

Erb Street Mennonite Church Constitution



Erb Street
**Mennonite
Church**

August
2024

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Preamble

Our gathering as a congregation is in response to the divine call to be the Church. It is formed out of our voluntary and personal commitment of faith. It is shaped by a shared vision of what God calls us to be and to do. It becomes reality as we work and worship with each other to serve God's purpose for personal and communal life.

To respond to this call, we covenant together in the following articles:

1. Name

The name of the congregation shall be Erb Street Mennonite Church.

2. Vision & Mission

Vision

Erb Street Mennonite Church is a welcoming and inclusive community of diverse persons, each contributing uniquely to our common purpose of following Jesus Christ.

Rooted

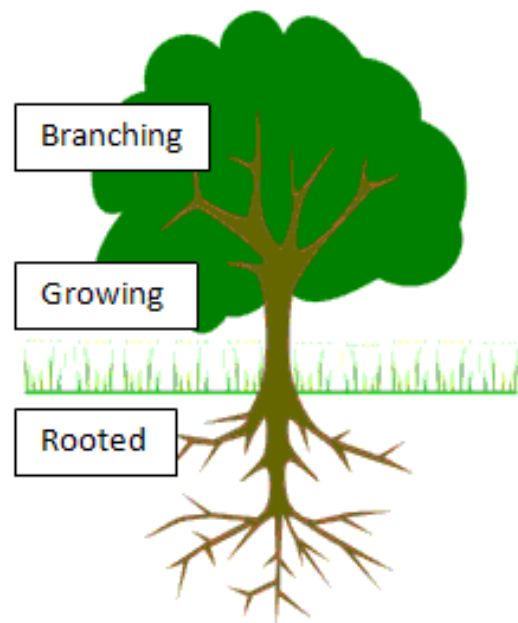
Called by God, renewed by Jesus Christ, and united and empowered by the Holy Spirit, we desire to be an active spiritual presence in the Region of Waterloo.

As part of the larger Christian Church, we are a living expression of Anabaptist values—revealing God's love, and demonstrating acceptance, peace, humility and hope.

Together we discern and nurture our individual and collective journey of faith through prayer, music, worship, education and bible study.

Growing

We create a place of refuge, support and guidance so that all persons in our congregational community may find restoration and wholeness and be equipped to pursue God's calling for their individual lives.



We commit ourselves, with God's help, to continuous spiritual growth as individuals and as a congregation.

Branching

Through service and in sharing God's word with our neighbours across the street and around the world, we reflect and testify to the good news of God's love, so that we may all know God's justice and healing.

Mission

Erb Street Mennonite Church seeks to be a welcoming and inclusive community of diverse persons, each contributing uniquely to our common purpose of following Jesus Christ. The purpose of the congregation is to nurture and enlarge our faith by joining together to fulfill our mission and vision.

More specifically, the congregation seeks to do the following:

1. Unite as a gathered community in the worship and praise of God.
2. Stimulate Christian growth and education.
3. Provide opportunities for fellowship, sharing and support among members.
4. Engage in service and outreach which minister both to the spiritual and material needs of people locally and globally through our church conference and institutional relationships.

3. Relationships

We find our particular identity in the Anabaptist Mennonite tradition dating from the sixteenth century and carried forward by the faithful. We seek to carry out our ministry as a member congregation of Mennonite Church Eastern Canada and Mennonite Church Canada.

We also maintain supportive relationships with Mennonite Central Committee and Mennonite World Conference.

4. Confession of Faith

We are guided by the *Confession of Faith in a Mennonite Perspective*, adopted by Mennonite Church Canada, July 1995 and also by Shared Convictions, adopted by Mennonite World Conference in March of 2006. We are a welcoming and affirming congregation and therefore differ from the traditional position on marriage as outlined in Article 19 of the 1995 Confession.

5. The Congregation

In keeping with a long Mennonite tradition of congregational autonomy and responsibility, the congregation as a body shall be the source of major decisions, including but not limited to church programs, leadership, pastoral staff, policies, and budget. In periodic meetings, the congregation shall set the course of the church's life, review work in progress, assign major responsibilities and commit resources.

6. Membership

Membership in the Erb Street Mennonite Church is voluntary and open to all who affirm their faith in God, who claim Jesus Christ as their Saviour and who seek to live as disciples of Jesus, who are open to the presence and guidance of the Holy Spirit, and who have received Christian baptism as the symbol of their commitment and covenant.

Members offer themselves to share in the life and work and worship of this congregation and to support Mennonite principles and theological distinctiveness that are unique to our religious heritage as presented in the *Confession of Faith in a Mennonite Perspective*.

For additional information, see [Section 12. Becoming a Member at ESMC](#).

Inactive Members

Members who give no indication of continuing interest and/or participation over a period of ten years may be considered inactive. The Elders, in consultation with the Pastor may contact these persons in writing, by phone or by personal visit to determine their interest in remaining on the membership list. This shall not be applied to anyone younger than age thirty.

For Erb Street Mennonite Church, this is seen as an effort of integrity and discipline in the definition of church membership. For the member, it is hoped that this will encourage persons to keep their commitments to the faith and life of Erb Street Mennonite Church strong or to seek active association with another congregation, particularly if they have become residents in another community.

Expectations of Membership

Persons joining the congregation shall be recommended to it by the Elders, who shall have primary jurisdiction over membership concerns. Persons may become members upon baptism as a confession of faith, by letter of transfer from their former congregation, or by affirmation of faith if previously baptized and no letter of transfer is available.

Members are expected to practice Christian discipleship in their daily lives, to attend faithfully the worship services of the church, to participate in the work of the church and to support its work financially. All members shall be eligible to vote in congregational meetings and to hold office in the congregation.

As an expression of our faith and life together, members shall commit themselves to give and receive counsel on important matters of doctrine and conduct. In certain situations, the Elders may take disciplinary action when they consider it necessary.

Any such action shall ensure that the parties involved receive clear notice of the issues and are given an opportunity to be heard. When appropriate, the Elders shall keep Church Council informed of the action taken. This practice of discipline is intended to be a renewing and redemptive part of congregational life.

7. Amendments

Church Council may from time to time amend the Constitution and shall submit amendments to the members for confirmation at the next meeting of members.

8. Confidentiality & Personal Information

Erb Street Mennonite Church recognizes the importance of privacy and sensitivity of personal information. We are committed to protecting any personal information we hold.

Accountability for the Privacy Guidelines rests with Church Council.

In order to fulfill our administrative and pastoral role, the collection of relevant personal information is necessary. Individual consent is needed for the collection, use or disclosure of personal information. Erb Street Mennonite Church will not disclose personal information for any reason other than for which it was collected, except with the consent of the individual or as required by law.

Erb Street Mennonite Church will protect personal information by use of appropriate safeguards related to the sensitivity of the information. An individual may review their specific personal information, subject to certain exceptions. Concerns relating to these guidelines may be addressed to the Church Council Chair.

9. Organization

Church Council shall consist of the Church Officers, Chair of Elders and committee chairs as determined by Church Council. Pastors shall serve as ex-officio members of Church Council.

For detailed descriptions of Church Officer roles, see the following:

Appendix A – Church Council Chair

Appendix B – Church Council Vice-Chair

Appendix C – Church Council Secretary

Appendix D – Church Council Treasurer

The administrative function of the church shall be managed and carried out by Church Council. Council may assign specific duties to other Committees.

The tasks are:

1. Take action for the congregation between its business meetings.
2. Call regular or special meetings of the congregation.
3. Set long range goals and strategies to achieve those goals.
4. Provide leadership to new program initiatives in the interest of the congregation.
5. Attend to correspondence related to Church Council.
6. Be responsible for fiscal management of the church finances, in consultation with the Finance Committee. Borrow money or incur indebtedness on behalf of the church and execute, in the church name, any promissory notes, bonds, mortgages, pledges, or other evidence of debt and securities. Execute, in the church name, any bill of sale, deed and all other conveyance documents necessary to effect the transfer of church property. Signing authority shall reside with Church Council Chair, Vice-Chair and Treasurer.
7. Receive and recommend the annual Church Budget for approval by the congregation.
8. The Treasurer shall have knowledge of all budget items; sign cheques regularly (as prepared by the Church Secretary or Accountant); liaise with the Communications and Office Manager or Accountant for ongoing accounting, year end and tax statements.
9. Assume responsibility for matters of employment related to all employees of the congregation, optionally through the work of a Committee they may appoint, except for the hiring or removal of pastoral staff which is to be done on the basis of a recommendation to the congregation for congregational action. Initiate a process and recommendations regarding the renewal of terms for pastoral staff.
10. Approve negotiated tenancy and term agreements of tenants in the church house and/or church building.
11. Assume responsibility for the purchase and/or rental of all church equipment (e.g. computer, photocopier).

12. Administer the Tuition Assistance Program.
13. Provide supervision for the Memorial Gifts and Special Donations Policy. This is administered by the Finance Committee on behalf of Church Council.
14. Set regular meeting dates and times. Set and distribute agenda for each meeting.
15. The Church Council Secretary shall provide Council minutes endorsed by the Church Council Chair to the Communications and Office Manager for distribution to the congregation.
16. Appoint the members of the Discernment Committee and delegates to the Mennonite Church Eastern Canada and Mennonite Church Canada Conferences, and representatives to Church and/or community organizations as necessary. Church Council may appoint other Committees at any time and delegate to such Committees any of the powers and authority of the Council in the management of the conduct and affairs of the Church, provided the task of any Committee appointed not interfere with or be inconsistent with the delegated authority of the Ministries and Committees.

Ministries & Committees

The Ministries and Committees shall be organized for the purpose of carrying out the various aspects of the work of the church. Ministries and Committees may organize and appoint sub-Committees as needed. The Ministries and Committees shall be accountable to the Church Council but ordinarily it shall not be the function of Church Council to review the Ministries' and Committees' work in detail. The Church Council Chair and the Pastor shall serve as ex-officio members of all Ministries and Committees.

For roles, ministry and committee descriptions, see the following:

Appendix E – Adult Education Coordinator

Appendix F – Christian Education & Formation Committee

Appendix G – Community Life Coordinator

Appendix H – Elder Ministry

Appendix I – Finance Committee

Appendix J – Food & Hospitality Committee

Appendix K – Gift Discernment Committee

Appendix L – Personnel Committee

Appendix M – Property & Facilities Committee

Appendix N – Refugee Sponsorship Committee

Appendix O – Safe Church Committee

Appendix P – Usher Coordinator

Appendix Q – Worship Committee

Other Appointed Committees

Pastoral Search Committee

The Pastoral Search Committee shall consist of at least five members appointed by Church Council, one member of the Pastoral Search Committee shall be from the Personnel Committee. It shall also include a representative appointed by Mennonite Church Eastern Canada. The Pastoral Search Committee shall take leadership in the initial calling and interviewing of prospective pastoral team members and make recommendations to Church Council, for presentation to and approval by the congregation.

Audit Committee

The Audit Committee shall be responsible for auditing the financial records of the congregation on an annual basis. The Audit Committee shall consist of two members chosen by the Gift Discernment Committee in consultation with Church Council.

10. Staff

Pastoral Staff

Church Council shall recommend the pastoral staff needed to minister to and with the congregation.

Pastor(s)

For a full description of the role of Pastor, see **Appendix R – Transformational Pastor**.

There shall be one or more pastors. One or more of these pastors shall be designated as the Lead Pastor or co-Lead Pastors, whose responsibilities shall be to coordinate the work of the pastoral team and coordinate all duties and obligations for the ongoing ministry of the congregation.

In calling or renewing the term of a pastor, Church Council shall present the name of the nominee to the congregation, along with a description of the person's ability and character. At a regular or specially-called meeting of the congregation, if at least 85% of such votes are favourable, the nominee shall be invited to a term of up to three years, with each renewal of term not to exceed five years

Interim & Intentional Pastor(s)

Interim and Intentional pastors are typically suggested by MCEC and since they are short term in nature, are accepted by Council on behalf of the congregation with no congregational vote.

Other Staff

In consultation with appropriate Ministries and Committees, Church Council shall determine the positions and persons who shall complete the church staff. Such positions may include the Communications and Office Manager, the Accountant, the Custodian, and other non-pastoral positions. Church Council shall hire and appoint such persons to those positions, working within the limitations of the annual budget and/or action by the congregation.

11. Congregational Meetings/Forums

Regular Meetings

At least three such meetings shall be held per year:

1. A meeting by March 31 after the close of the fiscal year (December 31) to consider and act on financial and budgetary matters.
2. A meeting in June to act upon the Leadership Gift Offerings presented by the Gift Discernment Committee and receive annual reports.
3. A meeting to consider programs and/or long range goals of the congregation.

Special Meetings

Special meetings of the congregation may be called by Church Council either directly or upon petition of fifteen members of the congregation. Items for consideration along with place and time of meeting shall be included in an advance announcement as outlined in By-Law No.1.

Quorum

Fifteen members present at a properly called meeting will constitute a quorum as outlined in By-Law No.1.

Notice

Church Council shall determine the time and place of all meetings and provide notice of the meetings as outlined in By-Law No.1.

Calendars

The fiscal year shall begin on January 1st and end December 31st.

The organizational year shall begin on September 1st and end August 31st.

12. Becoming a Member at ESMC

Membership in the Mennonite Church is based on a personal confession of Christian faith expressed through the rite of baptism.

Membership is voluntary and open to anyone, regardless of race, sexual orientation, gender identity, education etc., who confesses Jesus Christ as Lord and Saviour, has been baptized, and who promises to participate in the life and ministry of the local congregation. While we expect general agreement with the Mennonite Confession of Faith, we do not require complete agreement with every statement (for example, Article 19 says that marriage is reserved for heterosexual couples only).

If a person wishes to be baptized and become a member, they are to indicate their desire to the pastor and/or an elder of the congregation. The pastor meets with them, alone, or in a group, to review their personal faith commitment and the beliefs and practices of the Mennonite Church and the local congregation. The candidate chooses a mentor from within the congregation and meets with this mentor to share their faith story. The candidate also meets with the elders or a representative of the elders, along with the pastor, to discuss their faith story and desire for baptism. The service is planned, in which the mentor speaks on behalf of the candidate, recommending them for membership. The candidate testifies to their faith in Christ and is then baptized and received into membership.

If a person who has already been baptized as an infant in another tradition, wishes to become a member at ESMC, they follow the same procedure as above, however, they are not required to be re-baptized. They may request adult baptism if they so wish.

If a person who is an active member of good standing in another church (Mennonite or other denomination) wishes to become a member of ESMC, they indicate their interest to the pastor or an elder and obtain a letter of transfer from the congregation in which they are a member. Depending on the situation, some discussion on Mennonite faith and life may be appropriate. If it is not possible to obtain a letter of transfer, they may join on a personal confession of faith. At a worship service, they share briefly about their desire to become a member at ESMC, respond to the questions of commitment, and are received into membership.

Membership in the Mennonite Church is portable. Should a member choose to join another congregation, this can easily be facilitated with a letter of transfer.

13. ESMC Conflict Resolution Process

The Goal of the ESMC Conflict Resolution Process is to provide an opportunity for anyone in our church community to address concerns and resolve differences with a Pastor or a staff member or a congregant. The process supports the early identification of conflicts and/or performance issues and follows the teachings of Mathew 18:15-17.

Conflicts Involving Pastors and/or Staff

Step 1

Person with the concern (PWTC) will attempt to speak to the Pastor/staff person directly about the concern*. The following norms are encouraged during such conversations:

- › Speak with your mind and heart
- › Listen for understanding
- › Presume positive intentions on the part of the past/staff person

Step 2

If the matter is not resolved (or if there is a reason why this conversation doesn't happen) the person with the concern (PWTC) will contact a member of the Personnel Committee. The Personnel Committee member will support the PWTC as they attempt to resolve the matter. All reports of concern will be held in confidence.

Step 3:

If the matter is not resolved to everyone's satisfaction, the PWTC will reach out to the Chair of the Personnel Committee to discuss the matter. The Chair will support the PWTC as they attempt to resolve the matter. All reports of concern will be held in confidence.

Step 4

If the matter is still not resolved, the Chair of the Personnel Committee will share the concern with the supervisor of the Staff member (or Council Chair if Lead Pastor). If appropriate, the Supervisor/Council Chair/Chair of the Personnel Committee will meet with the Pastor/staff member to discuss the concern.

The concern may be included in the more formal process of a Performance Review for a Pastor/staff person, in particular if a pattern of problematic behavior is identified.

Step 5

If appropriate, additional supports may be offered such as a pastor, an elder, or the appointment of a neutral party to facilitate a conversation, e.g., a trusted congregant, MCEC representative, Community Justice Initiatives.

*There is a recognition that certain dynamics may be at play that may discourage congregants from speaking directly with the Pastor/staff member in which case a congregant can speak directly to a member of the Personnel Committee. Members of the Personnel committee will take it from there.

B. Conflicts Among Congregants

Step 1

Person with the concern (PWTC) will attempt to speak to the Congregant directly about the concern**. The following norms are encouraged during such conversations:

- › Speak with your mind and heart
- › Listen for understanding
- › Presume positive intentions on the part of the staff person/lay leader

Step 2

If the matter is not resolved (or if there is a reason why this conversation doesn't happen) the person with the concern (PWTC) will contact the Pastor or an Elder. The Pastor or Elder will support the PWTC as they attempt to resolve the matter. All reports of concern will be held in confidence.

Step 3

If appropriate, additional supports may be offered such as the appointment of a neutral party to facilitate a conversation, e.g., a trusted congregant, MCEC representative, Community Justice Initiatives.

**There is a recognition that certain dynamics may be at play that may discourage congregants from speaking directly with other congregants.

Appendix A – Church Council Chair

Summary

The Church Council Chair (CCC) is the administrative leader of the congregation and ensures administrative protocols and processes reflect our Anabaptist values and the mission and vision of ESMC. The CCC is responsible for periodically facilitating process with leaders and congregants to review and revise ESMC's mission and vision to keep them relevant and meaningful for the organization and its people. The CCC is the official representative of ESMC to the community and Mennonite Church Eastern Canada and is the individual authorized to speak publicly on behalf of ESMC.

Duties

1. Prepare agendas and chair all congregational forums and meetings of members.
2. Prepare agendas and chair monthly Church Council meetings.
3. Clarify ESMC policies and processes to congregants, staff and community.
4. Welcome feedback and concerns from congregants and leaders on all sides of an issue and refer matters to the appropriate place in the congregational structure for problem solving, action and response as appropriate.
5. Ensure conflict resolution processes are in place and effectively communicated and that they reflect a peace position, including compassion, sensitivity and education.
6. Encourage leadership development by providing leadership opportunities for congregants.
7. Value, appreciate and support church staff with a spirit of openness, sensitivity and caring.
8. Other duties as may be assigned by Church Council.
9. The CCC is an ex-officio member of all formal and informal ESMC committees.

Appointment & Term

The CCC is chosen by the Gift Discernment Committee in consultation with Church Council for approval by the congregation at the annual Leadership Gift Offerings presentation for a term of two years and may be asked to serve for three consecutive terms.

The pastor and elders provide support to this role.

The CCC is directly accountable to the congregation.

Knowledge, Skills & Abilities

- › Deep Christian faith and commitment to Mennonite Anabaptist values and practices.
- › Previously demonstrated leadership skills in a variety of roles at ESMC or other faith communities.
- › Clear communicator who listens thoughtfully, encourages others joyfully and welcomes diversity.
- › Change agent who believes that conflict is a natural consequence of living in a complex world where inclusivity is paramount.
- › Loving, kind and mutually respectful.

Appendix B – Church Council Vice-Chair

Summary

The role of the Church Council Vice-Chair (CCVC) is designed to assist the Church Council Chair with the management of the church's administrative responsibilities and communication activities.

The Vice-Chair will work closely with the Church Council Chair and contribute significantly to the periodic process with leaders and congregants of review and revision of ESMC's mission and vision to keep them relevant and meaningful for the organization and its people.

Duties

1. Assume the duties of the Church Council Chair in the absence or incapacity of the Church Council Chair or at the request of the Church Council Chair.
2. Act as Chair of the Personnel Committee or representative of that Committee at Church Council.
3. Clarify ESMC policies and processes to congregants, staff and community.
4. Welcome feedback and concerns from congregants and leaders on all sides of an issue and refer matters to the appropriate place in the congregational structure for problem solving, action and response as appropriate.
5. Ensure conflict resolution processes are in place and effectively communicated and that they reflect a peace position, including compassion, sensitivity and education.
6. Encourage leadership development by providing leadership opportunities for congregants.
7. Other duties as may be assigned by Church Council.
8. Value, appreciate and support church staff with a spirit of openness, sensitivity and caring.

Appointment & Term

The CCVC is chosen by the Gift Discernment Committee in consultation with Church Council for approval by the congregation at the annual Leadership Gift Offerings presentation for a term of two years and may be asked to serve for three consecutive terms.

The pastor and elders provide support to this role.

The CCVC is accountable to the congregation through the Church Council Chair.

Knowledge, Skills & Abilities

- › Deep Christian faith and commitment to Mennonite Anabaptist values and practices.
- › Previously demonstrated leadership skills in a variety of roles at ESMC or other faith communities.
- › Clear communicator who listens thoughtfully, encourages others joyfully and welcomes diversity.
- › Change agent who believes that conflict is a natural consequence of living in a complex world where inclusivity is paramount.
- › Loving, kind and mutually respectful.

Appendix C – Church Council Secretary

Summary

The role of the Church Council Secretary is designed to assist the Church Council Chair and Church Council Vice-Chair with documenting and communicating Church Council's activities and actions in the management of the church's administrative affairs.

Duties

1. Record minutes of all Church Council and Congregation meetings for endorsement by the Church Council Chair prior to general distribution and ensure meeting minutes are filed with the Communications and Office Manager to archive.
2. Clarify ESMC policies and processes to congregants, staff and community.
3. Other duties as may be assigned by Church Council.
4. Value, appreciate and support church staff with a spirit of openness, sensitivity and caring.

Appointment & Term

The Church Council Secretary is chosen by the Gift Discernment Committee in consultation with Church Council for approval by the congregation at the annual Leadership Gift Offerings presentation for a term of two years and may be asked to serve for three consecutive terms.

The Church Council Secretary is accountable to the congregation through Church Council.

Knowledge, Skills & Abilities

- › Christian faith and commitment to Mennonite Anabaptist values and practices.
- › Previously demonstrated leadership skills in a variety of roles at ESMC or other faith communities.
- › Clear communicator who listens thoughtfully, encourages others joyfully and welcomes diversity.
- › Change agent who believes that conflict is a natural consequence of living in a complex world where inclusivity is paramount.
- › Loving, kind and mutually respectful.

Appendix D – Church Council Treasurer

Summary

Reporting to the Chair, Church Council, coordinates accounting group activities; performs normal daily, weekly, and monthly accounting duties as required; attends meetings as required; prepares various reports; prepares budget for next fiscal year; and performs other related duties. All information related to donations and contributions will be handled as strictly confidential.

Duties

1. Clarify ESMC policies and processes to congregants, staff and community.
2. Coordinate accounting group activities by:
 - › Reviewing incoming E Transfers and approving outgoing E Transfers.
 - › Coordinating year-end activities including Accounts Payable, Accounts Receivable, prepaid expenses and accruals.
 - › Reviewing the preparation of working papers for audit.
 - › Ensuring year is properly closed.
 - › Reviewing the input of approved budget.
 - › Ensuring the completion of any required Forms T4, T4A, T5 and T5007.
 - › Ensuring completion of Form T3010 and submitting to Canada Revenue Agency.
 - › Having report completed for HST refund.
 - › Overseeing the preparation and submission of Record of Employment when required.
 - › Administering the completion of Cemetery Annual Report to Bereavement Authority of Ontario.
 - › Administering completion of Forms 4022 and 4066 Canada Corporation Forms and other reports as may be required from time to time.
3. Perform normal daily, weekly, and monthly accounting duties as required to perform position of Treasurer by:
 - › Checking invoices, cheque requisitions and signing cheques as required.
 - › Checking computer input and correcting as required.
 - › Inputting of weekly contributions except E Transfers and posting.
 - › Monitoring bank balances and transferring funds as required.
 - › Reviewing summary financial statements and monthly reports for pastors, Finance Committee and each chair for their ministry/committee.
 - › Ensuring correct contribution total is reported to congregation.
4. Attend meetings as required:
 - › Attend Church Council meetings and make any required reports.

- › Attend Finance Committee meetings and make any required reports.
- 5. Prepare various reports by:
 - › Conducting budget reviews with each ministry/committee and reporting results.
 - › Issuing budget worksheets to each ministry/committee.
 - › Assisting ministries/committees with preparation of budgets as needed.
 - › In October, preparing individual contribution statements with a letter for increasing donations if required.
- › Preparing tax receipts and distributing to individuals.
- 6. Prepare budget for next fiscal year by:
 - › Compiling budgets as submitted by each ministry/committee into submission for Finance Committee.
 - › Presenting budget to Church Council normally as Draft 1.
 - › Preparing Draft 2 and any future drafts and presenting to Finance Committee and Church Council.
 - › Arranging and coordinating year-end audit.
 - › Presenting final budget and audited statements to Church Council.
 - › Presenting same to congregation using PowerPoint or other appropriate means seeking approval.
- 7. Perform other duties as required such as:
 - › Assisting with the preparation of financial portion of contract documents.
 - › Advising Cemetery Board in general capacity.
 - › Other duties as requested by Church Council.

Appointment & Term

The Treasurer is chosen by the Gift Discernment Committee in consultation with Church Council for approval by the congregation at the annual Leadership Gift Offerings presentation for a term of two years and may be asked to serve for three consecutive terms.

The Treasurer is accountable to the congregation through Church Council.

Knowledge, Skills & Abilities

- › Sound accounting knowledge normally acquired through formal training and job skills.
- › Knowledge or willingness to learn Canada Revenue Agency's guidelines and rules for Registered Charities along with payroll requirements, including deductions and other requirements of payroll administration.
- › Computer skills, including working knowledge of software programs such as Quick Books Online, Excel, Word and Power Church Plus.

Appendix E – Adult Education Coordinator

Purpose

To support the vision of the congregation through a program of adult Christian education on Sunday mornings following the church service.

Composition & Appointment

The Adult Education Coordinator is chosen by the Gift Discernment Committee in conjunction with the Worship Committee and Church Council for a two-year term and may be asked to serve three consecutive terms.

The Adult Education Coordinator is accountable to the congregation through the Worship Committee which is accountable to Church Council.

Responsibilities

- › In conjunction with the Pastor and the Worship Committee plan the program of Christian Education for adults.
- › Attend Worship Committee meetings periodically to coordinate planning.
- › Deliver the program on Sunday mornings following the worship services from September through June leaving one or two Sundays per month open for coffee fellowship.
- › Recruit other volunteers to support the program as needed.
- › Prepare a budget request in the fall for incorporation into the Worship Committee budget request.
- › Provide an annual report for the June Congregational Forum.

Appendix F – Christian Education & Formation Committee

Purpose

To nurture and form Christian faith in children and youth by providing a safe, open, and welcoming learning community and related activities.

Composition & Appointment

The Christian Education and Formation Committee (CEFC) is comprised of up to five members.

Members are chosen by the Gift Discernment Committee in consultation with the Church Council for two-year terms. Members may be asked to serve three consecutive terms.

Qualifications of members include an interest in faith formation of children and youth and a willingness to assist in teaching, planning, promoting and carrying out the Christian Education and Formation program.

The CEFC is accountable to the congregation through Church Council.

Responsibilities

- › Plan and implement programs, using the congregation's vision statement as a guide. These programs include Sunday School for children and youth, Youth Social Events, Vacation Bible Camp, and the Milestones Ministry.
- › Call, equip and support volunteer Sunday School teachers.
- › Support and consult with the Youth Social Event Coordinator(s).
- › Oversee ordering appropriate Mennonite curriculum and provide adequate supplies and learning spaces for programs.
- › Oversee children's offering projects.
- › Prepare an annual Budget for submission to the Treasurer in the fall and monitor spending against budget on an ongoing basis.
- › Provide an annual report for the June Congregational Forum.

Related Activities

Youth Social Events

- › The Gift Discernment Committee appoints a coordinator or coordinators to organize various events throughout the year. These coordinators are accountable to Church Council through the CEFC.

Vacation Bible Camp

- › Depending on the capacity of the CEFC, members may serve as part of the joint planning committee for VBC, or they may appoint a volunteer from the congregation to serve.
- › Depending on capacity, a member or members of the CEFC may serve or recruit others to serve during the week of VBC in the summer.

Milestones Ministry

- › The CEFC works with the Pastor and Worship Committee to plan a recognition of certain milestones in the lives of children and youth each year. This includes the presentation of a gift and blessing upon Grade 8 and Grade 12 graduations.

Appendix G – Community Life Coordinator

Purpose

To foster a sense of belonging and fellowship amongst all people connected to ESMC with special attention to new attendees.

Composition & Appointment

The Community Life Coordinator(s) is/are chosen for a term of two years by the Gift Discernment Committee in consultation with Church Council. Members may be asked to serve for three consecutive terms.

The Community Life Coordinator(s) is/are accountable to the congregation through the Elders.

The Lead Pastor and Elders provide support to this role.

Responsibilities

- › Plan and implement initiatives that have potential to strengthen the sense of community and belonging within ESMC.
- › Plan and host regular fellowship welcome lunches.
- › Plan and implement the occasional intergenerational social event for the ESMC community such as an annual retreat or retreat day.
- › Recruit people as needed to assist in the planning and delivery of initiatives on a case-by-case basis.
- › Provide notes to the Chair of Elders for information regarding planned initiatives and results following their completion.
- › Prepare an annual budget for submission to the Elders for incorporation into their budget submission to the Treasurer in the fall.
- › Provide an annual report for the June Congregational Forum.

Appendix H – Elder Ministry

Purpose

An Elder is a spiritual leader of the congregation, participating in the shared ministry of the church. This role is part of a team of Elders plus pastoral staff who are the foundation for the Spiritual Care of ESMC and work:

1. To nurture individuals with pastoral and spiritual care in all stages of the life cycle.
2. Together with Church Council to guide the church in an overall vision that is collectively discerned.

Terms of Reference

The Elders meet monthly and attend to the following priorities:

- › Visiting various church members to provide spiritual care to all including seniors, adults, youth, and children.
- › Attuning to and discerning the spiritual needs and desires that exist among the membership of ESMC.
- › Interviewing and recommending new members and presenting them to the congregation for welcome. Documentation of new member interviews noting meeting date and persons in attendance should be sent to the Safe Church Committee for its records. In such interviews suitability for interaction with children, youth or vulnerable adults should be assessed and any concerns should be reported to the Safe Church Committee.
- › Offering a conversation to those leaving the congregation or withdrawing their membership.
- › Participating in worship services through the church year, offering prayer, assisting with communion and baptism. Elders may also either preach or lead worship upon request.
- › Designating one of their members to serve on Church Council.
- › Oversee the work of the Community Life Coordinators.

Composition & Appointment

An Elder will serve for two years and may be invited to serve 3 consecutive terms. As Elders minister to the congregation, it is important for the congregation to nominate individuals to serve as Elders. These nominations will be collected and vetted through a decision process at Church Council before an invitation is extended. Attention will be paid to reflect the diversity of the congregation within the appointed Elders.

Experience & Qualities

The role of Elder is considered to be a calling in spiritual care and development with gifts of leadership, worship, compassion, and perspective. This is a significant role and time commitment for a volunteer to undertake and a sense of calling to the role should be discerned. Elders will show potential and desire to develop into a spiritual leader and mentoring will be provided for personal and spiritual development.

The following experience and qualities are desired of Elder candidates:

- › Considerable investment and lived experience in the church life of ESMC
- › Capacity to hold the well-being of people with a variety of needs within the congregation
- › Strategic and visionary discernment of the ministry needs and strengths of a community
- › Ability to see a big picture perspective
- › Leadership capacity both for corporate rites and rituals within organizational structures, as well as within small groups

Discernment Process To Appoint New Elders

Elders will be appointed through a discernment process that includes the following steps:

1. Input for new Elders is invited from the congregation. Nomination forms will be provided. The Elder Job Description will be made available; congregants will be invited to prayerfully consider who would best serve as Elders.
2. Nomination forms can be placed in the offering plate in sealed envelopes or emails as per instructions provided.
3. Following the deadline for nominations, the Elders and Church Council will meet to consider the names brought forward. When the final candidates are determined, a designated Elder will approach the persons to discuss the role and commitment, inviting them to become a new Elder.
4. Should the person accept the invitation, they will be asked to complete a Safe Church check process if one has not already been completed or is out of date.
5. New Elder names will be announced to the congregation and a prayer of blessing will be offered in a worship service.

Appendix I – Finance Committee

Purpose

To support the financial well being of ESMC by providing oversight of budgeting, monitoring of church financial operations excluding the cemetery and timely reporting to Church Council on financial matters.

Composition & Appointment

The Finance Committee is comprised of up to five members, including the Treasurer. (See **Appendix D – Church Council Treasurer** for details of duties, knowledge, skills, and abilities of the Treasurer role.)

Committee members are chosen by the Gift Discernment Committee in consultation with the Church Council for two-years terms. Members may be asked to serve three consecutive terms. A chairperson is chosen by the members.

The Finance Committee is accountable to the congregation through Church Council.

Responsibilities

- › Monitor the financial operations of the Church relative to budget on an ongoing basis.
- › Review Ministries' and Committees' current yearend forecasts of expenses and proposed budgets for the following year and provide counsel to Church Council.
- › Review the annual Church Budget as prepared by the Treasurer for Church Council to recommend to the Congregation for approval at a Congregational Forum by the end of March.
- › The Treasurer as well as the Church Council Chair and Vice-Chair have signing authority for financial documents.
- › The Treasurer shall have knowledge of all Budget items and sign cheques regularly as prepared by the Communications and Office Manager or Accountant.
- › Set regular meeting dates and times, prepare and distribute agendas and materials in advance for each meeting.
- › Provide minutes to the Communications and Office Manager for archiving.
- › Interview candidates and make recommendations to Church Council regarding the Accountant contract, when required.
- › Monitor the performance of the Accountant and inform Church Council accordingly.
- › Provide an annual report for the June Congregational Forum.

Accountant

The Accountant, under contract with the Church, is accountable to the Chair of the Finance Committee and while not a member of the Committee, attends meetings upon the request of the Chair or Treasurer.

The Accountant shall have access to all financial information and shall transact business at the Church's Financial Institution as a delegate instigator.

The Accountant shall maintain proper accounting records, provide reports, year end working paper files and financial statements, prepare and submit all government reporting and liaise with the Treasurer.

Appendix J – Food & Hospitality Committee

Purpose

To organize and provide volunteers for church social gatherings and potlucks.

Composition & Appointment

The Food and Hospitality Committee is comprised of up to seven members.

Members are chosen by the Gift Discernment Committee in consultation with the Church Council for ongoing service. A chairperson is chosen by the members.

The Committee is accountable to the congregation through the Elders.

Responsibilities

- › Conduct annual inventory of kitchen supplies and equipment. (e.g., dishes, cutlery, appliances, tea towels).
- › Replace and update kitchen supplies and equipment as required.
- › Prepare an annual budget for submission to the Elders for incorporation into their budget submission to the Treasurer in the fall.
- › Provide an annual report for the June Congregational Forum.

Funeral Reception Coordinator(s)

- › Recruit volunteers to prepare, serve and clean up for funeral receptions.

Sunday Morning Coffee Coordinator

- › Send out tentative/final email schedule each season to coffee volunteers.
- › Purchase coffee, tea, sugar, cream for church refrigerator (stay aware of best before dates).

Meals to Homes Coordinator

- › Assigned to one of the Elders.

Appendix K – Gift Discernment Committee

Purpose

To discern and call forth gifts and abilities of congregants for service on ESMC committees and in leadership positions to enable the congregation to fulfil its mission.

Composition & Appointment

The Gift Discernment Committee is comprised of up to 3 members.

Members are chosen by Church Council for a term of two years. Members may be asked to serve three consecutive terms.

The Gift Discernment Committee is accountable to the congregation through Church Council.

The Lead Pastor provides support to this Committee.

Responsibilities

- › Encourage a culture of volunteerism and involvement in Erb Street Mennonite Church.
- › Connect regularly with Committees, Ministries and Church Council to identify opportunities for congregants to share their gifts.
- › Hold gift discerning conversations with potential volunteers. Document first interviews of new attendees noting meeting date and persons in attendance and send to the Safe Church Committee for its records. In first interviews assess suitability for interaction with children, youth or vulnerable adults and report any concerns to the Safe Church Committee.
- › Recommend appointments for leadership positions to Church Council for affirmation and to the congregation for approval.
- › Share gifts offered with Church Council, Committees and Ministries for their information and program work.
- › Acknowledge gift contributions in a timely manner.
- › Set regular meeting dates and times, prepare and distribute agenda and materials in advance for each meeting.
- › Provide minutes of meetings of this Committee to the Communications and Office Manager for archiving.
- › Prepare an annual Budget for submission to the Treasurer in the fall and monitor spending against budget on an ongoing basis.
- › Provide an annual report for the June Congregational Forum.

Appendix L – Personnel Committee

Erb Street Mennonite Church is committed to nurturing a relationship of trust and respect between and among Pastors, Lay Leaders, Staff and the Congregation. We are committed to listen for God's leading in all that occurs with respect to matters of employment and performance reviews.

"I know the plans I have for you, declares the Lord, plans for your welfare and not for your harm, plans to give you a future with hope" Jeremiah 29:11

Purpose

- › To provide oversight for employment matters
- › To care for the relationships between and among staff
- › To care for the relationships between the pastor(s) and the congregation
- › The committee provides a place for pastors, staff, and congregation members to bring concerns.

Composition & Appointment

The Personnel Committee is comprised of approximately four members including the Church Council Vice Chair.

Committee members are chosen by the Gift Discernment Committee in consultation with the Church Council for two-year terms.

Members of the committee will be chosen for their capacity to bring wisdom to their role, for their ability to engage with others in a spirit of care and humility and for their ability to discern and speak with courage and grace into challenges that emerge.

The Personnel Committee is accountable to the congregation through the Church Council.

Responsibilities

Members will maintain confidentiality in matters of Personnel Committee work.

Employment Matters:

- › Hiring of Communications & Office Manager and Custodian, including advertising and interviewing.
- › Ensure availability of 'supply' staff for Communications and Office Manager and Custodian
- › During employment interviews, assess candidates regarding suitability for interaction with children, youth or vulnerable adults. For candidates hired, the interview date, persons attending, and any concerns identified should be sent to the Safe Church Committee for their records and follow up.
- › Absences

- › Tardiness
- › Short term leave requests
- › Arranging for vacation, illness coverage for staff

Support Persons

The Personnel Committee will ensure that an Individual Support Person is provided for each Staff Member and each Pastor. The support person will be selected in consultation with the Pastor/s and Staff Members.

The identified Support Person for Staff will:

- › Meet with the staff member in support of the individual's particular role in the congregation for a conversation about how things are going and for them to share any work-related questions they have for which they do not have another place to take them.
- › Be present for Performance Review meetings – purely as support – at the request of the staff member.
- › Maintain confidentiality in matters of support to the staff member.

The identified Support Person for a Pastor will:

- › Check in periodically with the Pastor for a conversation about how things are going and for them to share any work-related questions they have for which they may not have another place to take them.
- › Be present for Performance Review meetings – purely as support – at the request of the Pastor.
- › Maintain confidentiality in matters of support to the Pastor.

Covenants of Understanding/ Reviews

- › Ensure that there are appropriate job descriptions for all pastors and staff.
- › File Covenants of Understanding - hard copies with the Communications and Office Manager and electronic copies in the Personnel Committee Google folder.
- › Ensure that check-ins and annual reviews of pastors take place: Remind Supervisor (Chair of Council) who facilitates and leads reviews.
- › Ensure that Check-Ins and Annual Performance Reviews of staff are completed in consultation with the Lead Pastor appointed to supervise the Communications and Office Manager and the Custodian.
- › Committee will ensure that a Lead Pastor is appointed to supervise the Communications and Office Manager and Custodian and check in from time to time to see that communication is going well.
- › Member of Personnel Committee will attend reviews and ensure one hard copy is filed in the church office and one electronic copy is filed in the Personnel Committee Google folder.

Pastor-Congregation Relations

- › Upon request, be available to the pastor(s) and/or members of the congregation to hear concerns, test perceptions and deal with conflicts through active listening and mutual feedback.
- › Assist the pastor(s) in assessing their goals to meet their job description(s).
- › Assist the pastor(s) to assess ministry load, responsibilities, priorities, limits, and boundaries.
- › Assist the pastor(s) to identify personal growth needs and determine a strategy for meeting those goals. Review progress toward these goals.
- › Meet annually and be available on request more often to meet the pastor's spouse and family to listen to concerns (e.g., inappropriate expectations, workload) and initiate appropriate congregational responses to any identified.

Administrative Items - Review Annually

- › Consult with Mennonite Church Canada on related policies/guidelines, and Mennonite Church Eastern Canada Conference Minister annually or as needed related to Committee matters.
- › Set regular meeting dates and times. Set and distribute agenda for each meeting.
- › Maintain minutes of this Committee, which are not to be distributed to Church Council or the congregation.
- › Prepare an annual budget for submission to Church Council in the fall.
- › Review the committee mandate and responsibilities annually.
- › Send birthday cards to pastors and staff.
- › Give Christmas gifts to pastors and staff. All gifts must align with Canada Revenue Agency administrative policy for gifts and awards.
- › Annual social with Personnel Committee/Staff/Pastors and spouses.

When appropriate, the Personnel Committee may invite members of the congregation to join an ad hoc committee to provide focused support or feedback for a designated Pastor or Staff member.

Provide support at renewal of term and/or end of term for pastor(s) and staff.

The Treasurer is a resource to the committee in matters regarding salary and benefits.

Appendix M – Property & Facilities Committee

Purpose

To maintain and care for the property and facilities ESMC now and into the future.

Composition & Appointment

The Property and Facilities Committee is comprised of up to four members.

Members are chosen by the Gift Discernment Committee in consultation with the Church Council for two-year terms. Members may be asked to serve three consecutive terms. A chairperson is chosen by the members.

The Property and Facilities Committee is accountable to the congregation through Church Council.

Responsibilities

- › Maintain all church property and facilities. The Cemetery is a separate entity with its own Board of Directors.
- › Conduct routine inspections for preventative maintenance of buildings and equipment.
- › Ensure security of the buildings and property.
- › Ensure compliance with safety standards (e.g. Emergency Evacuation Plan, fire extinguishers - Committee to maintain list of items requiring compliance).
- › Ensure that appropriate property and general liability insurance is in place, in consultation with the Treasurer, and coverage changes are approved by Church Council.
- › Arrange for snow removal, lawn, tree and flower beds maintenance for the church property.
- › Schedule and organize the annual clean-up of the church property.
- › Make recommendations and develop plans for implementing repair and renovation projects (e.g. painting).
- › Evaluate suggestions, needs and requests from other Ministries/Committees and members regarding space, cleaning and equipment needs.
- › Contract with individuals or firms for services under this Committee's scope of responsibility in consultation with the Treasurer.
- › Respond to other agencies regarding property and buildings in consultation with Church Council as appropriate.
- › Negotiate any tenancy and term agreements of tenants in the church house and/or church building in consultation with the Treasurer, for approval by Church Council and administration by the Church office.

- › Annually review and recommend rental rate revisions to the Treasurer for approval by Church Council to ensure rates appropriately reflect market conditions and ESMC values.
- › Communicate with the Communications and Office Manager regarding maintenance work scheduled and approving applicable invoices.
- › Communicate with Church Custodian regarding work scheduled and specific church property and facility concerns.
- › The Property and Facilities Committee Chair shall assist in the annual work performance review of the Church Custodian.
- › Set regular meeting dates and times, develop and distribute agendas and materials in advance for each meeting.
- › Provide minutes to the Communications and Office Manager for archiving.
- › Prepare an annual Budget for submission to the Treasurer in the fall and monitor spending against budget on an ongoing basis.
- › Prepare proposals for capital initiatives outside the annual Budget for presentation to the Treasurer. Initiatives <\$10,000 require Treasurer and Council approval and reporting to the Congregation. Initiatives \$10,000 or more require Finance Committee and Council endorsement and Congregation approval.
- › Provide an annual report for the June Congregational Forum.

Appendix N – Refugee Sponsorship Committee

Purpose

To promote and facilitate the sponsorship and support of refugees as part of the mission of ESMC.

Composition & Appointment

The Refugee Sponsorship Committee is comprised of three to five standing committee members, with expansion to eight to ten during the one-year sponsorship commitment.

Members are chosen by the Gift Discernment Committee in consultation with Church Council. A chairperson is chosen by the members.

The Committee Chair provides leadership to the Refugee Sponsorship Committee.

The Committee is accountable to the congregation through Church Council.

The Lead Pastor is a resource and provides counsel to the Committee.

Responsibilities (Standing Committee)

- › Communicate and coordinate with other ESMC committees, ministries, and the Congregation to accomplish our Refugee Sponsorship objectives and related commitments.
- › Set regular meeting dates and times. Develop and distribute agendas and materials in advance for each meeting.
- › Provide minutes to the Communications and Office Manager for archiving.
- › Prepare and administer the Refugee Sponsorship budget, coordinating with the Treasurer as appropriate.
- › Receive requests for sponsorship and discern which requests to submit to Council for approval. For requests that ESMC is not able to support, discern if there are alternatives.
 - › Prioritize requests by most vulnerable, longest time living as a refugee and with no durable resettlement solution.
 - › Balance Named Sponsorships with welcoming the stranger through Blended Visa Office-Referred (BVOR) Program.
- › Prepare and submit sponsorship applications and required documents to MCC.
- › Attend mandatory trainings provided by MCC for Sponsorship Groups.
- › Work with Safe Church Committee to ensure all sponsors have required documents – vulnerable sector checks, auto/home insurance for sponsors.
- › Work with Church Council and congregation to promote understanding of root causes of displacement and how ESMC can support MCC and others in peacebuilding initiatives in countries of conflict.

- › Work with Church Council and congregation on ways to become an intercultural church, acknowledging the gifts and strengths of refugee newcomers.
- › Provide an annual report for the June Congregational Forum.

Responsibilities For One Year Sponsorship Undertaking

- › Assist newcomers with first year of settlement in Canada, completing required tasks identified in MCC Sponsorship Task list.
- › Communicate with MCC Ontario Migration and Resettlement Team as needed.
- › Submit financial reports to MCC Ontario every 3 months for each sponsorship undertaking.

Appendix O – Safe Church Committee

Purpose

To ensure, together with the Pastor, Elders and Church Council that ESMC is a safe place where abuse and harassment will not be tolerated and will be actively prevented.

Composition & Appointment

The Safe Church Committee is comprised of up to 3 members.

Members are chosen by the Gift Discernment Committee in consultation with Church Council for a term of two years. Members may be asked to serve three consecutive terms.

The Safe Church Committee is accountable to the congregation through Church Council.

The Lead Pastor provides support to this Committee.

Responsibilities

- › Ensure the Safe Church Policy is maintained and kept current by recommending updates to Church Council as appropriate.
- › Provide training on the policy and other training/workshops as appropriate for the congregation and those who work with children and vulnerable adults.
- › Ensure required police checks are obtained and forms are filed at the church office.
- › Ensure the congregation is informed of procedures to follow in the case of suspected abuse through posting of this information in high visibility areas throughout the church building and on the church website.
- › Receive complaints and assist in responding to them by directing them appropriately and ensuring appropriate forms are completed and filed according to policy.
- › Set regular meeting dates and times, prepare and distribute agenda and materials in advance for each meeting.
- › Maintain minutes of Committee meetings and provide to the Communications and Office Manager for archiving.
- › Prepare an annual Budget for submission to the Treasurer in the fall and monitor spending against budget on an ongoing basis.
- › Provide an annual report for the June Congregational Forum.

Appendix P – Usher Coordinator

Purpose

To support the vision of the congregation through ensuring ushers are scheduled and on duty for church services.

Composition & Appointment

The Usher Coordinator is chosen by the Gift Discernment Committee in conjunction with the Worship Committee and Church Council for ongoing service.

The Usher Coordinator is accountable to the congregation through the Worship Committee which is accountable to Church Council.

Responsibilities

- › Attend Worship Committee meetings as requested.
- › Organize and deliver a training session for new ushers in the fall.
- › Maintain and distribute a list of ushers' tasks for their reference.
- › Make a quarterly schedule for ushers ensuring two ushers are available and on duty each Sunday from September to June and for other special services such as funerals and Maundy Thursday.
- › Communicate the ushers' schedule to Communications and Office Manager for incorporation into orders of worship.

Appendix Q – Worship Committee

Purpose

To envision, plan and carry out meaningful weekly worship services which are faithful to the Anabaptist, Mennonite tradition and relevant to our current context.

Composition & Appointment

The Worship Committee is comprised of up to five members who are chosen for two-year terms by the Gift Discernment Committee in consultation with Church Council. Members may be asked to serve three consecutive terms. A chairperson is chosen by the members. The Gift Discernment Committee in consultation with Church Council also chooses an individual to coordinate Adult Education classes in conjunction with worship services. This Adult Education Coordinator will attend meetings as needed to plan meaningful adult discussions.

The Worship Committee is accountable to the congregation through Church Council.

The chairperson, together with the Lead Pastor, gives leadership to this Committee. The chairperson reports regularly to Church Council and submits a report to the congregation at the June congregational forum.

Responsibilities

- › Oversee the Sunday morning worship services, assuring that various worship components and personnel are in place.
- › Provide meaningful worship services, using the church vision statement as a guide.
- › Plan worship that is creative, responsive, and prayerful, with an appreciation for the various learning styles that enhance worship. Include comprehensive use of the Voices Together Hymnal, along with other resources, to promote spiritual growth through worship.
- › Set regular meeting times. Develop and distribute agendas and materials in advance for each meeting.
- › Provide minutes to the Communications and Office Manager to archive.
- › Prepare an annual budget for submission to the Treasurer in the fall and monitor spending against budget on an ongoing basis.
- › Appoint Worship Decor Coordinator.
- › Oversee and meet annually with coordinators of the following groups: Ushers; Worship Décor.
- › Provide an annual report for the June Congregational Forum.

Appendix R – Transformational Pastor

Assignment Duration

Full Time for 3 years with possible extension.

Context

Erb Street Mennonite Church (ESMC) is currently in a time of transition with reduced pastoral staff. After a difficult departure of our previous pastors, internal conflict, and ministerial misconduct, we are inviting a Transformational Pastor to support our congregation and enter courageously into what is needed to heal rifts and teach the Christian practices of peace and reconciliation. ESMC has a vision of Radical Hospitality, and we hope that a Transformational Pastor can embody this vision by inviting each into the care of the other in deliberate service which extends our relationships.

During these years of transformational ministry, we will give intentional permission to this person to move into conversations and questions with us that may challenge our assumptions, explore our gifts and invite us to trust God in new ways. This permission given in advance is our first act of faith. It is desired that the transformational pastor will:

- › Embrace our congregation with love and unconditional positive regard as we trust and live in a sharing community of committed faithful disciples.
- › Articulate with us who we are at the present - valuing the ways God has been at work in our midst.
- › Shape a sense of how we can use those gifts and strengths to live into our calling as a community of disciples of Jesus Christ.

We recognize our varied and many stories within the congregation. We hold these stories, some painful, disappointing and discouraging, with care. We also hold our history and our future of where God has brought encouragement, hope and healing. We invite a Transformational Pastor to be among us, to lead us and to value our story of moving into a fuller sense of God's hope for us.

Areas Of Responsibility

Pastoral Oversight

- › Give spiritual oversight to the congregation through its various ministries.
- › Lead in a manner consistent with Anabaptist/Mennonite understanding.
- › Attend to the legacy of seniors.
- › Work with our half-time Associate Pastor to encourage the spiritual formation of youth and young adults.
- › Uphold the spiritual grace of family life.

- › Seek out the marginalized to come closer to the centre, building up the capacity of Newcomers to contribute to our congregational life.

Administration

- › Sit as an active participant on the Church Council, Elders, and Worship Committee.
- › Support and resource other committees as appropriate.
- › Supervise and support the Communications and Office Manager and provide support and encouragement for the Associate Pastor.
- › Be in relationship with Mennonite Church Eastern Canada (MCEC) and local ministerial group.

Worship

- › Preach and/or facilitate worship at least twice a month.
- › Give leadership in worship to communion, significant milestone events, and special services, i.e. Christmas, Easter.
- › Help the Worship Committee to plan worship that invites fellowship with God and one another, and that mentors children and adults to active participation in worship.
- › Bring the hurt and healing of the community to the centre of worship to be transformed into the hopeful future that God desires for the church.
- › Invite a variety of voices, languages and styles to bring a broader perspective of our image of God into focus.

Pastoral Care

- › Assist the Elders in their mandate to provide caregiving in the congregation.
- › During membership interviews assess individuals regarding suitability for interactions with children, youth and vulnerable adults. Document date of interview, persons in attendance and advise Safe Church Committee of these details along with any concerns identified.
- › Provide pastoral care through support at times of crisis, in high-needs visitation, and through major life transitions.
- › Collaborate with individuals and families in planning significant life events.
- › Build relationships through active participation in the life of the church while modelling good self-care.

Teaching

- › Encourage Christian Education programmes that nurture stage of life faith development.
- › Guide and resource our ministries in their desire to grow, e.g. bringing people to faith, incorporating service activities into worship, stewardship teaching and promotion, gift discernment support.
- › Model and teach spiritual practices, sharing the joys and struggles to develop an authentic Christian life.