

HOPE CHRISTIAN REFORMED CHURCH

Policy & Procedure Manual

Rev.6

A Policies and Procedures Manual was first developed at the request of council in February, 2005 to avoid confusion and duplication in the direction of our church. The manual includes important motions, procedures, committee mandates, job descriptions, rules of procedure, qualification of office, office-bearer responsibilities, financial policies, and any decision that has an impact on the organization and governance of Hope CRC.

The Clerk of Council is responsible for maintaining this manual. It should be regularly updated with the ongoing decisions of Council. The latest revision should be distributed to office bearers and committee members each year at the beginning of the church season.

A copy of this manual is also to be kept by the Church Secretary who keeps the official records of the church.

Rev.	Date	Description	Revised By
0	May, 2005	First Issue	John Gilson
1	Nov., 2010	General Revision	John Gilson
2	Feb. 10, 2013	General Revision	Jake Ellens
3	Nov. 18, 2013	General Revision	Ralph Hart
4	June 13, 2014	General Revision	Ralph Hart
5	April 2015	General Revision	Matt Wahtras
6	June 2015	-General revisions to Child Safety Policy -Added Policy for Dealing with Classroom Disruptions -Update Youth Consent Forms	Matt Wahtras
7	June 2016	3.9.2(h) changed oversight of Hall Monitors from Admin Committee to Safe Church Team 3.1.15 – Changed procedure for cancellation of a worship service. Elders only to call seniors in district and message will be placed on answering machine and website	Matt Wahtras
8	July 2017	Updated Pastor Job descriptions (approved Dec 2016), updated evening service times	Brian Geerts

TABLE OF CONTENTS

1. Values, Vision, & Mission Statements.....	6
1.1 Value Statements.....	6
1.2 Vision Statement	8
1.3 Mission Statement	8
2. Organizational Structure	9
2.1 Council.....	11
2.2 Council Executive Committee	13
2.3 Officers of the Council Executive Committee	13
2.4 Consistory	15
2.5 Officers of the Consistory Executive	17
2.6 Diaconate.....	17
2.7 Administration Committee	18
2.8 Worship Committee.....	21
2.9 Mission Outreach Committee.....	22
2.10 Education Committee	25
2.11 Congregational Life Committee.....	26
2.12 Pastor/Church Relations Committee	28
2.13 Absent Member Ministry Committee.....	29
2.14 Safe Church Team.....	29
3. Policies, Procedures & Guidelines	30
3.1 COUNCIL	30
3.1.1 Visiting Guidelines for Elders, Deacons, and Ministerial Staff.....	30
3.1.2 Conduct at Council Meetings	35
3.1.3 Selection of Office Bearers.....	35
3.1.4 Lead Elder Duties for Sunday Worship	38
3.1.5 Announcing Lapsed or Resigned Memberships	39
3.1.6 Electronic Voting	39
3.1.7 Continuing Education and Sabbatical Policy.....	40
3.1.8 Policy on Disabilities.....	41
3.1.9 Guest Pastor 'To-Do' List.....	42
3.1.10 Guidelines for bulletin announcements	42
3.1.11 Policy for calling our Pastor during his vacation	43
3.1.12 Marriage Guidelines.....	43
3.1.13 Pastor Salary Review.....	44
3.1.14 Power Failure Policy.....	45
3.1.15 Procedure for Cancellation of Worship	45
3.1.16 Contingency Plan for Sermon Reading	46
3.1.17 Child Safety Policy	47
3.1.18 Criminal Reference Checks for Council Members	47
3.2 CONSISTORY	47
3.2.1 Profession of Faith	47
3.2.2 Pastoral Care for Inactive Members	49
3.2.3 Pastoral Care Team.....	53
3.2.4 Lord's Supper Participation	54
3.3 DIACONATE.....	54
3.3.1 Funeral and Memorial Services.....	54

3.4 ADMINISTRATION COMMITTEE	55
3.4.1 Fire Drill for Hope CRC	55
3.4.2 Fire Safety Plan	56
3.4.3 Audio Mission Statement	70
3.4.4 Maintenance of, and Access to, The Organ	70
3.4.5 Rental Agreement.....	70
3.4.6 Rental Application Form.....	74
3.4.7 Rental Facilities and Costs: Members	76
3.4.8 Rental Facilities and Costs: Non-Members	76
3.4.9 Rental Facilities and Costs: for Charitable and Non-Charitable Groups	78
3.4.10 Rental Facilities and Costs: Concerts	78
3.5 WORSHIP COMMITTEE	79
3.5.1 Worship Service Statement and Vision	79
3.5.2 Guidelines for Worship Planners.....	81
3.5.3 Guidelines for Screen Use in Worship Service	81
3.5.4 Guidelines for AV Presentations During Offertories, Etc.	83
3.5.5 Praise Group Objectives.....	84
3.5.6 Guidelines for using Drama in Worship Services.....	84
3.6 MISSION OUTREACH COMMITTEE.....	85
3.6.1 Mission Trip Financial Support Policy.....	85
3.6.2 Missionary Support Policy.....	85
3.6.3 Friendship Club.....	86
3.6.4 Coffee Break.....	88
3.6.5 Story Hour and Little Lambs	88
3.7 EDUCATION COMMITTEE	89
3.7.1 Church School Mandates	89
3.7.2 Library and Resource Centre.....	89
3.7.3 GEMS (Girls Everywhere Meeting the Saviour)	90
3.7.4 Calvinist Cadet Corps	91
3.8 CONGREGATIONAL LIFE.....	91
3.8.1 Nursery Coordinator Duties.....	92
3.8.2 Tasks for Parents of the Month:	93
3.9 Child Safety Program	94
3.9.1 Purpose, Structure & Scope.....	94
3.9.2 Program Responsibilities	94
3.9.3 Definitions	95
3.9.4 Screening of Staff and Volunteers.....	96
3.9.5 Training of Staff and Volunteers	97
3.9.6 General Child Safety Requirements	97
3.9.7 Additional Requirements for Overnight and Offsite Events	98
3.9.8 Additional Requirements for Nursery Programs (Infant, Crawler & Toddler).....	99
3.9.9 Additional Requirements for Church School and Little Lambs	99
3.9.10 Additional Requirements for Children's Worship.....	100
3.9.11 Additional Requirements for Cadets and GEMS.....	100
3.9.12 Additional Requirements for Youth Outreach Programs.....	100
3.9.13 Additional Requirements for Friendship Club.....	101
3.9.14 Transportation Requirements.....	101
3.9.15 Hall Monitors	102
3.9.16 Hall Monitor Duties During Worship Services.....	102
3.9.17 Reporting Child Abuse.....	103

3.9.18 Reporting Other Abuse or Misconduct	103
3.9.19 Responding to Reports of Abuse	104
3.9.20 Procedure for Dealing With Classroom Disruptions.....	104
3.9.21 Program Review.....	105
3.9.22 Declaration of Agreement and Understanding.....	106
3.9.23 Youth Registration / Parental Consent Form.....	106
3.9.24 Police Criminal Check and Vulnerable Sector Search	109
3.10 PROTECTION OF PERSONAL INFORMATION	109
4. Job Descriptions	115
Job Description Background: Division of Duties	115
4.4 Assistant Elder	121
4.5 Youth Ministry Coordinator.....	123
4.6 Secretary Job Description.....	123
4.7 Custodian Job Description.....	128
4.8 Duties of Replacement Custodian	130
4.9 Treasurer, Bookkeeper Job Description.....	131
4.10 Worship Coordinator Job Description	133
4.11 Clerk of Council Job Description	134
4.12 Pastoral Care Team Coordinator	136
4.13 Coffee Break Coordinator Duties	137
4.14 Church School Coordinator Job Description	137
4.15 GEMS Head Counsellor Job Description.....	140
4.16 Cadet Head Counsellor Job Description	141
4.17 Nursery Coordinator Duties	142
5. Forms & Templates.....	145
5.1 Pastor Self-Evaluation	145
5.2 Pastor Evaluation.....	145
5.3 Sermon Evaluation	148
5.4 Youth Coordinator Self Evaluation	150
5.5 Youth Coordinator Performance Evaluation.....	152
5.6 Secretary Self-Evaluation Form	153
5.7 Secretary Performance Review.....	154
5.8 Custodian Self-Evaluation Form.....	155
5.9 Custodian Performance Review.....	156
6. Administrative By-Laws	160

1. VALUES, VISION, & MISSION STATEMENTS

1.1 Value Statements

The following core values are basic to our membership and ministries:

1. We value Communion with God through Worship

We believe worship is the most vital activity of the church. We value meaningful worship services that blend traditional and contemporary styles of music and liturgy, consistent with Biblical truth and the Reformed faith. We value the Bible as the infallible instruction for living a life rooted in Jesus Christ, the Son of God, our Saviour with the guidance of the Holy Spirit. We value a greater knowledge of God and a deeper relationship with Christ through both our individual and corporate worship, through the leading of the Holy Spirit. *Psalm 146–150; Matthew 4:10; Romans 1:16,17; Ephesians 5:19,20; 2 Timothy 3:16,17*

2. We value Communion with God through Prayer

We value the spiritual discipline of prayer through individual, family, small group, communal and corporate prayers for both the transformation of lives and the empowering of ministries of our church. *Matthew 6:6–13; Mark 11:24,25; Luke 5:16; Romans 12:12; Ephesians 6:18; Colossians 4:2; 1 Thessalonians 5:16–18*

3. We value Small Groups

We value cell groups and all other small groups gathered for prayer, Bible study, support and fellowship for the personal growth and spiritual development of each person. *Matthew 18:20; Hebrews 10:25; 1 Thessalonians 5:11*

4. We value the Communion of the Saints

We value fellowship to enhance existing relationships and to build new relationships. We value caring and sharing with each other in both sad and joyful events. We value the welcoming and enfolding of new members. *Romans 12:10–13,15; Galatians 6:2,9,10; 1 Peter 4:8–10*

5. We value Mission Outreach

We value our involvement in the Great Commission and the transformation of lives for Jesus Christ both internally in our church, and externally in the world and through local community outreach. *Matthew 25:34–40, 28:18–20; Luke 10:25–37; John 3:16; John 4:39; James 2:17b*

6. We value All People:

a) Our Youth and Children

We value the nurturing, teaching and Christian Education of our youth and children through the home, school and church for a consistent approach to life and faith. We value their involvement in and their contributions to our youth programs, our worship services, in every aspect of church ministry and in transforming lives in both the community and mission field. *Joshua 1:3; Psalm 127:3–5; Ecclesiastes 12:1; Matthew 18:1–3; 21:16; 3 John 4; Mark 10:13–16*

b) Our Single Adults

We value our single members. We value healthy single lifestyles. We view our home as church where the home is equipped to be the primary place where faith is formed and nurtured. We value the leadership they provide along with their gifts and experience that they can contribute to our faith community. *Ecclesiastes 11:9; 12:1; 1 Corinthians 7:8; 1 Timothy 5:4; James 2:17b*

c) Our Families

We value the Christian family including our single parent families. We value healthy Christian marriages. We view our home as church, where the home is equipped to be the primary place where

faith is formed and nurtured. *Deuteronomy 11:18–21; Joshua 24:15; Proverbs 11:29; 22:6; Matthew 18:20; Acts 10:2; 1 Corinthians 7; 1 Timothy 3:4,5; 5:4; Titus 2:1–8; 3 John 4; James 2:17b*

d) *Our Seniors*

We value their years of life experiences and the sharing of their knowledge and faith with our singles and families as well as our youth and children. *Joshua 14:10,11; Proverbs 16:31; 22:17,18; 1 Timothy 5:3; Titus 2:6–8*

7. We value Stewardship

We value stewardship as channels of God's blessing and a reflection of God's blessing on each of us to provide for needs both internally in our church and externally through community, classical and denominational needs. We value giving as an act of worship that enriches and benefits the giver. *Proverbs 11:24; Matthew 6:20,21; 1 Corinthians 16:2; 2 Corinthians 9:6,7*

1.2 Vision Statement

Hope CRC is a community of Christians who joyfully:
Worship together,
Grow together,
Share Christ's saving love;
To the glory of God.

1.3 Mission Statement

(Not yet Completed)

2. ORGANIZATIONAL STRUCTURE

In January of 1996, the Council of Hope CRC undertook a restructuring to improve council efficiency and effectiveness. The focus of the restructuring was to enable the office bearers to focus their time and energies on the spiritual well being of the congregants through an efficient council structure. In the course of defining the reasons for restructure, the following comments were made by Committee Members:

- “We need to focus first and foremost on the people of Hope CRC.”
- “We need to make better use of the time we have.”
- “Need to spend more time shepherding the Church.”
- “Need to focus on the gifts of the members of the Church.”

The restructuring was completed in June of 1997.

The structure of Council, Consistory, the Diaconate and all Committees are formatted to include the Purpose, Duties, Membership, Time of Meeting, Accountability, Reporting, and Objectives (where applicable). Headings for each category are similar in order to maintain conformity and to assist members to become familiar with and understand the structure more fully. The organizational chart, together with the narrative format provides a comprehensive description of the council organizational and governance structure.

		CHRIST The Head of the Church						
	COUNCIL							
COUNCIL EXECUTIVE COMMITTEE								
CONSISTORY Consistory Executive Committee					Administration Committee	Safe Church Team	Ad Hoc Committees	
Worship Committee	Mission Outreach Committee	Education Committee	Congregational Life Committee	Other Committees	Finance & Budget	Training	Pastoral Search	
Children’s Story	Evangelism	Church School	Nursery	Absent Member Committee	Property and Maintenance	Advisory	Building	
Praise Teams	Coffee Break Story Hour Little Lambs	Catechism	Hospitality	Pastor/Church Relations Committee	Employee Standards & Supervision	Child Safety Program	Mission Statemen Implementation	
Music	Vacation Bible School	Gems	Small Group Ministry		Health & Safety	Classis Hamilton Safe Church Team	Refugee	
Worship Enhancements	Friendship Club	Cadets	Prayer Ministry		Audio, Video IT		5-Year Plan	
Pulpit Supply	Vacation Bible School	Teen Club	Communion & Fellowship		Records			
Liturgy		Young Peoples	Welcome & Enfolding		Emergency Response Team			
Song Leaders		College & Careers			Hall Monitors			
		Adult Education			Counting Committee			
		Library						

2.1 Council

R3: Revised duties, as approved in Council May 8, 2012.

Purpose

The Council is a governing body of the church, consisting of the minister(s), elders and deacons who are responsible for the common administration and ministry of the church. The Council is to provide leadership and set direction in the church through various committees. Those tasks which belong to the common administration of the church, such as the calling of a pastor, the approval of nominations for church office, mutual censure, meeting with church visitors and other matters of common concern, are the responsibility of the Council. In order to maximize efficiency, Council has delegated supervisory responsibility to the Executive Committee.

Duties

The task of the Council includes:

- a) Administrative By-Law – Ensure that all office bearers are familiar with the By-law (see sect. 6).
- b) Agenda – Deal with the agenda, as presented by the executive.
- c) Agenda – Place matters on the agenda that need to be discussed or dealt with later.
- d) Call a minister to fill a vacancy.
- e) Censura Morum – Exercise Mutual Censure
- f) Church Order – Be acquainted with the Church Order
- g) Classis – Appoint delegates; prepare credentials; discuss agenda.
- h) Collection – Approve Schedule.
- i) Elect officers of the corporation and appoint the executive
- j) Financial – Approve budget and financial statements.
- k) Legal – Deal with any legal matter.
- l) Membership – Maintain record of membership.
- m) Membership Certifications – Process ecclesiastical membership certificates.
- n) Nominate office bearers (ref. [3.1.3 Selection of Office Bearers](#))
- o) Plan overall direction of the Church.
- p) Policy & Procedure Manual – Ensure that all office bearers have a copy of the Policy & Procedure Manual and are familiar with it
- q) Salary – Approve salary of pastor and/or other ministerial staff annually (ref. [3.1.13 Pastor Salary Review](#))
- r) Synod – Be acquainted with Synodical decisions.

Membership

The Council consists of an ordained Minister(s) of the Christian Reformed Church, and ordained elders and deacons who are confessing members of the church and are not under discipline. Elders and deacons will serve for a 3 year term and are not eligible for another term of service until 2 years have lapsed. Special circumstances may allow for an additional one-year extension with the approval of council.

Time of Meeting

The Council shall meet at least 6 times per year, in January, March, May, June, September, and November plus an additional meeting set aside for a specific purpose such as a retreat.

Accountability & Reporting

The Council is accountable to Christ, the Head of the Church. Members of Council are also accountable to each other, and elders and deacons who are in the same district are encouraged to

communicate with each other as it pertains to members within their district, and to provide assistance where needed. Council will report pertinent information to the congregation by means of congregational meetings or bulletin announcements or the web. Council will maintain confidentiality in all sensitive matters except when accountable to civil authorities. (e.g. cases of spousal or child abuse).

Church Order

The following Articles 35-37 of the Church Order, deal specifically with the Council:

Article 35:

- a) In every church there shall be a Council composed of the minister(s), the elders, and the deacons. Those tasks which belong to the common administration of the church, such as the calling of a pastor, the approval of nominations for church office, mutual censure, meeting with church visitors, and other matters of common concern, are the responsibility of the Council.
- b) In every church there shall be a Consistory composed of the elders and the minister(s) of the Word. Those tasks which belong distinctively to the office of elder, are the responsibility of the Consistory.
- c) In every church there shall be a Diaconate composed of the Deacons of the church. Those tasks which belong distinctively to the office of Deacon, are the responsibility of the Diaconate. The Diaconate shall give an account of its work to the Council.

Article 36:

- a) The Council, Consistory and Diaconate shall ordinarily meet at least once a month, at a time and place announced to the congregation. Each body shall select its own President and other officers.
- b) 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.

Article 37:

- a) The Council, besides seeking the cooperation of the congregation in the election of office-bearers, shall also invite its judgement about other major matters, except those which pertain to the supervision and discipline of the congregation. For this purpose the Council shall call a meeting, at least annually, of all members entitled to vote. Such a meeting shall be conducted by the Council, and only those matters which it presents, shall be considered. Although full consideration shall be given to the judgement expressed by the congregation, the authority for making and carrying out final decisions, remains with the Council as the governing body of the church, except in those matters stipulated otherwise in the articles of incorporation or bylaw.

Administrative By-Laws:

Hope Christian Reformed Church of Brantford is incorporated under the Ontario Corporations Act. Pursuant to the Ontario Corporations Act, Hope Christian Reformed Church is governed by By-Laws which regulate the legal corporate affairs of Hope CRC. The Administrative By-Law was passed by the Council of Hope Christian Reformed Church on January 9, 1996. The By-Laws are included in their entirety in section 6.

2.2 Council Executive Committee

R4: Revised to permit a Deacon to serve as Secretary of Council. Approved in Council June 11, 2014

Purpose

The Council Executive Committee shall, on behalf of Council, be responsible for the day-to-day operation of the church in accordance with the Administrative By-laws, and policies and actions approved by Council. The committee shall not make policy decisions and shall report all of its activities to the next meeting of Council.

It shall be responsible for the general supervision of committees, individuals or programs to ensure that their tasks are done in a timely fashion. Committees and groups under the supervision of the Executive are: Consistory, Deacons, Administrative Committee, and Ad hoc Committees.

Duties

- a) Prepare the agenda for the Council Meeting.
- b) Discuss correspondence and forward it to the proper committees/persons.
- c) Make recommendations to Council on correspondence of general interest.
- d) Discuss, at least annually, the effectiveness of the various committees that Council has established.
- e) Recommend new appointees to various committees, including any ad hoc committees.
- f) Oversee the review of the Concept of Ministry, either directly or as delegated to an ad hoc committee.
- g) This committee shall consult the pastor annually with regard to the needs of his family and shall set the budget in accordance with the Synodical guidelines for the Minister's salaries, the Minister's pension and the Minister's compensation survey approved by each synod.

Membership

The Council Executive Committee shall consist of the President, Vice-President, and Secretary of Council; the President of the Diaconate, and the Senior Pastor. The President and Vice-President shall be Elders. The Secretary shall be either an Elder or Deacon. The Senior Pastor shall be an ex- Officio Member of the committee and will not at any time be an officer of the corporation.

Time of Meeting

The Executive will meet two weeks prior to the Council meeting, or as often as is necessary.

Accountability & Reporting

The Executive Committee is accountable to the Council and will report all of its activities including recommendations to the next meeting of Council.

2.3 Officers of the Council Executive Committee

R4: Revised to permit a Deacon to serve as Secretary of Council. Approved in Council June 11, 2014

President

The President of Council is elected annually out of Council and shall also serve as the President of the Executive Committee. The President shall be an elder.

Duties:

- a) Preside over the Council and Executive Committee meetings. The Vice-President may be delegated to preside over some meetings, and should be asked to preside for parts of a meeting when the President is too involved personally in the topic under discussion.
- b) The President shall:
 - i. Call the meeting to order at the appointed time and see that every session is properly opened and closed.
 - ii. Place before Council every motion that is made and seconded and shall state clearly every question before a vote is taken.
 - iii. In the event that he feels impelled to express himself on a pending question he shall relinquish the Chair to the Vice-President while so doing. He may speak while holding the Chair, but only stating matters of fact, or to inform Council regarding points of order.
- b) The President shall have the right to vote when a vote is tied.
- c) In all his work, the President should cooperate and work closely with the other members of the Executive.

Vice President

The Vice-President of Council is elected annually out of Council and shall also serve as the Vice-President of the Executive Committee. The Vice Present shall be an elder.

Duties:

- a) Preside over Council\Executive Committee meetings in the absence or inability of the President. When presiding over Council or Executive Committee, the Vice-President will take on the same duties and responsibilities as the President during that period of time.
- b) Responsible in the absence or inability of the President with the executive, to make certain that:
- c) Committee's terms of reference and their effectiveness is reviewed annually;
- d) All other tasks of the executive are carried out;
- e) Fill in for any member of the Executive when they are unable to carry out their task.

Secretary of Council

The Secretary of Council, also referred to as the Clerk of Council, shall be elected annually by the Council and shall also serve as the Secretary of the Executive Committee. The Secretary can be either an Elder or a Deacon.

Duties:

- a) Prepare and maintain minute books and minutes of all Council, Executive and Congregational meetings.
- b) Maintain for Council\Executive a record of major decisions.
- c) Assist the Executive in the preparation of the agenda for Council, Executive Committee and Congregational meetings.
- d) Ensure that Council, as its function as Board of Directors, files all proper annual returns.
- e) Forward minute-books and minutes of all Council and Congregation meetings to Denominational Archives for microfilming every year.
- f) Maintain a log of motions
- g) Maintain the Policy and Procedures Manual.
- h) In all matters, the secretary shall carry out his duties in a timely manner.

Refer to section [4.11 Clerk of Council Job Description](#) for a detailed list of the Clerk's duties.

2.4 Consistory

Purpose

The elders, with the minister(s), shall oversee the doctrine and life of the members of the congregation and fellow office-bearers, shall exercise admonition and discipline along with pastoral care in the congregation, shall participate in and promote evangelism, and shall defend the faith. The work of the elders is that of ruling in the name of the ascended King, and as servants of the great Shepherd, caring for his flock (form of ordination).

- a) Consistory will regulate the worship services (c.f. Articles 51-62, Church Order).
- b) Shall oversee the education of members (c.f. Articles 63 & 64, Church Order).
- c) Provide pastoral care for all the members of the congregation (c.f. Articles 65-72, Church Order).
- d) Shall participate in and promote evangelism (c.f. Articles 73-77, Church Order).

Duties

- a) Attend Consistory meetings and if unable to attend to notify the Clerk of Consistory.
- b) Take full responsibility for the district assigned. This should involve:
 - i. A social or get-acquainted visit with families with whom he is unfamiliar;
 - ii. An annual family visit to each family. A report to be made of each visit at the Consistory meeting ([ref. 3.1.1 \(b\) Elders' Visit Report Form](#));
 - iii. Make necessary sick and/or other visits when the family experiences particular joy or sorrow;
 - iv. Normally attend wedding ceremonies of those to be married in the district, and present the Wedding Bible with appropriate words;
 - v. Encourage Bible study and fellowship;
 - vi. Inform the deacons about specific/potential needs in which their assistance may be required;
 - vii. Communicate with the district deacon concerning district member's needs;
 - viii. Interview those who desire to profess their faith ([ref. 3.2.1 Profession of Faith](#)).
- c) The elder shall exercise admonition and discipline as, and when, needed, and shall report new cases of discipline to the Consistory and make specific recommendations. Generally, two elders, or an elder and a pastor, visit discipline cases.
- d) The consistory shall see to it that the sacraments are administered in accordance with the Church Order.
- e) When new members are assigned to a district, the elder will visit as soon as possible, and provide any necessary literature or material (Budget Envelopes) to the member(s).

- f) Serve communion when assigned.
- g) Encourage financial giving among the membership.
- h) Elect officers of Consistory.
- i) Oversee the work of the Pastors.
- j) Periodically review the work and workload of the minister and work with him to set short-term and long-term objectives.
- k) Provide for elder training which should include workshops and mentorship.
- l) Oversee the work of the Pastoral Care Team; communicate on an ongoing basis, and provide encouragement. Ensure that the elders are informed by the Pastoral Care Team as it pertains to members in their districts.
- m) Oversee the absent member committee and diligently care for those who stray.
- n) Oversee the work of all reporting committees. Elders are not delegated as members of the standing committees but do have the privilege of attending committee meetings in an “ex-officio” capacity if and when the consistory deems it necessary.
- o) Review lead elder duties when guest pastor leads worship (ref. [3.1.4 Lead Elder Duties for Sunday Worship](#)).

Membership

The Consistory shall consist of 10 elders elected by the congregation, who will serve for a three year term. In the event that council has extended the term of the elder, then an additional year is permitted. The number of elders may be changed if needed or desired.

Meeting Time

The Consistory shall meet 8 times per year, specifically in January, March, April, May, June, September, October, and November.

Accountability

The Consistory is accountable to each other as elders, to council and to Christ the Head of the Church. The Consistory shall forward all recommendations in writing to the Secretary of the Council Executive Committee.

2.5 Officers of the Consistory Executive

Chairman

Normally the minister is the chairman, but an elder may also preside as chairman.

Duties

Procedure to chair meeting same as President of Council.

The Chairman shall maintain regular communication with committee chairs in order to be informed.

Ensure tasks are carried out and to provide encouragement.

Vice-Chairman

Duties

Preside over Consistory meetings in the absence or inability of the Chairman. When presiding over Consistory, the Vice-Chair will take on the same duties and responsibilities as the Chairman during that period of time.

Responsible in the absence or inability of the Chairman with the executive, to make certain that all other tasks of the executive are carried out.

Fill in for any member of the Executive when they are unable to carry out their task.

Clerk

Duties

Responsible for the agenda for Consistory and Executive meetings.

Prepares and maintains minute book and minutes of all Consistory meetings as well as executive meetings.

Brings correspondence to Consistory and executive meetings. Urgent correspondence shall be dealt in consultation with the Chairman and/or Vice-Chairman.

Maintain District Lists.

Correspond with delinquent and inactive members.

2.6 Diaconate

Purpose

To minister Christ's mercy to the needy.

Duties

- a) Financial Assistance (Benevolence Fund Distribution)
- b) Birthday visits to the Elderly
- c) Tuition Assistance
- d) Collecting and distributing collections for different causes
- e) Lords Supper setup
- f) Providing tapes of worship services to shut-in and sick
- g) Visit the elderly, shut in
- h) Seek out and assess need for mercy amongst the congregation and local community
- i) Promote Stewardship
- j) Work with other local diaconates on larger common needs
- k) Develop programs for assistance

- l) Communicate with the district elder concerning district member's needs
- m) To provide assistance to members at a time of bereavement (*ref. [3.3.1 Funeral and Memorial Services](#)*).
- n) General visits to those in need.

Membership

The Diaconate shall consist of members elected by the congregation and will serve for a 3 year term. In the event that council has extended the term of the deacon, then an additional year is permitted. This body normally consists of 8 deacons. This number may be changed if needed or desired. The Diaconate will elect or appoint a Chairperson, Vice-Chairperson and Secretary.

Meeting Time

The deacons will meet one time per month or as necessary.

Accountability

The Diaconate is accountable to each other as deacons, to council and to Christ the Head of the Church. The Diaconate must be confidential on certain matters excluding where we must be accountable to the law, (cases of child or spousal abuse). Diaconate minutes, excluding confidential matters, shall be forwarded to the Secretary of the Executive Committee following each meeting where approved minutes are available.

2.7 Administration Committee

R5:Deleted Health & Safety Item D (Hall Monitors). Approved in Council Nov. 11, 2014.

Purpose and Duties

The Administration Committee (hereinafter referred to as '*the Committee*') shall administer the business affairs of the Church (Corporation) in the following areas:

- a) Finance and Budget
- b) Property and Maintenance
- c) Employee Standards and Supervision
- d) Health and Safety
- e) Audio / Video / Information Technology & Systems
- f) Records

Finance and Budget

The Committee shall administer the financial business of the church in the following areas:

- a) Annually prepare an operating budget for the following fiscal year. Seek estimates from each of the church committees, clubs, and service groups as to their financial requirements. Submit budget for review and approval by the Council and the membership;
- b) Prepare and submit financial reports, accounts, and documents as may be required for Council and membership review ;
- c) Oversee and control expenditures to ensure adherence to the approved budget;

- d) Ensure that the Church receives good value for money in all major purchasing decisions;
- e) Ensure that adequate property loss and liability insurance is maintained on all church facilities, functions, and properties;
- f) Administer the rental of church facilities and properties in accordance with church facility rental policy and all legal and regulatory requirements (ref. [3.4.5 Rental Agreement](#));
- g) Administer the Church payroll;
- h) Oversee the Counting Committee.

Property and Maintenance

The Committee shall exercise supervision over the buildings, property, and chattels owned or rented by the Church (hereinafter collectively referred to as the *physical plant*):

- a) Undertake maintenance, repairs, and other projects that contribute to the cleanliness, efficiency, safety, and value of the physical plant. This will include any grounds maintenance work, snow clearing, waste removal, janitorial/custodial, and security services;
- b) Oversee any contractual or volunteer work carried on for the maintenance or improvement the physical plant;
- c) Seek to anticipate various physical plant needs and additions that may become necessary, and make recommendations to council;
- d) Solicit tenders and administer contracts for such work where required;
- e) Ensure that any building or maintenance program is carried out in accordance with all legal requirements;
- f) Act as the liaison between the municipal authorities and the Council.

Employee Standards & Supervision

With the exception of the ministry staff, the Committee shall supervise all church employees, including the custodian, secretary, bookkeeper, and casual or contract employees. This shall include:

- a) All supervisory duties, as defined in the *Occupational Health & Safety Act*. The Chairperson of the Administration Committee shall be considered to be the supervisor;
- b) Assign job duties and performance expectations (ref. [4.0 Job Descriptions](#));
- c) Provide employee training;
- d) Complete periodic employee performance reviews (ref. [5.0 Forms & Templates](#));
- e) Ensure safe working conditions;
- f) Recruit and interview job applicants; recommend potential employees for Council approval;
- g) Ensure employee security clearance checks have been completed and are current (ref. [3.9 Abuse Prevention Policy](#));
- h) Periodically review employee remuneration and make recommendations to council.

Health & Safety

The Committee shall oversee the administration of general health and safety in the following areas:

- a) Administer the Fire Safety Plan, including training, conducting an annual fire drill and periodic reviews and updates to the Fire Safety Plan (ref. [3.4.1 Fire Drill for Hope CRC](#));
- b) Oversee and manage the Emergency Response Team;
- c) Maintain first aid supplies and emergency response equipment;

Audio - Video / Information Technology Equipment & Systems

The Committee shall oversee the audio, video, and information technology systems and equipment:

- a) Ongoing maintenance of AV / IT equipment and systems;
- b) Ongoing maintenance of the church organ (ref. [3.4.4 Maintenance of, and Access to, The Organ](#));
- c) Identify and recommend equipment and system improvements;
- d) Acquire new AV/ IT equipment;
- e) Recruit and train audio and video equipment operators (ref. [3.4.3 Audio Mission Statement](#).)

Records

The Committee shall have primary responsibility for record keeping, indexing, archiving, and safe-keeping of all important church records, including:

- a) Annual financial reports, statements, and government filings;
- b) Membership records;
- c) Bulletins and other important historical documents, pictures, etc.
- d) Storage, backup, and security of Church intellectual property, data, and information held in electronic format;

Membership

The Administration Committee shall consist of six non-ordained members to serve a three-year term. Council shall appoint the Committee members, with due consideration of any recommendations from Committee. The Committee shall elect or appoint a chairperson, vice-chair, and secretary.

A representative of the Executive Committee will ordinarily attend the Administration Committee meetings in a non-voting liaison capacity.

The Committee may, at its discretion, recruit and appoint ad-hoc sub-committees or individuals to assist with the execution of its mandate, and set the terms of membership for same. Such sub-committees or persons shall be purely advisory, shall act under the supervision of the Committee, and shall not have voting rights within the Committee.

Time of Meeting

The Committee will ordinarily meet three weeks prior to each Council meeting.

Accountability & Reporting

The Committee is accountable to the Council and will report in writing all of its activities, including the minutes of all meetings and any recommendations, to the Secretary of the Executive Committee.

2.8 Worship Committee

Purpose

To help foster an awareness, understanding and knowledge of liturgy as adopted by our denomination
To assist the Consistory in the supervision of Church Order Article 52, pertaining to worship service
To strive in beautifying the worship service in such a manner that will lift the heart to the love of God and the will to the purpose of God so that His name is glorified

Duties

- a) To assist and advise the Consistory in all matters pertaining to the worship service
- b) To review the present liturgy and to recommend any variation as appropriate
- c) To use the talents of the Church Members and try to stimulate members of the congregation to participate in the worship services
- d) To coordinate the schedule and contributions of the congregation members, including the accompanist, special music, congregational prayers, readings, and special services
- e) The worship committee shall be responsible for the Children's story, Praise Team, greeters, ushers, liturgy, worship enhancements, music, song leaders, and pulpit supply
- f) To formulate Worship Service Statement & Vision ([ref. 3.5.1 Worship Service Statement and Vision](#))
- g) To formulate a guideline for Worship Planners ([ref. 3.5.2 Guidelines for Worship Planners](#))
- h) To formulate a guideline for praise groups ([ref. 3.5.5 Praise Group Objectives](#))
- i) To formulate a guideline for screen use in worship services ([ref. 3.5.3 Guidelines for Screen Use in Worship Service](#))
- j) To formulate a guideline for AV presentations during offertories ([ref. 3.5.4 Guidelines for AV Presentations During Offertories, Etc.](#))
- k) To provide leadership to a Guest Pastor when required to do so
- l) To formulate a guideline for assistance to guest pastors ([ref. 3.1.9 Guest Pastor 'To-Do' List](#))
- m) To submit a budget to Administrative Committee annually

Membership

The Worship Committee shall consist of approximately 8 members as appointed by the Consistory to serve for a 3-year term. Included in the membership is a Pastor and an organist/ accompanist. The Committee shall elect or appoint a Chairperson, Vice-Chair, and Secretary

Time of Meeting

The committee shall meet at least 4 times per year

Accountability & Reporting

The committee is accountable to the consistory and will report in writing the minutes and any recommendations to the clerk of Consistory

Objectives

Children's Story:

To invite an atmosphere so that children have a sense of belonging to the Household of God, "Let the children come unto me". Children listening and responding to Biblical message that they can relate to with expressions pleasing in God's sight and therefore our children are a valued part of the Church body in our worship service. If possible, the children's story will have a theme that is complimentary to the Pastor's sermon

Praise Team:

To enrich our worship services with song and praise

To lead the congregation in learning new psalms and hymns

A means to express their God-given talents and gifts, all of which are directed to God's honour and praise and to the edification of His people (Exodus 15:2, Psalm 150, Psalm 149: 1,2 &3)

Liturgy Education:

To offer leadership by educating and instructing young adults and confessing members by giving them a renewed awareness and appreciation of the various elements that make up our worship

To offer leadership to parents of young children in preparing them for worship at home and in church. Display of education materials and/or by way of handouts. (Deuteronomy 11: 13-21)

Worship Enhancements

The attempt to compliment the purpose of worship by elevating the Lord's Supper Table, the Baptismal Font, the Cross, Banners, by colourful art forms the total of which should depict man's sinful status, his redemption in Jesus Christ, and Christian service. Special banners and floral arrangements reflecting Christian celebration, (e.g. Christmas, Easter)

Music:

The supervision and arrangement of all music during the worship service and special worship services

The scheduling of organists, pianists and other accompanists, and song leaders to encourage and assist the Praise Team (music selection, solo presentation)

Arrange for repair and tuning of organ and piano, and/or other musical instruments

Recommending the purchase of song books and musical instruments for use during worship services

Encourage and support musical talent in the Church

Keep hymnals and Bibles in a state of good repair

Song Leader:

A short period of meaningful contemplation before the worship service during which time a song leader in communication with the accompanist provides leadership for congregational song and praise.

Pulpit Supply:

To compile a list of licensed persons who should be asked or invited to occupy our pulpit when vacant. Those who qualify are:

- a) An ordained minister in the Christian Reformed Church
- b) Classical member having received the right from Classis to exhort
- c) Ordained ministers who are members of churches who are in ecclesiastical fellowship with the CRC
- d) Member of the congregation, approved by consistory to exhort
- e) Member appointed by consistory to lead in worship by the reading of approved sermons

2.9 Mission Outreach Committee

Purpose

In obedience to Christ's Great Commission, the churches must bring the gospel to all people at home and abroad, in order to lead them into fellowship with Christ and His church. In fulfilling this mandate, each Council shall stimulate the members of the congregation to be witnesses for Christ in word and

deed and to support the work of home and foreign missions by their interests, prayers, and gifts. Further, each church shall bring the gospel to unbelievers in its own community, Article 73 & 74.

Duties

- a) To find ways and means for opportunities to be involved in local mission work
- b) To find ways and means to activate the congregation in the spreading of the gospel of our Lord Jesus Christ in every possible way, within the local area
- c) The Committee and all of its activities should stress that we cannot pray for this world without getting involved in this world
- d) To develop in the congregation an awareness of foreign mission work through bulletin inserts, slide presentations, and missionary speakers
- e) To encourage members of the congregation to give of their resources and time to mission work
- f) To encourage congregational support for members entering mission work (financial, prayer, letter writing). Members of the congregation who desire to enter short-term mission work and require financial report, must apply to and be interviewed by the committee. The Committee may then may recommendation to the Consistory
- g) The Mission Outreach Committee is responsible for Evangelism, Home and Foreign Missions, Friendship Club, Coffeebreak, Vacation Bible School, community garden, movie night, soccer camp, or any other evangelistic \ missionary work assigned by the Consistory
- h) Submit a budget to the Administrative Committee annually
- i) To formulate a guideline for financial support for mission trips (ref. [3.6.1 Mission Trip Financial Support Policy](#))

Membership

The Mission Outreach Committee shall be composed of 8 members appointed by Council for a 3-year term. The committee members must be confessing members and sound in faith and of good reputation. Included in the committee membership is the pastor. The Pastor is directly involved in work of evangelism, in accordance, with the Church Order of the Christian Reformed Church as stated in Articles 12, 24, 73 and 74. Every year, members of the committee who have completed their 3-year term of service will retire and new members will be appointed in their place. If a member needs to resign before his\her term is over, he\she is required to notify Consistory stating reasons for resignation. The Committee will select a Chairperson, Secretary, and a Vice-All.

Duties

Chairperson

The Chairperson calls the meeting. He or she chairs the meeting, sees to it that all decisions are taken by properly formulated and seconded motions, and by proper vote. He or she is also responsible for all committee decisions to be recorded in the minutes and that these decisions are carried out without unnecessary delay.

Secretary

The Secretary records the minutes and takes care of all correspondence. An agenda for the meeting should be distributed to the Board members prior to the meeting.

Vice All

He or she is the substitute for any committee member.

Time of Meeting

The committee shall meet at least 4 times per year or as required. Meetings are open to the entire congregation and anyone can be invited who can shed light on evangelistic or missionary endeavours. Guest members, however, do not have a right to vote.

Accountability & Reporting

This mandate is to be reviewed at least once per year at a committee meeting. A copy of this mandate must also be in possession of each member. The Mission Outreach committee is accountable to the Consistory and will report, in writing, the minutes and any recommendations to the clerk of Consistory.

Objectives

Evangelism

- Promote seminars for those who desire to know more about witnessing.
- Actively support the desires of those who wish to witness and help spread the Gospel in places nearby and abroad.
- Any initiative taken by members of the congregation and sanctioned by Church Council to bring the gospel to the unsaved.

Missions (Home & Foreign)

- Schedule mission emphasis Sundays where the work of Home Missions and Foreign Missions is stressed to the Congregation with the purpose of instilling and renewing an awareness and knowledge about mission outreach.
- Support and pray for the work of the missionaries in general and specifically those sponsored by our Church.
- Support and pray for the Back to God Hour

Friendship Club

An outreach to the Church and un-Churched members having mental disabilities with the aim to convey to them a sense of belonging to a Christian Fellowship because they are created in God's image and He loves them. "Jesus loves me this I know, for the Bible tells me so." (ref. [3.6.3 Friendship Club](#)).

Coffee Break

- A community oriented bible study group for women with the primary goal of moving into a more personal, vital and growing relationship with Jesus Christ.
- Story Hour and Little Lambs
- Companion programs to Coffee Break, designed to introduce preschool children to God and his world in an age appropriate, fun way (ref. [3.6.4 Coffee Break](#))

Vacation Bible School

- An outreach to young children of non-Church parents who are invited to attend a weeklong time of Bible study during which time they learn about the Lord Jesus as their personal Saviour. Usually held in July or August.

2.10 Education Committee

Purpose and Duties

The Education Committee will provide a program for all members to continue their spiritual growth, enrich their lives, and expand their witness. The Committee shall be responsible for all matters relating to the educational program of the church including the appointment of teaching staff, approval of curriculum and textbooks, and the supervision of the work of all teaching personnel. The Committee shall carry on the constant evaluation of the educational program and determine its effectiveness and diversity. The Committee shall be responsible for Church School, Catechism, Gems, Cadets, Teen Club, Young People Society, College and Careers, Adult Education and Library, as well as any other educational programs approved by Council.

The Education Committee shall work closely with the Senior Pastor and the Youth Director in both the organization of materials, supervision and evaluation of the program. The Youth Director and/or a Youth Elder shall be a member of the Education Committee
Submit a budget to the Administrative Committee annually

Membership

The Education Committee shall consist of 8 members as appointed by Council. The term of the members shall be for 3 years. The committee shall appoint/elect from among its members, a chairperson and secretary.

Time of Meeting

The committee will meet at least 4 times per year.

Accountability & Reporting

The committee is accountable to the consistory and will report in writing, the minutes and any recommendations to the clerk of Consistory.

Objectives

Church School

The objective of church school is to witness the faith of the church to the children of the church. This is done through passing on Biblical knowledge, learning God's will for our lives, and studying the scriptures (*ref. [3.7.1 Church School Mandates](#)*).

Catechism

Using various approved teaching methods and resources, the goal of catechism instruction is to teach our covenant children and/or other potential communicant members the biblical and doctrinal language and content of the Reformed Christian faith, so that they are prepared to know Jesus as their personal Saviour and serve Him as their Lord in all areas of life.

GEMS

The objective of the GEMS programme is to help the girls of our church grow and develop in spirit and faith, guild them in their personal walk, and work together as a group (*ref. [3.7.3 GEMS \(Girls Everywhere Meeting the Saviour\)](#)*).

Cadets

The purpose of the Brantford cadet club is to provide the setting and tools to help men lead boys to Christ. This is not only for the boys from our local church but also for those who have not yet met our Saviour. We see our club as an extension of the family, and try not only to support dad and mom but also to fill in where at times they can no longer be effective. The Word of God is our basis and we are interdenominational. We are governed by our local church council, and guided by the Calvinist Cadet Corps of North America (ref. [3.7.4 Calvinist Cadet Corps](#)).

Teen Club

The objective of the Teen Club is to meet together on a regular basis to encourage Christian fellowship through Bible discussions. Each youth is encouraged to make a personal commitment to Jesus Christ.

Young People Society

Young Peoples is a group of young people aged sixteen and up who meet weekly to study the Bible as the word of God. We also meet biweekly and take part in recreational activities as a relaxing way to experience fellowship with other Christians. Young Peoples is an important part of many teenagers' lives, and it is a way to prepare us for our future service for God.

College and Careers

The objective of the College and Careers group is to provide a place where young adults can get together to grow in their faith through the studying of scriptures.

Library

The purpose of the Hope Christian Reformed Church Library and resource centre is to provide the members of this church with as much Christian devotional, denominational, reference, teaching resource, life enrichment, and pleasure reading material possible within the limits of its financial ability (ref. [3.7.2 Library and Resource Centre](#)).

2.11 Congregational Life Committee

R4: Revised Mandate as approved in Council Feb. 11, 2014.

Purpose and Duties

The Congregational Life Committee will be responsible to plan, implement, and encourage the ongoing function of those ministries that provide for the welcoming, enfolded, nurture, and fellowship of members and visitors. The committee will seek to maximize membership engagement in congregational life.

Membership

The Congregational Life Committee will have at least 4 members. Additional members may be appointed as may be required. Members will serve a three-year term. The members shall be appointed by Council. The Committee shall appoint or elect a chairperson and secretary from among its members. In addition to the above members, Consistory shall appoint a representative to attend the committee meetings in a liaison capacity.

Time of Meeting

The committee will meet at least 4 times per year.

Accountability & Reporting

The committee is accountable to the Consistory and will report in writing, the minutes and any recommendations to the Clerk of Consistory.

Objectives

Nursery

The Congregational Life Committee will oversee the operation of the church nursery. The nursery is place for child care for children up to the age of 3 years in order for parent(s) to attend worship services. The Committee will appoint and supervise a Nursery Coordinator(s), who will be responsible for the ongoing operation of the nursery (ref. [4.17 Nursery Coordinator Duties](#)):

- a) Periodically meet with the Coordinator(s) to review ongoing nursery operations, areas of concern, or need for improvements;
- b) Serve as the first point of contact to assist the Coordinator(s) with carrying out their work;
- c) Identify and make recommendations to Consistory for improvements, changes, or upgrades to the nursery program or facilities.

Hospitality

The Congregational Life Committee will oversee the ongoing hospitality ministry. The Committee will arrange for supplies and co-ordinate volunteers to provide an opportunity for Christian Fellowship and social interaction for the following activities:

- a) Sunday Morning Coffee Fellowship;
- b) Congregational Meetings;
- c) Potluck Dinners;
- d) Outdoor worship Services;
- e) Funerals;
- f) Council Retreats.

Small Group Ministry

The Congregational Life Committee will seek to encourage and promote an on-going program of small (cell) group ministry within the church community. Small group ministry provides an opportunity for Christian Fellowship, Bible Study, accountability, social interaction, support, and relationship building. These elements contribute to the vitality of the larger church community.

- a) Compile and maintain a list of small group ministries, leaders, interests, and purposes within the church;
- b) Maintain an ongoing communication with each small group to ensure their ongoing viability, to encourage regular meetings, to recommend and offer resources and assistance;
- c) Encourage member involvement in small group ministry through various promotional means;
- d) Provide regular reports on the state of small group ministry;
- e) Make recommendations for improvements or growth in small group ministry;
- f) Be knowledgeable in available resources to encourage and grow small group ministry and promote this information. Make recommendations to the Library Committee for acquisition of small group ministry resources;
- g) Periodically arrange short-term topical study opportunities that may be of interest to the general membership (e.g., Alpha, The Truth Project, etc.). Seek out individuals with particular knowledge, training, passion, or interests who may lead such sessions.

Prayer Ministry

The Congregational Life Committee will seek to encourage and promote an on-going prayer ministry within the church:

- a) Create and operate an email prayer chain;

- b) Establish (Council Approved) protocols for the evaluation, approval, and communication of prayer requests in accordance with the Hope CRC privacy policy;
- c) Be knowledgeable in the available resources to assist prayer ministry and promote this information. Make recommendations to the Library Committee for acquisition of small group ministry resources;
- d) Seek new ways to promote, encourage, and grow prayer ministry within the church.

Communion of the Saints & Fellowship

The Congregational Life Committee will seek to encourage and promote an ongoing program of congregational fellowship and communion of the saints within the church:

- a) Arrange for periodic updates to the Hope CRC picture directory;
- b) Research congregational needs and provide educational workshops on topics of interest relevant to Christian living (e.g., parenting, other examples);
- c) Periodically coordinate fellowship events such as church picnics, potluck dinners, mystery coffee socials, etc.;
- d) Other initiatives for promoting communion and fellowship within the church.

Welcome & Enfolding

The committee shall be responsible to see that visitors and new members are welcomed and enfolded into the church community. The Committee shall oversee the Welcome Team, Ushers, and Greeters.

- a) Recruit appropriately gifted members to serve as Ushers, Greeters, and Welcome Team members (weekly scheduling is arranged by the Secretary);
- b) Provide training and resources to help the ushers, greeters, and welcome team members do their job effectively;
- c) Maintain an inventory of welcome packages at the welcome centre;
- d) Programs to welcome and host visitors and new members;
- e) Ensure that new members are personally recognized and welcomed during the a.m. worship;
- f) Continue to encourage the congregation to welcome visitors and new members;
- g) Maintain an ongoing communication with the Pastors and Consistory to ensure that new members and visitors are identified, welcomed, and enfolded.

2.12 Pastor/Church Relations Committee

R3: New Mandate as approved in Consistory, Nov. 20, 2012.

2.13.1 Purpose

A committee of two couples who provide *confidential* pastoral care for the pastors and their wives.

2.13.2 Duties

1. To insure a regular time of fellowship with the pastors and their wives (at least once annually) to talk about their personal needs and concerns.
2. To be a sounding board, when necessary, to hear the *private concerns* of the pastors and their wives—especially as they relate to the challenges of ministry and the church.
3. The committee does not:

- a) Replace the work of the district elder who provides ordinary pastoral care;
- b) Replace the work of Executive, Council and Consistory who supervise the regular official responsibilities of the pastors;
- c) Act as *negotiators* between the church and the pastors in times of conflict. The committee may be called upon by the pastors to help explain their concerns so that better understanding may be had by all parties involved.

2.13.3 Membership

1. Membership of the committee will ordinarily consist of two couples suggested by the pastors and approved by Consistory. The pastors may share the same couples or agree to have their own.
2. Membership will be renewed every three years. Pastors and/or committee members may agree to change the membership upon request.

2.13.4 Accountability

Although the committee does not report to Consistory the Pastors will inform the elders at least once annually (through the CEC or pastors reports) if the committee is functioning in a positive manner.

2.13 Absent Member Ministry Committee

R3: New Committee Mandate as approved in Consistory

Purpose

To oversee membership follow-up for Hope Church. This committee will insure that absent members are contacted and that their membership is pastorally dealt with by the elders in an appropriate fashion. Such a committee will:

1. Provide decency and good order to membership follow-up.
2. Alleviate lengthy, sometimes cumbersome and painful discussions during Consistory time.

Note: This committee does not *replace* the work of the elders; it merely assists them.

Duties

1. Meet regularly to oversee (absentee) membership follow-up.
2. Provide initial contact with those who are absent.
3. Maintain a working data bank of all contacts and steps of action.
4. Provide regular reports to Consistory with recommendations for appropriate steps of action.
5. Provide names for the Prayer Team to pray for.
6. Insure that the work gets done.

Membership

The Senior Pastor of Hope will ordinarily chair of the committee. Other members of the committee will hold three year terms (which can be extended to six years).

2.14 Safe Church Team

R5: Added oversight of Hall Monitor Program item e.

Purpose

The Hope CRC Safe Church Team shall work to promote church safety, to prevent abuse, and to respond effectively with compassion and justice where abuse has occurred. The Safe Church Team shall facilitate the implementation of the Child Safety Program in youth ministry at Hope CRC.

Duties

- a) **Training** - To facilitate ongoing education and training of Hope CRC staff and volunteers in abuse prevention as required by the Child Safety Program;
- b) **Classis Hamilton Safe Church Team** – At least one member of the Hope CRC Safe Church Team shall serve as the Hope CRC representative on the Classis Hamilton Safe Church Team, and shall participate in its ongoing activities and training;
- c) **Advisory** - To serve as an advisory resource to Hope CRC staff, youth ministry leaders, and Council in the promotion of church safety, prevention of abuse, and effective response where abuse has occurred;
- d) **Child Safety Program Review** - To periodically review of the effectiveness of the Child Safety Program within youth ministry programs, and to provide recommendations and regular reports to Council.
- e) **Hall Monitor Program** – To oversee the ongoing operation of the Hall Monitor Program (*ref. [3.9.15 Hall Monitor Policy](#)*).

Membership

The Safe Church Team shall consist of two or more members appointed by Council to serve for a three year term.

Accountability & Reporting

The Abuse Prevention Team is accountable to Council through the Council Executive Committee, and shall provide periodic reports of its ongoing activities to the Secretary of the Council Executive Committee.

3. POLICIES, PROCEDURES & GUIDELINES

3.1 COUNCIL

3.1.1 Visiting Guidelines for Elders, Deacons, and Ministerial Staff

1. It is strongly recommended to use a public place such as a restaurant or a coffee shop for a one-on-one elder or deacon visit with a single person.
2. Instead of a restaurant or coffee shop, a visit may be made in the elder's or deacon's home provided that there is also someone else home at the same time.

3. A visit to a young person may also be made at the young person's parent's home provided that another person is also at home.
4. A visit can also be made at the church during daytime hours when the secretary or another person is in the area. If the visit is made at the church in the evening, there must also be others present in the church.
5. Should a visit be made in the single member's home (for example, visiting a senior member), then the elder or deacon must exercise good judgment. These visits must not exceed professional limits.

If a single member acts inappropriately during a visit, the elder or deacon should try to state this to the person. In any potentially questionable situation, the elder or deacon should make notes right after the visit while the events are still fresh in mind, and must also report the incident to someone on the Child Safety/Abuse Response team.

3.1.1(a) Pastors Report Form

Home Visits	
Hospital Visits	
Home or Office Visits	
Visits Elsewhere	
Pastoral Phone Calls	
Confidential Pastoral Care	
Meetings	
Leadership Training/ Encouragement	

3.1.1 (b) Elders' Visit Report Form

District:		VISITATION RECORD		Name:
Address:				Phone:
NAME	MEMBER SINCE	B/C	OCCUPATION (SCHOOL)	CHURCH ACTIVITIES
<u>CHURCH</u> Attendance Activities Spiritual Gifts Fellowship	<u>PERSONAL</u> Devotions God's Guidance Blessings Special Events	<u>JESUS</u> Relationship with Jesus Jesus Loves You	<u>ELDER</u> Encourage Comfort Admonish Inform Financial Giving	
VISITED BY:	DATE:	REMARKS		

3.1.2 Conduct at Council Meetings

Council Meeting Value Statements

- a) Stay on topic and be focused.
- b) We represent Christ in what we say and do.
- c) All opinions matter.
- d) Be respectful.
- e) Maintain confidentiality.
- f) Respect decisions that are made— Council speaks with one voice
- g) Be open to new ideas.
- h) Follow protocol— take concerns to the right person.
- i) Don't take personal issues to Council— we deal with community, congregational and council issues.
- j) We value cross representation.
- k) No hearsay— stick with the facts!
- l) No hidden agendas.
- m) Be prepared when you come to meetings.
- n) Prayer is important.

These fourteen statements are summarized into the following five covenant statements of conduct for our meetings. They address each of the above points in a concise manner.

As Christians called by Christ, we recognize that we represent Christ as we prayerfully seek to lead hope CRC, seeking to glorify God and building up his church in all that we do. To lead well, we will be prepared for each meeting and follow good order and protocol. We will stay on topic and be focused, respecting both others and their ideas, even if they differ from ours. We will stick to the facts with no hidden agendas or going on hearsay, leaving our own personal agendas at the door. We will maintain confidentiality and uphold the decisions that we make as a body even when we have reservations.

The intention is that the summary would appear at the beginning of each council agenda.

3.1.3 Selection of Office Bearers

R3: As Approved in council March 12, May 14, 2013

R6: Revised item 5 as approved in council March 10, 2015

1. Request nominations from the membership by way of bulletin announcements for (2) Sundays.
2. Exec will prepare a preliminary list of potential nominees. The Pastors will vet the list. The list will be presented to Council for final approval. The names will be prioritized with the goal of filling the elder candidate slate first (since finding elder candidates is the most difficult).
3. Those persons who fall within the following 'key criteria' will be exempted from nomination:
 - a) Member of Hope Church for less than two years

- b) Serving on a Christian School board
- c) Cadet Head Counselor
- d) Holding a key committee position
- e) Working steady evenings or nights
- f) Incapable of serving
- g) Under discipline
- h) Not a male
- i) Less than two years off council
- j) Other extenuating circumstances

****As Approved in Council January 10, 2010***

4. The Chair of Council will then call the elder nominees to confirm their acceptance of the nomination. After the slate of elder candidates is filled the Chair of Deacons will call the deacon nominees to confirm their acceptance of the nomination.
5. For both the elders and deacons, the membership must be presented with at least double the number of candidates required to fill the vacancies. Where all nominees have been contacted, and less than double the required number have accepted the nomination, then the number of candidates may be reduced to not less than 1.5 times the number required. Where council presents less than double the number of candidates it shall give reason for doing so.¹
6. The names of the nominees will be published in the bulletin for two weeks. The members will be asked to prayerfully consider the nominees. Those nominated will be asked to stand up on the first Sunday the bulletin announcement appears. Any member who may not know any nominee very well will be encouraged by the Pastor to speak to the nominee.
7. The affirmation vote will be done during a congregational meeting after a morning service. The voting will be done under the supervision of the President of Council (the leader) or his designate (such as the Vice President or Vice-All). Those standing for election are to be introduced once again to the voters. The leader will explain the affirmation process prior to voting. The voting will then be done after the leader prays for a blessing upon the vote, and the votes will be collected.
8. Church School teachers, nursery attendants, hall monitors, and any others who are eligible to vote but cannot be in the meeting should be given opportunity to vote.
9. The candidate names must appear on the affirmation ballot in alphabetical order. Elders are listed first and then deacons. The delineation between elders and deacons must be clear.
10. The ballot counting shall be arranged and supervised by the serving elders and deacons. Counting shall begin as soon as possible after the election. The names of affirmed candidates will be placed in the containers for selection by lot. The affirmation ballots will be destroyed after the counting is completed.
11. Each candidate must receive a minimum affirmation of 67% of votes cast in order to be considered as affirmed. An abstention (i.e., neither a yes or no vote on a ballot) will count neither for nor against the candidate, and will not be included in the total vote count for that candidate.

¹ Cf. CRCNA Church Order Article 4.

12. The required numbers of elders and deacons will be selected by lot one week later during the morning worship service. The containers with the names of the affirmed candidates will be placed in a collection bags for the drawing by lots. Separate bags will be used for the elders and deacons. Each retiring deacon and elder will draw one name out of the collection bag, and the Pastor will state the name to the congregation. This will be repeated until all positions have been filled. If the retiring office bearer is not available, the Pastor will draw the lot.
13. After the drawing of lots is completed, a prayer of thanks should be offered.
14. The selected names will be announced in the bulletin the following Sunday. The installation of office bearers is ordinarily done two weeks after the selection by lot, or on a date that is most suitable for everyone.

3.1.3 (a) Ballot Template

The following ballot template was approved in council May 14, 2013, and is provided as a sample. The format of the ballot may be amended as required, but it is recommended that any changes be reviewed and approved by Council.



Hope Christian Reformed Church

ELDER & DEACON CANDIDATE AFFIRMATION BALLOT 20xx

Council presents the following candidates for the offices of Elder and Deacon. For each candidate, please indicate whether or not you feel the candidate to be suitable for the office by placing a mark (' X ' or ' v ') in either of the 'YES' or 'NO' boxes beside the name. Mark 'ABSTAIN' if you are unsure. Mark only one box per candidate. The names of those candidates who receive a YES affirmation of 67% or better will be drawn by lot on Sunday, May 26 to fill the required positions.

ELDER CANDIDATES		
YES	NO	ABST AIN

DEACON CANDIDATES		
YES	NO	ABST AIN

3.1.4 Lead Elder Duties for Sunday Worship

R5: Revised section 5.

The lead elder is always the first elder named on the schedule, even if he delegates his duties to others.

Prior to Worship:

1. When a guest pastor is leading the service, ensure that he is on the “same page” as the worship planner (or Worship Coordinator, Annette Hart).
2. Ensure that one of the “Reading Sermon Elders” is prepared to read a sermon in case a guest pastor is suddenly unavailable. Refer to [3.1.16 Contingency Plan for Sermon Reading](#) for further information.
3. Arrange or prepare for congregational prayer and announcements when a guest pastor is leading the service. Announce new prayer needs and thanksgivings before prayer, not during.

Note: On occasion, the lead elder may also arrange or prepare for a congregational prayer (or other prayer) when Pastor Ken leads the service. This must be done in consultation with Pastor Ken and the worship planner.

4. If it is a communion service, the lead Elder must ensure that the communion preparations are done:
 - Schedule and confirm the required serving Elders, prepare the seating plan;
 - Make sure that the deacons prepare the elements;
 - If a guest pastor is leading, ensure that he is prepared to administer the sacrament;
 - Ensure furniture is arranged at the front of the sanctuary;
 - Explain to the guest pastor that apple and grape juice are served during communion;
 - Serving Elders assist with clean-up afterwards.

During the worship service:

5. Check that hall monitors are present. Two hall monitors are required for morning worship, (one for evening worship?). If a hall monitor fails to show, either find a replacement (check the list of approved hall monitors on the Council room bulletin board), or delegate one of the duty Elders or Deacons to serve at the hall monitor for the duration of the worship service. Refer to [3.9.16 Hall Monitor Duties During Worship Services](#).
6. Check that other scheduled office bearers are on duty.
7. Remind serving elders and deacons of their fire safety responsibilities. Inform guest pastor of his responsibility in case of fire (see council room bulletin board for info). Guest pastors also receive their duties by email from the Church Secretary.
8. Lead (or delegate someone to lead) in prayer in the council room before the morning service and after the evening service.
9. Lead pastor into the sanctuary and shake his hand.

10. If a Praise Team Leader is not scheduled to do it, or if the guest pastor is new to the congregation (or it's been some time since he has been with Hope), the lead elder welcomes the congregation to worship, gives a special welcome to guests and to the guest pastor (include his name). If it's an AM service, the lead elder also invites guests to join Hope for coffee, tea and juice in the Fellowship Hall after the service.
11. Monitor the front doors when the Sunday school children exit the sanctuary to ensure that children do not leave the building. Refer to [3.9.16 Hall Monitor Duties During Worship Services](#).
12. During the evening worship services, when hall monitors are not scheduled, sit near the rear of the sanctuary to monitor the rear doors.
13. After the service, the elder who shook the pastor's hand before the service also shakes his hand after the service and walks with him to the sanctuary entrance. In the morning services, the lead elder takes one side of the entrance and the pastor takes the other in order to shake hands. In evening services, the lead elder leads pastor to the council room for a time of closing prayer.

3.1.5 Announcing Lapsed or Resigned Memberships

The public announcement of the lapsed or resigned memberships must be handled with care to avoid undue pain or injury to family members who may be affected. When memberships are lapsed or resigned, a de-personalized statement of such shall be made in the summary of the Council meeting minutes that are published in the weekly bulletin. The individuals shall be publicly identified in the Clerk's year-end report, which is presented to the membership during the annual membership meeting.

3.1.6 Electronic Voting

R3: As approved in Council March 13, 2012.

Electronic Voting refers to votes conducted through emails or other similar technologies, referred to in Hope CRC's By-law No. 3, as they develop and become readily available to all Council Members.

Electronic Voting shall be used for ratification (endorsement) of matters only. Thus items that may require discussion are excluded, as will items deemed to be of a sensitive nature as determined by the Executive Committee.

Council may request an electronic vote as a result of its deliberations in a meeting.

The Executive Committee may request an electronic vote at any time.

Should a potentially valid objection to the vote be raised by a Council member, the President of Council will consult with the Executive Committee and may suspend the vote with one (1) objection but must suspend with three (3) objections.

Council Members are to ensure that their contact information, for the technologies referred to in By-law No. 3, is forwarded to the Clerk. The Clerk is to ensure that the contact information for all Council members is updated in a timely fashion and kept on file. As a matter of courtesy it will be helpful to the process for a Council Member to inform the Clerk and/or the President of Council of an expected period of no electronic availability, such as holidays, where there may not be contact exceeding five (5) days.

Each Council Member shall ordinarily check for receipt of messages on a daily basis. A minimum of five (5) calendar days shall be allotted for receipt of a reply commencing from the time the vote was sent

out. A member of the Executive Committee shall be designated to receive the replies and shall record the votes. Only votes for and against are to be recorded. “No replies,” that is electronic replies not received, will not affect the vote count, neither for nor against. The replies received (for this count the member of Executive receiving the votes is included as are any abstentions) must constitute a quorum of Council. The President of Council shall vote only to break a tie.

These results shall be communicated to Council in the same manner the vote was announced within one (1) week of the closing of the vote and shall include:

- The subject of the vote;
- The date the vote was called;
- The date the vote was closed;
- Each Council Member’s name and how he responded;
- The number of votes received;
- The number of abstentions;
- The percentage of votes for the matter;
- The percentage of votes against the matter;
- The number of replies not received and;
- The conclusion of the matter, for example the matter is defeated OR the matter is approved.

The results are to be available for scrutiny by any two (2) representative members of Council at their request at the next meeting of Council or prior to that meeting of Council. It is suggested that the scrutineers request a sampling of council members directly to advise the scrutineers as to how these council members voted on this issue and to check the recorded results for any discrepancy. Only disparities that affect the outcome of the vote need further action. Such action must be decided upon by the scrutineers. These scrutineers will in turn ensure that the matter gets proper attention at the current or the next sitting of Council as the case may be.

Once all scrutinizing has occurred and any disparities resolved, the nature and the result of the vote (only approved or defeated – no individual count or percentages recorded unless such information is properly requested) shall be duly recorded in the minutes of the next sitting of Council. The minutes shall also record that the vote was done electronically between the regular meetings of Council.

3.1.7 Continuing Education and Sabbatical Policy

R3: As approved in Council May 8, 2012.

For a number of years now our denomination has encouraged Councils to provide continuing education and sabbaticals for their pastors. These special times provide opportunities for continued education, professional development, reflection, and spiritual renewal—away from the normal responsibilities of pastoral care and in a manner not possible during the business of a typical work year. Pastors often return with renewed energy and a rediscovered zeal for ministry which benefits the church as well as the pastor. With this in mind Hope church *allows* one week per year for continued education. After six years of service the pastor may request a two to four month sabbatical.

The following sabbatical guidelines will apply:

1. Sabbaticals should ordinarily be requested one year in advance so that appropriate preparations can be made for the pastor, the council and the church.
2. A sabbatical is ordinarily between two to four months. Length of the sabbatical should be negotiated between the pastor and Council.

3. During the sabbatical the pastor will not perform the regular duties of ministry—including preaching, teaching, visiting and attending meetings.
4. The pastor will avail himself, however, to pastoral ministry in *emergency* situations.
5. A sabbatical is not a replacement for vacation. Vacation time, however, may be added to the sabbatical as part of a whole package.
6. During the sabbatical the pastor will receive his regular salary. Extra sabbatical expenses (tuition, travel costs, books, etc.) will ordinarily be covered by the pastor.
7. The pastor will report to the church in the following manner:
 - a) Before the sabbatical the pastor will explain to the congregation the purpose or goal of his time away; explain how it will be a blessing for himself and for the church and/or denomination.
 - b) During the sabbatical the pastor will give occasional updates (orally or by email) to the chair of Council.
 - c) At the completion of the sabbatical the pastor will make a presentation to the congregation explaining what he has done.
8. It is understood that the pastor will not entertain a call for at least one year after the completion of the sabbatical.
9. A formal request for a sabbatical should ordinarily include the following:
 - a) The official request with rationale and/or grounds.
 - b) Length of the sabbatical.
 - c) Date when the sabbatical should begin.
 - d) Explanation of how the time will be spent.
 - e) Explanation of how the pastor and congregation and/or the denomination will benefit from the sabbatical.
 - f) Financial considerations, if any.

3.1.8 Policy on Disabilities

Policy Statement

In this church of Christ we value people with disabilities, like all other people, as created in the image of God, as partners to His covenant and as subjects in His kingdom. We consider all people, those with and without disabilities, to have gifts from the Holy Spirit, and we encourage them all to enrich congregational life by practicing their faith and using their gifts and talents in worship, service, study and leadership.

Policy Requirements

We will endeavour to integrate people with disabilities into all programs and activities sponsored by the church. This includes worship services, church education, support groups, study and prayer groups, book clubs, sports activities, etc....

We will ascertain and attend to the special spiritual, physical and psychological needs of those affected by disabilities, and will offer training to office bearers to understand disability issues and to raise awareness in our congregation.

We will endeavour to modify where resources permit, any policy, practice, procedure or architecture that tends to exclude people with disabilities from any aspect of congregational life.

3.1.9 Guest Pastor 'To-Do' List

Morning Service:

1. Meet with serving elders and deacons in council room at least 15 minutes prior to service
2. If a Praise Team leader or elder is not scheduled to do it, the guest pastor welcomes the congregation to worship, giving a special welcome to guests. Please also invite guests to join Hope for coffee, tea or juice in the fellowship hall after the service
3. After the welcome, invite congregation to stand for the call to worship. Please continue to invite the congregation to stand where indicated in the liturgy (by an asterisk *) and motion them to sit down when it's time
4. When it's time for the children to go to church school, please remind guests to pick up their children after the service in one of the classrooms
5. After the offerings are received, please wait until accompanist is finished playing, and the deacons are standing before the pulpit before standing to give offertory prayer
6. At end of service, before the final song and benediction, please include an invitation for prayer in the prayer room and remind all guests of the invitation to join Hope for coffee, tea and juice in the fellowship hall after the service
7. Shake hands with the elder who led you in and stand by one of the doors to shake people's hands

Evening Service

1. Meet with serving elders and deacons in council room at least 15 minutes prior to service
2. Welcome the congregation to worship, giving a special welcome to guests.
3. After the welcome, invite congregation to stand for the call to worship. Please continue to invite the congregation to stand where indicated in the liturgy (by an asterisk *) and motion them to sit down when it's time
4. After the Greeting and opening song of praise, invite children to go to Children's Activity Time (usually indicated in the bulletin)
5. During prayer time feel free to come down from pulpit and ask congregation for prayer requests and thanksgivings. Please repeat prayer requests so everyone can hear them
6. At end of service, shake hands with the elder who led you in and go to council room for closing prayer

3.1.10 Guidelines for bulletin announcements

1. There are to be no announcements for personal gain such as items for sale or lease or apartments for rent.
2. The same announcement from outside churches and organizations are to be placed for no more than three times.
3. We generally avoid announcements that likely have no bearing on our membership such as job opportunities in faraway cities. These can be posted on the bulletin board.

4. There are to be no bulletin inserts. We now have membership mailboxes and people who want a bulletin insert can produce their own copies if necessary and place them in the mailboxes.
5. If a prayer request or any announcement of a graphic, detailed nature is requested by a member of the congregation, it must first be verified by BOTH the Pastor AND by the President of Council or Clerk of Council to be true and free of libel and acceptable for publishing. If this requirement cannot be met, the bulletin announcement cannot be printed.
6. If an announcement is received that is questionable, please refer it to the Senior Pastor or any member of the Council Executive Committee.

3.1.11 Policy for calling our Pastor during his vacation

If our pastor is within a reasonable distance (approx. 5 hours) from home:

Call him only in the event of the death of a congregational member or an emergency. Deciding if something is an emergency requires the decision of the President of Council and the district Elder of the congregational member involved and/or the district Elder of immediate family members. Regardless of which district elders are involved, at least 3 elders should make the decision about whether to ask our pastor to return. Emergencies should not normally include accidents or other crises that an elder could minister to just as well as the pastor. Examples that might constitute an emergency include suicide attempts for which our pastor is close enough to be able to give life-saving help, or events that traumatize a significant segment of the entire congregation. Our pastor may make the final decision on whether to return.

If our pastor is further away from home (approx. 5 hours or more from home by car):

Suitable arrangements will be made, before vacation, with a neighbouring CRC pastor to give pastoral care in the event of a death or emergency. If the death or emergency is considered traumatic enough (by 3 elders) then our pastor may be given a phone call to let him decide his involvement (eg: come home, call bereaved while a neighboring pastor ministers).

3.1.12 Marriage Guidelines

Introduction

The primary responsibility of the minister of the gospel is to further the interests of the Kingdom of God and the church of Jesus Christ. Although the government of Ontario grants him the authority to perform any marriage ceremony that meets the legal requirements of the province, the minister of the gospel performs only those weddings that enhance his primary spiritual calling.

Stipulations

Although not every rule can address every situation, with the approval of Church Council Rev. Benjamins will ordinarily agree to perform the wedding ceremonies of those who agree with the following:

1. They are practicing Christians who belong to the body of Christ.²
 - a) They believe in the Lord Jesus Christ as their Lord and Saviour.

²Church Order Article 69a: "Consistories shall instruct and admonish those under their spiritual care to marry only in the Lord."

- b) They walk in God's ways and conform to the law of God.³
 - c) They are confessing members (or actively plan to be) in good standing in a Christian church and regularly attend worship services every Sunday.
 - d) They agree to worship and become members in the same congregation.
- 2. They agree to take premarital counselling courses.
- 3. Their wedding ceremony will be God-centered and faith building.
 - a) The location of the ceremony will be conducive to reverence and worship.⁴
 - b) The Word of God and the pulpit will remain liturgically central to the service.
 - c) The couple will use the forms and vows as printed in the Psalter Hymnal of the Christian Reformed Church.⁵
 - d) The music chosen for the ceremony will be overtly Christian in content.
- 4. Their wedding reception and celebrations will avoid worldliness, and be godly in character.
 - a) If there is a dance with secular music and an open bar - it will be a small portion of the wedding festivities; it will not be the "main event".
 - b) The distribution/sale of alcohol will be strictly supervised to prevent alcohol abuse.
 - c) All celebrations associated with the wedding (Buck & Does, Jack & Jills etc.) will uphold the above stipulations.

3.1.13 Pastor Salary Review

R3: As approved in Council November, 2010.

Council sets the salaries for the Senior and Associate Pastors. Salaries are considered to include housing allowance, wages, car expenses, books and education. Council will submit wage requirements to the Admin as a budget item during budget deliberations. Among the grounds was the fact that Council is technically the supervisor of our Pastors and should be much more in tune with their requirements.

Furthermore it was also approved:

- (1) That the President of Council and the Elder Representative on the Administration Committee meet with the pastors and their wives for salary deliberations. The results will then be presented to Council for approval.
- (2) That the Administration Committee continues to meet with the Administrative Assistant and the Custodian to determine their proposed salaries.
- (3) That the Senior Pastor receives a base salary and housing allowance in the third quartile.

³Church Order Article 69c: "Ministers shall not solemnize marriages which would be in conflict with the Word of God."

⁴Church Order Article 69b: "Marriage may be solemnized either in a worship service or in private gatherings of relatives and friends."

⁵Church Order Article 69bs: "Christian marriages should be solemnized with appropriate admonitions, promises and prayers as provided for in the official form."

3.1.14 Power Failure Policy

R3: As approved in Council December, 2010.

If any power outage occurs during a worship service that is longer than ten minutes in duration, the service will be cancelled and all participants will be dismissed.

Grounds: Ten minutes is the reasonable time that can be expected for emergency lights to be available. After this time, lighting may fail as batteries drain and it may become dangerous to move around in the building, especially at night and/or in internal areas (washrooms, hallway).

3.1.15 Procedure for Cancellation of Worship

(Due to inclement weather, or other unforeseen circumstances)

R4: As approved in Council March 11, 2014

R5: As approved in Council January 13, 2015

The Council Executive Committee will decide if worship is to be cancelled due to inclement weather conditions. The following is the procedure by which a cancellation decision is to be made and communicated to the membership. The decision to travel to worship in inclement weather is ultimately the individual responsibility of each member.

Review & Education

- a) Council should review this procedure annually in the fall to ensure that all council members are familiar with it.
- b) The congregation should also be reminded of the cancellation protocol annually in the fall by way of bulletin and / or pulpit announcements. If worship is cancelled, efforts will be made to contact seniors by phone no later than 9:00 am, and that a message will be posted on the church website and the church answering machine advising the rest of the membership of the cancellation.
- c) Each council member should have an up-to-date council contact list, including phone numbers and email addresses for all council members
- d) Exec members should have each other's' cell phone numbers.
- e) Each council member should have an up-to-date district list.

Monitoring & Preparation

- f) During the winter months, Exec should monitor the weather conditions as each weekend approaches for the possibility of inclement weather which may require cancellation of worship.
- g) If inclement weather is forecast with the possibility of cancellation, Exec should alert council members by Saturday:
 - That cancellation is possible;
 - That a decision will be made and communicated by 8:00 am on Sunday morning;
 - That elders and deacons should have an up-to-date council contact list and membership district list;
 - That elders should be available to contact the seniors within their districts
- h) Exec should review all other aspects of the cancellation procedure to ensure a state of readiness should cancellation be required:

- The church webmaster should also be alerted to the possibility of cancellation that they may be prepared to post a notice on the church website if required.
- Someone should be prepared to place a cancellation message on the church answering machine.

Cancellation & Communication

- i) A decision to cancel worship should include the following considerations:
 - Police travel advisories;
 - Road conditions in outlying areas;
 - Condition of the church driveway, parking lot, and sidewalks.
- j) A cancellation decision should be made by Exec no later than 8:00 am on Sunday morning, to permit sufficient time to contact the members before 9:00 am.
- k) The Clerk of Council should communicate the cancellation decision to the elders. The communication should include a positive confirmation of message receipt, either by a return confirming email, or by telephone contact. Be aware that power outages may disrupt email or telephone communications.
- l) If an Elder cannot be contacted, The Clerk of Council will be responsible for contacting his district. The district deacon may be requested to assist where required.
- m) Have a message placed on the church website advising of the cancellation.
- n) Have a message placed on the church answering machine advising of the cancellation.

3.1.16 Contingency Plan for Sermon Reading

R4: As approved in Council March 11, 2014

The following contingency plan is intended to ensure that a reading sermon is available and that a sermon reader is prepared in the event that the lead pastor is unavailable without advance warning. In addition, a pre-recorded video sermon is to be kept available, and can be projected in lieu of a reading sermon. Council should review this contingency plan on at least an annual basis.

- a) Have a list of at least three persons who are willing to lead worship and read a sermon on an emergency basis. Post the listed in the Council room in a location of which all Council members shall be made aware.
- b) It is recommended that readers be selected who are regular attendees at both morning and evening worship services.
- c) Review this list on an annual basis to confirm the availability and continued agreement of the listed persons. Recruit new people where required.
- d) Have a printed sermon available in the council room. Also have a pre-recorded sermon available on DVD in the Council room. To prevent misplacement, the sermon and DVD shall be kept in a clearly identified envelope in a location of which all Council members shall be made aware.
- e) Periodically check that the sermon and the reader list are present and available for emergency use.
- f) If another pastor or sermon reader cannot be found in time, the lead elder shall lead the worship service and read the sermon.

3.1.17 Child Safety Policy

R4: Approved in Council May 6, 2014

Policy Statement

Hope Christian Reformed Church is committed to providing a safe, welcoming, and nurturing environment for children, youth, and vulnerable persons within its ministry programs.

Policy Requirements

- a) Hope CRC shall ensure that staff and volunteers who participate in youth ministry programs are suitable and fit for this responsibility.
- b) Hope CRC shall implement procedures for the purpose of promoting child safety within its youth ministry programs. This shall include training for staff and volunteers who work in youth ministry.
- c) Hope CRC shall provide adequate and competent supervision for its youth ministry programs.
- d) Hope CRC shall at all times adhere to the legal requirements for the prevention and reporting of child abuse, and shall ensure that youth ministry staff and volunteers understand their duty to report.

Policy Responsibilities

- a) All staff and volunteers are responsible for the promotion of child safety, and for the prevention and reporting of child abuse.
- b) The Council Executive Committee is responsible for the development, implementation, and oversight of a Child Safety Program that achieves the requirements of this policy, and for regularly reviewing the ongoing effectiveness of the Child Safety Program.

3.1.18 Criminal Reference Checks for Council Members

R4: Approved in Council May 6, 2014

All Council members are required to submit a police criminal reference check, including a vulnerable sector search. The requirements of [3.9.4 Screening of Staff and Volunteers](#) shall apply.

3.2 CONSISTORY

3.2.1 Profession of Faith

Procedure for Examination

Having completed the New Member's Class, and having decided that you want to become a member of the Christian Reformed Church, the next step is to be interviewed by two elders. You will probably be nervous but don't worry — their job is not to grill you but to get to know you. In your interview, the elders will ask you about your relationship with Jesus and about some of your basic knowledge about the church and its beliefs. The following discussion guide covers some of the questions you may be asked (you won't be asked all of them).

Questions about your relationship with God and His Church

1. Before we ask you any questions about your relationship with God and His church, tell us a little about yourself. (for example, your educational background, your interests, your hobbies, your aspirations, etc.)
2. Have you come to a faith commitment where you trust Jesus payment for your sins to bring you forgiveness and are you committed to accept Jesus as the leader and ruler of your life?
3. Please share your testimony. Include how God brought you to this point in your life. In other words, why do you want to do profession of faith?
4. Was your conversion sudden and powerful or did the Holy Spirit work more gradually in your life?
5. Were there people who played a special role in bringing you to this point? (for example, parents, a special teacher, pastor, relative, friend)
6. Did any specific event bring you to this point? (for example, a loss, a death, a retreat or convention)
7. What is your favourite Bible passage or verse? Why is it your favourite?
8. Tell us about your devotional life.
9. Is it easy or hard to share your faith? Explain.
10. What is the biggest threat to your personal faith?
11. In what ways are you involved in the church right now? In what ways do you think you could become more involved?
12. What do you think are some of your spiritual gifts?
13. Are you ready to submit to the Biblical authority of the leadership of this church?

Questions about Doctrine and CRC Distinctiveness

1. What is the purpose of Scripture? (John 20:31) *That you may believe that Jesus is the Christ, the Son of God, and that by believing you may have life in His name.*
2. What is Salvation? *The process by which God the Father, through faith in Jesus Christ, by the power of the Holy Spirit delivers us from sin and all its consequences and restores us to our privileged position as children of God and heirs of His eternal kingdom*
3. What are the universal Christian creeds? *The three universal Christian Creeds: Apostles Creed, Nicene Creed, Athanasian Creed*
4. What does it mean that God is a "Trinity"? *God as "Trinity" means that God is one God, in three distinct persons, the Father, Son and Holy Spirit, yet there is not 3 gods, but One*
5. What are the three doctrinal standards of the Christian Reformed Church? *The three doctrinal standards of the CRC: The Heidelberg Catechism, the Belgic Confession and the Canons of Dort*
6. What are the three great truths taught in the Bible and in the Heidelberg Catechism? (Q& 2)? *The three great truths: Sin, Salvation and Service*
7. What does TULIP stand for?
 Total depravity
 Unconditional Election
 Limited atonement
 Irresistible grace
 Perseverance of the Saints
8. What are some distinctive beliefs of the CRC?
 Grace alone, faith alone, Scripture alone, Christ alone.

Sovereignty of God, which means we are under God's care, help and protection.
World and Life View, which means we have a broad understanding of God's Kingdom and authority over all areas of life and service.
Covenantal theology, whereby God embraces us and our children

9. What is repentance? *A turning away from sin toward God for salvation and obedience*
10. What is true faith? (Heidelberg Catechism Q&A 21) *Knowledge and conviction that everything God reveals in His Word is true, and a deep rooted assurance that I have had my sins forgiven, have been made forever right with God and have been granted salvation*
11. What is grace and how do you see it at work in your life?
12. How many sacraments are there and what do they do? (Q&A 66,67)
13. What is the difference between justification, sanctification and glorification?
14. What do Christians do that can be considered good? (Q&A 91)
15. What is your only comfort in life and in death? (Q&A 1)
16. As far as you understand them, do you agree with the doctrines of the Christian Reformed Church?

3.2.2 Pastoral Care for Inactive Members

R3: General Revision, Updated Form Letters

Jurisdiction

Absent member ministry and pastoral care is rightly under the jurisdiction of Consistory. However, all final decisions regarding membership transfer, excommunication, lapsing or resignation require approval by Council. *Final* correspondence is always sent by the Clerk of Council.

Explanation of Church Membership

Church membership does *NOT* mean that a member is automatically saved. Why then do we keep membership?

1. To remind members and elders who are under the church's spiritual care. Membership provides decency and good order. It helps the church to disciple those who are part of the church.
2. Membership helps the church administer the *Covenant of Grace*—with its' promises, demands and warnings. Note that the covenant is a *legal* thing. It therefore requires proper *documentation* so that members of the church know where they stand.

Ways in Which Memberships are Moved and Removed

1. Transfer (see art. 66 of the C.O.)
A member may request that their membership be transferred from Hope CRC to another church. Where the receiving church is a CRC or is in ecclesiastical fellowship with the CRC, the transfer is done by way of a membership transfer form. There is currently a single form for both baptized and confessing members. Where the receiving church is not a CRC or in ecclesiastical fellowship, we send a "statement of membership" (sometimes also called a "Letter of Commendation")
2. Excommunication (see art. 78-81 of the C.O.)
3. Lapsing

- a. A person can be lapsed if he lives too far away and we are unable to maintain a meaningful relationship. Lapsing can occur after 2 years (see Supplement art. 67). Upon their request and consent of Consistory they may retain their membership only if there is no CRC within reasonable vicinity of their home.

Note: In lapsing we do not necessarily make any judgement on the spiritual condition of the person in question.

- b. A person can be lapsed if he attends another church which does not receive or work with membership records. (See art. 67 and its' Supplement).

4. Resignation

- a. Council may acquiesce to a member's request to resign from the church. (See 2001 Manual of CRC Government—pg. 450-451)
- b. A person may be considered "resigned" if he/she no longer attends church, maintains no meaningful relationship to the church, and the 'Procedure of Ministering to Inactive Members' has not produced any meaningful result. Such people are ordinarily informed by letter that they have been deemed as having resigned.

Procedure for Ministering to Inactive Members

Ordinarily the district elder will try to visit and/or maintain telephone contact with inactive members to determine their membership intentions.

- Members who have are worshipping elsewhere should be encouraged to transfer their memberships within a reasonable period of time.
- Members who are not attending a church, and do not intend to do so, can resign. The Clerk of Council will send official correspondence informing them that their resignation was accepted.
- For those who wish to remain members of Hope but maintain no meaningful relationship, Consistory (with the help of the Absent Ministry Committee) will maintain contact for up to four years. If there still remains no meaningful relationship after that time, the Clerk of Consistory will follow up with (3) letters
 1. A first letter, seeking their intentions (to return to Hope CRC, to resign, or to transfer membership);
 2. If necessary, a second letter requesting their intentions and informing them that they will be lapsed in 30 days if no answer is received;
 3. If necessary, a third letter from the Clerk of Council informing them that their membership has been resigned.

Notes:

1. People who have resigned or have been lapsed may receive a "Record of Former Membership" upon request. This record carries no legal status. It is merely a form of communication informing the person of his former status—along with the reassurance that he may become a full member again—assuming faith and repentance —following proper procedure.
2. University students may keep their membership at Hope until they have completed their studies.
3. Readmission of a former member requires the approval of Consistory who shall determine in each case whether to readmit them directly or by public reaffirmation or profession of faith. (See article 59)

4. All memberships that are removed will not become public until parents (or next of kin) have been sufficiently notified in advance. The rule, as approved by Consistory in April 2012, is that when Consistory recommends to Council that a name should be removed—that is when the district elders will inform the next of kin.
5. Membership removal will be made public by the Clerk of Council in his annual report which is delivered at the winter congregational meeting. Refer to the Council procedure for ‘Announcing resigned or Lapsed Memberships’

3.3.2 (a) Inactive Member - Letter of Intent #1

Date

Dear *Member*:

Greetings from Hope Christian Reformed Church. We are writing you because you are currently a member of our congregation. We have not seen you for a while and so we thought we would touch base with you.

Membership is sometimes misunderstood. Some people think that membership implies that a member is automatically saved or that he or she is guaranteed a good relationship with God. This is not true, of course. Salvation and God’s rich presence in our lives is only by grace through faith in Jesus Christ. Not that we don’t need the church; we do! God always works his grace in context of healthy church attendance and vibrant church involvement (see Hebrews 10: 24-27). Membership reminds us then of the privileges and responsibilities that we all have to build up the body of Christ. It also reminds us as church leaders who we are responsible for in terms of spiritual care.

We are writing to you to find out what your plans are regarding your membership. Would you be so kind as to fill out the form below? Kindly circle the appropriate number, fill in the appropriate information where necessary and provide your signature. Please understand, as well, that if we do not hear from you soon we will begin to assume that you do not have an interest in maintaining your membership at Hope CRC.

1. I plan to return to Hope CRC and I welcome a visit from one of our pastors and/or my district elder.
2. I am not attending any church at this time and I wish to resign my membership at Hope Church—understanding that I am welcome to return to Hope any time.
3. I am currently attending another church and do not plan to return to Hope. I request that you send a notice of my membership to my new church which is at the following address:

Signature: _____ Date: _____

If you could return this form in the self-addressed envelope at the earliest convenience—it would be greatly appreciated. We wish you God’s blessing as you respond to his call to grow in him.

In His service,

Clerk of Consistory

3.3.2 (b) Inactive Member - Letter of Intent #2

Date

Dear *Member*:

Greetings from Hope Christian Reformed Church! A short while ago we sent you a letter concerning your membership at Hope church. We have not seen you for a while and we would like to know what your intentions are regarding your membership.

In our first letter we explained the purpose of membership. Membership does not imply automatic salvation; salvation is by grace through faith in Jesus Christ. The church keeps membership records, however, to remind us all of the privileges and responsibilities we have to build up the body of Christ. It also helps us as church leaders to insure appropriate pastoral care for those we are responsible for. Below are options you can choose regarding your membership. Would you be so kind as to circle the appropriate number, fill in the appropriate information where necessary and provide your signature? **Please understand that if we do not receive a response within thirty days we will assume that you are no longer interested in your membership at Hope and we will deem you as “having resigned.”** We encourage you to give this matter much prayerful consideration.

1. I plan to return to Hope CRC and I welcome a visit from one of our pastors and/or my district elder.
2. I am not attending any church at this time and I wish to resign my membership at Hope Church—understanding that I am welcome to return to Hope any time.
3. I am currently attending another church and do not plan to return to Hope. I request that you send a notice of my membership to my new church which is at the following address:

Signature: _____ Date: _____

If you could return this form in the self-addressed envelope at the earliest convenience—it would be greatly appreciated. We wish you God’s blessing as you respond to his call to grow in him.

In His service,

Clerk of Consistory

3.3.2 (b) Inactive Member – Final Letter

Date

Dear Member:

Over the past few months we have sent you two letters seeking your intentions regarding your membership at Hope Christian Reformed church. We listed various options that you could choose but we have not received any response. We noted in our last letter that if we do not receive any response from you we would move forward to deem you as having resigned or lapsed. This letter is to inform you that on _____ our Council formally **resigned/lapsed** your membership at Hope church.

We want to be clear that if you ever were to return to Hope church to worship with us we will welcome you with open arms. In the mean time we hope that you are part of a Bible believing church . God encourages us to build up his body wherever it is found! (Hebrews 10: 24-27) We wish you God's blessing as you respond to his call to grow in him.

In Christ,

Clerk of Council
Hope CRC

3.2.3 Pastoral Care Team

R4: This material was previously included under the Congregational Life Committee mandate. Changes to the CLC mandate in March 2014 required that this responsibility be moved to Consistory, which is presently implementing a new pastoral care model. This information in this section should be reviewed when the new pastoral care model is finalized.

Helping and ministering to those who:

1. Are hospitalized and shut-in
2. Are elderly
3. Are sick
4. Have lost hope
5. Are facing death
6. Are in loss and grief
7. Need support

The Pastoral Care Team is made up of caring people who demonstrate the presence of Christ to other people in need. The team should meet regularly for mutual support and accountability. Members of the team use the skills of listening, communicating, concern, referral, and prayerful support. Therefore, members of the team can also benefit from the training offered through workshops and from personal study and group discussions on topics such as the grief process, death and dying, working with the elderly, hospital visitation, depression, anger, abuse, separation and divorce, etc.

Take a little time at each meeting to study a topic related to the work of pastoral care in the church. This can make the meetings more meaningful.

Some members may need help only on the short-term such as cooking or providing meals while a mother is in the hospital or recovering at home, raking leaves for an elderly person, getting some minor repairs done, providing some transportation to a doctors appointment or to a treatment centre. Other members may require longer-term attention. Sometimes a telephone call every week or two or a

monthly visit may be all that is needed. At least a structure is now in place that will ensure that these things are happening.

Referrals can be made by any member of the congregation. It is important, therefore, that there is a Team Leader and possibly also a Co-Leader to take referrals. The other members of the team may or may not want their names made known to the congregation.

A report should be made to the elders every couple of months so that the elders also know who is being visited and ministered to. This will help the elders (and consequently the deacons) with their visits when they know that the team is also in contact with the family or individual.

A survey could be given to the membership in order to obtain a list of members who are willing to help with specific tasks. If a need arises, the team leader can go to the list for assistance.

Many members in the congregation are already doing many of the things described above, but now there will be a structure in place to ensure that needs will be met.

3.2.4 Lord's Supper Participation

R5: approved in Consistory June 24, 2014

Hope CRC of Brantford remembers God's grace in the celebration of the Lord's Supper twelve times a year. Normally these are scheduled to be on the 3rd Sunday, alternating every month between the morning and evening services.

All members in good standing who have publicly professed their faith in Jesus Christ are encouraged to partake of the Lord's Supper at every opportunity that arises.

Visitors who are baptized, who are members in good standing in a Bible believing church and have publicly professed their faith in Jesus Christ, and/ or visitors who would be eligible to partake of the Lord's Supper in their own church are also invited to partake of the Lord's Supper with us. Children of visitors who would normally partake of the Lord's Supper in their own church are also invited to participate.

Children of new members who did participate in the Lord's Supper in their previous church would be examined by the elders on a per/case bases and it might be determined that the child would be asked to abstain from participation, until they complete a public profession of their faith. In general, anyone who has not made a public profession of their faith in accordance with article 59 of the church order would be asked to refrain from participation.

Church members who are baptized but have not completed their public profession of faith are asked to refrain from participation but are invited to observe, and enjoy God's communion with his people in a passive manner.

3.3 DIACONATE

3.3.1 Funeral and Memorial Services

The Deacons are pleased to provide, at no charge, to the families of Hope CRC members who have passed away the following items:

- Buns
- Cookies

- Squares
- Raisin Bread
- Coffee, tea and juice

Additional items are at the cost of the family such as:

- \$ 115 for one large fruit tray and one large vegetable tray (enough for approximately 100 guests).
- \$ 85 for one medium fruit tray and one medium vegetable tray (enough for approximately 70 guests).

Please contact the Hospitality Committee for the arrangements and for the costs of any other special food requests.

Hospitality Contact Person: _____

Some families request information on donating to the Hospitality and/or Deacon Funds. While this is optional, any donation to the Deacon Fund or to the Hospitality Committee is much appreciated and may be done through the church secretary.

NOTE: Deacons provide food items but Hospitality Committee serves the food, etc.

3.4 ADMINISTRATION COMMITTEE

3.4.1 Fire Drill for Hope CRC

1. Talk to the Pastor, Elders and Deacons before the worship service.
 - a) **1st Elder** goes to the edge of the parking lot opposite main entrance to the church entrance and takes stock of the evacuation process in order to report to the Platoon Chief of the Fire Department, when the fire truck arrives. He also makes sure that the people stay off the fire department access route immediately in front to the church building.
 - b) **Pastor** leaves with, and supervises, the evacuation of the congregation from the sanctuary, fellowship hall, kitchen and council room to the parking lot. Once completed he reports to 1st Elder.
 - c) **2nd Elder** supervises the evacuation of the nursery, and once completed, reports to 1st Elder.
 - d) **1st Deacon** supervises the evacuation of church school, on the main floor. He will also check all washrooms on the main floor. Once completed, he reports to 1st Elder.
 - e) **2nd Deacon** supervises the evacuation of activities in the basement. He will also check the washrooms in the basement. Once completed, he reports to 1st Elder.
2. Call **Hooten's Security (752-5058) or (1-800-265-0705)** in advance, to advise them of the timing of the fire drill (11:00 am to 11:45 am) and provide them with the appropriate codes. **System No. 432911 – Security No. 6128**. If Hooten's cannot be reached, call Brantford Fire Department at 752-4346.
3. Arrange with the Church School superintendents in advance to have church school classes meet in the basement for a brief introduction of the fire safety plan and other fire safety related topics.
4. Basement: Check that the basement door is unlocked.

5. Church School: After the children's message, talk to the church schoolteachers and children in the basement. Explain the fire drill, and show them some basic fire safety equipment.
6. Switch off security alarm for two exit doors from the sanctuary. The switch is located in the janitor's closet between the two washrooms on the main floor.
7. Briefly introduce the fire evacuation procedure to the congregation immediately following morning worship.
8. Give signal to initiate the fire alarm signal. If possible, make this arrangement a day in advance.
9. Evacuate as per the Fire Safety Plan.
10. Upon completion of the fire drill, reset fire alarm system.
11. Following the reset of fire alarm, enter code for security alarm to silence the alarm.
12. Reset the security alarms for the two exit doors from the sanctuary.
13. Call Hooten's to advise them that the fire drill has been completed and that the fire alarm has been reset.
14. Briefly meet with the fire emergency team.
15. Make note of fire drill in the fire safety record book.

3.4.2 Fire Safety Plan

R4: Updated Responsibilities

Owner: Hope Christian Reformed Church
64 Buchanan Crescent
Brantford, Ontario. N3P 2A5
Phone: (519) 759-7581

Building classification: Assembly type occupancy / Place of Worship

Training of staff by: Administration Committee
Annual review by: Administration Committee
Fire drills conducted by: Administration Committee
Frequency of fire drills: Once per year, at start-up of fall season.

Fire protection equipment:
Fire Alarm with dedicated line to Central Monitoring Station.
Portable Fire Extinguishers of the type 3A40BC

Notification of Central Monitoring Station or Fire Department as well as the occupants of the building, before and after repairs, tests and alterations of fire protection equipment by:
Qualified trades persons, or persons responsible for fire drills.
Periodic fire safety inspections by: Administration Committee

Responsibility of supervisory staff:

The effectiveness of the Fire Safety Plan depends largely upon the ability, energy and experience of the supervisory staff. The supervisory staff should be given clearly defined

authority, so that the building and occupants may be safeguarded against fire. This staff should be instructed in the fire emergency procedures as described in the Fire Safety Plan before they are given any responsibilities for fire safety.

- a. The supervisory staff should:
 - (i) Be in complete charge of the Fire Safety Plan and the specific responsibilities of the personnel.
 - (ii) Designate and train sufficient assistants to act in this position, during any absence from the building.
 - (iii) Educate and train all staff and occupants in the use of the existing fire safety equipment, and in the actions to be taken under the Fire Safety Plan.
 - (iv) Survey the building to determine the number of exits available from each floor area.
 - (v) Prepare and post on each floor area a schedule for use by the occupants, of exits (primary and secondary) in case of an evacuation.
 - (vi) Ensure that a schematic diagram, showing type, location and operation of all building fire emergency systems (i.e. Location of fire alarm control panel, fire extinguishers etc.) is maintained and posted near the main entrance.
- b. In the event of fire:
 - (i) Ensure the fire alarm has been activated.
 - (ii) Notify the Fire Department of the emergency. Dial 911
 - (iii) Supervise the evacuation of the occupants.
 - (iv) Upon arrival of firefighters, inform the “Fire Official in Charge” regarding conditions in the building and coordinate the efforts of supervisory staff with those of the Fire Department.
 - (v) Provide access and vital information to firefighters. (ie. Location of, and keys for, service rooms etc.)
 - (vi) See to it that the fire alarm system is not silenced until the Fire Department has responded and the cause of the alarm has been investigated.
- c. In general:
 - (i) Keep the doors to stairways closed at all times.
 - (ii) Keep stairways, landings, hallways, passageways and exits clear of any obstructions at all times.
 - (iii) Do not permit combustible materials to accumulate in any part of a stairway or other means of egress.
 - (iv) Do not permit combustible waste materials to accumulate in quantities or locations that will constitute a fire hazard.
 - (v) Promptly remove all combustible waste from all areas where waste is placed for disposal.
 - (vi) Keep access roadways and fire routes clear and accessible for Fire Department use.
 - (vii) Have a working knowledge of the fire alarm system and how it is reset.
 - (viii) Maintain the fire alarm system and other fire protection equipment in good operating condition at all times.

- (ix) In the event of any shutdown of fire protection equipment, notify the Fire Department and patrol the hallways once every hour.
- (x) Arrange for a substitute in your absence.
- (xi) Participation in fire drills: participation by the congregation at least once per year.
- (xii) Distribute to the church council, the fire safety plan and procedures which apply to them.
- (xiii) Post emergency procedures near all exits or fire alarm pull stations.

Fire emergency procedure for:

- d. BUILDING OCCUPANTS: Evacuation procedure in the event of a fire emergency during worship services.
- e. IF YOU DISCOVER A FIRE:
 - (i) Leave the fire area closing all doors behind you.
 - (ii) Activate the building fire alarm system by using the closest fire alarm pull station.
 - (iii) Telephone Fire Department at 911
 - (iv) Leave the building using the nearest exit.
 - (v) Meet near the center of the parking lot.
- f. IF YOU HEAR THE BUILDING FIRE ALARM:
 - (i) Leave the building using the nearest exit.
 - (ii) Meet near the center of the parking lot.
- g. PASTOR:
 - :
 - (i) Notifies occupants of sanctuary saying "CODE RED" and gives the following directions for evacuation:
 - All occupants are to meet in the centre of the parking lot keeping the area in front of the church open for the fire department.
 - Parents of nursery children may pick up their children at the rear door near the nursery.
 - Parents of church school children must pick up their children at the rear of the parking lot.
 - The pianist and organist are designated to open the blinds at sanctuary exit doors B and C (side doors).
 - Front three or four rows of pews must exit through the sanctuary side doors.
 - Left side of the sanctuary near the sound board must exit through the fellowship hall and out the rear door.
 - The remaining occupants must exit through the main doors at the rear of the sanctuary.

- Handicapped people, aided by able-bodied persons, exit through doors at the back of the sanctuary. They will use the doors at the front of the sanctuary as an alternate.
 - Inform the congregation that no one is to drive away or through the parking lot until the all clear is given.
 - (ii) Supervise the evacuation of the occupants in the **SANCTUARY, FELLOWSHIP HALL, AND COUNCIL ROOM.**
 - (iii) Reports evacuation completed to FIRST ELDER.
 - (iv) Joins congregation near the center of the parking lot.
- h. FIRST ELDER (ELDER IN CHARGE of evacuation process):
- (i) Ensure portable or cell phone is on person while in building.
 - (ii) Prior to each service, review the fire plan with the pastor (especially with visiting pastors)
 - (iii) Leaves the fire area.
 - (iv) Calls Fire Department (dial 911) and gives name and address of church:
HOPE CHRISTIAN REFORMED CHURCH
64 BUCHANAN CRESCENT
 - (v) Meets the fire trucks at the main entrance A. (p.12)
 - (vi) Receives reports from others to pass on to first responders.
 - (vii) Supplies Platoon Chief of Fire Department with pertinent information regarding location and nature of fire, occupants, handicapped people, injuries etc.
- i. SECOND ELDER (Alternate):
- (i) Supervises evacuation of nursery using exit door E, or for alternate use A
 - (ii) Mothers will be able collect their children at door E
 - (iii) Reports evacuation completed to FIRST ELDER in parking lot near main entrance
 - (iv) Joins congregation near the center of the parking lot
- j. FIRST DEACON (Deacon in charge):
- (i) Checks ALL washrooms on main floor
 - (ii) Supervises evacuation of church school classes using exit E, or for an alternate use A
 - (iii) Assists with evacuation of nursery using exit door E, or for an alternate use A
 - (iv) Reports evacuation completed to FIRST ELDER, in parking lot near main entrance
 - (v) Joins congregation near the center of the parking lot
- k. SECOND DEACON (Alternate)
- (i) Checks washrooms and classrooms in basement.
 - (ii) Supervises evacuation from basement using exit F to Dunsdon Street.
 - (iii) Reports evacuation completed to FIRST ELDER, parking lot near main entrance.
 - (iv) Joins congregation near the center of the parking lot.

- I. CHURCH SCHOOL TEACHERS:
 - (i) Line up the student in the classroom before evacuating. Know the names and the number of students in the class
 - (ii) Leave the building and close the doors behind you
 - (iii) Evacuate Classrooms 1 to 6 using exit door E, or for an alternate use A (page 12)
 - (iv) Evacuate Classrooms 7 and 8 using the main entrance A, or alternate E. (p.12)
 - (v) Evacuate Classrooms in basement using exit F onto Dunsdon Street. (p.13)
 - (vi) WALK, DO NOT RUN
 - (vii) Join congregation near the center of the parking lot, then do a head count of the students. Keep control of students until they are picked up by the parents
- m. ALL OTHER ELDERS AND DEACONS:
 - (i) Assist with evacuation of the children from the nurseries.
- n. CHURCH SCHOOL HELPERS:
 - (i) Assist with evacuation of the nursery
 - (ii) Join congregation near the center of the parking lot.
- o. NURSERY CARE GIVERS & HELPERS:
 - (i) Evacuate the children from the nursery using exit door E, or alternate A (p.12)
 - (ii) Mothers will collect their children at door E
 - (iii) Leave the building and close the doors behind you
 - (iv) Join the congregation near the center of the parking lot
- p. BUILDING OCCUPANTS: during weekday meetings or youth activities.
- q. IF YOU DISCOVER A FIRE:
 - (i) Leave the fire area closing all doors behind you
 - (ii) Activate the building fire alarm system by using the closest fire alarm pull station
 - (iii) Leave the building using the nearest exit
 - (iv) Call the Fire Department at 911
 - (v) Meet near the center of the parking lot
 - (vi) Person in charge report to Platoon Chief when Fire Department arrives
- r. IF YOU HEAR THE BUILDING FIRE ALARM:
 - (i) Leave the building using the nearest exit
 - (ii) Meet near the center of the parking lot
- s. GROUP LEADERS OR CHAIR PERSONS
 - (i) Leaders or chairpersons of meetings or youth activities taking place during the week
- t. IF YOU DISCOVER A FIRE:
 - (i) Leave the fire area closing all doors behind you

- (ii) Activate the building fire alarm system by using the closest fire alarm pull station
 - (iii) Designate one person to call the Brantford Fire Department at 911
 - (iv) Designate one person to meet the Fire Department at the main entrance
 - (v) Designate one person to check the washrooms
 - (vi) Supervise evacuation of occupants from the meeting area
 - (a) Fellowship hall using exit door D, or alternate A
 - (b) Classrooms main floor using exit door E, or alternate A
 - (c) Classrooms basement using exit door F, or alternate E
 - (vii) Report evacuation completed to the designated person at the main entrance
 - (viii) Join the rest of the group near the center of the parking lot
- u. IF YOU HEAR THE BUILDING FIRE ALARM:
- (i) Leave the building using the nearest exit
 - (ii) Meet near the center of the parking lot

Maintenance Measures as per the Ontario Fire Code

- v. General:
- (i) Supervisory staff shall conduct monthly checks of the fire alarm system.
 - (ii) Yearly tests shall be conducted by a person, acceptable to the authority having jurisdiction for servicing fire alarm systems.
 - (iii) When the fire alarm system or any part of it is shut down the supervisory staff is to be notified and alternative measures are to be followed as outlined in this fire safety plan in accordance with section 2.8 of the Ontario Fire Code (OFC).
 - (iv) Once activated, the fire alarm system shall not be manually silenced, unless it has been confirmed by the Fire Department that no fire exists.
 - (v) The repair and cleaning of fire alarm equipment and or the periodic replacement of fire alarm components must be as per manufacturer's specifications and recommendations and must not reduce the level of performance of the equipment.
 - (vi) The fire alarm system must be maintained and in operating condition at all times.
 - (vii) Access to the fire alarm system components requiring inspection or servicing shall be kept unobstructed at all times.

NOTE: *All inspections and drills must be recorded in the logbook*

Fire alarm (reference CAN/ULC-S536-M97 for exact details)

Code	Maintenance Measures	Frequency
6.3.2.1	Check fire alarm AC power lam and trouble light	Daily
6.3.2.1	Check trouble lights	Daily

6.3.2.2	Check central alarm and control facilities	Daily
6.3.2.1	Test fire alarm system	Monthly
6.3.2.1	Check all fire alarm components including standby power batteries	Monthly
6.3.2.2	Test fire alarm system by persons acceptable to the authority having jurisdiction (by contractor)	Annually

Exit lights:

Internally illuminated exit lights must be clearly illuminated at all times, in accordance with Section 2.7.3.2. of the Ontario Fire Code.

Emergency lighting and battery pack:

Emergency lighting shall be maintained in accordance with section 2.7.3.3. of the OFC.

Check pilot lights for operation	Monthly
Inspect terminal connections to ensure they are in proper condition	Monthly
Inspect the battery surface to ensure that it is clean and dry	Monthly
Test emergency lights to ensure they function properly upon failure of the primary power supply	Monthly
Test emergency lights to ensure they will provide lighting within the required time period during a simulated power failure (by contractor)	Annually
After completion of the test, the charging conditions for voltage and current and the recovery period shall be tested to ensure that the charging system is in accordance with the manufacturer's specifications (by contractor)	Annually

Means of Egress:

Code	Maintenance Measures	Frequency
2.2.3.4	Inspect all doors in fire separations	Monthly
2.2.3.5	Check all doors in fire separations to ensure they are	As required
2.7.3.1	Maintain exit lights to ensure they are illuminated and in good repair	As required

2.7.1.7	Maintain corridors and exit doors free of obstructions	As required
----------------	--	-------------

Portable Fire Extinguishers: (reference should be made to NFPA 10-1978 for exact details)

Code	Maintenance Measures	Frequency
6.2.7.2	Inspect all portable extinguishers	Monthly
6.2.7.1	Subject all portable extinguishers to maintenance (by contractor)	Annually
6.2.7.1	Hydrostatically test carbon dioxide and water type extinguishers (by contractor)	Every 5 years
6.2.7.1	Empty stored pressure type extinguishers and subject to maintenance (by contractor)	Every 6 years
14	Hydrostatically test dry chemical type extinguishers (by contractor)	Every 12 years
15	Recharge extinguishers after use, or as indicated by an inspection, or when performing maintenance (by contractor)	As required

Fire Department Access:

Code	Maintenance Measures	Frequency
2.5.1.3	Ensure that streets, yards and private roadways which are provided for fire department access are kept clear at all times	As required

Service Equipment & Ducting:

Code	Maintenance Measures	Frequency
2.6.1.4	Check hoods, filters and ducts subject to accumulation of combustible deposits and clean as necessary	Annually
2.2.3.7	Inspect all fire dampers and fire stops flaps	Annually
2.6.1.8	Inspect disconnect switch for mechanical air conditioning and ventilation	Annually
7.2.3.1	Inspect controls for air-handling systems used for venting	Annually

FIRE

EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS

(As per the Ontario Fire Code O. Reg. 388/97, as amended)

IF YOU DISCOVER A FIRE:

1. Leave the area, closing all doors behind you.
2. Activate the building fire alarm system by using the closest fire alarm pull station.
3. Leave the building using the nearest exit.
4. Telephone the Fire Department at 911.

IF YOU HEAR THE BUILDING FIRE ALARM:

1. Leave the building, using the nearest exit.
2. Assemble near the center of the parking lot.

NOTE: Fight the fire only if you are confident that it may be controlled with available firefighting equipment.

FIRE EMERGENCY—EVACUATION PROCEDURES

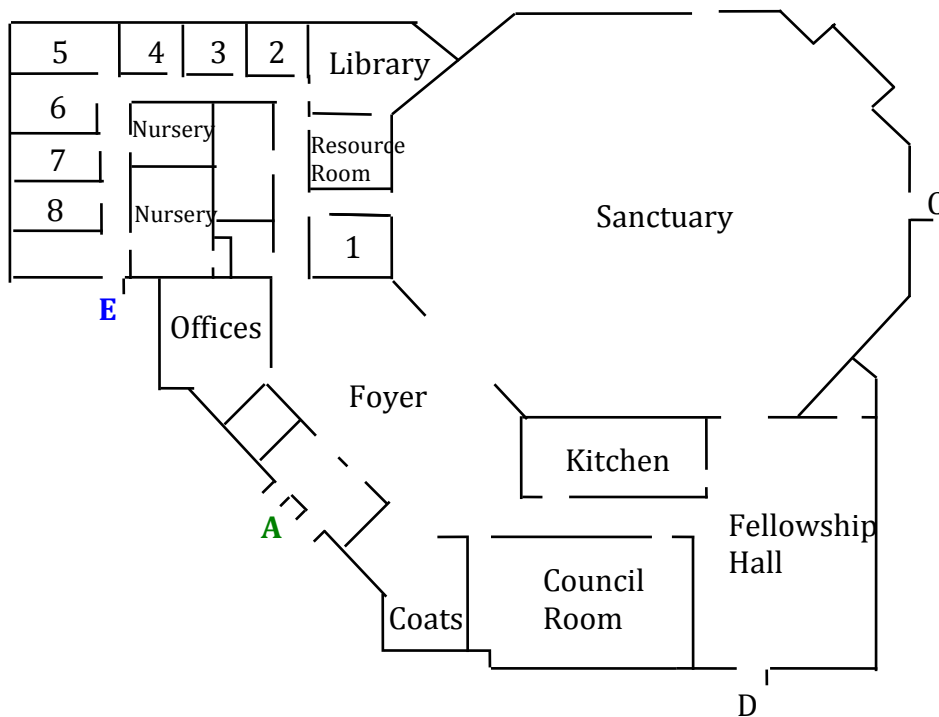
TEACHERS, COUNSELLORS & other LEADERS using this room:

- If you detect fire, **sound the alarm**.
- **Leave the fire area immediately with your students. Call 911**
- **Close** the door behind you.
- **If possible, line up younger students.**
- Know the **names** and the **number** of students in your class.
- Leave using **Exit Door E**. For an **Alternative Exit use A**.
- **WALK, DO NOT RUN**
- **Proceed to the far end of the parking lot** and take attendance of your students.

CHURCH SCHOOL HELPERS:

- Leave the fire area
- If possible, assist with the evacuation of the Nursery

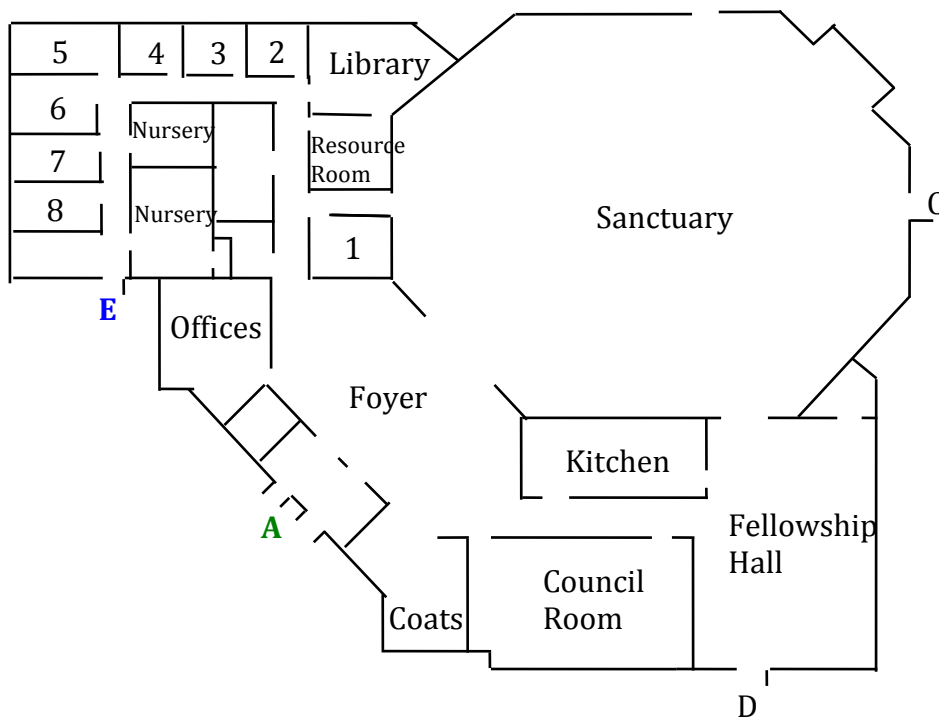
FIRE DEPARTMENT PHONE NUMBER IS 911



FIRE EMERGENCY—EVACUATION PROCEDURES

- If you detect fire, **sound the alarm**.
- **Leave the fire area immediately.** Call 911
- **Close** the door behind you.
- Leave using **Exit Door A**. For an **Alternative Exit** use **E**.
- **WALK, DO NOT RUN**

FIRE DEPARTMENT PHONE NUMBER IS 911

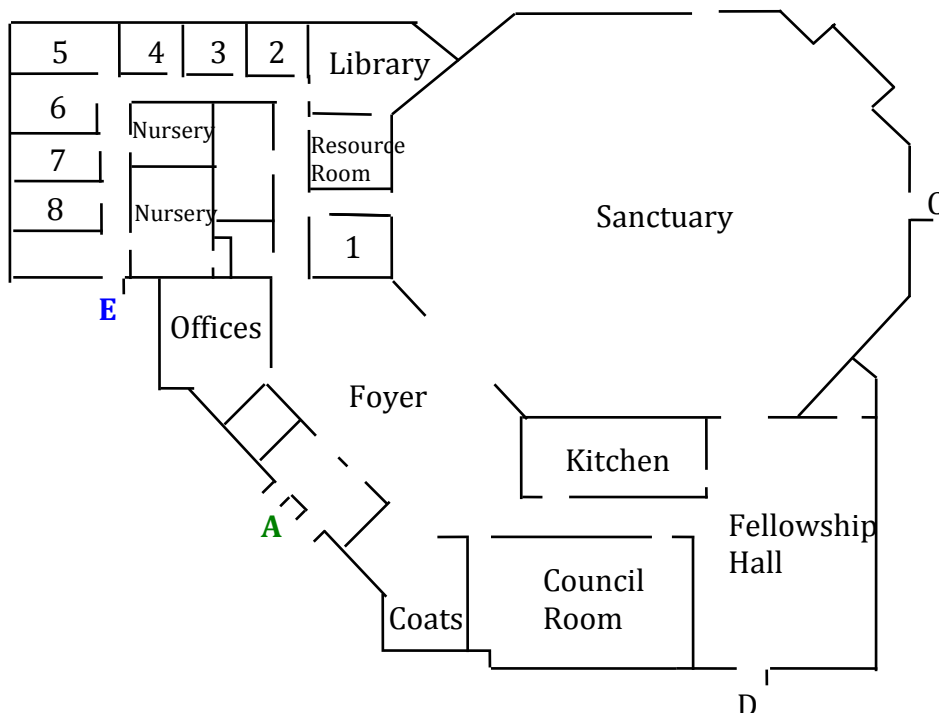


FIRE EMERGENCY—EVACUATION PROCEDURES

TEACHERS, COUNSELLORS & other LEADERS using this room:

- If you detect fire, **sound the alarm**.
- **Leave the fire area immediately with your students.** Call 911
- **Close** the door behind you.
- **If possible, line up younger students.**
- Leave using **Exit Door D**. For an **Alternative Exit** use **A**.
- **WALK, DO NOT RUN**
- **Proceed to the far end of the parking lot** and take attendance of your students.

FIRE DEPARTMENT PHONE NUMBER IS 911



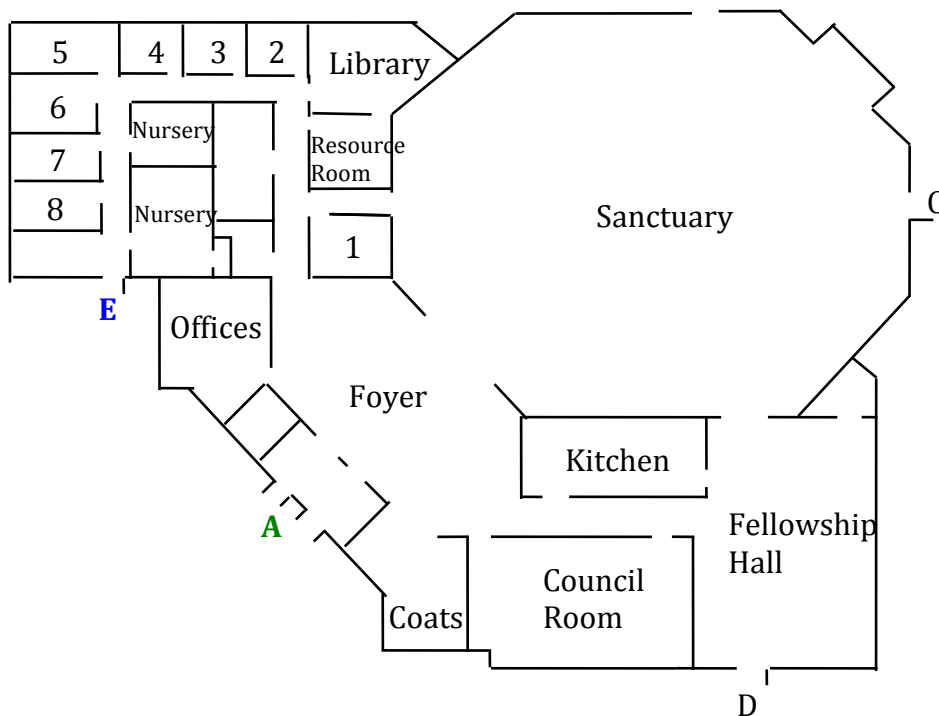
FIRE EMERGENCY—EVACUATION PROCEDURES

TEACHERS, COUNSELLORS & other LEADERS using this room:

- If you detect fire, **sound the alarm**.
- **Leave the fire area immediately with your students.** Call 911

- **Close** the door behind you.
- **If possible, line up younger students.**
- Know the **names** and the **number** of students in your class.
- Leave using **Exit Door A**. For an **Alternative Exit use D**.
- **WALK, DO NOT RUN**
- **Proceed to the far end of the parking lot** and take attendance of your students.

FIRE DEPARTMENT PHONE NUMBER IS 911



3.4.3 Audio Mission Statement

Purpose

To provide sound support that is clear, concise, and worshipful so that all those who are affected by it will find their worship enhanced.

Accomplished

1. Provide or obtain proper training for all those involved. Sound technicians and performers.
2. Maintain equipment in good working order. Purchase and replace equipment as deemed necessary to replace faulty units or to further enhance worship
3. To be open to feedback from the audience.
4. To advise on changes made in the sanctuary.

3.4.4 Maintenance of, and Access to, The Organ

At least three of the current organists, as a committee, take it upon themselves to oversee the care and maintenance of the organ.

Any member of the Hope CRC membership, who is dedicated and committed to be organist, be allowed to play the organ but only under the supervision of an organist-mentor. This is to continue until such time that the mentor feels that the individual is able and capable of playing and caring for the organ on his or her own.

The administrative committee provides keys for the organ, sanctuary and front door, to all organists and/or student organists who are deemed qualified by the mentor.

The organ committee, as far as the physical aspects of the organ are concerned, will be accountable to the administrative committee.

3.4.5 Rental Agreement

Definitions – for the purpose of this Rental Agreement

1. “Agreement” means this Rental Agreement;
2. “Facilities” means jointly and separately the Fellowship Hall, the Sanctuary, and any meeting rooms;
3. “Hope CRC” means the Hope Christian Reformed Church of Brantford;
4. “Primary Activities” means activities approved by the council of Hope Christian Reformed Church of Brantford that advance its Purpose and Vision, including worship services (and ancillary family get-togethers after special services and events such as baptisms, profession of faith, etc); Christian education activities (Bible Studies, Catechism, Church School, promotion of Christian education, etc.); Mission Outreach Activities (Vacation Bible School, Friendship Club, local senior citizen homes, speakers, etc.); Christian weddings (which may include a reception); Christian funerals as defined by Hope CRC; and Fellowship activities which help the church grow in grace and help build the body of Christ (church picnics, coffee after church, youth activities, youth/young adult/ seniors’ get-togethers, etc.) and excluding the celebration of individuals’ birthdays and anniversaries.
5. “Renter” means the person renting either or all of the Fellowship Hall, the Sanctuary, and any meeting rooms.

Our Statement of Purpose

Hope CRC was established principally to proclaim the Gospel of the Saving Grace of our Lord Jesus Christ and for this purpose to receive and maintain funds and to apply, from time to time, all or part of any income therefrom for purposes carried on by, in connection with or in relation to and for the benefit of or to enhance or improve the services provided by the facilities of Hope CRC.

Our Vision Statement

Hope CRC is a community of Christians who joyfully:

Worship together,
Grow together,
Share Christ's saving love;
To the glory of God.

No Inconsistent Use of Facilities

1. All of Hope CRC's activities and use of its Facilities must advance or work towards the above Statement of Purpose and Vision. That is, only those activities, which do not conflict with Hope CRC's purpose and beliefs, vision and lifestyle expectations may be carried out in its Facilities. Pursuant to ss. 18.1(1) of the Ontario Human Rights Code, Hope CRC declines to rent its Facilities to solemnize a marriage, to allow its Facilities to be used for solemnizing a marriage or for an event related to the solemnization of a marriage, or to otherwise assist in the solemnization of a marriage for a same-sex couple because such allowance or assistance would be contrary to the doctrines, rites, usages and customs of Hope CRC. Hope CRC does not support same-sex marriage because it is contrary to its doctrines, rites, usages and customs.
2. Hope CRC rejects the following conduct, viewing it as being incompatible with Christian standards and values for a personal lifestyle and do not advance or work towards its Statement of Purpose and Vision. This Agreement shall become null and void if the Renter commits or indicates an intention to commit any of the following acts in connection with rental of Facilities:
 - a) Breach of trust or confidence - Matthew 5.37; 19.18; Philippians 4.8; 1 John 3.3;
 - b) Lying or deceit - Matthew 5.37; 19.19; Ephesians 4.25,29;
 - c) Extramarital sexual relationship(s) (adultery) - Exodus 20.14; Leviticus 18; Matthew 5.27-32; 19.9,18-19; Romans 7.3; 1 Corinthians 5.1-2,9-13; 6.9-10,13-20; 10.8; Ephesians 5.3-5; 1 Thessalonians 4.1-8; Hebrews 13.4;
 - d) Premarital sexual relationship(s) (fornication) - Exodus 20.14; Leviticus 18; Matthew 5.27-32; 19.9,18-19; Acts 15.29; 1 Corinthians 5.1-2,9-13; 6.9-10,13-20; 10.8; Ephesians 5.3-5; 1 Thessalonians 4.1-8; Hebrews 13.4;
 - e) Reading or viewing pornographic material - Philippians 4.8; Colossians 3.5; 1 John 3.3;
 - f) Theft or fraud - Exodus 20.15,17; Matthew 5.37;
 - g) Physical aggression - Leviticus 18; Philippians 4.8; 1 Timothy 5.22; 1 John 3.3;
 - h) Abusive behaviour - Leviticus 18; Philippians 4.8; 1 Timothy 5.22. 1 John 3.3;
 - i) Sexual assault/harassment - Leviticus 18; 1 Timothy 5.22; 1 John 3.3;
 - j) Using illicit drugs - Philippians 4.8; 1 Timothy 5.22; 1 John 3.3;
 - k) Criminal activity - Exodus 20.12-17; Matthew 5.37; 1 John 3.3

Primary Activities

The Primary Activities of Hope CRC take priority over any other activities. Hope CRC reserves the right to pre-empt any function for unforeseen church activities that cannot be rescheduled. If such is the case, Hope CRC will make every effort to accommodate the activity to the best of its ability. Two months before the event, the rental date and the Facilities subject of this Agreement become secured.

1. No Agreement is required for the primary use of Hope CRC Facilities.
2. Rental requests for weddings cannot be booked until our pastor's (or designate) permission is obtained.
3. Normally a charity is expected to pay rent for the use of Facilities. However, a charity may rent the Facilities at no charge if the charity has compatible purposes and objectives.
4. Hope CRC will only rent to Non-Charitable, Non-Profit groups at fair market value where Hope CRC determines that the Non-Charitable, Non-Profit group advances Hope CRC's Purpose and Vision (for example, to Christian choirs, Christian conferences, workshops, etc.).
5. Hope CRC will only rent to For-Profit Companies and Organizations at fair market value, where Hope CRC determines that the For-Profit Company or Organization advances Hope CRC's Purpose and Vision (for example, to Christian bookstores, Christian daycare, etc.).
6. Governments may rent the Facilities for use as polling stations and blood donor clinics only. We consider this to be an outreach activity to the community.
7. Hope CRC will not rent the Facilities to what it deems as high-risk activities (for example, rock climbing, etc.).

Liabilities

1. Damages to Facilities, equipment or properties of Hope CRC caused by Renter or Renter's agents, employees, or representatives shall be paid for by Renter.
2. Hope CRC assumes no responsibility whatsoever for any Renter property placed in Facilities, and Hope CRC is hereby expressly released and discharged from any and all liability for loss, injury or damages to person or property that may be sustained by reason of the occupancy and use of Facilities under this Agreement.
3. Unless special arrangements have been made between Hope CRC and Renter, any Renter property left in or on the Facilities by the Renter shall, two (2) days after the event, be deemed abandoned and become property of Hope CRC to be disposed of or utilized at Hope CRC's discretion.

Indemnification and Insurance

1. Renter assumes sole and entire responsibility for any and all bodily and personal injury (including death) and damage to property that may be sustained in connection with or resulting from the Renter's use of Facilities and the conduct of the event at Facilities. Renter shall indemnify and hold harmless Hope CRC from any claim or damage (including attorney's fees and expenses of legal proceedings) Hope CRC may sustain or be required to pay, in connection with or arising out of the event by reason of the act, omission, or negligence of any person associated with the event or where presence in Facilities is attributable to the event, including, but not limited to, any violation by Renter of the terms and conditions contained in this Agreement. Such assumption of responsibility by Renter shall apply unless such damage or injury results from the sole negligence, gross negligence, or willful misconduct of Hope CRC. Hope CRC assumes no responsibility or liability for loss, theft of, or damage to personal property of Renter, its agents, employees, event attendees, or guests while in or on Hope CRC Facilities or property.

2. Without limiting Hope CRC's right to indemnification, Renter shall, as its sole expense, procure and maintain through the term of this Agreement, policies of insurance from a Company authorized to do business in Canada and/or Ontario, as follows:
3. Comprehensive General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000).
4. Renter shall provide the Certificates of Insurance to Hope CRC upon signing this Agreement, which shall indicate Hope CRC as an additional insured party. Renter agrees that failure to provide the Certificates by this date shall be cause for immediate termination of the Agreement.
5. Individuals (members and non-members) renting Hope CRC's Facilities for personal use (weddings, receptions, family reunions, etc.) must provide proof of a party liability policy if the event is to be licensed and/or serve alcoholic beverages including coverage for personal injury and death liability, property damage, fire damage, and contractual liability in conformance with this entire section 7.
6. Any joint ministry partner co-sponsoring special events such as children, youth, sports, recreational and higher risk activities in Facilities of Hope CRC:
7. Must have its own liability insurance
8. Must receive the confirmation of Hope CRC that such liability insurance is satisfactory.

General Rules for Facilities Rental

1. The church secretary is the official representative of Hope CRC in all rental matters.
2. No Sunday rentals.
3. The Facilities listed under 9.0 are available for functions as described above.
4. For use of a certain facility, please contact the church secretary with the proposed date and time of the event. When she has determined that the facility is available, a "Request for Rental of Church Property" form is to be filled out and returned with the required deposit. Payment in full must be received at least one (1) week prior to the event.
5. Smoking within Hope CRC and on the grounds is strictly prohibited.
6. No swearing or coarse language is allowed in and on Facilities.
7. The consumption of alcohol is limited to weddings, anniversaries and birthdays. Only two (2) glasses of wine per person may be served. The required liquor license is the responsibility of the Renter and must be prominently displayed at the event.
8. Renters are responsible to return Facilities to the state of cleanliness in which Facilities were found and all furniture and dishes are to be returned to their proper locations.
9. **Under no circumstances** is anything to be taped or adhered in any manner to any painted wall anywhere in the church or stapled to the cloth tiles in the Fellowship Hall. Renters are responsible for any damage to Facilities.
10. Food and refreshments are to stay in the Fellowship Hall. *No food or drink, except for bottled water, is allowed in the Sanctuary or on carpeted areas.*
11. The church must be vacated by 11:30 p.m. on Saturday evenings and by 12 p.m. on other evenings.
12. Hope CRC reserves the right to have a designated representative visit the event to confirm compliance, with the right to cancel or stop activities if not in compliance with criteria agreed to in this Agreement and the rental application form.

13. Please be aware of the fact that kitchen facilities are not available in the basement. A hot plate for heating up food can be made available for your use.
14. The rental by any group does not imply that Hope CRC endorses the group.

3.4.6 Rental Application Form

Please complete and return to the Church Secretary along with the deposit

Date of application _____

Name of Group _____

Mailing address _____

Email address: _____

Telephone: _____

Name of Official Representative who will be the contact person and also responsible for the conduct of all attendees _____

Please attach a copy of the program for or a brief overview of the purpose of the event, or describe the event and a list of anticipated activities:

Date required (dd/mm/yy) _____ Time required _____

Please check facility you wish to rent:

Fellowship Hall () Sanctuary () Kitchen () Meeting Rooms () How many? _____

Equipment Required: VCR/DVD Player () TV () Overhead Projector () Other ()

If Other, please list: _____

Number of people attending: _____

(Please note that the maximum number of people at a sit down meal is 130)

Number of tables required: _____ Number of chairs required: _____

(Our tables are round and can seat 10 persons)

If this is a catered event, who will be the caterer: _____

Requirements: Sound Technician () Custodian () Organist () Pianist ()

Total Rental Cost: _____ Deposit: _____ Amount Owing: _____
(Payment in full is to be received no later than one week prior to the event)

I have read, understood and agree to abide with the Rental Agreement as it applies to the rental of these Hope CRC facilities.

It states in 7.4 of the Rental Agreement that "Individuals (members and non-members) renting Hope CRC's Facilities for personal use (weddings, receptions, family reunions, etc.) must provide proof of a party liability policy if the event is to be licensed and/or serve alcoholic beverages including coverage for personal injury and death liability, property damage, fire damage, and contractual liability in conformance with this entire section 7."

If the event is to be catered, our insurance provider states that the caterer must also have Comprehensive General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000). You must ensure that your caterer has this coverage.

If you do not carry liability coverage and require a one day or short term insurance policy to cover your function, you can contact the following broker for coverage inquiries:

PAL Insurance Brokers Canada Ltd.
Simcoe, Ontario
1-800-265-8098
(519) 428-7716

Signature of Group Spokesperson _____ Date: _____

Approved by Administration Committee Representative: _____

Date: _____

3.4.7 Rental Facilities and Costs: Members

<u>Facility</u>	<u>Rental Cost Per Day</u>
Fellowship Hall (including use of kitchen	\$80
Sanctuary only (for a period not exceeding four hours)	\$100
Sanctuary and Fellowship Hall (including use of kitchen)	\$150
Extra meeting rooms	\$10/room

It is your responsibility to arrange for any of the following and to pay them directly

Sound Technician	\$50
Custodian	\$50
Organist	\$50
Pianist	\$50
Pastor	\$75

See rental policy and rental application form for liability insurance requirements.

3.4.8 Rental Facilities and Costs: Non-Members

<u>Facility</u>	<u>Rental Cost Per Day</u>
Fellowship Hall (including use of kitchen	\$120
Sanctuary only (for a period not exceeding four hours)	\$150
Sanctuary and Fellowship Hall (including use of kitchen)	\$225
Extra meeting rooms	\$10/room

It is your responsibility to arrange for any of the following and to pay them directly

Sound Technician	\$50
Custodian	\$50
Organist	\$50
Pianist	\$50

Pastor

\$75

See rental policy and rental application form for liability insurance requirements.

3.4.9 Rental Facilities and Costs: for Charitable and Non-Charitable Groups

<u>Facility</u>	<u>Rental Cost Per Day</u>
Fellowship Hall (including use of kitchen	\$300
Sanctuary only (for a period not exceeding four hours)	\$375
Sanctuary and Fellowship Hall (including use of kitchen)	\$500
Extra meeting rooms	\$10/room

It is your responsibility to arrange for any of the following and to pay them directly

Sound Technician	\$50
Custodian	\$50
Organist	\$50
Pianist	\$50
Pastor	\$75

See rental policy and rental application form for liability insurance requirements.

3.4.10 Rental Facilities and Costs: Concerts

Facility Rental Fee (Includes Sanctuary and Fellowship Hall): \$650.00

The Rental Fee includes the following (if you wish):

- One practice time prior to the concert
- Ushers
- Sound technician
- Promotion of this event in our own church and in 17 other area Reformed churches
- Use of Piano or Organ (see Note 2. below)

Note:

1. If you wish to include any of the above items, you must let the secretary know at least one month in advance to ensure that arrangements can be made. There is no guarantee that any of the above items can be included if adequate arrangement time is not provided.
2. Organist must be an accomplished organist and must meet with one of our organists prior to the concert in order to be familiar with the operation of the organ.
3. Refreshments after the concert (coffee, tea, juice, squares) can be provided for an additional \$50.00.

See rental policy and rental application form for liability insurance requirements.

3.5 WORSHIP COMMITTEE

3.5.1 Worship Service Statement and Vision

Definition

Our worship services are intentional meetings between God and his people, in which our Triune God is praised and we, his people, are blessed. The word “worship” includes such Biblical terms as “to commend; to applaud; to express approval or admiration of; to extol in words or in song; to magnify; to glorify.”

Our Vision

Our congregation is committed to gathering together to give God glory for his work in our lives through music, prayer, confession, proclamation of the Word, offerings, and celebration of the sacraments.

Principles

1. Worship’s primary emphasis is on the vertical dimension – the relationship between God and the worshiper. The horizontal dimension (worshiper – worshiper) is secondary.
 - (a) Psalm 95:6, 7 “Come, let us bow down in worship, let us kneel before the Lord our Maker; for he is our God, and we are the people of his pasture, the flock under his care.”
 - (b) Psalm 34:3 “Glorify the Lord with me; let us exalt his name together.”
2. Worship is presented to God for his glory. Our primary purpose is to celebrate the person and work of our Triune God (Creator, Redeemer, and Sanctifier), equipping believers of all ages to respond to and participate in God’s work. Our worship should include both expressions of joyful praise and reverent adoration, while leaving room for honest lament and confession of sin.
 - (a) Psalm 95
 - (b) Psalm 145
 - (c) Psalm 148:13, 14 “Let them praise the name of the Lord, for his name alone is exalted; his splendor is above the earth and the heavens. He has raised up for his people a horn, the praise of all his saints, of Israel, the people close to his heart. Praise the Lord.”
 - (d) 2 Kings 17:35, 36 “When the Lord made a covenant with the Israelites, he commanded them: “Do not worship any other gods or bow down to them, serve them or sacrifice to them. But the Lord, who brought you up out of Egypt with mighty power and outstretched arm, is the one you must worship. To him you shall bow down and to him offer sacrifices.”
3. Worship is a dialogue between God and people: God speaks, we respond. Our primary focus is not on fellowship, nor evangelism, although our services should be understandable to those who do not know Christ. Our historic structure for worship services includes gathering as covenant community, hearing the Word proclaimed, responding with thanksgiving, and going out to serve.
 - (a) Exodus 19
 - (b) Joshua 24
4. Essential elements of worship include music and song, prayer, offering, proclamation, and sacraments. All should be coordinated so that the worship service is consistent in theme, purpose and spirit. The content of all these elements must be consistent with biblical truth and the Reformed faith.
 - (a) Acts 2:42-47
5. Our worship should reflect the diversity of our congregation’s personalities and tastes, as we strive to use the gifts with which God blesses our membership.

- (a) Psalm 150:3-6 "Praise him with the sounding of the trumpet, praise him with the harp and lyre, praise him with tambourine and dancing, praise him with the strings and flute, praise him with the clash of cymbals, praise him with resounding cymbals."
 - (b) 1 Corinthians 14:26 "What then shall we say, brothers? When you come together, everyone has a hymn, or a word of instruction, a revelation, a tongue or an interpretation. All of these must be done for the strengthening of the church."
6. In the music of worship, we strive to achieve a balance among psalms, hymns, and spiritual songs, respecting cultural diversity and music of many styles and time periods.
- (a) Psalm 149:1 "Praise the Lord. Sing to the Lord a new song, his praise in the assembly of the saints."
 - (b) Ephesians 5:19, 20 "Speak to one another with psalms, hymns and spiritual songs. Sing and make music in your heart to the Lord, always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ."
 - (c) Colossians 3:16 "Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God."

Current Practice

1. Since those who are familiar with the life of our congregation are able to lead us best, worship leaders should generally be members of the congregation. When others are included, careful coordination is required.
2. The purpose of all participants is not to worship on behalf of others, but to lead others to worship more meaningfully.
3. It is appropriate to include a variety of members of all ages in leading worship. All who lead in worship must be well prepared, carefully integrated, and competent to lead according to their developmental level.
4. Music is the offering and response of the worshipers, arising from a specific moment in worship; therefore, it should usually be live rather than recorded.
5. Visual aids in the sanctuary are helpful in directing the congregation's hearts and minds toward worship.
6. The primary responsibility for planning worship services is that of the pastor who is in charge of the service, under the authority of consistory. This responsibility may be delegated to congregational members, committees, or groups; the pastor/consistory makes final decisions about all material being used.
7. All who serve in worship service support capacities (such as custodian, ushers, audio-visual operators, etc.) should carry out their tasks carefully and responsibly to aid in meaningful worship.
8. We seek to develop and use the gifts of our members in planning and leading our services. Our worship comes more sincerely from our hearts when we use liturgical resources and musical talents that come from our membership.
9. Since music is the offering and response of the worshipers, the music in our services should reflect who we are – a variety of age groups, personalities, and preferences.
10. A person who is very familiar with our congregation is the best choice to lead intercessory prayers in worship services. During services led by visiting pastors, an elder usually offers the congregational prayer.

Future Goals

1. We hope to involve more congregational members as worship planners, beginning autumn 2002

2. The worship committee is planning, as a long term project, to find ways to enhance the involvement of children (aged 3-14) in worship services.

3.5.2 Guidelines for Worship Planners

As worship committee, we offer the following guidelines to assist congregational members in planning worship services:

2. Music and other elements (responsive readings, Scripture passages, etc.) should fit the theme and the flow of the service, and the location in the liturgy (see attached liturgy)
 1. Usually the song of response will be directly related to the sermon; it may be provided by the pastor
 2. Remember the Scriptural index in the Psalter Hymnal (pg. 1047) and the topical index (pg. 1051)
3. The liturgy should be discussed with the pastor a minimum of 10 days in advance
4. We strive for a balance between contemporary and traditional music. Avoid picking songs just because they are favourites; consider a wide variety of musical tastes
5. It is usually best to commence a service with lively songs. Slower, more worshipful songs usually require spiritual preparation
 1. Don't alternate fast/slow songs
6. Consider singing several opening songs in a row without stopping
 1. The songs should be in the same or related key, preferably with the same time signature unless the lead instrumentalist is able to make smooth transitions
7. No more than one song in a service should be entirely new to the congregation. One additional song may be lesser known (but not completely unfamiliar). Occasionally repeat a new song in the a.m. and p.m. services
 1. Consider teaching a new song to be used in the service before the service begins. Try to avoid using a brand new tune for the opening song, song of response, and closing song – the congregation should be able to sing these whole-heartedly
8. One psalm should be included in each service if at all possible
9. A minimum of 2 songs should be either from our current Psalter Hymnal or traditionally styled; a minimum of 2 songs should be more contemporary in style
10. At least one song, preferably more, should be easily accessible to young children
11. Plan the service in such a way that it can proceed with a minimum of distractions (such as raising/lowering of the overhead screen, participants coming and going from the front)
12. Contact the pastors, Audrey Roorda, or Annette Hart for information on how frequently and how recently songs have been used in our worship services

3.5.3 Guidelines for Screen Use in Worship Service

Values	Implementation
--------	----------------

We value the spoken Word (both God's Word and our verbal response to it) over the written or projected word	Worship should be supported by, not dependent upon, technology so that if there is a power failure, preaching and singing can proceed with meaning and integrity.
We value teaching sermons and messages that hearers can follow.	The screen could function at times as a place for sermon outlines and visuals; and could aid pastors and listeners in the covenant of learning.
We value the support of the spoken Word through the use of relevant examples and images. Recognizing the profound impact of pictures and video images on our imagination, for good or bad, the use of images on the screen should be managed with great care and sensitivity.	Images should be sensitive to the worship space as holy ground; any art should be coordinated with the service theme and in accord with Reformed theology. There should be no graphic motion on the screen when the congregation's attention should be devoted to other areas in the sanctuary. In any case of uncertainty, worship planners should check with at least 3 elders before projecting material whose value may be debatable.
We value a blended style of worship. We value songs, liturgy, and worship that mixes old and new, and is the kind of worship within which all may find a "place."	The screen enables us to use songs that are not included in our hymnal, to make smooth transitions from one song to the next, and to use hands and bodies more freely, including looking up when we sing.
We value the nurturing and building of a community in which all members can see, hear, and participate in worship.	The screen should be readable and visually accessible for all members, regardless of where they are seated in the sanctuary.
Secondary to the spoken (and heard) Word, we value the function of books and we value the use of books in worship. We especially value teaching children to find Bible passages within the context of a book.	The screen should not replace the use of books in worship. Except for occasional references within sermons, we continue to "turn together" to books for the public hearing of Scripture.
We value a music-reading congregation that sings its hymns and songs in four-part harmony.	We expect to continue to print in the bulletin the number for songs from the hymnal, so that those who wish can look up the song with musical notation. When new pieces are introduced, where possible they will be printed in the bulletin with musical notation.
We value the existing symbols in our worship space, including the furnishings and their placement for the sacraments and the proclamation of the Word. We also value the cross. These symbols aid our worship of God and communicate stability and permanence.	The screen should not be the focal point of the sanctuary. The screen and its images should be regarded as "less than" those things that are permanent and centrally located in the worship space. During preludes, and whenever it is not needed, the screen should be raised so that the cross can be seen.

We value a worship space that is aesthetically pleasing.	The screen and projector should be discreet and should not be distracting in their placement or function. We minimize the number of times the screen is raised and lowered so that it does not command attention. We ensure that every effort is made to prevent spelling and grammatical errors in any projected material. When using songs from the hymnal, all are proofread to ensure that the same version is projected as is in the hymnal.
We value silent, prayerful, meditative, and reflective time prior to worship for preparation to meet God.	The screen should serve as an accompaniment to worship. It should not be used prior to the beginning of worship for bulletin “advertisements” or announcements.
We value the time and creative energies of our staff and volunteers.	A team of “projectionists” should create and maintain what appears on the screen.
We value following all copyright laws.	Visitors and members should be assured that we are licensed to display what appears on the screen.
We value simplicity as well as stewardly use of resources	We should not feel obligated to use the projector and screen for every service just because it was costly to install.

3.5.4 Guidelines for AV Presentations During Offertories, Etc.

1. All speeches, presentations, etc. must be approved by the worship coordinator and pastor (or serving elder). All such additions to the service must not dominate the service; they should fit the flow of the service. They should ordinarily be announced in the bulletin. They should be made ready for the service well in advance
2. Testimonies and “confessions” of faith or sin should be approved by the Executive — upon condition that all parties involved are confident that it will be for the edification of the congregation
3. DVDs should not be used for entertainment, advertising, or commercial breaks. They should be used sparingly (generally no more than 2 out of 5 Sundays). They should not dominate the service. Unless part of a larger presentation, they should be shown before (or after) the service or during the time allotted for the offering
4. DVDs promoting a certain cause should generally not be shown during special music or a presentation unless the DVD and music genuinely complement each other

3.5.5 Praise Group Objectives

1. To give praise and glory to God in worship, through song, word, and action
2. To express and develop God-given talents and gifts, all of which are directed to God's honour and praise and to the edification of his people (Exodus 15:2, Psalm 150, Psalm 149:1-3). We strive toward good musicianship
3. To lead the congregation into fuller worship
4. To teach the congregation new music
5. To participate with the pastor in planning worship services
6. To provide fellowship and spiritual growth opportunities for group members, as we practice unity in the body of Christ

3.5.6 Guidelines for using Drama in Worship Services

Drama, the acting out of a story or scene, has many qualities that make it useful and desirable in worship. Drama captures our attention; it can be more moving and more memorable than a spoken sermon. It encourages congregational members to participate in a tangible way, and is very effective at involving children. As worship committee, we offer the following guidelines to assist worship planners in incorporating drama into services at Hope CRC:

1. Our services are always primarily about worshiping God; this should be clear from the drama itself as well as the rest of the service. Hope CRC's "Worship Service Statement and Vision" outlines several other important values that should be understood before planning elements of worship
2. Drama, like all other elements of the service, should tie in with the theme of the message in the service
3. Every part of the service should be audible and visible to all
4. Anything used in worship services should reflect and be sensitive to the diversity of our congregation's personalities and tastes
5. As in our music, reading, and speaking, we strive to bring our best when using drama in worship services. Those involved should be gifted and well-prepared
6. The article by Ron VandenBurg, "How to prepare drama productions for your church" from Reformed Worship vol. 58, p. 44 (Winter 2000) includes several other useful guidelines which we fully endorse

3.6 MISSION OUTREACH COMMITTEE

3.6.1 Mission Trip Financial Support Policy

Mission Outreach Committee guidelines for members/youth of Hope CRC applying for and receiving financial support to go on short-term Mission trips to various parts of the world.

1. It is expected that each participant pay 20% of cost of trip personally.
2. Each participant will be responsible to participate in fundraising events within the church. They should take a leading role to initiate, advertise, and organize these fundraising events with the approval of their youth leaders and/or the Mission Outreach Committee.
3. There will be a maximum number of fundraising events allowed, as we do not want the congregation to be inundated with fundraisers.
4. Participants are welcome to re-apply for subsequent mission trips.
5. Length of trip will not be an issue.
6. There must be clear application deadlines a minimum of eight weeks prior to trip.
7. The church will pay up to a maximum of 80% of cost of trip, broken down as follows:
8. The Mission Outreach Committee will pay up to 50% of cost of trip, up to a maximum of \$1500 per participant per trip.
9. Fundraising events within the church will pay up to 30% of cost of trip. If a fundraising event exceeds the need — i.e. raises more than the 30% of cost of trip — then the remaining funds will be set aside in an account to help subsidize future mission trips for others.
10. Each application will be reviewed on its own individual merit.
11. The Mission Outreach Committee will make the final decision.

3.6.2 Missionary Support Policy

1. Those who officially represent Hope CRC on the mission field and receive direct financial support from the budget shall:
 - a) Be professing members of the CRC and support the vision and ministry of the CRC.
 - b) Work under CRC related agencies or agencies officially recognized by the CRC that are financially transparent and provide regular financial statements.
2. Members of Hope Church who go on “Temporary Mission Opportunities” (up to a year in length) may request funding from the Mission Outreach Committee (and the Deacons — if necessary). Funding may be extended upon written request on a yearly basis. Annual reports must be given to outline the missionary work involved and financial funding.

3.6.3 Friendship Club

Purpose:

We are part of Friendship Groups Canada, a Christian ministry dedicated to sharing God's love with individuals who are intellectually disabled. Friendship Groups Canada's mission is to encourage and support individuals, churches or organizations who desire to reach out in their community and share God's love with those with intellectual disabilities, through training and program resources.

At Friendship, we help members minister with people who have intellectual disabilities. We believe that we serve each other, and, by learning and spending time with each other, friendships are formed. Mentors and friends alike learn and grow from the Friendship Group experience and so the church grows in love and acceptance.

Objectives

1. That the church and its members will grow in love and acceptance of persons with intellectual disabilities
2. That they will grow in their knowledge of God and His world and will experience that they are a valued member of Christ's body, committing themselves to Christ

Beliefs

We believe that:

1. Everyone is created in God's image
2. Everyone is an integral part of God's family
3. Everyone deserves an opportunity to learn about God's love
4. Everyone should have the opportunity to become active members of God's family
5. Redemption is a gift from God, not dependent on any level of human intellect

Structure

1. The group gathers to share stories of the week, to sing, to pray, and to listen to a group leader teach a bible story
2. Each person with an intellectual disability meets for a time with a mentor-friend to further explore the lesson at a level they can understand
3. There is a time of socializing including snacks, games, conversation, and crafts

Friendship Coordinator Duties

1. Sets the time and dates for meetings
2. Takes care of any bulletin announcements
3. Decides if there should be a "snow day"
4. Calls the group homes and Friendship participants for cancellations and start up, etc.
5. Keeps an up to date listing of the mentors and friends
6. Phones the Friendship club mentors for cancellations and start up
7. Facilitates the orientation of new volunteers or mentors
8. Makes sure that the police checks are done

9. Arrives early to set up tables (this task is often delegated by the coordinator) and be there if some of the friends arrive early
10. Stays afterwards for cleanup (this task is also often delegated by the coordinator) and makes sure all of the friends are picked up

Story Teller Duties

1. Decides on the curriculum that will be used for the year
2. Orders the materials needed for the story-time and "individual" sessions
3. Comes early enough to set up the boards and items needed to tell the story
4. Tells the bible story and lesson and prays with the large group
5. Ideally this person would be able to oversee the "individual" sessions and help those who need special attention (extra prayers etc.)
6. Makes sure the mentors have the leadership materials for their sessions (photocopying, lesson books available, craft items)
7. Let's the music leader know which theme specific songs need to be sung.
8. Stays afterwards for clean up

Music Leader Duties

1. Leads the singing for the evening
2. Facilitates the participation of friends with the singing, switching transparencies etc.
3. Makes sure the songs are ready and the projector is in the room and working
4. Make sure the projector is returned to the proper place
5. Sort the songs out and put them away afterwards

Craft Coordinator Dutes:

This person would take care of some of the responsibilities of the Story Teller

1. Orders the materials needed for the story-time and "individual" sessions
2. Makes sure the mentors have the leadership materials for their sessions (photocopying, lesson books available, craft items)
3. Organize, in cooperation with the Story Teller, special craft evenings

3.6.4 Coffee Break

Purpose

Coffee Break is a church-based, community outreach-oriented small group Bible study for women.

Primary Goals

1. To bring women into a personal relationship with Jesus Christ and nurture their faith in Him
2. To encourage women to discover for themselves what the Bible says and means for their lives

Leadership Training

With prayer and Colossians 4:2-6 as the foundation, leaders are taught, through training modules, the principles of healthy small groups, spiritual growth, community building, and to ask questions that point participants to the Bible for the answers.

For more information, visit the Coffee Break home page at www.coffeebreakministries.org

3.6.5 Story Hour and Little Lambs

(Both are companion programs to Coffee Break but can also be used independently)

Purpose

Story Hour and Little Lambs are programs designed to introduce preschool children to God and his world in an age-appropriate, fun way.

Primary Goals

1. Little lambs, a program for two and three year olds, teaches about God through a play curriculum, using play centers and a variety of teaching options, teachers plant the seeds for little ones to learn about Jesus' love.
2. Story Hour is a Bible-story centered program for four, five and six year olds, using a variety of learning activities in a very hands-on way, teachers reinforce the central truth of each lesson

Training

The Story Hour and Little Lambs training gives important information on:

1. The characteristics of the young preschool child
2. The Little Lambs and Story Hour curriculum
3. Becoming an effective leader of children

Those attending the training will gain new insights on how to nurture these little ones so they learn about God and his world and respond to his love, it also gives organizational information and practical “how-to”s for working with preschoolers.

For more information, visit: www.smallgroupministries.org/hmsg_work_storyhour.html

3.7 EDUCATION COMMITTEE

3.7.1 Church School Mandates

Objectives

1. To nurture the faith of children and leaders within a caring community
2. To teach children the story of Scripture, from Genesis to Revelation
3. To help children understand Biblical/Reformed truths
4. To challenge children and leaders to live their faith
5. To equip children to share their faith and serve others in the community
6. To partner with families in the faith nurture of their children
7. To encourage children to make the church's teachings their own
8. To help children value the rich diversity of people in God's kingdom

3.7.2 Library and Resource Centre

"...That Christians might be properly equipped for their service." Eph 4:12b

Purpose

1. The purpose of the Hope CRC Library Resource Centre is to provide the members of this church with as much Christian devotional, denominational, reference, teaching resource, life enrichment and pleasure reading materials as possible within the limits of its financial ability.
2. The Library is primarily a Christian education service to be used:
 - a) As a resource for individual members as well as church groups.
 - b) To help create greater understanding of the Bible and the Christian life.
 - c) To fill a need created by the lack of easily accessible and affordable Christian reading material.
3. This ministry is to be free of any membership fees to all members of this congregation.
4. The library will be sponsored and supported by the congregation at large primarily through the yearly church budget. The library staff may also accept funds and gifts of materials that help accomplish this purpose.
5. All materials will be selected under the supervision of the Head Librarian with reference to lists compiled by Christian library experts and denominational resources.
6. Gifts are gratefully accepted with disposal subject to the discretion of the Library Committee.
7. Weeding will be done systematically with regard to damaged materials, old volumes, and those containing out-dated information.
8. The library staff, with the approval of the church council, determines specific rules and guidelines for operating this library.

Church Library Rules

1. All members of Hope CRC are invited to use the library resource centre; however, up through the age of 10 a parent must sign out books for their child. Only adults may sign out videos, CDs and games.
2. Books may be taken out for a two-week period. All other items are taken out for one week (unless specially requested). They may be renewed after this time unless there is a special

demand for them. We ask that families limit themselves to two videos or CDs per family per week.

3. Materials are not to be taken out from the library without being checked out by the librarian on duty. Cards must be signed (legibly please) ... and then dated by the librarian.
4. Items may be checked out only during library hours or when a librarian is on duty.
5. We ask for a small donation for each overdue item per week for three specific reasons.
6. It keeps material in circulation.
7. It helps the library to grow. Fines are used to purchase new books.
8. It helps keep items from getting lost.
9. Overdue items should be handed directly to the librarian on duty.
10. Lost or damaged material will be charged to the person who checked it out. For this reason we also ask that you do not pass around items without going through the library. The amount charged will be the cost to replace the article.
11. Items donated to the library must be approved before being placed on the shelf. Anyone willing to donate or temporarily loan materials to the library please contact the head librarian. We would be pleased to hear from you.

3.7.3 GEMS (Girls Everywhere Meeting the Saviour)

Jesus encouraged His disciples to allow the children to come to Him. At GEMS, we encourage girls everywhere to come to club, learn about Jesus, and grow closer to Him. This ministry is non-denominational with curriculum developed from a Reformed perspective.

Purpose

To bring girls into a living relationship with Jesus Christ, to help foster this all-important relationship between each girl and Christ, other relationships are nurtured as well, between girls and between girls and their counsellor (leader).

Goals

GEMS is a relationship building club program created especially for girls. In GEMS, many fun and exciting things happen such as:

1. Participating in team building
2. Making creative and fun crafts
3. Enjoying dynamic singing, creative movement, signing, and dance
4. Developing important life skills through badge activities
5. Learning how to apply the Bible to their lives
6. Participating in service projects that make a difference in other lives
7. Finding answers to challenges that face girls today

Structure

Girls in GEMS are organized into small groups with one leader or counsellor for each group. It is through these small groups, and the weekly interactions that take place in club that faith is nurtured and developed, and long lasting friendships are made.

Reference: www.gospelcom.net/gems

3.7.4 Calvinist Cadet Corps

The organization uses the title "Calvinist" to honour the Protestant reformer, John Calvin, who devoted his life to the religious education of God's children.

Goal

Luke 2:52 states that "Jesus grew in wisdom and stature and in favor with God and men." The goal of the Calvinist Cadet Corps, based upon that verse, is to help boys grow spiritually in all areas of life (devotional, mental, physical, and social) by providing Christian men with a uniquely designed structure, program, and materials so that they can mentor boys effectively.

Purpose

1. The Calvinist Cadet Corps is a non-denominational youth ministry whose purpose is to provide a ministry program to effectively share Christ's love with boys from our church and community.
2. To provide many experiences and opportunities that help fill the gaps in a boy's Christian upbringing and to build strong members of the body of Christ such as:
 - a) Adventure of outdoor activities
 - b) Hands-on projects
 - c) Mentoring role model of a Christian man

What We Believe

The basis of the Calvinist Cadet Corps is the Word of God (the Bible) according to the concept of the same as expressed in the Heidelberg Catechism, the Canons of Dort, and the Belgic Confession.

Practical Application of these Beliefs

1. God is revealed in His Word: The cadetting ministry encourages studying the Bible as the guide to life.
2. God is revealed in nature: The cadetting ministry encourages experiencing the presence of the Lord in His glorious creation. Learning the skills of an outdoorsman builds a boy's character, and developing a boy's understanding of his place in God's world helps him to be a faithful steward.
3. Men as God's servants: The Calvinist Cadet Corps is the ministry of men of God who are dedicated to bring boys into a living relationship with their Lord and Saviour. These men, understanding their imperfection, hold on to the promise that the Lord will bless their prayers, their example, and their instruction if they rely on God's strength.

Reference: www.gospelcom.net/cadets

3.8 CONGREGATIONAL LIFE

3.8.1 Nursery Coordinator Duties

Recruit New Volunteers

1. Contact church members to see if they are interested. New parents are expected to participate in the nursery program and the church policy is that parents of children using the nursery should participate in the program. Even though people are informed of this they do not all participate.
2. When someone agrees to volunteer, contact Nancy to give the individual the paperwork necessary to get the police check completed. Nancy would contact us once the individual was set to go. Then we would send them a Nursery Program Volunteer Information sheet welcoming them to this ministry and explain how the nursery program works.
3. When a couple has their first baby after a few weeks ask Nancy to give them the police check information with the new parent note explaining how everyone who has children in then nursery is encouraged to participate in the nursery program.

Parent of the Month

1. Make the schedule and distribute it along with the duties to the mothers. Give Nancy the schedule for the bulletin. Post the yearly list in each nursery room.
2. Every month give the parent of the month the nursery schedule.

Maintain Nursery Rooms

1. Make decisions on which rooms should be open
2. Check the nursery rooms to make sure toys are in good condition and change batteries when necessary. Buy new toys.
3. Maintain the number system. Make sure there are 3 of each number and make new ones as necessary.
4. Buy batteries, wipes, lysol wipes, business card stock, and name tags as necessary.
5. Make sure signs within the nursery rooms are present and legible.
6. Ensure there is enough log in sheets and monitor attendance for each room.
7. Change or add things as necessary to make the rooms run well. e.g. coat hooks or new baby swings

Toy Cleaning

Make a toy cleaning schedule and distribute to those participating with detailed instructions.

Schedule Attendants

1. Make a new schedule every 2-3 months as necessary keeping in mind the following information:
2. Check the deacon schedule to ensure deacons on nursery list are not double booked.
3. Follow the notes on the list of attendants to ensure people are scheduled when they want to be e.g. only in the infant room, only in the a.m., not in Jan-March etc.
4. Schedule youth in the Toddler rooms and in the evening only.
5. Do not schedule family members in the same room. e.g. Mother and daughter
6. Do not schedule men in the Infant room A

7. Try not to book 2 men or 1 man 1 male youth in a room together if possible.
8. Count weeks between each person to ensure that there is a good length of time between duties.
9. Try to schedule people with different individuals each schedule as it is a nice time to meet new people and visit.
10. Do not schedule spouses on the same week and try and leave at least a week between their duties so they can be in church together.
11. When scheduling the evening spots try and make sure people aren't scheduled in the evening more than once every 5 months. Try not to schedule spouses in the evening on the same schedule.
12. Try and schedule in the evening at least one person you know is committed to showing up or finding their replacement.
13. Get a list of church services that are scheduled during the Holiday season from the pastors or worship committee before making the schedule.
14. Schedule a third attendant during the evening Christmas church school service.
15. When scheduling for holidays try to schedule attendants who are parents of children using the nursery. Ensure that they are not scheduled for consecutive holidays. For example Joe was scheduled during Christmas, so they should not have to be in the nursery at Easter. If you can avoid both parents being scheduled during the same holiday season that is great.
16. Look at the holiday schedules the year before and make sure people are not scheduled on the same holidays they were the year prior. e.g. New Years, Good Friday, Thanksgiving, Christmas, and Mother's and Father's days.
17. At the beginnings of December send out a letter with the schedule for the holiday season. Highlight attendants name on the schedule so they know when they are scheduled and explain that if they are not able to make it that day, they need to find their own replacement.
18. It is nice not to schedule mothers with new babies in the nursery for a month or so after they are expected to have their baby for a little break.
19. Once a new schedule is made print it off and post in each nursery room. Also e-mail it to Nancy and attendants that wish to have new schedules e-mailed to them.

3.8.2 Tasks for Parents of the Month:

1. Contact the attendants in each room for BOTH the AM and PM service each week of your month. Please remind them of the room and scheduled day. If they are unable to fulfill their duty, it is their responsibility to find an age appropriate replacement (ie. Must be over the age of 18, have a police check and try to replace adult with adult and youth with youth).
2. Each Sunday of your month, check each room to ensure the attendants have arrived. In the event that we are short attendants, you may need to step in or find someone else to step in.

3. Laundry. Please check weekly or bi-weekly in each room for used bedding, sheets or blankets. There is a drawer in the Infant Room labeled “Soiled Laundry”. Please wash laundry as needed and return to infant room.
4. Thank you for helping to make Hope’s nursery program safe, fun, clean and welcoming!

3.9 Child Safety Program

R6: *Added policy for Dealing with Classroom disruptions
Update to Youth Registration Form*

R7: *3.9.2(h) changed oversight of Hall Monitors from Admin Committee to Safe Church Team*

3.9.1 Purpose, Structure & Scope

The purpose of the Hope CRC Child Safety Program is to implement the requirements of the [Child Safety Policy](#). The Child Safety Program employs six main elements for the prevention of child abuse within its youth ministries:

- a) Screening of staff and volunteers;
- b) Standard Procedures;
- c) Training of Staff and Volunteers;
- d) Hall Monitors;
- e) Program Review;
- f) Abuse Reporting & Response Protocols.

This Child Safety Program applies to all Hope CRC *youth ministry* programs, regardless of the location or venue. Programs or events that occur away from the church facility, out of town, or overnight, must be conducted in compliance with this program.

All persons serving in *youth ministry* must understand and agree to the requirements of the Child Safety Policy and the Child Safety Program .

3.9.2 Program Responsibilities

- a) All *staff* and *volunteers* are responsible for the promotion of child safety, and for the prevention and reporting of child abuse within the Hope CRC *youth ministry* programs.
- b) The Council Executive Committee has the primary responsibility for the development, implementation, and oversight of the Child Safety Program.
- c) During worship services, the Lead Elder has the lead responsibility of ensuring that the requirements of the Child Safety Program are met. The Hall Monitors *shall* assist with this responsibility.
- d) During all other *youth ministry* events, the *youth leader* or *supervisor* has the lead responsibility of ensuring that the requirements of the Child Safety Program are met.
- e) The Safe Church Team has the lead responsibility of ensuring that all *staff* and *volunteers* involved in youth ministry are screened and trained as required by the Child Safety Program, and that all training records are forwarded to the Church Secretary. The Safe Church Team *shall* also participate in an ongoing review of the effectiveness of the Child Safety Program (refer to section [3.10.21 Program Review](#))
- f) The Safe Church Team *shall* regularly report its activities to the Executive Committee, and shall advise the Executive of any significant compliance violations or safety risks. The Safe Church

Team *should* meet with the Executive at least once per year, preferably in October, to advise on the status of the police criminal reference checks and teacher training.

- g) The Church Secretary *shall* manage all records required by the Child Safety Program. The records *shall* be kept in a secure and confidential file. Access to these files is restricted on a 'need-to-know' basis. Records *shall* be kept for only as long as necessary, and *shall* be destroyed by shredding when no longer required. Records includes such things as:

- Police criminal reference checks;
- Personal reference checks;
- Training records;
- Parental Consent forms.

- h) The Safe Church Team has responsibility for oversight of the Hall Monitors.

3.9.3 Definitions

The following definitions apply in the interpretation and application of the Child Safety Program:

Adequate: Sufficient; equal to what is required; suitable to the occasion.

Adult: Any person who has attained the age of 18 years.

Assault: Under the Criminal Code of Canada, it is an "assault" when a person, without consent of another person, intentionally applies force to another person, directly or indirectly, or even attempts or threatens by an act or gesture to apply force to another person if he has the ability to accomplish this purpose. This basic same definition, with addition of an element of sexuality, also applies to sexual assaults. Anyone under the age of 18 years cannot consent to an assault.

Attendant, Leader, Supervisor, Teacher: Any person who has care and responsibility of a *child* or *youth* within the context of a Hope CRC *youth ministry* program.

CAS: Children's Aid Society

CFSA: Child and Family Services Act, R.S.O. 1990 c. C.11

Child, Children, or Youth: Includes persons up to the age of 16 years. The terms 'child', 'children' and 'youth' are used interchangeably and equivalently.

Child Abuse: An act, or failure to act, on the part of a parent or caretaker that results in the death, serious physical or emotional harm, sexual abuse, or exploitation of a child, or which places the child in an imminent risk. This can include such things as:

- a) risk, possibility, or occurrence of physical harm, sexual molestation and exploitation;
- b) failure to properly provide for, supervise or protect (neglect);
- c) emotional harm.

Note that this definition has both active and passive components. It is particularly important for all volunteers and staff to understand that the failure to properly protect or supervise a child can be construed as child abuse.

Competent: Qualified because of knowledge, training, or experience.

Directly Related: Being within the same immediate family unit. Husband-wife, parent (or caregiver)-child, and siblings are considered as being 'directly related' relationships.

Minor: Any person less than 18 years of age.

Misconduct: Ungodly conduct; misuse of power or spiritual authority; sexually, physically, or emotionally inappropriate behaviour; neglect and abuse of office; any such behaviour that violates the trust and well-being of individuals and the community of believers, and taints the office held by the offender.

Reasonable Grounds: The information that an average person, using normal and honest judgement, would need in order to suspect child abuse.

Shall: Indicates a mandatory requirement.

Should: Indicates a recommended practice to be followed when reasonably practicable, but is not a mandatory requirement.

Staff: Any person employed by Hope CRC.

Volunteer: Any person not employed by Hope CRC who serves in *youth ministry* and/or has contact with *children* or *youth*.

Vulnerable Person: Any person who, because of their age, a disability, or other circumstances, are in a position of dependence on others, or are otherwise at a greater risk than the general population of being harmed by persons in a position of authority or trust relative to them.

Youth Ministry: An organized program of *youth* education, worship, or other activity that has been sanctioned by the Council of Hope CRC. This includes such things as infant and toddler nursery, Little Lambs and Story Hour, Sunday School, Children's Worship, Cadet and Gem Clubs, Youth Group, Jr. Youth Group, Teen Club, Friendship Club, Catechism, Vacation Bible School and similar youth outreach ministries.

3.9.4 Screening of Staff and Volunteers

- a) No volunteer or staff *shall* serve in *youth ministry* unless approved by Council or by the Council Executive Committee.
- b) The hiring process for all *staff* members *shall* include check of at least three personal references who are not family members. These references checks *shall* include an assessment of the suitability of the candidate for access to *youth* or for leadership in *youth ministries*.
- c) Any volunteer serving in *youth ministry* *shall* have been a member or adherent of Hope CRC for at least one year.
- d) If a volunteer is not a member of Hope CRC, the volunteer must be a member in good standing at another recognized Christian church, and must submit at least three personal references who are not family members and one of which *should* be the pastor of their church. These references *shall* be contacted as per item (b) above. The reference checks *shall* be kept on file. The volunteer's personal information, including name, address, and contact information *shall* also be kept on file.
- e) Any person with a previous history of *assault*, *child abuse*, or anything suggesting unsuitability for *youth* leadership, is not permitted to serve in *youth ministry*.

- f) All adult persons serving in *youth ministry* must submit a police criminal check including a vulnerable sector search. The Church Secretary *shall* provide a [Police Criminal Check and Vulnerable Sector Search](#) request form and payment voucher for all volunteers, which must be taken in person to the office of the police authority having jurisdiction in your area of residence.
- g) Criminal checks must be updated every five years.
- h) All screening records *shall* be kept on confidential file by the Church Secretary.

3.9.5 Training of Staff and Volunteers

- a) All *staff* and *volunteers* involved in *youth ministry*, all Hall Monitors, and all Council members must know and understand the Child Safety Policy and the Child Safety Program. Each person *shall* be given a copy of these documents, and *shall* sign and return the form found in section [3.9.22 'Declaration of Agreement and Understanding'](#), which *shall* be kept on confidential file by the Church Secretary as a training record.
- b) Training *shall* be updated from time to time as may be required by changes to the Child Safety Policy or Child Safety Program, or other reasons.
- c) The method of training may be tailored to suit the occasion, such as group sessions, individual self-study, or other appropriate means.

3.9.6 General Child Safety Requirements

This section lists general requirements for child safety that apply to *all* Hope CRC *youth ministry* programs. Certain specific *youth ministry* programs have additional requirements, which are listed in the sections following.

a) ALWAYS BE VISIBLE!

- There are to be no private meetings with *youth*. Where a one-on-one meeting is required, do it in a public place where you can be seen by others.
- Ensure classroom or meeting room doors have windows permitting an unobstructed view into the room, or leave the door open if there is no window.
- Where practicable, avoid travelling alone in a vehicle with one of the youth. Refer to section [3.10.14 'Transportation Requirements'](#).
- b) *Children* and *youth* must have *adequate* and *competent* supervision at all times while participating in *youth ministry* or otherwise under the care of Hope CRC. 'Competent' requires that **at least one adult leader or supervisor must be present at each youth ministry event**, and 'adequate' requires that a sufficient number competent *attendants*, *leaders*, *supervisors*, or helpers be present to properly supervise the *children* in accordance with the requirements of the child safety program.
- c) It is recommended that in cases where two adult *supervisors* are required, they *should* not be *directly related*.
- d) *Children* *should* be dropped off no earlier than 15 minutes before and picked up within 10 minutes after the *youth ministry* event has ended. Leaders *shall* remain on duty at all times that *children* are under their care, and *shall* remain so until all children are picked up. *Never leave a child unsupervised.*
- e) *Children* *should* wait inside the church to be picked up. Parents/guardians *should* come into the church to pick up their child(ren).

- f) Physical discipline (e.g. slapping, hitting, pushing, spanking) is not permitted. Physical restraint is not permitted unless there is potential harm to the *youth*, to you, or to others. Verbal punishment (e.g. yelling, or use of insulting, threatening, degrading or humiliating language) is not permitted.
- g) When nothing seems to be working, *leaders shall* get help before “losing their cool.” Refer to the [Procedure for Disruptive Children](#) Leaders *shall* identify and prevent abusive behaviour among or between *children* or *youth* in their *youth ministry* program.
- h) Parent(s) and the *youth ministry* program *supervisor shall* be informed and involved whenever a *youth* misbehaves beyond minor correction or if a pattern of misbehaviour increases. *Children* that cannot be controlled by appropriate non-physical methods *shall* be removed from the *youth ministry* program.
- i) Parents *shall* be notified immediately where a *child* needs significant medical attention.
- j) Expectations of a *child’s* or *youth’s* behaviour must reflect their age and level of comprehension. Similarly, discipline must reflect their age and level of comprehension. For young *children*, time-outs *should* not last longer (in minutes) than the age of the *child*.
- k) When nothing seems to be working, *leaders shall* get help before “losing their cool.”
- l) While the appropriate display of affection between a *youth* and *leader* is often part of conveying support and encouragement, such displays can be misinterpreted. For that reason, displays of affection *shall* be limited to such actions as a brief hug, an arm around the shoulders, an open-handed pat on the back, a handclasp or handshake, or a light touch to the forearm. Restrict these displays to a public area. An individual’s right to refuse any of these *shall* be respected by both persons.
- m) There *shall* be no personal gifts, phone calls, or letters directed to any *youth* or *child* that are not directly related to the *youth ministry* program.
- n) Regardless of the relative ages, a *youth leader* and a *youth* group member *shall* not be involved in a romantic or dating relationship.
- o) With the exception of the Nursery, Church School, or Little Lambs programs, *youth ministry leaders shall* keep identification records of the *youth* participants in their programs. *This is particularly important where the youth and their family are not members of the church.* Use the form found in [3.10.23 ‘Youth Registration / Parental Consent Form’](#). The records *shall* include names, addresses, and contact information of parents or guardians.
- p) Avoid photographing or creating videos of *youth ministry* participants without obtaining consent. Be sensitive to parental, custody, or legal concerns and privacy issues associated with digital photography and videos. In particular, youth ministry leaders *must* obtain parental consent before posting, displaying, or transmitting images of *children* or *youth* within Hope CRC *youth ministry* programs.

3.9.7 Additional Requirements for Overnight and Offsite Events

- a) Parental / guardian consent is required for all *youth* participants whenever a Hope CRC sponsored *youth ministry* event is to be held at a location other than the church and / or when *staff* or *volunteers* provide transportation for any *youth ministry* event.
- b) Further to the above, where a *youth ministry* event will be held overnight, or where transportation will be provided for a significant distance, a the *youth leader shall* obtain

authorized parental consent forms for all *youth* participants as found in section [3.10.23 Youth Registration / Parental Consent Form](#). The completed forms *shall* be forwarded to the Church Secretary for filing.

- c) *Youth ministry leaders* and chaperones attending overnight *youth ministry* events must first be reviewed and approved by the Safe Church Team to ensure that police criminal reference checks and child safety program training has been completed.
- d) The requirements of section [3.10.14 'Transportation Requirements'](#) apply whenever *staff* or *volunteers* use their personal vehicles to provide transportation for *youth* or *children* for *youth ministry* programs.

3.9.8 Additional Requirements for Nursery Programs (Infant, Crawler & Toddler)

- a) At least two *attendants shall* always be present in each nursery. At least one of the *attendants* in each nursery *shall* be an *adult*. Minors 12 years of age or older may serve as *attendants*, but *shall* not care for child(ren) without *adult* supervision.
- a) It is recommended that the *adult attendants should* not be directly related.
- b) The program *shall* be canceled or combined if *adequate* supervision cannot be provided.
- c) Only *adults* are permitted to carry babies less than one year of age.
- d) A system of *child* identification, tagging, check in, and check out *shall* be used for all *children*.
- e) Only a parent, guardian, or sibling over the age of 12 is permitted to pick up and drop off a *child*.
- f) The *child should* be picked up immediately after the service or program.
- g) Only the nursery *attendants*, and persons picking up or dropping off *children*, are permitted to be in the nursery rooms during nursery times.
- h) *Children* may not be taken out of the nursery with the exception of bathroom or medical emergency.
- i) Only *adults* may assist *children* with bathroom needs. For *children* who do not require assistance in the bathroom, the *adult attendant should* remain outside the bathroom with the door ajar. For *children* who require assistance, the *adult attendant shall* leave the bathroom door ajar when assisting the *child*.
- j) The change table *shall* be kept in plain view of the other *attendants* in the nursery.
- k) Some *children* may have allergies that we may not be aware of. Therefore solid foods are not permitted in any nursery program.

3.9.9 Additional Requirements for Church School and Little Lambs

- a) At least two *attendants shall* always be present the classroom. At least one of the *attendants shall* be an *adult*. Minors 12 years of age or older may serve as *attendants*, but *shall* not care for child(ren) without *adult* supervision.
- b) It is recommended that *adult attendants* should not be directly related.
- c) *Children should* not leave the classroom except for illness, to use the bathroom, or other compelling reasons.

- d) If a *child* needs to go to the bathroom, the *child shall* be escorted by a Hall Monitor or by a fellow classmate (a buddy system). The *child shall* not travel to and from the washroom alone.
- e) Only *adults* may assist *children* with bathroom needs. For *children* who do not require assistance in the bathroom, the *adult attendant shall* remain outside the bathroom. For *children* who require assistance, the *adult attendant shall* leave the bathroom door ajar while assisting the child.
- f) Some *children* may have allergies that we may not be aware of. Therefore solid foods *should* not be permitted in the Church School, Little Lambs, and *Children's* Worship programs.
- g) Take and record attendance at the beginning of each session. At the end of the session, keep the *children* in the classroom until they are picked-up by their parents or an older sibling.

3.9.10 Additional Requirements for Children's Worship

Children's Worship ordinarily precedes church school and is held in the basement where a large group of *children* are gathered together with their *teachers* and a worship leader.

- a) During the assembly, the leaders *shall* continuously monitor the exits to ensure that *children* do not leave the worship area unattended.
- b) There may be visiting *children* who do not know what church school class to attend or where to go after worship. The leaders *should* intentionally ask for visiting *children* and assign them to a teacher.
- c) After worship, the leaders *should* group the *children* together with their teachers and dismiss them in an orderly and staged manner. The teachers *shall* supervise their classes during the transition to ensure that they arrive safely at their classrooms.
- d) After the *children* have been dismissed, the leaders *should* check the basement washrooms, closets, or vacant classrooms to ensure that no *children* are left behind.

3.9.11 Additional Requirements for Cadets and GEMS

- a) Each class function *shall* be supervised by at least one *adult leader* — with two leaders recommended for the youngest classes. The second person *should* be at least four years older than the oldest class member.
- b) Once the program begins, the exterior doors *should* be locked to prevent uncontrolled access into the building.
- c) The youth ministry leaders *shall* consider the need for additional monitoring of the hallways.
- d) A "**Youth Registration Form**" *shall* be filled out for each registered *child* who is not a member of Hope CRC.

3.9.12 Additional Requirements for Youth Outreach Programs

Youth outreach programs include such things as vacation bible school, soccer camp, and other similar programs that are primarily intended to minister to community (non-member) *youth*. The unique nature of these programs requires that a safety plan be developed specific to the needs of each outreach program. In addition to satisfying the requirements the child safety program, the safety plan *shall* address any additional child safety risks that the program may encounter. Furthermore, the integration of community *youth* requires special child safety considerations. The Safe Church Team *shall*

be consulted in the development of the child safety plan. The VBS *youth ministry leader* (ordinarily the Associate Pastor) *shall* be responsible for implementing the plan.

As a minimum, the child safety plan *shall* consider the following items:

- Staff and Volunteer leader registration, screening, and training;
- Registration and identification of youth participants;
- Obtaining and recording parental / guardian consent, giving special consideration to custody rights where parents are separated or divorced ;
- Communication between leaders, particularly where events are held outdoors ;
- Transportation needs;
- Emergency medical response procedures;
- Prevention of unauthorized access to the children, including controls over who drops off and picks up children.

3.9.13 Additional Requirements for Friendship Club

- a) The success of the Friendship Club program is built on building trusting relationships with friends. Often one-on-one situations help to build these relationships. To protect the *leader* and the friend, one-on-one situations are discouraged when done in isolation. If a chat is necessary, let the *leader* know where you are, with whom, and for how long.
- b) For friends who do not require assistance in the bathroom, the volunteer must remain outside the bathroom. For friends who do require assistance, a group home staff must assist. Volunteers are not qualified or trained in that area.
- c) Any volunteer who has concerns about the safety, welfare, or health of a friend *shall* notify the Friendship Coordinator or a member of the Safe Church Team.

3.9.14 Transportation Requirements

The following requirements apply whenever staff or volunteers use their personal vehicles to provide transportation for youth or children for *youth ministry* programs:

- a) Drivers *shall* have a valid driver's license with at least one million dollars coverage in current public liability insurance.
- b) Drivers *should* be punctual when picking up and dropping off.
- c) Drivers *should* not leave *youth* unsupervised within the vehicle.
- d) Everyone in the vehicle *shall* wear a seatbelt. Do not carry more persons than there are seatbelts.
- e) Follow the vehicle manufacturer's recommendations regarding airbag safety for *children* or *youth* travelling in the front passenger seat(s). If in doubt, or where this information is not available, children under the age of twelve *should* travel in the rear seat(s).
- f) The driver *should* travel a direct route from home to event, and *should* not make extra stops for personal errands.
- g) Where practicable, avoid travelling alone in your vehicle with one of the *youth*. The driver *should* make prior arrangements with the parents of the youth if this is necessary.

- h) The driver *should* have a working cell phone in case of emergency.
- i) Where practicable, the driver *should* avoid travelling in inclement weather conditions.

3.9.15 Hall Monitors

1. Hall Monitors fulfill several important functions in the child safety program:
 - a) Ensure that *youth* or *children* do not leave the building unsupervised;
 - b) Provide supervision and escort for *children* who must leave their classrooms for washroom breaks or other reasons;
 - c) Provide temporary supervision and assistance to youth *leaders*;
 - d) Provide communication between the *children's* program *leaders* and the projectionist or Lead Elder;
 - e) Perform continual checks of the facility while youth ministry programs are in session;
 - f) Ensure that *adequate* and competent supervision is provided for all youth ministry programs, as per the requirements of the child safety program;
 - g) Assist with fire evacuation and emergency response, as per the [Fire Safety Plan](#)
2. Hall monitors must be familiar with the requirements of the child safety program as a prerequisite to monitoring *youth ministry* programs.
3. Hall monitors *shall* be screened according to the requirements of [3.10.3 'Screening of Staff and Volunteers'](#) before they are appointed to serve. Only *adults* may serve as Hall Monitors.
4. A substitute *should* be another hall monitor.
5. Hall monitors *shall* wear a name tag or badge indicating that they are hall monitors.
6. Where two hall monitors are required, one *should* be male, and one *should* be female. This makes it easier where a hall monitor must assist a child in the bathroom.

3.9.16 Hall Monitor Duties During Worship Services

- a) At least two Hall Monitors *shall* be on duty during Sunday morning worship, and one Hall Monitor *shall* be on duty during the evening worship service. Hall monitors *should* be on duty at least 15 minutes before the start of worship, and *should* remain on duty for the duration of the worship service. Hall monitors *shall* check in with the lead Elder in the council room upon arrival.
- b) Hall monitors shall lock the front doors of the building 10 minutes after the beginning of a worship service (March 2017)
- c) When the *children* are dismissed for church school / children's worship, one hall monitor *should* be positioned at the exterior exit door in the stairwell leading down to the basement areas, and the second hall monitor *should* be positioned at the exterior exit doors in the basement. The lead Elder *should* be positioned at the main entrance doors in the foyer. The hall monitors & lead Elder *shall* assist the teachers in supervising the *children* to ensure that they all proceed directly to the *children's* worship area or to their classrooms. *Children shall* not be permitted to exit the building or enter the washrooms unless accompanied by an *adult*.

- d) Regularly check all the classrooms in session until the program ends and all the *youth* are gone by looking through the classroom window.
- e) Ensure that *adequate* and competent supervision is provided in all nurseries and classrooms as required by the child safety program.
- f) Periodically check unoccupied classrooms by opening the classroom door and turning on the lights.
- g) Periodically check bathrooms by opening the bathroom door.
- h) Escort a *child* to the bathroom and then escort the *child* back to the classroom.
- i) Direct *youth* found in the hallways to their classroom or to their parents.
- j) Immediately report urgent concerns or suspicions to a *leader* or teacher and to the appropriate ministry *leader*.
- k) Monitor the parking lot for any suspicious or unusual activity. Do not approach anyone you suspect of such activity.

3.9.17 Reporting Child Abuse

- a) ***Everyone has a legal responsibility to report child abuse.*** The Child and Family Services Act (CFSA) requires that if a person has reasonable grounds to suspect child abuse, the person must report the suspicion and the information on which it is based to the CAS. [CFSA s.72(1)]. This applies not only to *youth ministry* activities within the church, but also where volunteers or staff may become aware of, or have reasonable suspicion to believe that child abuse has or is likely to occur at home or elsewhere.
- b) Furthermore, even if you know that a report has already been made, there is an 'ongoing duty to report' which requires you to make further reports to the CAS if there are additional reasonable grounds to suspect that a child is or may be in need of protection [CFSA s.72(2)]
- c) Where a report is made to the police or the CAS, the President of Council *shall* be notified as soon as possible. An internal report *shall* be completed with the following minimum information:
 - i. Date of Occurrence;
 - ii. *Youth ministry* program or activity;
 - iii. *Youth ministry leader's* name & phone;
 - iv. *Child's/Youth's* Name & Age;
 - v. Parent/Guardian's Name, Phone, Address
 - vi. Statement of what was witnessed or disclosed concerning this *child/youth*. Please describe word for word if possible;
 - vii. Summary of Actions Taken;
 - viii. Name & Signature of *youth ministry* program *supervisor* or Pastor.
- d) Where a report is made to the police or the CAS, it is the sole responsibility and duty of the legal authorities to investigate allegations of abuse. Investigation is not the church's duty.

3.9.18 Reporting Other Abuse or Misconduct

The child safety program is primarily concerned with the protection of *youth, children* and *vulnerable persons* within the context of Hope CRC *youth ministry* programs. Where the abuse victim is not a *child*, the requirements for reporting under the CFSA do not apply and it is expected that the abuse victim will

undertake their own reporting of abuse or misconduct, either to the legal authorities, to the Hope CRC Council Executive Committee, or to the CRCNA Safe Church Ministry.

The CRCNA Safe Church Ministry website www.crcna.org/SafeChurch contains helpful reference material to assist with understanding the appropriate protocols for reporting abuse or misconduct.

3.9.19 Responding to Reports of Abuse

In all cases where a report of abuse is made to the CAS or the police, or where allegations or abuse or misconduct are made against a *staff* member, or *volunteer*, the President of Council *shall* oversee the implementation of a response plan.

The CRC Safe Church Ministry Director and the Classis Hamilton Safe Church Team *shall* be immediately consulted to provide direction on a proper response procedure.

Further resources for responding to reports of allegations of abuse or misconduct are available on the Classis Hamilton Safe Church Team website www.classishamilton.ca/SafeChurchTeam.htm, and on the CRCNA Safe Church website <http://www.crcna.org/SafeChurch>.

In general, the elements of the response plan will depend on the unique circumstances of the situation, but *should* consider the following elements:

- a) Notify / seek the advice of legal counsel;
- b) Notify / seek the advice of the church's insurance agent;
- c) Notify / seek the advice of the Safe Church Team representative;
- d) Notify the Council, including a special meeting, if required;
- e) Initiate a Safe Church Team Advisory panel, where appropriate;
- f) Appoint a 'response committee' to assist with the Advisory Panel Process;
- g) Develop a plan of pastoral care to the abuse victim and family;
- h) Designate a single-point liaison with the legal authorities, CAS, and the church;
- i) Control and management of confidentiality, privacy, and security in all communications and record keeping;
- j) Controls to limit the contact between the accused, the victim, and any *youth* within the congregation;
- k) Suspension of the accused (with pay when applicable) without prejudice pending the outcome of any investigations;
- l) A 'lessons learned' investigation to determine the need for changes to church policy or procedures.

3.9.20 Procedure for Dealing With Classroom Disruptions

At Hope CRC we seek to provide a place for children to be brought up and encouraged in their faith. We seek to have age appropriate lessons that bless our children and help them to know Jesus. Sometimes, even in the best of situations, disruptions occur and we want to ensure that the classroom setting is a place of safety for all involved and that the ministry to all does not suffer

because of one child's actions. Our ministries are run by volunteers and we also want them to be blessed in their serving.

Should a disruption occur the following will serve as a guideline for how to handle escalating conflict.

- a) Verbal warning and request to alter behavior.
- b) Repeated warning and request to alter behavior.
- c) Removal of disruptive things (ex if throwing crayons then take them away)
- d) Invite the disruptive child to sit directly beside the teacher or a helper.
- e) Notify hall monitor
- f) Ask hall monitor to notify parents in church

If the problem persists or is of a grave nature please let the Sunday school superintendents know and/or one of the pastors.

If problematic behavior is ongoing with a particular child please have a conversation with the Sunday school superintendents or the pastors. Then following this, a conversation with the parents may need to take place. A good way to turn what could be a difficult conversation into a helpful discussion would be to say something like - I have been having trouble keeping little Johnny or Suzy's attention in class, what are some ways that you have found effective to keep his/her attention? Another helpful way forward (if the child is in school) is to ask if they have identified good ways to keep them focused (eg. some kids need something to play with, so giving a potentially disruptive child play-doh may allow them to play with something while still remaining able to listen to the bible story). Emphasize how we wish our ministries are to be a blessing to all.

Open dialogue can lead to positive feedback. Negative words like "why can't your child sit still?" will place parents on the defensive and increase tension. If you feel you would not be able to have a positive discussion with the parents to create an action plan then involve one of the pastors.

Some ways problem solving would be:

- Have hall monitor watch for a time, to confirm behavior.
- Invite parents to observe a class.
- Find an additional helper to give closer guidance to this particular child.
- Talk with the other teachers to see how they handle similar situations.

3.9.21 Program Review

The child safety program *shall* be periodically reviewed to evaluate its application and effectiveness in the *youth ministry* programs. The intent of the review is assist the *youth ministry leaders* with implementation of the child safety program, to assure Council that due diligence is being maintained, and to identify areas for improvement.

Some suggested review metrics are listed following:

- Confirmation that criminal reference checks have been completed for each youth ministry leader with records on file;
- Confirmation that training has been completed for each youth ministry leader, with records on file;

- A review of nursery check-in / out procedure, forms, & record keeping;
- A visit to *youth ministry* events to assess the *adequacy* and *competency* of supervision, and general compliance to the child safety program requirements;
- A review of the youth registration records.

3.9.22 Declaration of Agreement and Understanding

I have read and understand Hope Christian Reformed Church's Child Safety Policy and Child Safety Program. **I agree to its requirements and *shall* adhere to them. My signature below acknowledges my understanding and agreement with the policy and program. I realize that if I refuse to follow or violate the *policy* or *program*, I may be suspended from my youth ministry duties within the church.**

The information I have provided is correct to the best of my knowledge. I understand that my name will be submitted to the Council or Consistory for affirming my character and fitness for the programs of the church. I agree to serve spiritually and with integrity.

Signature: _____ Date: _____

3.9.23 Youth Registration / Parental Consent Form

This form (see next page) is to be used for the registration into Hope CRC *youth ministry* and outreach programs (ref. [3.10.6 p 'General Principles for Child Safety'](#) and [3.10.12 Additional Requirements for Youth Outreach Programs](#)) or where parental consent is required for off-site or overnight events (ref. [3.10.7 Additional Requirements for Overnight and Offsite Events](#)).

CONSENT, RELEASE & INDEMNIFICATION for CHILD & YOUTH (under 18 years) PROGRAM/MINISTRY INVOLVEMENT

DIRECTIONS: Please **print** a separate copy of this form for each program your child/youth wants to be involved in.

Program: (e.g. GEMS, Cadets, Youth Programs) _____

Involvement: _____ Participant/Student _____ Staff/Leader/Coach _____ Assistant _____ Volunteer

Child/Youth:

Name: _____ Birth Date ____/____/____ (Day/Mo/Yr.) Gender: M:____ F:____
(First) (Last)

Full Address: _____ Postal Code: _____
(number,street) (city/town)

Home Tel: _____ Child/Youth's Cell: _____ Email: _____

Child/Youth's Health Card #: _____ Full Name on Card: _____

Family Physician: _____ Tel: _____

Parents/Guardians:

Name: _____ Tel: _____ Email: _____

Name: _____ Tel: _____ Email: _____

Emergency Alternate Name: _____ Relationship: _____ Tel: _____

Medical Issues:

Has this child ever had or currently have? (Choose all that apply):

☐ Seizures ☐ Back Problems ☐ Heart Problems ☐ Asthma ☐ Neck Problems ☐ Fainting Spells ☐ Nose Bleeds

Has this child had any of the following in the last year? (Choose all that apply):

☐ Head Injury ☐ Major Surgery ☐ Overuse Injury ☐ Fractures

Please list any medications (with dosages currently used) and allergies that your child may have. Note: leaders do not administer medications: _____

List any other health problems/important information that could jeopardize program safety: _____

Those authorized to pick up this child (under the age of 12) after the end of program for the day:

Name: _____ Relationship: _____ Tel: _____

Name: _____ Relationship: _____ Tel: _____

Consent:

Unless prohibited by law, the undersigned parent or legal guardian hereby give permission for the above named child/youth to attend, travel and participate in all designated programs/ ministries and related activities sponsored by Hope Christian Reformed Church, for the time period **beginning** _____, 20____ **and ending** _____, 20____ whether carried on at the Church facilities or elsewhere. The undersigned, in my capacity as parent or legal guardian of the said child/youth, hereby designate temporary custody and guardianship to the Program/Ministry workers and/or such other responsible leaders of Hope Christian Reformed Church as may be designated by the Church from time to time. The undersigned further authorizes said individuals to grant permission for emergency medical/dental treatment, during the above-noted time period, if/when the child's/youth's parent or legal guardian is unable to provide such consent. The undersigned shall be liable for and agrees to pay all costs and expenses incurred in connection with such medical/dental services rendered to the said child/youth pursuant to this consent. If it is necessary for the child/youth to return home for any reason, the undersigned shall assume all transportation and other related responsibilities and costs.

Release:

Unless prohibited by law, the undersigned, on behalf of themselves and said child/youth, and in consideration of the voluntary nature of the event the child/youth attends, do hereby release and forever discharge the Church and its Elders, Deacons, Pastors, Officers, Employees, Members, Adherents and Volunteers against all losses, claims, suits, and demands, or any liabilities whatsoever, arising from injury or death to the child/youth or other persons involved in the above-noted activity during the above-noted period of time, or any damage to the property associated therewith.

Indemnification:

Unless prohibited by law, the undersigned agrees to indemnify and hold harmless the Church, Elders, Deacons, Pastors, Officers, Employees, Members, Adherents and Volunteers from any and all losses, claims, suits and demands or any liability whatsoever, arising from death or injury to any person or persons, during the said period of time, that may be made by or initiated by any person, persons, corporations, partnership, joint ventures, associations, or any other legal entity arising out of any loss or damage to property associated therewith resulting from any act or omission associated in any manner whatsoever involving the above-noted child/youth, including any related legal costs on a solicitor-client basis, together with any settlement which the Church may deem to be reasonable in the circumstances, as determined in its sole discretion.

Risk Education:

It is the responsibility of the parent(s) or legal guardian(s) to teach their child/youth about the potential risks of involvement in these activities (e.g. potential injury in sports) and to provide safety education and safe clothing, materials and equipment, appropriate to the activity and situation.

Changes:

It is the responsibility of the parent(s) or legal guardian(s) to inform Hope Christian Reformed Church where there are any changes to the above information during said time period.

Confidentiality:

The content of this document is for sole use in the church's programs/ministries and will be kept confidential, except as needed to carry out the specified program/ministry.

I. Media Release:

I give permission for my child to be included in photos and recordings for media purposes: ☐ Yes ☐ No

Authorization:

Name: _____ Signature: _____ Date: ____/____/____
(Parent or Legal Guardian) (Parent or Legal Guardian) DD MM YYYY

Volunteer Assistants 12-17 years of age also sign below:

Youth/Child Name: _____ Signature: _____ Date: ____/____/____
(Child/Youth) (Child/Youth) DD MM YYYY

3.9.24 Police Criminal Check and Vulnerable Sector Search

This form is to be used for obtaining a police criminal record check, including vulnerable sector check for all *adult* persons serving in *youth ministry* at Hope CRC. Take the completed form to the office of the police authority having jurisdiction in your area of residence. Refer to the Child Safety Program section [3.10.4 f\) 'Screening of Staff and Volunteers'](#).

REQUEST FOR POLICE CRIMINAL RECORD CHECK AND VULNERABLE SECTOR CHECK

Hope Christian Reformed Church (Hope CRC) is an organization that is responsible for the well-being of one or more children or vulnerable person(s) as defined in Section 6.3(2) of the Criminal Records Act.

As an authorized representative of Hope CRC, I hereby request that the police service provide a police criminal record check, including a vulnerable sector check, of the following individual:

NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____

DATE: _____

Thank you,

Hope CRC Authorized Representative

Signature

3.10 PROTECTION OF PERSONAL INFORMATION

3.10.1 Introduction

Hope Christian Reformed Church (the “Church”) is committed to protecting the privacy of its members, adherents, donors, volunteers, employees, directors, officers and any other persons about or from whom the Church collects personal information. The purpose of this Policy to ensure that all personal information is properly collected, used only for the purposes for which it is collected, and is disposed of in a safe and timely manner when no longer required.

This Policy applies to Personal Information which is collected, used or distributed by the Church for commercial purposes.

3.10.2 Definitions

“**Church**” is defined as Hope Christian Reformed Church.

“**Individual**” is defined as any member, adherent, associate member, donor, volunteer, employee, director, officer, elder, pastor, and any other person who has dealings with the Church.

“**Personal Information**” is defined as any information about an Individual that the Church collects, processes, or uses.

“**Collector**” is defined as any Individual who receives Personal Information on behalf of the Church.

“**Policy**” is defined as the Hope Christian Reformed Church Protection of Personal Information Policies and Procedures.

3.10.3 Accountability

The Church is responsible for maintaining and protecting the personal information under its control. The Church has appointed John Gilson as its Privacy Officer. He is responsible for ensuring the Church complies with its privacy obligations in accordance with applicable privacy law.

John may be contacted as follows:

John Gilson, Privacy Officer
Hope Christian Reformed Church
64 Buchanan Crescent
Brantford, Ontario N3P 2A5
Phone: (519) 759-7581
Fax: (519) 759-5030
E-Mail: hopecsrc@silomail.com

Collectors of Personal Information shall be accountable for such information to the Privacy Officer.

Any Personal Information that is transferred to a third party for processing is subject to this Policy. The Church shall use contractual or other appropriate means to provide a level of protection of the Personal Information that is comparable to this policy while the information is being processed by a third party.

The Church shall communicate and explain this Policy and provide training with respect thereto to all persons who may be in a position to collect, retain or use Personal Information.

The Church shall prepare and disseminate information explaining the Policy to Individuals.

3.10.11 Identifying Purposes

The Church collects and uses personal information for a variety of purposes including:

1. Providing services to individuals ministered to by the Church;

2. Establishing and maintaining membership lists including sufficient information to meet denominational needs.
3. Managing payroll and benefits for Church employees;
4. Maintaining employment records including employee performance evaluations;
5. Establishing and maintaining lists of donors;
6. Maintaining information for the protection of children involved in Church ministries;
7. Publishing Sunday church bulletins in printed form and on our church website for members who cannot attend worship services and for members who require information from the bulletins.

The Church shall identify the purposes for which it collects personal information. The purpose of collecting Personal Information shall be disclosed to the Individual from whom the Personal Information is being collected before or at the time the information is collected.

3.10.12 Consent

Consent will be obtained from the Individual whose Personal Information is collected, used and disclosed, unless obtaining the consent would be inappropriate or not required by law. In some cases a person's consent may be implied by virtue of their membership in the Church or because of the person's conduct with the Church.

When it is appropriate, written consent will be obtained. Written consents will be kept on file for as long as the information is reasonably necessary.

The Church shall ensure that there is no condition attached to the supply of benefits requiring an Individual to provide consent for the collection, use, or disclosure of Personal Information beyond that required to fulfill the specified and legitimate purposes.

An Individual may withdraw his or her consent at any time, subject to legal or contractual restrictions and reasonable notice, where required.

If an Individual wishes to withdraw consent, he or she must provide explicit instructions in writing to the Privacy Officer. The Privacy Officer will then determine whether any Personal Information about the person is in the Church's possession or control. If so, The Individual shall be informed of any reasonably foreseeable implications of withdrawing consent.

3.10.13 Limiting Collection

Personal Information collected will be limited to that required for the purpose or purposes identified by the Church. The Church is committed to collecting personal information in a fair, open and lawful manner.

3.10.14 Limiting Use, Disclosure and Retention

Personal Information shall not be used, disclosed or retained for purposes other than those for which it was collected, except with the consent of the Individual or as required by law.

All collected Personal Information shall be destroyed, erased or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by the law.

3.10.15 Accuracy

Personal Information, whether in electronic or paper based format, shall be maintained in as accurate, complete and up-to-date a form as necessary in order to fulfill the purposes for which it was collected.

3.10.16 Safeguards

Personal information will be protected by security safeguards that are appropriate to the sensitivity of the Personal Information. This safeguarding includes physical measures such as locked filing cabinets and premises security, organizational measures such as restricted access to files with Personal Information or technological measures such as Norton Antivirus Security software.

Personal information collected includes:

1. Birth dates and family information including contact information.
2. Baptismal dates.
3. Profession of Faith dates (when adherents become members).
4. When children and young adults take part in the various activities of the church, registration forms are filled out for their health, welfare and safety. This information includes such items as allergies and other health concerns and contact information.
5. Police checks of all volunteers and paid staff.
6. Financial records of charitable donations for income tax purposes.
7. Members are officially visited by pastors, elders and deacons who may share the joys and concerns of these visits at elders and deacons meetings. While records are kept of visits made, information on these visits are not kept.
8. Membership data is generally received from other churches when members transfer to Hope CRC.
9. When a member requests a transfer to another church, membership data may accompany the transfer.

Note: We do not collect personal identifiable information on the church website. We do not identify who our visitors are and we do not compile, buy, sell, rent or trade consumer mailing or e-mailing lists.

The Church shall ensure that any person having access to Personal Information entrusted to the Church is made aware of the importance of maintaining confidentiality of the information.

The Church shall ensure that care is taken when Personal Information is disposed of or destroyed to prevent unauthorized parties from gaining access to the information

3.10.17 Openness

The Church shall be open about the Policy, as well as any related practices or procedures which are not explicitly set out in the Policy.

Information that will be made available to Individuals upon request shall include:

1. The Name and contact information for the Privacy Officer;
2. The means of gaining access to Personal Information held by the Church;
3. A description of the type of Personal Information held by the Church, including a general account of its use;
4. A copy of any written information that explains the Church's policies, standards or codes regarding Personal Information; and
5. What Personal Information is made available to related organizations.

3.10.18 Access to Personal Information

The Church will grant an Individual access to Personal Information about themselves where the Church is legally required to release the information.

In order to access Personal Information, a written request must be made to the Privacy Officer.

The Church shall comply with any request from an Individual to:

1. Disclose whether the Church holds Personal Information about the Individual;
2. Allow the Individual access to Personal Information about the Individual;
3. Advise the Individual of the use that has been made or is being made of their Personal Information; and
4. Provide an account of the third parties to which their Personal Information has been disclosed.

If the Church believes that access to Personal Information should be denied to an Individual, for any reason, the Church shall consult legal counsel before allowing access to any Personal Information.

When an Individual successfully demonstrates the inaccuracy or incompleteness of Personal Information, the Church shall ensure that the information is amended as required.

3.10.19 Challenging Compliance

Complaints or inquiries about the collection, use, disclosure or retention of Personal Information or the Church's compliance with these policies should be directed to the Privacy Officer in writing. Upon receipt of a complaint or inquiry from an Individual, the Privacy Officer shall deliver a copy of this Policy to the person.

Upon receiving a complaint or enquiry from an Individual, the Privacy Officer will investigate, ensure that appropriate measures are taken if necessary, and advise the Individual as to the Privacy Officer's findings and any corrective actions taken.

Upon receiving the response from the Privacy Officer, the Individual who filed the complaint may, if he or she is not satisfied, appeal to the Council for an independent evaluation and response with respect to the complaint.

The determination of the Council shall be final and the Privacy Officer shall abide by and implement any of its recommendations.

4. JOB DESCRIPTIONS

Job Description Background: Division of Duties

Spiritual leadership and pastoral care are delivered by two full time pastors (Senior Pastor and Pastor), and one Assistant Pastor (approximately 475 hrs/year). The Senior Pastor has the primary duty of leadership, while recognizing that all the pastors' work has elements of leadership required. With approval of Council, the pastoral work will be divided, typically by age demographics. The following job descriptions describe the unique elements of each pastor's role, and common skills and abilities required in all pastoral positions. The following table sets out Hope CRC's default division, and examples of other structures that may be used if Council decides a different division would benefit the congregation and suit the skills of the pastors.

Example divisions:

	AGE: 0-25	25-45	45-60	60-75	75+
default	Pastor		Senior Pastor		Assistant Pastor
2	Assistant Pastor	Senior Pastor		Pastor	
3	Assistant Pastor	Pastor		Senior Pastor	
4	Senior Pastor		Pastor		Assistant Pastor
...					

Job Descriptions

Senior Pastor

- The Senior Pastor will have the following skills and duties, in addition to the common duties and skills for all pastors.
- The Senior Pastor should have 10 - 15 years Pastor experience, with at least 5 years in a distinct leadership role. The Senior Pastor compensated commensurate with years of experience.

- Provide spiritual, pastoral, and directional leadership within the framework of the church's overall vision, mission, and purpose.
- Promote the health, growth, and wellbeing of the congregation through preaching, teaching, pastoral care, and administering the sacraments.
- Ensure the needs of the congregation are met through the various ministries of the church.
- Be gifted in building and fostering relationships.
- Ensure that new church attendees are enfolded.
- Ordinarily lead 5 services per month plus share special services such as Christmas, Good Friday, Easter, Thanksgiving, New Year's Eve, New Year's Day, etc with Pastor.
- Oversee the administration and management of all areas of church ministry in consultation with Council, appropriate committees, and staff.
- Provide leadership development and training for leadership positions such as Office Bearers, Worship Coordinator, and others.
- Provide advice and inspirational direction for all new and existing church ministries, encourage outreach and evangelism ministries, and promote faithful stewardship and financial giving. Ordinarily, the Senior Pastor will be encouraged to mentor less experienced pastors.
- Chair a meeting at least once every two months with Pastors to review and coordinate pastoral duties; Senior Pastor is responsible to ensure all pastoral care is done.
- Visits fringe members and members needing discipline as required.
- Oversee the catechism program; teach the senior class.
- Teach profession of faith classes.
- Oversee all youth programs and ministries (Little Lambs through College & Careers) and ensure programs, social outings, mission trips, etc are carried out and serve the mission of the church.

- Attend all Executive, Consistory, and Council meetings and at least one Deacon meeting per year.
- Note: although the Senior Pastor takes the leadership responsibility for the congregation, he will not supervise the work and mandate of the other pastors. The Pastors are accountable to Consistory and Council.
- Committee: Worship Committee member
- Committee: Consistory Chair
- Committee: Council, non voting member

Pastor (formerly Associate Pastor)

- The Pastor will have the following skills and duties, in addition to the common duties and skills for all pastors.
- The Pastor typically has at least 0-7 years Pastor experience, and will be compensated commensurate with years of experience.
- Ordinarily lead 3 services per month plus share special services such as Christmas, Good Friday, Easter, Thanksgiving, New Year's Eve, New Year's Day, etc in coordination with Senior Pastor.
- Is an effective preacher, teacher, and counsellor.
- Effectively work with members of all ages.
- Teach a catechism class.

- Attend Council Executive in place of the Senior Pastor when the Senior Pastor is unavailable.
- Effectively lead and work within teams, and carry out delegated responsibilities joyfully and thoroughly.
- Work in coordination with Senior Pastor to provide inspirational direction for all new and existing church ministries.
- Attend all Executive, Consistory, and Council meetings
- Committee: Mission Outreach Committee
- Committee: Education Committee

Assistant Pastor

- The Assistant Pastor will have the following skills and duties, in addition to the common duties and skills for all pastors.
- The Assistant Pastor is not typically expected to hold office hours.
- Must have experience suited to required role, for example youth or seniors ministry.
- The Assistant Pastor's focus is on pastoral care, and as such may ordinarily only lead a few services per year.

Pastor Skills & Duties - all Pastors

- Possess the qualifications of Elder as stated in 1 Timothy 3, Titus 1, and the form for the Ordination of Ministers, PH pgs. 992-997. Exhibits a personal life style and confession that shows

Jesus is the Lord of his life and demonstrates the heart of a servant leader.

- Maintain a personal and intimate relationship with the Lord.
- Be a man of prayer, a student of the Bible, and be committed to personal devotions and the teachings of the Reformed faith.
- Possess pastoral care skills.
- Encourage members to relate their faith in their daily lives.
- Possess excellent communication skills with a love for communicating God's Word (preaching & teaching skills).
- Plan and lead worship services in conjunction within the worship committee and worship coordinator.
- Administer the sacraments.
- Promote and support mission trips for our members.
- Encourage all members to participate in the mission work of the church.
- Support and assist worship coordinator and pastoral care workers in their primary responsibilities.
- Encourage members with leadership potential to develop their gifts.

- Have a deep desire to reach the lost for Christ.
 - Demonstrate a lifestyle that serves as a model for the congregation.
 - Make initial hospital visits (especially emergencies and crisis visits), and coordinate follow-up visits.
 - Teach new member classes.
 - Lead marriage preparation sessions for engaged couples.
 - Attend continuing education courses, workshops, seminars, retreats, etc as approved by Council.
 - Be familiar with Hope CRC's policy and procedures manual, administrative procedures, and the church organization structure and procedures.
 - Attend Classis Hamilton meetings: 1 pastor
 - Engage in other Classis and local ministry initiatives with the approval of Consistory or Council as appropriate.
- COUNCIL APPROVED
- PASTOR JOB DESCRIPTIONS 13 DECEMBER 2016 5
- Demonstrate ability in organizing, administration, and planning. Must have good skills in communication and motivation of others.
 - Maintain strong commitment to Christian education

- **Schedule:** Pastoral positions require considerable flexibility in hours available for work, including many evenings and most weekends
- **Office Hours:** The Senior Pastor and Pastor shall maintain regular office hours in the church building. The schedule shall be coordinated between the secretary and pastors, so that there is someone in the church each weekday. Ordinarily, Senior Pastor and Pastor shall each have a minimum of 15-20 hours in the church office each week.
- **Additional Services:** officiate, when requested, at special services for Hope Church members and affiliates such as weddings and funerals. A pastor may also be asked to conduct weddings or funerals in special circumstances
- **Accountability:** The pastors serve under the general supervision of Council and Consistory. The Pastors shall present oral and written reports of all visits and meetings to each Consistory meeting. Any conflicts between Pastors shall be resolved at Council Executive, and Council if required.
- **Job descriptions** may be reviewed at the request of either the Pastor(s) or Consistory.

4.4 Assistant Elder

4.4.1 Purpose

Council has established the position of Assistant Elder in order to assist the consistory with annual home visitation. The large number of members in each elder's district makes it difficult for them to make all of their visits. This difficulty is compounded by the fact that we have not been able to elect enough elders for each of the current districts. In an effort to ensure that as many visits are made as possible throughout the year, Council has established the position of Assistant Elder. An Assistant Elder is appointed by Council to serve for a one year term. The duty of the Assistant Elder is to make visits to members and to report to the Consistory on a regular basis. It is our hope that through these efforts the pastoral care of our congregation will be enhanced.

4.4.2 Duties

The Assistant Elder is appointed by Council not elected by the Congregation

- a) The position will have an annual term which may be renewed by Council

- b) The appointment will be announced to the congregation by way of the Church Bulletin for two consecutive Sundays. The announcement will state the name of the Assistant Elder and the term
- c) The Assistant Elder will report to Consistory on any visits made three times per year or more frequently as needed
- d) The Assistant Elder is an ex-officio member and only attends consistory meetings to report on visits
- e) Commissioning will take place at a Commissioning Service in September.

4.5 Youth Ministry Coordinator

4.5.1 Purpose of Position

The Youth Ministry Coordinator will endeavour to equip and organize leaders in youth ministry by undertaking the administrative tasks, thereby permitting leaders to focus more clearly on their specific area of service.

4.5.2 Responsibilities

To understand and to implement the Vision Statement of Hope CRC as it relates to youth ministries.

- a) To be familiar with the General Administrative By-Laws and the Church Organizational Structure
- b) To serve as resource person for youth ministries and provide as needed resources such as videos, books, ministry magazines, and leadership articles This excludes material in the resource centre available for general reading by the congregation
- c) To assist where needed in the provision of resource material for Church School, Catechism, Gems, Cadets, Teen Club, Young Peoples, Friendship Club, Adult Education, etc. Coordinate leadership training events and retreats, etc.
- d) To provide administrative assistance for all youth events including mobilization of members for Youth Ministry, scheduling special events and providing resource material for the Youth & Youth leaders
- e) To organize and chair meetings of all youth leaders at least annually to enhance communication; to promote the coordination of youth ministries

4.5.3 Working Relationship

- a) Serves under the general supervision of Consistory and reports to each regular Consistory meeting
- b) Is an ex-official member of all youth ministry committees and may attend meetings at his/her discretion or as needed
- c) Communications on an ongoing basis with the Pastor
- d) Has access to the service of the secretary on a limited basis

4.5.4 Qualifications

- a) Is a professing member of Hope CRC. Exhibits a personal life style and confession that demonstrates that Jesus is Lord of his/her life and demonstrates the heart of a servant leader
- b) Demonstrates ability in organizing, administration & planning and has good skills in communication and motivation of others
- c) Has good interpersonal skills and is able to relate to a wide variety of volunteers
- d) Is able to enlist the assistance of others and affirm them in their work

4.5.5 Terms

- a) The coordinator's position is part time and will commence March 1, 2003
- b) The work of the coordinator will be reviewed annually as to his/her performance
- c) The work can be undertaken either at the church or at home
- d) The coordinator will log his / her activities and report to the Consistory monthly
- e) The position of the coordinator will be review annually

4.6 Secretary Job Description

4.6.1 Accountability

The Secretary is directly accountable to the Council through its Administration Committee.

4.6.2 Administration

Office Management:

- a) Keep determined hours in the Church Office.
- b) Initiate and respond to telephone inquiries as required.
- c) Maintain and regulate the use of the office equipment.
- d) Oversee the operation of the photocopier.
 - Keep track of the number of copies used so we may monitor the use of the copier and use these figures in our budget make up.
 - Keep track of and order paper for the copier (letter size and legal size).
 - Keep track of toner and arrange for service if or when needed.
 - When possible, all copying must done on both sides of the paper and to contact the Administration Committee for approval when anyone insists otherwise.
- e) Keep track of the VCR/TV when used by different groups or individuals.
- f) Set up church archives in the church office, i.e. old minutes, bulletins and other historical documents, pictures etc.
- g) Maintain an office index, identifying all documentation in our files.
- h) Arrange for the Admin. Comm. To update the Fire Safety Plan, following the June Council meeting.
- i) Maintain purchase order system including the ordering if necessary.
- j) Ordering of materials, resources, etc. for members in charge of budgets.
- k) That quarterly financial statements be prepared for the Administration Committee.
- l) Setting up appointments for arranging the turning on and off of the lawn sprinkler system
- m) Arranging the changing of filters on the heating and air conditioning units.

Correspondence

- a) Collect and distribute incoming mail to appropriate committees and persons
- b) Collect the mail from the communal postal box and distribute it to appropriate committees and persons
- c) Prepare and send outgoing correspondence as directed by the Clerk and/or Pastor

Committee Liaison

- a) Collect minutes from all committees for the Council agenda
- b) Place orders and/or send correspondence as requested by committee members

Facilitate Council Work

- a) Prepare agenda as directed by the Clerk
- b) Prepare and distribute meeting packages to Council members
- c) Inform Office Bearers of significant events and occasions in the lives of members
- d) Coordinate the flow of information to members as times and circumstances require

Facilities

- a) Maintain booking records for the use of church facilities
- b) Collect rents where and when appropriate and as determined by the Council

Bulletin

- a) Collect and edit announcements using guidelines set by Council (ref. [3.1.10 Guidelines for bulletin announcements](#));

- b) Prepare and photocopy bulletin

Maintain Membership and Other Records

- a) Keep the membership record book updated
- b) Communicate membership changes to agencies (churches) and persons as appropriate
- c) Update and submit the membership data for the CRC Denominational Yearbook. Order adequate copies (usually 10 copies) and distribute to those needing one
- d) Provide minutes and other church records to the CRC Denomination Historical Committee
- e) Keep Hamilton Area directory up-to-date and submit changes for new directory. Order adequate copies for at least one copy per family and independent single persons
- f) Keep updated list of membership gifts and involvement
- g) Submit changes in Council and Executive to the Ministry of Consumer and Commercial Relations. This is now done through the Van der Woerd Law Office
- h) Coordinate with the Van der Woerd Law Office to prepare the documentation for the annual Board of Directors meeting and the Official Membership Meetings, which coincides with the September Council meeting.
- i) Submit changes in Council and Executive to the Courier and the Banner.
- j) Update the district list as changes occur and prepare a new list for members of Council for the September meeting or when substantial changes have been made in the interim.
- k) Prepare an update of the seniors' birthday list. Using church records, establish who will become 65 years of age in the New Year. Place a notice in the bulletin asking those people who object to having their birthdays mentioned in the bulletin to contact the secretary.
- l) Prepare certificates for baptism and profession of faith.

Worship Services:

- a) Maintain schedule of worship services
- b) Inform Council and Congregation of impending "special" services.
- c) Provide Pulpit Supply
- d) Maintain list of worship participants
- e) Prepare and provide liturgies as directed by the Pastor and Worship Committee
- f) Facilitate and assist members involved in special services such as weddings and funerals by preparing and printing liturgies as requested
- g) Inform visiting pastors of Hope's Order of Worship
- h) Schedule Ushers, Greeters, and Welcome Centre Greeters. Advise Consistory when recruitment of additional volunteers is required.

4.6.3 Weekly Duties

- a) Be available in the office 20 hours each week. It is best to have set hours so members of the congregation know when there is someone available at the church should they need to call or come in. It is best to be very familiar with all the clubs and activities in our church in order to answer any questions that members or non-members may have. Also to be familiar with where everything is in the church should the need arise to help someone locate something.
- b) Be familiar with the photocopier, learning all the ins and outs of it.
- c) Collect all the emails and other means of bulletin announcements throughout the week. Type, photocopy, and fold the bulletins. Children's bulletins are prepared on a weekly basis. The "Requested Announcements Sheet" is prepared and distributed bi-weekly.

4.6.4 Ongoing Duties

- a) Order all materials and supplies as needed or requested by members. A P.O form must be filled out for each order

- b) Go to Staples to purchase photocopy paper & other office supplies such as printer cartridges, pens, pencils, as well as supplies requested by Pastor or members. Order church envelopes and letterhead as needed
- c) Call for service on photocopier as needed. Order toner for copier as needed.
- d) Make photocopies as requested by pastor or other members. Also photocopy and distribute Council agendas and Membership Meeting agendas.
- e) Keep track of all church rentals
- f) Contact Janitor to inform them of all church rentals. Sometimes a Sound Person must also be contacted, depending on the event
- g) Make sure Janitor is paid for rentals
- h) Send a bill to whoever is renting the facility. Forward cheque to treasurer when received
- i) Pick up the mail from the box by the road, open mail or distribute as necessary
- j) Keep track of membership records and record events such as baptisms, profession of faith, transfers in or out, death and lapsed memberships
- k) Find pulpit supply for Pastor's holidays, days off and classical appointments. Let the treasurer know who to pay and how much to pay each pulpit supply
- l) Order, pick up and arrange mail slot name tags as needed. (eg. New members coming in, members who have died etc.)
- m) Put information tracts in mail slots when received
- n) Keep the bulletin board neat and make sure the information on it is up to date
- o) Keep track of the coupon order forms. Photocopy more as needed
- p) In the early spring, check with the contractor who had been cutting the grass the prior year to ensure that they still wish to do this work. If not, get quotes from other contractors
- q) Print off budget request forms in August and place in mail slots of those in charge of the various groups or committees. Prepare bulletin announcements letting members know to fill this form out and return by a certain date
- r) Make a large print copy of the area church directory in September and put on the Welcome Centre. Prepare bulletin announcements letting the congregation know to make any changes needed to the directory. Send off the updated information to Beginnings for publication
- s) Prepare the deacon visiting list in December, updating it with members who have been widowed throughout the year, or members who have reached the age of 75
- t) Prepare the collection schedule.
- u) Prepare the new Senior's List, contacting members who will be turning 65 to see if they would like to have their names printed on the bulletin when their birthday month comes along. Distribute the list to head of deacons, Pastor, clerk and President of Council
- v) Stay in contact with head usher, nursery coordinators and coffee fellowship coordinators to make sure you have the information needed for the bulletin.
- w) Make up new lists for the ushers and distribute to them in their mail slots
- x) Make up the schedule for hall monitors and distribute in their mail slots
- y) Administer the PAR program
- z) Keep track of the Police Check forms- purchase coupons from the police station to pay for the forms when needed. Distribute forms and coupons to members as needed
- aa) Whatever else comes along!

4.6.5 Duties for replacement secretary

- a) Get the mail from the roadside mail box- distribute any mail that is assigned to a specific person or council/group member such as Pastor, Clerk of Council, Clerk of Consistory, Secretary of Deacons, Secretary of Admin, Youth Pastor/Coordinator, GEMS Leader, Cadet Leader, etc.
- b) Check the emails and forward as needed, or print off any that are for bulletin announcements.

- c) Check the phone messages and pass on as required, or phone back with any information that is requested on the message.
- d) Distribute flyers/ or other printed materials in the mail slots as they arrive at the church.
- e) Collect all the necessary info for the bulletin.
- f) Print and copy the bulletins each Friday (240 copies).
- g) Make 35 copies of the children's bulletin each Friday.
- h) While in the office: answer the phone/door.
- i) If possible, do any other work or incidentals as may be required by church leaders such as running of agendas, minutes, funeral programs, preparing for a meeting, etc.
- j) If needed, leave a note with any messages or instructions for the secretary for when she returns.
- k) Whatever else you can think of to make the secretary's job easier when she returns.
- l) Be on duty at the church during the following hours:
 - Tuesday 9:30 a.m. – 3:30 p.m.
 - Thursday 9:30 a.m. – 3:30 p.m.
 - Friday 9:30 a.m. – 3:30 p.m.

4.7 Custodian Job Description

4.7.1 Purpose

To keep the facilities of Hope CRC clean and well kept

4.7.2 Areas of Responsibility

- a) The Custodian's work shall be supervised by the Administration Committee
- b) The Custodian shall report concerns or observations to the Secretary or Chairperson of the Administration Committee
- c) Purchase cleaning supplies with the understanding that custodian will be reimbursed for those supplies in a timely manner
- d) After eight years of service, the custodian shall receive three weeks of vacation
- e) Unpaid leave of absence for personal matters will be given pending approval of the Administration Committee
- f) The Custodian shall give a written notice of his/her desire to leave the position at least two months prior to leaving
- g) Administration Committee is responsible to have the carpets cleaned professionally on an annual or biannual basis or as often as needed

4.7.3 Weekly Duties (may be done more if needed):

- a) Vacuum all carpeted areas, including chairs in council room
- b) Dry mop tiled floors, and wet mop when needed
- c) Clean all bathrooms and restock paper towels, soap dispensers, toilet paper and other supplies that were used
- d) Clean & organize kitchen area
- e) Empty all wastebaskets
- f) Dispose of trash collected
- g) Recycle blue box items
- h) Straighten and clean nursery
- i) Dust window sills, furniture, including pews and all furniture on stage
- j) Clean blackboards and tables
- k) Clean all glass doors both sides, and windows inside and out, but not the window and door by the organ (they have a special coating on them). Windex is used to clean glass
- l) Dust general office area
- m) Clean and dust piano & organ
- n) Dust/clean all ledges and countertops
- o) Wash floor in foyer
- p) Clean basement, wash bathroom in basement, dry/wet mop floor (wash every 2 weeks)
- q) Set up tables and chairs when requested
- r) Take down excess tables and chairs after an event
- s) Rearrange furniture as necessary
- t) Clean up toys in Nurseries. Put back on shelves
- u) Replace light bulbs, fluorescent tubes and covers as necessary. Contact Administration Committee when high sanctuary lights and other lights out of reach with a stepladder need replacing
- v) Spot clean as necessary
- w) Check and order necessary janitor supplies
- x) Open doors and disengage security alarm, before worship services and special events
- y) Close all doors and engage security alarm, after worship services and special events

- z) Switch air circulation fans in sanctuary to “on” before AM service and back to “auto” after the PM service
- aa) Cobweb Patrol

4.7.4 Monthly Duties

- a) Wash out garbage cans in kitchen
- b) Sweep and floor mop electrical room and custodial closets
- c) Dust all blinds
- d) Check portable fire extinguishers for damage and full charge. Initial and mark date on tags
- e) Buff all tiled floors

4.7.5 After Each Special Event

- a) Check Fellowship Hall, kitchen, bathrooms and other rooms used during the special event. Remove garbage and clean rooms as necessary
- b) Turn off appliances left on
- c) Restock paper towels, soap dispensers, toilet paper and other supplies that were used
- d) Spot clean, vacuum, mop, and sweep floors as necessary. Spot clean carpets immediately after an event
- e) Dust, vacuum, clean, rearrange furniture back to original positions.
- f) Check all doors and windows for locking and serviceability
- g) Check thermostats
- h) During special activity weeks such as Vacation Bible School, perform checks 1 to 5 above after each day's events
- i) Bring to the attention of the Administration any concerns you may have come across

4.7.6 Other Duties as Required

- a) Wash all reachable windows twice a year or as needed.
- b) Clean and polish furniture.
- c) Inform the Administration Committee if maintenance is required on dishwasher, refrigerator, sinks, toilets, baseboard heaters, water heaters, lights, plumbing and light fixtures, doors, door locks, etc.
- d) Alert Administration Committee as necessary of the need for painting, window repairs, general clean up and repairs.
- e) Spot cleaning of finger marks and smudges as necessary.
- f) Floors stripped/waxed when needed.
- g) Vacuum pew cushions.
- h) Keep landings/steps outside exit doors free from snow and ice.
- i) Report defective exit lights and/or emergency lights to the Administration Committee.
- j) Replace defective light bulbs, fluorescent tubes and tube covers as necessary and if possible to reach. Report deficiency to Administration Committee if unable to reach lights.

Any portion of this Agreement may be revised upon the mutual consent of the agreeing parties. The signatures below attest that this job description is mutually understood and accepted as of the date of signing, and unless otherwise altered will be the basis of job expectations and performance reviews.

Custodian's Signature: _____

For the Administration Committee: _____

Date: _____

4.8 Duties of Replacement Custodian

Sanctuary:

- a) Dust pew & piano & all furniture on stage
- b) Clean windows with Windex, but not the window and door by the organ (they have a special coating on them)
- c) After each service clean out all the paper from the pews and where the Bibles and Psalters are located

Foyer:

- a) Clean all windows inside and out, sanctuary doors too, both sides
- b) Coatroom, straighten out hangers
- c) Vacuum
- d) Windex windows
- e) Wash floor

Fellowship Hall:

- a) Windex windows
- b) Dry mop
- c) Wet mop

Kitchen:

- a) Clean sinks with cleaners
- b) Wipe counters with pail of cleaners
- c) Wipe fridge doors with Windex
- d) Vacuum
- e) Wash floor

Council Room

- a) Clean table & counter
- b) Windex windows
- c) Vacuum floor & chairs

Boys, Girls and Family Bathrooms:

- a) Vacuum first floors
- b) Wash all doors & walls
- c) Clean sinks & toilets with cleaners
- d) Wash floors
- e) Fill paper towels & toilet rolls, put extra toilet rolls on toilet tank

Vacuum:

- a) Resource room, library and the hallway to the nurseries
- b) Classrooms do only if they are being used

Nurseries:

- a) Wash doors and toy shelf and put the toys back on shelf
- b) Windex windows
- c) Clean the bathroom

Basement:

- a) Vacuum basement stairs and basement if being used during the week or on Sunday
- b) Wash bathroom in basement if basement is used.
- c) The floor can be dry mopped every week, wash the floor once in the two weeks
- d) The rags we use should be washed every week. We have special rags we use.
- e) We don't usually leave them at the church, but we will if they are washed properly. We have purchased the rags ourselves.

Approximate time required for the above job description:

10 hours if all facilities are being used.

8 hours during the off-season.

In addition, you may be required to unlock and lock doors for groups requiring or renting the facilities as well as possible cleaning up after they are finished. In the case of renters, there is a set fee paid to you as stated on the rental agreement. Otherwise this extra time is hourly rated

4.9 Treasurer, Bookkeeper Job Description

4.9.1 Purpose

To administer to all financial matters on behalf of Hope Christian Reformed Church and record disbursements as well as moneys received, in a manner acceptable by current accounting practices and standards.

4.9.2 Duties and Expectations

Weekly duties:

- a) Pay bills, record expenses
- b) Enter moneys received (donations and collections) into the computer and report amounts in bulletin
- c) Back up computer records
- d) Record all transactions in accounting software

Monthly duties:

- a) Issue pay cheques to staff
- b) Pay visiting ministers for pulpit supply and mileage
- c) Pay out all moneys collected for various causes during the previous month
- d) Prepare financial statements for Administration and Council meetings
- e) Bring cheques and cash to bank that has been received during the month

- f) This often has to be done more than once a month when the cash amount is large
- g) Reconcile bank account
- h) Monthly duties would include remittance of payroll deductions to Canada Revenue Agency, timely remittance is of utmost importance

Quarterly duties:

- a) Fax a statement to the treasurer of Grace Free Reformed Church, showing the amount of interest to be paid for next quarter
- b) Keep track of amounts paid by Grace Church toward the principal of the mortgage, and update computer records
- c) Prepare statements for Cadets, Gems, Youth, Church School, Friendship, Banner Committee and Mission Outreach, showing how much of their budget amount they have spent to date

Miscellaneous Duties:

- a) Acting as treasurer for conventions, workshops, or other activities that may be held at our church or elsewhere (such as Pastor's retreat, Prayer Conference, Abuse Conference, Youth Conventions etc.)
- b) Order and distribute offering envelopes. Update the computer, adding new members and their envelope numbers, and changing information of members who have moved or changed their name etc.
- c) Anything else that may come along
- d) Participate in the necessary workshops and training programs to ensure competency in the necessary computer software and accounting practices

4.9.3 Time Line

January:

- a) Complete year-end activities in the accounts and switch over to the New Year
- b) Prepare a statement for groups that may have received donations or fundraising amounts in the previous year but have not spent the entire amount, to let them know the amount that is being carried over
- c) These amounts are put into a liability account and can be accessed by the groups as needed.

January/February:

- a) Fill out T4 slips for employees
- b) Fill out T5 slips for interest paid out on private loans
- c) Print out and sign donation receipts (mail if needed)
- d) Prepare income and expense reports for the congregational meeting
- e) Prepare statements for the congregational meeting showing how much was paid out the previous year for all collections and quotas

April:

- a) Pay out interest on private loans by April 30th.

May:

- a) Begin filling out the Charity Return, which is due on June 30th.

June:

- a) Fill out member statements showing amounts they have contributed from January 1st until May 31st.
- b) Make sure Charity Return is ready to go before the end of June.
- c) Fill out and mail the G.S.T. return.

August:

- a) In preparation for the budget for next year, distribute budget request forms to various church groups and committees.

September:

- a) Begin preparing the preliminary budget for the following year, in time for a presentation to Administration Committee
- b) Attend September or October Administration meeting to explain the budget items.
- c) Make any changes requested by Administration or Council

October/November:

- a) Prepare the final budget for inclusion with the Membership Meeting agenda in November.

November:

- a) Fill out member statements showing amounts they have contributed from January 1st until October 31st.

December:

- a) Give a \$100.00 cheque as a gratuity to the organists/pianists.

4.9.4 Time estimated for this position

- a) Eight hours per week, plus or minus depending on the time of year.

4.10 Worship Coordinator Job Description

1. Lead one praise team. This involves:
 - a) Serving as contact
 - b) Screening new members
 - c) Scheduling practices
 - d) Preparing and copying materials
 - e) Conducting devotions for practices or delegating these tasks
2. Schedule accompanists, praise teams, projectionists, and hymn sing leaders for all worship services.
3. Schedule worship planners, acting as a resource as needed.
4. Accompany services (1-2 per month).
5. Plan services (2 or so per month).
6. Arrange details for special services such as:
 - a. Line up participants
 - b. Inform bulletin secretary

- c. Inform sound & projection workers
 - d. Organizing a choir/choral group (finding material, finding accompanist) or coordinating guest musicians
- 7. Worship Committee Chair. Duties include:
 - a. Arranging and chairing meetings
 - b. Keeping track of budget expenditures
 - c. Serving as contact for congregation (usually involves receiving ideas or comments from the congregation and bringing these to the committee, and responding
 - d. Generating documents and reports for the committee to work with (such as the worship planning guidelines)
- 8. Encourage leadership training by informing praise group and worship committee members about educational opportunities and resources available
- 9. Coordinate purchases of instruments, resource books, copyright license, etc.
- 10. Take responsibility for responding to complaints and dealing with any worship service problems which may occur
- 11. Lead children's praise time (10-15 minutes during each Sunday morning service; 30-60 minutes of preparation per week) approximately 2-3 weeks out of 5
- 12. Keep up with current trends in worship through Reformed Worship, The Banner, and books about Christian worship

4.11 Clerk of Council Job Description

4.11.1 Duties:

R4: General update as per changes to various policies and procedures.

Congregational meeting:

- a) Ensure church sanctuary is free. In the event that a praise team has a scheduled practice, notify praise team in advance so they can reschedule
- b) Generate agenda
- c) Have agenda in mail slots two Sundays previous to meeting
- d) Announce in bulletin two Sundays previous, also in schedule of events
- e) Ensure speakers/presentations are booked and equipped
- f) Ask hospitality committee for refreshments
- g) Ask for sound technician
- h) Ask for pianist/organist to accompany
- i) Generate minutes from meeting
- j) Bulletin announcement with excerpts of minutes after the meeting.

Council Executive Committee meetings:

- a) Pre-meeting, generate a draft agenda for next council meeting
- b) Record and generate minutes of the executive meetings
- c) Ensure executive members have all information before meeting including last executive and council minutes, draft council agenda, administration minutes

Council meetings:

- a) Advertise in bulletin two weeks prior

- b) Follow up with all committees reporting to Council to obtain minutes for Council review.
- c) Generate agenda, email agenda and attachments and also place in mail slots of council members Sunday ahead of meeting
- d) Sort correspondences received, highlight at the meeting if required
- e) Ensure that minutes from the meeting are done
- f) Bulletin announcement with excerpts of minutes
- g) Any follow up that needs attention from meeting
- h) Ensure deacons and elders are prepared to give written or verbal report (written reports to **September, January** and **May** council meetings)

Classis Hamilton meetings:

- a) Copy/file and distribute minutes
- b) Fill out credentials and pass to classis delegate
- c) Deal with correspondence from Classis secretary

Nominations (Election / Selection):

- a) Generate and follow schedule for selection process.
- b) Update list of potential office bearers to executive and to council
- c) Bulletin announcements (2 Sundays) asking congregation to forward nominations for office bearers
- d) Make ballots and distribute at Church for selection
- e) Make tally sheets, facilitate counting and communications with nominees
- f) Make/update listing of eligible nominees, (master list to executive and eligible only list to council)

Miscellaneous:

- a) Ensure all Council members have current criminal reference checks as per [3.1.18 Criminal Reference Checks for Council Members](#).
- b) Ensure all Council members have been trained on the Child Safety Policy and Child Safety Program as per [3.9.5 Training of Staff and Volunteers](#).
- c) Schedule an annual review with Exec and Council of [3.1.15 Procedure for Cancellation of Worship](#). This would ideally be done in the late fall, before the winter season.
- d) Do an annual audit of [3.1.16 Contingency Plan for Sermon Reading](#) to ensure that the materials are available and in place, that the Elders are aware, and that the list of sermon readers is up to date.
- e) Check in with the Safe Church team in the late summer, to ensure that plans are in place for volunteer training for the upcoming educational season.
- f) Send Thank you cards as directed by council, or as appropriate
- g) Schedule Church visitors. Run bulletin announcements for two weeks prior inviting congregational members to express concerns
- h) Forward to lawyer council member names/address, and executive positions. Request update of the directors list (after June meeting)
- i) Ask for and facilitate signing of annual board of directors minutes (date minutes for **September** meeting)
- j) Update Policy and Procedure binder
- k) Update the binder every **May** with the council/consistory decisions made over the last calendar year, as well as any revision made to mandates, policies, job descriptions etc.

Membership matters

- l) Send letters of commendation as instructed by council
- m) Work with secretary for membership transfers in and out

Council Retreats

- n) Coordinate as required to set time/date
- o) Inform council members and get attendance for food materials etc.
- p) Coordinate food and coffee as required

4.11.2 Schedule Highlights:

- a) In **June**, generate meeting schedule, elder serving schedule, Lord's Supper schedule, and council contact list.
- b) In **September**, ensure all Council members have current police criminal reference checks, and have been trained on the Child Safety Policy and Child Safety Program. Schedule the annual salary review meetings with the Pastor(s), ref. [3.1.13 Pastor Salary Review](#), the results of which are to be forwarded to Admin and the Treasurer for preparation of the budget. Schedule the Classis Hamilton credentials for the September Council meeting.
- c) In **October** follow up with Admin and the Treasurer to obtain the proposed budget, to be presented to Council at either the October or November Council meetings, for final approval at the November membership meeting. Obtain a recommendation from Admin for appointment of a financial auditor / reviewer for the coming year, to be approved by the membership at the fall membership meeting.
- d) In **November**, prepare the agenda for the fall membership meeting, to be approved at the November Council meeting. Schedule a presenter, sound person, piano player, and refreshments.
- e) In **January**, schedule the Classis Hamilton credentials for the January Council meeting.
- f) In **February**, prepare a schedule for the nomination, affirmation, and selection of office bearers for the coming year. The nominations should be approved at the February or March Council meetings.
- g) In **March**, schedule the Classis Hamilton credentials for the March Council meeting (since there is no Council meeting in April). Prepare the agenda for the spring membership meeting. Schedule a presenter. Write and present Clerk's Year In Review report spring membership meeting, must contain statistics of the membership of the previous year. Schedule a presenter, sound person, piano player, and refreshments.

4.12 Pastoral Care Team Coordinator

4.12.1 Primary Function

To oversee and coordinate the pastoral care ministry of Hope CRC.

4.12.2 Objective

To achieve a more intentional and structured type of pastoral care ministry which will complement and enhance the care currently being done.

4.12.3 Duties of Pastoral Care Team Coordinator

- a) Oversee the ministry of pastoral care givers in conjunction with a Pastoral Care Leadership Team
- b) Develop a list of people in need of pastoral care

- c) Develop a schedule of when visits should be made by the pastor, assistant pastor, elders, deacons, and pastoral care givers
- d) Help in selection of pastoral care givers
- e) Coordinate and chair Pastoral Care Leadership Team meetings, minimum 4 meetings per year with minutes submitted to council
- f) Have regular meetings with pastoral care givers for visit follow up and encouragement

4.13 Coffee Break Coordinator Duties

1. Set up the coffee/tea/ cream/sugar either the day before or early on the morning of coffee break
2. Set up the room, chairs, decorations etc.
3. Plan and organize special mornings, speakers, crafts, music, devotions, and transportation
4. Pick out study materials and get the secretary to order the books
5. Plan the year's schedule, when to start the program and when to finish, when the special mornings will be held
6. Make sure each group has a leader (for the small groups)
7. Make sure there are two (minimum) leaders in each children's program, nursery, Little Lambs and Story Hour
 - a. Each leader and helper needs to have their police check done before they can assist in the children's programs
8. Organize leaders meetings (usually 2 times per year)
9. Organize which groups will bring the snacks and help out with the clean up after Coffee Break
10. Pray for and encourage leaders and everyone involved in the Coffee Break program
11. Bulletin announcements, flyers, signs, newspaper ads and other advertisements for Coffee break
12. Problem solving and conflict resolution among small groups, leaders, etc.
13. Focus Coffee Break on outreach, inviting friends and neighbours
14. Attend Coffee Break rallies and conferences, workshops
15. Send leaders for training
16. Creative outreach (gift baskets for single moms, birth kits for Haiti, perfect purses morning, tea party etc.
17. Comply with church's insurance policy about abuse prevention, police checks, and allergy concerns

4.14 Church School Coordinator Job Description

Coordinator must have a passion for being instrumental in bringing children to know their Saviour

4.14.1 Responsibilities

- a) To oversee and administer the regular and summer Sunday School programs.
- b) Recruit, support, and direct teachers
- c) Prepare class lists and assign classrooms
- d) Purchase and implement approved curriculum
- e) Purchase and maintain inventory of craft materials
- f) Arrange for Sunday morning music leaders
- g) Coordinate Sunday School Christmas program
- h) Coordinate summer Sunday school program
- i) Pray for the teachers and children
- j) Provide liaison with Consistory

4.14.2 Spiritual Gifts

Administration, Encouragement, Faith, enjoys helping

4.14.3 Personal Style

Task-Oriented, Structured Organization

4.14.4 Minimum Spiritual Maturity

Stable, Growing

4.14.5 Talents/Skills/Abilities

Be a confessing member of Hope CRC, have a vision for education ministry, administrative skills helpful, enjoy working with adults and children

4.14.6 Availability

Flexible, most work is don't being the scenes and can be done at times convenient to the coordinator

4.14.7 Time Commitment

Estimate average 2-3 hours per week, variable during the year for a three-year term.

4.14.8 Location

Church and Home

4.14.9 Additional Procedures

- a) Before August, determine which children will be coming into the 3 year old class in September (born three years ago in the year ____) and if there are any new children who need to be added to the church school class lists. The church secretary will assist with providing the church membership family information.
- b) Prepare a list of expected students for each class and designate each class to a classroom. The church secretary will assist with providing the church membership family information. Put in the teacher's mail slots by the end of August.
- c) In August, November and March go through the old material in the boxes downstairs to see what is there and what needs to be ordered for the next session.
- d) Order fall curriculum materials in early August, winter materials in November and spring materials in March. Sufficient quantities must be ordered for the number of students anticipated. When the new materials arrive, separate into classes and distribute the lessons to the classroom weekly folders. Put them in the resource room for pick up by the teachers. Let the

teachers know via bulletin announcements that the materials are there, as well as who will be teaching the first week of Church School.

- e) Purchase craft materials to augment the curriculum. Prepare classroom craft caddies containing sufficient quantities of small craft supplies such as scissors, tape, glue, pens, pencils, markers, stickers, and erasers. Prepare the classrooms with the right size and quantity of tables and chairs. Regularly check and maintain the required stock of craft material in the resource room throughout the year.
- f) Keep on top of all the supplies for the Resource Room. Purchase anything that is needed.
- g) Make up a schedule for each class of all the Sundays of church school all the way to the following June and ask the teachers to complete the schedule and leave it on the bulletin board in their rooms.
- h) Sunday Morning Music: Schedule music leaders to lead the children in praise and worship. Prior to the start of their weekly classes, all children (with the exception of age 3) gather in the church basement for a common time of singing and praise.
- i) Christmas Program: Co-ordinate with the teachers and the Worship Coordinator to prepare the program / script / choreography / costumes and arrange rehearsals as necessary. Purchase books and treats to be distributed as gifts to the children.
- j) If new teachers are needed and if no one is designated to the task of finding them, advise the Clerk of Consistory.
- k) All teachers and helpers with the Sunday School program must have a police check. Please inform the secretary of any new teachers so that that it can be determined if a police check is needed.
- l) Keep the parents informed of what is going on in church school via bulletin announcements.
- m) Make up the budget for the next year.
- n) Chair church schoolteacher's meetings. Make up the agendas for the meetings, as well as the minutes of the meetings. The agendas can be handed out at the meetings and the minutes can be placed in the mail slots after the meeting. This is a great way to keep everyone informed of what happens at the meetings, especially if not everyone is able to attend. We also have found to have very good attendance if the meetings are held on Sunday mornings after church and if coffee and goodies are served. We have found it works well to have a meeting in late Sept/early Oct. This way, the teachers have a few weeks of teaching to see how things are going. Make plans at this time for any special music etc. for Thanksgiving, where to donate the collection monies (for the past 3 years we have supported a child through World Vision, as well as Free-a-Family, World Hunger etc.) and whatever else may come up. Another meeting should be held in early November to make plans for the Christmas program and another in December to keep the teachers on top of the plans for the Christmas program. We also usually have a meeting in the spring to make plans for Mothers/Fathers day celebrations, as well as to keep on top of any concerns teachers may have. It's a good idea to put out feelers at this meeting as to who may not be planning on coming back to teach in the fall.
- o) Mother's/Father's Day Hospitality: Arrange for coffee and snacks to be served after the Mothers Day & Fathers Day morning worship services. The Hospitality Committee can assist with this.
- p) Bring the collection monies to the bank. The amount for our child sponsor from World Vision comes out automatically each month, so make sure you keep enough in there for that (\$34.00 per month?). Send a cheque off for any other cause you have decided to support a few times a year.

- q) Address any concerns that the teachers or parents may have.
- r) Be available to teach if a teacher is unable to find his/her own replacement, or if a teacher does not show up to teach.
- s) Attend youth leadership meetings.
- t) Summer Sunday School: During the summer months (approx. mid June to Labour Day) the regular Sunday School program is in recess and a common Summer Sunday School is held in the church basement for ages 3, 4, 5 only. Advise Consistory well in advance of the last date of regular Sunday School. Consistory will recruit a coordinator and teachers for Summer Sunday School. You can take a break!

4.15 GEMS Head Counsellor Job Description

Duties:

There are two basic responsibilities of the GEMS Head Counsellor:

- To organize the club and ensure that it operates smoothly and effectively
- To help counsellors develop a warm, caring, supportive relationship with one another.

Because GEMS is a youth organization within Hope Church, the Head Counsellor and the Youth Elder(s) should work closely together

Steps to follow to organize and maintain the club and to build and nurture relationships among counsellors:

1. Establish and review periodically the primary goals for club:
 - a. Evangelism: to bring girls into a living relationship with Jesus Christ.
 - b. Discipleship: to teach girls how to grow in their Christ-likeness, to act justly, to love mercy, and to walk humbly with our God.
2. Determine the number of girls that you expect to attend.
3. Determine the approximate number of counsellors that will be needed.
4. Announce the organizational meeting date for club at least three months in advance. Post it throughout the church.
5. Determine the money that will be needed to operate club and how it will be generated. Hand in the budget before the church's budget due date (usually sometime in September).
6. Order club curriculum and new theme materials well in advance to preview at the organizational meeting and to share with counsellors as you recruit them.
7. Prepare a draft of club's annual calendar.
8. Recruit your counsellors.
9. Conduct the organizational meeting.
10. Order copies of the publication entitled Protecting the Children...Protecting our Volunteers for all counsellors from the Service Center. Review the publication with your counsellors and discuss together the church's Safe Church Policy as it pertains to the GEMS organization.
11. Plan an exciting opening night.
12. Follow up with GEMS Service Center requirements.
 - a. Collect club dues.
 - b. Send dues form and cheque for dues to Service Center by November 15.
 - c. Return corrected and completed copy of the Counsellor List that was sent to you from the Grand Rapids Service Center by September 30.

- d. Return Order Forms for SHINE brightly and Sparkle magazines to the Grand Rapids Service Center by August 10. (Adjustments to any order may be made at any time after this date.)
13. Keep counsellors well equipped with supplies and remind them that they may order materials directly from the Service Center at any time.
14. Meet with deacons to ensure that the church schedules an annual offering.
 - a. Follow up on the Form for Scheduling Annual Offering sent to the deacons in September. (This form is used to remind the deacons to schedule in advance next year's offering).
 - b. Make sure the form is sent to the Service Center before November 15.
 - c. Make sure the annual offering itself is sent to the Service Center before December 31 of each calendar year.
15. Inform counsellors of training opportunities encourage attendance; solicit funding for training — church budget and/or fundraisers.
 - a. Attend area wide workshops.
 - b. Attend Regional Conferences.
 - c. Attend Annual Counsellors' Convention.
16. Plan and enjoy bi-monthly encouragement gatherings with counsellors!
17. Plan a special Closing Night Celebration.
18. Work you plan!
 - a. Stick to your calendar.
 - b. Deal with trouble when it emerges.
 - c. Be a role model.

Note: Because of the significant role counsellors play in the lives of the girls in their clubs, the GEMS ministry works diligently to provide multiple training and counsellor enrichment opportunities for all counsellors who serve in the program. Consult your Club Coordinator Binder for more information on these training opportunities.

4.16 Cadet Head Counsellor Job Description

The Calvinist Cadet Corps is a non-denominational youth ministry whose purpose is to provide a ministry program to effectively share Christ's love with boys from our church and community.

To provide many experiences and opportunities that help fill the gaps in a boy's Christian upbringing and to build strong members of the body of Christ such as:

- Adventure of outdoor activities
- Hands-on projects
- Mentoring role model of a Christian man

Before the new cadet season:

- a) Canvas the Christian School, returning cadets and community for new cadets
- b) Ensure there are enough counsellors for the number of cadets to be attending (ideally a ratio of 1:4, no more than 1:6)
- c) Order new uniforms and badges for the new cadets and counsellors from the supply company in Norwich
- d) Hold a meeting with the counsellors to discuss the upcoming season (outings and assignments of cadres)
- e) Hand out registration and health forms to all cadets
- f) Complete appropriate paperwork for head office and for Cadet Sunday

- g) Ensure that counsellors are familiar with the church's abuse policy and have had their police checks done

During the season:

- a) Ensure cadres are running smoothly
- b) Order badges as required
- c) Keep returned registration and health forms and forward dues money to the church secretary
- d) Attend cadet council meetings held the 1st Monday of every month in Dundas
- e) Organize outings and year end camping trip
- f) Lead opening and closing exercises each evening
- g) Prepare for and arrange for cadets to attend Snow Derby (held in January) and Cadet-a-Rama (held at end of season in April-May)
- h) Monitor shop usage and group activities each evening
- i) Ensure that the shop is kept clean and organized
- j) Send letters home to parents to keep them informed of the club's activities
- k) Plan with Senior Pastor for Cadet Sunday
- l) Deal with any discipline issues that may arise
- m) Fill in/lead a cadre if a counsellor is unable to make an evening

After the season:

- a) Plan the annual camping trip in June
- b) Have a meeting with counsellors to discuss the previous year and formulate plans/ideas for next year

4.17 Nursery Coordinator Duties

Recruit New Volunteers

- a) Contact church members to see if they are interested. New parents are expected to participate in the nursery program and the church policy is that parents of children using the nursery should participate in the program. Even though people are informed of this they do not all participate.
- b) When someone agrees to volunteer, contact Nancy to give the individual the paperwork necessary to get the police check completed. Nancy would contact us once the individual was set to go. Then we would send them a Nursery Program Volunteer Information sheet welcoming them to this ministry and explain how the nursery program works.
- c) When a couple has their first baby after a few weeks ask Nancy to give them the police check information with the new parent note explaining how everyone who has children in then nursery is encouraged to participate in the nursery program.

Parent of the Month

- a) Make the schedule and distribute it along with the duties to the mothers. Give Nancy the schedule for the bulletin. Post the yearly list in each nursery room.
- b) Every month give the parent of the month the nursery schedule.

Maintain Nursery Rooms

- a) Make decisions on which rooms should be open
- b) Check the nursery rooms to make sure toys are in good condition and change batteries when necessary. Buy new toys.

- c) Maintain the number system. Make sure there are 3 of each number and make new ones as necessary.
- d) Buy batteries, wipes, lysol wipes, business card stock, and name tags as necessary.
- e) Make sure signs within the nursery rooms are present and legible.
- f) Ensure there is enough log in sheets and monitor attendance for each room.
- g) Change or add things as necessary to make the rooms run well. e.g. coat hooks or new baby swings

Toy Cleaning

Make a toy cleaning schedule and distribute to those participating with detailed instructions.

Schedule Attendants

- a) Make a new schedule every 2-3 months as necessary keeping in mind the following information:
- b) Check the deacon schedule to ensure deacons on nursery list are not double booked.
- c) Follow the notes on the list of attendants to ensure people are scheduled when they want to be e.g. only in the infant room, only in the a.m., not in Jan-March etc.
- d) Schedule youth in the Toddler rooms and in the evening only.
- e) Do not schedule family members in the same room. e.g. Mother and daughter
- f) Do not schedule men in the Infant room A
- g) Try not to book 2 men or 1 man 1 male youth in a room together if possible.
- h) Count weeks between each person to ensure that there is a good length of time between duties.
- i) Try to schedule people with different individuals each schedule as it is a nice time to meet new people and visit.
- j) Do not schedule spouses on the same week and try and leave at least a week between their duties so they can be in church together.
- k) When scheduling the evening spots try and make sure people aren't scheduled in the evening more than once every 5 months. Try not to schedule spouses in the evening on the same schedule.
- l) Try and schedule in the evening at least one person you know is committed to showing up or finding their replacement.
- m) Get a list of church services that are scheduled during the Holiday season from the pastors or worship committee before making the schedule.
- n) Schedule a third attendant during the evening Christmas church school service.
- o) When scheduling for holidays try to schedule attendants who are parents of children using the nursery. Ensure that they are not scheduled for consecutive holidays. For example Joe was scheduled during Christmas, so they should not have to be in the nursery at Easter. If you can avoid both parents being scheduled during the same holiday season that is great.
- p) Look at the holiday schedules the year before and make sure people are not scheduled on the same holidays they were the year prior. e.g. New Years, Good Friday, Thanksgiving, Christmas, and Mother's and Father's days.
- q) At the beginnings of December send out a letter with the schedule for the holiday season. Highlight attendants name on the schedule so they know when they are scheduled and explain that if they are not able to make it that day, they need to find their own replacement.

- r) It is nice not to schedule mothers with new babies in the nursery for a month or so after they are expected to have their baby for a little break.
- s) Once a new schedule is made print it off and post in each nursery room. Also e-mail it to Nancy and attendants that wish to have new schedules e-mailed to them.

5. FORMS & TEMPLATES

5.1 Pastor Self-Evaluation

A pastor seeks to give leadership to the church members and to encourage them to spiritual maturity, develop spiritual gifts, and to grow personally.

Purpose of Evaluation:

- To provide a means to assess and encourage the spiritual growth of our pastor and Youth Coordinator in their relationship to Christ.
 - To provide helpful feedback in the area of skills and abilities so that our pastor and Youth Coordinator can develop a helpful staff development plan.
 - To assess the condition of the ministries, the ministry plans and goals, and how effective pastor and Youth Coordinator have been in reaching their goals.
 - To ensure that elders provide appropriate direction and support to our pastor and Youth Coordinator as they seek to meet their goals and objectives.
 - To give the pastor and Youth Coordinator an opportunity to assess the support and input they receive from the leadership and the church in serving at Hope Christian Reformed Church.
-
1. What are the major goals and objectives that you set for your Ministry last year? Have you accomplished these goals?
 2. Which aspects of your Ministry were you most excited about? Which aspects did not go as well as you had hoped?
 3. If given the opportunity, would you have done anything differently? If so, what and why?
 4. What are your major ministry goals and objectives for this year?
 5. What are your spiritual gifts?
 - a. Which have been the most helpful to you in the past year?
 - b. Which have you felt were underused?
 - c. Which gifts need to be strengthened?
 - d. Which gifts have been confirmed by others?
 6. All factors considered, how happy are you with your ministry? Do you feel rewarded, frustrated?
 7. Is there anything you would like to change about your job expectation or your ministry responsibilities?
 8. Do you still feel that God is calling you to this position?
 9. Is there anything else that you would like to share?

Please return this form to _____

5.2 Pastor Evaluation

Purpose

A pastor seeks to give leadership to the church members and to encourage them to spiritual maturity, develop spiritual gifts, and to grow personally.

This evaluation seeks to:

- Provide a means to assess and encourage the spiritual growth of our pastor in his relationship to Christ
- Provide helpful feedback in the area of skills and abilities so that our pastor can develop a helpful staff development plan
- Assess the condition of the ministries, the ministry plans and goals, and how effective our pastor has been in reaching his goals
- Ensure that elders provide appropriate direction and support to our pastor as he seeks to meet his goals and objectives
- Give the pastor an opportunity to assess the support and input he receives from the leadership and the church in serving at Hope Christian Reformed Church

Instructions

:

1. Only the Chair of Council will know the source of any particular comments. He will be the only one summarizing the comments.
2. A small committee will look at these summarized comments and produce a written report for discussion at the following consistory meeting
3. Once the report has been made to the Consistory meeting, the Chair will destroy all copies of the file to ensure confidentiality of those filling out the forms.

Evaluation Form

Please complete this form and return to the clerk of Council by _____. Your comments will be summarized and only the summary will be presented to the pastor. Only the evaluation team will know the source of any particular comments.

Name of Pastor: _____

Name of Feedback person (Optional): _____

1. Please comment on the pastor's accomplishments in the past year. Did you have expectations that were not met? Have your expectations been exceeded?
2. Please comment on the pastor's strengths
3. Are there any areas of his ministry in need of improvement?
4. What are your expectations for his ministry in the next year?
5. Do you have words of encouragement to share with the pastor?
6. Please consider the following areas of ministry. Leave any comments, recommendations, or encouragements in the space left below.
 - a. Spiritual Life (consider evidence of vibrant spiritual life and growth, are they a person of prayer, a worshipper of God, do they demonstrate passion for God and ministry, continue to study and grow in the Word, submits to accountability, Spirit-led, senses God's call to the ministry)
 - b. Personal Growth (consider whether he demonstrates honesty, integrity, follow-through, accepts personal responsibility and ownership, maintains balance between work and personal life, a sense of humour, performance under stress)

- c. Relationships (consider whether he receives criticism, feedback and input, transparency, submits to authority, ability to work well and effectively with others, is a team player, actively resolves conflict, appropriate relationship with opposite sex, encourages a sense of community, connected in community, conveys energy and enthusiasm)
- d. Leadership (consider whether able to cast vision, able to lead and implement vision, long-range planning, supervises others effectively, demonstrates integrity, communicates effectively, has a servants heart, shows initiative, good role model)
- e. Pastoring (consider whether he connects emotionally with people, availability, responsiveness, warmth, maintains confidentiality, a good listener, knows people and what's going on in their lives, handles people and situations with wisdom, encourages others)
- f. Preaching and Teaching (consider whether his preaching is challenging, intellectually stimulating, Reformed perspective, clear, relevant, based on Scripture, use of illustrations, humour, stories, personal examples, able to reach people at different stages in their spiritual journey, effective, clear, practical applications)
- g. Equipping others (consider: able to attract and retain volunteers to do the work of the ministry, ability to train others, mentors people, recognition and appreciation of others, delegating responsibilities to others, enables and empowers others)
- h. Evangelism (consider: understands and relates to the culture we live in, sets an example of reaching out to others, personally involved in witnessing for Christ, is passionate about evangelism and actively reaching others)
- i. Professional Conduct (consider: self-motivated, disciplines, commits to and meets deadlines, fiscally responsible, awareness and adherence to policy and procedures, organizational skills, follow-through & completion of tasks, time management, strong work ethic, appropriate presentation of self, uses technology effectively, evidence of lifelong learning)

5.3 Sermon Evaluation

Instructions

The pastor evaluation process includes a sermon evaluation. Attached is the Sermon Evaluation Form to be completed for the morning/evening service of _____. Only elders will complete the sermon evaluation.

The sermon evaluation may be completed in one of two ways, by either attending the service or watching the service on video. If you choose to review the sermon from the pew, please read the form in advance so that you will know what you will be commenting on. Please also be discreet about your evaluation. The pastor has not been advised of the date of the evaluation, as he believes that it will affect his performance. Do not discuss the evaluation with him beforehand and if you take the form with you into the service, please be discreet when filling it out. If all the elders suddenly take up writing during the sermon, it may signal that something is up.

Your comments are very important to this evaluation. Please include clear and descriptive comments whenever possible.

Please return the evaluation to the Chair of Council by the following Sunday so that a summary can be completed and the results present for discussion at the following consistory meeting.

Evaluation Form

Minister:

Date and time sermon preached:

Sermon Title:

Scripture Readings:

Name of person doing the evaluation (optional):

Please complete and return the form to _____ no later than _____.

In one or two sentences, can you describe the central message of the sermon?

	Poor...Excellent	Comments
I. Scripture Reading		
a. Appropriate to theme of sermon	1 2 3 4 5 6 7	
b. Read with expression	1 2 3 4 5 6 7	
c. Read with Clarity	1 2 3 4 5 6 7	
II. Introduction		
a. Got your attention	1 2 3 4 5 6 7	
b. Laid foundation for sermon theme	1 2 3 4 5 6 7	
c. Sermon theme was obvious	1 2 3 4 5 6 7	
d. Interest was aroused	1 2 3 4 5 6 7	
e. Touched a need directly or indirectly	1 2 3 4 5 6 7	
f. It was relevant	1 2 3 4 5 6 7	
III. Body of Sermon		
a. Main points were clear	1 2 3 4 5 6 7	
b. Main points flowed naturally from the biblical passage	1 2 3 4 5 6 7	
c. Content of main points were adequately developed	1 2 3 4 5 6 7	
d. Biblical passages were adequately Explained	1 2 3 4 5 6 7	
e. Illustrations/supportive materials were helpful	1 2 3 4 5 6 7	
f. Application was specific/pointed	1 2 3 4 5 6 7	
g. Transitions were clear, obvious and helpful	1 2 3 4 5 6 7	
h. You learned something new from this sermon	1 2 3 4 5 6 7	
i. You were refreshed by something you learned	1 2 3 4 5 6 7	
IV. Conclusion		
a. Well-rounded wrap-up	1 2 3 4 5 6 7	
b. Theme of biblical passage restated	1 2 3 4 5 6 7	
c. Purpose of sermon was obvious and achieved	1 2 3 4 5 6 7	
d. Focus of conclusion appropriate	1 2 3 4 5 6 7	

	to sermon	
e.	You were challenged to think or to do something in your life	1 2 3 4 5 6 7
V. General Evaluation		
a.	Delivery and Style	
	i. Clear vocabulary	1 2 3 4 5 6 7
	ii. Voice modulation, volume and clarity	1 2 3 4 5 6 7
	iii. Gestures and facial expressions	1 2 3 4 5 6 7
	iv. Eye contact with congregation	1 2 3 4 5 6 7
	v. Length of sermon	1 2 3 4 5 6 7
	vi. Sense of coherence in sermon	1 2 3 4 5 6 7
	vii. Sermon related to all age groups present	1 2 3 4 5 6 7
b.	Effectiveness	
	i. Spoke with confidence and conviction	1 2 3 4 5 6 7
	ii. Sermon was biblical	1 2 3 4 5 6 7
	iii. The sermon related the Word of God to your life	1 2 3 4 5 6 7
	iv. Scripture was ably and carefully taught	1 2 3 4 5 6 7
	v. Title of sermon appropriate to the theme	1 2 3 4 5 6 7
	vi. Liturgy, music and sermon supported each other	1 2 3 4 5 6 7
	vii. Congregational prayer strength and passion	1 2 3 4 5 6 7
	viii. Your overall evaluation of the Sermon	1 2 3 4 5 6 7
c.	Preaching Christ From All The Scriptures	
	i. The gospel is worked in the sermon naturally	1 2 3 4 5 6 7
	ii. The gospel is presented clearly for unbelievers	1 2 3 4 5 6 7
	iii. The gospel is presented so as to challenge unbelievers	1 2 3 4 5 6 7
	iv. The gospel is presented so as to encourage and strengthen believers	1 2 3 4 5 6 7

Do you have any other comments? Attach a paper if necessary

5.4 Youth Coordinator Self Evaluation

A pastor seeks to give leadership to the church members and to encourage them to spiritual maturity, develop spiritual gifts, and to grow personally. The same is true for our Youth Coordinator in giving

leadership in the area of youth ministry. It is therefore important for our pastor and Youth Coordinator to also be involved in the same process so that we as elders and pastor/Youth Coordinator all grow together.

Purpose of Evaluation:

- To provide a means to assess and encourage the spiritual growth of our Youth Coordinator in their relationship to Christ.
- To provide helpful feedback in the area of skills and abilities so that our Youth Coordinator can develop a helpful staff development plan.
- To assess the condition of the ministries, the ministry plans and goals, and how effective our Youth Coordinator have been in reaching their goals.
- To ensure that elders provide appropriate direction and support to our Youth Coordinator as they seek to meet their goals and objectives.
- To give our Youth Coordinator an opportunity to assess the support and input they receive from the leadership and the church in serving at Hope Christian Reformed Church.

Evaluation Form

Name:

Date:

Supervisor's Name:

1. What major goals and objectives did you set for your Ministry last year? Have you accomplished those goals?
2. Which aspects of your Ministry were you most excited about? Which aspects did not go as well as you hoped?
3. If given the opportunity, would you have done anything differently? If so, what and why?
4. What are your major ministry goals and objectives for this year?
5. What are your spiritual gifts?
 - a. Which have been the most helpful to you in the past year?
 - b. Which have you felt were underused?
 - c. Which gifts need to be strengthened?
 - d. Which gifts have been confirmed by others?
6. All factors considered, how happy are you with your ministry? Do you feel rewarded, frustrated?
7. Is there anything you would like to change about your job expectation or your ministry responsibilities?
8. Do you still feel that God is calling you to this position?
9. Is there anything else that you would like to share?

Please return this form to _____

5.5 Youth Coordinator Performance Evaluation

Please complete this form and return to the clerk of council. Your comments will be summarized and a summary only presented to our Y.C. Only your evaluating team will know the source of any particular comments.

Name of Youth Coordinator:

Name of Feedback person (Optional):

1. Please comment on the youth coordinator's accomplishments in the past year. Did you have expectations that were not met? Have your expectations been exceeded?
2. Please comment on their strengths
3. Are there any areas of their ministry in need of improvement?
4. What are your expectations for their ministry in the next year?
5. Do you have words of encouragement to share with the youth coordinator?
6. Please consider the following areas of ministry. Leave any comments, recommendations, or encouragements in the space left below.
 - a. Spiritual Life (consider evidence of vibrant spiritual life and growth, are they a person of prayer, a worshipper of God, do they demonstrate passion for God and ministry, continue to study and grow in the Word, submits to accountability, Spirit-led, senses God's call to the ministry)
 - b. Personal Growth (consider whether they demonstrates honesty, integrity, follow-through, accepts personal responsibility and ownership, maintains balance between work and personal life, a sense of humour, performance under stress)
 - c. Relationships (consider whether they receives criticism, feedback and input, transparency, submits to authority, ability to work well and effectively with others, is a team player, actively resolves conflict, appropriate relationship with opposite sex, encourages a sense of community, connected in community, conveys energy and enthusiasm)
 - d. Leadership (consider whether they are able to create a vision, able to lead and implement vision, long-range planning, supervises others effectively, demonstrates integrity, communicates effectively, has a servants heart, shows initiative, good role model)
 - e. Pastoring (consider whether they connect emotionally with people, availability, responsiveness, warmth, maintains confidentiality, a good listener, knows people and what's going on in their lives, handles people and situations with wisdom, encourages others)
 - f. Equipping others (consider: able to attract and retain volunteers to do the work of the ministry, ability to train others, mentors people, recognition and appreciation of others, delegating responsibilities to others, enables and empowers others)
 - g. Evangelism (consider: understands and relates to the culture we live in, sets an example of reaching out to others, personally involved in witnessing for Christ, is passionate about evangelism and actively reaching others)
 - h. Professional Conduct (consider: self-motivated, disciplines, commits to and meets deadlines, fiscally responsible, awareness and adherence to policy and procedures, organizational

skills, follow-through & completion of tasks, time management, strong work ethic, appropriate presentation of self, uses technology effectively, evidence of lifelong learning)

5.6 Secretary Self-Evaluation Form

Name of Secretary:

Supervisor:

1. What areas/aspects of this secretarial job give you the greatest satisfaction?
2. What specific areas/aspects of your job are going well?
3. Considering all factors of your job as secretary, in what areas did you:
 - a. Feel rewarded?
 - b. Feel frustrated?
4. Are there any specific areas/aspects mentioned above that are not going as well as you had hoped?
5. Comment on the support you are receiving in your job.
6. Do you have enough time to do the job? Are you doing some of the work outside the allotted hours for the job? If so, describe this extra work.
7. Does the job meet your expectations?
8. Is there anything you would like to change about your job expectation or your job responsibilities?
9. Comment on the adequacy of resources that you are using such as the computer, software, printer, fax machine, copier, and so on.
10. Any other comments?

5.7 Secretary Performance Review

A good ministry secretary is very important. They are the hub of the church wheel. All things revolve around their well-organized, dependable, and caring nature. They are on the frontlines and are the first person the public sees or talks to. In many ways, the secretary is like a pastor and church leader. They are the church and denomination to many visitors or callers. A ministry secretary is consistent, discreet, willing to learn, caring, and reliable. Most of all they lead a Christ-centred life that allows her to help the pastor and church leaders fulfill the church's mission.

Name of Secretary:

Evaluation conducted by:

Date:

Due by:

Performance = Knowledge + Skill + Motivation + Environment

EVALUATION USING THE PERFORMANCE FORMULA

- Knowledge (What): Understanding the expectations for the job.
- Skills (How): Having the ability to do the job.
- Motivation (Why): The desire and willingness to do the best job possible.
- Environment (Where): Being given the tools and support in which to achieve the desired goals.

Performance factors are those knowledge, skills, abilities, motivational and environmental dimensions that either enable or hinder our secretary from satisfactorily meeting or exceeding the job expectations. These factors are reviewed and rated here to assist both the church and secretary to focus on developmental needs. This leads to the identification of training requirements, coaching opportunities and employee potential.

Rate each of the following factors applicable to our secretary's performance. Give specific observable examples to support the rating.

Rating: 1 = Excellent. Exceed expectations frequently
2 = Very good. Meets expectations and exceeds occasionally
3 = Satisfactory. Meets expectations most of the time
4 = Development required.

1. <u>Work Output</u> : Measures quality and quantity of work. Consider volume, accuracy, and work standards, meeting deadlines and dependability.	1 2 3 4
2. <u>Job Knowledge</u> : Measures knowledge of job required to attain desired results. Consider understanding and demonstration of the requirements of the position.	1 2 3 4
3. <u>Planning and Organization</u> : Plans and organizes work efficiently, organizational skills, ensures resources are available, sets priorities, allocates time effectively, time management skills, anticipates events and circumstances affecting task.	1 2 3 4

1. <u>Cooperation/Team Player</u> : Consider positive attitude toward co-workers and supervision, cooperation with others, takes the time to work with others toward accomplishment of their goals and assignments, interpersonal skills.	1 2 3 4
2. <u>Communication</u> : Displays openness, completeness, accuracy, clarity, written and verbal communication.	1 2 3 4
3. <u>Initiative</u> : Actively attempts to achieve goals, self-starter rather than passively accepting. Takes action to achieve goals beyond what's necessarily called for. Tries new ideas, responds to change in proactive manner.	1 2 3 4
4. <u>Job Motivation</u> : Consider absenteeism, punctuality, and use of time, behavioural indications of secretary's enthusiasm and job satisfaction.	1 2 3 4
5. <u>Environment</u> : Consider work place, workspace, safety, available resources to do the job, support.	1 2 3 4

Summary:

1. Knowledge (Technical/Functional)

2. Skills (Abilities)

3. Motivation (Personal Needs)

4. Environment (Resources/Support)

Secretary's Comments:

Secretary's Signature:

Supervisor's Signature:

Date:

5.8 Custodian Self-Evaluation Form

Custodian:

Supervisor:

1. What areas/aspects of this custodial job give you the greatest satisfaction?
2. Any specific areas/aspects of your job that you feel are going well?
3. Considering all factors of your job as custodian, in what areas did you:
 - a. Feel rewarded?
 - b. Feel frustrated?
4. Any specific areas/aspects not mentioned above that did not go as well as you had hoped?
5. Comment on the support you are receiving in your job.
6. Does the job meet your expectations?
7. Is there anything you would like to change about your job expectation or your job responsibilities?
8. Comment on the adequacy of the custodial equipment and resources that you are using.
9. Any other comments?

Please complete and return to your supervisor

5.9 Custodian Performance Review

Good caretaking performance expected results

1. Classrooms, Council Room, Library, Administration Offices, Resource Room, Nursery and Toddler rooms will be rated *Satisfactory* when:
 - a. Walls, doors and trim are free of dust, grime and finger marks.
 - b. Furniture is free of dust, finger marks, and spilled liquids.
 - c. Carpets are clean.
 - d. Window and windowsills are clean.
 - e. Chalkboards and chalkboard ledges are clean.
 - f. Light fixtures are clean, free of dust and operational.
 - g. Grills in walls and ceilings are clean and free of dust.
 - h. In Council Room, table, counter and chairs are clean.
 - i. In Nurseries, toys are placed on shelves.
 - j. Washroom in Nursery is clean.
2. Washrooms will be rated *Satisfactory* when:
 - a. Urinals and toilet bowls are clean and sanitary inside and out. The toilet seats are clean and sanitary on top and underneath.
 - b. Walls, doors, and toilet partitions are free of dust, grime, finger marks, and defacements by pen or pencil.
 - c. Sinks are clean inside and out, faucets clean, and fittings underneath are free of dust.
 - d. Mirrors and windows are clean.
 - e. Floors are clean and free of stains, gum, & protected by an approved maintenance finish.
 - f. Toilet paper, paper towels, hand soap dispensers are ample, serviceable and clean.
 - g. Light fixtures are clean, free of dust and operational.
 - h. Grills in walls and ceilings are clean and free of dust.
3. Corridors and Entrances (Foyer) will be rated *Satisfactory* when:
 - a. Walls and doors are free of dust, finger marks and other marks.

- b. Window and windowsills are clean.
 - c. The glass in doors and display cases are clean.
 - d. Floors and corners are clean and free of stains, gum, and dirt build-up and protected by an approved maintenance finish.
 - e. Furniture such as Welcome Centre, Mailboxes, etc. are free of dust and finger marks.
 - f. Hangers in coatroom are straightened out.
 - g. Light fixtures are clean, free of dust and operational. Lights that are not operational and cannot be safely reached by ladder must be brought to the attention of the Admin. Comm.
 - h. Grills in walls and ceilings are clean and free of dust.
 - i. All Exit lights are working.
 - j. Plants are watered and tended to.
4. Stair and Stairway will be rated *Satisfactory* when:
- a. Stair treads are clean and free of marks, gum and stains.
 - b. Handrails are free of grime, gum and dust.
 - c. Side rails and stair risers are clean and free of dust.
 - d. Walls and doors are clean, free of dust and finger marks.
 - e. Floors are clean and free of stains, gum, and protected by an approved maintenance finish.
5. Kitchen, Mechanical/Electrical Room will be rated *Satisfactory* when:
- a. Walls and doors, including fridge doors, are clean, free of dust and finger marks.
 - b. Floors are clean, waxed and protected by an approved maintenance finish.
 - c. Light fixtures are clean, and all lights are operational.
 - d. Workbenches are free of dust, debris, oil, grease, and loose tools.
 - e. Kitchen sinks are clean. Kitchen counters are clean and free of dust, and small appliances neatly arranged on counter.
 - f. Equipment is free of dust.
 - g. Accesses to panels are not impeded.
6. Fellowship Hall and downstairs large Youth Activity Area will be rated *Satisfactory* when:
- a. Walls and doors are clean, free of dust and finger marks.
 - b. Window and windowsills are clean.
 - c. Glass doors are clean, free of dust and finger marks.
 - d. Floors are clean, waxed and protected by an approved maintenance finish.
 - e. Light fixtures are clean, and all lights are operational.
 - f. All Exit lights are working.
 - g. Washroom is clean
7. Sanctuary will be rated *Satisfactory* when:
- a. Walls, doors and sliding glass entrance doors are clean, free of dust and finger marks.
 - b. Carpets are clean.
 - c. Pews and also where the Bibles and Hymnals are kept are free of litter.
 - d. Window and windowsills are clean.
 - e. Piano, organ, pulpit and all other furniture are free of dust and finger marks.
 - f. All Exit lights are working.
 - g. Plants are watered and tended to.

8. Cadet Shop Room

- a. Cleaned by the Cadet organization (leaders and participants)

Evaluation Form

Custodian:

Date:

Supervisor:

Rate each of the following performance factors applicable to our custodian's performance. Give specific observable examples to support the rating.

Rating: 1 = Excellent. Exceeds expectations frequently

2 = Very good. Meets expectations and exceeds occasionally

3 = Satisfactory. Meets expectations most of the time

4 = Development required.

N/O = Not observed

1	Appearance: personal grooming, appropriate clothing, projects positive image.	1 2 3 4
2	Job Knowledge: has knowledge of the work expectations and can perform the duties of the job independently.	1 2 3 4
3	Quality of Work/Output: measures quality and quantity of work; consider volume, accuracy, work standard, dependability; displays work ethic, performance, ability, meets expectations, displays initiative, flexible, can adapt to change, can work with minimum supervision.	1 2 3 4
4	Responsible: accepts responsibility for assigned tasks, related actions, equipment and tools authorized to the custodian.	1 2 3 4
5	Cooperation/Team Ministry Player: demonstrates cooperative attitude; has positive image/attitude, is respectful of other ministry staff, volunteers and congregational members, cooperation with other ministry leaders.	1 2 3 4
6	Environment: consider work place, work space, safety, available resources to do the job, support.	1 2 3 4
7	Interpersonal Skills: ability to get along with others, verbal communication skills, written communication skills; is friendly, cheerful, courteous and enthusiastic to others, positive attitude.	1 2 3 4

8	Technical Skills/Safety: uses and maintains equipment properly, uses chemicals correctly, cleaning skills, safe working practices, organizes work effectively.	1 2 3 4
9	Availability: available to open and close doors as needed, cleaning before and after special events such as concerts, conferences, workshops, cooperation with others with special requests.	1 2 3 4

Supervisor's Summary Comments:

Custodian's Comments:

Custodian's Signature: _____

Supervisor's Signature: _____

6. ADMINISTRATIVE BY-LAWS