

# **Original Rivers Handbook**

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## **Section B1 – Introduction**

This document is a companion document to the Constitution of Rivers Baptist Church (subsequently referred to as “the Church” in this document) and sets out the major operating policies and procedures as current at time of adoption. It is acknowledged that as this Church develops, that some of these policies and procedures may change and develop. Accordingly, this document is one which is subject to progressive change in line with any changes in this Church’s size, ministry activities and structure.

Recognising that authority for the transaction of matters affecting this Church is vested in the Church Members Meeting, any amendments or revisions to this Handbook will be subject to approval at a duly constituted Members meeting in accordance with section B10 of this document.

It should be noted that this Church Handbook relates to other documents namely the Constitution and the Church Manual.

- ❖ As a general principle, the Constitution will contain matters affecting the life of this Church which are unlikely to change very often. Any changes or amendments will be subject to the requirements of Section 11 of the Constitution.
- ❖ The Church Handbook will contain items, which have strategic medium term significance (e.g. 2 to 5 years) and can be more easily amended by a motion at a duly constituted Members’ Meeting. Details of the process for any changes are set out in the Church Handbook.
- ❖ The Church Manual will be a collation of policies and procedures covering the day to day running of this Church. It will in general contain documents developed by the Staff or Ministry Leaders which have been submitted to the Board for approval on behalf of the Members. A copy of the Church Manual will be held in the Church Office for reference by any Member who requests it. In addition, copies of the Church Manual will be provided to all Directors of objective areas. This document will be treated as a controlled document and any changes or amendments will be included in the document with a notation of when and by whom the changes were recorded.

## **Section B2 – Ministry Statements**

This section sets out this Church's documented Ministry Statements (including the Values Statement, Mission Statement, Vision Statement, and Objective Statements) as adopted by the Church Members. In developing these statements, the Leaders and Members of this Church have acknowledged the concept of being committed to doing whatever is necessary to be:

- ❖ Culturally relevant in effectively presenting the good news about Jesus Christ to the regional community and other contacts Members may have in their daily lives.
- ❖ Effective in developing growing disciples of Jesus Christ.
- ❖ A Church which staffs to objectives as set out in Section B2.4.

### **B2.1 Values Statement**

#### **B2.1.1 Lordship of Christ**

We acknowledge Christ as the head of our Church and personal lives, submitting ourselves and all our activities to His will and seeking always to do what pleases Him. (*Ephesians 1:22-23*)

#### **B2.1.2 Bible-Centred**

We strive to communicate God's word with integrity and authority so that all people may know Christ and mature in Him. We recognise God's word as the final authority for what we believe and how we should live. (*2Timothy 3:16*)

#### **B2.1.3 Prayer**

We believe that God desires His people to pray and that He hears and answers prayer. We strive to rely on God through prayer in all that we do. (*Matthew 7:7-11 James 5:13-18*)

#### **B2.1.4 People in Ministry**

We recognise all Members as ministers. We seek to equip and place people in ministry according to their gifts. (*Ephesians 4:11-13*)

#### **B2.1.5 Introducing People To Jesus**

We value those who don't know Jesus and seek to use any Christ-honouring means to introduce them to a personal relationship with Him and His family. (*Luke 19:10*)

#### **B2.1.6 Godly Leadership**

We believe that the church should be led by persons with leadership gifts. They should display the fruit of the Spirit and live in a way that commends the gospel. (*Romans 12:6-8 Galatians 5:22-25*)

#### **B2.1.7 Worship**

We acknowledge God's supreme value and worth. We seek to develop personal and relevant corporate worship. (*Romans 12:1-2*)

### **B2.1.8 Community**

We seek to encourage healthy relationships within our church community. We value small groups as the primary means for those within the church community to develop relationships, care for and encourage each other in the faith.

*(Ephesians 4:25-27,32)*

### **B2.1.9 Spiritual Growth**

We seek to develop personal spiritual growth to enable each believer to become a mature Christian through understanding and applying the word of God.

*(James 1:22-25, Philippians 1:9-11)*

## **B2.2 Mission Statement**

Our mission is to:

Delight God's heart;

Declare the good news about Jesus to the lost;

Develop a community of spiritually mature believers.

## **B2.3 Vision Statement**

To be a spiritually vibrant regional church that releases people into ministry is relevant to the community and relational in it's priorities.

### **A Relational Church:**

A people who are committed to deepening their relationship with God, developing healthy relationships with one another and who warmly accept those who don't yet know Jesus.

### **A Relevant Church:**

A people who are committed to the development of and excellence in ministry, to continually impact the community.

### **A Releasing Church:**

A people who are committed to ministry and life long learning, where significance is experienced through service.

### **A Regional Church:**

A people who are committed to introducing others to Jesus and are willing to pay the price of growth, because they believe lost people matter to God.

## **B2.4 Objective Statements**

### **B2.4.1 Celebration (Worship)**

#### ***We exist to Delight God's Heart***

To lead the congregation to experience the presence and power of the Living God in corporate worship that celebrates God's supreme value and worth.

Develop preaching, music and the arts to create relevant, corporate worship and a safe place to bring those who do not know Jesus.

### **B2.4.2 Community (Fellowship/Pastoral Care)**

#### ***We exist to Be God's people***

To enable the growth of healthy encouraging relationships, where we care for one another.

### **B2.4.3 Commitment (Discipleship)**

#### ***We exist to Develop God's People.***

To develop each person into a spiritually mature, growing disciple; equipping them to serve in the context of lifelong learning.

To develop and provide access to creative and transferable teaching resources for ministry training and spiritual formation for the whole church and in each of the mission objectives.

### **B2.4.4 Commission (Ministry)**

#### ***We exist to Demonstrate God's Love.***

To release and empower people to serve according to their gifts and passion demonstrating God's love by meeting needs and healing hurts in the name of Jesus.

### **B2.4.5 Communication (Evangelism/ Missions)**

#### ***We exist to Declare the Good News about Jesus***

To train each person to share the good news about Jesus and be able to lead others to faith in Christ. Leading and equipping the church to fulfil the great commission, facilitating the same, locally and globally.

### **B2.4.6 Cultivation (Children & Youth 0-25)**

#### ***We exist to Develop Committed Christian Young Men and Women***

To develop committed Christian young men and women who love and serve God and can face life with confidence.

#### **B2.4.7 Coordination (Administrative Services)**

***We exist to provide excellent support for the churches' ministries***

To provide support for the ministry needs of the church by faithful stewardship, innovative development, appropriate quality, and accurate recording whether administration, finances or facility.

#### **B2.4.8 Connection (Information Services)**

***We exist to provide professional communication within and beyond the church***

To support the ministries of the Church by expanding and improving the means by which ministry information, needs and opportunities are communicated inside and outside of the Church which are creative and of a high quality.

### **B2.5 Ordinances (Baptism and Lord's Supper)**

#### **B2.5.1 Baptism**

Baptism is the full immersion of believers upon profession of faith in the Lord Jesus Christ and indicates the fellowship of the regenerate in His death, burial and resurrection. The Senior Pastor or his delegated representative will have the discretion to baptise born again Christians who are Members of or undertake to become Members of another Christian Church.

Prior to Baptism, candidates are required to:

- a) Fill in an application for Baptism
- b) Undertake a course on Baptism and Membership regularly held by this Church or other suitable alternative course as agreed with the Senior Pastor.

*(References: Mark 1:10                      John 3:23                      Colossians 2:12)*

## **B2.5.2 Communion (or Lord's Supper)**

We have been commanded to observe the Lord's Supper until He comes. Communion is the celebration given to the Church by Jesus Christ. It was first observed by Christ and the twelve just prior to His crucifixion.

The elements of the communion are:

- ❖ The bread representing His body, given for our sins
- ❖ The fruit of the vine representing His blood, shed to give mankind a new covenant with God.

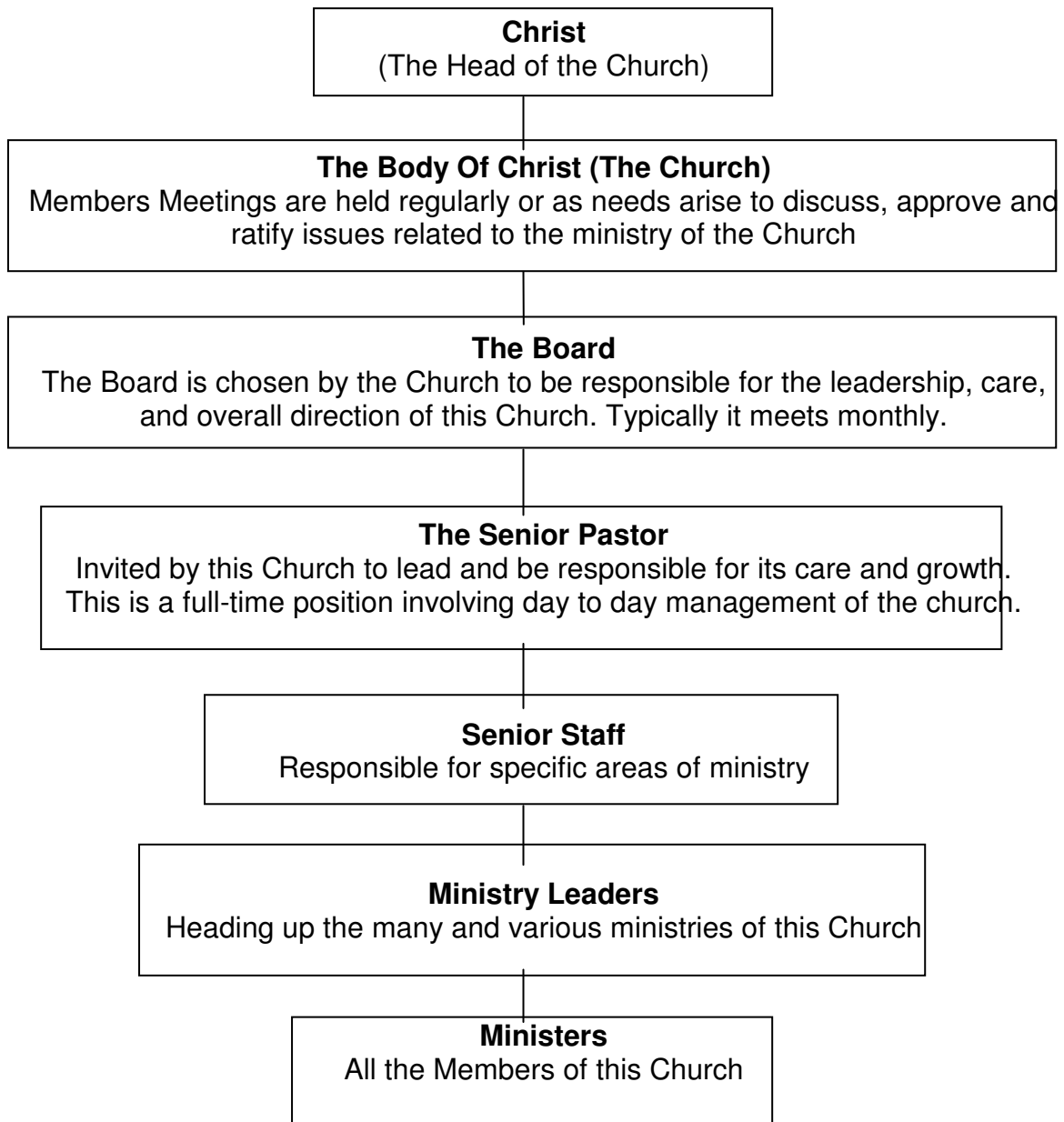
The ordinance of the Lord's Supper will be observed regularly by the Church at such times as may be arranged. It will be open to all believers in the Lord Jesus Christ who are in fellowship with the Lord and His people. Wherever possible, a Pastor or Ministry Leader will preside. Typically, the Church will observe Lord's Supper monthly.

*(References: Matthew 26: 1-30; Luke 22: 1-40; 1 Peter 2: 24; Romans 5:9; Ephesians 1:7; 1 Corinthians 11: 23-26)*

## Section B3 - Church Organisation

### **B3.1 Our Structure \***

Recognising that final authority for decision making rests with the Members, the concept of priesthood of all believers and the need for efficiency in ministry activities, this Church adopts an organisational structure as set out in Figure 1.



**FIGURE 1: Church Organisation Structure**

\* A detailed organisation chart is included in the Church Manual. It is noted that this document will be amended periodically as the staffing structure develops and changes.

## **Section B4 – Membership**

### **B4.1 Membership Admission**

All individuals who have satisfied the requirements in the Constitution (Clause 4.1) and who desire to be committed to the Church as a local body of believers, may become Members through the following procedure.

- a) Attend an approved, Church based teaching course on Membership.
- b) Fill in an application Membership.
- c) The names of those requesting Membership are to be placed in the church newsletter for a minimum of three (3) consecutive weeks to allow for any relevant comments or objections.
- d) Two (2) Members appointed by the Pastoral staff are to interview the applicant and write a report with their recommendation. During the visit the following should be discussed.
  - ❖ Conversion and growth in Christ and current spiritual condition
  - ❖ Current or prospective areas of ministry for the applicant
  - ❖ Partnership commitment
  - ❖ Constitution of the Church
  - ❖ Church Handbook
- e) The Board is to approve or decline the applicant's Membership in accordance with the Constitution.
- f) In addition, any person requesting a transfer of membership from another church will be considered after contact with their previous church has been made by a nominated person.

Upon the applicant being received into membership, a letter will be sent to their previous church advising that they are now a Member of this church.
- g) The applicant being baptised will be welcomed into membership at the same service.
- h) Anyone being admitted to membership through other means will be welcomed at the most convenient service.
- i) All names of new Members will be added to the Active or Junior Members Roll and reported to the next Church Members Meeting. The written reports will be available.

### **B4.2 Updating Members Rolls**

#### **B4.2.1 Requirements of an Active Member**

An Active Member will fulfil the following requirements

- a) Seek to live by the Partnership Commitment.
- b) Accept the doctrinal and ministry statements of the church.
- c) Regularly attend worship services \*.

\* Non regular attendance will be defined as non attendance for a period of more than six (6) weeks without a reason notified to and approved by the Board.

#### **B4.2.2 Procedure for Updating Members Rolls**

The Members Rolls will be updated in accordance with resolutions of the Board. There will be an annual review of the Members Rolls (which may be conducted more often as directed by the Board). Preferably this should be conducted before any statistics are sent to the Baptist Union of Queensland. This revision is to take place as follows:

- a) The Board will appoint a Membership Task Force of up to three (3) people to revise the roll.
- b) The Membership Task Force will make recommendations to the Board about Members who may be removed as Members or re-classified into different categories of membership.
- c) A list of names of Members being deleted from the roll will be brought to the Board by the Membership Task Force. Those people will be contacted verbally and advised of the removal of their names from the roll or the proposed changes.
- d) This will then be formalised in writing by one of the Membership Task Force.
- e) Should no telephone number or address be known, the person's name may be removed after all reasonable efforts to contact them have been made.

Names may be removed at other times as a result of

- a) The written request of the Member noting that a Member may not resign to avoid discipline.
- b) Church discipline.
- c) The death of the Member.

Names may be transferred to a different category at other times as a result of non attendance for a period of more than six (6) weeks without a reason notified to and approved by the Board.

Any Member may request that their name be restored to the Active or Junior Member Roll subject to the Active Member requirements being met (refer section B4.2.1)

#### **B4.3 Records and Their Security**

Access to records of Members' details will be limited to those assigned the responsibility for updating them, the Pastoral Staff, persons working under

direction of the Pastoral Staff and the Database manager.

Any Member may request that any of their details not be published in the Church Directory. This request will be complied with. Printed copies of the list of Members are to be kept in the church office and will be available at a nominated time for people to see after they have been updated – excluding any details referred to above.

It is the responsibility of Members to notify the Church Office of any changes of address or additions to their family.

#### **B4.4 Discipline**

Where this occurs, the Membership will (subject to the discretion of the Board) be informed at an appropriate time within two (2) months. When the Member under Discipline responds in restoration during the period of suspension, the Church Membership will (subject to the discretion of the Board) be informed that the Member under discipline has been restored to full fellowship with the Church.

Any suspension of ministry will remain in force for a period of time as decided by the Board. This will be reviewed at least every three (3) months.

The Member under Discipline will be asked to make a recommitment to the Church Partnership Commitment prior to restoration to the Active or Junior Member Roll.

### **Section B5: Members Meetings**

#### **Section B5.1: Introduction**

This section contains guidelines for the conduct of the four (4) types of general meetings plus rules for their conduct.

## **Section B5.2: Annual General Meeting**

The Board will give a minimum of four (4) weeks notice of an Annual General Meeting.

At the Annual General Meeting, the following business will be dealt with:

- ❖ Presentation and receipt of written annual reports from Objective Directors
- ❖ Election of Board Members

## **Section B5.3: Regular Members Meetings**

The Board will give a minimum of two (2) weeks notice of a Regular Members Meeting.

A minimum of two (2) Regular Members Meetings will be held in each twelve (12) month period for the conduct of ordinary business. These meetings will be in addition to the Annual General Meeting, Special Members Meetings and Member Forums. The purpose of the Member's meeting is to discuss and approve a wide range of issues including:

- ❖ The annual church budget
- ❖ Presentation of Financial Reports for the year to date period
- ❖ Presentation of the annual Church accounts at an appropriate meeting
- ❖ Major acquisitions and / or sale of property (i.e. items with a value in excess of five thousand dollars (\$5,000))
- ❖ Appointment of Senior Pastor
- ❖ Reports on specific issues including Church discipline
- ❖ Ratification of pastoral staff or key leadership appointments (i.e. Objective Director level positions)
- ❖ Major changes in ministry philosophy
- ❖ Other issues as deemed appropriate by the Board
- ❖ Presentation of Auditor's report.

## **Section B5.4: Special Members Meetings**

The Board will give a minimum of two (2) weeks notice of a Special Members Meeting.

A Special Members' Meeting may be called at any time by the Board on their own initiative, or on the written and signed request of at least ten (10)% of Active Members. Notice of a Special Members Meeting will include the nature of the business to be discussed which will be the only matter of business dealt with at the meeting.

## **Section B 5.5: Forums**

The Board will give a minimum of two (2) weeks notice of a Forum.

A Forum may be called at any time by the Board to discuss matters where it is considered appropriate to allow exchange or communication of information or to allow opportunity for debate on particular issues. The Forum is not a decision-making meeting and cannot pass resolutions or make decisions as if it were another type of general meeting of Members.

## **Section B5.6: Standing Orders for Meetings**

- a) The Chairman will have overall control of the meeting. If any Member objects to a ruling of the Chairman, such objection will take the form of a point of order (refer section (p) of the standing orders).
- b) All meetings will commence at the advertised time and time allocated to various business items will be adhered to as scheduled unless the Chairman deems it appropriate to make amendments.
- c) If no quorum is present within thirty (30) minutes of the advertised starting time, the meeting will lapse. Subject to any resolution previously passed, the Chairman will fix the time of the next meeting. All business on the agenda of the lapsed meeting will be included on the agenda of the next meeting and will take precedence over new business.
- d) As a general principle, business introduced for a decision will be in the form of a written motion circulated prior to the meeting to enable prayerful consideration of issues prior to a vote. In keeping with this principle, motions raised from the floor will be referred back to the Board prior to being reintroduced to a Members' Meeting.
- e) All motions will be moved and seconded and speeches must be relevant to the matter being considered. No Member may speak to a motion until it has been moved and seconded. A motion or amendment lapsing for want of a seconder will not be recorded in the minutes.
- f) A motion or amendment before the chair will not be withdrawn except by its mover and seconder and with the leave of the meeting. No motion will be withdrawn while an amendment is under discussion or after any amendment has been adopted.
- g) When an amendment is before the chair, discussion will be confined to that amendment. No further amendment will be proposed until the amendment before the chair has been dealt with.
- h) A motion or amendment before the Chair, may be reworded by the mover subject to the leave of the seconder and the meeting.
- i) All discussion must be addressed to the chair and not to individuals.

- j) A Member proposing a motion may speak for three (3) minutes. The proposer of an original motion, however will have the right to reply at the conclusion of the discussion which will be limited to two (2) minutes and will be confined to points raised in the debate.
- k) The time allowed for the seconder of a motion will be two (2) minutes. The mover of an amendment will be allowed two (2) minutes, but will not have the right of reply, a seconder will also be allowed two (2) minutes. A Member seconding a motion without speaking to it may reserve the right to speak to it subsequently.
- l) The time allowed to all subsequent speakers will be two (2) minutes, unless extension of time is granted by the Chairman.
- m) The order in which Members speak will be determined by the Chairman, who will ensure that as far as possible, a proportionate number of speakers are heard for and against the motion. If there is any general disagreement as to the order determined by the Chairman, the Chairman will test the preference by a show of hands.
- n) Members may speak only once to a motion, except as provided by point j, k or p of the Standing Orders.
- o) A Member speaking to a motion will be reminded by the sounding of a warning or other appropriate method one minute prior to the expiration of time to which he is entitled under these standing orders. A warning will be sounded a second time when the speaker will immediately cease to address the meeting.
- p) Any Member may rise to a point of order. They must state concisely what is the alleged point of order without further speech.
- q) The method of voting will normally be by a show of hands or should the Chairman decide by secret ballot.
- r) Absentee votes on publicised written motions can be accepted prior to a Members' Meeting. The Board may appoint a minimum of two (2) Returning Officers who will receive absentee votes. A list of names will be kept of all persons who have cast absentee votes to ensure votes are not duplicated. Voting forms will be sealed in an envelope and signed by the Returning Officer. These votes will be held by the Returning Officer in safe keeping prior to being presented to the meeting Chairman at the appropriate Members' Meeting.
- s) In the event of a secret ballot being used, the Chairman must call for nominations for the positions of two (2) scrutineers who will count the votes and report the result to the Chairman.

## **Section B6: Leadership**

### **B6.1: Introduction**

The Church organisational structure is shown in Figure 1 (shown in Section B3) and position focus sheets for key leadership positions are included in Appendix B. A detailed organisation chart and position focus sheets for staff and ministry positions are included in the Church Manual.

The appointment of the Senior Pastor is covered by Section 6.3.2 of the Constitution so the remainder of this section deals with the appointment of the Members of the Board, its function and the appointment of Pastoral staff other than the Senior Pastor.

## **B6.2: Election of Board Members**

The Church Board Members will be elected in accordance with Section 6.2.2 of the Constitution and as further defined below.

At least three (3) months prior to the Annual General Meeting, the Board will oversee the establishment of a Board Nominating Team to receive nominations for the position of Board Member. This Team will consist of four (4) Active Members and will include persons from each of the following areas:

- ❖ One (1) Member of the pastoral staff
- ❖ One (1) existing Board Member
- ❖ Two (2) Active Members drawn from the congregation (these Members will not be existing Members of the Board)

These nominations are then taken to the Members for approval at the next Members Meeting. A Special Members Meeting may be called.

The Board Nominating Team may then begin to accept nominations for Board Members on the "Board Member Nomination" form. Any member over 18 years of age may be nominated for the position of Board Member. Members may also approach other Members they consider have the biblical qualities and gifts of a leader. These nominations are to be given to the Board Nominating Team. The team function is to recommend to the Membership the names of all nominated applicants who fulfil the requirements for a Board Member.

The following documents which are included as Appendix B are to be used as a resource by the Board Nominating Team in their considerations:

- ❖ Position Focus Sheet for Board Member
- ❖ Profile of an Ideal Board Member (to be used as a guide)
- ❖ Checklist questions to ask before agreeing to serve on the Board
- ❖ Leadership Commitment. (which all Board Members would be required to sign).
- ❖ Board Member Nomination form.

The Board Nominating Team is to keep the Senior Pastor and the Board informed of the steps it is undertaking and its decisions.

Members will be notified in writing of the nominations considered suitable for the position of Board Member. This notification is to occur at least two (2) weeks before the Annual General Meeting to allow time for prayerful consideration of the nominations.

### **B6.3: Duties of Chairman, Secretary and Treasurer**

The duties of the Chairman of the Board, Board Secretary and Treasurer are set out in the respective Position Focus Sheets in Appendix B.

### **B6.4: Meetings**

The Board will meet regularly to fulfil its functions as set out in this Church's Constitution.

The Senior Pastor will, in general, meet with the Board to review, refine and approve proposals developed by the staff concerning ministry policies and future ministry directions.

At the discretion of the meeting, a Board Member (including the Senior Pastor) may be requested to absent himself from the meeting if the matter being discussed relates to moral, ethical or relationship issues concerning that person or relates to issues where there is a potential conflict of interest.

Printed minutes including an attendance record will be kept of all Board Meetings. These minutes are to be confirmed as a true and accurate record at the subsequent meeting and prior to any business being dealt with.

The congregation will be regularly informed of general issues discussed and decisions made.

## **B6.5: Staff Other Than the Senior Pastor**

### **B6.5.1 Appointment of Senior Staff**

Senior staff will include leaders of objective areas and pastoral staff who are accredited pastors under BUQ guidelines.

The Church may appoint senior staff to undertake ministry as agreed by the Board and the Membership. The process will be as follows:

- ❖ The Senior Pastor in conjunction with the Board is to identify the need for additional staff and details of the proposed position.
- ❖ This matter is to be referred to Finance Advisory Team for advice on financial aspects.
- ❖ The Board is to consider recommendations by the Finance Advisory Team.
- ❖ A Staff Placement Team is to be established by the Board with the Senior Pastor as Chairman (or a person nominated by him to act on his behalf).
- ❖ The Members are to be notified of the decision to proceed with the staff placement process.
- ❖ The Staff Placement Team is then empowered to advertise, approach or arrange interviews as it considers appropriate.
- ❖ If a suitable applicant is found, a recommendation will be brought to the Board who will in turn bring the matter to the Members for ratification.
- ❖ The vote by the Members will be passed if three quarters (3/4) of the Active Members Voting are in favour of the motion. This vote will be subject to a secret ballot.
- ❖ If the motion is approved a formal offer will be made to the person concerned.
- ❖ The appointment will be for a period as recommended by the Staff Placement Team and as endorsed by the Membership ballot.

The letter of appointment for the Senior Staff Member must reflect that in the event of a new Senior Pastor being appointed, this Church would reserve the right to amend the staffing structure as required to suit new ministry objectives that may be adopted under the new Senior Pastor.

### **B6.5.2 Appointment of Support Staff**

Support staff will include but not be limited to persons responsible for administrative and facility duties.

Any support staff should be employed in accordance with the Church Manual. This process will be overseen by the Senior Pastor and referred to the Board for approval on behalf of the Membership. As part of this process, the Board is to ensure that expenditure is within budget constraints.

### **B6.5.3 Staff Structure and Accountability**

The Senior Pastor will have overall responsibility for the coordination, supervision and monitoring of all staff. Staffing structure and lines of accountability will be defined by the Senior Pastor and submitted to the Board for approval.

In the event of the Senior Pastor's position becoming vacant, requiring amendments to the staffing structure, every effort will be made to ensure that such amendments would be done over a period of not less than twelve (12) months from the date of the Senior Pastor's position becoming vacant. This would be the subject of consultation with all parties concerned so as to minimise disruption to personal lives of staff and the ministry of this Church.

#### **B6.5.4 Corrective Action and Termination**

In the case of unsatisfactory performance of a Senior Staff Member, the Senior Pastor may recommend to the Board proposed corrective action including dismissal if the circumstances are of sufficient magnitude. The Board will be empowered to act on this recommendation.

In the case of unsatisfactory performance of a Support Staff Member, the Leader of an objective area, may recommend to the Senior Pastor proposed corrective action including dismissal if the circumstances are of sufficient magnitude. The Senior Pastor will be empowered to act on this recommendation.

In both of the above cases, care must be taken to ensure any legal requirements for this process are met including requirements for minimum notice.

### **Section B7: Finances**

#### **B7.1 Administration**

A Treasurer will be elected from the Board annually. This person will hold this office for twelve (12) months and will be responsible for the oversight of the Church's finances and ensuring that funds are administered and used wisely and that appropriate processes of accountability are in place. This person will be eligible for re-election.

The position focus sheet for this position is included in Appendix C of the Church Handbook.

## **B7.2 Offerings**

All offerings will be counted and recorded on the sheet provided for this purpose.

All money will be banked on the following work day or as soon as it can be arranged with the finance institution where the Church bank accounts are held.

Money will be counted in a secure area within the church premises as soon as the offerings are received.

Other money received will be counted by the person depositing along with a Member of the office staff and placed in the Church's security area as soon as possible. The amount will be written on an appropriate form, which is to be signed by the two (2) people who counted it and placed with the money in the secure area.

All offerings and money will be counted in the presence of at least two (2) people. Preferably one (1) of these should be either the Treasurer or a Member of the Finance Advisory Team. The other person will be another Active Member.

## **B7.3 Accounts Records**

The Treasurer will oversee the keeping of records of income and expenditure on the church computer and print out monthly reports which will be available to any Active Member on request. Only the Treasurer, his assistants, the Finance Advisory Team and any others approved by the Board may have access to the computer file used for this purpose.

## **B7.4 Financial Statements**

A printed report will be available to those attending the Regular Members Meetings. Extra copies are to be made available upon request for those who are unable to attend these meetings.

## **B7.5 Budget**

As part of assessing the level of financial resource available for an upcoming year this Church will issue a "Request for Commitment" which should be done annually by means of a special function – e.g. Vision Dinner.

An Annual Budget Proposal will be set by the Treasurer in consultation with the Finance Advisory Team giving consideration to proposed ministry activities, submissions from various Objective Directors and responses to the annual "Request for Commitment" function.

The Annual Budget Proposal will be presented to an appropriate Members Meeting for adoption. This document will then be the basis of authorised expenditure for the following twelve (12) month period and will be used by the

Treasurer and Finance Advisory Team for monitoring the financial situation of this Church.

In the event of unexpected expenses the Board will be at liberty to consult with the Finance Advisory Team and approve unbudgeted expenditure up to five thousand dollars (\$5,000).

### **B7.6 Donations / Gifts**

Any gifts given will be treated as available for general use unless directed to a fund established for a specific purpose or area of ministry.

### **B7.7 Appeals & Fundraising**

No appeals for finance for outside organisations will be circulated by any person without the prior approval of the Board.

No church organisation will be able to appeal for funds without the express permission of the Board.

Special Appeals are to be carried out under the guidance of the Finance Advisory Team and with the approval of the Board.

Fundraising activities must be approved by the appropriate Leader of an Objective Area.

### **B7.8 Auditor**

An independent auditor will be chosen annually by the Board.

The Auditors Report will be presented to The Board and subsequently to the next Regular Members Meeting.

### **B7.9 Organisations**

All Organisational Treasurers are to keep adequate financial records.

Each Organisation will produce a financial report annually or as requested by the Treasurer.

## **B7.10 Finance Advisory Team**

The Treasurer will form a Finance Advisory Team of a minimum of three (3) Active Members recognised as having the gifts, passion and ability to handle finances of the size of the Church's budget. The names of the Team Members will be submitted to the Board for ratification on behalf of the Membership.

This Team will meet regularly as decided by the Treasurer and the Board and in accordance with policies and procedures set out in the Church Manual.

## **Section B8: Use of Church Premises**

The use of Church premises will in all cases be in accordance with the Church Manual. All organisations must book the parts of the facilities which they desire to use through the Church Office. The church's own ministry activities take preference for bookings.

In the case of outside organisations using the church property or facilities, hire charges and conditions as set out in the Church Manual will apply.

## **Section B9: Ministry Positions – Elections - Terms of Office**

A list of people filling key ministry positions (i.e. Director of Objective Area level positions) will be submitted to the Annual General Meeting for ratification. Staff positions will be exempt from this requirement as such appointments will generally be for a specific role, subject to ongoing evaluation and be for periods longer than twelve (12) months.

A list of ministry positions is set out in the Church Manual. The Senior Pastor in conjunction with his staff and ministry leaders will be responsible for recruiting, training and motivating suitable gifted people for each ministry position.

All other positions will be filled in accordance with the Church Manual.

## **Section B10: Changes to Church Handbook**

This Church Handbook may not be amended without three fifths (3/5) of the Active Members voting (i.e. 3/5 of Active Members voting in person or by absentee vote, at a properly constituted general meeting of Members, with a quorum present) being in favour of the proposed changes. A minimum of one (1) month's notice of such meeting will be given in writing to all Active and Junior Members. Such notice will set out full details of the proposed amendments including the wording of any motions to be moved at the proposed meeting.

# **APPENDIX A**

## **MISSIONARY POLICY**

# **RIVERS BAPTIST CHURCH**

## **MISSIONARY POLICY**

### **SECTION A: PURPOSE POLICIES**

#### **A1. PURPOSES OF MISSIONARY POLICY**

The constitution and purpose statement of Rivers Baptist Church highlight the church's responsibility of being involved in proclaiming the message of salvation through Christ to all mankind both in our local community and to the ends of the earth. This policy sets out guidelines for the encouragement, development and administration of the church's endeavours to present the gospel to people outside influence of the church's local ministry.

In particular, the purpose of this policy is:

- (1) to ensure missionary involvement is an integral part of the Church's program;
- (2) to assist in setting clear direction for missionary involvement;
- (3) to set down principles which allow consistent decisions and recommendations to be made;
- (4) to ensure accountability and wise discipleship in areas of:
  - (a) finances;
  - (b) programmed activities;
  - (c) goal achievement;
- (1) to allow new church or committee members to become familiar with the general direction of the Church with respect to missions.

#### **A2. SCRIPTURAL BASIS**

##### 1. Matthew 28: 18-20

The Church is committed to the Great Commission because that is the clear teaching of Scripture. In particular, the church is instructed to:

- (1) go into the world and proclaim the gospel to all mankind;
- (2) baptise those who are disciplined as followers of Jesus Christ;
- (3) teach them in all that Jesus taught His disciples to do.

##### 2. 2 Peter 3:9

It is God's desire that the world be reconciled to Himself.

3. 1 John 5:12 and John 14:6

The Lord Jesus Christ came as the only means by which the world can be reconciled to God.

4. Acts 1:8 and Romans 10:13-15

Our mission as Christians is, in the name of the Lord Jesus Christ and under the controlling power of the Holy Spirit, to have an active involvement in taking the gospel message to every part of the world.

### **A3. DEFINITION OF MISSIONARY**

For the purposes of this policy, a missionary is defined as one from within the church who is set apart and sent out under the authority of the Holy Spirit to be involved in the proclamation of the gospel of Christ.

#### **Notes:**

- (1) In adopting this definition it is recognised that this is specifically for the application of this policy (i.e. there is a sense in which all Christians are missionaries).
- (2) As a general but non exclusive principle, this policy will cover support and - encouragement of individuals involved in mission activities outside the area of direct influence of the local congregation.
- (3) Involvement in the missionary task of taking the gospel to the whole world can be through either the direct verbal proclamation (i.e.. Evangelist, pastoral ministry etc.) or in a supporting and serving role (i.e. Medical missionaries, motor mechanics, computer specialists etc.)

### **A4. RESPONSIBILITIES OF MISSIONARY COMMITTEE**

The missionary committee's responsibilities are:

- (1) to coordinate and encourage the Church's missionary involvement as an appropriate response to the Great Commission (i.e. to encourage the Church to own its missionary activities);
- (2) to help, stimulate, encourage and recruit volunteers for various elements of mission service including work parties;
- (3) to stimulate informed intercessory prayer for missionaries;
- (4) to provide ongoing care, support and encouragement for missionaries supported by the Church;
- (5) to develop and make recommendations to the Church leadership regarding the administration and distribution of funds as part of the budgeting process;
- (6) to highlight any shortfall in support and encouragement for missionaries which the Church supports;
- (7) interview applicants and make recommendations to the church regarding those sensing God's call on their lives for active missionary service.

### **A5. FLEXIBILITY OF INTERPRETATION**

This policy sets out guidelines for the consistent administration of missionary

endeavours but, at the same time, recognises the need for some flexibility in handling emergency situations. This will include processes for setting budgets and allocation of funds (including approval procedures for expenditure of emergency funds). Any divergence from “normal” circumstances as set out in this policy shall be in conjunction with the pastoral team although some flexibility in this may be appropriate dependent on future developments in church governance. Such expenditure should be submitted to the Board for ratification and also presented to the members for ratification at the next church business meeting or sooner if considered appropriate by the Board.

#### **A6. GOAL SETTING**

The committee shall be responsible for implementation of a program of activities and events which it considers appropriate. Ideally, a long term program covering say 5 years and a detailed short term program covering 12 months shall be drafted in conjunction with the pastoral team and submitted to the Board for approval. The missionary committee shall also implement a means for measuring the achievement of the goals set.

#### **A7. REVISION OF POLICY**

This policy may require amendment as the size of the church and circumstances change. Any amendments must be submitted to the Board for ratification prior to being presented to the church membership as an item of business at a Members Meeting. If passed by the members, the amendment will become part of this policy and be implemented by the Missionary Committee.

### **SECTION B: STRUCTURAL POLICIES**

#### **B8. SELECTION OF MISSIONARY COMMITTEE AND TERM OF OFFICE**

The chairman of the missionary committee is to be nominated by the Board and elected by the membership at the Annual General Meeting of the Church. This appointment is to be for a twelve month period. The chairman will then select an appropriate number of committee members whose names are to be submitted to the Board and the membership for ratification.

#### **B9. CRITERIA FOR MISSIONARY COMMITTEE MEMBERS**

In selecting committee members, the following guidelines are set down for consideration by the chairman. Members should be committed, faithful disciples of the Lord Jesus Christ with some or all of the following qualities:

- (1) a strong interest in missions;
- (2) a commitment to missionary support being a vital and integral part of the church's ministry;

- (3) past missionary experience or knowledge;
- (4) demonstrated communication or leadership skills;
- (5) a sense of vision and direction for missions work in the life of The Church.

Note: It is desirable that a wide range of ages and experience be represented on the committee and that there be a balance of genders.

### **B10 SIZE OF THE MISSIONARY COMMITTEE**

The size of the committee is at the chairman's discretion giving consideration to the following points:

- (1) the group must be large enough to be a fair representation of a cross section of the church family;
- (2) there must be sufficient people to effectively perform the functions set out in this policy;
- (3) it should be limited to a reasonable number so that the group functions effectively.

Note: Published literature suggests that approximately 2/3 of churches have between 6 and 12 representatives on their missionary committees (Ref: Association of American Missions Committee Handbook).

### **B11 RESPONSIBILITIES OF MEMBERS OF THE MISSIONARY COMMITTEE**

In agreeing to serve as a member of the missionary committee a person should be prepared to:

- (a) maintain a regular prayer and devotional life;
- (b) attend committee meetings regularly (usually once per month);
- (c) pray for missionaries which the church supports
- (d) maintain an active interest in missionary activities;
- (e) be supportive of other missionary committee members and respectful of their opinions;
- (f) be familiar with the church's missionary policy and committed to wise administration of same.

## **SECTION C: ADMINISTRATIVE POLICIES**

### **C12 PREPARATION AND APPROVAL OF MISSIONS BUDGET**

An integral part of the committee's responsibility is to advise on allocation of funds to missionaries and mission organisations. Each year, prior to the preparation of the Church's budget, the Missionary Committee is to make a submission to the Board or Finance Advisory Team as appropriate for a budget allocation of funds for the next financial year. This submission is to be considered prior to preparation of the proposed church budget for approval by the membership at the appropriate Church Members Meeting. This proposal should be consistent with the long term (say 5 year) plan set by the missionary committee in conjunction with the Pastoral Team and the Board.

It should be noted that in accepting a budget figure the Church family is making a

commitment which has a direct and significant impact on the lives of the missionaries and their families. In short, any shortfalls in these monies will have to be made up in other ways to ensure that missionaries physical needs are met.

In setting this budget figure, consideration should be given to

1. our current missionary commitments.
2. proposals for additional support.
3. percentage of the missions budget to the overall church budget.
4. the Church's responsibility to mission work as part of its response to the great commission.
5. individuals being prepared to give extra gifts over and above their regular offering towards mission activities.

### **C13 STRATEGY FOR DISTRIBUTION OF BUDGET MONIES**

After approval of the Church budget, the missionary committee shall liaise with the Treasurer regarding distribution of funds on an ongoing basis throughout the year. Typically available money is to be distributed every 3 months based on a recommendation from committee to the Treasurer.

In distributing the available money, a contingency fund should be kept aside for dealing with unforeseen circumstances (typically emergencies) which may arise. Any distribution of the contingency fund shall be done in consultation between at least three people (typically the Missionary Committee Chairman or his representative, a member of the Pastoral Team and the Treasurer) and shall be submitted to the membership for ratification at the next members meeting. Distribution of funds will be reported to members via the Missionary Committee Chairman's Annual Report.

The following guidelines are to be considered when allocating funds:

1. it is desirable to maintain a deep commitment to a small number of missionaries rather than a fairly nominal commitment to a wider number;
2. members of greater than 2 years standing who are considered missionary service shall receive the highest priority;
3. missionaries working in targeted geographic areas as identified by the Missionary Committee from time to time shall also receive priority;
4. some priority should also be directed to missionaries serving under agencies of our denomination (ie. Australian Baptist Missionary Society and Mission to Queensland).
5. Special circumstances may be considered whereby a special "once only" gift can be given as recommended by the Missionary Committee. (Note that in an emergency situation the Chairman could allocate money from the contingency fund as per the procedures set out in paragraph 2 of section C13 of this policy.)

## **C14 EVALUATION OF MISSIONARY CANDIDATES**

Evaluation of missionary candidates will generally be by an interviewing committee set up by the Missionary Committee and should include a member of the Pastoral Team, a member of the Missionary Committee and at least one other person. An interview or series of interviews should be held after which a recommendation should be taken through the Missionary Committee to the Board. If approved by the Board the recommendation is to be submitted to a Church Members meeting for final approval.

The following criteria shall be used to assess missionary candidates and missionary organisations. **Note particularly that the committee has a responsibility to seek, at all times, to discover the call of God on the candidate's life in missionary service.**

### Section A: Candidates

1. All missionaries are encouraged to serve with an evangelical mission whose doctrinal position is consistent with that of The Church;
2. Candidates are to be of good character and demonstrate integrity in dealing with others;
3. Candidates must be accepted by the relevant organisation as suitable for service prior to disbursement of funds;
4. Candidates must have demonstrated giftedness in the area of service they are proposing;
5. The endeavour must represent efficient use of financial resources.

### Section B: Missionary Organisations

1. Mission organisations must prepare full, audited financial reports on a yearly basis;
2. Organisations will be evaluated with respect to the percentage of funds received which actually reaches the mission field;
3. Priority in support will be directed toward organisations whose primary work is proclaiming the gospel to the world;
4. The endeavour must represent efficient use of financial resources.

## **C15 AMOUNT, SCOPE & DURATION OF SUPPORT**

Support levels will be dependent on the available funds and as recommended to the Board by the Missionary Committee in accordance with sections C12 and C13 of this policy. In determining individual levels of support for missionaries, the following guidelines are to be considered;

1. Priority Missionary: 10 to 50% of total support required
2. Other Missionaries: 1 to 10% of total support required
3. Missionary Organisations: Amounts as approved by the Board.

When recommending support of a particular missionary to the Board, the

Missionary Committee is to include the specific financial commitment proposed and the duration of support which is to be set at a maximum of 4 years subject to the notes set out below.

Notes:

1. Commencement of support will be as recommended by the Missionary Committee.  
Options are:
  - a. on acceptance of candidate by mission organisation;
  - b. when Missionary commences training;
  - c. when Missionary leaves for field;
  - d. when Missionary starts work on the field.
1. At the end of the first term the Missionary Committee can recommend support for a further term if it considers this appropriate. This would be subject to approval by the membership as previously defined.
2. Continuation of support is conditional on:
  - a) continuation of service in the role and with the organisation on which assessment was based;
  - b) the missionary maintaining regular contact with the Church (ie. At least every six months);
  - c) the missionary continuing to lead a lifestyle consistent with Christian principles;
  - d) the missionary having the call of God on their lives to mission work.

#### **C16 SUPPORT FOR STUDENTS PREPARING FOR MISSIONARY SERVICE**

In the case of members and adherents, this subject to covered by the Church's Student and Intern Policy. Generally this situation will not apply to people from outside the Church family although if special circumstances arose, the Missionary Committee could make recommendations to the membership through the Board.

#### **C17 METHODS OF HANDLING DESIGNATED GIVING**

The Missionary Committee Chairman shall liaise with the Church Treasurer in forwarding designated gifts to the appropriate mission organisation.

#### **C18 PROCEDURES FOR HANDLING FUND SHORTAGES AND SURPLUSES**

The Missionary Committee is to monitor availability of funds to meet current commitments to missionaries. If a shortage of funds becomes obvious, it should recommend to the Board appropriate action.

Possible strategies would include:

1. notifying the members of the situation;
2. calling the members to prayer on the issue;
3. undertaking specific fund raising activities;
4. requesting a make up from the Church's general budget.

In the case of a surplus of funds, the Missionary Committee is to make a recommendation to the Board on disbursing the funds. Options would include:

1. sponsor a specific project;
2. hold as a contingency;
3. increase support for an individual;
4. one off gift to an individual or organisation.

### **C19 CONTINGENCY FUND**

Unforeseen emergencies do occur from time to time which require prompt attention. To cover this situation a contingency account will be maintained. The amount kept in this account will be up to a maximum fixed sum as approved by the Board from time to time. Any monies allocated from this fund will be subject to approval procedures set out in Section C13.

### **C20 HONORARIUM FOR VISITING MISSIONARY SPEAKERS**

Fees for visiting speakers will be in accordance with the Church's policy on visiting speakers. Any further allocation of funds will be subject to the approval procedures set out in this policy.

### **C21 CARE OF VISITING MISSIONARIES**

It is the responsibility of the Missionary Committee to arrange for the care of visiting missionaries while they are home on furlough or visiting our area.

### **C22 LIMITS OF INTERPRETATION**

Notwithstanding anything contained herein, the Missionary Committee may bring recommendations to the Church leadership outside these guidelines and policies if, in all conscience before God they deem the matters to be of sufficient importance to do so.

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# **APPENDIX B**

## **POSITION FOCUS SHEETS, BOARD**

### **SELECTION CRITERIA AND**

### **LEADERSHIP COMMITMENT**

### **BOARD NOMINATION FORM**

**Assigned person:**

**Effective Date:**

**Review Date**

## **POSITION FOCUS SHEET**

**TITLE OF POSITION:** Board Member

**PURPOSE OF POSITION:** To lead, oversee and be responsible for the growth, development and care of this Church

**REPORTS TO:** The Membership

**RELATES CLOSELY WITH:** The other Board Members

**RESPONSIBLE FOR:** The Senior Pastor

### **CONTINUING RESPONSIBILITIES:**

- Provide spiritual leadership
- To appreciate, recognise and encourage those in ministry
- Responsible for the direction of this Church, its values, mission, vision and objectives statements
- To review, refine, approve and track the master plan
- Set policies and approve procedures
- Support, evaluate and release the Senior Pastor

### **GIFTS/ STRENGTHS ETC.:**

- 1Tim 3, Titus 1, Godly character, love for Jesus and committed to His Church
- Proven track record/wisdom.
- Leadership, strategic thinker
- Faith
- Administration
- Encouragement / discernment

**ROLE PREFERENCE:** N/A

### **TOP THREE MEASURABLE PRIORITIES FOR COMING YEAR**

**A**

**B** (To be determined each year)

**C**

**BUDGET AVAILABLE:** Nil

**SALARY/ HONORARIUM:** Volunteer

**TIME REQUIRED BY POSITION:** Avg 10-12Hrs/Month for a 3 year period

### **ACCOMPANYING BENEFITS:**

- The joy of seeing the church grow in maturity and membership

### **ADDITIONAL CONSIDERATIONS/GENERAL INFORMATION:**

## **An “Ideal” Board Member Profile**

- ❖ Meets Scriptural qualifications (1 Timothy 3, Titus 1).
- ❖ Has significant level of experience in situations that have demonstrated strong character qualities.
- ❖ Is God-oriented-with his life and sense of purpose
- ❖ Focused more on God than on personal achievements, family, or a mission or program.
- ❖ Is motivated by faith in the supernatural work of God-a board-sized faith.
- ❖ Is a person of prayer
- ❖ Is able to be decisive.
- ❖ Sees the Big Picture...has a worldwide perspective.
- ❖ Is positive and focused on the future, yet is also realistic-aware of reality, but not shackled by it.
- ❖ Wants to win, not just get by.
- ❖ Thinks critically, without a critical attitude.
- ❖ Is a natural encourager, a cheerleader for the whole group, including the senior executive and rest of board.
- ❖ Believes strongly in the objectives of the organisation.
- ❖ Feels at ease in an advising relationship with the senior executive
- ❖ “Fits” with current board members.
- ❖ Is not a “rubber stamp”-giving an automatic Yes; nor is he a “devil’s advocate”-with an automatic No.
- ❖ Enjoys a wide network of friends and professional contacts.
- ❖ Can think independently without insisting on “my way.”
- ❖ Is humble and not judgmental-gives priority to the “beam” in his own eye, not the “speck” in his brother’s.
- ❖ Keeps priorities clear while being able to sort many details in a confusing situation.
- ❖ Shows a willingness to adapt a program to meet needs.
- ❖ Demonstrates ability to delegate effectively.
- ❖ Has a spouse willing to have them serve on the board
- ❖ Presents no conflict of interest
- ❖ Has a servant-leader attitude-“How can I help the group?”
- ❖ Not a new convert

## **Danger Signals in a Board Candidate Profile**

- ❖ Has personal (hidden) agendas
- ❖ Is consistently negative, always focusing on why something can’t be done.
- ❖ Is fearful of the future.
- ❖ Is stingy
- ❖ Is extremely emotional, needy, or self-centred.

Note: The above criteria are extracts from “Increasing Your Boardroom Confidence” by Bob Biehl and Ted Engstrom

## **Ten Questions to Ask Yourself BEFORE Agreeing to Serve On the Board**

*(As you think about your answers, record your thoughts in the space provided.)*

1. What will be expected of me as a responsible board member?
2. Can I make the time available to effectively serve on the board – to do the necessary homework, attend meetings and retreats, etc.?
3. What qualifies me to serve on this board? What would I bring to the board in terms of my experience, abilities, interests, resources and relationships?
4. How long of a commitment am I willing to make to this organisation?
5. Do I really believe in the organisation?
6. Do I feel truly supportive of the organisation's Senior Executive and the executive staff?
7. Is my spouse supportive of my serving on this board?
8. Are there any hidden things in my life that would disqualify me from serving, if they were known?
9. Why should I *not* serve?
10. Do I sense God's leading in this decision?

**Note:** The above is an extract from "Increasing Your Boardroom Confidence" by Bob Biehl and Ted Engstrom\_

**Assigned person:**

**Effective Date:**

**Review Date**

## **POSITION FOCUS SHEET**

**TITLE OF POSITION:** Board Chairman

**PURPOSE OF POSITION:** Facilitate Effective Board Functioning

**REPORTS TO:** The Board

**RELATES CLOSELY WITH:** Senior Pastor and Other Board Members

**RESPONSIBLE FOR:** N/A

### **CONTINUING RESPONSIBILITIES:**

- Develop board agendas in conjunction with Senior Pastor.
- Ensure required information and materials are on hand at Board. meetings to aid good discussion and decision making.
- To ensure meetings run to a schedule and time available is used wisely.
- To maintain a positive tone at Board meetings.
- To ensure accurate minutes of Board meetings are taken and maintained.
- In conjunction with the Senior Pastor monitor progress of tasks allocated to individuals at Board meetings.
- To be conversant with the Constitution and ensure the affairs of the Church conform with its requirements.

### **GIFTS/ STRENGTHS ETC.:**

- 1Tim 3, Titus 1, Godly Character, love for Jesus and committed to His Church
- Strategic thinker, Proven track record.
- Leadership
- Administration
- Discernment

**ROLE PREFERENCE:** N/A

### **TOP THREE MEASURABLE PRIORITIES FOR COMING YEAR**

**A**

**B**

As determined in conjunction with the Senior Pastor and Board

**C**

**BUDGET AVAILABLE:** Nil

**SALARY/ HONORARIUM:** Volunteer

**TIME REQUIRED BY POSITION:** 5 Hrs/Month for a 1 year period  
(over & above that for a Board Member)

### **ACCOMPANYING BENEFITS:**

- The joy of seeing the church grow in maturity and membership

### **ADDITIONAL CONSIDERATIONS/GENERAL INFORMATION:**

**Assigned person:**

**Effective Date:**

**Review Date**

## **POSITION FOCUS SHEET**

**TITLE OF POSITION:** Church Treasurer

**PURPOSE OF POSITION:** Oversight of Church finances

**REPORTS TO:** The Membership & The Board

**RELATES CLOSELY WITH:** The other Board Members

**RESPONSIBLE FOR:** N/A

### **CONTINUING RESPONSIBILITIES:**

- Setting of the Church's annual budget
- Accounting for and monitoring church income and expenditure
- Ensuring timely and efficient distribution of funds to ministry areas
- Providing reports and interpretation of reports to the Board on current and projected financial position of Church
- To form and facilitate the Church Finance Committee
- To give direction to office staff on book-keeping policy issues

### **GIFTS/ STRENGTHS ETC.:**

- 1Tim 3, Titus 1, Godly Character, love for Jesus and committed to His Church
- Strategic thinker, proven track record.
- Faith
- Financial Administration
- Discernment

**ROLE PREFERENCE:** N/A

### **TOP THREE MEASURABLE PRIORITIES FOR COMING YEAR**

**A**

**B**

As determined in conjunction with the Senior Pastor and Board

**C**

**BUDGET AVAILABLE:** Nil

**SALARY/ HONORARIUM:** Volunteer

**TIME REQUIRED BY POSITION:** 10 Hrs/Month for a 1 year period  
(over & above that for a Board Member)

### **ACCOMPANYING BENEFITS:**

- The joy of seeing the church grow in maturity and membership

### **ADDITIONAL CONSIDERATIONS/GENERAL INFORMATION:**

**Assigned person:**

**Effective Date:**

**Review Date**

## **POSITION FOCUS SHEET**

**TITLE OF POSITION:** Board Minutes Secretary

**PURPOSE OF POSITION:** Assist in effective running of Board Meetings

**REPORTS TO:** The Board Chairman

**RELATES CLOSELY WITH:** The other Board Members

**RESPONSIBLE FOR:**

**CONTINUING RESPONSIBILITIES:**

- Recording and distribution of minutes of meetings
- Writing of letters as requested by the Board

**GIFTS/ STRENGTHS ETC.:**

- 1Tim 3, Titus 1, Godly Character, love for Jesus and committed to His Church
- Proven track record.
- Administration
- Encouragement
- Discernment
- Wisdom

**ROLE PREFERENCE:** N/A

**TOP THREE MEASURABLE PRIORITIES FOR COMING YEAR**

**A**

**B**

As determined in conjunction with the Senior Pastor and Board

**C**

**BUDGET AVAILABLE:** Nil

**SALARY/ HONORARIUM:** Volunteer

**TIME REQUIRED BY POSITION:** 2Hrs/Month for a 1 year period  
(over & above that for a Board Member)

**ACCOMPANYING BENEFITS:**

- The joy of seeing the church grow in maturity and membership

**ADDITIONAL CONSIDERATIONS/GENERAL INFORMATION:**

Assigned person:

Effective Date:

Review Date

## **POSITION FOCUS SHEET**

**TITLE OF POSITION:** Senior Pastor

**PURPOSE OF POSITION:** To lead the church in fulfilling its mission through implementing its objectives, by preaching the Word, equipping the saints, shepherding the flock and managing the ministry

**REPORTS TO:** The Board

**RELATES CLOSELY WITH:** The Body of Christ (the Church)

**RESPONSIBLE FOR:** Senior Staff, Objective Directors & Acting Directors

### **CONTINUING RESPONSIBILITIES:**

- To preach the Word and be responsible for pulpit supply
- To lead and manage the church to fulfil its mission by recruiting, training, motivating and overseeing the Directors and Acting Directors of each of our objectives - Celebration, Community, Commitment, Compassion, Communication, Cultivation, Coordination and Connection.
- To plan and coordinate the church ministry calendar with ministry leaders.
- To work with the Board in setting policy, planning for the future, monitoring, evaluating ministry and leading the congregation.

### **GIFTS/ STRENGTHS ETC.:**

- Leadership with a heart for God and His people
- Faith
- Clear communicator, able to preach, encourage, visionary
- Theological degree - knows and applies the Scripture well
- Church ministry experience

### **ROLE PREFERENCE:**

#### **TOP THREE MEASURABLE PRIORITIES FOR COMING YEAR**

**A**

**B** As determined in conjunction with the Board

**C**

**BUDGET AVAILABLE:** In accordance with annual church budget

**SALARY/ HONORARIUM:** Agreed salary package

**TIME REQUIRED BY POSITION:** 40 hrs per week for five years

**ACCOMPANYING BENEFITS:**

### **ADDITIONAL CONSIDERATIONS/GENERAL INFORMATION:**

# Leadership Commitment

*Knowing that God has spoken clearly in His Word concerning the character and Responsibility of a leader, I do solemnly Commit myself to God and to the other leaders Of this church to do the following:*

1. I will seek to maintain a close, intimate walk with the Lord by regularly spending time alone with Him in His Word and in prayer.
2. I will be a diligent student of God's Word.
3. I will endeavor to walk continually in the Spirit.
4. I will pray regularly for those who serve with me as church leaders, for the pastor of the church we serve, and for the pastor's staff.
5. I will pray regularly for the ministry of the church.
6. I will give ten percent of my Income to the work of the Lord through this church.
7. I will faithfully attend all meetings of the Church Leadership Team, unless I am hindered from doing so by a compelling reason such as illness or necessary travel. When unable to attend, I will notify the Chairman in advance, if possible, of the reason for my absence.
8. I will prepare for each Church Leadership Team meeting by doing my homework and by submitting myself anew and afresh to the Holy Spirit.
9. By the power of the Holy Spirit, I will refrain from expressing negative attitudes through criticism and complaint. Instead, I will be positive and encouraging, endeavoring to maintain the unity of the Spirit in the bond of peace.
10. I will maintain an open and teachable attitude.

**I have studied these statements of commitment and have prayed over them, and I believe God would have me serve the church leadership team as a member according to these standards.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Rivers Baptist Church

**BOARD NOMINATION FORM**

I ....., an active member of Rivers Baptist Church,  
wish to nominate the following person for the position of Board Member.  
.....(Name of person nominated)

Signed by: .....

Nominator: .....  
*(Please print)*

I ....., an active member of Rivers Baptist Church,  
second the following person for the position of Board Member.

Signed by: .....

Seconders : .....  
*(Please print)*

I ....., being in agreement with the (3) three  
attachments, accept the nomination for the position of Board Member.

**Attached documents**

- 1. Leadership Commitment
- 2. Position Focus Sheet
- 3. Board Selection Criteria Form

Accepted and signed by:.....Date: ...../...../.....

# **APPENDIX C**

## **PARTNERSHIP COMMITMENT**

## **PARTNERSHIP COMMITMENT**

“Having received Christ as my Lord and Saviour and been baptised, and being in agreement with the church’s statements, strategy, and mission, I now feel led by the Holy Spirit to unite with the Rivers Baptist Church Family. In doing so, I commit myself to God and to the other members to do the following:

### **1. I will protect the unity of my church**

- ...By acting in love toward other members**
- ...By refusing to gossip**
- ...By following the leaders**

*“So let us concentrate on the things which make for harmony, and on the growth of our fellowship together.’ Rom.15:19 (ph)*

*“Live in complete harmony with each other – each with the attitude of Christ toward each other.” Rom 15:5 (LB)*

*“Have a sincere love for your fellow believers, love one another earnestly with all you hearts.” 1 Peter 1:22 (GN)*

*“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs...” Eph.4:29*

*“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you.” Heb.13:17*

### **2. I will share the responsibility of my church**

- ...By praying for its growth**
- ...By inviting the unchurched to attend**
- ...By warmly welcoming those who visit**

*“To the church...we always thank God for you and pray for you constantly.” 1 Thess.1:2*

*“Go out into the country...and urge anyone you find to come in, so that My House will be full.” Luke 14:23(LB)*

*“So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified.” Rom.15:7 (LB)*

### **3. I will serve the ministry of my church**

- ...By discovering my gifts and talents**
- ...By being equipped to serve by my pastor/s**
- ...By developing a servant’s heart**

*“Serve one another with the particular gifts God has given each of you...” 1 Peter 4:1-(Ph)*

*“God gave....some to be pastors and teachers to prepare God’s people for works of ministry, so that the body of Christ may be built up...”  
Eph. 4:11-12*

*“Each of you should look not only to your own interest, but also to the interests of others. Your attitude should be the same as that of Jesus*

***“Christ...who took on the very nature of a servant...” Phil.2:3 – 4,7***

#### **4. I will support the testimony of my church**

***...By attending faithfully  
...By living a godly life  
...By giving regularly***

*“Let us not give up the habit of meeting together...But let us encourage one another.” Heb.10:25*

*“But whatever happens, make sure that your everyday life is worth of the gospel of Christ.” Phil.1:27(Ph)*

*“Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering.” 1 Cor. 16:2*

***“A tenth of all you produce is the Lord’s, and it is holy.” Lev.27:30***