

July 27, 2008

To: Members and those who regularly attend Harrisburg BIC Church
From: Church Board, written by Chris Book, Vice Chair

Re: Restructuring

Greetings,

On June 23rd, the Church Board unanimously moved to recommend the attached Structure document to the congregational council for approval.

With this action, the board wraps up over 18 months of work done by a Structure Committee that was appointed by the board in September, 2006. The board devoted more than four hours discussion to the document forwarded by the Committee and made several revisions that are incorporated into this document. Members of the Structure committee were Brian Mbuu, Chair, Pastor Woody, Pastor Cedra, Wanda Heise, Evie Telfer and Chris Books. Other contributing to the process includes Pastor Drew, Robert Reyes and Tim Samuel.

The recommended Structure document now comes to the congregation for consideration and approval. Members and regular attendees are invited to take and read the document between now and September 3. On that date we will hold a Congregational Information and Input Session. The revised Structure will then be brought to the Congregational Council for a vote at special meeting held at a later date.

Written questions and comments may be submitted to the board using the tear off form at the bottom of this page. Depending on the nature of the question or response the board may decide to respond immediately or hold the question for the September information meeting. Individual members of the board also welcome dialogue with anyone having a verbal comment.

A huge Thank You goes out to the Structure Committee for the many hours of work they devoted to this important process in the life of our congregation.

.....*Cut here and place in Chris Book's mail box*.....
Your comments or questions: *Name:* _____

History of Process and Charge:

- **September 13, 2005.** Structure Plan I was approved by the church board.
- **2006 Congregational Council.** Briefly described the plan and presented the timeline for approval and implementation.
- **Sunday May 21 and May 28, 2006.** Distributed Plan to the congregation
- **Wednesday evening, June 14, Sunday evening, July 23, Thursday evening Sept. 7.** Held a series of congregation discussion/input sessions
 - Prepared and distributed to congregation a comprehensive report of comments, questions and suggestions from the congregational meetings.
- **September 12, 2006.** The board moved to appoint a new task force to consider the input and gave them the following charge:

Purpose of Committee: To review the entire congregational organizational structure and make recommendations for change that will clarify tasks of pastoral and lay leaders, enhance efficiency of congregational programs and improve communication.

Charge:

1. Review proposed restructure document in the light of congregational input.
2. Identify strengths and weaknesses of our proposed restructure document.
3. Revise the restructure document as necessary to fully align with the congregational vision, paying close attention to the (original) mandate:
 - a. Review existing pastoral staff structure and make recommendations, including proposed timetable, for change:
 - i. Review job descriptions of all pastoral staff with an eye to our vision:
 1. How well does the current pastoral staff mix align with and allow us to fulfill our vision?
 2. What changes should we make?
 - ii. Consider whether we are understaffed, overstaffed or within reasonable range when considering our current budget and vision.
 - iii. Make specific recommendations for individual pastoral job description change, including whether they should change from FT to PT status or visa versa.
 - iv. Do we need to add any pastoral staff positions within the next five years? If so, in what capacity?
 - v. Review existing pastoral hiring and supervision practices. Make recommendations for change.
 - b. Review existing commission structure, including written duties of commission members.
 - i. How well does the current commission structure align with and allow us to fulfill our vision?
 - ii. What changes should we make?
 - iii. Do we need to create any new commissions?
 - c. Consider interfacing between commission and staffing structure and make recommendations for improved communication, ensuring appropriately efficient and consistent staff/commission interaction
 - d. Consider and recommend changes to function and structure of the church board.
4. Present timetable for board and congregational consideration and congregational approval.

Approval Plan and Timeline:

- April 10-20, 2008: Initial presentation and review by Pastoral staff and former committee members.
- April 28, 2008: Initial presentation and review by Church board – Brian Mbuu presenting
- May 8, 2008: Second board structure discussion.
- May 27, 2008 Third board discussion
- June 24 2008: Board unanimously moves to recommend the Structure to the congregation

- July, 2008: Copies made available to the congregation with “tear off” response forms
- July 28, 2008: Board update on congregational member responses
- September 3, 2008 Congregational Information and Input Session
- _____: Special Congregational Council for new structure approval.

Proposed Transition Plan and Timeline:

Assuming congregational approval of new structure:

Church Board:

- The existing church board will appoint a Nominating Committee to facilitate nominations of the new church board.
 - The existing church board will continue service until the new board has been approved by the congregational council.
 - The only board members who will continue on the board automatically are the Senior Pastor and the Treasurer
- The Nominating Committee will present a slate of nominees to the first regularly scheduled congregational council following approval of the plan.

Ministry Teams:

- The Pastoral staff will determine assignment of Ministry teams to Pastoral Team members.
 - Most current commissions will transition into a Ministry Team
 - New Ministry teams will be organized according to established procedure.
 - The process will begin after congregational approval.

Pastoral Team: Most of the Pastoral staff transition to the new structure will occur “behind the scenes”. The most obvious changes will occur during the annual review process and during changes in the pastoral staff. Under the new structure the Pastoral staff will function more as an interdisciplinary team with major focus given to facilitation of Ministry teams.

- The Personnel Committee will be appointed by the newly formed church board as soon as possible after the board has organized.
- The process will begin after congregational approval.

Diversity Committee The DC will be appointed by the newly formed church board as soon as possible after the new board has been appointed and organized.

Harrisburg Brethren in Christ Church

Organizational Structural Changes

July '08

Summary

This recommendation is written to primarily provide access and inclusion to the decision making process and promote effective communication within the Harrisburg Brethren in Christ Church.

Our current structure provides many challenges as our Church embraces a capital campaign, congregational growth, and a wide array of internal and external community needs. We have focused on issues such as moving the day to day operational decisions from the Church board to the staff and ministry team leaders, providing members of the congregation access to the decision making process and offering ministry teams the opportunity to share with the congregation how God is leading them to reach out to the needs of the Church and the community.

The Diversity Committee is a new recommendation in this document. Our vision of being a multicultural Church in an urban setting needs to be embraced and accepted in all aspects of our church. We are recommending that we create a formal group that can guide us to come together in Christ. This group will not function as a group of people that police certain actions or enforce quotas. This group is designed to encourage and support members of the congregation as we strive to be more Christ-like.

Our recommendations are designed to evolve and grow with the Church's mission and vision. As new areas of ministry are needed we feel that this structure would embrace this type of growth and provide a more formal support and resource network for the needs of the future.

CHURCH BOARD

Philosophy

To be focused primarily on vision casting and the health of the Church. The board should be less focused on the day to day activities of the Church which should allow the Board members the opportunity to participate in the various ministry teams.

Job Description

Purpose:

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

Function:

The Church board will have oversight and accountability in all major congregational decisions. 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

Composition:

The board should be comprised of the diverse members of the congregation, including race, ethnicity, gender, and age.

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. In conjunction with the Bishop, serve as the Pastoral Committee (minus the Pastoral staff).
5. Support, encourage, and hold the Pastors and leadership accountable in planning for a healthy, balanced congregational life.
6. Review and pre-approve an annual budget for recommendation to the congregational council.
7. Call and plan regular and special congregational councils.
8. In consultation with the Bishop, offer counsel 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.
9. 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 term of service is due for renewal, when a transition is necessary with the Senior Pastor, and at other times as needed.
10. Serve as board of directors of the corporation in all legal matters.

11. Facilitate the grievance process where concerns cannot be resolved by or between the pastoral staff.
12. Appoint a nominating committee, as a sub-committee of the board, 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 are encouraged to serve in other areas of ministry within the church.

Composition

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.* Other staff members are ineligible to serve on the church board.
- 7 people will be elected by the congregation. They must be members of the church.
- At the first board meeting following Church Council, the church board will appoint:
 - *Church Board Chairperson* from within the church board with confirmation by the congregation. No Pastor may serve as chair.
 - *Secretary* from within the church board. No Pastor may serve as secretary.

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 each quarter 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 one week 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 in advance of the distribution of council packets. At Council, each member will vote for two (or three) church board nominees. The two (or three) nominees receiving the most votes will serve on church board.

JOB DESCRIPTION
NOMINATING COMMITTEE

Purpose: It is the goal of the nominating committee to put forth a slate of nominees for church board 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
- Diversity 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 Diversity Committee on diversity issues.
5. Prepare a slate of nominees for the church board for action by the congregational council.

DIVERSITY COMMITTEE

Philosophy

The Diversity Committee 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 with each other 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. Prior to appointment of the first DC, the church board will develop and approve a Job Description with clearly defined roles and responsibilities of the DC.

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. Resource Committee 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 multiethnic 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. The committee shall consist of no less than 4 people, including the Senior Pastor but no other pastors or staff members. The Chair of the Church Board will serve as Chair of the Personnel Committee.
- **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 Church Board, precluding the pastoral staff, 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 DRC should be consulted in matters related to hiring, review and disciplinary matters involving staff.

SENIOR PASTOR (Full Time)

Job Description

Purpose:

Responsible for vision and mission development in cooperation with the Church Board. Carries overall responsibilities for vision implementation and the life and growth of the congregation, including preaching, teaching and the spiritual health of people.

Qualifications:

1. Testify to a personal relationship with Jesus Christ and evidence God's anointing for ministry.
2. A stable, mature and growing Christian that models a life of growing Christian character, integrity, maturity and servanthood.
3. Give evidence of commitment or expresses a value to wholesome marriage and family relationships.
4. Strong communication skills and the ability to teach, lead and relate well with others.
5. A visionary leader with passion for multicultural, urban ministry. Cross cultural experience preferred.
6. A commitment to teamwork.
7. Ability to be flexible, creative and a good sense of humor.
8. Uphold the doctrinal position of the Brethren in Christ denomination.
9. A Theology or Seminary degree and related experience preferred with a commitment to continued education and licensing with the Brethren in Christ denomination.

Duties and Responsibilities:

1. In conjunction with the Church Board, develop the congregation's vision and core values.
2. In cooperation with the Pastoral Staff and ministry teams, implement the congregational vision through the development of goals and establishment of a plan to meet the goals.
3. Stimulate spiritual maturity in the congregation through a well-balanced ministry of Biblical preaching and doctrinal teaching.
4. Model and lead the congregation in a vital prayer ministry.
5. Provide leadership in God-centered worship that is reflective of the rich ethnic and cultural diversity in our congregation
6. Equip others and participate in the provision of counseling and pastoral care to the congregation.
7. Administer the sacraments and officiate special events such as baptisms, parent/child dedications, weddings, funerals.
8. In cooperation with the Church Board Personnel Committee, recruit, hire and evaluate the Pastoral Staff.
9. Give supervision to the Pastoral Staff.
10. Provide for training and development of the Pastoral Staff
11. Serve as voting member of Church Board. Assist Church Board chair in the development of the meeting agenda.
12. Lead congregational council meetings.
13. Represent the church at General Conference and other denominational meetings.
14. Uphold the doctrinal position of the Brethren in Christ denomination.
15. Responsible for Deacons

Accountability:

The Senior Pastor is directly accountable to the Church Board.

Hiring

The Church Board, minus the pastoral staff, becomes the Pastoral Committee and will facilitate the hiring of the Senior Pastor. The conference bishop leads the denominational placement process.

Evaluation

The conference bishop will lead the Church Board, precluding the pastoral staff, 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.

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.

PASTOR OF OUTREACH & DISCIPLESHIP **(Full Time)**

Job Description

Purpose:

In cooperation with the Senior Pastor, responsible for the overall vision implementation and the life and growth of the congregation, including preaching, teaching and the spiritual health of people.

Qualifications:

1. Testify to a personal relationship with Jesus Christ and evidence God's anointing for ministry.
2. A stable, mature and growing Christian that models a life of growing character, integrity, maturity and servanthood.
3. Give evidence of commitment or expresses a value to wholesome marriage and family relationships.
4. Strong administrative and communication skills and the ability to relate well with others.
5. A commitment to teamwork.
6. Ability to be flexible, creative, and exhibit a good sense of humor.
7. Uphold the doctrinal position of the Brethren in Christ Church denomination.
8. A Bachelor's degree preferred with a commitment to continued education and licensing with the Brethren in Christ denomination.
9. A visionary leader with passion for multicultural, urban ministry. Cross-cultural experience preferred.

Duties and Responsibilities:

1. In cooperation with the Pastoral Team, implement the congregational vision through the development of goals and establishment of a plan to meet the goals.
2. Provide for training and development of selected ministry teams.
3. If selected, serve as voting member of Church Board.
4. Responsible for
 - a. Discipleship (one on one)
 - b. Small Groups
 - c. Adult Sunday School
 - d. Membership Assimilation
 - e. Men's and Women's Ministries
 - f. Young Adult Ministry
 - g. Missions
 - h. Outreach (food pantry, computer classes, etc)
 - i. Special Events (Fun in the Sun Day)
 - j. Evangelism
 - k. Celebrate Recovery
 - l. Other ministry teams as they develop

Accountability:

The Pastor of Outreach will be directly accountable to the Senior Pastor

Hiring

A Personnel Committee appointed by and accountable to the Church Board will facilitate the hiring of the Pastor of Outreach. The committee shall consist of no less than 4 people, including the Senior Pastor but no other pastors or staff members and the Chair of the Church Board who will serve as Chair of the Personnel Committee

Evaluation

The Personnel Committee will facilitate the evaluation of the Pastor of Outreach and Discipleship 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

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.

PASTOR OF ADMINISTRATION (Full Time)

Job Description

Purpose:

In cooperation with the Senior Pastor, responsible for the administration and operations of the church and for the overall vision implementation and the life and growth of the congregation, including preaching, teaching and the spiritual health of people

Qualifications:

1. Testify to a personal relationship with Jesus Christ and evidence God's anointing for ministry.
2. A stable, mature and growing Christian that models a life of growing character, integrity, maturity and servanthood.
3. Give evidence of commitment or expresses a value to wholesome marriage and family relationships.
4. Strong administrative and communication skills and the ability to relate well with others.
5. Thorough understanding of finances, including budgets & IRS guidelines.
6. A commitment to teamwork.
7. Ability to be flexible, creative, and exhibit a good sense of humor.
8. Uphold the doctrinal position of the Brethren in Christ Church denomination.
9. A Bachelor's degree preferred with a commitment to continued education and licensing with the Brethren in Christ denomination.
10. Minimum of two years of prior experience in leadership and management of multiple staff.
11. A visionary leader with passion for multicultural, urban ministry. Cross-cultural experience preferred.

Duties and Responsibilities:

1. In cooperation with the Pastoral Staff, implement the congregational vision through the development of goals and establishment of a plan to meet the goals.
2. In cooperation with the Senior Pastor, lead the hiring and annual review process, and supervise all Support Staff:
3. Recommend to Finance Ministry Team salaries and benefits of employees.
4. Maintain all personnel files.
5. Provide administrative support to the pastoral staff and ministry teams.
6. Provide for training and development of Support Staff and selected ministry teams.
7. Oversee communication, planning and scheduling of events.
8. Oversee day-to-day administrative operations of the church.
9. Provide oversight for financial management. Serve as member of Finance Committee.
10. Prepare and maintain administrative policy and personnel manuals.
11. If selected, serve as voting member of Church Board.
12. Maintain communication with General and Regional Conference, as well as denominational and fraternal organizations as appropriate. Coordinate all reports.
13. Initiate for the Pastoral Staff a process for the creation, support and evaluation of ministry teams.

Accountability:

The Pastor of Administration will be directly accountable to the Senior Pastor.

Hiring

A Personnel Committee appointed by and accountable to the Church Board will facilitate the hiring of the Pastor of Administration. The committee shall consist of no less than 4 people, including the Senior Pastor but no other pastors or staff members and the Chair of the Church Board who will serve as Chair of the Personnel Committee.

Evaluation

The Personnel Committee will facilitate the evaluation of the Pastor of Administration 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

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.

PASTOR OF YOUTH MINISTRIES (Part Time)

Job Description

Purpose:

In cooperation with the Senior Pastor, responsible for the overall vision implementation and the life and growth of the congregation, including preaching, teaching and the spiritual health of youth. .

Qualifications:

1. Testify to a personal relationship with Jesus Christ and evidence God's anointing for ministry.
2. A stable, mature and growing Christian that models a life of growing character, integrity, maturity and servanthood.
3. Give evidence of commitment or expresses a value to wholesome marriage and family relationships.
4. Strong administrative and communication skills and the ability to relate well with others.
5. A commitment to teamwork.
6. Ability to be flexible, creative, and exhibit a good sense of humor.
7. Uphold the doctrinal position of the Brethren in Christ Church denomination.
8. A Bachelor's degree preferred with a commitment to continued education and licensing with the Brethren in Christ denomination.
9. A visionary leader with passion for multicultural, urban ministry. Cross-cultural experience preferred.

Duties and Responsibilities:

1. In cooperation with the Pastoral Team, implement the congregational vision through the development of goals and establishment of a plan to meet the goals.
2. Provide for training and development of selected ministry teams.
3. If selected, serve as voting member of Church Board.
4. Responsible for
 - a. Youth Sunday School
 - b. Youth Group
 - c. Social Events
 - d. Quizzing
 - e. Outreach
 - f. Special Events (Youth Quest, mission trips, Camp)
 - g. One to one spiritual mentoring/discipling
 - h. Youth leadership development
 - i. Pastoral care for youth
 - j. Ensure volunteers are screened according to Church policies
 - k. Other ministry teams as they develop
5. Regular communication with parents/guardians of the youth

Accountability:

The Pastor of Youth Ministries will be directly accountable to the Senior Pastor

Hiring

A Personnel Committee appointed by and accountable to the Church Board will facilitate the hiring of the Pastor of Youth Ministries. The committee shall consist of no less than 4 people, including the Senior Pastor but no other pastors or staff members and the Chair of the Church Board who will serve as Chair of the Personnel Committee

Evaluation

The Personnel Committee will facilitate the evaluation of the Pastor of Youth Ministries 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

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.

PASTOR OF CHILDREN'S MINISTRIES (Part Time)

Job Description

Purpose:

In cooperation with the Senior Pastor, responsible for the overall vision implementation and the life and growth of the congregation, including preaching, teaching and the spiritual health of children. .

Qualifications:

1. Testify to a personal relationship with Jesus Christ and evidence God's anointing for ministry.
2. A stable, mature and growing Christian that models a life of growing character, integrity, maturity and servanthood.
3. Give evidence of commitment or expresses a value to wholesome marriage and family relationships.
4. Strong administrative and communication skills and the ability to relate well with others.
5. A commitment to teamwork.
6. Ability to be flexible, creative, and exhibit a good sense of humor.
7. Uphold the doctrinal position of the Brethren in Christ Church denomination.
8. A Bachelor's degree preferred with a commitment to continued education and licensing with the Brethren in Christ denomination.
9. A visionary leader with passion for multi-cultural, urban ministry. Cross-cultural experience preferred.

Duties and Responsibilities:

1. In cooperation with the Pastoral Team, implement the congregational vision through the development of goals and establishment of a plan to meet the goals.
2. Provide for training and development of selected ministry teams.
3. If selected, serve as voting member of Church Board.
4. Responsible for
 - a. Nursery
 - b. Toddler
 - c. Preschool
 - d. Kids Club
 - e. Children's Sunday School
 - f. Junior Church
 - g. Stepping Stones
 - h. Special Events
 - i. Summer Activities
 - j. Camp
 - k. Outreach
 - l. Pastoral care for children
 - m. Ensure volunteers are screened according to Church policies
 - n. Other ministry teams as they develop
5. Regular communication with parents/guardians of the children

Accountability:

The Pastor of Children's Ministries will be directly accountable to the Senior Pastor

Hiring

A Personnel Committee appointed by and accountable to the Church Board will facilitate the hiring of the Pastor of Children's Ministries. The committee shall consist of no less than 4 people, including the Senior Pastor but no other pastors or staff members and the Chair of the Church Board who will serve as Chair of the Personnel Committee

Evaluation

The Personnel Committee will facilitate the evaluation of the Pastor of Children's Ministries 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

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.

MINISTRY TEAMS

Philosophy

Ministry teams are groups of 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 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.

The Purpose of Ministry Teams

- To seek ways to fulfill the vision of the Church through congregants' particular gifts, passions, calling and areas of expertise, in order to implement a specific ministry.
- To be rooted in prayer and actively studying God's word in their planning and activities
- To support and reflect the distinctives of the H-BIC church as intentionally urban, multi-cultural, racially reconciling, holistic and open to partnership with other churches and ministries
- To offer fellowship and care for the members of the team
- To provide training, support and appreciation for team members.
- To recruit new volunteers in their ministry.

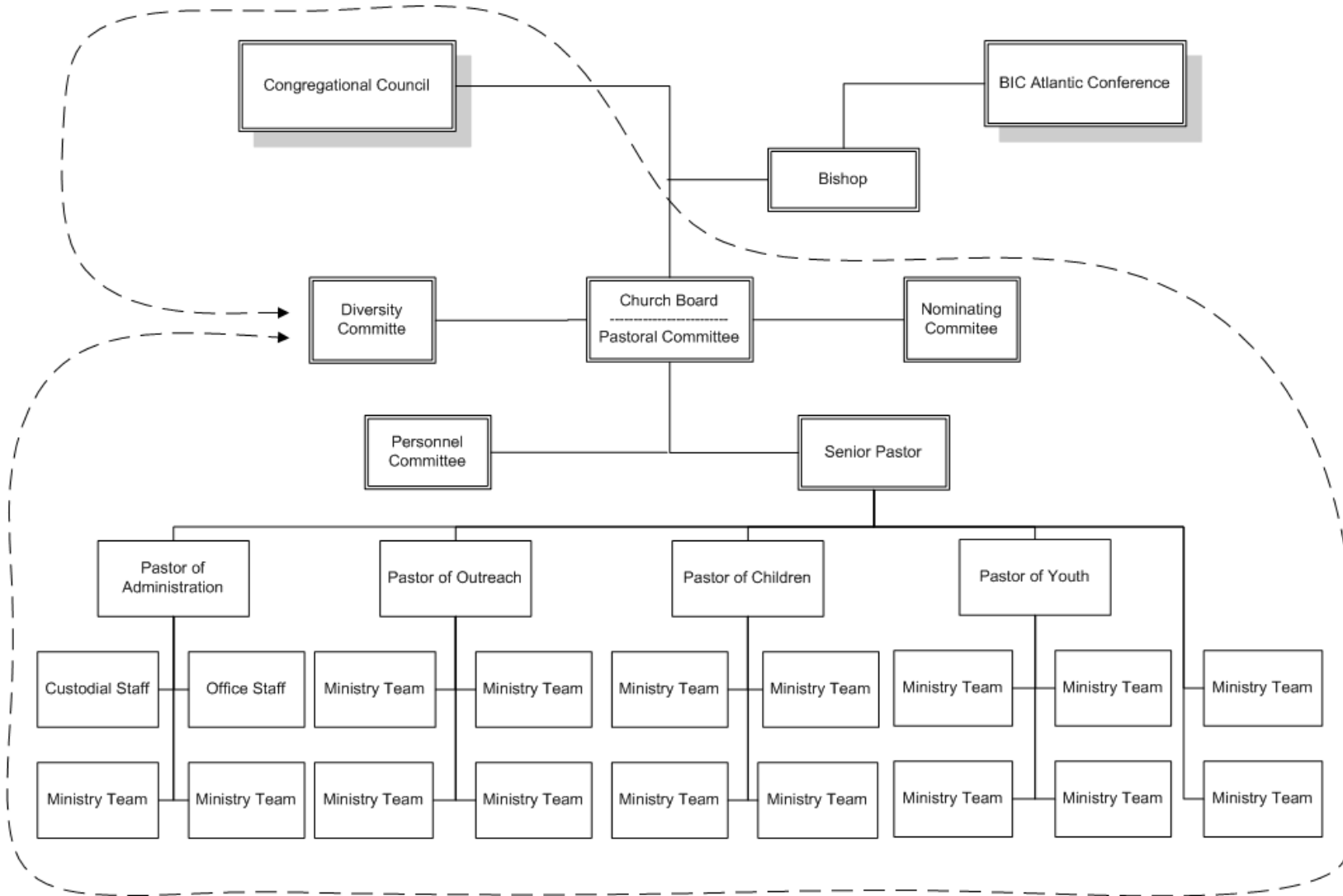
Expectations of Ministry Teams

- All ministry teams must demonstrate support for the mission, identity and values of the Harrisburg Brethren in Christ church. Each team will be asked to create a purpose statement at the time of its creation and will be asked to submit yearly ministry goals to the Pastoral Staff. Ministries will be asked to 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.
- Ministry teams are encouraged to create new leadership through the training and mentoring of leaders on a regular basis.
- Each Ministry team leader will be in an accountability relationship with one of the pastors on the Harrisburg BIC staff. The leader of the ministry team is expected to meet regularly with their corresponding staff pastor.
- Regularly communicate progress with the congregation and provide ways for the congregation to be involved in their ministry.
- As necessary, ministry teams shall develop and maintain policies and procedures to facilitate effective ministry
- Ministry teams shall be open to creating partnerships with other teams and ministries.
- Ministry teams shall submit budgets and follow accounting procedures as indicated by the finance team.
- Interact regularly with the Diversity Committee

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



---- denotes reciprocal communication and supportive tie between the Diversity Committee and every entity in the congregation

— denotes direct accountability between entities