

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others.
to nurture and strengthen spiritual growth to embody Christ in the world.

Summary Introduction

Support of Ministry

The Council is responsible for creating and supervising such pastoral offices and Program Committees as are necessary to carry on the Christian ministry described in our defining documents.

1. Receiving and reviewing monthly reports from the pastor
2. Providing a Mutual Ministry Committee to compliment the pastor's discernment and partnership with other ministry offices.
3. Assessing the spiritual health and membership needs of the congregation.
4. Engaging in such future planning as may be suggested out of the interchange between Governance and Management

Fiduciary Responsibility

The Council is responsible for annual fiduciary supervision of those congregational matters that relate to an incorporated entity in the province of BC.

1. Calling and conducting an Annual General Meeting (AGM) and additional meetings on specific questions
2. Setting an annual budget and supervising adherence
3. Insuring filing of all accountability documents to the ELCIC, BC Societies Office and Canada Revenue Agency
4. Providing for adequate insurance and adherence to legal requirements pertaining to protection of the vulnerable and privacy of information
5. Providing for an annual audit of all financial transactions
6. Providing for the legal election of Council members and officers on an annual basis
7. Providing for the legal election of official delegates to ELCIC and BC Synod conventions
8. Adherence to legal employment practices for the pastor and support staff
9. Regular review of the Constitution and Bylaws, including the filing of any amendments with the BC Synod and the BC Societies

Executive Committees

The Chairperson, Vice chairperson and the Secretary are elected from within the Council at its first meeting following the AGM.

1. The chairperson conducts all business meetings of the Council and congregation.
2. The Vice chairperson, in addition to acting when the chairperson is unavailable, has also been assigned primary responsibility for governance review, record keeping and oversight of the Committee structure.
3. The Secretary maintains the minutes of all meetings and conducts correspondence on behalf of the Council.

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others.
to nurture and strengthen spiritual growth to embody Christ in the world.

As a sub-group of Council, the present Executive performs the following administrative functions by meeting monthly with the pastor prior to each Council meeting:

1. To review and approve the agenda for the upcoming Council meetings
2. To address or raise such additional issues as arise from outside the normal operations of the Council
3. To track matters that have been referred, deferred or are otherwise ongoing

Ex officio members

1. The Pastor
2. The Treasurer

Program Committees

Program Committees are an adjunct to Council responsible for the planning and management of the following:

- Continual Learning
- Fellowship and Membership
- Finance and Stewardship
- Mutual Ministry
- Property
- Witness and Mission
- Worship

Each program committee has its own terms of reference and reports to Council after each meeting. Reports include a review of activities, new agenda items and requests for direction or resources.

Ad hoc committees may be created from time to time to address specific topics as defined in the Terms of Reference for such committees.

Rules of Procedure

The role of the chair

The Chair of the meeting is responsible for ensuring that respectful order prevails and that the Constitution and Bylaws of the congregation are legally observed in the proceedings.

The Chair will facilitate all speaking. Debate between members in attendance will not be permitted.

Motions

The Executive Committee and program Committees may bring motions to the table. Any member may make a motion from the floor. Such motions must be pertinent to the matter under discussion. Before a motion can be considered, another member must second it. Once such a motion is seconded, the mover may explain the reason for the motion. Further speaking will be acknowledged

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others.
to nurture and strengthen spiritual growth to embody Christ in the world.

until it appears that it is time to vote on the motion. The original mover will be permitted to have the last word.

The chair recommends that all motions be written out to assist the Secretary in preparing accurate minutes.

A motion may be amended. The mover must state the intended change to the motion and such a motion must be seconded. Discussion will then move to the amendment *only* until the assembly votes on it. The same rules apply to an amendment as to an original motion.

A friendly amendment can by-pass such rules if the mover of the original motion is receptive to the change. If the amendment carries, the new wording of the motion will be under consideration. If the amendment fails, the original motion stands.

A member may give notice of a motion, which will be noted and dealt with under New Business or referred to one of the reports.

Rules regarding motions

When the chair declares an end to discussion on a motion, the following options may be exercised:

1. A vote by which the motion is adopted or declined by a simple majority.
2. A motion to table the motion until the next meeting.
3. A motion to defer action until a specified time.

Communications

The following are the usual steps regarding communication with Council and the congregation:

1. All Council communications should be directed to the Chair.
2. The Secretary is responsible for reporting Council information and correspondence.
3. The Secretary is responsible for notifying the congregation of upcoming meetings.
4. Postings to the congregational web site require the permission of Council or the Pastor, depending on the nature of the information.
5. Congregation-wide communications require the permission of Council.

Council Culture

The following points are intended to establish a culture of respect and co-operation in which business can be conducted in an effective manner.

1. Attend every meeting. A limited number of requests to be excused are allowed in the Bylaws. Requests to be excused are to be made to the Chair.
2. Be on time.

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others.
to nurture and strengthen spiritual growth to embody Christ in the world.

3. Stay on topic.
4. Address all remarks to the Chair.
5. Speak respectfully to and about each other. Help create a climate in which people feel free to speak their mind.
6. Speak for yourself from your own experience.
7. Support "members" initiatives and seek to arrive at workable outcomes.
8. Oppose ideas rather than fellow members.
9. Respect each other's privacy outside meetings. *What is said at Council stays at Council!*
10. Remember that the main thing is to provide leadership and support to committees and the congregation.

Legal Requirements

1. Each member must file a Police Background Report with the Secretary
2. Each member must sign a form consenting to the Children and Vulnerable Adult Safety Policy within 30 days of being elected to Council.