



BROMLEY ROAD BAPTIST CHURCH

Policy on the Board of Deacons

Policy No. 2014-11.02R1

DESCRIPTION:

This policy provides direction for the election of the members of the Board of Deacons and defines their duties, and method of operation.

PROPOSED

Proposed Revisions are noted in red.

PREAMBLE

The Board of Deacons provides spiritual oversight to the congregation to ensure that the church remains on a Biblical course, that members and adherents are being shepherded, that the body is being fed and equipped through insightful and biblical preaching and teaching, that worship is meaningful, and that the life of the church is being well managed by competent and godly leaders.

In Acts 6 the first seven deacons were chosen so that the church's pastors would be freed up for the ministry of the Word of God (6:2) and prayer (6:4). Their first responsibility was to serve the widows in the church and to make sure that they had food to eat (6:1). The term translated "deacon" in the New Testament means "to serve" or "to be a servant". A servant heart and humility are essential traits in the life of those chosen to be leaders in the church.

POLICY

The Board of Deacons shall be a body of spiritually qualified persons elected to have oversight over the spiritual ministry of the Church. **The Board of Deacons is also legally responsible for the administrative and financial affairs of the church.**

The Board of Deacons shall work together to lead the Church to fulfill the Great Commandments and the Great Commission (Mark 12:29-31, Matthew 28:18-20).

APPLICABILITY

This policy applies to the members of the Board of Deacons of Bromley Road Baptist Church (BRBC).

RELATED POLICIES

N/A

DEFINITIONS

The following definitions should be used to interpret and understand the meaning of these terms as applied to this Bromley Road Baptist Church (BRBC) policy and its operating procedures.

Board of Deacons means the body of chosen Church members who are responsible for the spiritual and caring ministry of the church, such as doing the benevolence work, visiting the sick, and being alert to the spiritual needs of the congregation, **and who exercise overall responsibility of the administration and operations of the Church and oversee the expenditure of Church funds in general accordance with the approved annual budget.**

Board of Directors or **Board** means the Board of Directors of Bromley Road Baptist Church (BRBC) and Director means a member of the Board.

~~**Board of Management** means the body of chosen Church Members exercise overall responsibility of the administration and operations of the Church and oversee the expenditure of Church funds in general accordance with the approved annual budget.~~

Bromley Road Baptist Church or **BRBC** means the Church.

Church or **The Church** means the Corporation known as Bromley Road Baptist Church (BRBC), its assets, programs, Ministries, members, and activities.

~~**Combined Board** means the Board of Deacons and the Board of Management sitting jointly.~~

Congregation means the members, non-members, and those who occasionally attend Bromley Road Baptist Church, also known as a Parishioner or Adherent.

Deacons are people of prayer chosen because they are strong in the faith, obedient to the Word of God, Spirit led, striving for spiritual growth, and committed to building the church.

Members means either Full Member or Associate Member of the church as defined in By-law #2.

Ministry(ies) or **Ministry(ies) of the Church** or **Ministry Team(s)** means the office, duties, or work of a religious minister or member or group of members or adherents.

Mission(s) means a group of people sent to perform an act of service to another for a specific purpose. The mission may be local or to a foreign country.

Shall means to express what is mandatory used in laws, regulations, or directives. Used in law where the sense, purpose, or policy requires this interpretation.

QUALIFICATIONS OF A DEACON

A Person may be considered for election as a Deacon if he or she fulfills all of the following qualifications:

- The Person must be a Full Member of the Church in good standing;
- The Person must be personally committed to Jesus Christ as Saviour and Lord;
- The Person must have an active involvement within the church;
- The Person must abide by the Church governing By-law;
- The Person must recognize that election as a Deacon is a commitment to humble service, not a position of honour or status, nor a reward for past service;
- The Person must recognize that election as a Deacon shall involve active participation in, and leadership of, the spiritual ministries of the Church as they are needed;
- ~~The Person's spouse must not be a member of the Board of Deacons, or a paid staff member of the Church;~~

DUTIES OF THE BOARD OF DEACONS

Spiritual Leadership

- The Board of Deacons shall work with and support the Senior Pastor to provide the vision and strategic leadership to the congregation;

- The Board of Deacons works with the Senior Pastor to perform annual evaluations of the pastoral staff, and to make recommendations concerning remuneration to the Board of Management annually;
- The Board of Deacons shall work with and support Pastoral Staff for the spiritual and pastoral ministry of the Church and all applications for membership; and
- The Board of Deacons shall interview and make recommendations to the congregation concerning individuals seeking to be a candidate for ministry, membership, or baptism.

Spiritual Oversight

- The Board of Deacons shall provide spiritual oversight to the Members and adherents of the church. They exercise concern for the spiritual, relational, emotional, and physical well-being of the congregation; and
- The Board of Deacons shall carry out visitation and care of members and adherents with the assistance of Staff, the Pastoral Care Team, and other gifted individuals in the church.

Child Presentation and Parent Dedication

- Two Deacons shall visit those requesting Child Presentation and Parent Dedication as an opportunity to celebrate with them. Upon the recommendation of this committee, the Senior Pastor shall proceed with dedication.

New Members

- Two Deacons shall interview applicants requesting membership in the Church where the major tenets of the Statement of Faith, the Church governing By-law, and the privileges and responsibilities of membership will be discussed.

Baptism

- Two Deacons shall interview applicants requesting Christian baptism where the major tenets of the Statement of Faith will be discussed. The committee shall recommend whether the Senior Pastor or another Pastor should proceed with baptism.

Discipline within the Church

- The Board of Deacons is responsible for discipline within the church. Discipline shall be carried out prayerfully and carefully in a spirit of love which seeks repentance, reconciliation, and restoration. The goal of discipline is to restore members. This process shall be guided by Matthew 18:15-18.

Replacement of a Pastor

- When a **pastoral position becomes vacant**, the Board of Deacons shall call the church together to appoint a Pastoral Search Committee. The Board shall have representation on the Search Committee.

Annual Pastoral and Staff Review

- The Board of Deacons works with the Senior Pastor to perform annual evaluations of the pastoral staff, and to make recommendations concerning remuneration to the Board annually.

Financial and Administrative Affairs of the Church

- **The Board of Deacons is the controlling Board of the Church and shall enter into contracts on behalf of the Church.**
- **The Board of Deacons shall exercise such other powers and do such other acts and things as the Church is by its Letters Patent, the Not-for-Profit Corporations Act, By-laws, or otherwise authorized to exercise and to do by By-law No. 2.**

- The Board of Deacons shall exercise overall responsibility over the day to day administration and operations of the Church and to oversee the expenditure of Church funds in general accordance with the approved annual budget.
- The Board of Deacons shall formulate and recommend Policy Statements to Membership in conjunction with the Pastor(s) and to implement those Policy Statements approved by the Membership.
- The Board of Deacons will monitor the ongoing need for the Church to provide policies, guidelines and directions to its Members on practical applications of Biblical principles, teachings, doctrinal considerations and Christian conduct, the Church may adopt Policy Statements on such matters as are deemed necessary from time to time by the Board.
- The Board of Deacons shall respect the authority of the Pastor(s) to provide spiritual leadership for the Church and to co-operate with the Pastor(s) in implementing such ministries and programs that are determined appropriate in support of such spiritual leadership.
- The Board of Deacons shall examine the relationship of the Pastor(s) to the Church and if a change is deemed appropriate, will ensure that a Meeting of Members of the Church is called to discuss and authorize an appropriate change.
- The Board of Deacons shall create committees or groups from time to time in keeping with its mandate;
- The Board of Deacons shall call all Meetings of Members and publish the time and place for all such Meetings of Members with due notice.
- The Board of Deacons shall take such steps as are necessary to enable the Church to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the Objects of the Church.
- The Board of Deacons shall appoint such Agents and engage such Employees (with the exception of the Pastoral Staff which shall require Church Membership approval) as it deems necessary from time to time and such Persons shall have such authority and shall perform such duties as shall be prescribed by the Board of Deacons at the time of such appointment.
- The Board of Deacons shall generally exercise such power and to do such other acts and things as the Church is, by its Letters Patent, the Not-for-Profit Corporations Act, By-laws, or otherwise authorized to exercise and to do by By-law No. 2.
- The Board of Deacons shall prescribe such Rules and Regulations not inconsistent with this General Operating By-law No. 2 relating to the management and operations of the Church as the Board determines appropriate.

COMPOSITION OF THE BOARD OF DEACONS

The Board of Deacons shall consist of its members plus the Pastors.

NUMBER OF DEACONS

The Board of Deacons shall consist of not more than eight (8) and not less than four (4) members selected from the Membership.

ELECTION OF DEACONS

Deacons shall be elected by the Members at an Annual Election and Budget Approval Meeting of Members. Deacons shall be inducted into office during a worship service after the Deacon's Orientation session at the beginning of each fiscal year.

TERM OF DEACONS

A Deacon may be elected for one (1) three (3) year term.

No member of the Board of Deacons shall be elected for more than one term unless the Church Members permit a member on the Board to be elected for one additional three (3) year term.

No further extension of the consecutive term of office for such member of the Board of Deacons shall be granted.

Upon the completion of the maximum term on the Board of Deacons, a minimum of a one (1) year absence is required before eligibility for re-election to membership on the Board of Deacons is restored.

REMOVAL OF A DEACON

A Deacon may be removed from his or her position at any time upon a seventy-five percent (75%) vote of the complete Board of Deacons (excluding the Deacon in question) when that Deacon no longer fulfills all of the qualifications of a Deacon as set out in the section "Qualifications of a Deacon" of this policy or has been otherwise disciplined under the Church governing By-law, subject to ratification by a Resolution of the Board of Management and a Resolution of the Membership at a Meeting of Members duly called for that purpose.

~~DEACONS ARE NOT~~

~~Deacons are not, either on their own or as a part of a combined board, the controlling Board of the Church.~~

~~CONFLICT OF INTEREST~~

~~Save and except where specifically permitted by law and as approved by the Board of Deacons, a member of the Board of Deacons and his or her Family Members shall not enter into a contract, business transaction, financial arrangement or other matter with the Church in which the member of the Board of Deacons or any of his or her Family Members has any direct or indirect personal interest, gain or benefit.~~

~~Any member of the Board of Deacons who has any direct or indirect personal interest, gain or benefit in an actual or proposed contract, business transaction, financial arrangement or other matter with the Church whether permitted by law or not, shall declare their interest therein at the first opportunity at a meeting of the Board of Deacons.~~

~~No disclosure or prohibition of involvement is required in relation to any actual or proposed contract, business transaction, financial arrangement, or other matter with the Church unless the direct or indirect personal interest, gain or benefit of the member of the Board of Deacons in such contract, business transaction, financial arrangement or other matter is of a material nature. The phrase "material nature" shall mean that the member of the Board of Deacons in question, directly or indirectly, is personally receiving a material benefit or gain of some kind, either financially or otherwise, with the determination of "material nature" in such circumstances to be determined by the Board of Deacons from time to time, subject to the overriding compliance with the common law concerning conflict of interest of Board Members as fiduciaries and the provisions of the Act.~~

~~The Board of Deacons shall request any member of the Board who has declared a direct or indirect (i.e. through his or her Family Members) personal interest, gain or benefit in any proposed contract, business transaction, financial arrangement, or other matter with the Church, to absent him/herself during the discussion of and vote upon the matter, with such action being recorded in the minutes.~~

~~In the event that the Board of Deacons proceeds with a contract, business transaction, financial arrangement, or other matter, in which a member of the Board of Deacons has a direct or indirect personal interest, gain or benefit in contravention of this Section, save and except where permitted by law and approved by a Resolution of the Board of Deacons, such member of the Board of Deacons shall be required to immediately resign from the Board of Deacons, failing which he or she shall be deemed to have resigned from the Board of Deacons upon the passing of a Board Resolution to that effect.~~

CONFIDENTIALITY

Every Board of Deacons Member shall respect the confidentiality of matters brought before the Board. The details and results of any communication with congregants must remain confidential.

SCHEDULE 1 -PROCEDURES AND RESPONSIBILITIES

CHAIR, VICE-CHAIR, AND SECRETARY OF THE BOARD OF DEACONS

A Chair, Vice-Chair, and Secretary shall be chosen by the Board at the first meeting of the new Board each year. The Chair should have served on Board Deacons (BOD) the year before being elected Chair.

DUTIES OF THE CHAIR

- Chair of the BOD meetings, including setting the agenda.
- Regularly communicates with the Senior Pastor regarding church matters and direction to ensure that the Board is meeting objectives and following the overall Vision and Mission of the Church.
- Responsible for addressing the congregation regarding Board of Deacons motions for consideration and decisions.
- Communicates with all Deacons about any issues brought to their attention.

DUTIES OF THE VICE-CHAIR

- A potential Chair in training, who supports and assists the Chair with tasks as required.
- Able to chair meetings in the Chair's absence (and chairs a minimum of once during the year).
- Assists in leading the congregation and is a public face to relieve some pressure on the Chair.

DUTIES OF THE SECRETARY

- To record the minutes of each meeting and distribute them in a timely manner.
- To distribute approved minutes to the Administrative Secretary.
- To work on Membership applications, paperwork, and approvals.
- To prepare and distribute any necessary documents to other Boards or Teams from the BOD.
- To be the main point of contact for other Ministry Teams for information required.
- To distribute to the Administrative Secretary or congregation any document information from the Board.

MEETINGS OF BOARD OF DEACONS

The Deacons shall meet at such time and place and upon such notice as the Chair of the Board of Deacons may determine necessary.

MINUTES OF MEETING

Minutes shall be kept of all Board of Deacons meetings and a summary report of such meetings shall be presented at the next meeting of the Board.

MEETING PROTOCOL

The procedure at meetings of the Board of Deacons shall be kept as informal as possible, but where necessary, procedures for such meetings may be established by the Chair of the Board of Deacons from time to time that are reasonable in the circumstances.

QUORUM

A quorum for a meeting of the Board shall be a majority of the members of the Board of Deacons. A Deacon shall be considered to be present at a meeting of the Board of Deacons if such person attends the meeting either in person, by telephone conference call, or by other electronic means.

VOTING RIGHTS

All members of the Board of Deacons, except the Chair, shall have one (1) vote on every question put to the meeting. In the event of an equality of votes, the Chair shall cast the deciding vote.

VOTING PROCEDURES

Questions arising at any meeting of the Board of Deacons shall be decided by a majority of the members present and voting.

MEETINGS IN CAMERA

Where matters confidential to the Church or where a matter of a personal nature concerning a person are to be considered at a Board of Deacons meeting, that part of the meeting concerning such matters may be held in camera.

CO-OPTED MEMBERS

The Board of Deacons may co-opt Persons with expertise that may be required by the Board of Deacons. The role of any co-opted Member is to be advisory in nature and to provide observations and recommendations concerning the mandate of the Board of Deacons on which he serves. A co-opted Member shall not vote on matters before the Board of Deacons.

NO REMUNERATION

The members of the Board shall serve as such without remuneration nor shall any member of the Board receive any direct or indirect remuneration from the Church, except where approved by a Resolution of the Board, providing that Deacons may be reimbursed for reasonable expenses incurred by them in the performance of their duties.

VACANCY ON BOARD OF DEACONS

The position of a Member of the Board of Deacons shall be automatically vacated if any of the following situations occur:

- The Member resigns his or her position as a member on the Board of Deacons by delivery of the written resignation to the Chair of the Board of Deacons;
- The Member no longer fulfills all the qualifications of a Management Board Member set out in as set out in the section "Qualifications of a Member of the Board of Deacons" or in the sole discretion of the Board;
- The Member is found to be mentally incompetent or of unsound mind;
- The Member is absent from meetings of the Board for a cumulative total of 51% or more of the meetings during any 12 month period following his or her election or the anniversary of his or her election or appointment without providing reasonable written explanation for such absence based upon health considerations or other extenuating circumstances that are acceptable to the Board of Deacons;
- The Member is convicted of a criminal offence for the misappropriation of funds, theft, fraud, forgery or any other similarly related crimes;
- The Member becomes bankrupt;
- The Member ceases to be a Member of the Church;
- The Member, in the opinion of a two thirds (2/3rds) Resolution of the Board of Deacons and confirmed by a two thirds (2/3rds) Resolution of the Members at a Meeting of Members duly called for that purpose, has evidenced unethical or immoral conduct or behaviour that is unbecoming of a Christian contrary to Biblical principles, or is no longer willing to either comply with, adhere to or submit to the scriptural authority and procedures set out in the Church governing By-law; or
- The Member dies.

If any vacancies should occur for any reason as set out above, the Board of Deacons, by Resolution, may by appointment, fill the vacancy until the next Annual Election and Budget Approval Meeting of Members, at which time the Nominating Committee shall nominate a Person for election to the Board

of Deacons to fill the vacancy for the balance of the unexpired term caused by such vacancy. Upon the filling of such vacancy, the Board of Deacons shall notify the Church Membership.