

# Coquitlam Presbyterian Church

## Ministry Team Mandate

### Overview:

The Coquitlam Presbyterian Church Ministry Team is responsible for maintaining the day-to-day functioning of the church, under the guidance and direction of Session. Session, as the church's governing body, maintains oversight of the Ministry Team, but has delegated the operational functioning of the church to them. This frees Session to concentrate more on their spiritual and pastoral responsibilities.

The Ministry Team is more than just an operational body, as they are also charged to work with Session in setting the vision and goals for the Coquitlam Presbyterian Church, providing direction for effective ministry.

### Responsibilities:

1. Working with Session to establish the Vision, Mission, Values, Goals and Objectives for the church.
2. Ensure that church activities are aligned and coordinated to achieve the church's Vision, Mission, Values, Goals and Objectives.
3. Ensure there is good and orderly governance of the various ministries that function within the church.
4. Establish ministry departments to effectively manage the functioning of the church activities.
5. Ensure these departments are appropriately staffed and function well.
6. Nurture these departments and their members and provide the necessary guidance and mentorship as may be needed from time-to-time.
7. Ensure both Session and the congregation receive accurate and timely communications on all matters as needed.

### Governance:

For the Ministry Team to operate successfully it is important there is good governance that is well defined and communicated to all parties. The following items will ensure this is the case.

#### 1. Constitution of the departments.

The departments as currently constituted are as follows, and have the oversight & responsibility for:

- a) **Connections:** the follow-up of congregants and new members, as well as overseeing the activities of the congregational groupings (Life Groups, Caring Group and others)
- b) **Education:** all aspects of education within the church, from kindergarten to adults
- c) **Worship:** the content & delivery of all public worship and congregational events.
- d) **Outreach:** the mission and outreach activities of the congregation
- e) **Finance:** the congregation's finances, stewardship and provision of administrative services
- f) **Facilities:** all church buildings and property and their maintenance

Each department will have two co-leaders and a standing committee to help them make sound decisions. These committees should meet on a regular basis to ensure continuity.

#### 2. Constitution of the Ministry Team

The Ministry Team will consist of the following members:

- a) **Leader:** This role should be filled by the Lead Pastor.
- b) **Co-Leader:** An Elder who can work with, assist and mentor the Lead Pastor, and chair the meetings when the Lead Pastor is absent
- c) **Members:** The leaders of each department
- d) **Other:** Other people seconded to the Ministry Team for a meeting or short duration as may be required.

CPC ministry staff will be ex officio members of the Ministry Team and serve as a co-leader of their team. Other members will consist of persons nominated by the Ministry Team and/or members of the individual departments, after prayerful consideration, and once approved by the Ministry Team, passed to Session to ratify the choice. The congregation must be advised on changes to the Ministry Team. Non-staff members will serve for a two year renewable term, and should not serve more than six (6) years in a role. The Leaders and Members will be equal voting members of the Ministry Team.

### 3. Meetings

Meetings are to be held on a regular basis as determined by the team and must have a Chairperson/Facilitator, work from an agenda and minutes provided to capture the decisions made and items to be followed up.

Goals and objectives are to be captured in a summary matrix document (see attached example), depicting the status of plans and activities. Ministry leaders are asked to update the Matrix one week before each meeting to document their progress

### 4. Reporting

The following are the reporting requirements for the Ministry Team:

- a) Session has delegated the responsibility of the operational activities within the church to the Ministry Team. As such the Ministry Team is enabled to make whatever decisions are required to carry out this activity. A Ministry Team report will be presented at each Session meeting.
- b) Any items beyond the mandate of the Ministry Team, including staff issues & staff employment, major funding initiatives beyond the Ministry Team and Treasurer's mandate, and items the Ministry Team believe they cannot resolve are to be referred back to Session (or one of their respective sub-committees) for action or approval. Items requiring Session attention are to be referred through the Session Clerk for inclusion on the agenda for the next Session meeting.
- c) The individual departments will be responsible to the Ministry Team and will be required to report activities back to them at each Ministry Team meeting.
- d) Any changes to church policy, items of a doctrinal nature or of a disciplinary nature are to be referred to Session for further action.
- e) The Ministry Team and Session will have at least one combined meeting per year to review and approve the budget. Other combined meetings are to be held when required.

### 5. Annual General Meeting

The Ministry Team will be responsible for the Annual General Meeting (AGM) and will:

- a) Recommend to Session a date for the AGM who will then give notice to the congregation.
- b) Ensure the annual reports are prepared, collated and delivered to the congregation in the required time
- c) Develop and present the latest iteration of the Vision, Mission, Values and Goals, as they may be constituted, at the AGM