

*Maranatha*  
christian reformed church

“By grace Jesus saves and calls us to grow as His faithful followers,  
to love and serve others according to the Bible.”

# HANDBOOK FOR LEADERS

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## **INTRODUCTION:**

This handbook has been prepared for use by Council, all committees appointed by and responsible to Council, and all those who, under supervision of Council, are involved in programs of the church.

The handbook was compiled to give a set of guidelines to identify and explain the procedures to be used by Council, its committees, the ministry leaders, and church members.

- It provides an orientation to our vision, priorities, and goals.
- It provides an orientation to our organizational structure.
- It gives orientation and direction for members of Council, committee members and volunteers.
- It contains various policies that facilitate the healthy functioning of our church.

This ministry manual and its future revisions will help us stay on course as an organization even as new leaders and volunteers take over from those whose terms have ended. It will provide continuity so that tasks and projects that have been started by one Council or committee may be continued or completed by the next. Having our goals and processes in writing will remind us that those two things are completely integrated.

It is our hope and desire that this handbook will be widely used as a guide in the development and execution of Council's policies and guidelines (in harmony with the Church Order) and that it will enhance the way we work together.

Above all, we hope that it will benefit the spiritual welfare of the congregation as we seek to glorify God and work for His kingdom.

**USE AND UPDATING OF THIS HANDBOOK:**

If the need for changes to these guidelines arises, this can be done by bringing the suggested revisions and reasoning for it to the attention of Council.

- A. The Administrative Assistant (AA) is responsible for ensuring that the **Handbook** is kept up to date as changes are made by Council.
- B. The Clerk is responsible for informing the AA of any changes made by Council to ensure all updates are included in the **Handbook**.
- C. It is the duty of all members of Council to be fully acquainted with the contents of the **Handbook**. At the first Council meeting in September, time should be reserved for this purpose.
- D. Deviation from the procedures described in this **Handbook** requires approval of Council.
- E. Members on committees or programs listed in this **Handbook** shall receive a copy of their committee's or program's policies or procedures.

**REVISION HISTORY:**

Revision Number	Revised By	Revision Date	Summary of Changes
Version 4, Edit 3	Natalie Rosendal	July 14, 2021	<ul style="list-style-type: none"> <li>• Title page</li> <li>• Removed Vision Statement</li> <li>• Updated Mission Statement</li> <li>• Corrected punctuation and grammar</li> </ul>
Version 4, Edit 4	Natalie Rosendal	February, 2023	<ul style="list-style-type: none"> <li>• Edits as per Clerk</li> </ul>

## **FOUNDATIONS:**

### **MISSION STATEMENT**

*We seek to fulfill our vision through our mission ...*

“By grace Jesus saves and calls us to grow as His faithful followers,  
to love and serve others according to His Word, the Bible.”

### **CORE VALUES**

*We embrace the following main biblical tenets of living our faith out in the world:*

- **God Rules:** We believe that God governs the world and directs the course of history according to His sovereign will. Jesus, the risen and ascended Lord, now rules our world. (Philippians 2.11; Ephesians 1.20-21)
- **The Kingdom:** We believe that the kingdom of God—His rule of justice and mercy—is present in the world now and in time will come in all fullness. (Mark 1.14-15; Matthew 25.31-46; John 3.1-8)
- **Stewardship:** We have been created in God’s image and are called to care for the earth. Using our talents and acquired knowledge, we manage the resources entrusted to us in a way that proclaims the presence of God’s rule. (Genesis 1.27, 28; Psalm 8.5, 6; Matthew 25.14-30)
- **Work as Vocation:** We believe that all legitimate forms of work are a divine calling or vocation; through our daily production in both goods and services we serve the Lord and bear witness to the presence of His kingdom. (Colossians 3.23,24; Ephesians 4.1; I Corinthians 15.58)
- **Missions:** The church is called to spread the good news of God’s redeeming love through our words and deeds, in our neighborhood and around the globe. (Matthew 28.18-20; Luke 10.1-12; Acts 1.8)
- **Justice and Peace:** We believe the Bible calls us to work to bring justice for all people in our society, both near and far; only when all are treated equally as image bearers of God will peace prevail. (Isaiah 58. 6-12; Micah 6.8 James 2.14-17)

*We value ...*

- Meeting together and experiencing God in authentic worship. (Is. 29:13, Ex. 20:1-6, Ps. 95:6-7a, John 4:23, Rom. 12:1)
- Biblical and Spirit-filled preaching and teaching. (Is. 61.1-2; Mt. 28.18-20; Lk. 4.18-19; Acts 20.20; Rom. 10.14; 1 Cor. 1.22-24; 1 Cor. 2.1-5; Eph. 4.11-12; 2 Tim. 3.16-17; 2 Tim. 4.2)
- Educational ministries that equip us to serve in the Kingdom of God. (Rom. 12:2,

- Mt.22:37, Eph. 4:11-12, 1 Cor. 9:25-26, 2 Tim. 3:16-17, Heb. 13:20-21)
- Outreach as an important component in all our ministries. (Gen. 12:1-4, Mt. 5:13-16, Acts 9, 1 Thes. 2:8, Luke 19:10, Mt. 18:18, Mt. 20-22, Mt. 28:18-20, John 17:18-21, Gal. 5:13-14, Philemon 6)
  - Unity in our mission while allowing diversity in the family. (Diversity: Rom 12.3-18; 1Cor.12.4-10, 28-31; Unity: 2 Chron. 30.12; Ps. 133.1; John 17.23; Rom. 15.5-7; Eph. 4.1-6; Eph. 4.11-13; Col.3.14)
  - Being a caring family that ministers to the whole person. (James 1:27, 2:15-16, Eph. 4:11-13)
  - A lifestyle that is nourished with daily Bible reading and prayer, expresses gratitude, acts justly, and loves mercy (1 Chron. 16.7-14; Ps. 27.8; Ps. 105.1-4; Ps. 119.2; Is. 55.6; Mt. 7.7-8; Eph. 6.18; 1 Thess. 5.16-18; Jam. 5:13-16), (Ps. 100, 1 Thes. 5:18, Heb. 12:28) , (Mic. 6:8, James 2:12-13, Mt. 5:7).
  - Accountability to each other and the Lord. (Heb. 13:17, 1 Peter 4:17)
  - Our Reformed Creeds and Confessions. (Heb. 12:1, Acts 17:11)

## **MARANATHA CRC CHURCH GOVERNANCE:**

### **DOCTRINE & GOVERNANCE**

Maranatha CRC is a member of the Christian Reformed Church in North America, following its church order for governance. We believe that the historic creeds (*Apostles, Nicene, Athanasian*) of the church and the three forms of unity (*Heidelberg Catechism, Canons of Dort, Belgic Confession*) summarize our understanding and application of the Holy Scriptures.

Governance at Maranatha CRC is based on the authority of Jesus Christ, entrusted to those called to the offices of Minister of the Word, Elder, and Deacon. The governing council of Maranatha CRC is made up of these Members of Council who are called and ordained or installed according to the articles of the Church Order.

In the CRCNA, church authority originates in the Council, and is delegated to the higher assemblies of the Classis and the Synod. Maranatha CRC is bound by the Church Order to abide by the decisions of its Classis (Classis Alberta South) and the Synod of the CRCNA, unless it is proven that those decisions conflict with the Word of God or the Church Order. The Classis deals with matters of mutual concern for the Christian Reformed churches in southern Alberta, while the Synod deals with matters of mutual concern for the whole denomination.

In accordance with the laws of our land, we are a corporation with bylaws that must be followed.

### **COUNCIL**

As the governing body of Maranatha Christian Reformed Church, Council authorizes policy, establishes and implements mission and plans, nominates persons for selection to Council, appoints committees, and approves budgets to be presented to the congregation. While the authority for making and carrying out final decisions remains with the Council, various responsibilities are delegated to committees and individuals, and the congregation is also consulted about major issues.

- A. The Council is composed of the ordained Pastor(s), Elders, and Deacons of the congregation.
- B. Ordinarily, Elders are elected from within the Council for these roles: Council Chair, Council Vice-Chair, and Clerk. These are elected on a yearly basis.
- C. The Council deals with matters of general concern to the congregation and matters which do not exclusively fall under the responsibilities of the Diaconate or Consistory. The Council also reflects on and evaluates the ministries of the congregation.
- D. The Council meetings are a forum for communication among all the members of Council and for mutual encouragement and accountability. Members of Council are equal in authority and have no supervisor but Christ as the head of the church.
  - The Christian Reformed denomination has established the practice of mutual censure<sup>1</sup>. This is intended to be a rich experience of candid conversation, evaluation, and encouragement in which members of Council ask each other questions such as:
    - a. How are we doing?
    - b. What are we doing that we should continue doing?
    - c. What are we not doing that we might consider doing?

#### **Council Meetings:**

- A. Ordinarily, Council meets at least four times per year. Extra meetings shall be called if the need arises.
- B. At the first fall meeting of Council:
  - Council shall elect, by a free vote, its Executive: Chair, Clerk, and Vice-chair. If desired, a Vice-All can also be elected.
  - An Executive Council member will give a “year-in-review”.
  - Members of Council are familiarized with the *Handbook*, CRCNA Church Order, and the by-laws, policies, and procedures of Maranatha CRC.
  - A meeting and devotion schedule will be drawn up.
  - Liaisons will be appointed to various ministries and committees.
- C. Should a member of Council expect to be late or absent, notify the Clerk so the absence can be recorded in the minutes.
- D. As a rule, decisions are made by simple majority. In case of major matters, Council may deviate from this rule if 75% of the members deem this to be advisable.

#### **Branches of Council:**

There are three branches of the church’s council:

1. The Executive Council
2. The Consistory
3. The Diaconate

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<sup>1</sup>CRCNA Church Order, Article 36 - “The council, at least four times per year, shall exercise mutual censure, in which office-bearers assess and encourage each other in the performance of their official duties.”

***Executive Council:***

The Executive Council is composed of Council Chair, Council Vice-Chair, Clerk, Deacon Chair, Pastor(s).

Duties include:

- a) Meet as necessary to perform the duties outlined.
- b) Meet prior to the Council meeting to go over the agenda for that meeting. Agenda should include a brief explanation of items to be discussed and have information of importance attached. Agendas must be available to each Council member prior to the Council meeting.
- c) Implement Council decisions.
- d) Make recommendations to Council on important matters to shorten required debate at Council meetings.
- e) Make decisions on routine issues, i.e., correspondence received, etc. and report the decisions to Council.
- f) Make recommendations to Council regarding membership requests.
- g) Recommend to Council persons for various committees and functions when vacancies occur.
- h) Exercise leadership of Council in order that all matters are dealt with in a proper and efficient manner.
- i) Meet with ministry staff, along with the Chair of Committee of Administration in the fall of each year for discussion of salary. Present salary for approval to Council.
- j) Review the newsletter prior to publication should the Pastor be unavailable to do so.

***Consistory:***

In this body, the Elders deal with matters relating to church discipline, preaching, worship, teaching, outreach in the community, doctrinal matters, the supervision of Pastor(s), and the spiritual health and pastoral needs of the members.

- a) The Consistory includes the ordained Pastor(s) and Elders.
- b) Elected from within the Consistory: Chair, Vice-Chair, and Clerk.

***Diaconate:***

This body seeks to identify and aid with the needs of persons, both within and outside the congregation. The Diaconate also seeks opportunities for our members to reach out in Christian compassion in our larger community. It encourages the congregation in its stewardship and manages and organizes our offerings.

- a) The Diaconate is composed of the Deacons.
- b) Elected from within the Diaconate: Deacon Chair, Deacon Vice-Chair, Treasurer, and Recorder.



## **MEMBERS OF COUNCIL:**

### **MEMBERS OF COUNCIL GUIDE**

#### *Servant Leadership*

In the form for ordination of Elders and Deacons, we read: “In the members of Council of the church we see the love of Christ for His people. As the Lord of the church, He appoints leaders and by His Spirit equips them, so that believers may grow in faith, develop disciplined Christian living, serve others in selfless love, and share with all, the good news of salvation. He taught us the spirit of true leadership when He said, “Whoever wants to be great among you must be your servant, and whoever wants to be first among you must be your slave—just as the Son of Man did not come to be served, but to serve, and to give His life as a ransom for many.”

**(Matt. 20:26-28).**

#### *Devotion to the Reformed Faith*

As members of Council, you are required to be personally and enthusiastically committed to the Reformed faith and to sign the Covenant of Office-Bearers in good conscience.

#### *Spiritual Giftedness for Office*

Members of Council shall be nominated and approved based on the Biblical qualifications for office (**1 Timothy 3:1-13, Titus 1:5-9**), the most important standard being a person’s giftedness for office. Members of Council must be discerning, persons of sound judgment, persons of moral character who can represent Christ’s church, and demonstrate the ability to manage their own lives and households well.

#### *Mutual Support and Accountability*

Communicate with the Pastor(s) about needs in your district. Keep each other accountable regarding your doctrine, your Christian life, and the duties of your office.

#### *Continued Training*

Take advantage of opportunities to hone your skills and spiritual gifts through events and by consulting this manual and other printed resources for members of Council.

#### *Intentional Prayer*

Pray for the Pastor(s), staff, and your fellow members of Council. Pray for the members of your district by name. Pray that God’s Spirit would direct the vision and ministries of this congregation, and that we might discover new and creative ways to make disciples in this community.

#### *Christ-like Respect and Integrity*

The members of Council of the church, representing Jesus Christ and his church, are expected to conduct themselves with gentleness and self-control, and to speak respectfully of the members of the church and its members of Council, also in matters of rebuke and discipline. Council members must maintain confidentiality in sensitive matters.

### *Effective Administration and Accountability*

Council members should keep records of their visits and contacts with members of the congregation, while at the same time maintaining confidentiality in sensitive matters. The Elders report to the Consistory. The Deacons report to the Diaconate.

### **SELECTION PROCESS**

In accordance with Articles 3 and 4 of the Church Order, Council shall appoint a Nominations Committee with the purpose, organization, and mandate as defined below. Council, through the work and leadership of the Nominations Committee, shall implement the "**Procedures for the Calling of Members of Council**".

#### **Nominations Committee:**

- a) The committee, on behalf of Council, shall coordinate the procedures for the calling of members of Council.
- b) Organization/Membership:
  - Council shall appoint four members to the committee with at least two members remaining the following year for continuity.
  - The committee will be appointed by Council by January each year and shall complete their mandate by the end of May.
- c) The committee shall provide leadership and guidance to Council in the implementation of the procedures for the calling of members of Council.
- d) Specifically, the committee shall:
  - Prepare a bulletin announcement, inviting the congregation to submit nominations for the positions of Elder and Deacon.
  - Compile the nominations received from the congregation, recommendations from the Nominations Committee, and prepare a report for Council.
  - Anticipating the approval of Council, develop nomination letters of call for everyone nominated.
  - After receiving the results from the Elders and Deacons, determine if additional nominations are required. If so, the calling process is repeated.
  - Report in the church bulletin the names of the individuals being nominated; the report should be repeated for two weeks.
  - Schedule a date for congregational affirmation of the nominees and announce the date for at least two weeks prior to the vote.
  - Maintain a confidential log of individuals who have declined to serve as Elder or Deacon, with notes regarding future interest.
  - Ask the AA to supply the nominees with the Maranatha Handbook, the Elders/Deacons Handbook, Maranatha's Bylaws, and a copy of the CRC Church Order.

## **GENERAL DUTIES OF MEMBERS OF COUNCIL:**

### **COUNCIL LIAISONS**

Committee Liaisons are Council members assigned to various committee(s). Liaisons have responsibilities in three areas:

#### **1. Supervision**

Committees function under delegated authority. Decisions/actions that require Council approval should be noted by the Liaison at committee meetings and brought to Council for action on behalf of the committee.

#### **2. Motivation**

The Liaison encourages the committee to accomplish its work and should support the Chair and assist as needed.

#### **3. Communication**

In addition to decisions/actions that require Council approval, all work of the committee must be reported to Council for information. The Liaison must also report back to the committee any Council response, guidance, and encouragements.

### **Liaison Ministry List – Appendix A**

Each September the list of committees, programs, and their liaisons will be updated and distributed to all Council Members, the committee, and program leaders.

**At the first meeting of the Council, after the installation of the new members of Council, the Council shall elect a Chair of Council, Vice-Chair of Council, and Clerk of Council.**

#### *Chair of Council*

- A. With the help of the Clerk prepare agendas for, and preside over all Council meetings, Consistory meetings, Executive Council meetings, and Congregational meetings.
- B. Prepare a schedule of Consistory, Executive Council, and Council meetings for the year.
- C. Meet with ministry staff in the fall of each year to discuss performance reviews.
- D. In the case of an emergency pulpit absence, the Chair is responsible to lead or makes alternate arrangements for preaching and leading worship.
- E. Act as liaison to the Worship Committee.
- F. Perform other duties the Council may assign.

#### *Vice-Chair of Council*

- A. Preside over meetings in the absence of the Chair.
- B. In conjunction with the AA arrange for pulpit supply as needed:
  - This includes contacting prospective pastors/speakers and once a commitment is in place notify the AA. The AA can then facilitate communication with the visitor and those involved in worship such as the musicians, tech volunteers, Deacons, and Elder of Duty.
  - The AA will arrange payment for the visitor.
  - The Vice-Chair is responsible for any arrangements for hospitality.
- C. Perform other duties Council may assign.

*Clerk of Council*

- A. Prepares agendas in conjunction with the Chair for all Council, Consistory, and Congregational meetings.
- B. Asks AA to prepare ballots for congregational vote.
- C. Manages all Council and Consistory related correspondence.
- D. Provides all necessary Council and Consistory announcements to the AA for publication.
- E. Prepares summaries of Council meetings for publication.
- F. Records minutes of all Council, Consistory, and Executive meetings. Provides them to the Chair for proofreading, and then distributes to the appropriate members.
- G. Submits all minutes of Council, Consistory, Deaconate, Congregational, and Committee of Administration meetings to denominational leadership as needed or required.
- H. In conjunction with the AA, maintains membership records:
  - Records new memberships, transferred memberships, and inactive memberships.
  - Records all births, deaths, Baptisms, and Professions of Faith.
  - Computes, fills out, and submits the church statistics for the CRC Yearbook to denominational headquarters.
- I. Works with the AA, informing him/her of any changes to policy, reviewing publications as needed, etc.

**CONSISTORY/ELDERS:**

The Elders are responsible for the spiritual well-being of all members of the Congregation.

**Consistory Meetings:**

- A. Purpose:
  - To listen to reports of various visits that have been made.
  - To offer mutual advice and counsel.
  - To decide upon action as needed.
- B. The Clerk should keep an accurate account of the minutes of each meeting and keep a record of all visits and disciplinary actions.

**Duties:**

- A. All Elders should be familiar with the Elders Handbook; copies are available through the office.
- B. Carry out assignments which include the following:
  - Serving as Elder of Service—Each Elder, in rotation, will be an Elder of service during a Sunday worship service and any service during the following week.
  - The Clerk prepares the schedule for these assignments, providing each Elder and the AA with a copy. If unable to fulfil these duties on the scheduled date, the Elder in question is responsible for finding a replacement and informing both the Clerk of Council and the AA. Duties are outlined on the schedule.
  - Serving at the Lord's Supper (see schedule for instructions).

- C. An Elder who cannot fulfil one of these assignments at the scheduled time is responsible for finding a replacement and informing the Clerk of Council.
- D. Uphold the Pastor and his family in prayer and encourage the congregation to do the same.
- E. Attend all Consistory, Council, and Congregational meetings, if possible.

#### **Visiting Duties:**

- A. Every year, each Elder is assigned a “district” (a section of the congregation).
- B. Contact district members by card, letter, electronically, or other means each year. Contact all district members at least once in the three-year term year.
- C. Special attention should be paid to those who are inactive or “fringe” members.
- D. Contact should be made promptly to persons who have been added to the district list.
- E. Contact should be made promptly to those who have experienced a death in the family and the district Elder should attend the funeral if possible.
- F. Make special visits when required due to needs such as illness, bereavement, discipline, etc. Keep in close contact with the Pastor and the district Deacon where needed. If the Pastor is absent, inform the AA of any illnesses and/or hospitalizations.
- G. If a financial need exists for a district member, contact the appropriate district Deacon.

### **DIACONATE/DEACONS:**

Deacons are called to serve the congregation and its needy, the community and its needy, the needy of the world, and to encourage the congregation to do likewise.

#### **Diaconate Meetings:**

The Diaconate meets once a month, as arranged by the Deacons.

#### **Duties:**

- A. All Deacons should be familiar with the Deacon’s Handbook. Copies are available in the office.
- B. Each Deacon will be assigned to a district.
  - These districts will be the same as the Elders’ districts.
  - When a need arises in the district, the Deacon will visit the needy family or person alone, or with another Deacon, and report at the next Deacons’ meeting. Contact will be maintained while the need remains. At appropriate times, the Deacons will minister to them with programs or gifts.
  - Deacons are requested to consult with the district Elders if a family or person in their district needs attention. The purpose of this is to keep each other informed and to support each other's efforts.
  - Each Deacon may attend important occasions of those in their district.
- C. The Deacons plan and prepare a schedule of offerings for the church's worship services. and oversee collecting the offerings at every worship service for causes according to the schedule.

**At the first meeting of the Deacons**, after the installation of the new members of Council, the Deacons shall elect a Chair, Secretary, Treasurer, and Vice-Chair.

***Deacon Chair:***

- A. Calls and presides over all Deacons' meetings.
  - Prepares the agenda for each meeting.
  - Oversees the work of the Deacons and reports on their work to Council.
- B. Reports to Council on behalf of the Deacons.
- C. Serves on the Executive Council.

***Deacon Secretary:***

- A. Keep records and minutes of all meetings.
- B. Present incoming mail.
- C. Take care of all correspondence.
- D. Take care of all bulletin announcements on behalf of the Deacons.
- E. Draft a duty and visitation schedule.

***Deacon Treasurer:***

- A. Administer(s) all finances of the Diaconate.
- B. Keep books and records in good order.
  - Maintains an accurate account of the monies received and disbursed from the Benevolent Fund.
- C. Keep the Deacons informed on the status of the Deacons' fund.
- D. Present an annual financial statement to Council.

**CONGREGATIONAL MEETINGS:**

Congregational meetings must be held at least twice a year.

- A. One meeting, held in the fall, is for the congregation to discuss and approve the budget as presented by Council.
- B. A second meeting is held in the spring for the purpose of giving the congregation the opportunity to review and accept the financial statement approved by Council. Other reports given may include:
  - The annual report by a member of the Executive.
  - Annual reports of various programs, committees, and ministries.
- C. Additional congregational meetings may be scheduled by Council as required.
- D. The agenda for all meetings should normally be shared with members of the congregation at least two Sundays prior to the meeting.
- E. All members of Council and members of the congregation are expected to be present at every congregational meeting, if possible.
- F. The Clerk of Council ensures that the congregation is informed of all congregational meetings two weeks in advance.
- G. Twice the number of the Consistory shall constitute a quorum of the congregation. If a quorum is not present, the meeting shall be adjourned to a date and time set by the Council Chair (As per bylaws).

## **JOB DESCRIPTIONS FOR MINISTRY STAFF:**

### **SENIOR PASTOR – JOB DESCRIPTION**

In sync with the regular duties and expectations of being a Pastor in the Christian Reformed Church, accountable to the Council in doctrine, life, and duties (supervision by the Council will include love, counsel, encouragement, and assistance in the work of the Lord) the Senior Pastor will:

- Lead the church in articulating, understanding, and embracing the mission of the church.
- Inspire, train, support, and guide members to use their spiritual gifts in ministries to the church and community.
- Encourage, support, and mentor members in their relationships with unbelievers and their ability to lead a person to saving faith in Jesus.
- Ensure that all ministries of the church are being implemented consistent with Maranatha's goals and objectives.
  - Research and introduce ideas, resources, and programs to further the ministries and effectiveness of Maranatha CRC (worship/music, pastoral care, membership, outreach, children, youth, young adults, adult ministries, small groups, Bible studies, etc.).
- Train Elders, Deacons, and other leaders in providing pastoral care, leading in prayer or worship, teaching, outreach, etc.
- Promote an inclusive and participatory model of ministry, with a goal of developing lay leadership.

#### ***Worship Services:***

Conducts regular worship services in which the Word of God is proclaimed and the Sacraments are administered.

- Preaching and leading worship, bringing biblical & practical messages to all ages that teaches and convicts those who are searching, and challenges the spiritually mature.
- Provide primary preaching responsibilities, and together with Executive Council, coordinate the preaching schedule.
- Serve on the Worship Committee.

#### ***Pastoral Care:***

Promotes caregiving, prayer ministry, and membership ministries consistent with the goals of the church.

- Challenge and encourage members to tend to the needs of the sick and needy in the church and community.
- Partners with Council and members to ensure pastoral care for all members by visiting, counseling (as appropriate), and encouraging church members with physical, emotional, and spiritual needs.
- Conduct funeral services.
- Lead pre-marriage counseling, officiating weddings and funerals as requested and approved by Consistory.

***Discipleship:***

- Nurtures the congregation towards maturity in faith, love, unity, Bible knowledge and hope, promoting spiritual development through educational and relational ministries that leads members to a deeper relationship with God.
- Provides direction and support to ministry groups to be consistent with the goals and objectives of the church.
- Serves as a resource and assists to lead the church in small group ministries, spiritual gift ministry, and spiritual growth ministries.
- Provides direction and support to the Youth Director in fulfilling goals and objectives.
- Newcomer Classes: teaching Reformed world and life perspective to those interested in becoming members of Maranatha CRC. Teach relevant information about the church and disciple them on the path to membership.
- Leads adult pre-confession classes.

***Leadership:***

- Participate in Maranatha's Council, Consistory, and Executive Council.
  - Provide leadership as appropriate, articulating and teaching the mission of the church.
  - Report on work done and visits made.
  - Maintain meaningful relationships with all branches of Council.
  - Arrange vacation time, preaching requests, professional development opportunities, and study leave with members of Executive Council.
- Set direction for ministry staff, delegate tasks, interface with staff on a regular basis, and provide spiritual leadership.
- Represent Maranatha CRC at Classis (and Synod, if selected) meetings.
  - Maintain relationships with local clergy.
  - Maintain relationships with area CRC Pastors.
- Attend committee meetings as needed and appropriate.



## **DIRECTOR OF CHILDREN, YOUTH AND YOUNG ADULT MINISTRIES – JOB DESCRIPTION**

1. Teach Biblical foundations directed by the Holy Spirit, from a Reformed perspective—teach/lead Bible studies/catechism during Youth group and Young Adults meetings.
2. Provide outreach to young people in the Lethbridge community not normally associated with the church, including students from the nearby university—connect with InterVarsity at university/college. Connect with the high schools (public & private) to introduce himself/herself and the Youth/Young Adults ministry at Maranatha.
3. Provide outreach to children not normally associated with the church and participate in the annual Summer Fun Week—become VBS director and assume all responsibilities related to it.
4. Lead and organize activity-focused Youth programs with an emphasis on teaching and service projects—be involved in the current Youth program, including leading/teaching studies, organizing service projects, and retreats.
5. Work with and support current program volunteers—connect and meet with current volunteers, help recruit new volunteers, work with the current programs to fill in the gaps, provide resources, and visit current programs while they are running.
6. Enable and encourage Youth to actively engage with city-wide/Southern Alberta/other Christian youth events—seek out possible events for the Youth/Young Adults to attend, organize transportation & accommodations, recruit volunteers/chaperones, and fundraise if needed.
7. Facilitate Youth to be involved with worship under the leadership of the Worship Committee—pair young people up with current worship teams.
8. Through regular meetings and communication, keep the parents and church informed of approved developments in the Youth program ministry.
9. To develop and maintain a Social Media presence of Maranatha's Youth ministry—connect with the Youth/Young Adults (Facebook, Website, Instagram, email, text).
10. Help facilitate/update the Safe Church Policy as it pertains to Maranatha's Youth Ministry and its volunteers.

## **STANDING COMMITTEES:**

Committees shall assist the Church Council by carrying out delegated matters and/or by preparing reports and recommendations for consideration by the Council concerning matters in accordance with their respective mandates. Standing Committees serve Council with advice, make recommendations, and act where necessary and permitted.

- A. Committee members are appointed by the Council upon the recommendation of the committee.
  - Committees submit names for recommendation to Council, prior to terms being completed.
  - Ordinarily, term of service is at least three years.
- B. Mandates for each committee are guided, adopted, and revised, when necessary, only by the Church Council; each committee has the right, however, of proposing to the Council revisions or additions.
- C. All Standing Committees report to the Church Council either directly or via the Council liaison: all other committees report directly to the body that has appointed them.
- D. Should any committee or any of its members be unsatisfied with a decision of the Council, the matter may be appealed.

### **STANDING COMMITTEES AT MARANATHA CRC**

Maranatha CRC has several standing committees which meet and report on a regular basis; other committees may be appointed when needed and are released, with thanks, for their work when their work is done.

- A. Worship Committee
  - Service Planning
  - Music Teams
  - Sound Technicians
  - Media Technicians
  - Creative Team
- B. Committee of Administration
  - Treasurer
  - Administrative Assistant
  - Custodial, Maintenance, and other contracts
  - Counting Committee
- C. Community Relations Committee
- D. Faith Formation Committee
- E. Safe Church Group (Abuse Prevention)

## **STANDING COMMITTEE CHAIR RESPONSIBILITIES**

Each of the standing committees has a chairperson, whose responsibilities are as follows:

- A. Communicate regularly with Ministry Staff and Council Liaisons and send minutes to the Council Clerk.
- B. Call and lead meetings regularly to accomplish the following:
  - Plan and discuss progress toward the committee's goals.
  - Hear reports from sub-group leaders; respond to matters of concern.
  - Evaluate each ministry program to determine its effectiveness and recommend necessary changes.
  - Submit recommendations to Council or the Council Liaison.
  - "Recommendations" include areas that touch on revisions or updates to Committee mandates and suggested new members.
  - Address correspondence and inquiries referred to the committee by Council.
  - Process any additional correspondence and inquiries.
  - Discuss the annual budget.

## **APPENDIX A:**

### **WORSHIP COMMITTEE**

Praise Teams, Tech Committee, Creative Team, Sacrament Team, Planning/Scheduling

### **COMMITTEE OF ADMINISTRATION**

Treasurer, Counting Committee, Administrative Assistant, Security/Maintenance, Custodian

### **COMMUNITY RELATIONS COMMITTEE**

### **FAITH FORMATION/SMALL GROUPS**

### **SAFE CHURCH**

### **SOCIAL MEDIA**

Website, Tithely, Electronic Sign, Facebook

### **WELCOME COMMITTEE**

Greeters/Ushers, Security, Hospitality Team

### **YOUTH MINISTRIES**

Adventure Club

GEMS

Nursery

Sunday School

VBS

Youth

Young Adults

### **ADULT MINISTRIES**

Senior's Visiting Group

Friendship Club

Women's Groups

Library

### **COMMUNITY CONNECTIONS**

Newcomer Settlement

Soup Kitchen, Rehoboth, Streets Alive