

# Trinity Mennonite Church Organizational Chart and Committee Charters

2008-03-24

Revised 2015-05-05

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Trinity Mennonite Church  
Organization Chart  
2014-06-14

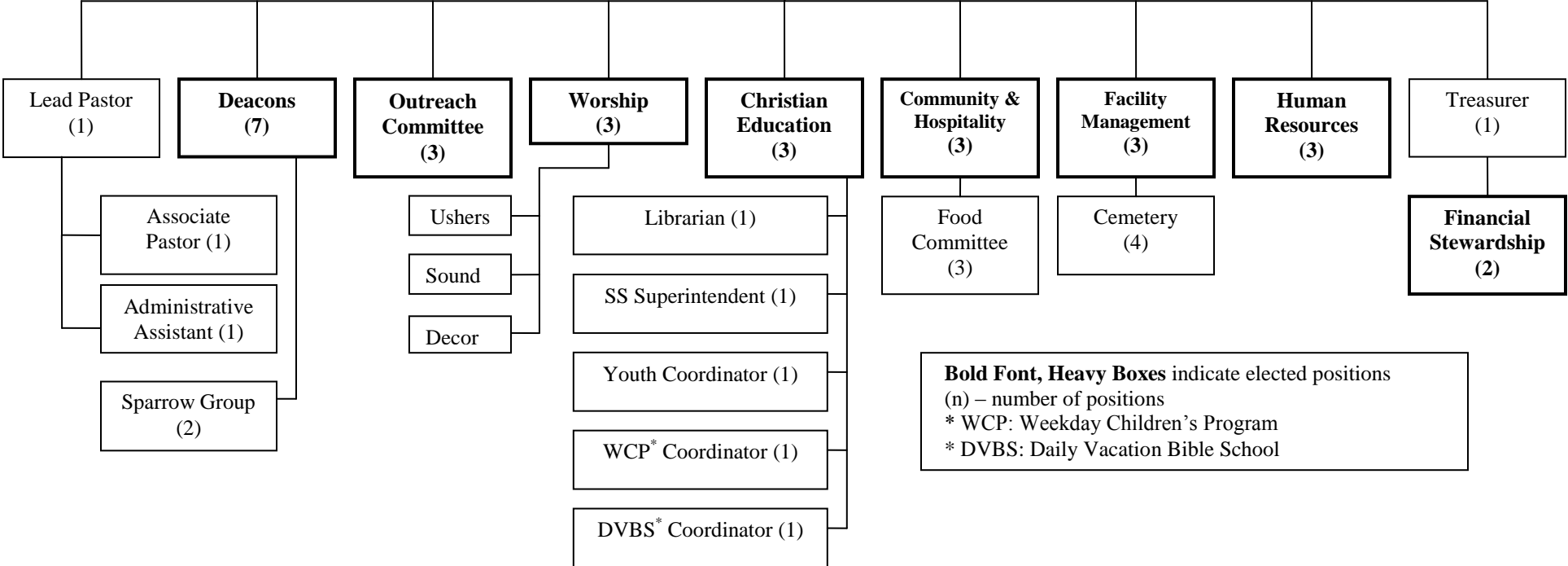
**Church Council**

- Lead Pastor
- Chair
- Vice-Chair
- Secretary
- Deacons Rep
- Worship Rep
- Christian Education Rep
- Community & Hospitality Rep
- Outreach Rep
- Facilities Rep
- Human Resources Rep

Christ

Membership

Church Council



**Bold Font, Heavy Boxes** indicate elected positions  
(n) – number of positions  
\* WCP: Weekday Children's Program  
\* DVBS: Daily Vacation Bible School

**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Revised Date: 2007-08-09**  
**Date of Revision: 2014-12-02**

***Name of Position / Committee: Church Council***

***Purpose(s) of the Position / Committee:***

Church Council is the only committee mandated by the TMC Constitution. According to the TMC Constitution:

- “The Church Council shall be accountable to the membership of TMC.”
- “Responsibility for the ministries, nurture, leadership and administration of this church shall be vested in the Church Council of TMC”.

According to the TMC By-Laws:

- “Day-to-day affairs of the church shall be administered by committees elected by the membership of TMC and overseen by the Church Council”.

***Accountability and Reporting Schedule:***

The TMC membership has adopted an Organizational Chart which identifies the committees and positions to be filled, and the reporting structure (lines of responsibility) of those committees and positions. According to the Organizational Chart, Church Council is accountable to the membership of TMC as per the Constitutional mandate, and is the committee which all other committees and positions report into either directly or indirectly.

Church Council shall report to the membership of TMC at least twice per year:

- February semi-annual General Meeting
- June semi-annual General Meeting

Church Council shall also have the authority to call a Congregation Meeting at any other time during the year. The Constitution and By-Laws dictate the protocol by which such meetings are called.

***Membership, Appointments and Terms of Service:***

According to the TMC Constitution, Church Council “shall consist of the Congregation Chairperson, Vice-Chairperson, Secretary, leading Pastor(s) and such other members as may be named by the membership of TMC. All members of Church Council must be members of TMC in good standing.”

According to the TMC By-Laws, “Council members and elected committee members shall serve for terms not exceeding two years, except deacons whose term shall be three

years. No one shall serve in the same capacity on Church Council ... for more than two consecutive terms. A break of at least one year must follow before serving in that same capacity again.”

According to the Organizational Chart amended on 2014-06-14, in addition to the Chairperson, Vice-Chairperson, Secretary and leading Pastor, Church Council also includes a representative from each of the following committees: Christian Education, Community & Hospitality, Deacons, Facilities, Human Resources, Outreach and Worship. These representatives are selected by and from within their respective committees, the only criteria being that the representative be a member in good standing of TMC. Thus, the number of members on Church Council is 11.

### ***Frequency of Meetings:***

Church Council will establish the meeting dates for the coming year on the first meeting following June elections. Advance notice (preferably at least 1 week) shall be given to all Church Council members regarding any proposed changes to the scheduling of a meeting. Additional meetings may be called as required. All Church Council members shall be notified as early as possible of a non-regularly-scheduled meeting.

### ***Specific Tasks:***

Church Council is responsible for providing leadership to the congregation of TMC. Specifically, as per the Constitution, “Responsibility for the ministries, nurture, leadership and administration of this church shall be vested in the Church Council of TMC”. For this reason, Church Council is comprised of those offering:

- Spiritual Leadership (Lead Pastor),
- Operational Leadership (Chair, Vice-Chair, Secretary),
- Representation from key committees:
  - Christian Education,
  - Community & Hospitality,
  - Deacons,
  - Facilities,
  - Human Resources,
  - Outreach,
  - Worship

Each of the committees and elected/appointed positions at TMC is responsible for making decisions with respect to the scope of their particular jurisdiction. For all decisions which do not fall specifically within the scope of a particular committee/position’s jurisdiction, Church Council shall be responsible to ensure required decisions are made in a timely fashion. Typically, this will involve decisions that cannot be made within the isolated boundaries of a single committee/position.

As there is no direct representation on Church Council from the Financial Stewardship committee, communication between Church Council and this committee must be

managed appropriately. Church Council may at any time request a representative from the Financial Stewardship Committee to be present at a Church Council meeting. Additionally, this committee may also request representation at an upcoming Church Council meeting. For Church Council meetings at which the Financial Stewardship Committee is not personally represented, a report may be submitted by this committee for reading during the Church Council meeting. A response to the Financial Stewardship committee from Church Council shall be delivered in a timely fashion. All efforts will be made to give a reasonable amount of time for an invitation to this “non sitting committee” for scheduling and preparation purposes.

### ***Modus Operandi:***

A quorum of Church Council shall consist of five (5) members. This number must include the Chair or Vice-Chair. A quorum must be represented in any decision made at a duly constituted Church Council Meeting. The total of the votes for and against any motion must be at least as many as the number of members required for a quorum. In the case where a Church Council Meeting is disqualified from taking any action on behalf of TMC because a quorum is not present, another Church Council Meeting may be called and each current Member of Church Council shall be notified in writing of the time, place and agenda of the second meeting. Those present at the second meetings shall be deemed to be a quorum.

Formal decisions shall be made by a show-of-hands vote. A simple majority of the present members shall determine the outcome of the vote. The Chairperson shall not cast a vote unless the voting is tied, in which case the Chairperson shall cast the deciding vote.

In the event that an urgent decision is required to be made, and it is impractical to call a formal meeting to make that decision, the Council Chairperson may request a decision by phone or e-mail poll. All members of Church Council shall be provided whatever information is available regarding the nature of the decision to be made, and each member shall be asked to provide a response. There must be at least four votes cast by members other than the Chairperson to constitute a formal decision by phone/e-mail.

### ***Suggested Readings and Resources:***

- Identity and Purpose Statement
- TMC Constitution and By-Laws
- Organizational Chart

**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Effective Date: 2007-08-22**  
**Date of Revision: 2014-12-02**

***Name of Position / Committee:*** Pastor/Deacon Committee (PDC)

***Purpose(s) of the Position / Committee:***

The Pastor/ Deacon Committee exists for the purpose of providing spiritual leadership to TMC as affirmed in the *Identity and Purpose Statement* and in the areas defined in ARTICLE II of the CONSTITUTION, by:

- a) Upholding the pastor(s) with support and counsel, and
- b) Developing supporting ministry designed to strengthen and uphold TMC's spiritual and community life.

***Accountability and Reporting Schedule:***

- a) The PDC shall be accountable to the congregation through Church Council.
- b) A representative of the PDC shall be a member of Church Council
  - This representative shall attend the regularly scheduled monthly Council meetings and any additional meetings.
  - This representative will be selected by and from within the committee.
- c) Verbal reports are provided monthly at Church Council meetings; written reports are submitted annually.

The Sparrow Group is appointed by and accountable to the PDC for its ministry of providing meals to those in our body in such need. The Sparrow Group will verbally report any activities as soon as practical to the chair of the PDC.

***Membership, Appointments and Terms of Service:***

The PDC shall consist of the pastor(s) and all elected deacons of Trinity Mennonite Church (TMC).

Deacons are elected to a three year term. Deacons may serve a maximum of two consecutive three-year terms after which they will step down for a minimum of one year for personal renewal. Terms of service will be staggered so as to ensure continuity within the committee from year to year.

Nominations for deacons are solicited directly from the membership of TMC as a first stage of the annual election process. These nominations are processed by the PDC and suggested persons/couples are approached for their willingness to serve in this capacity.

Duly nominated candidates are placed on the ballot for election or acclamation (depending on the number of candidates).

### ***Frequency of Meetings:***

The PDC typically meets once per month in accordance with a schedule established at the beginning of the church year. Advance notice (preferably at least 1 week) shall be given to all committee members regarding any proposed changes to the scheduling of a meeting. Additional meetings may be called as required. All committee members will be notified as early as possible of a non-regularly scheduled meeting.

### ***Specific Tasks:***

The PDC shall be accountable to the congregation through Church Council.

The PDC will serve the church in the following ways:

- a) *Caring for the Needy.* When the pastor or a deacon is approached/or becomes aware of a financial need of someone either in the church community or beyond, he/she will, by the fastest means possible, seek to gain a consensus from the rest of the committee on how to proceed and what level of support to provide if support is warranted. (see also TMC Benevolent Fund policy)
- b) *Pastoral Care/Visitation.* Visitation of church adherents, with emphasis on those experiencing need. Each summer, following our semi-annual meeting, the deacon committee will assign the members and participants of TMC to small groups under the care of our deacons/deacons couples.
- c) *Managing Conflict.* We commit ourselves to following Matthew 18:15-17 when conflict arises. Specifically we commit ourselves to speaking directly and privately to the brother or sister who offends in the hope of being reconciled. If that fails we will take along another person as a witness and if that fails we will take it to the church. As leadership in the church we commit ourselves to counseling and directing persons who come to us for help in conflict resolution, to follow the same direction. We commit to identifying and managing situations of perceived needed change and/or concerns with existing practises.
- d) *Worship Support:* Assisting the Worship Committee with the preaching ministry by suggesting themes, resources, etc.
- e) *Supporting the Pastor:* Assisting the Pastor(s) in fulfilling his/her duties in the following areas; counseling, guiding the spiritual growth of church members, officiating at marriages, child dedications, and funerals, teaching catechism and administering baptism and communion. In times when TMC is without a pastor, the PDC will assume responsibility to designate an appropriate alternate to fulfill these functions.
- f) The committee will meet regularly with the pastor(s) to provide input/feedback on various aspects of his/her ministry.
- g) *Spiritual Care of the Congregation:* Providing leadership in areas of church ministry such as: outreach and evangelism, spiritual nurture, reconciliation, stewardship, peace and justice issues and service opportunities. The



committee will promote the personal growth and leadership training of its members by encouraging participation in conferences and training events, at least annually (where possible also providing funding).

- h) *Administration*: Meeting with all potential baptism and church membership candidates in advance and making recommendations concerning acceptance into membership.
- i) *Initiating a process of gift discernment within the church body* and process of nominating those people for election or appointment whose gifts could be shared to carry out the functions of the church.
- j) *Arrange for flowers and card* to commemorate births, death, and other important occasions within the church family.
- k) *Nominate delegates* to attend conference and training seminars relevant to the congregation.
- l) The chairperson shall be responsible for: ensuring that a funding requisition form is filled out for all bills that are incurred relating directly to the PDC initiatives. The Chairperson shall sign these requisition forms and submit them directly to the Treasurer for payment. All expenditures thus approved must be within the approved budget line of this committee.

### ***Modus Operandi:***

There is no mandated quorum for a Pastor(s) Deacons Committee meeting in either the Constitution or the By-Laws but this charter dictates that a minimum of 2/3 of members must be present in order for the committee to make any formal decisions.

Officers (chair and recording secretary) will be chosen at the beginning of each church year (July – August) to serve one (1) year renewable terms.

Formal decisions shall be made by a show-of –hands vote. A simple majority of the present members shall determine the outcome of the vote. The Chairperson shall not cast a vote unless the voting is tied, in which case the Chairperson shall cast the deciding vote.

In the event that an urgent decision is required to be made, and it is impractical to call a formal meeting to make that decision, the Committee Chairperson may request a decision by phone or email poll. All members of the Pastor(s) Deacons Committee shall be provided whatever information is available regarding the nature of the decision to be made, and each member shall be asked to provide a response.

If disagreements occur within the committee, members agree to consult the TMC Deacon/Leadership Team Covenant for guidance in resolving same.

### ***Suggested Readings and Resources:***

- *Training Ministry Teams*, Anne Stuckey
- Trinity Mennonite Church Deacon/Leadership Team Covenant, March 2006
- Trinity Mennonite Church Benevolent Fund

**Trinity Mennonite Church Deacon/Leadership Team Covenant**  
**March, 2006**  
**Amended December, 2014**

**1. Spiritual Commitments to One Another**

- a. We will care for one another's spiritual life by:
  - taking time to study together
  - praying for one another
  - spending time together and getting to know each others needs and joys
  - planning at least one annual retreat together
- b. We will be accountable to each other for a healthy spiritual life by:
  - sharing with each other and asking each other personally (or by e-mail) about our spiritual growth.
- c. For our own spiritual growth, we commit to:
  - attending workshops/seminars as time allows
  - daily scripture reading and prayer
  - reading books/articles for insight and growth
  - listening to quality Christian radio

**2. Deacon meetings**

- a. Our expectations for attendance:
  - we will be at deacon meetings!
- b. An acceptable reason for missing a meeting:
  - illness or work schedule
- c. Frequency of meetings:
  - monthly and additional meetings as issues arise
- d. Length of meetings:
  - we aim for two hour meetings
- e. Chairing meetings:
  - meetings will be chaired by the deacon chair
- f. Preparing the agenda:
  - the agenda will be prepared by the deacon chair in consultation with the pastor
- g. How to get items on the deacon agenda:
  - any deacon can call the deacon chair prior to scheduled meetings to get items on the agenda

### **3. Public Decorum**

a. How we, as a team, will act or speak in public or with individuals if we together or individually cannot agree with an action of the congregation or the pastor:

- we will work at agreeing on a team position and if we personally disagree, we will still publicly support that position.

### **4. Confidentiality:**

a. Information is power – how will we share this power?

- in our relationship as deacons and pastor, we will approach each situation by asking, “What is the benefit and to whom is it a benefit to share this information?”

b. How far is information shared on the team?:

- again, we’ll ask, “What is the benefit of sharing this?”

c. Will permission of persons involved always be sought before information is shared? Are there circumstances in which information may be shared without permission?

- permission to share will be sought from persons involved. However, if there is the potential for others to be negatively affected, information will be shared with the deacon team.

d. The role of spouses in sharing information:

- our first concern will be our spouses wishes regarding shared information
- we must determine if information shared with spouses will remain confidential before sharing

e. Confidentiality guidelines shared with individuals and the congregation:

- our confidentiality guidelines will be shared with individuals
- these guidelines will be shared with the congregation in the deacon’s report to the congregation

### **5. Conflict**

a. Handling disagreements between us:

- we will use the principles of Matthew 18 both within the deacon group and within the congregation

b. Outside persons to help deal with conflict:

- the conference pastor will be our first resource. The resources of the congregational leadership committee of MCA may also be called upon

### **6. Complaints**

a. Individual deacons receiving complaints from congregational members:

- we will listen carefully to understand the issue as far as possible and decide if it needs to become deacon agenda. Sometimes attentive listening will be enough.
  - if it is a complaint against another person, we will encourage the use of the Matthew 18 principles
- b. Receiving complaints about other deacons or about the pastor:
- if it is a private issue between two people, we will encourage the practice of Matthew 18 principles
  - if it is a matter of public decorum we will process the complaint with the deacon team
- c. To whom and where should complaints be directed?
- complaints should be directed to the responsible person. We will not triangle into issues unless we are asked to mediate issues.
- d. Responding to anonymous complaints:
- we will not deal with anonymous complaints unless we feel that there may be legal implications. In that case we will seek further information to guide our response

## **7. Accountability**

a. Accountability to each other for our words, actions and spiritual life:

- we agree to be accountable to each other for our words, actions and spiritual life.

## **8. Collaborative Way of Thinking**

a. Agreements about how everyone will participate in group discussion, decisions and ministry:

- we will respect each person's input. We strive for consensus. We support decisions made by the group

b. Speaking on behalf of the deacons and under what circumstances:

- -designated deacon can speak on behalf of the deacons if we have processed the issue and come to an agreement

## **9. Sexuality**

a. Inappropriate sexual expression:

- we agree that inappropriate sexual expression has no place in our ministry relationships

b. Honesty with each other regarding perceived sexually inappropriate behaviour:

- we agree to honestly confront each other when we are aware that one of us is spending too much time with a member of the opposite sex

c. Responding to jokes, comments and gestures that make us uncomfortable:

- we agree to be candid and confront each other when one of us makes sexually inappropriate comments, jokes or gestures
- d. What physical actions, words, jokes or personal information do we consider:
- appropriate – friendship hugs in public places if the other person is comfortable with a hug
  - inappropriate – anything perceived to be derogatory to another person, gender, or group; to degrade our spouse to others; the questioning of another’s sexual experiences or sharing our own ; and taking advantage of any power imbalance in our relationships

## **10. Congregational Commitments**

- a. In light of these agreements, we commit ourselves to:
- share this covenant with council for its information and response
  - share this covenant with deacon nominees and ask them to commit to it
  - make this covenant, and the deacon job description, available to the congregation via the members’ section of the TMC web page.

**Trinity Mennonite Church  
Position / Committee Charter  
Effective Date: 2007-09-06**

***Name of Position / Committee: Sparrow Group***

***Purpose(s) of the Position / Committee:***

Among other things, Trinity Mennonite Church's Purpose Statement enjoins us to "practice Christian service within our communities and beyond." The Sparrow Group's primary purpose is to organize meals to be brought to members and adherents of TMC where the family is burdened by a significant life event (birth, death, surgery, serious illness or injury) and where such assistance is warranted and appreciated.

***Accountability and Reporting Schedule:***

Sparrow Group is accountable to the Deacon's Committee. The Coordinator of the Sparrow Group will receive referrals for meal service from any member of the deacon's committee but should report back directly to the chairperson.

The Coordinator of the Sparrow Group will report on activities as they happen and directly by phone to the Deacon Chairperson.

***Membership, Appointments and Terms of Service:***

The Sparrow Group relies on a network of volunteers to provide meals. It is led by a single appointed person. The length of service of the Coordinator is one year. The Coordinator is appointed by the Pastor/Deacon Committee following the June Semi-Annual Meeting. The Coordinator will create and maintain a list of volunteers to provide meals. This list of volunteers, with accurate and up-to-date phone numbers is to be renewed annually.

***Frequency of Meetings:***

There will normally be no need for meetings. If the Coordinator feels a need to meet with volunteer meal providers, such meeting will be held in an ad hoc basis.

***Specific Tasks:***

The Coordinator will establish a list of volunteers willing to create meals, at the beginning of the church year. When a call comes in to provide meals for a family in need, or the Coordinator becomes aware of the need directly, the Coordinator will call as many available volunteers as deemed necessary and arrange a schedule of meal delivery. As soon as practical, the Coordinator will report the situation to the Chairperson of the Pastor/Deacon Committee. If costs are anticipated to be incurred in providing this service, the Coordinator will call the Chairperson for approval, prior to expending the

cost. As soon as possible thereafter the Coordinator will submit the bill to the Chairperson for reimbursement.

***Modus Operandi:***

The Sparrow Group functions with a minimum of formal organization. There is no need to keep a permanent set of records. When called upon to provide meals the Coordinator will determine the need, organize the meal delivery and occasionally check that meals are being delivered according to schedule. In consultation with the family in need, the Coordinator will also determine when the crisis is past and will advise volunteers of the same.

***Suggested Readings and Resources:***

N/A

**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Effective Date: 2007-10-09**  
**Revised: 2015-05-05**

***Name of Position / Committee: Worship Committee (WC)***

***Purpose(s) of the Position / Committee:***

The WC provides leadership in planning worship services that are meaningful to TMC members and guests and that nurture and strengthen us as individuals and as a corporate body. The WC, together with the pastor, helps to plan weekly services and special worship opportunities such as Christmas, Easter, cowboy church, etc. Worship components that this committee regularly schedules, encourages, and/or plans include, but are not limited to, music, worship leading, décor, pulpit supply, children's stories and junior worship. Discerning and encouraging TMC members/parishioners for the above roles are a big part of this committee's job description.

***Accountability and Reporting Schedule:***

- a) The WC shall be accountable to the congregation through Church Council.
- b) A representative of the WC shall be a member of Church Council
  - This representative shall attend the regularly scheduled monthly Council meetings and any additional meetings.
  - This representative will be selected by and from within the committee, the only criteria being that the representative is a member in good standing of TMC.
- c) Verbal reports are provided monthly at Church Council meetings; written reports are submitted annually at the congregational meeting.

***Membership, Appointments and Terms of Service:***

- a) The WC is comprised of three members who are each elected by the TMC membership for a 2-year term.
- b) The terms are staggered to promote continuity on the committee.
- c) As per the TMC By-Laws, no person may serve in the same capacity on a committee for more than two consecutive terms. A break of at least one year must follow before serving in that same capacity again.

***Frequency of Meetings:***

The WC meets at regular intervals throughout the year. Dates are chosen by committee members, dependent on the tasks to be done and at a time that accommodates the group. The pastor typically attends these meetings.



### ***Specific Tasks:***

- a) Identify, train, nurture, equip and encourage TMC participants for the following regular worship activities: song leaders; pianists (or other musicians or accompanists); special music and offertory; worship leaders and junior worship leaders. Confirm these individuals annually and submit their names to the Administrative Assistant, who will distribute a two-month roster of names assigned to each task. The WC's objective is to make it easy for people to say "Yes" if God is nudging them into any one of these worship activities.
- b) Prepare or designate others to prepare schedules for Ushers, Audio-Video Support staff and Nursery Care. Annually confirm these individuals are willing to continue serving in these positions.
- c) Assist with ad-hoc/special worship services in any appropriate way: youth services, Christmas Eve, Maundy Thursday, cowboy church, etc.
- d) Work closely with volunteers (who may or may not be part of our committee) who have gifts with decorating and visual aids.
- e) Support and encourage our choir in appropriate ways, including financially.
- f) Work with church pastor in planning services, worship events, and retreats.
- g) Send delegates, as appropriate and financially possible, to worship events beyond the local TMC level, such as music enrichment weekends, worship leading seminars, Mennonite Church Canada and Alberta activities.
- h) Keep songbooks and hymn books in orderly repair.
- i) Maintain supplies in the Nursery.
- j) Set and administer the WC budget, submit expense vouchers in an orderly fashion, request pulpit supply honorariums.
  - Honoraria and Fees: Honoraria and fees should be offered to a pastor (or speaker) when he or she is requested to provide a service over and above his or her regular position duties. An honorarium for a preaching assignment and a fee for workshops/seminars plus mileage is appropriate. The fee schedule should follow guidelines set up by MC Canada. The honorarium may be waived in the case of a pulpit or congregational exchange, and the honorarium may be sent to the parent group of a speaker presenting on their behalf. Members of TMC would not be given a honorarium for sharing their gifts at the pulpit.

### ***Modus Operandi:***

A chairperson is selected at the beginning of each church year. The chairperson prepares the agenda for each meeting and circulates it about a week in advance, and also drafts written reports for congregational meetings.

A secretary is selected to take minutes and to take note of action items that arise out of each meeting. These two documents are ideally circulated no more than one week after a meeting takes place.

Decisions are made by majority vote. Our discussions are open, supportive, creative, and responsive to the leading of the spirit. Urgent matters and surprises can be dealt with at any time via phone calls, emails, or ad hoc meetings.

### ***Suggested Readings and Resources:***

Various worship resources available in the TMC Library

- [www.leaderonline.org](http://www.leaderonline.org)
- [www.mennomedia.org](http://www.mennomedia.org)

**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Effective Date: 2015-05-05**

***Name of Position / Committee:*** Christian Education Committee (CEC)

***Purpose(s) of the Position / Committee:***

The CEC provides to TMC, and organizes all aspects of the Sunday School program, a weekday children's and youth program, and promotes outreach activities as determined on a year to year basis.

***Accountability and Reporting Schedule:***

- a) The CEC shall be accountable to the congregation through Church Council.
- b) A representative of the CEC shall be a member of Church Council.
  - This representative shall attend the regularly scheduled monthly Council meetings and any additional meetings.
  - This representative will be selected by and from within the committee, the only criteria being that the representative is a member in good standing of TMC.
- c) Verbal reports are provided monthly at Church Council meetings; written reports are submitted annually.
- d) All persons appointed to responsibilities by the CEC shall be accountable to the CEC, which shall ensure that all responsibilities are properly discharged.

***Membership, Appointments and Terms of Service:***

- a) The CEC is comprised of three members who are each elected by the TMC membership for a 2-year term.
- b) The terms are staggered to promote continuity on the committee.
- c) As per the TMC By-Laws, no person may serve in the same capacity on a committee for more than two consecutive terms. A break of at least one year must follow before serving in that same capacity again.
- d) Of the 3 CEC members, one shall be the Chairperson, one shall be the Sunday School Program Coordinator, and one shall be the Secretary/Treasurer—with the understanding that these roles overlap and committee members should distribute the workload equably among themselves on a yearly basis.

## ***Frequency of Meetings:***

The frequency of meetings will typically be once each month with flexibility determined by duties and tasks that need to be performed. Members will take turns leading a devotional before each meeting.

## ***Specific Tasks and Reporting Schedule:***

### 1. Duties

#### a) Chairperson

- Attend all Council meetings and act as a conduit for information to other CEC members, and to other Council members.
- If unable to attend a Council meeting, shall appoint an alternate from the CEC to attend.
- Will be responsible for ensuring that the tasks and duties of the CEC are carried out according to the roles and responsibilities defined in this charter.
- Call for and attend meetings of the CEC once every month and prepare an agenda beforehand.
- Submit a written report on the CEC to the annual congregational meeting in June.

#### b) Secretary/Treasurer

- Take minutes at all CEC meetings, distributing the same to each member within a mutually determined time and, with an action list detailing the duties to be performed by each member
- Propose to, and submit on behalf of the CEC, a yearly budget to the Financial Stewardship Committee in Nov/Dec.
- Communicate with the church Treasurer in keeping account of all Sunday School collections and expenditures.
- Keep an updated list of Sunday School children and their birthdates for use only within Trinity Mennonite Church.
- Annually update CEC material including filing of any minutes/procedural documentation, committee guidelines, and yearly budgets in a common area provided at the church.
- Distribute notices to Sunday School teachers and music leaders, as ongoing communication, as deemed necessary through committee meetings.

#### c) Sunday School Program Coordinator

- Utilize and oversee the Sunday School Curriculum, as suggested by the CEC and approved by Council, for the children and adults.
- Order curriculum and resource materials, distribute and organize payment through the church Treasurer. Provide curriculum awareness to teachers and the congregation, if required.
- Plan and organize a seasonal calendar to inform teachers of the curriculum schedule so as to maintain a consistent teaching of

Bible themes. This will also include the planning of group and/or postponed lessons on holiday weekends and other times as may be required.

- Act as a liaison to the Sunday school teachers, for the CEC, to communicate progress, concerns, requests, resource needs throughout the Sunday school year.
- Inventory the needs of the classroom and provide supplies for teaching. Supplies may be obtained by donation or purchase.

## 2. Specific Responsibilities of the CEC

### a) Sunday School

- Select appropriate curriculum for the children and adult classes, in consultation with, and approved by council.
- Recruit teachers for classes, and music leaders yearly and as needed throughout the year.
- Promote commencement of the Sunday School program to the congregation and surrounding community.
- Arrange classes/meeting areas to meet physical needs of each group.
- Review age distribution in each classroom yearly, keeping in mind the need to be flexible according to the numbers of children in each age group and the teacher/parent resource available.
- Select appropriate donation projects, M.C.C. or otherwise, for Sunday School offerings. Create and maintain a project growth chart, inform the congregation on selected project(s), and send the money to the receiver at the end of June collections.
- Responsible for the organization, implementation and/or promotion of special resources (books, music, film, guest speaker) which could aid the educational learning process.
- Plan group Sunday School classes on holiday weekends and other times as may be required.

### b) Celebration Events

- Plan celebration activities with the pastor and/or the appropriate committee for special events such as Gathering Sunday, Christmas program, Milestone Markers Sunday, and Church Picnic.
- Gathering Sunday: utilize liturgies and other worship resources as well as introduce the volunteers that are involved in the committee, including teachers and subcommittee leaders.
- Christmas: organize and/or assist in the leadership of the children in a Christmas program to be shared with the congregation during the Christmas season, if student and parent resources are available and committed to this type of endeavour.
- Milestone Markers Sunday (June): purchase Bibles and Milestone Markers materials for the determined age groups, and

during the morning service, present these gifts with meaningful dialogue and an affirmation from the congregation.

- Sunday School Picnic: responsible for the initiation, organization and implementation of all facets of the church picnic. Specifically, ensuring a location (if needed) that is booked for the chosen date; organizing all aspects of the worship service (assumed or designated); ensuring food is provided in conjunction with the Food Committee; activities and recreation; publicizing the event.

c) Training Programs

- Responsible for the initiation, organization, implementation and/or promotion of all training programs which could benefit all Sunday School teachers, leaders, or others who might be interested.

d) Education/Service Projects

- Encourage and help facilitate the initiation, organization, implementation and/or promotion of projects in which the TMC family could tangibly participate (i.e. M.C.C. projects, community outreach, guest speakers, presentations or special events)

3. Subcommittees

- a) Recruit a person responsible for the following areas: Children Weekday Program Leader(s), Library Coordinator, and Daily Vacation Bible School Leader (if the congregation and volunteer resource is committed to this endeavour).
- b) Recruit with assistance and in conjunction with the pastor(s) and deacons, a leader or leaders for the youth ministry.
- c) Appoint, in September, each committee member to liaison with the subcommittees responsible to the CEC. Each will initiate contact with the said subcommittee person(s) and communicate progress, concerns, requests and needs to the monthly meetings.
- d) Distribute Job Description to each member of a subcommittee annually.

***Suggested Readings and Resources:***

- Curriculum provider – multiple resources updated regularly
- Mennonite Resource Centre – <http://resources.mennonitechurch.ca/Home> or [www.mennonitechurch.ca/resourcecentre](http://www.mennonitechurch.ca/resourcecentre)
- TMC Library resources – multimedia
- Timeline for monthly action items

**Trinity Mennonite Church  
Position / Committee Charter  
Effective Date: 2007-10-01**

***Name of Position: Library Coordinator***

***Purpose(s) of the Position:***

The library coordinator will be responsible for maintaining the library and the resources therein at Trinity Mennonite Church.

***Accountability and Reporting Schedule:***

The library coordinator shall be accountable to the congregation and church council, through the Christian Education Committee (CEC). Communication shall be through a member of the CEC as established each September, with ongoing liaison throughout the year.

***Membership, Appointments and Terms of Service:***

The library coordinator will be recruited by the CEC. There is no restriction in the number of consecutive years a person may serve in this position, but the appointment must be renewed each year by the CEC.

***Frequency of Meetings:***

Meeting or communicating by a means (phone/e-mail) with a liaison of the CEC is encouraged once every four months. Updates through this liaison will be addressed at CEC meetings.

***Specific Tasks and Reporting Schedule:***

1. Maintain the library in a neat and orderly fashion.
2. Purchase new resources, which meet the needs of the total church body.
3. Keep account of all expenditures and adhere to an annually approved budget. All expenditures must be presented with a Funding Requisition to the CEC.
4. Maintain an updated inventory of all materials in the library.
5. Promote the use of the library through various creative forms of communication (book reviews, bulletin announcements, book displays, donation drives).
6. May recruit assistance to perform all duties.

***Suggested Readings and Resources:***

- Church Library Resource Manual
- Western Library Services: [www.westernlibrary.bc.ca](http://www.westernlibrary.bc.ca)
- Mennonite Resource Centre: [www.mennonitechurch.ca/resourcecentre](http://www.mennonitechurch.ca/resourcecentre)

**Trinity Mennonite Church  
Position / Committee Charter  
Effective Date: 2007-10-01**

***Name of Position: Youth Program Leader***

***Purpose(s) of the Position:***

The leader(s) of this position will coordinate all aspects of a youth program, using the Identity and Purpose statement of Trinity Mennonite Church as a guideline to establishing the program.

***Accountability and Reporting Schedule:***

The program leader shall be accountable to the congregation and church council, through the Christian Education Committee (CEC). Communication shall be through a member of the CEC as established each September, with ongoing liaison throughout the year.

***Membership, Appointments and Terms of Service:***

The program leader, who must be a member of TMC in good standing, will be recruited by the CEC and, in conjunction with, the pastor(s) and deacons of Trinity Mennonite Church in June of each year, to be available to begin the program in September of each year. There is no restriction in the number of consecutive years a person may serve in this position, but the appointment must be renewed each year by the CEC, pastor and deacons.

***Frequency of Meetings:***

Meeting or communicating by a means (phone/e-mail) with a liaison of the CEC is encouraged once every two months. Updates through this liaison will be addressed at CEC meetings.

***Specific Tasks and Reporting Schedule:***

1. Responsible for the initiation, organization and implementation of all facets of the youth program.
2. May recruit leadership assistance for any of the aspects of initiation, organization, implementation from the congregation or the CEC.
3. Order curriculum and resource materials, as approved by the CEC, with responsibility also to distribution and payment.
4. Keep account of all collections and expenditures and adhere to an annually approved budget. All expenditures must be presented with a Funding Requisition to the CEC.
5. Ensure the need of the program participants are met by overseeing the direction



- and thrust of the program and by utilizing and promoting resources.
6. Responsible for the publication of all aspects of the program, including promotion of the program to the congregation and surrounding community, announcements of scheduled events, and an annual written report to the CEC to be included in the June congregational meeting.

***Suggested Readings and Resources:***

- Alberta Mennonite Youth Organization (AMYO)

**Trinity Mennonite Church  
Position / Committee Charter  
Effective Date: 2007-10-01**

***Name of Position: Children Weekday Program Leader***

***Purpose(s) of the Position:***

The leader(s) of this position will coordinate all aspects of a children's weekday program, using the Identity and Purpose statement of Trinity Mennonite Church as a guideline to establishing the program.

***Accountability and Reporting Schedule:***

The program leader shall be accountable to the congregation and church council, through the Christian Education Committee (CEC). Communication shall be through a member of the CEC as established each September, with ongoing liaison throughout the year.

***Membership, Appointments and Terms of Service:***

The program leader, who must be a member of TMC in good standing, will be recruited by the CEC in June of each year, to be available to begin the program in September of each year. There is no restriction in the number of consecutive years a person may serve in this position, but the appointment must be renewed each year by the CEC.

***Frequency of Meetings:***

Meeting or communicating by a means (phone/e-mail) with a liaison of the CEC is encouraged bimonthly. Updates through this liaison will be addressed at CEC meetings.

***Specific Tasks and Reporting Schedule:***

1. Responsible for the initiation, organization and implementation of all facets of the weekday program.
2. May recruit leadership assistance for any of the aspects of initiation, organization, implementation from the congregation, parent helper(s), or the CEC.
3. Order curriculum and resource materials, as approved by the CEC, with responsibility also to distribution and payment.
4. Keep account of all collections and expenditures and adhere to an annually approved budget. All expenditures must be presented with a Funding Requisition to the CEC.

5. Ensure the need of the program participants are met by overseeing the direction and thrust of the program and by utilizing and promoting resources.

6. Responsible for the publication of all aspects of the program, including promotion of the program to the congregation and surrounding community, announcements of scheduled events, and an annual written report to the CEC to be included in the June congregational meeting.

***Suggested Readings and Resources:***

N/A

**Trinity Mennonite Church  
Position / Committee Charter  
Effective Date: 2007-09-11  
Revised: 2015-04-14**

***Name of Position / Committee: Community & Hospitality  
Committee (CHC)***

***Purpose(s) of the Position / Committee:***

The purpose of the CHC is to promote hospitality and foster community within Trinity Mennonite Church.

***Accountability and Reporting Schedule:***

- a) The CHC shall be accountable to the congregation through Church Council.
- b) A representative of the CHC shall be a member of Church Council
  - This representative shall attend the regularly scheduled monthly Council meetings and any additional meetings
  - This representative will be selected by and from within the committee, the only criteria being that the representative is a member in good standing of TMC
- c) Verbal reports are provided monthly at Church Council meetings; written reports are submitted annually
- d) The Food Committee, appointed as deemed necessary, reports to CHC.

***Membership, Appointments and Terms of Service:***

- a) The CHC is comprised of three members who are each elected by the TMC membership for a 2-year term
- b) The terms are staggered to promote continuity on the committee
- c) As per the TMC By-Laws, no person may serve in the same capacity on a committee for more than two consecutive terms. A break of at least one year must follow before serving in that same capacity again
- d) CHC may, as deemed necessary, appoint a Food Committee with a minimum of three members.

***Frequency of Meetings:***

- a) CHC will meet once a month on a prescheduled date or more frequently based on need on a mutually agreed date
- b) Agenda to be prepared and distributed two days prior to meeting.

**Specific Tasks:**

**Goal:** To provide a procedure summary for each event, to be compiled after event has taken place.

The CHC representative shall report to Council at the regularly scheduled meetings.

- a) Plan Calendar of Events in conjunction with Administrative Assistant
- b) Coordinate events with Deacons, Worship and Facility Mgmt Committees as required
- c) Coordinate advertising and publicity for events with Administrative Assistant
- d) Act as contact for visiting groups/guests
- e) Arrange billeting for guests as required
- f) Own the responsibility for and coordinate the following TMC events
  - Shrove Tuesday
  - Christmas Banquet
  - Baby Showers- for first baby born while attending TMC
  - Wedding Showers for first wedding
  - Church Retreat (coordinate with Retreat Planning Committee)
  - Stampede Breakfast
  - House Blessing Party
- g) Own the responsibility for and coordinate special events such as:
  - Conferences hosted by TMC
  - TMC wedding receptions/funerals
  - Visiting choirs/groups and other special events
  - Provide direction to individuals who wish to plan special events such as Corn Boil, etc.

**Modus Operandi:**

- a) The CHC will select a Chairperson
- b) Formal minutes will be recorded by a person selected from within the CHC
- c) Formal decisions shall be made by consensus
- d) In the event that an urgent decision is required to be made and it is impractical to call a formal meeting to make that decision, the Committee Chairperson may request a decision by phone or e-mail poll. All members of Community and Hospitality Committee shall be provided whatever information is available regarding the nature of the decision to be made, and each member shall be asked to provide a response.
- e) In the event the CHC is unable to resolve a concern, they will approach Council for assistance.

**Suggested Readings and Resources**

TBD

**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Effective Date: 2008-03-04**  
**Revised Date: 2015-05-05**

***Name of Committee: Facilities Management Committee***

***Purpose(s) of the Facilities Management Committee:***

To maintain and improve the real property of Trinity Mennonite Church including its cemetery. To provide a warm, safe, and caring environment that meets the needs of all the present and future attendees of Trinity Mennonite Church.

***Accountability and Reporting Schedule:***

The committee is directly accountable to the Trinity Mennonite Church Council.

- a) The FMC shall be accountable to the congregation through Church Council.
- b) A representative of the FMC shall be a member of Church Council.
  - This representative shall attend the regularly scheduled monthly Council meetings and any additional meetings.
  - This representative will be selected by and from within the committee, the only criteria being that the representative is a member in good standing of TMC.
- c) Verbal reports are provided monthly at Church Council meetings; written reports are submitted annually.
- d) All persons appointed to responsibilities by the FMC shall be accountable to the FMC, which shall ensure that all responsibilities are properly discharged.

***Membership, Appointments and Terms of Service:***

- a) This committee is comprised of three members who are each elected by the TMC membership for a 2-year term.
- b) The terms are staggered to promote continuity on the committee.
- c) As per the TMC By-Laws, no person may serve in the same capacity on a committee for more than two consecutive terms. A break of at least one year must follow before serving in that same capacity again.

### ***Frequency of Meetings:***

The committee will meet regularly on a quarterly basis with a minimum of 2 weeks notice to the members. The committee shall also meet as needed to deal with any building maintenance or capital projects as required.

### ***Specific Tasks:***

#### 1. Facility Capital Projects:

- completion of the original building and exterior landscaping (managed by the capital budget )
- additional capital projects as requested and approved throughout the year

#### 2. Facility Maintenance:

- access and security
- semi - annual cleaning work bees
- cleaning supplies
- exterior & interior maintenance – creation and follow up of a diarized maintenance schedule
- grounds maintenance
- well maintenance and water testing and treating
- janitor

#### 3. Facility Systems – accountable for user manuals for operation and contact lists for repair:

- utilities (gas & power)
- communications
- property tax - M.D. of Foothills No. 31
- insurance
- computers and network
- audio/video system
- telephone
- electrical
- heating
- sewer
- AED Defibrillator
- other

#### 4. Facility rental:

- fielding and securing of rental inquiries with support from the administrative assistant for application completion and due diligence on renters
- coordination of required services – i.e. audio/video system, food, cleanup, etc.
- coordination of rental schedule with the administrative assistant
- internal and external rental policy revisions as required

5. Cemetery committee – appoint members to develop appropriate records and processes.

6. Other

- communication with the area neighbors and the M.D. on local issues as they arise
- responds to various rezoning requests (after council and member representation if required)
- Ensures adherence to Building Code and R.M. bylaws as applicable
- working with the other functional church groups as required to ensure smooth building operations, i.e.

**Committee structure:**

1. Chairperson

- coordinator of meetings and taking of minutes
- point of contact for any council or other committee requests
- point of contact for Cemetery sub-committee
- capital and operating budget coordinator

2. Committee members

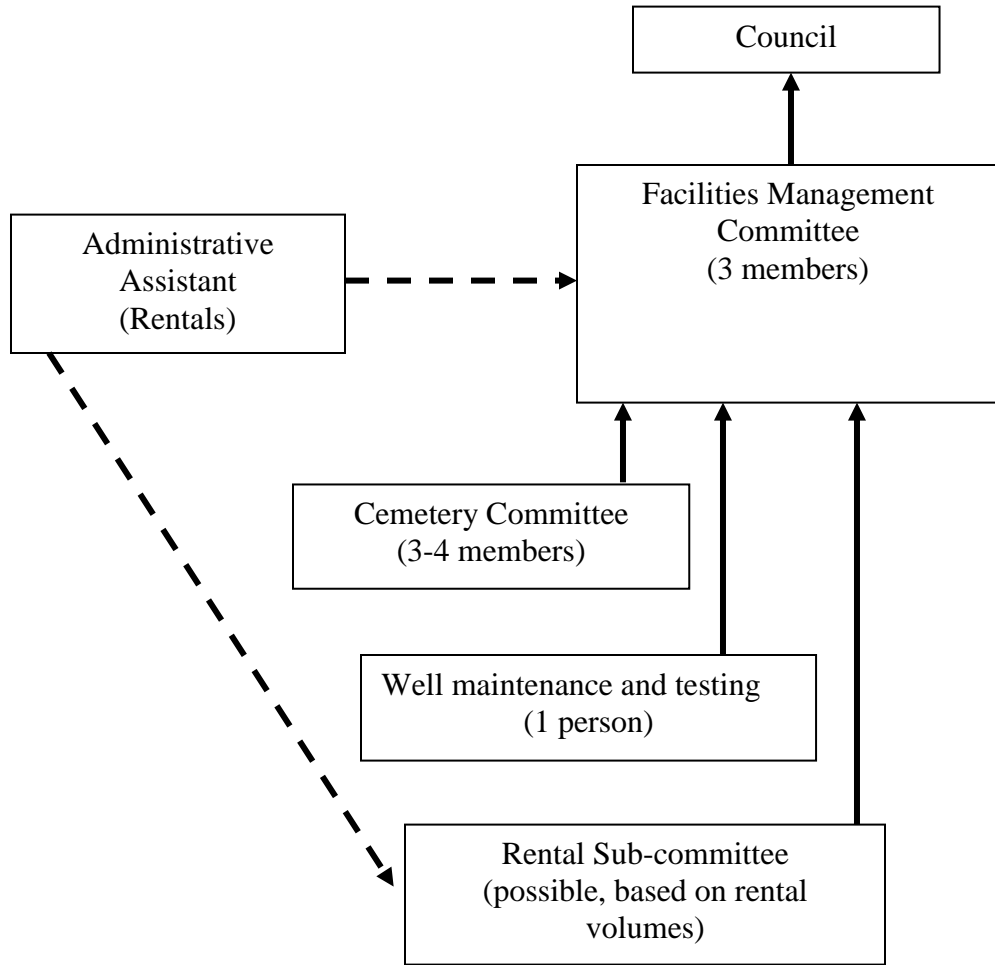
- accountable for facility systems and user manual documentation
- facility maintenance (interior & exterior)
- manage rental function

**Reference Documents:**

1. Facility key policy
2. Internal rental agreement
3. External rental agreement
4. Cleaning checklists
5. Capital and Operating budgets
6. Utility agreement – Easy Max
7. Insurance policy
8. List of specialist contacts re: Facility Systems
9. Well documentation and test results
10. Facility Systems Maintenance schedules
11. Cemetery documentation



# Facilities Management Committee Organizational chart



**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Effective Date: 2007-11-25**  
**Date of Revision: 2014-12-02**

***Name of Committee:*** Human Resources Committee

***Purpose(s) of the Human Resources Committee:***

To provide support and administrative guidance in the area of Human Resources to the Church Council, Pastor and all Trinity Mennonite Church employees, in order to ensure a fair and caring work environment for all.

***Accountability and Reporting Schedule:***

The committee is directly accountable to the Trinity Mennonite Church Council. Semi-annual formal reports will be prepared for the February and June semi-annual meetings of Trinity Mennonite Church.

A representative of the HRC shall be a member of Church Council. This representative shall attend the regularly scheduled monthly Council meetings and any additional meetings. This representative will be selected by and from within the committee, the only criterion being that the representative is a member in good standing of TMC.

***Membership, Appointments and Terms of Service:***

- a) This committee is comprised of three members who are each elected by the TMC membership for a 2-year term.
- b) The terms are staggered to promote continuity on the committee.
- c) As per the TMC By-Laws, no person may serve in the same capacity on a committee for more than two consecutive terms. A break of at least one year must follow before serving in that same capacity again.

***Frequency of Meetings:***

The committee will meet regularly on a quarterly basis with a minimum of 2 weeks' notice to the members. The committee shall also meet as needed to deal with any hiring, termination and personnel issues as they arise.

***Specific Tasks:***

- a) Human Resource policy such as:
  - Background/security checks
  - Privacy Issues
  - Facilitate the Safe Workplace Policy

- b) Job descriptions for employees
- c) Remuneration, benefits & rates for all employees
- d) Staff hiring, reviews & terminations
- e) Support staff in their work – ensure:
  - Budget
  - Office support
  - Equipment / resources
  - Work / life balance / vacation time
- f) Set Pastors' annual budget
- g) Facilitate regular Pastor/congregational reviews
- h) Facilitate open communication between Pastor and Congregation in times of conflict
- i) Initiate and Coordinate a pastoral search when required

### ***Modus Operandi:***

There is no mandated quorum for a Committee meeting in either the Constitution or the By-Laws, but this charter dictates that a minimum of two members must be present in order for the committee to make any formal decisions. Consensus will be the preferred decision making process. In the event that consensus is not forthcoming a formal decision shall be made by a show-of-hands vote. A simple majority of the present members shall determine the outcome of the vote. In the event that an urgent decision is required, and it is impractical to call a formal meeting to make that decision, the committee Chairperson may request a decision by phone, or e-mail poll. All members of the committee shall be provided whatever information is available regarding the nature of the decision to be made, and each member shall be asked to provide a response. If a member contends that a decision by phone/e-mail is not a practical method of determining a decision on this particular matter, this method of voting shall not be permitted to result in a formal decision.

### ***Suggested Readings and Resources:***

- Mennonite Church Canada – Resources for Finance and Human Resources  
<http://www.mennonitechurch.ca/resourcecentre/>
- Alberta Employment, Immigration and Industry – Employment Standards  
<http://employment.alberta.ca/cps/rde/xchg/hre/hs.xsl/563.html>
- 3) Canada Revenue Agency  
<http://www.cra-arc.gc.ca/menu-e.html>

**Trinity Mennonite Church**  
**Position / Committee Charter**  
**Effective Date: 2007-10-09**

***Name of Position / Committee: Treasurer / Stewardship Committee (TSC)***

***Purpose(s) of the Position / Committee:***

The TSC functions to support Article V of the TMC Constitution:

*TMC shall carry on all business without purpose of gain for any of its members. Any and all profits or other accretions to this church shall be used solely in promoting the programs and objectives of TMC. This provision shall be unalterable.*

The TSC is responsible for maintaining the financial integrity and non-profit status of TMC. Financial advice and services, including bookkeeping, donation receipting & budget compilation are provided to the Church Council, committees and membership of TMC. This function is a foundational requirement which allows TMC to function as an authorized non-profit organization in its immediate and broader community.

***Accountability and Reporting Schedule:***

The Treasurer is directly accountable to Church Council but is not a voting member. Financial Stewardship committee members receive their direction from the Treasurer. Dotted line accountability exists between the Treasurer and all Committee Chairpersons. Reporting requirements:

1. Winter semi-annual General Meeting

- prior year financial statements (income statement and balance sheet) are prepared for approval by the congregation. There is no requirement for audited financial statements.
- The current year budget is also prepared and reviewed by Church Council prior to the General Meeting. It is approved by the congregation to authorize committee spending.

2. June semi-annual General Meeting – mid-year operating results are presented for information purposes only.

3. Registered Charity Information Return – T3010 – due to the Canada Customs and Revenue Agency within six months of TMC's fiscal year end (Dec 31).

4. Other reporting requirements are not formally defined, but minimum reporting would include quarterly (three month intervals – not necessarily on the calendar quarter) operating financial status to Church Council and all Committees with distinct budgets.

## ***Membership, Appointments and Terms of Service:***

1. Treasurer:
  - one position - appointed by Church Council on an annual basis. Due to a desired continuity in this role, the appointment is intended to ensure a longer service term than an elected position would allow.
  - Can obtain services from outside the Financial Stewardship function for specialized services (i.e. payroll services).
2. Financial Stewardship:
  - two positions – elected for staggered two year terms to allow overlap of new and currently serving individuals. Elected committee member shall serve for terms not exceeding two years and for no more than two consecutive terms. A break of at least one year must follow before serving in that same capacity.

## ***Frequency of Meetings:***

Meetings are called as required. Typically meetings are held prior to key reporting deliverables including the annual financial statements and budget compilation.

## ***Specific Tasks:***

### Strategy & Compliance:

- Development of financial controls and processes as required
- Manage cash flows, investment options and debt repayment strategies
- Establish signing authority guidelines and coordinate appropriate changes on bank accounts as committee or Church Council members change.
- Annual budget coordination including operating and capital expenditures
- Preparation of Government Returns:
  1. Registered Charity Information Return - annually
  2. GST return(s) – annually or biannually
- Special advisement to members – i.e. share donations, etc.

### Reporting:

- Regular financial reporting to council & committees – minimum quarterly
- Presentation of budget to congregation in the annual general meeting
- Preparation & distribution of donation receipts
- Preparation of annual financial statements and notes
- Presentation of financial statements to congregation in semi-annual meetings

### Bookkeeping:

- Weekly collection and deposit of church offering
- Maintenance of and data input into donor database
- Data entry of all receipts and expenses into the accounting system classifying between committees and funds

- Bank reconciliations
- Payment of all operating and capital expenditures as approved & submitted by Committees
- Maintain the financial reporting systems and ensure all financial records are properly supported and filing systems are maintained
- Monthly payroll remittance to MC Canada
- Quarterly payroll remittance to Revenue Canada

### ***Modus Operandi:***

- Chairperson by default is the appointed Treasurer role as the central controller of finance function. This role is the point of contact for any Council or other committee requests and also coordinates delegation of tasks to supporting Stewardship Committee roles
- Stewardship Committee members – supporting role to the Treasurer
- Any decisions are made by consensus. If agreement cannot be reached, the issue will be escalated to Church Council for resolution.

### ***Suggested Readings and Resources:***

- Annual financial statement for TMC
- Guide for “Completing the Registered Charity Information Return” provided by Canada Customs and Revenue Agency ([www.ccr-aadrc.gc.ca](http://www.ccr-aadrc.gc.ca))
- Church Treasurers of Canada Inc ([www.churchtreasurers.ca](http://www.churchtreasurers.ca))