

DFBC HANDBOOK 2021

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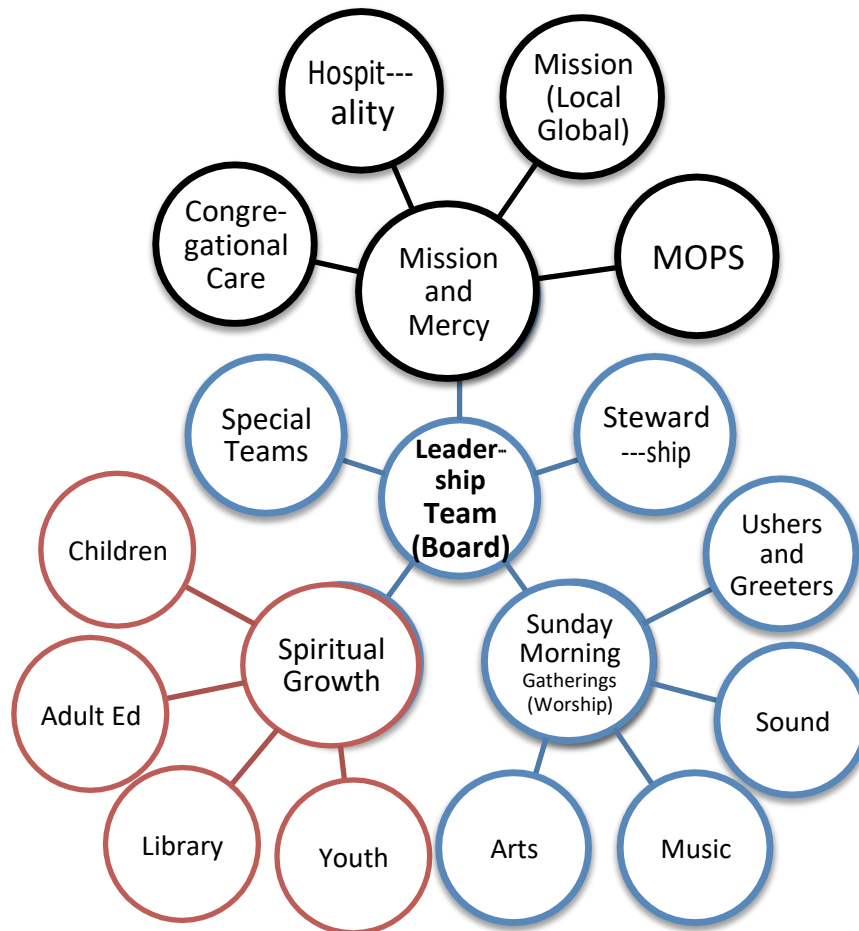
Introduction to Life at DFBC

If we do it together
Care for and be cared for
If we each do a little
Like a family – like a team
We'll encourage
We'll equip
We'll challenge
We'll inspire
We'll produce
We'll shine
We'll grow
That's the hope of being together
– called into community by our Creator.

Dauphin First Baptist Church is a unique group of believers responding to the Gospel of Jesus in our time – in our generation. Our structure is built to serve our function and for that reason needs to be revisited regularly. If you notice ways to improve your team or position, please share your insight with the other leaders. This handbook (a living document) is a record of those insights and a guide for how we can work together.

The TEAM structure allows fluidity in the jobs because we realize God brings different skills and gifts to our community. The following pages list what generally needs doing and who is responsible to do it. The duties are divided into teams not only so the jobs get done but also so we can practice caring for each other and being cared for as we joyfully work together.

Team Structure



TEAMS:

- ◆◆ Pray ◆◆ Have a leader ◆◆ Meet once a month (or 10 times a year)
- ◆◆ Share a common purpose ◆◆ Care for each other (i.e. know each other's birthdays) ◆◆ Prepare annual budgets ◆◆ Are annually affirmed

Duties of Church Officers:

The Church Board (all being members in good standing) provides leadership and guidance to the congregation in the following ways:

- Prays for the congregation on a regular basis (and upon request with the laying on of hands and anointing with oil)
- Supports all DFBC teams and ensures their well being
- Supports the Pastor and family
- Provides annual and on-going Pastor Evaluations
- Is Responsible for addressing church discipline (As outlined in By-laws 8.3)
- Ensures the organization of:
 - The church calendar
 - Sunday morning worship
 - Communion once a month
 - 3 required yearly congregational meetings
- Participates in baptisms and child/family dedications
 - Education of candidates
 - Interviewing candidates
 - Assisting with the services
- Develops documents, reviewing and updating annually
 - Membership Roll review – (As seen in By-Law 3.1) on the calendar year
 - Pastor's Memorandum of Understanding (M.O.U)
 - Church documents (Statement of Faith, Covenant, Constitution, By-Laws, Handbook & Policies)
- Receives new membership requests
- Authorizes church building usage in conjunction with the Stewardship Team ♦♦||

The Moderator

(the Chair of the Church Board) is an ex-officio member of all teams affirmed by the church

- Presides at all church business meetings and meetings of the Church Board, setting the agenda in cooperation with the Lead Pastor
- Meets with the Lead Pastor regularly
- Participates in two Leadership Team retreats per year in spring and fall
- Is to be available to address any congregational emergencies



The Clerk - In coordination with the Church Administrator

- Keeps an official copy of the Documents of the church and updates Minutes and Notes Book
- Takes minutes of all regular and special meetings of the Church
- Is responsible for filing annual reports required by the government and the denomination
- Maintains the Church Membership Roll
- Prepares letters of release or requests for transfer of membership
- Informs the Church at the February congregational meeting of all changes to the Membership Roll during the previous calendar year
- Handles various correspondence and typing as required



The Treasurer - In co-ordination with the Bookkeeper

- Participates (ex-officio) in Stewardship Team monthly meetings with a prepared financial report
- Keeps an accurate account of the Church's financial transactions
- Maintains accurate and confidential record of all donations
- Supplies and oversees the distribution of offering envelopes
- Issues all tax receipts for donations
- Under the direction of the Stewardship Team, ensures that all authorized accounts are paid
- Informs and seeks approval from the Stewardship Team before making payments of any non-budgeted items
- At the close of each fiscal year, prepares a reconciled financial statement for the Annual Meeting
- Completes government and denomination reports as required
- Ensures all financial processes are in compliance with the Charitable Organization Act



Duties of Teams:

TEAMS:

- ◆◆ Pray ◆◆ Have a leader ◆◆ Meet once a month (or 10 times a year)
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The Stewardship Team

is to maintain the assets of the church, to oversee the handling of finances, prepare the annual budget, promote financial stewardship through education and supervise stewardship programs.

- Consists of approximately six members
 - One of whom shall be the Church Treasurer
 - One of whom shall be the Church Administrator
- Includes three signing officers

The Stewardship Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Ensures Stewardship Team meetings are held, organized and documented
- Ensures all stewardship decisions are brought to the team for discussion and voted upon ◆◆||

The duties of the Stewardship Team include:

- Counting and depositing of all monies received
- The purchase of insurance, new equipment and supplies
- Supervision of renovations and repairs as approved by the Church

(Continued)

- Preparation of an annual budget from direction given by all teams and presentation to the Church for adoption at the June congregational meeting
- The maintenance and use of church building, property and equipment
- Ensuring the building meets all fire regulations and safety codes
- Ensuring fire extinguishers are inspected and maintained
- Looking after all the yard care including grass and snow removal
- Control of church building security and distribution of church building keys
- Hiring of custodian and revision of that agreement as needed
- Forming and implementing Stewardship policies

■ Note: All non-budget items over \$1000.00 must be approved by the Church



The Mission and Mercy Team (M&M)

is tasked with investigating, initiating, encouraging, resourcing, recommending and assessing congregational mission projects and programs, as well as developing and implementing care strategies that promote mercy and hospitality both in the church and within local and global communities.

TEAMS:

- ◆◆ Pray ◆◆ Have a leader ◆◆ Meet once a month (or 10 times a year)
- ◆◆ Share a common purpose ◆◆ Care for each other (i.e. know each other's birthdays) ◆◆ Prepare annual budgets ◆◆ Are annually affirmed

This team may include:

- Team Leader
- Hospitality Coordinator
- Congregational Care Coordinator
- Missions- Local and Global Coordinator
- MOPS Representative
- Griefshare Representative
- Meals on Wheels Coordinator
- Other Project Coordinators as required

Mission and Mercy Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Ensures M&M Team meetings are held, organized and documented
- Coordinates with the Pastor when emergency benevolent situations arise ◆◆||

Hospitality Coordinator

- Participates in M&M monthly meetings
- Develops and/or maintains a system to manage the hospitality needs of the congregation including but not limited to:
 - Organizing church meals, snacks and banquets
 - Maintaining kitchen set up, supplies and sanitation (in compliance with government standards)
 - Coordinating with kitchen users for funeral luncheons and special occasions
- Upholds lending and usage policies of the church ♦♦||

Congregational Care Coordinator

- Participates in M&M monthly meetings
 - Develops an appropriate system to stay aware of the well-being of the congregation
 - Coordinates with the Pastor in caring for the sick and shut-ins
 - Ensures hospitalized congregants are visited and cared for (cards & fruit baskets)
 - Ensures cards and/or gifts are purchased and delivered for special occasions (such as new babies, graduates, dedications, weddings, farewells and other occasions)
- ♦♦||

Missions- Local and Global Coordinator

- Participates in M&M monthly meetings
- Receives reports from all the mission project teams
- Investigates and informs the M&M Team of potential ministry opportunities

(Continued)

- Keeps in regular contact with local and global missionaries and regularly updates the M&M Team, making recommendations in accordance with the missionary's needs
- In cooperation with the Pastor, maintains a system of communication and promotion within the congregation (ie M&M Book, announcements, bulletin inserts and posters)



MOPS Representative

- Participates in M&M monthly meetings
- Represents DFBC in and works closely with the MOPS Steering Team
- Communicates financial, spiritual and physical needs to the M&M Team and also with other appropriate church leadership as needed
- Protects and maintains a healthy relationship between DFBC and the MOPS Ministry ◆◆||

The Sunday Morning Team

provides organization and leadership for Sunday morning services in cooperation with the Pastor

This team includes:

- Ushers and Greeters Coordinator
- Sound Booth Coordinator
- Music Coordinator
- Arts Coordinator

Ushers and Greeters Coordinator

- Prepares and presents a dated list of those working - including special services (Good Friday and Christmas Eve)
- Ensures ushers and greeters are instructed to:
 - Arrive at least 20 minutes prior to service
 - Receive guests in a friendly manner and hand out bulletins
 - Assist congregation with elevator use
 - Know how to collect the offering ♦♦||

Sound Booth Coordinator

- Prepares and presents a dated list of those working - including special services
- Ensures sound booth workers are instructed to:
 - Unlock front door
 - Turn on lights
 - Prepare and test sound equipment
 - Provide hearing devices for congregants
 - Adjust thermostats accordingly

(Continued)

- In cooperation with the Music Coordinator and Pastor, prepares the service order and song lists for projection
- Recruits tech people and provides necessary training for use of audio/visual equipment
- Ensures audio/visual equipment is maintained and operational
- Oversees internet connections and maintenance
- Upholds lending and usage policies of the church ♦♦||

Music Coordinator

- Develops and cares for music team(s)
- In cooperation with the Pastor, ensures the music ministry is God honouring, theologically sound and harmonious
- Prepares and presents a dated list of those leading music - including special services
- CCLI purchase and compliance
- In cooperation with the Pastor, prepares the service order and song lists for projection and bulletin
- Develops and/or maintains system of organizing printed music
- Ensures musical instruments are maintained and operational
- Upholds lending and usage policies of the church ♦♦||

Arts Coordinator

- In cooperation with the Pastor, ensures the church building is decorated to be God honouring, theologically sound, seasonally appropriate and beautiful ♦♦||

The Spiritual Growth Team

is tasked with investigating, initiating, recommending, resourcing, encouraging and assessing congregational spiritual growth opportunities in the areas of Christian Education and intentional fellowship groups.

This team Includes:

- Children Ministries Coordinator
- Youth Ministries Coordinator
- Adult Education Coordinator
- Librarian (Resource Coordinator)
- Women's, Men's, and Senior's Ministries Coordinators
- Other project coordinators as required

Spiritual Growth Team Leader

- Prays and cares for their team members
- Is a reporting member of the Church Board
- Ensures Spiritual Growth Team meetings are held, organized and documented
- Ensures safety regulations are organized and maintained throughout the ministries ◆◆||

Children Ministries Coordinator

- Develops and coordinates the children's ministries by:
 - Enlisting and providing training for teachers and leaders
 - Reviewing and recommending curriculum, resources and program materials
 - Maintaining safety files and training
 - Keeping Stewardship Team apprised of facility requirements



Youth Coordinator

- Develops and coordinates the youth ministries ◆◆||

Adult Education Coordinator

- Develops and oversees adult education opportunities in coordination with the Spiritual Growth Team leader ◆◆||

Librarian (Resource Coordinator)

- Maintains the library by:
 - Researching, acquiring, cataloging and organizing books and other resources
 - Accepting and redistributing donations ◆◆||

Special Teams:

Internal Auditors

- Two appointed at the annual meeting

Communion Steward

- Assures communion supplies are acquired and prepared for the second Sunday of each month

Nomination Team

- Includes the members of the Board **and**
- May also include two members in good standing appointed from the floor at the annual meeting

Other teams as required for special projects

Church Use Policies

Who **may** use the Church building:

- a. Members and adherents for regular church business/meetings/events
- b. Approved outside user groups (e.g., weddings, funerals, events)
- c. Cost of building use for most activities will be by donation (a written suggested donation will be provided for weddings, funeral and events)

Who may **not** use the Church building:

- a. Partisan political groups
- b. Groups operating for commercial gain without approval of Leadership and Stewardship Teams.
- c. Organizations whose activities conflict with the mission and doctrine of Dauphin First Baptist Church.

Lending Policies

Church equipment and furniture may be lent out at the discretion of the Stewardship Team.

Budget Policies

Deposits: Two designated people are needed to count and record monies given. Utmost care will be taken in receiving and recording digital donations.

Savings Policy: There is no legal limit for church saving accounts. Best practice is a maximum .5 of annual budget for undesignated funds.

Designated Giving

DFBC works with a “unified budget” meaning that designated gifts will be used for special projects but generally an exception to the norm.

When gifts are designated:

"Spending of funds is confined to board approved programs and projects. Each restricted contribution designated towards a board approved program or project will be used as designated with the understanding that when the need for such a program or project has been met or cannot be completed for any reason determined by the board, the remaining restricted contributions designated for such program or project will be used where needed most, as determined by the board."

The Church leadership has adopted this policy in order to establish a transparent and effective use of funds that fit within the framework of our Charitable Organization and the Canadian Revenue Agency standards. In general terms this policy means that we will receive donations only for the Funds we have established and that the Board ultimately will make the final decision when adjustments have to be made.

Personal Information Privacy Commitment Statement

To safeguard the personal information entrusted to the Dauphin First Baptist Church DFBC is committed to the following principles:

1. Accountability
2. Identifying purposes
3. Consent
4. Limiting collection
5. Limiting use, disclosure, and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual Access
10. Challenging compliance

DFBC, its directors, officers, employees and volunteers are required to comply with the principles and the Policy and will be given restricted access to personal information solely to perform the services provided by DFBC.

Other persons or organizations who act for, or on behalf of DFBC are also required to comply with the Principles and Policy and will be given restricted access to personal information solely to perform the services provided for DFBC.

Dauphin First Baptist Church Confidentiality Agreement (Personal Copy)

This is to certify that I, _____, an Employee/Church Officer/Board or Team Member of Dauphin First Baptist Church, understand that any information (written, verbal or other form) obtained during the performance of my duties must remain confidential. This includes all information about attendees, families, employees and other associate organizations.

I understand that information such as a family's address, or the amount of money they may give and/or any other information that may be considered private must remain completely confidential. Even the act of insinuating that I know private information of an individual/family is not acceptable.

I understand that any unauthorized release or carelessness in the handling of this confidential information is considered a breach of the duty to maintain confidentiality.

I further understand that any breach of this duty to maintain confidentiality will be taken very seriously by the church and could result in the termination of my position.

Signature of Employee/ Church Officer/Board or Team Member

Date

Signature of Witness

**Dauphin First Baptist Church
Confidentiality Agreement
(Church Copy - submit this form to church office)**

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