**Mandate to the Administrative Elders and Deacons**

All church officers (elders and deacons) represent Christ, the Lord, in the corporate life of his people. Administrative Elders and Deacons serve by governing the church in Christ’s name. They represent Christ as Lord of the Church, and give servant leadership in his name and in his stead.

The Administration Team will be comprised of ten members including four Administrative Elders, four Administrative Deacons, and two ex-officio members (Senior Pastor and Church Administrator). This Team will meet monthly or as often as necessary and will have authority to act on all matters consistent within the vision, budgets, and policies set by the Council.

* The Senior Pastor will be an ex-officio member of this Team and have a vote.
* The Church Administrator will be an ex-officio member without a vote.
* One Elder will be elected from within the membership as Chairperson, one Elder will be elected Vice-Chairperson, and one member will be elected as Secretary/Clerk.
* These officers will also serve in these positions on the Council.
* One Deacon will be elected Treasurer and one Deacon will be elected the Assistant Treasurer of the church.
* These officers will also serve in these positions on the Council.
* One member will serve as liaison and member of the Personnel Team.
* One member will serve as liaison and member of the Building and Grounds Team.
* One Elder will serve as liaison to Shepherd Elders, and one Deacon will serve as liaison to Service Deacons. These liaison appointments may serve on a rotating basis and will have a vote in the respective bodies.
* Five voting members will constitute a quorum.
* Administrative Elders will participate, as able, in serving the Lord’s Supper.
* Administrative Deacons will participate in collecting Sunday offering, as able.

**Leadership**

* Pray for the church and her ministries.
* Provide visionary leadership for the ministry of the church by promoting transformed lives through our stated mission and vision statements.
* Review annually the goals and ministry plan of the church with the Sr. Pastor’s leadership.
* Approve and recommend the annual ministry plan for approval by the Council.
* Make all necessary decisions to implement the stated and approved goals within the ministry plan.
* Review annually the organizational structure of the church with the Sr. Pastor’s leadership and make recommendations to the Council for changes.
* Receive monthly reports from the Senior Pastor.
* Receive monthly reports from the liaisons of both the Shepherd Elders and the Service Deacons.
* Oversee the nomination of new members for the Council (Chaired by the Vice-Chairperson) and make recommendations for approval by the Council.
* Appoint delegates to Classis and recommend candidates to be delegates to the Synod of the Christian Reformed Church.
* Inform the congregation regularly of its actions.

**Finance**

• Receive reports and oversee the work of the Treasurer.

• Approve the annual budget for review by the Council and subsequent submission to the congregation for approval.

• Regularly monitor the financial condition of the church.

• Recommend expenditures greater than $10,000 to the congregation for approval.

• Request and review the annual independent Financial Report of the church and submit the report for review by the Council.

**Staffing**

* Approve members of the Personnel Team.
* Receive reports and oversee the work of the Personnel Team.
* Recommend to the Council any changes in Pastoral Staff.
* Approve hiring and releasing of staff members (non pastoral).
* Appoint search committees for Pastors as needed (searches for some positions may be conducted by the Senior Pastor or Church Administrator).
* Approve all staff and pastor job descriptions as recommended by the Personnel Team.

**Operations / Policy**

* Receives and reviews the minutes of Council, Shepherd Elders, Service Deacons, Personnel, and Building & Grounds.

• Review the agenda for the Council and Congregational meetings.

• Review and approve administrative policies for the church.

• Review insurance of the church.

• Support efforts for promoting a safe environment for all persons and promptly address alleged incidents of abuse.

• Review issues not covered in other committee mandates and appoint task forces to study and make recommendations.

• Receive reports and oversee the work of the Building and Grounds Team.

• Recommend large facility and equipment purchases to Council.

• Review facility use policy annually.