to check out resources to individuals in the church. This requires a volunteer to be present to run the check out software and scanner on a computer. Volunteers in the children's library must also check books back in using the churchwatch system, and manage the return of books to shelves after they have been checked in from the return box.
- b. The adult library uses a self check out system which is done by hand, and is not entered into the churchwatch system. The volunteer librarian simply makes sure that books are being returned and initiates contact with individuals if books are not returned within a reasonable amount of time after the two week deadline. The volunteer must also return books to shelves from the return box.

Decorating Team

1. Purpose: The team helps create a warm, welcoming and inspiring environment that enhances worship and fellowship throughout the church. The team designs and arranges decorations that reflect the seasons of the church year..
2. Structure: A team lead is elected with a 2 year term. The ideal team would consist of 4 members with one person serving as the team lead. The team is responsible to the Lead Pastor and Associate Pastor of Worship and Small groups. Team members are creative, collaborative, possessing attention to detail, with a heart to serve God in this visual way.
3. Term of service: Term of service is two years
4. Responsibilities
 - a. Decorating for key seasons: Decorate the Sanctuary & Foyer for the four theme seasons. Christmas, Thanksgiving, Easter and Kick off Sunday. It would also include the gym for the Christmas Eve service.
 - b. Ensure decorations are put away and tidied up after a set amount of time. Committee should engage with the church calendar to see upcoming events that might affect the decor.
 - c. Organize and Management: Storage space is limited. Attention must be given to ensure that the space is used well. Care must be given to ensure that the decorations are in good working order.
 - d. A resource for other ministries: Collaborate with other ministries to support weddings, funerals and other church events.
 - e. Budgeting and Vision: There is an annual budget for the decorating team. As part of the team, vision is needed for how best to spend that money. It's important to remember that the decorating team has been entrusted with the stewardship of money given sacrificially by the church family.
5. General Guidelines
 - a. Our facility is very busy. Whatever decorations are used must be compatible with the busy-ness of the building. The busy-ness also effects how long decorations can be left up for.
 - b. Our facility is a multipurpose space. The same area can be used for preaching and for the craziest youth group game ever in the same week.

- c. Part of the responsibility of the team is to ensure that all areas are left in a tidy fashion.
- d. Although it appears there is lots of space on the stage, the area available for decorating is actually quite limited. Between line of sight for musicians or height restrictions so the congregation can see the screen, creativity is needed to make it all fit.

Building Maintenance

1. Purpose: to oversee and maintain the property of the church.
2. Structure: A committee is elected with two-year terms, the committee appoints its own chairman. Accountable to the board
3. Term of service: Term of service is two years
4. Responsibilities
 - a. Oversee janitorial work
 - b. General maintenance inside and out
 - c. Oversee building projects
 - d. Heating
 - e. Snow removal
 - f. Baptismal fill, heat, and empty
 - g. Grass cutting
 - h. Check and maintain emergency lighting
 - i. Maintain outside lighting
 - j. Key control
 - k. Weed control
5. Guidelines
 - a. n/a

Kitchen Ministry

1. Purpose: To build connection with, offer training and support to, and lead a team of volunteers. The team will oversee and ensure the maintenance, upkeep and cleanliness of the church kitchen and purpose to have the necessary equipment and supplies needed for ministries and general church use. To facilitate specific annual church events that build fellowship within the church and reach out to the community of Vernon, eg. church Picnic. Oversee the planning, volunteers and supplies needed for the food and beverages at the events. At the request of the church leadership work to plan and facilitate other events.

2. Structure: Two elected leaders for a 2-year term. The leader(s) will undertake to build a team of many volunteers to fulfill the various responsibilities within the kitchen and planning events.
 - a. Accountable to lead pastor
3. Term of Service: 2 year term
4. Responsibilities:
 - a. To organize volunteers for Sunday coffee fellowship.
 - b. Not responsible to host individual/ministry specific functions for individuals (weddings, birthdays, youth events, ladies teas)
 - c. To support families with funeral arrangements for food and beverage services.
 - d. To maintain the stock of kitchen supplies and keep the kitchen clean in cooperation with those using the kitchen facilities.
 - e. To maintain and oversee the purchase of equipment needed to operate the church kitchen (large purchases to receive board approval)
 - f. To oversee renovations needed for improvements, updates or maintenance in the kitchen. (board's approval needed for any significant changes or purchases).

Ad-Hoc Teams

1. Purpose:
 - a. To provide a ministry area for teams that are created to serve specific needs at EFBC.
2. Structure: is appointed by the pastoral team and/or the board and accountable to the pastor and ultimately the board.
3. Term of Service: None specified
4. Responsibilities:
 - a. The responsibilities of Ad-Hoc teams are of course dependent on the team itself. Here is a list of the current Teams. This list is to be updated annually prior to the January/February AGM.
 - i. Bethlehem Star committee
 - ii. Prayer Tent
5. General Guidelines
 - a. Definition: This ad-hoc teams ministry is to capture the different teams that do ministry here at EFBC, and are created as a result of the current giftings and passions of the membership as directed by the pastoral team.
 - b. We recognize that God gives certain gifts and passions to individuals in our church and we want to support and resource this to further the ministry of the church.

- c. If you would like to see a new ministry created this is the road map to getting it rolling.

Treasurer

1. Purpose: The treasurer oversees the financial transactions of the church, provides financial reports to the board for decision making support and provides financial information to the congregation at business meetings. Works with the Assistant treasurer to ensure that financial transactions are completed securely, efficiently, and accurately and that appropriate records are kept.
2. Structure: Accountable to the board
3. Term of Service: The treasurer is elected every two years at the annual business meeting for a two year term.
4. Responsibilities:
 - a) Banking - Ensure bank has three authorized signatories on file. Transfer any excess funds to secure, low risk, interest bearing investments or savings account.
 - b) Accounting - Ensure that all financial transactions are recorded appropriately, accurately and completely using generally accepted accounting principles. Ensure that records are kept. Set up and track any trust funds set up by the board.
 - c) Budget - Work with the ministry leaders and the board to prepare the annual budget. Input annual budget amounts into the accounting system. Oversee expenditures throughout the year and notify ministry leaders when 80% of budget has been reached.
 - d) Payroll - Process payroll, including tax remittances, obtaining any government required forms from employees . Provide T 4slips annually, and file Records of Employment when required.
 - e) Donations - Oversee, track and record all donations and contributors. Process monthly pre-authorized debit transactions, Provide all contributors with annual official tax receipts.
 - f) Payment processing - Ensure all invoices and payment requests have been authorized for payment by ministry leaders. Ensure that all cheques have been signed by two signatories.
 - g) GST - Apply for semi-annual GST rebates.
 - h) Government Reports - Complete and submit the Annual Charity Return (T3010) as required by CRA.
 - i) Prepare and present financial reports monthly to the board and to the congregation at business meetings and the AGM.
5. Guidelines:
 - a. Accounting/Bookkeeping experience is preferred for this position.

Assistant Treasurer

Financial reviewer

1. Purpose: The financial reviewers are to annually verify that the bookkeeping is accurate, standard accounting practices are followed and recommend to the church related improvements. For example, areas in which expenses could be reduced.

2. Structure: Accountable to the board
3. Term of Service: The Financial reviewer is elected every two years at the fall business meeting for a two year term.
4. Responsibilities: Communicates to the board his/her findings and provides a formal report to the membership at one of the regular occurring business meetings.
5. Guidelines: Accounting/Bookkeeping experience is preferred for this position.

Clerk

1. Purpose: To ensure that the records of the society are kept up to date and preserved.
2. Structure: The clerk is elected at the AGM and accountable to the board.
3. Term of Service: 1 year
4. Responsibilities
 - i. Record, maintain and distribute minutes of church business meetings.
 - ii. Engage in such correspondence as is necessary or is requested by the church.
 - iii. Keep a record of all members including full name and resident address, occasion of baptism for those baptized at EFBC, occasion of admission to membership, and occasion of termination of membership if applicable.
 - iv. Communicate with absent members, and together with the board recommend to the membership changes to the standing of members.
 - v. Keep a record of statistical information such as baptisms, salvation decisions, attendance at church meetings, etc.
 - vi. Ensure the safekeeping of all legal or valuable documents pertaining to the church.
 - vii. Bring updated copy of membership to business meetings and ensure quorum is met for the meeting.
 - viii. Cooperate with church and government agencies by filing required forms, and by providing information as legitimately requested.
 1. File annually with the Registrar of Companies, Victoria, BC, both the current financial statement and the list of officers in accordance with Sections 68 and 24 (7) of the Society Act.
 2. with the Registrar of Companies, Victoria, BC, in duplicate, every special resolution and every amendment to the Constitution or Bylaws adopted by the church in accordance with Sections 66 and 20 through 23 of the Society Act.
 3. Submit statistical forms annually to the offices of the BC Fellowship and National Fellowship.
 4. Send messenger registration forms before the provincial and national conventions.

6. Business Meetings

1. Parliamentary procedure as presented in Robert's Rules of Order shall in general be followed for all deliberations at business meetings and meetings of the board.
2. A normal business meeting will have an agenda such as the following:
 - A. Scripture reading, singing and prayer
 - B. Adoption of the agenda
 - C. Approval of Minutes of previous meeting(s)
 - D. Reports of pastors, board, Clerk and/or treasurer
 - i. board report includes:
 1. Changes to P&P
 2. Treasurer reports on board adjustments to the budget
 3. Clerk's report would include membership update
 - E. Unfinished business (from previous meetings)
 - F. New business
 - G. Reports of ministries and/or committees
3. When a decision must be made on some matter, the recommended course of action should be introduced in the form of a motion. After the motion is made and another member has seconded it, the chair then states the question and the motion is open to debate. If the assembly decides to do what a motion proposes, it adopts the motion, or the motion is carried; if the assembly expressly decides against doing what the motion proposes, the motion is lost, or rejected. The main motion may also be amended by a simple majority vote, tabled to the next meeting and/or sent to a committee for further study. The motion must be dealt with; it cannot be ignored or withdrawn because once it is seconded the motion is the property of the membership, not of the person who made the motion.
4. No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor. If the member who made the motion claims the floor and has not already spoken on the question, he is entitled to be recognized in preference to other members. In cases where the chair knows that persons seeking the floor have opposite opinions on the question, the chair should let the floor alternate, as far as possible, between those favouring and those opposing the measure.
5. The agenda and all motions that will be introduced at the business meeting are to be written out and communicated (email, printed agendas available at the church) when announcement of the meeting is given to the membership.
6. Only members of Emmanuel Fellowship Baptist Church shall have the right to introduce motions or vote in any church business meetings. If any other person wishes to speak to an issue at a business meeting, they must request the privilege from the chairman to

speak to that issue and a majority of the members present and voting must agree to the request. As outlined in the bylaws – Any issue not on the agenda that is brought up at a meeting will be tabled to allow time for the board to discuss it and consider it as an agenda item for future business meetings.

7. Finances

- 1 The finances of the church are intended to be transparent. If any member has a question about a financial matter that is not covered in regular reporting please direct your request to the finance committee.
- 2 church Budget
 - a. The church budget should be viewed as a part of the means God gives to achieve the ministry goals of this church. A budget in itself does not reflect a lack of faith, but rather good planning. It must never be allowed to override the spiritual goals of the church, but should be a reflection and implementation of the church's goals. The tension between stepping out in faith and good stewardship will always be there and as a church we need to come to a consensus in this area.
 - i. The prerequisite for a good budget is a clear idea of the purpose of the church and specific goals for the coming year. The budget is a tool that allows the church to achieve those goals. It is a “best guess” as to the annual financial needs.
 - ii. The funds allocated to certain ministries need to be available for that ministry; ministries may only use those funds that are allocated in the budget for those ministries.
 - iii. The budget process begins in October with the board’s finance committee working alongside the treasurer, and any other appointed individuals to guide this process. This will form the finance committee. This working group would be a minimum of 3 people and a maximum of 6 people.
 - iv. The finance committee reports to the board at the December meeting and the budget is finalized at the January board meeting.
 - v. The fiscal year of the church shall be January 1 to December 31.
 - vi. The treasurer shall distribute the most recent financial statements to our ministry leaders, who will then be asked to provide input to the upcoming ministry year’s plans and the required budgetary needs. There should also be a link between ministry goals and financial requirements.
 - vii. The Personnel committee shall have the responsibility to recommend salaries of all paid personnel. The information shall be given to the finance committee, who will assemble these ministry budget proposals into a complete church budget proposal. The personnel committee recommendation shall follow the annual staff review process.

- viii. The board shall give direction to the finance committee with at least the following:
 - 1. The board will give input to the budget process.
 - 2. This would normally be accomplished in October as part of the finance committee's initial directive.
 - 3. It will provide the overall ministry direction and strategy for the upcoming year.
 - 4. It will provide input into any increase or decrease to an individual ministry budget.
 - 5. The board will adjust the budget proposal and complete the income expectation section of the budget.
 - 6. It will give a final recommendation on the overall increase or decrease of the total budget.
- ix. The finalized budget proposal is then presented to the membership for final revision and acceptance at the annual general meeting. The balance sheet should also be presented at the AGM.
 - 1. The staff salaries portion of the budget shall be presented as a single line item totaling all staff salaries.

b. Implementation and Revision of the Budget

- i. Once the budget is passed by the congregation, the ministry leaders are free to spend their budget without further approval, provided that the pace of expenditure will align with the ministry's needs over that calendar year. Should a ministry anticipate a budgetary shortfall they will bring this to the attention of the board as soon as possible.
- ii. It is important to be flexible so that the budget does not unduly restrain ministry. Reasons for changes may be: lack or surplus of income, growth, change in goals, unforeseen needs, etc.
- iii. Changes to the budget that are less than 3% of the total annual budget may be decided on in a board meeting, those more than 3% must be decided on by the membership. At every business meeting the board must disclose to the congregation all adjustments to the annual budget authorized by the board.
- iv. All changes to the budget must be presented to the board before they are brought to a congregational meeting.

3 Procedures for purchases:

- a. Receipts and vouchers (Vouchers available at the church office)

- i. All purchases that will be re-imbursed by the church must include a signed and coded receipt as well as a completed voucher, including a signature by the ministry leader who oversees that budget.
 - ii. People who have spent money for approved ministry purposes should be encouraged to ask for reimbursement of occurred expenses because this will give us a better understanding of the actual costs of a ministry. Tax receipts will only be given for funds received, not for designated goods or services (gifts in kind). For reimbursement the treasurer needs the invoice/cashier receipt, credit card receipt (if separate), and completed payment request form. Reimbursement requests within the budget are approved by the ministry leader.
 - 1. If an individual donates an item (for example a car), the normal process would be that the church would purchase the item and the individual would then donate the funds back to the church.
 - 2. Gifts in kind will typically be handled as per above unless approved otherwise by the board with consultation of the treasurer. For example a property being donated, etc.
 - iii. Once a month the treasurer will review the spending and when a ministry has reached 80% of their annual budget, the treasurer will notify them.
 - iv. Every delegate to Fellowship conventions is reimbursed for registration fee, food, accommodation, tolls or ferries, and gasoline.
 - v. Due Diligence
 - vi. Credit Cards
 - 1. Only those approved by the board may have a credit card. Credit cards must not be lent to others and the PIN may not be shared.
 - 2. Each card holder must submit supplier receipts for each credit card purchase every month. The receipts must be attached to the credit card statement and a reconciliation form detailing the purpose of each expenditure and the ministry and account coding as appropriate. All receipts, reconciliations, and statements must be submitted to the treasurer in a timely manner.
- b. Major Purchases (e.g. over \$2,000)
- i. In light of the fact that funds used for ministry are donated and we intend to steward them well we expect everyone spending money on behalf of the church to exercise due diligence when purchasing items or securing contracts.
 - 1. For example when making large purchases it is expected that due diligence was exercised by getting multiple quotes for either items or services before committing to the expense.

4 Donation Designations

- a. Monies may be designated to the general fund, or to an existing trust fund. They cannot be designated to a line item in the budget.
 - b. A trust fund is created by a motion from the board in advance of receiving any contribution to that trust. This could come as a recommendation from either the treasurer or the finance committee. The purpose of the trust fund shall be captured in the board minutes upon its creation.
 - c. Spending of funds is confined to programs and projects approved by the organization. Should a donor choose to restrict a contribution for use in a particular program or project, we will honor that restriction, with the understanding that when the need for such a program or project has been met or cannot be completed for any reason as determined by the board, the remaining restricted contributions will be used where most needed.
 - d. Recoveries from a church sponsored ministry activity are used to offset the expenses of those activities. Recoveries over and above the expenses will go to the general fund at year end, unless a motion is passed by the board to spend the surplus recovery otherwise.
 - i. Moneys recovered to a given area will be posted as a recovery to that budgeted amount allowing the original budgeted amount to still be spent. For example, women's ministry budgets \$10k, women's tea costs \$15k and recovers \$15k from ticket sales – Women's ministry can still spend \$10k. Essentially the recovery is from a fee or ticket sale for an event.
- 5 The honorarium for anyone asked to preach or speak at the church is reviewed annually and captured in the annual budget spreadsheet notes. This will include guest speakers, and other outside groups or ministries where an honorarium is considered appropriate. At the discretion of the pastor or board there may not be an honorarium for a visiting speaker who requests and is granted use of the pulpit to promote his/her ministry. Alternatively at the discretion of the board a "love offering" may be taken in place of an honorarium; in this case the funds given will not be received by the church and will be given directly to the individual. Speakers for a pulpit exchange are not paid.
- a. The rates are set annually and captured in the notes section of the annual budget spreadsheet.
 - b. Payments to a single person cannot exceed the CRA's threshold that will trigger a T4.
- 6 If a financial appeal from inside the church is for church needs, we have the following options: special project collections and pledges (above budget), or normal budget procedure (change in budget). If a financial appeal is from outside the church (missionary, Fellowship, Sunnybrae, etc.), then a special offering (above budget) is taken.
- 7 All church accounts are currently held at the Royal Bank. The Royal Bank must have two authorized signatures for all church accounts. New accounts can only be opened together with the treasurer. No ministry of the church may have their own bank account and any

accumulated funds will be kept in a reserve fund in the church account. All income and expenses of a regularly functioning ministry must go through the church accounts.

- 8 It is acceptable to borrow from church funds to pay other present expenses rather than borrow from a bank.
 - a. For example, if we are in a financial situation with no surplus, and the church bus dies and we decide that the bus is important to have, in theory we could borrow from “undesigned” missions to pay for the bus.
 - b. This would be done in line with all other current policies.
 - c. This would only be permissible in the event that there was a clear and viable plan for repayment that is documented and tracked until completion.
- 9 The Benevolent Fund
 - a. Purpose: To offer help to people, inside and outside the church, who have special or emergency financial needs.
 - b. Benevolent Fund is coordinated through the pastoral team and board.
 - c. Policy:
 - i. Qualifying Recipients and Fund Limits
 1. The maximum amount of funds given to a family or individual shall be \$200 (or equivalent) per occasion, unless the board approves a larger amount. Anything above \$200 will be brought before the board for approval. \$200 or less requires at least 2 members (board or pastoral staff) to approve the payment.
 2. No monies shall be paid out if there are not sufficient funds in the benevolent account.
 - d. Administration:
 - i. Without intruding on the recipient’s privacy or dignity, due diligence should take place to ensure that the need is legitimate. Funds should be given in confidence.
 - ii. When considering the disbursement of funds, we will give thought to the wisest way to help. Sometimes cash is appropriate, other times gift cards, and other times paying for counselling services, etc. is the best course of help. All payments are processed through the treasurer.
 - iii. In the case of repeated benevolent requests, thought should be given to whether personal budgeting help could be offered.
 - iv. Benevolent situations involving pastors, board members, or their direct relatives, will be considered by the entire board and will follow the current conflict of interest guidelines.
 - e. Receipt of Funds:

- i. By receiving a benevolent offering or through gifts designated to the general benevolent fund through the regular offerings.
- ii. Gifts designated for the aid or benefit of a specific individual cannot be processed through the church finances. If you have questions on this policy or would like to know alternative means to help those in need, please see the treasure or one of the pastoral staff.

10 Staff Compensation and Reimbursement pastoral Salaries, Benefits, Expenses, Continuing Education, Seminars

- a. Determining and adjusting a pastor's salary:
 - i. The following statistical information may be considered:
 - 1. The Fellowship should have current guidelines related to this that should be referenced. This statistic gives a frame for lower and upper limits.
 - 2. Comparable salaries in the community: other pastors of similar size churches.
 - 3. Annual inflation rate.
 - ii. Personal Considerations:
 - 1. Competence: ability, understanding of the ministry, education, and experience.
 - 2. Merit: How effective is the pastor in his ministry? Faithfulness, availability, effort.
 - iii. Church Considerations:
 - 1. Ability of the church to support the pastors and other ministries. The giving potential of the membership.
 - 2. Socioeconomic structure of the church and average family income.
- b. Gifts to Staff Members: Canada Revenue Agency considers all gifts of cash, which includes gift cards, to be a taxable benefit. Gifts that are not cash or cash equivalent can be given tax free up to a value of \$500 per year.
- c. Benefits and reimbursements:
 - i. Housing allowance. Staff who qualify for clergy housing have the option to submit the appropriate forms for an at source deduction.
 - ii. Fellowship group insurance: The insurance package includes disability, extended health, life, dental and optional. The employee will pay for all the disability and optional portions. For the pastors, the church will pay 100% of the remaining premium. For all other qualifying personnel the expense will be split as agreed between the church and the employee.

- iii. RRSP's: Retirement Savings: The church will pay 5% of each pastor's salary into a retirement investment vehicle of the pastor's choice on the condition that the pastor agrees not to redeem the investment during his tenure as pastor. Pastors are encouraged to seek good financial advice in order to determine the most appropriate investments for their retirement needs. The church will only send funds to reputable investment companies and the investment account must be in the name of the pastor or his wife. Pastors are strongly encouraged to match the church's contributions in order to effectively prepare for retirement.
 - iv. If a pastor is hired from outside Canada and is paying into a retirement investment vehicle that involves payment in a foreign currency the board may consider giving the church's contribution to the pastor directly on the proviso that he provides an annual statement showing that the church's contribution has been invested, as intended, to provide for his retirement.
 - v. Car usage expenses: This is a budgeted amount that is paid monthly as a taxable benefit. The amount is included in the annual budget.
 - vi. Work related expenses: Budgeted amount that is used by the pastor, mainly for luncheons and coffee meetings that are for church related business or visitation. Whenever possible use the church credit card for these expenses.
- d. Pastoral Development:
- i. Philosophy: The line items pertaining to pastoral development (such as leadership development and personal reference material) are established on the fundamental philosophy that pastors need opportunity to be challenged and grow in their ministry skills, abilities and understanding.
 - ii. Guidelines for pastoral Development:
 1. The church will budget for the pastors to attend seminars, retreats, or courses that are to his and the church's benefit, again paying the direct expenses (as per above), with the understanding that such retreats or seminars will be presented to and approved by the board and fall within budgeted guidelines.
 2. The yearly plans for pastoral development will be submitted to the lead pastor to ensure that the budget is allocated appropriately amongst the pastoral team.
 3. In addition, if a pastor would like to pursue a continuing education in a field related to pastoral or church ministry, he must submit a proposal of the courses or program that he wishes to pursue to the board for approval.
 - a. If approved, the church may make allowance for the pastor to take short periods of time away from the regular weekly church office schedule to pursue this course or program.

- b. It is understood that the expenses incurred are the responsibility of the pastor, however the church may consider reimbursement of up to 50% of the tuition costs upon successful completion of the course(s) taken for credit where such reimbursements would remain within the budgeted amounts approved above (retreats or seminars).
- iii. It is advisable that the total amount of time taken for items i and ii above be limited to a maximum of 3 weeks per year away from the church. Consideration should be given to workload and ministry demands when considering pastoral development opportunities.
- e. Personal reference materials: All personal reference materials that are purchased by the church are church property. The pastor may request to buy the books from the church at a reduced rate when he leaves.
- f. The church will budget and encourage their pastors to find opportunities to attend pastors and Wives Retreat (or similar) with the church paying direct expenses (i.e. registration fee, room and board, gasoline, ferry and highway toll, etc.)
- g. Holidays: We recognize the value of holidays – making available time for the pastors to rest and be restored in order to continue in effective ministry, and to build into healthy family relationships. Here are some guidelines for determining holidays as we recognize that experience and circumstance are individual and must be considered.
 - i. Pastors: 3 weeks for year 1-4, 4 weeks for year 5-10, 5 weeks beyond 10 years.
 - ii. Rather than a "vacation pay" the pastor receives his regular salary. Any additional time off may be deducted from the salary at the rate of $(1/52 \times \text{yearly salary})$ per week off.
 - iii. When a pastor leaves they would be paid out for any unused vacation days proportionate to the date of their resignation. For example, if a pastor still has 4 weeks holidays available, and leaves July 1st, they would be paid until July 15th.
 - iv. January 1 is the common anniversary date for holidays. Those hired at a different time of year would receive a pro rated holiday allowance. For example, if a pastor is given 3 weeks holiday a year, and starts July 1, they would receive 1.5 weeks for the remainder of that year.
 - v. Carry forward of vacation time. We will allow our staff to carry a maximum of 1 week forward to the following year. It is strongly recommended that this be taken in the first third of the following year (i.e. by the end of May). Carry forward vacation must be taken as time off, it cannot be paid out except in the case of a pastor leaving.
 - vi. Statutory Holidays: Qualifying staff are given the following days off with pay: All the statutory Holidays covered in BC, PLUS Boxing Day and Easter

Monday. pastors will take an additional day off for all statutory holidays that fall on their day off. (Typically Monday is their day off and a lot of stats fall on their day off)

1. In the case of a part time employee; we will follow the BC employment standards.
- vii. Vacation time will be tracked by the administrator and approved by the lead pastor.

h. Sickness and Unemployment

- i. The Fellowship of Evangelical Baptist churches in Canada has registered a Supplementary Unemployment Benefit (SUB) Plan with Employment and Immigration Canada. We have chosen to participate.
 1. SUB was designed to be coordinated with the Long-Term Disability coverage offered by the Fellowship. Basically:
 - a. the church will pay 95% of salary for the first 2 weeks of illness, injury or quarantine.
 - b. for the next 15 weeks the church will pay the difference between 95 % of the salary and the amount received by Unemployment Insurance, if qualified.
 - c. following the first 17 weeks, the Long Term Disability would begin and continue if needed until age 65.
 - d. this provision covers only **full time pastoral staff**; part-time staff are not covered by sick benefit

8. Building and Equipment

- 1 We do not rent out our facilities, but will make it available to groups and usage that is consistent with our faith and practice.
- 2 Each request will be considered on its own merit.
- 3 Our church believes the following should be taken into consideration regarding the usage of our facilities:
 - a. Our purpose is to glorify God. It is not to be used for any purpose that might compromise or give a false impression of our beliefs or our purpose. We condone whatever we allow to take place.
 - b. It should not be used to conduct a business.
 - c. No smoking/alcohol/animals in the building (other than guide dogs).
 - d. Gatherings may require that building maintenance people be in attendance.
 - e. Weddings must be Christ-centered and approved by the pastor.

- f. Receptions for a Christian wedding will be allowed in the multi-purpose facility.
 - g. Funerals – provided that the Gospel is presented and that no false impression of eternity is implied and when conducted or approved by our pastor.
 - h. We will consider other requests as they arise – concerts, family reunions, parties, recitals, luncheons and requests from sports organizations.
 - i. church ministry gets first priority, followed by regular attendees, then those ‘outside the church.’
 - j. Understanding that equipment in the church has been purchased by various ministries – any usage of this equipment would require that the ministry in charge of that equipment is consulted prior to its use.
 - k. All requests should come through the church administrator. A record of that booking will be kept in the church office. The user group or individual will be required to sign the Emmanuel Baptist Church Facility Borrowing Form. These requests will be confirmed with a member of the pastoral team to ensure there are no concerns prior to confirmation of booking.
 - l. When booking events we need to check other bookings before and after the date requested for events such as banquets that may affect the considered request. Worship practices for example, may affect bookings.
 - m. All events, both by ministries in the church and outside groups, will be posted on the church calendar, in order that every effort is made to avoid duplicate usage.
 - n. Any exception to the above must be accompanied by written board approval.
- 4 Other facility notes
- a. We will recommend that an honorarium will be given to any volunteer people who serve in a non ministry event.
 - i. For example: in a wedding a sound tech, pianist, and custodian.
 - b. It is the expectation that the facility will be left in the same or better condition as prior to the event
 - c. Any non ministry group that is utilizing the kitchen will provide all their own food and consumable products. I.e. tea, coffee, cream, paper plates, napkins etc.
 - d. Any equipment taken offsite must be preapproved by the church administrator and signed out on the facility borrowing form.
- 5 Bus Guidelines
- a. Purpose: To provide transportation for children, youth and adult ministries in the church.
 - b. Leadership: One appointed leader is to oversee the bus operation who is knowledgeable about the rules and regulations as given by ICBC National Safety Code. Leadership responsibility will be spelled out in the staff job description.
 - c. Bus Rental Policy: We will not loan out the bus unless approved by the board. The board will require the name of the driver and evidence of appropriate certification prior to any loan request.

d. Responsibilities:

- i. Communicate all safety expectations to all potential drivers.
 1. each driver must submit drivers abstract annually. This abstract must confirm safe driving record and carry a minimum Class 2 endorsement.
 2. each driver must become familiar with bus operation and be able to perform a thorough pre-trip inspection.
 3. each driver must do a pre-trip inspection prior to usage.
 4. any safety related defect must be dealt with prior to usage involving passengers.
 5. bus must carry an operational cellular phone any time bus leaves town.
 6. driver's log must be kept any time bus exceeds a 160 km. Radius of Vernon.
 7. no person may remain on bus while bus is being fueled.
 8. each driver is to ensure that bus is left clean after usage.
 - ii. Ensure bus is adequately insured and holds current bi-annual inspection sticker.
 - iii. Ensure bus is frequently cleaned thoroughly with disinfectants.
- e. Accountable to the board and to our National Safety Code Number 201-091-77

9. Other Ministry Policies

1. Emmanuel has an extensive Safeguarding Policy that is stored on the church network, as well as the website.
2. **Position Statement on Marriage and Weddings**
 - a. *We believe that God's design for marriage is established throughout the scriptures of the Old and New Testaments; that God ordained marriage to be the voluntary union for life between one man and one woman; that sexual intimacy is intended by God to be practiced only within the bounds of marriage; that in Christian marriages, the church acts as a supportive community encouraging healthy marriage relationships and assisting couples in the covenant establishing ceremony (wedding). (Gen. 1:27-28; 2:24; Matt. 19:5; 1 Cor. 7:2-4)*
 - b. **Guidelines:**
 - i. All marriages on Emmanuel Baptist church premises, and officiated by a Emmanuel Baptist church pastor, will be performed in a Christian tradition.

- ii. All couples (members and non-members) desiring to be married at the church will be required to participate in pre-marital instruction/mentorship.
- iii. No wedding will be officially scheduled until the couple has met with a staff pastor, and a plan is agreed upon in terms of faith commitments and pre-marital mentoring.
- iv. Because of the high volume of demands for the facilities of our church, weddings will be limited to members/adherents of the church and their immediate families, unless in limited circumstances the pastoral team approves an exception to this rule.
- v. A marriage will be refused if it conflicts with any of the following standards:
 - 1. If it is deemed contrary to the church's statement on marriage.
 - 2. If the couple is prohibited from marriage by law. The couple must provide the valid marriage license to the officiating pastor at least 48 hours prior to the ceremony.
 - 3. If it involves anything other than a union between one man and one woman.
 - 4. If the couple is known to be made up of a committed Christian to a professing non-Christian (an exception may be granted if the couple already have children together).
 - 5. If the couple refuses to participate in pre-marital mentorship.
- vi. Various pastors on our staff hold additional convictions about marriage. Therefore, while the above standards apply in every case, please talk to the pastor who you are requesting to officiate your wedding in order to find out if they have any additional convictions/standards which would determine whether or not they will officiate your ceremony. For example, some of our pastors might hold convictions regarding divorce and remarriage.
- vii. Ministers other than our church staff may officiate in weddings held at Emmanuel Baptist church only after receiving approval by the pastoral staff, and likewise must perform the wedding in a Christian tradition, and follow the same regulations set forth in this document.
- viii. Emmanuel Baptist church and its pastors see marriage as a serious responsibility before God. Given this serious responsibility before God, if for any reason a pastor has a lack of peace about whether the couple is ready to be married, it is the right and obligation of the pastor not to perform the ceremony, in which case the facilities would no longer be made available for the wedding ceremony.
- ix. No furnishings moved without prior approval, and will be returned to their place after the wedding.
- x. Weddings planned during holiday season must utilize existing decorations; no changes will be permitted. Please be aware that elaborate sets may be in the sanctuary during these times and we highly

recommend checking with the church office to find out what other things are scheduled around the same time as your wedding date

- xi. If the church sound/video systems are used, Emmanuel's audio and video crew must be used (no outside use of our equipment permitted). In this case, we suggest an honorarium be given to any individuals who are involved.
- xii. No use of confetti or rice in the church or on the church property. No use of pins or nails in walls to support decorations. Only painters tape is to be used on surfaces.
- xiii. All decorations and supplies are to be removed from the church the same day as the wedding. The deadline for cleanup will be agreed upon when booking the room as this allows us to ensure our custodial work is scheduled properly for any activity the following day.

10. Use of church name

The church name may not be used for private purposes without special permission from the board.

11. Health and Safety

We are following Worksafe BC guidelines. Please reference their website for details. Our paid staff will stay current with ongoing workplace requirements.

12. Definitions

1. Directors and Officers:

- a. Directors are responsible for supervising the activities of the corporation and for making decisions regarding those activities. Officers are responsible for the day-to-day operation of the corporation.
- b. The unpaid board members and the lead pastor are the directors at Emmanuel.

2. Conflict of interest

a. Definition

- i. A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the church. Personal interests include direct interests as well as those of immediate family members or other organizations a person may be involved with or have an interest in. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- ii. Immediate family is defined as a spouse, parent, grandparent, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law and son-in-law. Adopted, half, and step members are also included as immediate family.

b. Guidelines

- i. Every member, board member, officer or employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have a conflict of interest. Typically this will mean not being in the room during debate and voting unless the decision making group requests input from the individual.
 - ii. Members cannot nominate immediate family members for service. i.e. during business meetings, board meetings, MRC meetings, selecting search committee members, when making nominations to the MRC, etc.
 - iii. Members may cast a vote for immediate family members during business meetings.
 - iv. Family members may serve together on the same committee, as long as their nominations comply with this policy.
 - v. Examples
 - 1. A missions committee member has a family member on the field. It is great to have their input prior to discussing the matter as they have close communication with the missionary, however, they would not vote (or be in the room during the vote) in order to protect themselves from the obvious conflict of interest in regard to financial support, etc.
 - 2. A board member will not be part of the decision making process or vote on a matter relating to a relative unless input is requested.
 - 3. Paid church staff will not participate in the staff wages portion of the budget discussions during the annual business meeting. They can vote for the budget as a whole.
- 3. Special resolution vs ordinary.
 - a. A special resolution is required when a resolution will have particular significance to the structure or ethics of the society. The Act sets out when a special resolution is required:
 - i. the constitution or bylaws of the society are altered
 - ii. a director or other member is removed from the society or disciplined
 - iii. the society wants to enter into a contract that may result in a conflict of interest for a director
 - iv. other significant financial alterations to the society, such as liquidation, sale of assets, or leasing of assets
 - b. If a general meeting will discuss matters relating to a special resolution, the text of the special resolution for the meeting must be provided in the notice of the general meeting. A special resolution is passed at a general meeting by receiving 75% of the votes cast by present voting members in accordance with the Act or unless otherwise specified by the society's bylaws.
- 4. Simple majority
 - a. a majority in which the highest number of votes cast for any one candidate, issue, or item exceeds the second-highest number, while not constituting an absolute majority.

Appendix A- Staff Conduct Policies

Annually staff will also sign the policies required by Worksafe bc.

Emmanuel Fellowship Baptist Church

NON-HARASSMENT POLICY

as approved by the board of Elders (the "board"), April 15, 1997

PREAMBLE: One of the fundamental tenets of evangelical Baptists is that we believe the Bible to be our final authority in both faith and practice. Scripture provides a higher standard than that expressed in this policy and employees are expected to live by that higher standard. This policy provides minimal general guidelines and establishes a mechanism to permit someone to act if he or she feels they are being harassed and personal confrontation has not alleviated the situation.

POLICY: Emmanuel Fellowship Baptist Church, the "church" is committed to providing employment free from harassment. The church will take appropriate disciplinary action against any employee including volunteer staff who subjects another employee to any form of harassment. The name of a reporter or circumstances related to the report will only be disclosed to the extent that it is necessary for the purpose of investigating the report or taking disciplinary measures.

DEFINITION: Harassment includes-

- *the engagement in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

- *suggestive or unwelcome remarks of racial, ethnic, personal or similar nature;

- *sexual advances, solicitation or physical contact made by one person to another

whether or not he or she is in a position to grant or deny a benefit to another, such as advances from a supervisor to an employee;

- *a reprisal by a person against the person who rejected his or her advance, such as a termination or demotion of an employee because the employee refused such an advance;

- *an act or course of conduct that would reasonably be regarded as harassment.

PROCEDURES: If an employee believes that he or she is the subject of harassment or any nature, he or she should ask the harasser to stop the behaviour immediately and document the place, date and time the incident happened. An employee may also report the incident to a member of the board of Elders (the "board"). If a board member is made aware of any claim of harassment they will make the rest of the board aware of the situation.

Where a report of sexual harassment is made, the board member or any board member or their designate (the "decision maker") shall attempt to meet with the reporter. If the reporter does not wish the matter to go further and if the matter does not warrant further action, the investigation shall end. If the reporter does wish the matter to go further or if the matter warrants further action, the decision-maker shall fully investigate the matter, including attempting to meet with the person against whom the allegation has been made. If the allegation is proven, the board shall take appropriate disciplinary action. Where the proposed disciplinary action includes a suspension or termination of employment, the proposed disciplinary action shall be approved by the board of Elders before becoming final.

SUMMARY: It is very important that all employees feel comfortable about the environment at the church. All employees share in the responsibility of keeping the workplace free from harassment. To that end, every employee can be confident that any matters relating to proven harassment in any form will be handled in confidence and without fear of reprisal.

Acknowledgment by Employee, I have read and understand the above policy statement.

Date _____ Signature _____

Any documentation of accusations concerning harassment or misconduct will be held as confidential and sealed by the board Secretary.

The administration of this policy is to conform to the policy set out in the Bylaws and the Practices and Policies Manual.

Emmanuel Fellowship Baptist Church

ETHICAL CONDUCT POLICY

as approved by the board of elders (the "board"), April 15 1997

The Emmanuel Fellowship Baptist Church, the "church" is a Christian organization serving its members. The church can effectively serve its community only if its employees maintain a personal lifestyle and standards of morality consistent with Scripture and which provide a positive example.

The purpose of this policy is to put in writing the previously unwritten expectations and terms and conditions of employment relating to ethical conduct by employees and board members.

The church holds life to be sacred and the family model as endorsed by Jesus as fundamental.

Employees are required to avoid conduct that is unethical or immoral or behavior that is contrary to biblical principles including, without limiting the generality of the above:

- 01/ substance abuse including the abuse of tobacco, alcohol and drugs*
- 02/ extra-marital sexual relationships (adultery)
- 03/ pre-marital sexual relationships (fornication)
- 04/ reading or viewing of pornographic material
- 05/ homosexual or transgender relationships
- 06/ theft or fraud
- 07/ physical aggression
- 08/ abusive behavior
- 09/ sexual assault or abuse (see Appendix C)
- 10/ harassment (see Non-Harassment Policy)
- 11/ lying, deceit or dishonesty
- 12/ criminal activity
- 13/ making false allegations against another person

If an employee violates or breaches these requirements, the church shall take appropriate disciplinary action including, where appropriate, suspension or termination of employment.

Acknowledgment by employee/board member

I have read and understand the above policy statement. I understand that compliance with the policy statement is a term and condition of my employment with the church.

Date_____ Signature_____

Any documentation of accusations concerning harassment or misconduct will be held as confidential and sealed by the board Secretary.

*Note: Since this policy would apply to all employees of the church, the use of the word "abuse," while not necessarily describing the ideal standard, does allow for a restorative process to be put in place without being forced to act under the terms of the policy.

The key to the administration of this policy is consistent application in all situations. The administration of this policy is to conform to the policy set out in the Bylaws and the Practices and Policies Manual

Appendix B - Job Descriptions

The job descriptions for the Staff are kept on file in the church office. Please contact the church office if you would like a current copy.

Appendix C: Precedent Discipline Provisions

- a. Expected Standards of Behavior
 - i. A member of the church is expected at all times to conform to the following standards of behavior:
 1. engage in conduct that is ethical and moral and in conformity with biblical principles as generally understood in the church;
 2. conform with the statement of faith and constitution of the church;
 3. demonstrate Christian love in his or her dealing with others; and
 4. refrain from all forms of abuse including sexual abuse.
 - ii. In this Practices & Policies Manuel, "sexual abuse" means,
 1. physical sexual relations between a person in a position of authority and a person under his or her influence except his or her spouse with consent;
 2. touching of a sexual nature by a person in a position of authority of a person under his or her influence except his or her spouse with consent; or
 3. behavior or remarks of a sexual nature by a person in a position of authority to a person under his or her influence except his or her spouse with consent.
 - iii. In this Policy and Practices Manual, "remarks of a sexual nature" do not include remarks that are appropriate in the circumstances.
 - iv. In this Policy & Practices Manual, "position of authority" means an office or position held by a member or adherent of a church which involves leadership, counseling or instruction of other persons.
 1. Examples include:
 - a. a pastor;
 - b. a deacon or elder;
 - c. a youth leader;
 - d. a Sunday School teacher; and

- e. a nursery worker.
- v. In this Practices & Policies Manual, "person under the influence" means a person who the person in authority could reasonably be expected to minister to.
- vi. In this Practices & Policies Manual, "spouse" means a person of the opposite gender who is married to the first person.
- vii. A person who, in the opinion of the Discipline Tribunal and the church, fails to conform to the standards of behaviour outlined above may be found guilty of misconduct and disciplined in accordance with the following disciplinary procedures.

6. Disciplinary Procedures

- a. Below are the disciplinary procedures that we believe are consistent with scripture, particularly Mathew 18.
- b. The board of Elders (the "board") shall appoint one or more persons to investigate any signed written complaint of misconduct against a member who is of the age of majority. Once the investigation team has been formed, the first thing they will do is to notify the member that they are being investigated as a result of a signed written complaint of misconduct. Members who are aware of unethical or immoral behaviour by another member are encouraged, whenever possible, to speak with the other member alone and with another person before making a complaint of misconduct. The investigation shall include an attempt to obtain a written or oral response from the member complained against. Members shall cooperate with an investigation and provide a candid and complete response to the complaint. The investigator (s) shall prepare a written report to the board.
- c. The board shall consider the report and determine whether a hearing is warranted. In this determination, the board will ensure that any criminal matter be directed to a civil authority, when in question, the board will seek professional counsel. No disciplinary sanction shall be imposed without a hearing. Where there appears to be reasonable information to support a complaint, even where the complaint is denied, the board shall determine that a hearing is warranted. If the complaint involves a criminal offense, the appropriate authorities will be contacted to determine whether a different process should be followed. In the case of child abuse of any variety, the proper government authorities will be contacted.
 - i. If someone is criminally charged, their membership would become inactive immediately until such time that the board would recommend they be restored to active membership.

- d. The hearing shall be before a Discipline Tribunal, who may or may not be members, appointed by the board. The board shall attempt to appoint a tribunal that has an appropriate demographic composition (e.g. some women members in a complaint of sexual abuse by a woman) and has professional skills that may assist the process (e.g. physicians, lawyers, counselors, therapists, social workers, psychologists, nurses, etc.) The board shall assign a person, who may or may not be a member, to prosecute the complaint. The defendant may elect to represent him/herself or choose to appoint a representative on their behalf. At the hearing, both the prosecutor and member complained against may call evidence and may make submissions to the Discipline Tribunal.
- e. The members of the Discipline Tribunal shall not have participated in the investigation of the complaint other than as a member of the board. A majority of the Discipline Tribunal shall constitute a quorum.
- f. Before a hearing the prosecutor shall give to the member complained against:
 - i. a written summary of the allegations the prosecutor intends to prove;
 - ii. a copy of the investigation report;
 - iii. written notice of the date, time and place of the hearing; and
 - iv. a copy of the church constitution and Practices and Policies Manual.
 - v. These documents may be sent by prepaid registered first-class mail or by email to the last known address(es) of the member complained against. As long as there is confirmation that the email was received or the letter delivered, then that shall constitute sufficient notice if sent at least seven days before the hearing.
- g. After receiving the evidence and the submissions, the Discipline Tribunal shall determine whether the member complained against has engaged in misconduct.
- h. If the Discipline Tribunal determines that the member complained against has engaged in misconduct, it shall give the prosecutor and the member complained against an opportunity to call evidence and make submissions on the appropriate sanction.
- i. After receiving the evidence and the submission, the Discipline Tribunal may decide to impose one or more of the following sanctions:
 - i. reprimand the member;
 - ii. require the member to take certain action, such as apologizing or making restitution, and specifying that another sanction may be

imposed if the required action is not completed by a specified date to the satisfaction of the Discipline Tribunal;

- iii. suspend the member's membership for a specified period of time;
 - iv. remove the member from any position of authority;
 - v. terminate any employment or other contract between the member and the church;
 - vi. terminate the member's membership; and
 - vii. decide whether the finding and reasonable details about it shall be disclosed to other churches and persons inquiring as to the character or conduct of the member. The Discipline Tribunal will ensure that any information released is properly and legally disclosed.
- j. The Discipline Tribunal shall then determine the best way to communicate the findings to the church membership.
 - k. If someone has a concern over the process, they would bring that concern to the board and the board would act as the final arbitrator on that concern.
 - l. At any time after the receipt of the written complaint, the board may temporarily remove a member from a position of authority until the investigation and any disciplinary process is completed where the removal appears necessary to maintain the integrity of safety of the ministry of the church. The temporary removal can be made without notice to the member complained against. If the member complained against is paid, the payments shall continue during the investigation and any disciplinary process. Where a temporary removal has been made, the investigator or investigators and Discipline Tribunal shall act expeditiously to complete the investigation and disciplinary process as quickly as possible. A board member who participates in a temporary removal is not disqualified from further participation in the investigation and any disciplinary process.
 - m. The investigation process shall be confidential. However, once the board decides that a hearing is warranted, the hearing would be open to the Discipline Tribunal, the accuser, the defendant and their representatives.
 - n. If a member is found not guilty of misconduct, he or she may request that the finding be published to the members of the church and anyone outside the church requesting information about the member. The board has discretion as to whether it will comply with the request.

7. Special Provisions

- a. Where appropriate, where a member is found guilty of sexual abuse, the board shall send notice of the finding and reasonable information about it to the Fellowship. In addition, the board shall ensure that other churches or

persons inquiring about the character or conduct of the member is told of the finding of sexual abuse and reasonable information about it.

- b. Where it seems appropriate, the board shall attempt to provide suitable support persons to assist the complainant, the member complained against or other persons affected by the alleged conduct, investigation, and disciplinary process. The support persons shall not be a member of the board, the Discipline Tribunal or an investigator.
- c. Restoration
 - i. Where a person has been removed from a position of authority or expelled from membership in the church and demonstrates evidence of repentance, the board may appoint a restoration committee to oversee the restoration of the person.

Appendix D

RCMP Police Security Check - <https://www.emmanuelvernon.ca/pages/criminal-record-check>

Emmanuel Baptist church requires that all adults (over age of 16) working with children (aged 16 and under) have a police security check (criminal record check) before working with children in any of the church related ministries. This is easy to do by following the link above which has the church's code and will result in the CRC being forwarded directly to the church. The following information will be required when you go to complete your CRC:

Access Code: **EHLB5KJQ94**

Party ID number: **154857**

The ministry leaders will provide a list of names involved in said ministry along with the dates of their criminal record check completion, and the church administrator will keep a current list and update the ministry leader as required.

A list of those approved through the police check will be kept on file as well as the retrieval forms for documentation. Any security checks not approved will list names as not approved and documentation will be destroyed. If an individual's check indicates a criminal record, that individual will be considered in terms of suitability for ministry by the ministry leader, one of the pastoral team, and one board member. These 3 will make a decision as to the suitability of said individual for that ministry. A note will be attached to their record check documenting that meeting and decision.

March 7, 2019 – Current lead pastor had a conversation with the president of our insurance company regarding this and how to proceed. The above recommendation is a result of that discussion.

It is the responsibility of ministry leaders to be sure this procedure is followed. The church administrator will keep record of the security checks and review it annually to ensure that the appropriate ministry leaders are notified when members or church adherents security checks have lapsed.

This is how to obtain a record check:

<https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/online-service-information#Applicant>

Date: Passed October 23, 2006. Date modified – March 7, 2019.

Appendix E - Suggested Membership Interview Questions

The following questions are to help you prepare for the interview. No written submissions are required.

1. Describe when and how you were born again.
2. Tell us about your baptism experience.
3. What is the significance to you of being a member of a local church and why do you want to join Emmanuel
4. You have reviewed the Constitution and by-Laws with the pastor. To the best of your understanding, are you in agreement with our beliefs and practices? Do you have any further questions at this point? It is strongly encouraged that all members attend the business meetings at the church – typically 3 per year – one in Feb/March, one in the summer and one in the fall.
5. Are there any areas in the church that you are particularly excited about becoming involved with or serving in?
6. Are there specific areas that Emmanuel can support you as a member?
7. Do you have any questions about the expectations that the church has of its members?
8. Do you have any other questions of us?

Appendix F

Missions Project Application Form

(complete electronically or use additional paper if required)

Application Date _____

Proposed Project (What, Where, When)

Members of Team (Who – name, contact information)

Purpose of Project (Why, Who will benefit?)

Please explain why you feel led to lead/participate in this project?

Are there secondary reasons for this trip? If so, please describe

Total Project Duration in Days _____ % of Time Conducting Ministry _____ %

Estimated hours to be spent in ministry _____

Projected Itinerary

Total Expected Expenses \$ _____ Please provide a breakdown of expenses

How will funds, to cover expenses, be raised?

Do you require anything from the missions committee? The church?

Would you be willing to make a presentation to the church after the project's conclusion? _____

For missions committee/church board Use
Missions committee Recommendations

Missions committee Representative Name/Sign
_____ Date _____
church board's Decision

board Chairman Name/Signature _____

Date _____

Procedure

1. Application for a "Missions Project" must be submitted to the missions committee by using the 'Missions Project Application' form. The application will be a written proposal detailing the purpose of the project and how that purpose is intended to be fulfilled. The proposal must include a cost estimate and proposed method for funding the project.
2. The missions committee will approve, reject or amend each application. Each project will be considered on its individual merits. A recommendation will be submitted to the board.
3. The board will consider and decide whether or not to adopt the project/activity as a church project. The board, in approving a project, can stipulate that it will only go ahead once funds are in place.
4. If approved by the board, the treasurer is informed of the project and advises the applicants on the best method for collecting funds and submitting expenses.
5. When all conditions for the project are met, the participants undertake and complete the project/activity.
6. At the completion of the project a written report must be submitted to the board and missions committee. The board and/or missions committee may also request a short presentation during the worship service.
7. Provision
 - a. In general participants are typically responsible for raising the funds to cover their expenses. Fund raising events should only be utilized to raise funds for special projects or equipment that will be donated to the locals being ministered to.
 - b. Reimbursements – Participants can either:
 - i. Pay for their expenses and then submit the receipts for a tax receipt (preferred) (need to talk to Anna Lamb to see if this is possible?); or
 - ii. Have funds designated to the project's trust account and when sufficient funds are available, request the church pay for expenses from the trust account. Gifts must be received by the church before any expenses are reimbursed.

- c. If a project does not go ahead and is cancelled, donations will be used for other missions funding. No refunds will be given.

Appendix G: Emmanuel Baptist Church Facility borrowing form

EFBC has the mindset that we are a Church Family. As such, a borrowing policy has been created to allow us to bless those within the Church looking to borrow certain items for an event. Church events will of course take priority - and please remember that we are a Church family, so be gracious if the answer is no - as it will be sometimes!

The most important part of borrowing something from the Church, is RETURNING IT to the PRECISE location from which it was taken. This has been the biggest challenge. For example, Laura borrows fancy tablecloths for a wedding. After the wedding, Laura's brother's uncle Kevin offers to return the table cloths. Uncle Kevin goes to the Church office, no one happens to be there at that precise moment so he leaves them on the table in the hallway. The Kitchen Ministry leader then goes to set up for the Ladies tea and is looking for the fancy tablecloths but they can't be found. Maybe a silly example, but in order for us to continue to bless each other with borrowing the Church's resources, it cannot be overemphasized that the items must be returned in as good a condition as they were borrowed, and returned to the SAME PLACE from which they were taken.

Please use the EFBC Borrowing form when borrowing and ask for a copy to be made when taking the item. The original is to be left in the "borrowing binder" so that whoever is returning the item can reference that in the event the copy to stay with the items is lost. This binder will be in the office hallway next to the Church events calendar.

If an item is broken or damaged while being borrowed, please communicate this to the appropriate individual (kitchen items would be communicated to the kitchen ministry lead). When possible, please replace the item or repair it. If not possible then the Church will purchase a replacement and ask the borrower to cover 50% of the cost. It's very important that you let the ministry leader know and work through the solution together - that way the next time someone goes to put an event on, the right assets are available, and not missing or damaged.

If an agreement is made to borrow items - the Church will honor that agreement within 6 weeks of the event - in other words, if something is booked 8 months out, and 2 months out a large Church function is scheduled, you may need to make alternate arrangements. If your event can't handle that risk, please don't put the Church in the awkward position to cancel on you and ensure you make your own alternate arrangements with someone that can guarantee the items for your event beyond 6 weeks out. What we are saying is the church won't cancel within that 6 week period. Also, please do not rearrange the Church kitchen - if you must use it, please put things back on the shelf as they were before you used it - if you have leftover food - give it away at the end - do not store it in the fridge as it will then become a job for someone later to throw out or give away.

Finally, for some items a qualified operator would be required and contingent for the item being available to borrow - if no qualified operator is available then the answer will be no - again be gracious with your Church family in these scenarios as well - the Church will determine which operators are qualified.

Instructions:

- Contact church office and get pointed to the right person regarding the item (s) you want to borrow
- Check the Church calendar to ensure no conflicting events (on the wall in the office hallway) - Church ministry events take priority.
- Fill out the form in the borrowing binder. If one line cannot fit all the information, use as many lines as necessary. When picking items up take a picture of where they are stored and how - so you can share it with the person returning the items.
- **RETURNING IS THE MOST IMPORTANT PART. ITEMS MUST BE RETURNED TO THE LOCATION THEY WERE TAKEN FROM. SO IF YOUR SECOND COUSIN'S UNCLE'S BROTHER BOB RETURNS THE ITEMS, MAKE SURE HE KNOWS WHERE TO PUT THEM - HE CAN'T JUST SET THEM DOWN INSIDE THE BUILDING!!!!** Also, please make sure they are clean and not damaged. If damage happens that's ok, we get it. But **PLEASE** communicate so that we can get it replaced in order that when the ministry needs it, it's fixed prior to the need.
 - Please take a picture showing the item has been returned to the correct spot and email/text it to the person you coordinated the borrowing with.

Emmanuel Baptist Borrowing Form

Please fill out with as much detail. When picking the item up, take a photo of it and share it with the person returning it. When the item is returned please email the photo to the ministry lead that the borrowing was arranged with to confirm the item has been returned to the correct place.

Be aware you may need to contact more than one person depending on which items you want to borrow. Use as many lines as you need for each item/contact person.

Name	Contact Info	Church contact whom borrowing arranged with	Item Description and quantity	Expected pickup date	Expected return date	Item returned and picture emailed.
Kevin Shaw	250 308 7950	Carol Russell	10 Plates, 10Table Cloths, 4 Coffee urns	Jul 15, 2023	Jul 17, 2023	Yes. Emailed Carol pics of items returned in correct spot.

Emmanuel Baptist Borrowing Form

Please fill out with as much detail. When picking the item up, take a photo of it and share it with the person returning it. When the item is returned please email the photo to the ministry lead that the borrowing was arranged with to confirm the item has been returned to the correct place.

Be aware you may need to contact more than one person depending on which items you want to borrow. Use as many lines as you need for each item/contact person.

Name	Contact Info	Church contact whom borrowing arranged with	Item Description and quantity	Expected pickup date	Expected return date	Item returned and picture emailed.

Points of contact for who you should talk to depending on what your interested in:

Kitchen related (tablecloths, dishes, etc) - Carol Russell

Audio / IT equipment - Pastor Andrew

Tables and chairs - Aaron Wilson / Pastor Don

Black Curtains - Aaron Wilson / Pastor Tyler