# Mandate to the Council

All church officers (elders and deacons) represent Christ, the Lord, in the corporate life of his people. The Council is comprised of all the elected office bearers of the church. As the broadest leadership body, this group pays particular attention to leadership and vision, calling of pastors, annual budget approval, and overall operations of the church. The Council receives and reviews the work of the other elder and deacon bodies: Service Deacons, Shepherding Elders, and Administrative Elders and Deacons.

* The membership will include Administrative Elders and Deacons, Shepherd Elders, and Service Deacons. The number of the Council members may be adjusted based on the needs and size of the church.
* Persons considered for these offices must be confessing members of the church for at least two years with the exception of the Senior Pastor.
* Officers elected annually will include the Chairperson, Vice-Chairperson, Clerk, Treasurer, and Assistant Treasurer. These persons will also serve in this capacity for the Administration Team.
* Terms of office will be three years, after which the Council member ordinarily will not be available for nomination to an ordained office for a three-year period.
* The Church Administrator attends the Council meetings serving in an ex officio role.
* Council meetings will ordinarily be held quarterly.
* Council may be called into special session by the Administration Team or by any ten members of the Council.
* A Quorum for this group follows Roberts Rules of Order.
* Staff members who are office bearers have a vote in all official business.

**Leadership and Vision**

* Review and approve all long range plans as recommended by the Administration Team.
* Approve the nomination of new members for Council as prepared by the Nomination Committee and recommended by the Administration Team. Supervise the election of office bearers by the congregation. Oversee the installation of office bearers during public worship services in accordance with the procedures established by the Council.
* Inform the congregation of its decisions through periodic written announcements. This shall be the responsibility of the church administrator.
* Approve all pledge drives for church ministries and capital expenditures as recommended by the Administration Team.
* Exercise mutual censure at least four times each year. Mutual censure should be a time for fruitful discussion about the work of the Lord, the program of the congregation, ways and means to encourage the members of the congregation in their ministries, and the development of dynamic spiritual leadership by the office bearers.
* Approve organizational structure changes as recommended by the Administration Team.
* Review recommendations as submitted by the Administration Team. Review and approve, or refer back to the Administration Team for reconsideration, any Administration Team recommendations that Council wishes to change.
* Exercise confidentiality regarding communications received from office bearers of the church in the discharge of their office.

**Budget**

* Review and adopt the annual budget as recommended by the Administration Team. Present this budget to the congregation for their approval.
* Regularly review the financial condition of the church as reported by the treasurer. Encourage stewardship within the congregation.
* Recommend to the congregation all proposals for capital expenditures over $15,000.

**Pastoral Calling Process**

* Approve Search Committee nominees for the calling of the Senior Pastor position as recommended by the Administration Team. Recommend to the congregation individuals for receipt of a call and when approved by congregation, issue a letter of call.
* Approve all new, increases or reductions of positions for ministry.

**Operations**

* Receive and review all minutes of the Administration Team.
* Ensure that the church keeps complete records of membership and annually submits statistics to the denomination as required.
* Oversee the signing of the Covenant for Office Bearers at the first meeting the office bearer attends, signifying their agreement with the doctrine and authority of the church.