

Northview Community Church
WELCOME TO THE PROCESS FOR ELDER DISCERNMENT

Dear Northview Elder Candidate,

We want to thank you for expressing your interest in becoming an elder of Northview Community Church. Together with you, we humbly acknowledge that the desire to serve as an elder within the local church is a calling of God. To this end, we as the Discernment Committee want to walk with you through this important process by:

- Providing you with all the information you need to fully understand the eldership role.
- Praying with you and for you that God's will can be clearly discerned.
- Entering into and facilitating discussion that allows both you and the Church leadership the opportunity of an informed, Spirit-led decision.

Following are the steps required that you can use as a checklist as you proceed with the discernment process. Please give careful and prayerful consideration to each of the materials provided in the "Elders Discernment Packet". We will stay in touch with you over the next few weeks as we walk through this process together.

- _____ 1. Read Chapters 1 - 6 (pp. 1-117) and Chapters 14 - 15 (pp.277-295) in the book, **Biblical Eldership** by Alexander Strauch.
- _____ 2. Answer the **Brief Theological Questionnaire** and submit your answers in writing to the Discernment Committee. This must be done *before* an interview with the Committee can be conducted.
- _____ 3. Familiarize yourself with the Constitution and Bylaws of Northview Church, especially as it pertains to your role as an elder.
- _____ 4. Read the **Overview of Northview Council of Elder (COE) Roles** and carefully weigh the adjustments you would need to make in time and work commitments. It is important to understand that, while each member of the COE is called on to serve on at least one of these committees or commissions, qualification for eldership is not based on specific gifts or skill sets.
- _____ 5. Read the **Summary of Elder Qualifications**. The initial interview with the Discernment Committee will strongly focus on the Biblical qualifications for elders as listed by the Apostle Paul in his letters to Timothy and Titus. Qualification for eldership is NOT to be based on specific gifts or skill sets needed to fulfill certain administrative or ministry tasks. Due consideration must also be given to the nominees theological position and understanding as per their submitted questionnaire.

- _____ 6. Following the initial interview and subject to your receiving the recommendation of the Discernment Committee, you will then be asked to attend the next scheduled Board meeting (or a specially called COE meeting if needed) to respond to any further questions the elders and pastors may wish to ask.
- _____ 7. A final decision will then be made by the COE on whether or not to accept you as a suitable candidate for eldership. The standard notification procedures will be followed in presenting you as an elder candidate to the congregation for an Affirmation Ballot.

BRIEF THEOLOGICAL QUESTIONNAIRE:

Thanks for your interest in the position of elder at Northview. We are looking forward to chatting with you over the next few weeks. It would greatly assist us if you would briefly answer the following questions. If you require more space, please use it, but try to be as concise as possible. Thanks much.

1. Have you ever read the Mennonite Brethren confession of faith? If so, do you have any problems or hesitations with it?

2. Please explain your understanding of the gospel.

3. What are your views regarding how Divine Sovereignty and human responsibility coexist?

4. What are your views regarding the gifts of the Spirit? Do you believe all the spiritual gifts evident in the New Testament are active or should still be active in the Church today? If so, how should they function in our local church? If not, why not?

5. What are your views regarding the role of women in ministry leadership? Why do you hold these views?

6. What are your views on death, judgment and the end times (i.e. eschatology)? Do you have specific views concerning the Rapture of the Church and the Millennial Reign of Christ? Why do you hold these views?

7. Who are some of your favorite Christian authors, speakers and artists? Please explain what you appreciate about each one.

8. What are your views on water baptism? Comment on infant vs. adult baptism.

9. What are your views on war and non-violent resistance?

10. Describe your spiritual giftings and how they have been affirmed in your life.

11. In your opinion, what are the most pressing issues or challenges facing North American Christians in this coming decade?

12. What are the most dangerous false teachings in the contemporary evangelical church in your opinion?

PROVINCE OF BRITISH COLUMBIA
SOCIETY ACT
FORM 3
CONSTITUTION

1. The name of the Society is: **NORTHVIEW COMMUNITY CHURCH**

2. The purposes of the Society are:

(a) to establish and operate local Christian church(es) as members of The B.C. Conference of Mennonite Brethren Churches;

(b) to carry out the mission: “leading people to passionately follow Jesus” by being “God Worshipping,” “Life Constructing,” “Seeker Engaging” and “Globally Impacting”;

(c) To support, financially and otherwise, the activities of The B.C. Conference of Mennonite Brethren Churches and the Canadian Conference of Mennonite Brethren Church of North America;

(d) To engage in and support local and foreign mission activities;

e) to own, hold in trust, use, sell, convey, mortgage, lease, rent or otherwise acquire, dispose of, or use such property, real or chattel, as may be required or beneficial for the good of the Society or for the carrying out of such projects that will be decided upon and be approved by the Directors of the Society; and

(f) to solicit, collect, receive and acquire contributions, gifts, legacies, bequests and endowments, consisting of money or property, whether real, personal or mixed.

3. Dissolution of the Society:

The property of the Society is irrevocably dedicated to charitable purposes and upon liquidation, dissolution, winding-up or abandonment and after all financial liabilities have been paid in full (including the cost and expenses incurred in the liquidation, dissolution, winding-up or abandonment of the Society) and after the liquidation, dissolution, winding-up or abandonment has been finalized and all assets have been converted into cash, the Board of Directors of the Society shall, within one (1) year of such date of liquidation, dissolution, winding-up or abandonment, distribute the assets of the Society to The B.C. Conference of Mennonite Brethren Churches. In the event that The B.C. Conference of Mennonite Brethren Churches no longer exists, then the assets shall be distributed among such charitable organization and/or charitable organizations with similar purposes of the Society and which are qualified within the meaning of the *Income Tax Act* of Canada and as determined by the Board of Directors of the Society, at their sole and absolute discretion.

4. No member of the Board of Directors shall receive any remuneration from the Society for services rendered as a member of the Board of Directors of the Society.

**PROVINCE OF BRITISH COLUMBIA
SOCIETY ACT**

**BYLAWS
of
NORTHVIEW COMMUNITY CHURCH**

Part 1 -Definitions

1. In these bylaws, unless the context otherwise requires:

"directors" means the members of the Council of Elders, as herein defined, for the time being, who are referred to collectively as the Council and individually as the Elders;

"Operating Guidelines" means the Operating Guidelines established by the Council as described herein as amended from time to time;

"Society Act" means the *Society Act* of British Columbia from time to time in force and all amendments to it;

"special resolution" means a resolution passed in a general meeting by a majority of not less than 75% of the votes of those members who, being entitled to do so, vote in person:

- (i) of which the notice that the Bylaws provide, and not being less than 14 days' notice, specifying the intention to propose the resolution as a special resolution has been given, or
- (ii) if every member of Northview Community Church entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days' notice has been given;

"registered address" of a church member means the member's address as recorded in the records of Northview Community Church;

2. The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
3. Words importing the singular include the plural and vice versa, and words importing a male person include a female person.

Part 2 - Membership

4. The members of Northview Community Church (“NCC”) are the persons who are members according to the records of NCC at the date hereof, and those persons who subsequently become members, in accordance with these Bylaws and, in either case, have not ceased to be members.
5. A person may apply to NCC for membership in the manner prescribed in the Operating Guidelines and on acceptance in the manner provided therein is a member.
6. Every member must uphold the constitution of NCC, sign a covenant of membership and comply with these bylaws.
7. Every member must subscribe to the following statement of faith:

Northview Statement of Faith

1. GOD

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

- a) We believe in God the Father, the Creator and Sustainer of this universe, who in His infinite wisdom and love planned the redemption of mankind and accomplished it through Jesus Christ.
- b) We believe in Jesus Christ, true God and true man, who was born of the virgin Mary, lived a perfect life, was crucified for our sins, rose from the dead and was exalted to the right hand of God.
- c) We believe in the Holy Spirit who affects redemption in the lives of those who believe in Christ. He convicts, guides, teaches rebukes, indwells, empowers, comforts, intercedes, unites believers into one body, and glorifies Christ.

Gen. 1; Deut. 6:4-6; Ps. 139; Is. 40; Mt. 28:19; Jn. 1:1, 18; 4:24; 15:26; Rom. 8:1-17, 26-27; 2 Cor. 3:17; 5:19; 13:14; Phil. 2:6-8; 1 Tim. 3:16; 6:15-16; Heb. 11:6; Jude 2-5.

2. THE REVELATION OF GOD

We believe that God has made His power and deity known in creation. He revealed Himself also in word and deed in the Old Testament. He revealed Himself supremely and finally in the Lord Jesus Christ, as recorded in the New Testament. We believe that all Scripture, both Old and New Testaments, are inspired by God as men of God were moved by the Holy Spirit. We accept the entire Bible to be the infallible Word of God and the final, complete and authoritative guide for the faith and life of Christian discipleship.

Ps. 19; 119:105; Lk. 24:27, 44; Rom. 1:18-23; 2 Tim 3:15-17; 2 Pet. 1:16-21; Heb. 1:1-2; 8:5-13.

3. MAN AND SIN

We believe that man was created in the image of God, sinless and in fellowship with God, with a free will to make moral choices. By sinning he brought death upon the whole human race. As a consequence people are sinful by nature, guilty before God and in need of forgiveness and restoration.

Gen. 1:27; 3:1-19; Mt. 19:13-15; Rom. 3:10-18; 5:12; 18:21; Eph. 2:1-3.

4. SALVATION BY GRACE

We believe that there is one God and Mediator between God and men, the Man Jesus Christ, who by his substitutionary death has redeemed humanity from the power of sin, death and eternal punishment. We are saved by God's grace through faith in Christ, and by faith alone. Those who repent receive forgiveness of sins and by the power of the Holy Spirit are born into the family of God, and, as faithful disciples, joyfully obey God's Word. Christians are to treat people of other faiths with respect, but urgently proclaim Christ as the only way of salvation.

Acts 2:42, 46; Eph. 1:13-14; 2:8-9; 1 Tim. 2:5-6; Heb. 4:12; 9:15-28; 1 Jn. 1:9.; Jn 14:6; Acts 4:12; Rom 1:18-24; Rom 2:1-16.

5. THE CHRISTIAN LIFE

We believe that the Holy Spirit indwells every believer and transforms him or her into the image of Christ and enables the believer to witness to his or her Lord in daily life. The Christian lives in fellowship with God and other believers. The believer contributes to the building of the body of Christ with his or her material and spiritual gifts. By the means of grace provided by Christ, the believer seeks to grow to maturity as this is expressed particularly in the "fruit of the Spirit." Since the believer's body is a "temple of the Holy Spirit" he or she refrains from those things which harm the body and the mind. In striving for perfection the believer recognizes his or her complete dependence on God and, is constantly in need of His forgiving and cleansing grace.

Mt. 5:14-16; Jn. 12:26; 15:4-5; Rom. 6; 8:9-16; 12; 1 Cor. 6:19; Eph. 2:1-4; 4:1-16; Tit. 2:11-14; Heb. 12:14; 1 Jn. 3:17-18.

6. THE CHURCH OF CHRIST

We believe that the church was established through Christ's redemptive work in history, and that it is comprised of all who put their faith in Him and who are baptized by the Spirit into one body, regardless of nation, race or social class. Despite the diversity in congregations and denominations, the Holy Spirit creates unity among all the people of God.

Mt. 18:15-35; Jn. 13:1-17; Jn. 17-21; Acts. 2:38-44; 15:1-28; 1 Cor. 12-14; 2 Cor. 2:6-8; Eph. 1:22-23; 2:10-22; 5:21, 25-27; 1 Thess. 5:11, 14; 2 Thess. 3:6, 14-15; Rev. 5:9

7. THE MISSION OF THE CHURCH

We believe that the Gospel is “the power of God unto salvation”, and that the command to make disciples of all nations is the primary task of the church. Every member of the church is called to participate in the mission of the church as he/she is enabled by God's grace.

Mt. 2:23; 11:5; 28:19-20; Acts. 1:8; 2 Cor. 5:18-20.

8. THE CHRISTIAN MINISTRIES

We believe that God through the Holy Spirit has endowed all His children with gifts for Christian ministries. All are called to use their gifts to build up the body of Christ and to glorify the Lord. Some members of the church are called to lead, to preach, to teach, to evangelize and to nurture. For this reason, God gives some to be Elders and Pastors. The church commissions or ordains people for such ministries and loves, respects, and supports those who serve faithfully. Those in leadership are to live exemplary Christian lives.

Is. 6:1-10; Jer. 3:15; Acts 6:1-6; 20:28; 1 Corinthians 12:1-31; 1 Thess. 5:12-13; 1 Tim. 3:1-10; 5:17-22; Tit. 1:5-9; 3:10; 1 Pet. 5:1-5.

9. CHRISTIAN BAPTISM

We believe that Christians should be baptized in water upon confession of their faith in Christ. We practice baptism by immersion, although we receive into fellowship those who have been baptized on confession of their faith by another mode. Baptism is a public declaration that the believer identifies with Christ and has become part of His body, the church.

Mt. 28:18-20; Acts 2:38; Rom. 6:2-6; Col. 2:12-13; 1 Thess. 5:23-24; 1 Pet. 3:21

10. THE LORD'S SUPPER

In preparation for the fellowship of the Lord's Supper, all believers examine themselves. All those who understand its meaning, confess Jesus Christ as Lord in word and life, are accountable to their congregation and are living in right relationship with God and others are invited to participate in the Lord's Supper.

Mt. 16:24; 26:26-30; 1 Cor. 10:16-17; 11:23-32; Rev. 3:20.

11. MARRIAGE AND THE CHRISTIAN HOME

We believe that God instituted marriage. Marriage is a sacred union between one man and one woman. Believers who marry should have a common Christian commitment; a believer should not marry an unbeliever. We believe that divorce, adultery and homosexuality constitute a violation of God's intention for marriage. We do not condone same sex marriage or homosexual lifestyles. Christian parents should nurture their children through exemplary living, prayer, worship, instruction in God's Word, and godly discipline.

Gen. 1:27-28; 2:18-24; Prov. 5:18-19; Mal. 2:13-16; Mt. 5:31-32; 19:4-9; 1 Cor. 7:10-11; 2 Cor. 6:14; Eph. 5:22-23; 6:4; Heb. 13:4; Rom 1:18-32.

12. THE LORD'S DAY AND WORK

We believe that God has called us to work and that work is honorable. However, the Christian also needs to have time for corporate worship, instruction in the faith and fellowship. Therefore, following the example of the New Testament Church, we set aside one day a week as the Lord's Day for spiritual up-building and limit our labors on that day to work of necessity and deeds of mercy.

Gen. 2:1-3; Ex. 20:8-10; Mt. 6:33; Lk. 24:1-36; Acts 2:1; 20:7; Rom. 14:5-6; Eph. 4:28; 1 Thess. 4:11-12; Heb. 10:23-25.

13. CHRISTIAN INTEGRITY

Christians are obligated to speak the truth at all times. As a witness to our integrity we affirm that we will tell the truth at all times in keeping with what Jesus taught in the Sermon on the Mount. Also, we avoid holding membership in lodges and secret societies including those that require an oath, but seek rather to foster fellowship among believers.

Mt. 5:33-37; 23:1-12; Jn. 18:19-23; 2 Cor. 6:14-18; Eph. 5:6-13; James 5:12.

14. THE STATE

We believe that God has instituted the state. Our chief concern and primary allegiance, however, is to Christ's kingdom. We pray for our government, respect those in authority, pay taxes, obey all laws not in conflict with the Word of God, and witness against corruption and injustice in society.

Mt. 22:17-21; Acts 4:19; Rom. 13:1-7; 1 Tim. 2:1-6; 1 Pet. 2:13-14.

15. LOVE and PEACE

We believe that Christians should live by the law of love and practice forgiveness of enemies as taught and exemplified by Jesus. We seek to be agents of reconciliation; our bond with other followers of Jesus transcends all racial, social and national barriers. We view violence as contradictory to the new nature of the Christian. In times of national conscription or war, we will teach and encourage alternate service where possible.

Ex. 20:1-17; Mt. 5:17-28, 38-45; Rom. 12:19-21; 13:8-10; 1 Pet. 2:19-23.

16. SANCTITY OF HUMAN LIFE

We believe that God is creator and giver of life, and highly values each person. Procedures designed to take human life are wrong. We oppose all attitudes which devalue human life, especially the defenseless lives of the unborn, disabled, poor, aging and dying.

Gen 1:26-27, 2:7; Exod 20:13; Job 31:15; Ps 139:13-16; Amos 1-2; Matt 6:25-27, 25:31-46; John 10:11.

17. CHRIST'S FINAL TRIUMPH

We believe that God will someday bring His purposes to a final consummation. We believe that Christ will return visibly, personally and bodily. When Christ returns the dead in Christ will be raised bodily and together with the living believers they will be bodily transformed and they shall be forever with the Lord. In the end all evil powers will be defeated and whereas the ungodly shall suffer eternal punishment, the saints shall enjoy eternal bliss in the presence of God.

Is. 2:4; 61:1-11; Mt. 25:13, 31-46; Mk. 9:43-48; Lk. 16:22-23; Jn. 5:25-29; Acts 1:11; 1 Cor. 15:21-58; Phil. 1:21-24; 1 Thess. 4:16-17; Tit. 2:11-14; 2 Pet. 3:3-13; Rev. 1:15, 20-22.

8. A person ceases to be a member
 - (a) by delivering his or her resignation in writing by mailing or delivering it to the address of NCC,
 - (b) upon the death of the member,
 - (c) on being expelled, or
 - (d) upon failure to maintain his or her membership in the manner provided in the Operating Guidelines.

9. (a) A member may be expelled by a special resolution of the members passed at a general meeting for failure to remain qualified for membership as set out above.

- (b) No member may be expelled without first being given notice in writing briefly describing the reason(s) and being given reasonable opportunity to respond prior to the special resolution of the members being put to a vote.

Part 3 - Meetings of Members

- 10. General meetings of the society must be held at the time and place, in accordance with the *Society Act*, that the Council decides.
- 11. Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12. The directors may, when they think fit, convene an extraordinary general meeting.
- 13. Members may requisition an extraordinary general meeting in the following manner:
 - (a) In this bylaw, "requisitionists" mean the members who requisition a general meeting under subsection (b).
 - (b) The Council, on the requisition of 15% or more of the members NCC must convene a general meeting of the members without delay.
 - (c) The requisition may consist of several documents in similar form each signed by one or more requisitionists and must:
 - (i) state the purpose of the general meeting,
 - (ii) be signed by the requisitionists, and
 - (iii) be delivered or sent by registered mail to the Church office.
 - (d) If, within 21 days after the date of the delivery of the requisition, the Council does not convene a general meeting, the requisitionists, or a majority of them, may themselves convene a general meeting to be held within 3 months after the date of the delivery of the requisition.
 - (e) A general meeting convened by the requisitionists must be convened in the same manner, as nearly as possible, as general meetings are convened by the Council.
- 14.
 - (a) Notice of a general business meeting must be given in weekend meetings of NCC at least 14 days in advance of the business meeting and must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.
 - (b) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

15. The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 - Proceedings at General Meetings

16. Special business is:
- (a) all business at an extraordinary general meeting except the adoption of rules of order, and
 - (b) all business conducted at an annual general meeting, except the following:
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the Council;
 - (iv) the report of the auditor, if any;
 - (v) the report of the Pastor(s);
 - (vi) the appointment of the auditor, if required;
 - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the Council issued with the notice convening the meeting.
17. (a) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (b) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (c) A quorum is 25 members present or a greater number that the members may determine at a general meeting.
18. If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.
19. Subject to bylaw 20, the Moderator, Assistant Moderator or, in the absence of both, one of the other Elders present, must preside as chair of a general meeting.

20. If at a general meeting
- (a) there is no Moderator, Assistant Moderator or other Elder present within 15 minutes after the time appointed for holding the meeting; or
 - (b) the Moderator, Assistant Moderator and all the other Elders present are unwilling to act as the chair;

the members present must choose one of their number to be the chair.

21. (a) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.
- (c) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.
22. (a) A resolution proposed at a general meeting need not be seconded, and the chair of a meeting may move or propose a resolution.
- (b) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he or she may be entitled as a member, and the proposed resolution does not pass.
23. (a) A member in good standing, age 19 or over, who is present at a meeting of members is entitled to one vote.
- (b) Voting is by show of hands, except that if any member requests a secret ballot, voting on that resolution shall be by secret ballot.
- (c) Voting by proxy is not permitted.

Part 5 - Elders and Officers

24. (a) The Council may exercise all the powers and do all the acts and things that NCC may exercise and do, and that are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the members in a general meeting, but subject, nevertheless, to
- (i) all laws affecting NCC;
 - (ii) these Bylaws; and
 - (iii) the Operating Guidelines, not being inconsistent with these Bylaws, that are made from time to time by the Council.
25. (a) The Council of Elders shall be appointed by the members at the meeting at which these Bylaws are adopted and those biblically qualified persons

subsequently discerned and affirmed by the members in the manner set out herein and in the Operating Guidelines.

- (b) The number of Elders shall be no less than 9.
 - (c) The terms of the Elders shall be 3 years and no elder shall serve more than 2 consecutive terms, but may be affirmed to serve again after being off the Council for at least one year.
 - (d) The terms of the Elders shall be so arranged that approximately 1/3 of them are appointed each year.
26. The Elders shall elect annually from among their number a Moderator, Assistant Moderator, Secretary and any other officer(s) they see fit.
27. (a) The Council of Elders may at any time and from time to time appoint a church member as an Elder to fill a vacancy on the Council. Such persons shall be discerned as biblically qualified and shall be affirmed by church members in the manner set out herein and in the Operating Guidelines within a period of 3 months.
- (b) An Elder so appointed holds office only until the completion of the term they were appointed to fill, but may thereafter be affirmed by the church members for another term.
- (c) An act or proceeding of the Elders is not invalid merely because there is less than the prescribed number of Elders in office.
28. The Elders may suspend one of their number from participation if, in their view, he or she has ceased to be biblically qualified as specified in the Operating Guidelines.
29. In accordance with Article 4 of the Constitution, an Elder must not be remunerated for being or acting as an Elder but must be reimbursed for all expenses necessarily and reasonably incurred by the Elder while engaged in the affairs of NCC.
30. NCC shall indemnify and save harmless its Elders and appointed officers from and against all claims, demands, losses, liabilities, actions, lawsuits and other proceedings, judgments and awards, and costs and expenses (including reasonable legal fees), arising directly or indirectly, in whole or in part, out of acts, decisions and omissions made in good faith in the discharge of their duties as Elders and officers of the Society. The Council may by resolution cause NCC to obtain directors' errors, omissions and liability insurance in such amounts as Council may determine.

Part 6 - Proceedings of Directors

31. (a) The Council may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.

- (b) The Council may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the Elders then in office.
 - (c) The Moderator is the chair of all meetings of the Council, but if at a meeting the Moderator is not present within 30 minutes after the time appointed for holding the meeting, the Assistant Moderator must act as chair, but if neither is present the Elders present may choose one of their number to be the chair at that meeting.
32. (a) The Council may delegate any, but not all, of their powers to committees consisting of an Elder or Elders as they think fit, together with other persons.
- (b) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the Council and must report every act or thing done in exercise of those powers to the earliest meeting of the Council held after the act or thing has been done.
33. (a) An Elder so designated by the Council shall be chair of its meetings, but if no chair is designated, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the Elders present who are members of the committee must choose one of their number to be the chair of the meeting
- (b) The members of a committee may meet and adjourn as they think proper.
34. (a) Questions arising at a meeting of the Council or a committee should be decided by consensus but if there is no consensus and those present determine that matter is time critical, it must be decided by a majority of votes.
- (b) In the case of a tie vote, the chair does not have a second or casting vote.
- (c) A resolution proposed at a meeting of Council or committee need not be seconded, and the chair of a meeting may move or propose a resolution.
- (d) A resolution in writing, signed by all the Elders and placed with the minutes of the Council, is as valid and effective as if regularly passed at a meeting of Elders.
35. The Council shall, with the affirmation of the members, engage a pastor:
- (a) with the title Senior Pastor, Lead Pastor or other appropriate descriptor;
 - (b) who shall be given the responsibility to implement the mission and vision of NCC in a manner consistent with its values and Operating Guidelines;
 - (c) who shall have authority to engage staff as may be appropriate from time to time in accordance with Operating Guidelines, subject to all pastoral staff being affirmed by the Council;
 - (d) who shall report and be accountable to the Council and regularly attend its meetings; and

- (e) whose engagement may be terminated by the Council in accordance with the Operating Guidelines.
36. An Elder who may be absent temporarily from British Columbia may send or deliver to the address of NCC a waiver of notice, which said notice may be by letter, fax or e-mail of any meeting of the Council and he/she may at any time withdraw the waiver, and until the waiver is withdrawn:
- (a) a notice of meeting of Council is not required to be sent to that Elder; and
 - (b) any and all meetings of the Council, notice of which has not been given to that Elder, if a quorum of the Council is present, are valid and effective.

Part 7 - Duties of Officers

37. Except as may be provided in Parts 3 and 6 of these Bylaws, the Moderator shall preside at all business meetings of NCC and meetings of the Council.
38. The Assistant Moderator shall carry out the duties of the Moderator in the absence of the Moderator.
39. The secretary must do the following:
- (a) conduct the correspondence of the Council;
 - (b) issue notices of business meetings of NCC and the Council;
 - (c) keep minutes of all business meetings of NCC and the Council;
 - (d) have responsibility for custody of all records and documents of NCC;
 - (e) ensure maintenance of the register of members.
40. In the absence of the secretary from a meeting, the Council shall appoint another person to act as secretary at the meeting.

Part 8 – Budgets Borrowing

41. Before the commencement of each fiscal year of NCC, the Council shall present a budget for the approval of the members.
42. In order to carry out the purposes of NCC the Council may, on behalf of and in the name of NCC, raise or secure the payment or repayment of money in the manner they decide, consistent with mission, vision and values, in order to meet a budget approved by the members, or in accordance with a separate special resolution of the members.

Part 9 - Auditor

43. This Part applies only if NCC is required or has resolved to have an auditor.

44. The first auditor must be appointed by the Council who must also fill all vacancies occurring in the office of auditor.
45.
 - (a) At each annual general meeting NCC must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting;
 - (b) An auditor may be removed by ordinary resolution.
 - (c) An auditor must be promptly informed in writing of the auditor's appointment or removal.
 - (d) An Elder or employee of NCC must not be its auditor.
 - (e) The auditor may attend general meetings.

Part 10 - Bylaws

46. On being admitted to membership, each church member is entitled to, and NCC must give the member without charge, a copy of the Constitution and Bylaws of NCC.
47. The Constitution and these Bylaws must not be altered or added to except by special resolution of the church members.

NORTHVIEW COMMUNITY CHURCH

OPERATING GUIDELINES

(as of July 15, 2008)

OPERATING GUIDELINES

NORTHVIEW COMMUNITY CHURCH

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PREAMBLE

The Council of Elders (“Council”) of Northview Community Church (“Northview” or “Church”) is responsible for the oversight of the spiritual and administrative functions of the church. Northview is part of the BC Conference of Mennonite Brethren Churches (“BCMBC”) and is subject to the rules and policies of that organization and its various representatives and sub-agencies, as well as applicable law in Canada and British Columbia. However, Northview is also part of the universal church under the headship of Christ, and as such has deep spiritual significance, as well as being subject to the purposes, structures, operating principals and specific directions for churches outlined in Scripture. While corporate and non-profit governance models abound, administration of a church is a thing unique to human experience. Unlike a corporation or other human institutions, it is an organization (or, more accurately, an organism) created by God to serve the purposes of Christ and His Kingdom. As such, the Church is primarily a spiritual organization, but one with numerous practical administrative and legal aspects – one which still requires much practical thought and human governance to be effective. Whilst in all things, we seek to follow and serve Christ, the true head of Northview, we recognize that to lead effectively, we must do so diligently, seeking to do all things “decently and in order”. It is with this in mind, and with ready acknowledgement of our own limitations, that we as Elders have embarked on this task – we aim to better order ourselves and Northview, so that we might better serve the Lord and each other.

1.0 INTRODUCTION & PURPOSE

The purpose of this document is to:

- a) Provide a framework for the Council of Elders and expectations
- b) Provide a framework for Members and expectations
- c) Provide a framework for Staff and expectations
- d) Provide a framework for Policy issued by the Council

These Operating Guidelines are intended to be a living document that will be reviewed and updated annually by the Council. This document should be read in the context of Northview’s Constitution & Bylaws. The hierarchy of church documents are as follows:

<i>Document</i>	<i>Change only with permission of:</i>
Constitution	Members
Bylaws	Members
Operating Guidelines	Council
Council Policy	Council & Committee

2.0 COUNCIL OF ELDERS

The Council is a body of elected church members who have a desire to serve God and the congregation of Northview and any affiliated churches.

2.1 AUTHORITY & MANDATE

The Council operates under the moral and spiritual authority of scripture and the legal authority of the B.C. Conference of Mennonite Brethren Churches (“BCMBC”), Northview constitution and bylaws as well as applicable Federal and Provincial legislation. The Council has legal authority over members and spiritual and moral authority over the entire congregation. The Council is in turn legally responsible to the members and the BCMBC and is required to report to members at least annually. The Council is spiritually responsible for the church and its congregation and to Christ himself, who is the true head of the church, and our ultimate leader in all things.

Council’s responsibilities include:

- General oversight and evaluation of Northview ministry;
- Set, review, revise and approve policies for the ministry of Northview;
- Support and promote ministry program and content that will effectively follow the mission, vision and core values of Northview;
- Delegation of day-to-day ministry operation to the Senior Pastor and staff;
- Provide a communication and feedback link with the congregation;
- Ensure the spiritual well-being of the congregation;
- Determine God’s direction for the Church;
- Oversee and monitor stewardship of resources and the financial health of the church;
- Discernment of new pastoral and lay leadership.

2.2 DELEGATION BY COUNCIL

While the Council bears full legal responsibility for the church, it delegates responsibility for managing the church’s day to day affairs to others. In general, the Council may delegate its duties other than:

- Those it is expressly required to carry out under the church constitution and bylaws and applicable federal and provincial legislation;
- Those which require the exercise of personal judgment and discretion by the council, unless delegation is expressly authorized by the church constitution and bylaws.

The Council may delegate, but may not abdicate, its duties. All of the Council’s activities are to be undertaken prayerfully, under the authority of scripture and with the guidance of the Holy Spirit. All elders are expected to be biblically literate and aware of scriptural principles which affect the work they do.

2.3 ORGANIZATIONAL STRUCTURE OF THE CHURCH

The Council is the church's authority under God on behalf of the congregation. It is accountable for the church's overall performance. The Council may delegate certain aspects of its responsibilities to committees and individuals, including the Senior Pastor and his staff, who are accountable and report directly to the Council and must operate within the specific authority given to them by the Council.

The following qualifications or guidelines as applicable are intended to be the benchmark for all staff and leaders ministering at Northview (I Timothy 3:1-13, Titus 1:5-9, I Peter 4:7-11, I Peter 5:1-4, Acts 6:3, and 2 Cor 9:6-7).

2.3.1 SENIOR PASTOR

The Senior Pastor is responsible to the Council to carry out the approved strategies and plans in accordance within the confines of:

- Scripture
- The relevant laws of Canada & British Columbia
- Northview's Constitution & Bylaws
- Northview's missions, vision, values and philosophy of ministry
- Northview's Operating Guidelines (this document)
- Northview's annual ministry plan and budget

Under bylaw 34, the Senior Pastor is called by the Council to serve Northview subject to affirmation of the members by membership ballot. The responsibility for the termination of employment of the Senior Pastor rests solely with the Council and the principles outlined in 4.10 below shall be observed.

The Senior Pastor has the authority to recruit pastors, staff, volunteers and others to fulfill our Great Commission. The Senior Pastor is required to attend all Council meetings and give reports on a regular basis. The Senior Pastor is a non-voting member of the Council. The relationship between the Senior Pastor and individual elders is to be collegial not hierarchical. The Senior Pastor is only accountable to the Council as a whole. No individual elder or church member has authority over the Senior Pastor or the staff. The Senior Leadership Team works under the authority of the Senior Pastor and is accountable only to him.

2.3.2 SENIOR LEADERSHIP TEAM

In order for Northview to fulfill its mission, a Senior Leadership Team (SLT) made up of the Senior Pastor, an Executive Pastor and a Family Pastor will oversee all the operations of the church under the authority of the Senior Pastor. These three (3) positions will work together as a team, provide leadership to pastors, staff and the various ministries of Northview. All members of the SLT are non-voting members of the Council. The Executive & Family pastoral positions shall be affirmed by a ballot of the membership.

In the context of Northview, the Senior Pastor preaches on a regular basis and needs the gifting and focus to lead the congregation in this way. The other two members of the SLT will complement and support the Senior Pastor's leadership. The Executive Pastor will oversee all Vision (or Resource) Departments. The Family Pastor will oversee all age-based or demographic Departments (the Northview family) in accordance with Northview's philosophy of ministry.

2.3.3 PASTORAL STAFF

The Senior Pastor may recommend to the Council through the Personnel Committee that a pastor be called to lead a specific area of the church's ministry. A pastor is an approved minister who among Scriptural elder qualifications, have the gifts and qualifications, including education and/or elder training, as outlined in their respective job descriptions. Job descriptions shall include major ministry responsibilities and spiritual oversight.

Pastors are to provide leadership, vision and ministry in their area of responsibility. They are to be part of the pastoral team to carry out the mission of Northview under the authority structure set out under the Northview philosophy of Ministry.

2.3.4 OTHER STAFF

Support staff may be called to serve the people and ministries of Northview. Support staff are those men or women with Scriptural elder qualifications, gifts, education and experience as outlined in their respective job descriptions.

Support staff function under the authority of the pastor overseeing their area of ministry as set out in the Northview philosophy of ministry.

2.3.5 LAY LEADERS, COMMISSIONS & VOLUNTEERS

All believers are priests and gifted by the Holy Spirit to build up the church body. Some of these believers may be employed by Northview but many more are not employed. Northview encourages all believers to express their gifts and calls inside and outside the church.

Whilst Northview is most definitely a family, it is also an army and everything should be done in a godly and orderly way. Therefore, all ministries of Northview will be overseen by staff. Lay leaders, commission members and volunteers in various Northview ministries will function under pastoral authority. This authority is there to serve, encourage and resource its gifted people and also to protect the sheep.

2.4 COUNCIL STRUCTURE

Under bylaw 22(b) the minimum number of elders is 9. Given that 3 pastors will sit as non-voting members of the Council, the maximum number of elders on Council will be set as 12. This number allows for diversity of opinion and yet without the unwieldiness of too large of a group.

Under bylaw 22(c) & (d) Elders sit for a term of 3 years. At the expiry of their term, the Discernment Committee may recommend to Council a further 3 year term for that the Elder. The triennial review will take into consideration: the Elder's willingness to serve, Scriptural qualifications of Elders, and continued suitability and effectiveness of their ministry.

Elders may not serve longer than 6 years but may be affirmed by the congregation for another term provided that a break of at least one year has been taken. This prevents burnout and the potential for power abuse or the perception thereof.

Under bylaw 22(d) Elders will ensure that no more than 1/3rd of Elders retire from the Board at any one time. This prevents the potential for an inexperienced Council leading the church.

2.4.1 DISCERNMENT & AFFIRMATION OF ELDERS

The Council shall instruct the Discernment Committee to discern a member of the congregation to serve an Elder. After due process and upon recommendation from the Discernment Committee and agreement of the Council, the Elder candidate will be presented to the congregation for an affirmation ballot. A period of no less than 14 days must be given to the members to allow for the opportunity to seek the Lord prior to a ballot being cast. Members eligible to vote may cast a ballot. The Moderator shall appoint an authorized person to count the ballots. An elder will be accepted as an Elder where at least 90% of the ballots are in the affirmative.

2.4.2 COUNCIL OFFICERS

Under bylaw 23 the Council shall elect from their number officers to serve as Moderator, Assistant Moderator and Secretary.

The Moderator shall have the following duties:

- Chair all business meetings of the church and prepare an agenda
- Chair all Council meetings and prepare an agenda
- Ex-officio member of all Council Committees
- Spokesman on behalf of the Council for decisions made by the Council

The Assistant Moderator shall have the following duties:

- Serve as Moderator as required

The Secretary shall have the following duties:

- Conduct the correspondence of the Council;
- Issue notices of business meetings of NCC and Council;
- Keep minutes of all business meetings of NCC and Council;
- Have responsibility for custody of all records and documents of NCC ;
- Ensure maintenance of the register of members.

2.5 MEETINGS & RULES OF CONDUCT

Council meetings will be convened on a regular basis. Guests and non-voting participants are invited to attend at the discretion of the Council.

The Council will conduct its activities in compliance with:

- Scripture
- The relevant laws of Canada & British Columbia
- Northview's Constitution & Bylaws
- Northview's missions, vision, values and philosophy of ministry
- Northview's Operating Guidelines (this document)

The Council will also operate in a manner that recognizes a clear distinction between the roles of the Council and staff.

The Council has sole authority over its agenda. The Moderator will exercise this control on behalf of the Council, although any elder, with a majority agreeing, can add or delete business from the agenda. Material related to the agenda will be distributed to the elders with adequate lead time for preparation. Quorum for any Council meeting is a simple majority of elders. The Moderator, or in his absence the Deputy Moderator, on reasonable notice, may call an extraordinary meeting of the Council or a majority of the Elders may convene a meeting by written requisition signed by each of them and delivered to all of the Elders. Elders must be impartial and be perceived to be impartial in their decisions; therefore Elders may not vote on any matter in which they have a direct or indirect personal or financial interest.

2.6 COUNCIL COMMITTEES

Under Article 28 of Northview's Bylaws, the Council may delegate some of its governance work to committees. Northview committees shall be chaired by an Elder and shall report to the Council. A Committee shall not make decisions but will make recommendations to the Council for their discussion and final decision.

The Elder chairing the Committee will be responsible to report to the Council on its work and shall recommend potential committee members to the Discernment Committee. The Discernment Committee after due process may present those candidates to the Council for appointment.

Committees are initiated by Council and function with Council authority. Commissions (refer 4.2) differ from Committees in that they are initiated by staff and function under Pastoral authority.

2.6.1 DISCERNMENT COMMITTEE

The Discernment Committee is responsible to Council. The committee shall consist of:

- (1) An Elder (as chairperson)
- (2) Senior Pastor (or member(s) of Senior Leadership Team)
- (3) Pastor of Care
- (4) 2 – 4 other members

All committee members will be recommended to Council by the Discernment Committee Chairperson for approval. They shall meet the Elder qualifications and have experience in discerning ministry personnel and extensive knowledge of Northview's various ministries.

Responsibilities of the committee are:

- Discern and present for approval lay leaders for the Council;
- Discern and review, upon request, the suitability of persons selected to serve on any of the Committees of the Council;
- Discern and review, upon request, the suitability of persons selected to serve in "Elder-like positions" at Northview;
- Responsible to conduct the triennial review of all elder positions;
- Upon request, review candidates requested to serve on MB Conference, M.E.I., or other boards and make recommendations to the Council for their approval.

2.6.2 STEWARDSHIP COMMITTEE

The Stewardship Committee shall be responsible to the Council. The committee shall consist of:

- (1) Elder (as chairperson)
- (2) Executive Pastor (or Pastor of Administration)
- (3) 3 - 5 other members

All committee members will be recommended to the Discernment Committee by the Stewardship Committee chairperson for approval and presentation to the Council for appointment. They shall meet Elder qualifications and have business and financial expertise.

Responsibilities of the committee are:

- Oversee the development of the annual budget(s) of the church;
- Determine fiscal policies and oversee their application for Northview's ministries and operations;
- Ensure that biblical principles of stewardship and giving are taught and encouraged;
- Develop and oversee strategies to raise fund for capital projects, mission projects and various other special projects as directed by the Council.

2.6.3 PERSONNEL COMMITTEE

The Personal Committee shall be responsible to the Council. The committee shall consist of:

- (1) An Elder (as chairperson)
- (2) Executive Pastor (or Pastor of Administration)
- (3) 3 – 5 other members

All committee members will be recommended to the Discernment Committee by the Personnel Committee chairperson for approval and presentation to the Council for appointment. They shall meet Elder qualifications and have experience in employment and personnel issues.

Responsibilities of the committee are:

- Develop and oversee policies related to staff and employee management;
- Develop and oversee compensation and benefit plans;
- Ensure coordination of regular employee evaluations;
- Oversee the creation of new pastoral staff positions;
- Participate in pastoral staff selection;
- Ensure the high morale of staff is facilitated (job satisfaction, workload, life balance, and personal integrity).

2.6.4 RISK MANAGEMENT COMMITTEE

The Risk Management Committee is responsible to the Council. The Committee shall consist of:

- (1) An Elder (as chairperson)
- (2) Executive Pastor (or Pastor of Administration)
- (3) 3 – 5 other members

All committee members will be recommended to the Discernment Committee by the Risk Management Committee chairperson for approval and presentation to the Council for appointment. They shall meet Elder qualifications and have experience necessary to assist Northview in reducing and managing risk.

Responsibilities of the committee are:

- Regular review of the Constitution, By-Laws, Operating Guidelines and other policies of Northview;
- Review of our insurance coverage;
- Ensure staff compliance with risk management procedures;
- Oversee the development of improved risk management procedures.

2.6.5 DEVELOPMENT COMMITTEE

Development Committee is responsible to the Council. The committee shall consist of:

- (1) An Elder (as chairperson)
- (2) Executive Pastor (or Pastor of Administration)
- (3) 3 – 5 other members

All committee members will be recommended to the Discernment Committee by the Development Committee chairperson for approval and presentation to the Council for appointment. They shall meet Elder qualifications and have experience in building and development issues.

Responsibilities of the committee are:

- Respond to facility expansion needs, as identified by the Council;
- Oversee construction and renovation projects;
- Oversee Northview facility policies.

2.6.6 SENIOR PASTOR SEARCH COMMITTEE

Senior Pastor Search Committee is responsible to the Council. The committee shall consist of:

- (1) At least one Elder (as chairperson)
- (2) At least one Pastor
- (3) 3 – 8 other members

All committee members will be recommended to the Discernment Committee by the Senior Pastor Search Committee chairperson for approval and presentation to the Council for appointment. They shall meet Elder qualifications and have experience in theology, church governance, church operations and/or leadership development. The perceived, as well as the actual, experience, balance and competency of this Committee is critically important.

Responsibilities of the committee are:

- Commitment to prayer throughout the search process;
- Advertising the position in direct and indirect ways;
- Interview potential candidates;
- Ensure extensive reference checks are made;
- Communicating with the Council, staff and the congregation on progress;
- Facilitating candidate meetings with various groups;
- Bringing a final recommendation to the Council for their discernment.

2.6.7 OTHER COMMITTEES

Other Committees may be created from time to time as the Council may require, in order or the Council to govern effectively. Such Committees will be given a clear mandate and job description.

2.6.8 CONSULTANTS

The Council may from time to time use consultants inside or outside the church to enable the Council to govern more effectively. Consultants will be given a scope of responsibilities, budget and time frame for completion of any project.

2.7 ELDER QUALIFICATIONS & PERFORMANCE

The Council will consider its own anticipated requirements, having regard to the particular needs of the church and the required mix of skills and gifting on the Council, and communicate these requirements to the Discernment Committee.

2.7.1 ELDER QUALIFICATIONS

A candidate for the Council is expected to:

- Be a mature committed believer who is a member of Northview;
- Meet the Scriptural requirement for an Elder (I Timothy 3:1-13, Titus 1:5-9, I Peter 4:7-11, I Peter 5:1-4);
- Meet such other requirements as the Discernment Committee, on advice from the Council, staff and others, may from time to time determine.;

2.7.2 PREPARING NEW ELDERS

Each new Elder will receive a current copy of the following documents:

- Operating Guidelines (this document);
- Vision, Mission and Core Values of Northview;
- Constitution and By-laws;
- Minutes from the last three Council meetings;
- New Elder package.

An orientation session will be held with new Elders, following the first Board meeting after election of new Elders, to discuss the aforementioned documents and acquaint the new Elders with policies, procedures and expectations.

2.7.3 EXPECTATIONS & DUTIES

Elders have the fiduciary duty of loyalty (put the organization before self interest), duty of obedience (to Scripture, our mission and the law) and the duty of care (to be informed). Elders are expected to support and encourage the pastoral staff and ministries of the church. Duties include:

- Prepare for, through research and prayer, and regularly attend Elders Council meetings;
- Seek God's direction and affirmation regarding the direction and decisions of the Council discerned by the work of the Holy Spirit through:
 - Prayer,
 - Study of scripture,
 - Consideration of applicable circumstances; and
 - Consultation with other Elders and, where appropriate, having regard to requirements of confidentiality, other mature believers;

- Actively participate in Council deliberations and on-going tasks;
- Serve as an officer of the Council if requested;
- Maintain as confidential all matters brought before the Council which are of a personal and private or confidential nature, except to the extent required to investigate or deal with the matter on behalf of the Council or as otherwise authorized by the Council;
- Comply with any applicable directives of the Council and the applicable requirements of the Constitution, By-laws and applicable BCMBC directives;
- Maintain a vital personal relationship with God through prayer, study of Scripture and other spiritual disciplines to live in an exemplary manner, consistent with the Biblical requirements for an Elder;
- Speak with one voice outside of the Council meetings and not attempt to exercise individual authority over the church or pastoral staff.

2.8 COUNCIL DISCIPLINE

The Council is expected to lead and govern with excellence in accordance with the core values of Northview. To meet these objectives, the Council will impose the necessary discipline to function effectively and with integrity in compliance with the applicable requirements of the Church Constitution and By-laws, applicable BCMBC requirements and the requirements of Scripture. Discipline will apply to conduct of the meetings, attendance and adherence to church policies.

2.9 COUNCIL PERFORMANCE

The Council will evaluate its performance as it relates to leadership and governance on an annual basis. The Moderator will conduct this assessment at the end of each year and report findings to the Council. This assessment will consist of questionnaires distributed to each Elder and, where appropriate, to Senior Staff and other persons identified by the Council, covering the following topics:

- Effectiveness and conduct of Council meetings;
- Achievements, strengths and weaknesses;
- Individual Council member's contribution to the Council; and
- Other relevant topics suggested by Senior Staff or the Moderator and approved by the Board.

2.10 COUNCIL SPENDING LIMITS

The Council will ensure that expenditure occurs within the total approved annual budget. Council approval is required where expenditure exceeds the approved annual budget. Membership approval is required where expenditure is likely to exceed 10% of the approved annual budget, including any unbudgeted capital expenditure whenever practical. Membership approval is also required prior to the church acquiring debt finance as per Bylaw 8.4.3.

3.0 MEMBERS

The Scriptures do not have categories such as “members” and “attendees”. The Scriptures are however quite clear on what a passionate follower of Jesus is and what is expected of a believer. Therefore, a member of Northview is a passionate follower of Jesus that chooses to come under the Lord’s authority through the part of His Church known as Northview.

3.1 MEMBER QUALIFICATIONS

Qualifications of membership to Northview are as follows:

- Confessing Christ as their personal Savior & Lord;
- Successful completion of Northview membership class and/or interview with authorized person(s):
- Baptized on confession of faith:
- Evidence of a regenerated heart by a consistent, separated walk;
- In agreement with Northview’s confession of faith, mission, vision and core values;
- Willingness to submit to the authority of Scripture, and those discerned and placed in positions of spiritual authority.

3.2 MEMBER ADMISSION PROCESS

Membership to Northview is based on the qualifications outlined above and by completion of the appropriate membership application form. Where a person has previously been a member or attendee of another church, a letter of transfer or similar evidence of good standing will be requested. Although other forms of baptism may be recognized, Northview teaches and practices baptism by immersion.

The Pastor of Care is the authorized person for membership admission processes and may discern other staff or members to assist. The Church reserves the exclusive right to determine who shall be members of the church and the conditions of such membership (subject to the Church Bylaws).

3.3 EXPECTATIONS & RESPONSIBILITIES

Members of Northview evidence their love for the Lord and others by:

- Faithful in all spiritual duties essential to the Christian life including prayer, reading Scripture, fellowship with other believers;
- Regularly attending Church services;
- Faithful giving to the Church and its charities;
- Serving others by volunteering and/or missions work;
- Attending and voting at various church business meetings or affirmation ballots;
- Willingness to be discerned to serve in leadership positions;
- Completion of annual membership renewal covenant (refer Appendix ??).

3.4 TERMINATION OF MEMBERSHIP

Membership may be terminated. Termination may occur for any of the following reasons:

- Member requests to terminate their membership
- Member requests to transfer to another church
- Member becomes inactive (refer 3.3 Expectations above)
- Member fails to complete their annual renewal covenant
- Member comes under discipline and is expelled
- Member dies

3.4 MEMBER DISCIPLINE

Scripture makes it clear that it is the responsibility of the church to bring believers back to “the way” in a loving restorative process, and if all else fails and the person remains resistant, to expel them. A member isn’t expelled because of sin but by being resistant to repentance of sin.

The Pastor of Care is authorized to oversee the restoring process (per Matt 18:15-18; Gal 6:1-5) and may discern suitably mature members to assist. Contemporaneous documentation of discussions should be maintained throughout the process where appropriate. If it is evident that a member is resistant after the personal and private stages of intervention, then a letter to the member shall be sent from the Council. If this fails to bring repentance then the Council may terminate membership and/or advise the Congregation. The purpose of advising the congregation is to request prayer for the expelled member.

4.0 STAFF

In a church the size of Northview, the Council is not capable of knowing everything that happens in the life of the church. The Council is however responsible for everything that happens in the life of the church. Therefore, it is necessary that godly and capable leaders are discerned, called and equipped by the Council and accountable to the Council. The Council functions as a governance body that authorizes the staff to run the ministry operations of the church.

4.1 AUTHORITY & MANDATE

The Senior Pastor is responsible to the Council to carry out the approved strategies and plans in accordance within the confines of:

- Scripture
- The relevant laws of Canada & British Columbia
- Northview's Constitution & Bylaws
- Northview's missions, vision, values and philosophy of ministry
- Northview's Operating Guidelines
- Northview's annual ministry plan and budget

The Senior Pastor has the authority recruit pastors, staff, volunteers and others to fulfill the Great Commission. The organizational structure is set out in 2.3 above.

The Senior Pastor and his staff are “called” rather than “hired” to equip the saints for the work of the ministry. The various staff roles are created because it is more efficient and effective to have a person in a paid position than for the congregants of Northview to fulfill that function as volunteers. Therefore, implicit in their call is the mandate to lead, train, equip, facilitate and mobilize the saints of Northview.

4.2 DELEGATION BY STAFF

All staff under the authority of the Senior Pastor are encouraged to mobilize others into the ministry. Examples of mobilization include:

- Forming a leadership commission eg. Missions Commission under the authority of the Outreach Pastor, Women's Commission under the authority of the Pastor of Women's Ministry
- Recruiting servers for NBC
- Commissioning short-term missions trips

Staff should act as servant leaders and approach delegation with an attitude of a resourcer and encourager.

4.3 PERSONNEL POLICY MANUAL

The Personnel Policy Manual sets out the benefits and responsibilities for those called to employment at Northview. The Personnel Committee under the authority of the Council has been tasked with the responsibility of updating the Personnel Policy Manual

each year. The hiring, releasing and managing of staff are to be performed in accordance with the Personnel Policy Manual.

4.4 BUDGET

To accomplish church desired ministry outcomes within the principals of prudent financial management, Northview prepares a budget for each financial year. The Senior Pastor with his staff, propose a budget that is consistent with the prioritization of objectives established by the Council and the annual strategic plan. The budget once approved by Council will be presented to the congregation for approval prior to the beginning of the next financial year.

4.5 SPENDING, DEBT & DESIGNATED CONTRIBUTIONS

Staff members may only spend church funds in accordance with the approved budget or with other limitations that the Council may impose from time-to-time. No staff member shall incur any debt without Council approval or use designated contributions for any purpose other than that identified by the contributors. Special offerings and fund raising may only occur with the approval of the Council through its Stewardship Committee.

4.6 FACILITY

Any new development of facility or grounds requires Council approval through its Development Committee. The Pastor of Administration with the Facility Manager shall oversee the management and security of the church facility and establish appropriate management procedures that address:

- Facility and contents insurance (replacement value)
- Facility maintenance, repairs and cleaning;
- Rental arrangements and facility bookings.

Reasonable care and diligence should be exercised to ensure that the church's facilities, grounds or equipment is not used in a manner which:

- Violates biblical principals or Northview core values;
- Jeopardizes community relations;
- Contravenes legal regulations;
- Results in undue wear and tear; and
- Harms the environment.

4.7 SECURITY

Pastors and/or Directors in charge of departments caring for children shall take reasonable steps to ensure that:

- Children have appropriate supervision at church sponsored activities;
- Reasonable safety precautions are in place at church sponsored activities and during the transportation of children; and
- Children are protected from abuse (in any situation, environment or activity) through appropriate background checks of church workers.

4.8 PRIVACY

All staff members shall ensure that any personal information of members, congregants or staff, is treated confidentially and in compliance with the requirements of applicable provincial privacy legislation (British Columbia Personal Information Protection Act) and any Northview privacy policy that may be adopted by the Council from time to time.

4.9 COMMUNICATION

Staff members may not speak to the media or at a Conference General Assembly on behalf of the church unless they have been authorized by the Council to do so.

4.10 PERFORMANCE & TERMINATION

The Council and the Personnel Committee will ensure that the Senior Pastor and his staff are performing to expectations both as a team and as individuals. Performance Reviews or Staff Reviews will be performed at least annually. Normally such reviews are a source of encouragement and celebration.

On occasions it becomes necessary for staff to be terminated. This may be due to performance issues individually or as a group. Because we believe our staff are called not hired, and our staff are part of our church family, such decisions have potential for great damage to the person involved and the body as a whole.

All decisions to terminate staff shall be made by the Council on the recommendation of the Personnel Committee.

POLICY 08-01

Personnel Policy Manual

This document is kept on the server @
\\Server\Data\Administration\ADMIN\Policy\Personnel Policy Manual\Personnel Policy
Manual July.08

Effective Date:

This policy shall be effective on July 1, 2008.

Review Date:

This policy shall be reviewed by the Personnel Committee. Next review date is
scheduled for May 2009.

POLICY 08-02

Nepotism Policy

Purpose:

The purpose of this policy is to give direction relating to family members working under
the supervision of another family member. It is intended to ensure transparency in
dealing with human resource issues, fairness in staffing, supervision, favoritism, and
conflict of interest.

Definitions:

Family members include spouses, children, parents, grandparents, grandchildren, and
siblings of the same family.

Policy:

All employees of Northview Community Church, including Pastoral Staff and Support
Staff who are family members, shall not work in the same chain of command structure
to avoid one family member supervising another family member. This policy does not
apply to volunteer or unpaid positions.

Two or more members of the same family shall not hold positions on the Council of
Elders and/or the Senior Leadership Team concurrently to prevent the perception of
nepotism and/or undue influence.

Effective Date:

This policy shall be effective on the date issued by the Council on July 15, 2008.

Review Date:

This policy shall be reviewed by the Personnel Committee. Next review date is scheduled for May 2009.

OVERVIEW OF ROLES OF NORTHVIEW ELDERS

Moderator: best described as being a blend of formal and informal job functions.

Formal functions (over and above those generally expected of any elder) include:

- Setting the agenda for the monthly Council of Elder meetings;
- Setting the agenda for the June Congregational Meeting and November AGM;
- Chairing all CoE meetings, the Congregational Meeting and the AGM;
- Writing a Moderator's Report for the Congregational Meeting and the AGM;
- Planning the annual Pastor/Elder retreat; and
- Communicating various elder issues to the congregation from the stage at weekend services on an occasional basis.

The time required to perform these functions is not highly significant and might require an average of 2 (two) hours per month, over and above attending the monthly CoE meeting.

The informal job function is much more difficult to define or quantify. The Moderator is generally the "go to" person for congregants who might have concerns regarding any number of things: the overall direction of the church; a certain pastor's performance; any decision made by the elders; the financial health of the church; etc. There is a general expectation that the Moderator should be "in the know" on a wide assortment of topics and ought to be willing and able to discuss these with individual congregants. These discussions can be via email, on the phone or over coffee. In order to perform this function well, the Moderator often must spend time with the Executive Pastor (mostly) and Lead Pastor (occasionally) in order to understand the history of the concern. The time commitment required to perform this job function can widely vary from month to month, but it might be estimated to average at 6 hours per month.

Theological Commission:

The Theological Commission operates under the authority of the Council of Elders. Its purpose is to deliberate on current doctrinal and ethical issues that affect the Body of Christ and require clarification. The commission members participate in discussion and exegesis of relevant biblical texts in addition to reading various resources on a given topic. The net result of the deliberation is to, when necessary, present a position paper to the Council of Elders for their consideration and approval. Upon approval by the CoE, the paper may become official church policy. Ultimately it is hoped that this will assist and support the pastoral staff and congregants in defining and clarifying Northview's position on a variety of theological and ethical issues.

Two elders sit on this commission. The meetings are held approximately once a month depending on the urgency of the issue being worked on. Additional time must be spent at home on reading and researching the topics under consideration.

Personnel Commission:

The purpose of the Personnel Commission is to provide oversight of all matters pertaining to staff and employee management to produce positive results in the area of Human Relations. The responsibilities of the Commission include:

- Development and oversight of policies for the management of staff and employees.
- Development and oversight of staff/employee compensation and benefit plans.
- Ensure coordination and completion of regular employee evaluations.
- Oversight in the creation of new pastoral staff positions.
- Participation in pastoral staff selection.
- Ensure the facilitation of maintaining high staff morale in employment areas such as job satisfaction, workload, life balance and personal integrity.

An elder chairs this commission and meetings are generally held monthly. Additional meetings are occasionally needed with the executive pastoral team, especially during pastoral evaluation and selection times. Occasional informal visits with staff are helpful.

Discernment Committee:

The Discernment Committee is responsible for the collection and screening of nominations of Northview members that are required to sit on various boards and councils within our Church and community, namely: NCC Council of Elders (COE), board representatives for the Tabor Home and the Mennonite Educational Institute (MEI). As vacancies occur, the committee embarks on a process that will lead to the recommendation to the COE of NCC members they deem qualified to fill these vacancies. Activities of the committee include the confidential collection and discussion of the various nominations to establish a “short list” of candidates, then a series of interviews, prayer and deliberations to discern the mind of God in who He is directing to fill the required positions.

SUMMARY OF ELDER'S BIBLICAL QUALIFICATIONS

KEY:

MUST BE ABOVE REPROACH i.e. “blameless” (I Tim. 3:2; Tit. 1:6):

- Character and conduct must be free from any damaging moral or spiritual accusations.
- John Calvin said, “...one marred by no disgrace that would diminish his authority”
- Critics cannot discredit his Christian profession of faith or prove him unfit to lead others
- cf. Neh. 6:13; Phil. 2:15; I Thess. 5:23; I Pet. 3:15,16; 5:3

1. **“Husband of one wife”** (a one-woman man!):

- Above reproach in marital and sexual life.
- A positive statement that expresses faithful, monogamous marriage, i.e. having an exclusive relationship with one woman.
- “Regarding the issue of whether or not a divorced or divorced and remarried man (whether divorce took place before or after his conversion) can become an elder, the New Testament doesn’t directly comment.” (Strauch p.192)

2. **“Having children who believe”** - cf. I Tim. 3:4; Tit.1:6,7:

- Meaning: trustworthy and dutiful.
- “The contrast made is not between believing and unbelieving children, but between obedient, respectful children and lawless, uncontrolled children ... stressing the children’s behavior, not their eternal state.” (Strauch p.229).
- Since an elder must manage God’s household, it logically follows that he must be able to manage his own family.

3. **“Free from [not controlled by] sinful vices”** (see Tit. 1:7) - such as:

- a) self-willed** - opposite of gentle (I Tim. 3:3); wanting his own way
 - stubborn; arrogant; inconsiderate of other’s opinions, feelings and desires; headstrong; independent; not a team player.
- b) quick-tempered** - opposite of slow to anger (Jas. 1:20), patient and self-controlled
 - one needs to recognize and then control their anger.
- c) addicted to wine** - (I Tim. 3:3) preoccupied or overindulgent with wine
 - “Not an absolute prohibition against drinking wine, but the abuse of wine that would damage a man’s testimony and work of God.” (Strauch p. 196).

- d) **pugnacious** - irritable, bad-tempered, a fighter
- such a man will treat the sheep roughly and even hurt them, therefore, he cannot be one of Christ's under shepherds.
- e) **fond of sordid gain** - (I Tim. 3:3; 6:7-10) free from the love of money
- thus not controlled by the Holy Spirit nor content with God's provision (Heb. 13:5)
- potential to use Christian ministry and people for personal profit.

4. "Characterized by Godly virtues" (Tit. 1:8,9)

- a) **hospitable** - (I Tim. 3:2) - Loving and sacrificial care of the flock cannot be one from a distance, but from the sharing of one's life and home. Inhospitable elders create inhospitable local churches indifferent to the needs of others.
- b) **loving what is good** - "the unwearyingly activity of love" and self-denial
- ready to do what is beneficial to others.
- see contrast in II Tim. 3:3
- c) **gentle** - (I Tim. 3:2) - gracious, forbearing, opposite of pugnacious.
- d) **sensible, prudent** - (I Tim. 3:2; Tit. 1:8) - related to the exercise of good judgment, discretion and common sense.
- sound minded, discreet and able to remain objective in the face of problems and disagreement.
- it tempers pride, authoritarianism and self-justification.
- e) **respectable** - (I Tim. 2:9) well-behaved, orderly, virtuous.
- f) **just** - to be law abiding and live in accordance with God's righteous standards (I Jn. 3:7); principled and fair.
- g) **devout** - firmly committed to God and His Word, and thus not leading people astray.
- h) **self-controlled** - self-disciplined in every aspect of life (Acts 24:25; I Cor. 7:9; 9:25)
- resistant to the vices (see above), and thus, not easy prey for the devil.
- Gal. 5:23 - a spirit-controlled life empowers the elder to accomplish what needs to be done.
- i) **uncontentious** - peaceable

5. "able to exhort in sound doctrine and to refute those who contradict" - i.e. "able to teach" - Tit. 1:9-16; I Tim. 3:2

- wholeheartedly committed to sound doctrine
 - The congregation's health and well-being depends on elders who continually exhort in sound doctrine (Acts 20:28-31).
 - to protect the Church from false teachers by detecting false teaching and confronting it with sound doctrine.
 - 3 basic elements:
 - knowledge of scripture
 - readiness to teach
 - ability to communicate
6. **“not a new convert”** - there is no substitute for maturity
- not based on spirituality, zealousness, knowledge or talent; danger of pride
7. **“good reputation among nonbelievers”** - I Cor. 10:32; Phil. 2:15; Col. 4:5,6
- the church's evangelistic credibility and witness is tied to the moral reputation of its leaders.