



Helping people move from where they are
To where God wants them to be

Trinity Policy Leadership Roles

Approved on March 24, 2024

1. Definitions

Elders

Elders are spiritually qualified persons in accordance with 1 Peter 5:1-11, 1 Timothy 3: 1-7, and Titus 1: 5-10 that are appointed to direct the affairs of the Church.

Deacons

Deacons are spiritually mature persons that satisfy the qualifications of Deacons in accordance with 1 Timothy 3:8-12, and they are appointed to uphold the corporate responsibilities, administrative needs, and temporal affairs of the Church and its holdings.

Board of Directors

The two leadership groups, the Elders and Deacons, collectively serve as the Directors of the Corporation (the Board) as described in Bylaw No. 1 of Trinity Church. No one shall serve as a Director for more than nine consecutive years.

Pastors

A Pastor is an employee of the church duly hired as per Bylaw No 1. He or she shall be qualified through applicable spiritual gifting, experience and education to fulfill the mandate set at the time of hiring or amended by the Board from time to time, be it as the Senior leader or as otherwise stipulated. In faithfulness to their spiritual gifting, experience and education, all Pastors have the responsibility for leadership at the church.

Once duly hired, a Pastor becomes a member of the Church and is considered an Elder and an ex-officio (non-voting) member of the Board of Directors.

The Elders shall examine the relationship of each Pastor to the church along with the needs of the church and if a change is deemed appropriate ensure that a membership meeting of the Church is called to discuss and authorize an appropriate change.

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330 Conservation Drive, Waterloo, ON, N2V 2E8 | 519-746-6473 | www.trinityemc.com

2. Appointment and Term of Deacons and Elders

- 2.1. Candidates for consideration to serve on the Board are presented to the congregation at the Annual General Meeting, subject to ratification by seventy-five percent (75%) of votes in favour.
- 2.2. No two Deacons may be related and no two Elders may be related, with the term “related” being defined as any of the following: spouse, parent, grandparent, child, grandchild, sibling or in-law.
- 2.3. It is expected that Board members would allow their name to stand for a minimum of three (3) years.
- 2.4. Under normal circumstances, no Board Member would serve for more than six (6) consecutive years.
- 2.5. Board members may be removed from their position at any time if it is deemed that they no longer fulfill the qualifications.
- 2.6. Board members are free to resign or request a leave without embarrassment or stigma if their personal circumstances make it difficult to devote the necessary time or energy to the role.

3. Qualifications

- 3.1. Elders and Deacons must be members of the Church in good standing, be over the age of twenty-one (21), be of sound mind and have demonstrated a personal relationship with Jesus Christ.
- 3.2. Serving on the Board is a commitment to humble service, not a position of status, nor a reward for past service. Appointment as an Elder or Deacon shall involve active participation in and leadership of the Church.
- 3.3. As may be assigned from time to time, Elders, Deacons, and Pastors must complete training as designated covering the roles and responsibilities, mission, vision, and structure of the church and the EMCC denomination.

4. Operating Guidelines for Elders

4.1. General

- 4.1.1. The Elders acting as a collective shall be the body overseeing the spiritual life of the Church. The Elders serve to advance the Objectives of the Church, and oversee those ministries that are listed in the Trinity Ministry Portfolios and as included in the Operations Manual. The Elders shall respect the unique leadership and calling of the Pastor(s).
- 4.1.2. All Elders, including Pastors, shall share as a team, through servant leadership the burden of spiritual and pastoral care for members, adherents, and those from the community at large who seek such support. They shall express the heart of a shepherd: feeding the sheep God’s word; keeping the sheep from false teaching; making sure each sheep is growing; and seeking sheep that have wandered away.
- 4.1.3. The Elders shall serve in ministry roles that align with their spiritual gifts. Roles will be clarified and aligned by the Elders, so as to serve Trinity broadly. Primary decisions with broad or community implications will normally be discussed by all of the Elders in advance of any action on the matter.
- 4.1.4. The Elders will seek to assign ministry portfolios for the Pastoral staff, Elders, and Deacons according to their spiritual gifting and in keeping with the needs of the Church.
- 4.1.5. The Elders shall endeavour to model the biblical ideals expressed in the Statement on Living a Consistent Christian Life, to regularly attend the public meetings of the Church and to be active in greeting, encouraging and generally being available to minister to all in attendance at public meetings.

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4.2. Chair of the Elders

- 4.2.1. A Chair of the Elders will be appointed by the Elders annually.
- 4.2.2. The Chair of the Elders and the Chair of the Board may be the same person.
- 4.2.3. The Chair of the Elders accepts the following responsibilities:
 - 4.2.3.1. to chair Elders meetings and seek to ensure effective and proactive (when possible) communication among the Elders regarding Church planning and activities.
 - 4.2.3.2. to investigate and assess new or unusual situations which could potentially impact the spiritual life of the church. He or she will update the Elders accordingly.
 - 4.2.3.3. to share issues and opportunities with the Board when appropriate.
 - 4.2.3.4. to endeavour to expedite the Elders decision making processes so as to accomplish or resolve matters in a timely manner.

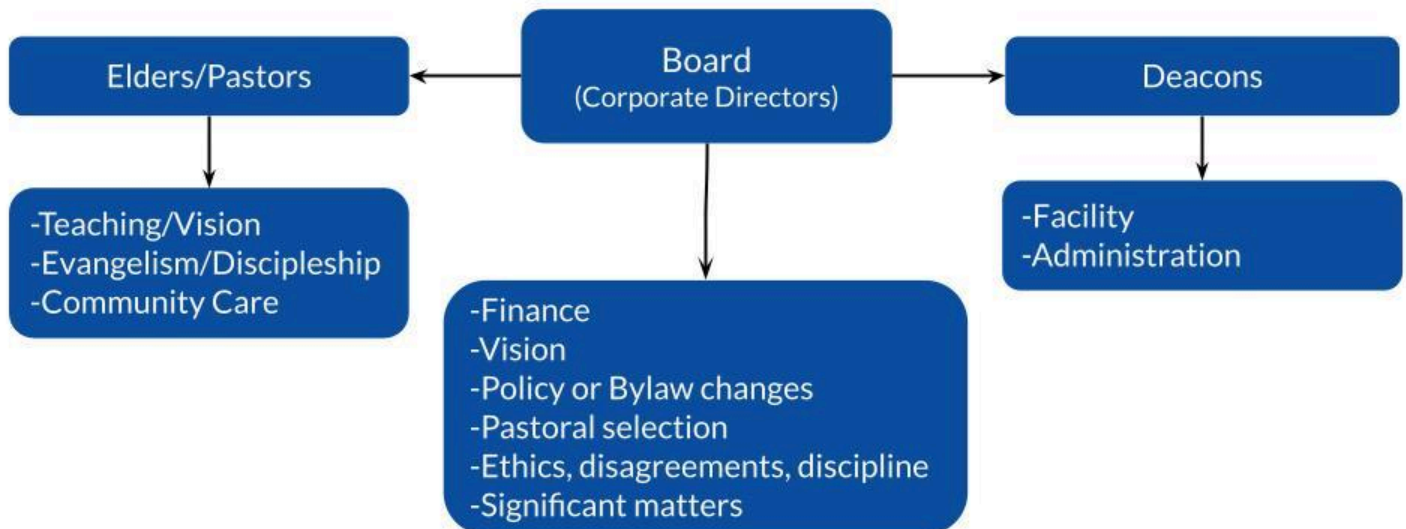
5. Separate Meetings and Subcommittees

The two leadership groups may meet independently and form subcommittees, as deemed appropriate, from time to time, but the separate meetings shall not impair their ability to act collectively in their capacity as Directors of the Corporation.

6. Amendments

Proposed amendments to the General Operating Bylaw or this policy, for presentation to the membership, require a resolution passed with no more than one (1) dissenting member of the Board, with at least 80% of the Board voting on the resolution.

7. Organizational Diagram



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8. Division of Leadership Responsibilities

Leadership Responsibility	Elders	Deacons	Pastors	Whole Board	Finance Committee*	Nominating Committee**
Setting Vision & Mission of the Church	✓					
Fostering Praying and Praying for the Sick	✓					
Determining Church Ministries	✓					
Appointing Ministry Leaders	✓					
Handling Church Discipline	✓					
Evaluating the Pastoral Staff	✓					
Church Membership Application and Screening	✓					
Monitoring Income and Expenses		✓				
Entering into Contracts for the Church		✓				
Determining Facility Needs & Improvements		✓				
Planning for the Annual General Meeting		✓				
Monitoring Risk		✓				
Human Resources Tasks		✓				
Maintaining Membership Roll		✓				
Strategic Planning and Goal Setting			✓			
Evaluating Other Staff			✓			
Day-to-day Operations			✓			
Fostering Stewardship			✓			
Hiring Pastors				✓		
Hiring Other Staff				✓		
Developing & Monitoring Policies				✓		
Matters Related to Ethics and Disagreements				✓		
Matters with Potential Broad Impact				✓		
Approving the Annual Budget				✓		
Preparing the Annual Budget					✓	
Prayerfully Recruiting Board Members and Ministry Leaders						✓

* The Finance Committee is described in Bylaw No. 1 of Trinity Church section 6.03

** The Nominating Committee is described in Bylaw No. 1 of Trinity Church section 6.04

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