[Church Name Here]   
Senior Leadership Information Booklet

*Serving as a member of   
our Board of Directors or Elders*

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# Letter from the Pastor

**Thank you for your interest in serving as a Board member at [church name here]!**

The Board of Directors is responsible for the legalities, finances, and facilities of [church name here], and works alongside the pastors, who are responsible for the spiritual health and ministry of the church. Together, these two bodies of leaders bring governance to our local church family.   
  
 Although Directors deal with very practical considerations, it is paramount that we walk in faith and possess unity of heart and mind with myself as Lead Pastor, as well as with the other leaders at [church name here]. We always strive for our Board motions to be unanimous; therefore, to be in alignment with the vision, mission, and core values of [church name here] is non-negotiable.   
  
 Our Board enjoys a high level of unity and mutual love and appreciation. This is only possible because we work hard to build and maintain high-trust relationships, and are willing to be transparent, honest, and vulnerable with each other.   
  
 The Board consists of x# members (ages 21+ years) who each serve a 3-year term, with the possibility of serving a final, second term. Occasionally, a director will be asked to stay on as a Board Advisor for a period of time. Usually, our Elders have one delegate sitting on the Board to represent the voice of the Elders.  
  
In addition to the legal composition of the board, as defined by our bylaws, we have adopted certain procedures and protocols that help define our distinctness as a community of faith.

In appointing Directors to the board, if possible, one Director is always chosen from the Elders team. This appointment helps maintain cohesiveness between the Board of Directors and Elders.

Given the distinctions between the roles and responsibilities of the Board of Directors and the Elders, it is understood that one of the goals of the Board is to help facilitate the vision of the Elders and [church name here] as a whole.

In our Board's governance documents, these goals are referred to as the "Corporate Ends" of the organization. Overarching these goals is our vision ("The Why" of [church name here]): "Growing in faith and love, bringing hope to our community".

### Qualifications

The first qualification for Directors and Elders is the spiritual one. As we consider the different types of qualifications that we aspire toward in serving as senior leaders in the church, please read the Scriptural guidelines given for overseers and deacons:

* **I Timothy 3:8-10**  “*In the same way, deacons [directors] must be well respected and have integrity. They must not be heavy drinkers or dishonest with money. They must be committed to the mystery of the faith now revealed and must live with a clear conscience. Before they are appointed as deacons, let them be closely examined. If they pass the test, then let them serve as deacons.”*
* **Titus 1:7-9** *“A church leader is a manager of God’s household, so he must live a blameless life. He must not be arrogant or quick-tempered; he must not be a heavy drinker, violent, or dishonest with money. Rather, he must enjoy having guests in his home, and he must love what is good. He must live wisely and be just. He must live a devout and disciplined life. He must have a strong belief in the trustworthy message he was taught; then he will be able to encourage others with wholesome teaching and show those who oppose it where they are wrong.”*

Below are the 4 areas of Commitment necessary for qualification to serve as a Director or Elder. If you have any questions about the qualifications, please speak with our current Board President.

Sincerely,

(Lead Pastor Name)

# 

# Your Commitments

The Board of Directors (BOD) and Elders are the two Senior Leadership Teams at [church name here]. As such, qualifications include commitment in four key areas:

* Organizational Commitment
* Spiritual Commitment
* Developmental Commitment
* Time Commitment

We aim to reflect diversity of perspective, skill sets, and backgrounds within the board membership, just as the Body of Christ is comprised of various parts with unique functions.

Thorough knowledge of and alignment with our Vision and Mission, and spiritual maturity are essential to making informed, God-honoring decisions. Therefore, we ask that all Board members be:

* 21 years of age
* have attended [church name here] for a minimum of three years,
* have volunteered in some capacity within the church prior to joining the board, and
* practically support [church name here]’s ministry through regular, generous giving

We expect prospective Board members to be in alignment with [church name here]’s:

* Vision and Mission\*
* Statement of Faith\*
* Leadership Agreement\*

*\* These articles are provided in the Appendix of this document*

## 1. Organizational Commitment

* BOD members are considered to be senior leaders within the church, and are responsible for the stewardship of [church name here]’s financial assets. We hope that this responsibility comes with a deep connection to [church name here], its Mission and Vision.
* In acting as financial stewards, we also expect that BOD members have a strong financial commitment to [church name here] and consider themselves to be generous givers.
* As leaders within the church, and in upholding the [church name here] community, BOD members are to attend Sunday Service as often as availability permits and volunteer – where possible – in other aspects of the church.
* At the board table, we are committed to one another and strive to foster high-trust relationships built on mutual respect. BOD members are encouraged to fully participate in meetings and share insights/opinions openly and in a respectful manner.
* Directors have the legal obligation of "full disclosure", meaning there is a responsibility to disclose any information they are aware of pertinent to the Board's discussion.
* Directors do not represent the interests of groups, teams, or individuals, but always act in the best interests of [church name here] as a whole.  
  In addition to a signed confidentiality agreement, a current police record check is required by all Directors.

## 2. Spiritual Commitment

In aligning with our vision, mission, and beliefs, BOD members must:

* have accepted Jesus Christ as Lord and Saviour
* have been baptized as a believer
* strive to serve the Lord in all aspects of their life, and
* be committed to supporting, encouraging, and praying for one another regularly

## 3. Development Commitment

Additionally, as role models within the church, BOD members are also committed to the following practices:

* Demonstrating Christ’s love to one another, the church and community at large; and, refraining from engaging in gossip, lying, deceit, aggression, and abuse of alcohol.
* Upholding Biblical Christian values in the realm of sexual morality/purity, obedience with “laws of the land,” and in all aspects, demonstrating personal conduct that is in alignment with the teachings of Christ.
* Serving others; through volunteerism, encouragement and support.
* Supporting the traditional family model – demonstrating devotion to building strong marriages and families.

## 4. Time Commitment

BOD terms are three years, with the potential to renew membership (ie serve a second term) thereafter.

We meet on the third Tuesday of each month; it is expected that members attend a minimum of 9 out of 12 meetings annually. In addition to these meetings, it is expected that BOD members attend annual training days, and participate in ad-hoc subcommittees as needed.

# APPENDIX

## The Board Selection Process

1. Names of potential members are submitted to the Board in the Fall of each year.
2. Serving on the [church name here] Board of Directors booklets are made available to the congregation, and then names of potential candidates are welcomed. Interested people can forward their own names, or those of others.
3. From the potential candidates, the Board prayerfully selects and contacts a short-list.
4. Each candidate reviews the "Serving on the [church name here] Board of Directors" booklet and confirms their willingness and ability to serve as a Director.
5. A small interview team meets with candidates using questions listed below, and then provides recommendations to the Board.
6. The Board confirms the final choice of candidates. Each candidate interviewed is informed of the Board’s decision regarding their application.
7. Candidates are installed as Directors.

## Questions for Potential Board Members

*(used during interviews with board candidates)*

1. Please share how God is at work in your life.
2. How would you define financial integrity—personally, and as applied to a church?
3. Do you give regularly and generously to the church?
4. Have you ever been involved in—or accused of—sexual harassment or impropriety?
5. Who has permission to speak into your life, and you’ll listen? (Is there someone who will tell you the truth about your blind spots/weaknesses; express concerns, whose goal is your welfare?) This is about accountability, support, and encouragement: we believe if you’re not under authority, you are unsafe in authority.

## Our Vision and Mission

Our VISION is “growing in faith and love, bringing hope to our community.”

Our MISSION is expressing the unconditional love of Jesus to everyone

## Our Statement of Faith

*(This is the Short Version; refer to our church website for more details)*

* God is real. He is all-powerful, all-knowing, and totally in charge of the direction history is moving.
* He created everything and everyone and every person matters deeply to Him.
* Everyone has sinned, so everyone needs Jesus—who died for our sins, rose again from the dead, and is coming back bodily.
* Salvation is by grace alone through faith alone in Jesus Christ alone.
* Heaven and hell are real, as are angels and demons.
* The Holy Spirit lives in every believer and empowers and gifts us to live and serve.
* The Bible, which is God’s Word, is true, powerful, and divinely inspired.
* Baptism occurs when believers are immersed in water, not for salvation but to tell the world we follow Jesus.
* Jesus started The Church before His death, protects it through every age, and commissioned the church to tell the world about Him. And no matter what, there is always hope!

### Summary

Doctrine is to help us “grow in grace and in the knowledge of our Lord and Saviour Jesus Christ” [2 Peter 3:18]. All Scripture is inspired by God, and is authoritative and applicable within the context of the New Covenant ushered in through Jesus’ work on the cross and in the Resurrection. Our entire Christian life is built solely upon that finished work of Jesus! Our faith does not rest on our efforts or performance—but upon what Jesus made available to us by His effort and His performance!

## 

## [Church Name Here] Leadership Agreement

Understanding that my leadership in [church name here] is primarily by example, I affirm my commitment to:

* the teachings of [church name here] as stated in "What We Believe", (see our website, at [church name here].ca)
* [church name here]’s Mission and Vision
* grow and mature as a Jesus follower, through prioritizing attendance at church services, and active investment of the gifts God has given me to contribute to the health and strength of the [church name here] congregation.

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*Name Date*

*Keep this copy for your own records.*

## [Church Name Here] Leadership Agreement

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*Name Date*

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