

POLICY TITLE:
CHURCH BOARD
JOB DESCRIPTION

POLICY CATEGORY:
CHURCH BOARD

ZION EVANGELICAL MISSIONARY CHURCH BOARD OF DIRECTORS MINISTRY DESCRIPTION

Purpose: The Church Board of Zion Evangelical Missionary Church is elected by the church membership to serve as spiritual overseers and vision casters of the church.

Qualifications: Church Board members must be active members in good standing of ZEMC who demonstrate the qualities of character and lifestyle outlined in ⁱ1 Timothy 3 and ⁱⁱTitus 1. In addition, Church Board members are chosen based on the evidence of their commitment to the local church and its vision and on leadership qualities that are affirmed by the church body.

Selection: Church Board members are selected according to procedures outlined in the Bylaws and supporting policies of ZEMC. Each candidate recommended by the Nominating Committee must be ratified by the Church Board and presented to the local church membership for affirmation.

Terms of Service: Church Board members agree to a two-year term, commencing on the first of January following election. Terms alternate so that half the Board is selected in a given year.

General Duties: The role of the Church Board is two-fold:

1. Vision casting

The Church Board is responsible for the spiritual well-being of ZEMC, insofar as its programs, policies and procedures harmonize with the biblical vision and mission of the church and with the provisions and teachings of Scripture.

The Church Board is responsible for the keeping of the vision. They will determine the vision and then work with Staff and ministries in making sure the vision is lived out.

2. Spiritual Oversight

The Church Board is committed to prayer for the church and to spiritual sensitivity regarding the spiritual atmosphere and culture of the church. When required to address areas of concern, the Church Board seeks to honour God and follow the path of godly wisdom at all times. Church Board members are servants and examples to the church, and maintain a high level of integrity in dealing with people and situations. The Church Board will address issues in the culture at large and issues within the church by giving sound biblical teaching in response to those issues.

Specific Duties:

1. Spiritual Oversight:
 - a. Establish vision, mission, core values and strategies that guide the church's focus and direction
 - b. Organize times of prayer focus as a group and/or as a congregation
 - c. Evaluate church activities as to their effectiveness and direction
 - d. Respond to requests for prayer with members/adherents and/or anointing with oil
 - e. Take initiative in matters of correction and/or discipline of members
 - f. Address specific concerns of members and adherents

2. Administration
 - a. Meetings and Organization
 - i. Meet monthly to conduct church business
 - ii. Meet as required to conduct business or address concerns between regular meetings
 - iii. Appoint a Chairperson and Vice-Chairperson at the beginning of each year
 - iv. Ensure proper recording of minutes of all meetings of the board
 - v. Report to the congregation annually the activities and decisions of the Board
 - vi. Recruit and appoint members to the Church Board in the event of a shortage due to a resignation or lack of sufficient candidates to elect
 - vii. Ratify an annual budget for presentation to the Annual Meeting of ZEMC

 - b. Committees
 - i. Appoint Business Operating Committee
 - ii. Appoint Chairperson to Global Outreach Committee
 - iii. Appoint Ad Hoc Committees as needed which may include Building Committee, Nominating Committee, etc.
 - iv. Ratify the appointment of members of committees
 - v. Review minutes of all committees that report to the Board and deal with any recommendations requiring Board involvement
 - vi. Approve any change to established policies guiding committees
 - vii. Receive letters of resignation of Committee Chairpersons

 - c. Congregational Meetings
 - i. Organize and conduct annual and special meetings of the congregation in keeping with ZEMC Bylaws
 - ii. Develop recommendations requiring congregational support
 - iii. Ensure proper notice of meetings and purpose of meetings
 - iv. Ensure proper recording of minutes of all congregational meetings
 - v. Carry out congregational decisions
 - vi. Report annually to the congregation the decisions and activities of the Board

- d. Personnel
 - i. Conduct an annual appraisal of the Senior Pastor
 - ii. Act as Pastoral Relations Committee to address the needs and concerns of pastoral staff
 - iii. Organize Pastoral Search Committees as needed
 - iv. Ratify recommendations of Search Committees regarding pastoral candidates and conduct interviews of candidates
 - v. Present candidates to the congregation, organize candidating events and oversee pastoral votes in the pastoral selection process
 - vi. Ensure the proper welcome and installation of new additions to the pastoral team
 - vii. Establish policies affecting personnel
 - viii. Establish initial remuneration for pastors and support staff in keeping with church guidelines
- e. Membership
 - i. Approve all recommendations for membership ZEMC
 - ii. Approve changes to the membership role

Accountability: The Church Board is accountable to the local church membership.

Church Board Approved: October 11, 2001 – revised 2008 – revised – 2017

ⁱ | **Timothy 3:1-13**

Here is a trustworthy saying: Whoever aspires to be an overseer desires a noble task. Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. (If anyone does not know how to manage his own family, how can he take care of God’s church?) He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil’s trap.

In the same way, deacons are to be worthy of respect, sincere, not indulging in much wine, and not pursuing dishonest gain. They must keep hold of the deep truths of the faith with a clear conscience. They must first be tested; and then if there is nothing against them, let them serve as deacons.

In the same way, the women are to be worthy of respect, not malicious talkers but temperate and trustworthy in everything.

A deacon must be faithful to his wife and must manage his children and his household well. Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.

ⁱⁱ | **Titus 6-9**

An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. Since an overseer manages God’s household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.