

**Harrisburg Brethren in Christ Church**

## **Organizational Structural Changes**

**Approved at Congregational Council  
October 4, 2009**

## **CHURCH BOARD**

### **Job Description**

#### **Philosophy**

To be focused primarily on vision casting and the health of the Church rather than administering the day to day activities of the Church. This should allow the Board members the opportunity to participate in the various ministry teams.

#### **Purpose:**

To lead the church toward the accomplishment of its mission and vision by establishing appropriate boundaries for accountability that is consistent with Congregational Council and Brethren in Christ General Conference guidelines.

#### **Function:**

The Church board will lead the congregation in all major congregational decisions, i.e. budget, personnel, facility, theology, core values and vision development. The board holds accountable the Senior Pastor and works through the Pastoral staff to ensure that all programs of the church fit within the church mission, vision and values

#### **Qualifications:**

1. Be a member of Harrisburg Brethren in Christ Church for at least six months.
2. A stable, spiritually mature Christian that models a life growing in character, integrity, and servanthood.
3. Current active involvement in ministry at Harrisburg Brethren in Christ for at least one year.
4. Gifted with wisdom, experience and discernment, able to think creatively about the future.
5. Participate in the church's Racial Reconciliation 101 class.

#### **Duties and Responsibilities: (Target: 65% Vision and Mission, 35% Business)**

1. Define, preserve, articulate and model the congregation's vision, long range goals and core values.
2. Set policy and standards by which fulfillment of the vision will be measured.
3. Promote and facilitate congregational diversity
4. Support, encourage, and hold the Pastors and leadership accountable in planning for a healthy, balanced congregational life.
5. Review and pre-approve an annual budget for recommendation to the congregational council.
6. Call and plan regular and special congregational councils.
7. In consultation with the Bishop, decide on questions of membership and discipline. Any decision relative to the disciplinary termination of membership shall be made only after

notice and an opportunity for a hearing before the board and at the recommendation of the Senior Pastor with the approval of the Bishop.

8. Serve as the Pastoral Committee with the Bishop serving as chair. The Senior Pastor and other pastoral staff are excused from this committee. The Pastoral Committee functions when the Senior Pastor's term of service is due for renewal, when a transition is necessary and at other times as needed.
9. Appoint and hold accountable a Personnel Committee that will work with the Senior Pastor in all matters having to do with hiring, performance review and discipline of pastoral staff.
10. Hire all Pastoral staff as recommended by the Personnel Committee.
11. In corrective matters involving Pastoral staff, take final action involving termination as recommended by the Personnel Committee
12. Serve as board of directors of the corporation in all legal matters.
13. Facilitate the grievance process where concerns cannot be resolved by or between the pastoral staff.
14. Appoint a nominating committee to facilitate the process of filling openings for elected positions within the church.

#### **Accountability:**

The Church Board is accountable to the membership of Harrisburg Brethren in Christ Church and to the Atlantic Conference of the Brethren in Christ Church. Members of the Church Board will be asked to sign the Church Board Member Pledge. Our Discipline Policy for Harrisburg BIC Church Leadership will help guide and provide a uniform approach when church discipline is called for.

#### **Composition**

The board should be comprised of the diverse members of the congregation, including race, ethnicity, gender, and age. The Church Board will be composed of 11 people:

- 4 people will serve by virtue of their positions: Senior Pastor, Treasurer and two other Pastors selected by the Pastoral staff with the requirement of selection being that there must be multicultural representation among the pastoral staff on the board.
- 7 people will be elected by the congregation. They must be members of the church.
  - Two of the above will be elected by the congregation as Chair and Secretary of the board. The Nominating Committee will bring a slate of candidates for each position. Those on the slate who are not elected may be added to the list of nominees for at-large board positions.

#### **Terms**

- All positions, excluding Pastoral staff will have three-year terms. The pastoral staff will have open terms. Members may not serve more than 2 full consecutive terms. These positions will be staggered, with 2 positions being elected two of the years and three the third year.

#### **Meetings:**

Regular church board meetings will be held at least quarterly and more often as needed.

#### **Voting:**

All board members will be voting members.

**Nominations and Elections:**

Any member in good standing who meets the qualifications may be nominated for service on church board. Interested individuals may nominate themselves or be nominated by others in the congregation. The nominating committee may also recruit nominees. All nominations must be submitted to the nominating committee at least two full weeks prior to church council; nominations submitted after that will not be accepted, nor will nominations be accepted from the floor in order to give the nominating committee sufficient time to screen nominees. At Council, each member votes for the requisite number of board members. The nominees receiving the most votes will serve on church board.

**Harrisburg Brethren in Christ Church**  
**Board Member Pledge**

As a member of the Harrisburg Brethren in Christ (BIC) Church Board, I pledge to:

- Affirm the mission and the vision of the Harrisburg BIC Church.
- Encourage and pray for the pastors and staff.
- Support the various ministry teams.
- Support the other members of the Church Board in their personal lives and in their ministry.
- Speak truthfully and without malice of the church and everyone associated with the church.
- Carry out my responsibilities as a Church Board Member with integrity and to the best of my ability.
- Be a member of the Harrisburg BIC Church, living out the membership covenant with integrity.
- Pray for the Harrisburg BIC Church, its ministries and pastoral staff on a regular basis
- Be on time for meetings.
- Regularly attend Church Board meetings and communicate with the Chair when unable to attend.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **JOB DESCRIPTION** **NOMINATING COMMITTEE**

**Purpose:** It is the goal of the nominating committee to put forth a slate of nominees for church board and other elected positions within the church that is reflective of the diversity of the congregation, including but not limited to race, age, gender, ethnicity, economic and educational.

**Appointment and Accountability:** The Nominating Committee is appointed by and accountable to the Church Board.

**Composition:** The Nominating Committee will include representation of the following:

- Pastoral staff
- Mosaics Committee
- Church Board
- Lay congregational membership
- The diversity of the congregation, including, but not limited to race, age, gender and ethnicity.

**Qualifications:**

1. Testify to a personal relationship with Jesus Christ
2. A member of the congregation.

**Duties and Responsibilities:**

1. Prior to the annual meeting, make available the qualifications and job description of the church board..
2. Invite and accept nominations from the congregation
3. Screen all nominees according to qualifications set forth in the board job description.
4. Consult with the Mosaics Committee on diversity issues.
5. Prepare a slate of nominees for the church board for action by the congregational council.

## **MOSAICS COMMITTEE**

### **Philosophy**

The Mosaics Committee (MC) is a group of leaders that support and help others flesh out the multicultural vision of our Church. The purpose of this group is to promote the understanding and involvement of people from a variety of cultures and to facilitate positive interaction within the congregation and the community.

### **Appointment and Accountability**

This Committee will be appointed by and accountable to the church board and will consist of diverse members of the congregation, including a member of the pastoral staff and/or a member of the board.

### **Function**

To be a resource to ministry teams, the church board, its sub-committees and the congregation and to facilitate communication and interaction with the different cultures throughout the entire church. This group of leaders will work with the staff to support the ministry teams and congregation through education and expertise. The team shall provide support to new ministry teams and assist them in relating their ministry to the Church's multicultural vision. MC members will commit to actively participate in the Racial Reconciliation 101 class.

### **Definitions:**

Throughout this document, you will see the word Multicultural used. We define Multicultural as encompassing and embracing all racial and ethnic background, socio-economic status, educational levels, male and female, all generations and people of all abilities and capabilities. We believe that the term Multicultural is more inclusive of all the different aspects of our congregation as compared to Multiethnic or Multiracial.

## **STAFFING POLICIES**

### **Philosophy**

All Pastors and staff are expected to work together as a team. The Pastors should be accessible to the congregation, especially the ministry teams. The Pastors should represent the diversity of the congregation and should model reconciliation principles in daily interactions. The Pastors should equip, develop, and act as a resource for all the ministry team leaders.

### **Hiring**

Hiring involves advertising widely to reach diverse ethnic groups, screening applications, checking references, interviewing, and making the final decision. The intent and goal are to hire qualified personnel that represent the multicultural values of our congregation according to their character, gifts, and abilities. It is prudent to have at least two people involved in each hiring decision, but impractical and unwise to involve large groups of people in each hiring decision. Therefore, the following guidelines have been set:

- **Hiring of Senior Pastor:** The Church Board, precluding the pastoral staff, becomes the Pastoral Committee and will facilitate the hiring of the Senior Pastor. The conference bishop leads the placement process.
- **Hiring of Other Pastoral Staff:** A Personnel Committee appointed by and accountable to the Church Board will facilitate the hiring of the other Pastors.
- **Hiring of Support Staff:** The Pastor of Administration will lead the hiring process in collaboration with the Senior Pastor. The Pastors will seek input from additional parties (such as other pastors or the ministry team in the affected ministry), particularly in the process of revising job descriptions and qualifications.

### **Evaluation**

The purpose of regular formal evaluations is to provide a forum for affirmation, constructive criticism, discussion of areas for growth/training, appraisal of systems, and creative thinking about improving outcomes. Self-appraisal, review by peers/ministry team members, and assessment of outcomes are all part of the evaluation. There are three different processes for evaluation of staff:

- **Evaluation of Senior Pastor:** The conference bishop will lead the Pastoral Committee in a full-scale evaluation and contract reassessment every five years. In addition, the Church Board, including input from the pastoral staff will lead a partial evaluation no less than once every calendar year.

- Evaluation of Pastors: The Personnel Committee will facilitate the evaluation of the Pastors no less than once every calendar year. To ensure this process is most effective, the Committee will seek review and input from other staff members and ministry teams.
- Evaluation of Support Staff: The Pastor of Administration and Senior Pastor will lead an evaluation of all support staff no less than once every calendar year.

### **Corrective Action and Dismissal**

Corrective action including dismissal will be handled by the Personnel Committee according to the Church policy. In matters of dismissal the Church Board will make the final decision. Grounds for dismissal include exhibiting immoral, abusive, unproductive, or unhealthy behavior or otherwise seeming unsuitable to the position as determined by the Church Board. The provisions of a pastoral contract will take priority over these guidelines if they are inconsistent. In exigent circumstances, the Senior Pastor and the chair of the Church Board may make an immediate decision to suspend a staff person pending a decision by the Church Board.

The Mosaics Committee should be consulted in matters related to hiring, review and disciplinary matters involving staff. In sensitive situations care will be exercised to preserve confidentiality.

## **Job Description Personnel Committee**

**Purpose:** To work with the Senior Pastor in the hire, review and corrective action of all pastoral staff.

**Appointment:** The committee will be appointed by the Church Board and shall consist of no less than 4 people, including the Senior Pastor and the Church Board Chair, but no other pastors or staff members. Membership should reflect the diversity of the congregation, including, but not limited to race, age, gender and ethnicity. The Chair of the Personnel Committee will be appointed by the Board. Appointed member terms are for three years, renewable for up to three consecutive terms.

**Duties:**

1. In conjunction with the Senior Pastor, recruit, interview and recommend for hire to the Church Board all pastoral staff
2. In conjunction with the Senior Pastor, facilitate an annual review for each pastoral staff member.
3. In conjunction with the Senior Pastor, conduct all corrective action involving pastoral staff. Recommend to the Church Board any action involving termination.
4. Conduct review and recommend revision of personnel policies and procedures to the Church Board as necessary.

## MINISTRY TEAMS

### **Philosophy**

Ministry teams are groups of lay people organized around a common mission to fulfill a specific ministry or outreach goal. The ministry team structure is designed to be flexible to respond to the changing needs of the community and congregation. The number of teams active at any given time in the church will be a function of available leadership, ministry needs, ministry vision and member participation. Each team should strive to be representative of the congregational diversity. Leadership skills, resources and accountability will be provided by a member of the pastoral team throughout the duration of the work of the team. Teams can be created or discontinued according to fluctuating needs as determined by the Pastoral staff.

### **The Purpose of Ministry Teams**

To implement specific ministries by seeking ways to fulfill the vision of the church through congregants particular gifts, passions, calling and area of expertise

### **Expectations of Ministry Teams**

- Demonstrate support for the mission, identity and values of the Harrisburg Brethren in Christ Church.
- Support and reflect the distinctives of the Harrisburg Brethren in Christ Church as:
  - intentionally urban
  - multi- cultural, racially reconciling
  - holistic
  - open to partnership with other churches and ministries
- Be rooted in prayer and guided by God's word in planning and activities.

### **Recruitment and Training of new team members.**

- Recruit ministry volunteers for the team.
- Provide training, care, support and appreciation for team members.
- Create new leadership through the training and mentoring of leaders on a regular basis.

### **Leadership of Ministry Teams.**

- Each Ministry team will appoint one or more team leader.
- Leader(s) will be in an accountability relationship with one of the pastors on the Harrisburg BIC staff.
- Leaders of the ministry teams are expected to meet regularly with their corresponding staff pastor. Pastoral staff will take responsibility to initiate meetings

### **Other:**

- Create a purpose statement at the time of the creation of the ministry team.

- Submit yearly ministry goals/plans to the Pastoral Staff member assigned to the ministry team.
- Demonstrate effectiveness in reaching their goals each year.
- New Ministry teams shall demonstrate that they are providing a new dimension of ministry for the church or local community.
- Communicate ministry activity and progress with the congregation and solicit congregational involvement as needed.
- Collaborate and dialogue with other ministry teams.
- As necessary, ministry teams shall develop and maintain policies and procedures to facilitate effective ministry.
- Solicit counsel from the Mosaics Committee on the interface of ministry team goals with the Church's multicultural vision.
- Submit budgets and follow accounting procedures as indicated by the finance team.
- Facilitate all scheduling through the Administrative Pastor.

#### **Privileges of Ministry Teams**

- Access to available funding for the carrying out of their ministry (following appropriate budgeting and accounting procedures)
- Use of available church facilities (following the reservation procedures as indicated by the facilities team)
- Use of the Harrisburg BIC name, letterhead and logo
- Space in Sunday bulletins for announcements and the opportunity to make special announcements on Sunday mornings as approved by the Senior Pastor and worship team

# Harrisburg BIC Church Structure



