

Narara Valley Baptist Church

Charter

July 2009

This Charter should not be read in isolation but should be read in conjunction with the following documents;

- **Narara Valley Baptist Church Constitution**
- **Narara Valley Baptist Church Structure (Detailed Description)**
- **Narara Valley Baptist Church Ministry Description: Elder**
- **Narara Valley Baptist Church Ministry Description: Church Board Member**

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Narara Valley Baptist Church Charter

Vision: Creatively bringing wholeness to youth and families in our world.

Church Charter

This charter has been developed to outline the manner in which the Church Leadership Team discharges its responsibilities in pursuit of the Vision of Narara Valley Baptist Church.

(Church Leadership Team in this document does not always automatically refer to the combined group of Elders, Pastors/Staff Team and Church Board. The reference may also be to one of the individually responsible group of Elders, Pastors/Staff Team, Church Board or a delegated person.)

1. Roles

1.1. The respective on-going roles of Elders, Church Board, Senior Pastor, Pastors/Staff Team and Partners are described in the Detailed Description document (December 2008).

1.2 At least every three years, the Elders will ensure a review of the Vision, Mission and Values. The review process is expected to be participatory and any modifications and recommended changes would be brought to the Ministry Partners for consideration.

1.3 The Senior Pastor will develop a Strategic Plan that can cover up to a three year period, for approval by the Elders. The Strategic Plan is expected to take into account church-wide consideration not only the Vision, Mission and Values, but also the current spiritual needs.

1.4 Each year the Senior Pastor will present for approval by the Elders an Implementation Plan which is aligned to the Strategic Plan, Vision, Mission and Values.

1.5 Sub-committees may be formed as required by any of the leadership teams. It is recommended a member of the leadership team sit on that sub-committee. Minutes of all meetings of the sub-committee are to be distributed to all members of the initiating leadership team. All decisions of that sub-committee are to be ratified by the initiating leadership team.

2. Relationships

2.1 Overview

2.1.1 The Ministry Partners appoint/remove Elders, Pastors and Church Board according to the Constitution. The Elders provide ultimate leadership and decision making for the church.

2.2 Eldership

2.2.1 The Elders will provide the Senior Pastor, Pastors/Staff & Church Board with the appropriate levels of;

- delegation
- resourcing
- support and care processes

2.2.2 The Senior Pastor and Church Board are accountable to the Elders for the exercise of the delegations, resources, support and care process. They shall demonstrate this by the provision of reports, briefings and presentations on a regular basis throughout the year.

2.2.3 The Elders will provide a permanent representative on the Church Board (permanent - not less than a 12 month appointment).

2.3 Senior Pastor

2.3.1 The Senior Pastor will provide the Pastors/Staff with appropriate levels of:

- delegation
- resourcing
- support and care processes

2.3.2 The Senior Pastor is accountable to the Chairperson of the Elders for the exercise of the delegations, resources, support and care process. He/she shall demonstrate this as required, by the provision of reports, briefings and presentations on a regular basis throughout the year.

2.3.3 The Senior Pastor in conjunction with the Elders and Pastors/Staff team will engage in a sufficient network of relationships throughout the church and community to ensure they adequately appreciate the situations and needs.

2.4 Pastors/Staff Team

2.4.1 The Pastors/Staff Team are key in both the development and implementation of the Church Vision and Mission.

2.4.2 Members of the Pastors/Staff Team are accountable to the Senior Pastor for the exercise of the delegations, resources, support and care process. They shall demonstrate this as required, by the provision of reports, briefings and presentations on a regular basis throughout the year.

2.4.3 The Pastors/Staff Team will be integral to the Vision, Mission and Values they will do this by;

- contributing individually and as a team to the discernment and fulfilment of the Vision, Mission and Values
- providing feedback and input into the decision making process of eldership through the Senior Pastor
- leading and shepherding ministry leaders for the fulfilment of the Vision, Mission and Values.
- Overseeing the commencement and conclusion of ministries
- Developing leaders in their area of ministry

2.4.4 Members of the Pastors/Staff Team are recognised by the Church for the calling God has given them; care should be exercised to ensure they are suitably empowered to fulfil that calling.

2.5 Church Board

2.5.1 The Church Board is accountable to the Elders for the exercise of the delegations, resources, support and care process. They shall demonstrate this as required, by the provision of reports, briefings and presentations on a regular basis throughout the year.

2.5.2 The Church Board will provide a permanent representative, usually The Administrator, on the Pastors/Staff Team.

2.6 Access

2.6.1 Elders are to be free to approach, consult and interact with all members of the Pastors/Staff team without the need of the approval of the Senior Pastor. Intended or specific purpose contact however, out of courtesy, should be provided to the Senior Pastor. They are not to direct or request significant action

from that person without the agreement of the Senior Pastor or his/her delegate in his absence.

2.7 Ex Officio membership of Leadership teams

2.7.1 Any member of the Leadership Teams (Elders, Church Board, and Pastors/Staff) may attend a meeting of either of the other teams of which they are not a member, providing they have the approval of the Chairperson of their team and they have the approval of the Chairperson of the team meeting they wish to attend. Approval shall not be unreasonably withheld. The visiting person will have no voting rights at the meeting and will follow the directions of the Chairperson of the meeting.

2.8 Confidentiality

2.8.1 If a matter is declared confidential it will be treated as confidential by all who attend the Meeting, until such time as the matters discussed have been made public by a person authorised by the church, or the Church Leadership Team, to do so.

2.9 Inter-relationships and Communication

2.9.1 It is expected that the Elders, Church Board and Pastors/Staff Team will establish regular channels of communication to keep each other abreast of its activities, initiatives and issues. It is also expected that the Chairpersons of the three groups will also meet several times a year to monitor relationships and communication. To build relationships it is desirable the three groups would meet together at least once per year

3 Elder and Board Membership

3.1 Size and composition

3.1.1 The preferred number of Elders is 4 plus the Senior Pastor

3.1.2 The preferred number for the Church Board is 5 plus the Treasurer and Facilities Director. (Excluding the Ex-Officio Elder.)

3.2 Tenure

3.2.1 The consecutive tenure of an Elder or Church Board member is to be 2 x 3 year terms. {6 years} (Where an Elder or Church Board member stands down in 2010 or 2011 this tenure may extend up to a further 1 or 2 years.) Re-election could then occur after a 2 year break. This is to facilitate renewal of both individual and Leadership Team.

3.3 Induction & Training

3.3.1 All new Elders and Church Board members will be involved in an induction program to assist them in fulfilling their duties and responsibilities. This program will include an overview of the Strategic Plan and current Church Issues.

4 Elder, Pastors/Staff and Board Meetings

4.4.1 Elders will meet not less than 4 times per year, such meetings will be determined annually in advance by the Elders.

4.4.2 The Church Board will meet monthly, such meetings will be determined annually in advance by the Church Board.

4.4.3 The Pastors/Staff team will meet weekly, such meetings will be determined annually in advance by the Pastors/Staff team.

4.4.4 All members of the Church Leadership Team are required to be fully prepared for and make every reasonable effort to attend each meeting of which they are a member.

4.4.5 In the absence of the Chairperson or Deputy Chairperson, the members present will elect one of their number as chairperson of that meeting.

4.4.6 The agenda for the meeting is determined by the Chairperson to meet the needs of the Church at any point in time and to address the matters set out in the annual operating cycle for attention at a particular meeting.

4.4.7 Any member may approach the Chairperson and request a particular item be added to the agenda for a meeting.

4.4.8 Other persons may be invited to attend a meeting by standing invitation or as deemed necessary or appropriate, but may be asked to leave at any time.

4.4.9 The agenda and supporting papers are to be delivered to Elders and/or Church Board members at least 5 days in advance of each meeting. Late papers may be submitted with the consent of the Chairman. The agenda and supporting papers are to be delivered to Pastors/Staff team members at least 24 hours in advance of each meeting. Late papers may be submitted with the consent of the Senior Pastor.

4.4.10 Decisions of the Elders, Church Board and its Committees may be made:

- at a duly called and constituted meeting; or
- by a resolution in writing to all members and signed by a majority of at least 66% of the membership of that group
- by an electronic resolution to all members with a positive electronic response by a majority of at least 66% of the membership of that group

4.4.11 Meetings may be held by telephone or other electronic means.

4.4.12 Members of all groups and other attendees at meetings are required to keep all information presented to (whether written or oral) or discussed confidential and only use and disclose this information in the proper discharge of their responsibilities

5 Minutes

5.1 Minutes are prepared of each meeting by an appointed Minutes Secretary.

5.2 Action points from each meeting are to be reviewed by the Chairperson and circulated to all participants within 5 days of the meeting.

6 Role of Chair

6.1 The primary role of the Chairperson is to facilitate the progress of the meeting by keeping order, ensuring discussion and maintain progress in line with the agenda. They are also:

- accountable to ensure an agenda is prepared and distributed to all members of the team at least 5 days prior to the meeting, with the exception of Pastors/Staff Team which is 24 hours.
- ensure minutes and action points are taken correctly and distributed within 5 days of the meeting, with the exception of Pastors/Staff Team which is 24 hours.

6.2 In the case of the Chairperson of the Elders they are also to manage the ministry review of the Senior Pastor, individual Elders, Chairperson of the Church Board and the Elders as a Team.

6.3 In the case of the Chairperson of the Church Board they are to manage the ministry review of Church Board members and the Church Board Team.

6.4 The ministry review of the Chairperson of the Elders will be undertaken by an Independent person appointed by the Elders.

6.5 The Chairperson of the Church Board will also Chair the Church Business and Extraordinary Meetings.

7 Role of Deputy Chair

7.1 The role of the Deputy Chairman will undertake any duties required by their group.

8 Responsibilities

The Church Leadership Team has agreed that in performing its role, its responsibilities include, but are not limited to:

8.1 Vision, Mission & Values

8.1.1 Provide leadership in the discernment, approval and subsequent implementation of the Vision, Mission and Values of NVBC.

8.2 Spiritual Health

8.2.1 Actively watching out and promptly responding to the spiritual health of the church. Ensuring the Church;

- remains on true course biblically
- ministry partners are being shepherded & taught
- restoration-focused discipline takes place, and
- is well led.

{Actively watching out refers to ensuring processes are in place for regular monitoring (no less than annually), of the spiritual health of the church and there is timely and appropriate responses to areas of concern and/or celebration.}

Processes should also be in place for the discovery, development and deploying of spiritual gifts.

8.3 Governance

8.3.1 Ensure appropriate by-laws, policies and process are in place to ensure NVBC fulfils its responsibilities in the areas of;

- Human Resources – policies and processes are in place to ensure anyone involved or in contact with the church is treated in the best possible way.
- Risk management – ensuring there is regular reviews of risk in all areas and that appropriate mitigation measure are identified and implemented and further that contingencies are identified where required.
- Information Technology – within reasonable cost constraints that the church takes advantage of available technologies accompanied by appropriate policies
- Office/Administration – appropriate processes are in place for the efficient running of the Church Office and Administration.
- Security – Appropriate standards are established and adherence is monitored with action taken where necessary, and
- Finance – Internal control processes are established and maintained.