



Organizational

Structure

March 22, 2011

Organizational Structure

Preamble

The Organizational Structure that follows is the vehicle that upholds and raises the values of the church as described by the Constitution. The Leadership Board, the Senior Pastor, the Property and Finance Committee, and the Outreach and Missions Committee exist to manage and equip the parts of the body of Eastview Community Church for the mission of the church believing all members to be its ministers. This Organizational Structure is intended to be a living document and may change from time to time with the approval of the membership in accordance with Article IV, Section 4 of the By-Laws.

Section 1 – Leadership Board

The Leadership Board shall be the official board of the Church charged with the responsibility of providing spiritual leadership, administrative leadership, and oversight. Their number shall be determined by need with a suggested maximum of 14. The Senior Pastor is an ex officio member of the Board with voting privileges.

Responsibilities

1. Provide leadership in establishing/ assessing goals for the Church in accordance with the Vision and Mission Statements of the Church.
2. Provide Spiritual leadership to the congregation, membership and staff by:
 - Modeling Christlikeness (1 Peter 5: 2-3)
 - Encouraging the Congregation for service (Ephesians 4)
 - Participating in a ministry of prayer, mercy and compassion (James 5:13-18)
 - Upholding the value of Biblical truth in all we say and do (1 Timothy 5:17, Titus 1:9)
 - Assisting the Pastoral staff in activities that pertain to baptism and membership. This includes, but not limited to, discerning testimonies, conflict resolution, exercising church discipline and reviewing departing members. (Matthew 18)
3. Provide Administrative leadership by:
 - Communicating with membership, staff and other ministries/ committees regarding Leadership activities.
 - Demonstrating servant leadership to the committees that are accountable to the Leadership Board, Senior Pastor, staff, and congregation.
 - Acting as a nominating committee, or enlist others to serve on a committee, for the purpose of filling vacancies in either leadership positions or the Senior Pastor position.

- Appointing the Treasurer
 - Enlisting the assistance of others, or forming committees as necessary, to carry out the work of the Leadership Board
 - Acting as liaison or appoint others to act as liaisons to ministries
 - Conducting an annual review and goal setting for the Senior Pastor
 - Conducting an annual review and goal setting for the Leadership Board
 - Assisting the Senior Pastor in the hiring of pastoral vacancies
 - Reviewing the Constitution and By-Laws, and Organizational Structure and presenting desired changes to the membership for their review and approval
 - Approving changes of “Terms of References” for the committees that are accountable to the Leadership Board.
4. In the absence of a Senior Pastor, ensure that the Senior Pastor areas of responsibility are fulfilled.

Selection of the Leadership Board

Qualifications – Based on 1 Timothy 3, an eligible nominee must be:

1. Christ centred and not a recent convert
2. Above reproach, with a good reputation, gentle, and not quarrelsome
3. Loving and faithful to spouse, if married
4. Self-controlled, peace loving and not violent
5. Living wisely and a good family manager
6. Hospitable
7. Able to teach, communicate clearly
8. Free from harmful addictions
9. Free from the love of money
10. A member of Eastview Community Church

Nominations

Nominations shall be prepared by the Leadership Board at least one month prior to the time of election. Leadership will seek nominations from the membership

Scrutiny of Nominees

The current members of the Leadership Board shall be responsible for the careful scrutiny of all nominees and interview all candidates.

Terms of office

Leadership Board members shall be affirmed for a three year term. All Board members are restricted to two consecutive terms, after which a year must elapse before consideration for nomination again. An appointed partial year shall not count in the term.

Organization of Leadership Board

Moderator

After appointment by the Leadership Board, the Moderator shall be affirmed by membership. He/she shall chair the Board meetings and Executive Committee meetings, preside over all membership meetings or delegate as required, and work to build consensus within the Board.

Assistant Moderator

The Assistant Moderator shall be appointed by the Leadership Board from one of its members and shall serve as vice chair of the Board.

Secretary

The Secretary shall be appointed by the Leadership Board from one of its members who shall record the minutes of each Board meeting, as well as the minutes of all Church membership meetings. An official copy of all minutes shall be filed in the Church office.

Attendance

Regular attendance at Leadership Board meetings is required. It is expected that Board members will attend at least 80% of the meetings. Failing that, they may be asked to resign or take a leave of absence.

Voting

A quorum for all Leadership Board meetings will be 60% of the members thereof.

Executive Committee

The Leadership Board shall appoint an Executive Committee of at least 4 members consisting of the Senior Pastor, Moderator, Assistant Moderator and at least one Board member. They shall make decisions that require an immediate decision. They will be responsible to report on all discussions had and decisions made and seek affirmation from the balance of the Board. They shall prepare agendas for the Board meetings.

Section 2 – Senior Pastor

Purpose

The Senior Pastor shall hold the vision of the church before staff and congregation, leading, motivating and encouraging each toward its fulfillment. The Senior Pastor shall mentor staff and lay leaders, encouraging and building a strong unified team.

Confession of Faith

The Senior Pastor shall be in full agreement with the Mennonite Brethren Confession of Faith and Eastview's Vision and Mission Statements.

Spiritual Gifts

The Senior Pastor must have the gift of Leadership. Other gifts beneficial to this position are Administration, Discernment, Encouragement, Evangelism, Faith, Shepherding, and Teaching.

Accountability

The Senior Pastor is accountable to the Leadership Board.

Areas of Responsibility

Leadership/Administrative

The Senior Pastor shall manage, mentor, nurture, guide, direct, and encourage the staff and lay leaders at Eastview, building and developing team with a common purpose. He shall oversee all ministries and initiatives, as necessary, and hold leaders accountable for the implementation of agreed upon goals. With Leadership Board input, he shall lead the process of discernment in filling vacant positions.

Vision Alignment

The Senior Pastor shall strive to keep the staff and congregation focused on long and short-range goals related to Eastview's vision. With the support of the Leadership Board, the Senior Pastor will cast vision for the church as a whole.

Teaching

The Senior Pastor shall be responsible for overall leadership of the teaching and preaching ministry. However, it is not expected that the Senior Pastor would necessarily carry out the majority of the teaching and preaching. His leadership in this role shall include, but is not limited to, the pulpit when the congregation is gathered, classes leading to baptism and membership, spiritual growth, and maturity. All teaching shall be Biblically based in accordance with the Confession of Faith.

Pastoral Care

All Pastors on staff and lay leaders involved in spiritual care shall provide pastoral care to those within their circle of influence. This shall include, but is not limited to, counseling and visitation.

Personal Qualifications

The Senior Pastor must be a Spirit-filled Christian living a life of Christian integrity demonstrated through the fruit of the Spirit. His words and actions must be consistent. He should demonstrate the character

and qualities of 1 Timothy 3. This person must have personal and spiritual integrity, be a team player, competent to execute the ministries under his charge in the context of the larger church, and through servant leadership be able to connect with others in a positive manner. It is expected that each staff member will become a member of Eastview Community Church. If married, it is important that both the pastor and the spouse understand the significance of their roles in the ministry team and that the support of the spouse is instrumental to his success in ministry.

Calling of the Senior Pastor

When the position of Senior Pastor is vacant, the Church shall set aside time for prayer and meditation and seek the will of God in the matter.

The Leadership Board shall appoint a Search Committee and its Chair.

The Search Committee shall be responsible for discerning and recommending one candidate at a time to the Leadership Board for consideration.

The Leadership Board shall seek to discern their suitability by interviewing the candidate and his spouse. If the Board then agrees to pursue the candidate, it should proceed by facilitating a meeting with staff and facilitating a meeting with one or more focus groups.

If after prayerful consideration the Leadership Board comes to a consensus on a candidate, he shall be recommended to the Church.

Only one candidate shall be presented to the Church at any one time.

The membership shall participate in affirming the candidate to the position of Senior Pastor as outlined in the By-Laws.

If required, an interim Senior Pastor shall be appointed by the Leadership Board until such time as the position can be filled.

Section 3 – Property and Finance Committee

Under the guidance and direction of the Leadership Board, the Property and Finance Committee is responsible for management and administration of Eastview's physical assets and finances. They shall annually review their Terms of Reference and present desired changes to the Leadership Board for approval.

The Property and Finance Committee shall consist of:

- the chairperson (non-staff)
- the Treasurer
- an additional six to eight members of the Eastview Community Church

Qualifications for members of the Property and Finance Committee:

- Christ centred
- Above reproach, with a good reputation
- Living wisely
- A good steward
- A desire and ability to serve God and Eastview with their gifts to manage and administer Eastview's physical assets and finances

The Senior Pastor may appoint a staff person as a member of the Committee.

The Chairperson and members of the Committee shall be members of Eastview Community Church. They shall be affirmed for a three year term. All members are restricted to two consecutive terms, after which a year must elapse before consideration for nomination again. An appointed partial year shall not count in the term.

All members of the Committee (excluding Leadership Board appointed liaisons) shall have voting privileges. The Chairperson may only vote to break a tie.

Section 4 – Outreach and Missions Committee

Under the guidance and direction of the Leadership Board, the Outreach and Missions Committee is responsible for promoting the mission of Eastview through the involvement of all ages of the congregation in meeting spiritual, physical, and social needs. They shall annually review their Terms of Reference and present desired changes to the Leadership Board for approval.

They do this by praying, bringing awareness of mission opportunities and involvements (international, regional, local and individual) to the congregation, stewardship of budgeted funds as well as other resources from the congregation including time and talent.

Initiatives and disbursements of the Outreach and Missions Committee should be in line with the Vision and Mission of Eastview Community Church.

The Outreach and Missions Committee shall consist of:

- the chairperson
- at least 6 additional members of the Eastview Community Church

Qualifications for members of the Outreach and Missions Committee:

- Christ centred
- Above reproach, with a good reputation
- Living wisely
- A good steward
- A desire and ability to serve God and Eastview with their gifts to promote the work of the Outreach and Missions Committee of Eastview

The Senior Pastor may appoint a staff person as a member of the Committee.

The Chairperson and members of the Committee shall be members of Eastview Community Church. They shall be affirmed for a three year term. All members are restricted to two consecutive terms, after which a year must elapse before consideration for nomination again. An appointed partial year shall not count in the term.

The Chairperson has a responsibility for ensuring compliance with government guidelines and to request advice of the Property and Finance Committee related to any concerns that have arisen in this regard.

All members of the Committee (excluding Leadership Board appointed liaisons) shall have voting privileges. The Chairperson may only vote to break a tie.