



# **Organizational Structure**

May 21, 2024

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## **Preamble**

The Organizational Structure that follows is the vehicle that upholds the Mission and Functions of the church as described by the Constitution. The Leadership Board, the Senior Pastor, the Board-appointed standing committees (Finance Committee, Mission and Evangelism Committee, Spiritual Care Committee, and Discernment and Nominating 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 governing 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 minimum of six elected members. 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 Mission Statement 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 is not limited to, discerning testimonies, conflict resolution, exercising church discipline and reviewing departing members. (Matthew 18)
  - Review and approve the Vision articulated by the Senior Pastor.
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. As a member of the Finance committee, the treasurer shall have signing authority and shall report to the board on behalf of the Finance Committee.
  - 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
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  - Assisting the Senior Pastor in the hiring of pastoral vacancies.
  - Review and approve all staff hiring recommendations of the Senior Pastor.
  - 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.
  - Appoint a church privacy officer.
  - Maintain policies of the Board for example human resources, the protection of personal data, and the protection of vulnerable persons.
  - Board Members must indicate agreement with the CCMBC Confession of Faith and sign the Code of Personal and Ministry Ethics.
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 centered 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 Discernment and Nominating Committee 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***

The Moderator shall preside at meetings of the Leadership Board, the Annual General Meeting, and Interim Business Meetings and works to build consensus within the Board.

#### ***Assistant Moderator***

The Assistant Moderator shall assist the Moderator in carrying out the Moderator's responsibilities and shall have all the powers and responsibilities of the Moderator in the Moderator's absence.

#### ***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 prepare agendas for the Board meetings. They shall make decisions that require an immediate decision. They will be responsible for reporting at the next Leadership Board meeting on all discussions and decisions made as the Executive Committee and seek affirmation from the balance of the Board.

## **Section 2 – Senior Pastor**

### **Purpose**

The Senior Pastor shall articulate and 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 Mission Statement.

### **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 a team with a common purpose. They shall oversee all ministries and initiatives, as necessary, and hold leaders accountable for the implementation of agreed upon goals. The Senior Pastor shall lead the process of discernment and hiring vacant positions with Leadership Board input.

#### ***Vision Alignment***

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

#### ***Teaching***

The Senior Pastor shall be responsible for overall leadership of the teaching and preaching ministry and have a prominent teaching presence, though not necessarily carry out the majority of the teaching and preaching. Their leadership shall include leading the pastoral team in the guidance and oversight of the spiritual diet of the congregation. 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. Their words and actions must be consistent. They 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 their 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 Pastoral staff will become members of Eastview Community Church. If married, it is important that both the pastor and their spouse be active members of the church and understand the significance of their roles in the ministry team and that the support of the pastoral spouse is instrumental to the pastor's effectiveness in ministry.

The Senior Pastor shall be in full agreement with the Mennonite Brethren Confession of Faith and Eastview's Mission Statement and shall be credentialed as a Pastor in accordance with practices of the Mennonite Brethren Church of Manitoba, and shall review and indicate agreement with the CCMBC Confession of Faith and sign the Code of Personal and Ministry Ethics.

### **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 their 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, the candidate shall be recommended to the Church for affirmation. 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.

### **Other Pastoral Staff**

#### ***Purpose***

Pastors will be discerned for ministry roles as the church has need. The Senior Pastor shall lead the discernment and hiring process in consultation with the Leadership Board.

#### ***Confession of Faith***

Pastors shall be in full agreement with the Mennonite Brethren Confession of Faith and Eastview's Mission Statement and shall be credentialed as Pastors in accordance with practices of the Mennonite Brethren Church of Manitoba.

#### ***Spiritual Gifts***

Pastoral staff must be spiritually mature and have spiritual gifts essential to their ministry role.

#### ***Accountability***

Pastoral Staff are accountable to the Leadership Board through the Senior Pastor

## **Section 3 Board-appointed Standing Committees**

Board-appointed standing committees (or Board Committees) are appointed by the Leadership Board to serve a specific purpose. This purpose is updated annually in their terms of reference as provided by the Board. Board Committees are composed of a majority of Church members. Board Committees are accountable to and report to the Board.

### **Qualifications for Members of Board Committees:**

- Christ-centered
- Above reproach, with a good reputation
- Living wisely
- A good steward
- A desire and ability to serve God and Eastview with their spiritual gifts
- Indicates agreement with the CCMBC Confession of Faith and signs the Code of Personal and Ministry Ethics.

Typical terms of service are two years. All members of the Committee shall have voting privileges. The Chairperson may only vote to break a tie.

### **Section 3.1 – Finance Committee**

Under the guidance and direction of the Leadership Board, the Finance Committee is responsible for the 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 Finance Committee shall consist of:

- the Chairperson (non-staff)
- the Treasurer
- an additional three to six members
- The Senior Pastor may appoint a staff person as a member of the Committee

### **Section 3.2 – Mission & Evangelism Committee**

Under the guidance and direction of the Leadership Board, the Mission & Evangelism Committee is responsible for promoting local and global missions and mobilizing the congregation to pray for and participate in local and global mission and evangelism. 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. They shall annually review their Terms of Reference and present desired changes to the Leadership Board for approval.

Initiatives and disbursements of funds by the Mission & Evangelism Committee should be aligned with the Mission of Eastview Community Church.

The Mission & Evangelism Committee shall consist of:

- the Chairperson (non-staff)
- an additional three to six members
- The Senior Pastor may appoint a staff person as a member of the Committee

All members of the Committee shall have voting privileges. The Chairperson may only vote to break a tie.

### **Section 3.3 – Spiritual Care Committee**

Under the guidance and direction of the Leadership Board, the Spiritual Care Committee is responsible for responding to spiritual and material needs of persons in our congregation and community, and nurturing the spiritual life of members through visitation, especially seniors and those with disability or illness. The Spiritual Care Committee will seek the involvement of people with the passion and spiritual gifts needed for the work. They shall annually review their Terms of Reference and present desired changes to the Leadership Board for approval.

The Spiritual Care Committee is entrusted with stewardship of benevolent funds as well as other resources from the congregation including time and talent.

Disbursements of benevolent funds should be in line with the Benevolence funds policy and the mission of Eastview Community Church.

The Spiritual Care Committee shall consist of:

- the chairperson
- the seniors visitation team leader
- the meals ministry leader
- the prayer visitation leader
- the Senior Pastor or other pastoral staff as appointed by the Senior Pastor.

### **Section 3.4 – Discernment & Nominating Committee**

The Discernment & Nominating Committee is responsible for identifying candidates for leadership roles at Eastview, specifically for Leadership Board or other standing committees of the board. The focus of the committee is to understand the needs of each team it serves and seek candidates to meet those needs (in numbers and gift sets). They shall annually review their Terms of Reference and present desired changes to the Leadership Board for approval.

The Discernment & Nominating Committee shall consist of:

- three to six members including:
- the chairperson
- the Senior Pastor or other pastoral staff as appointed by the Senior Pastor.