

Pastor's Council Handbook

HUMAN RESOURCES

Our mission is rooted in how we are growing together with Jesus to make a difference in our city.



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1.0 | Welcome



1.0 | Welcome

I am thrilled to welcome you as a member or potential member of the Pastor's Council. Our Lifecentre team of volunteer and paid staff are dedicated to serving the body of Christ and the surrounding community.

Regardless of how long you have been at Lifecentre, as you explore this handbook, I challenge you to keep your heart and mind open to the unique and rewarding role that being part of the Pastoral Council offers.

Lifecentre's mission of "Growing together With Jesus, to make a difference in our city" is revealed across a variety of ministries that reach to all demographics. As a volunteer member of the Pastor's Council you are an integral part of the Lifecentre team that strives to make this vision a reality for our city.

We desire to see a movement of people from all generations, living with conviction about Jesus that transforms our schools, workplaces, communities and city.

What follows is the Pastor's Council, as I see it. Lifecentre is staff led, Council governed with people serving using their spiritual gifting. Never forget that the Pastor's Council is a high calling with eternal rewards.

1. We practice transparency and accountability in our governance processes, with no secrets or surprises between the Lead Pastor and the Council. The Lead Pastor and Council channel productive attention within a spirit of openness to all input. Annually, the Council conducts an annual self-assessment, as well as an evaluation of the Lead Pastor. We set clear goals and speak truth in these settings, knowing that a rebuke from a friend is a gift.
2. We cultivate our Council members as senior mission leaders. We thoughtfully steward their time and gifts, providing them the information, experiences, clarity, and relationships they need to best serve their role in guiding the mission.
3. The Council and Lead Pastor lead from a posture of mutual trust, in which the Council respects the role of the Lead Pastor, and holds him or her responsible for implementing the mission of the organization. They avoid unhealthy direct engagement with other staff members that could cause confusion around the priorities or direction, and instead focus communication through the Lead Pastor.
4. We recruit our Council to include representation and meaningful influence from all of Lifecentre, including those closest to the delivery of our mission. We refuse to recruit Council members who can fill gaps in our expertise or giving capacity but are not aligned with the deepest values of Lifecentre.
5. We cultivate authentic, mutually appreciative relationships across the lines of Council, donors, staff, and congregants. They work together in programs and public events, and invest time together in private events such as board retreats. We seek creative approaches to ensure that all board members regularly experience and participate in our work.

We hope for abundance as the Council faithfully guides the mission and supports and empowers the day-to-day work of the Lead Pastor. Council members will have their own unique, complementary contributions and perspectives; but once a decision is made by the Council, they will speak with one voice.



The greatest dividend of a Council's redemptive presence is its effect on the Lead Pastor. There is a sustained power for a leader in the deep assurance that their Council is committed to their flourishing and Lifecentre's alike, and will provide both accountability and support toward these ends. They become freer to innovate and take risks, more assured in their mission, less susceptible to blind spots, more likely to share power, and released to rest in the knowledge of God's sovereignty over their life and work.

In short, both Lead Pastor and Pastor's Council are Growing Together With Jesus To Make a Difference In Our City.

Rev. Jason Boucher
Lead Pastor



2.0 | Pastor's Council Responsibility Overview



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The composition, function and authority of the Pastoral Council is specifically governed by the Constitution and By-Laws of Lifecentre (General Operating By-Law No. 1 May 21, 2014). This handbook is not authoritative, but is meant to consolidate, highlight and amplify various aspects of Pastoral Council service.

To be an effective member of the Pastoral Council requires an open heart that is quick to listen and slow to speak. The Council should not be simply viewed as a legislative decision-making board that is governed by a rigid legal framework, but as a collective body that provides spiritual wisdom, experience, and insight to assist the Lead Pastor in guiding the Lifecentre through decision, challenge, crisis and growth.

Serving Council Members share a legal responsibility for the Lifecentre from a governance perspective. In this light, the Council fulfills the Government of Canada, and specifically Industry Canada and the Canada Revenue Agency's (CRA), Not-For-Profit legislative requirements for an independent Board of Directors accountable for the Lifecentre's actions and financial decisions. From this perspective the Council ensures compliance with both federal and provincial policies and regulations.

2.1 | Qualifications for the Pastor's Council

The Apostle Paul identifies nine qualifications for deacons in 1 Timothy 3:8-12. Not all might be applicable to you at this stage of life. Whereas the Bible charges elders with the tasks of teaching and leading the church, deacons' role is more service-oriented. That is, they are too care for the physical or temporal concerns of the church. By handling such matters, deacons free up the elders to focus on shepherding the spiritual needs of the congregation. Yet even though deacons are not the congregation's spiritual leaders, their character is of utmost importance, which is why deacons should be examined and held to the biblical qualifications laid down in 1 Timothy 3.

1. Dignified (v. 8): This term normally refers to something that is honourable, respectable, esteemed, or worthy, and is closely related to "respectable," which is given as a qualification for elders (1 Tim. 3:2).
2. Not double-tongued (v. 8): Those who are double-tongued say one thing to certain people but then say something else to others, or say one thing but mean another. They are two-faced and insincere. Their words cannot be trusted, so they lack credibility.
3. Not addicted too much wine (v. 8): A man or woman is disqualified for the office of deacon if they are addicted to wine or other strong drink/substance. Such a person lacks self-control and is undisciplined.
4. Not greedy for dishonest gain (v. 8): If a person is a lover of money, they are not qualified to be a deacon, especially since deacons often handle financial matters for the church.
5. Sound in faith and life (v. 9): Paul also indicates that a deacon must "hold the mystery of the faith with a clear conscience." The phrase "the mystery of the faith" is simply one way Paul speaks of the gospel (cf. 1 Tim. 3:16). Consequently, this statement refers to the need for deacons to hold firm to the true gospel without wavering. Yet this qualification does not merely involve one's beliefs, for they must also hold these beliefs "with a clear conscience." That is, the behaviour of a deacon must be consistent with their beliefs.



6. Blameless (v. 10): Paul writes that deacons must “be tested first; then let them serve as deacons if they prove themselves blameless” (v. 10). “Blameless” is a general term referring to a person’s overall character. Although Paul does not specify what type of testing is to take place, at a minimum, the candidate’s personal background, reputation, and theological positions should be examined. Moreover, the congregation should not only examine a potential deacon’s moral, spiritual, and doctrinal maturity, but should also consider the person’s track record of service in the church.
7. Marriage/Family (v. 11-12): A deacon must love, lead and lift his spouse and family well. Like her husband or vice versa, the spouse must be dignified or respectable. They must also be “all in” on building Lifecentre. Thirdly, they must not be a slanderer or a person who goes around spreading gossip. A deacon’s spouse must also be sober-minded or temperate.



3.0 | Lifecentre Campus Constants



3.0 | Lifecentre Campus Constants

Lifecentre is one church in many locations. With that in mind, these are the eight constants that every campus will embrace:

1. Mission

Growing together With Jesus, to make a difference in our city.

2. Vision

We desire to see a movement of people from all generations, living with conviction about Jesus that transforms our schools, workplaces, communities and city.

Specifically, we desire to...

- Plant one physical campus downtown in our city. A Lifecentre will then be planted within fifteen minutes for the majority of those in our city.
- Pursue Spirit-led, right-fit Lifecentre merger opportunities with willing churches.
- Network with 3-5 churches in the world who will adopt our mission/vision/approach.
- Bring Lifecentre into unique environments on a Sunday or throughout the week.
- Be a resource church which strengthens others churches and ministries in our city.
- Strategically partner with organizations whose values we share on making a difference for Jesus.
- Connecting as many people during the week (Groups, Courses, Teams) as on Sunday.

3. Values

These values will serve and shape as the foundation for spiritual growth:

Jesus-focused

Jesus is our focus. Our constant compass. We are always changing. He is perfect, alone remaining unchanged.

Expectant

We trust the Holy Spirit is moving, therefore our posture is worship. Whether with song, service, or measured in taking a step we engage with hungry, humble, and holy hearts expecting the Holy Spirit is moving.

Serving

We serve God by serving others whole-heartedly. Our service positions us to best see others. We care about people first before we think about what they can offer. We endeavour to look for the best in each other.

Generosity

We give generously with joy. Our generosity is a reflection of our love. Never a percentage, or a duty, but a delight. We start where others stop. Generosity changes lives—ours and those we are blessing.

Loving

Jesus's love never fails. Our love for others therefore isn't negotiable. Without love, we're just making noise. When we fall short, we are trusting in the never-failing love of Jesus to make up the gap.



Equipping

We grow people who make a difference by inviting everyone to be involved in ministry because every believer in Jesus is a builder. It takes the whole church, to be His church for our city.

Whole-hearted

All of me, more of Jesus. We bring our everything. We set lofty goals. We try, and then try again. Jesus sets us free from the traps of perfectionism and comparison. We bring our best, but He is always greater.

Urgency

People need Jesus today. We do things with a sense of urgency because every day people live, leave, and die without knowing Jesus. Living lost one more day, is a day too many.

Character-First

Character comes before gifting. Our character isn't value neutral. How we live, love, and lead matters. Gifting is good. Purpose has its place. But Christ-like character always stands above.

4. Shared Curriculum

Every ministry environment including kids, students and Sunday services will offer the same teaching at every campus.

5. Leadership Structure

Every ministry of the church at each Campus operates under a united leadership structure.

6. Leadership Development

The campuses will encourage relationships and environments where volunteer leaders and teams are developed to allow for future reproduction of campuses. We will use a mixture of live and video teaching.

7. Campus Planting/Revitalization Financial Model

Every campus shares these financial goals:

- Offerings from the campus will cover its ongoing ministry expenses including staffing costs.
- Campuses will also contribute to Lifecentre church-wide shared expenses including but not limited to missions.
- Campuses will also contribute to new church-wide endeavours including launching new campuses.
- The desire is each Campus will be self-sufficient working towards being self/staff-sufficient ASAP.

8. Communications & Website

Every campus operates under the united communications strategy including a centralized web site and social media for Lifecentre. Additionally, there will be a centralized web-based database to manage information regarding people, groups, events and finances.

9. Central Services



There will be one centralized process or system for administrative services including banking, staffing, payroll, benefits, capital expenditures, mortgages, lease agreements, etc.

Other central services include building/property management and media/communications.



4.0 | Pastor's Council Requirement & Behavioural Standards



4.0 | **Pastor's Council Requirement & Behavioural Standards**

Council Members must be Lifecentre members for a minimum of one year before appointment. The standards of Christian life as set out in Bylaw #1 section 5.03 Council Members are expected to uphold the highest standards of loyalty, confidentiality, and godly example. Failure to follow these directives will may result in removal from the Council per Bylaw #1 section 5.08.

Administrative Pastor and Staff

Management and administration of paid staff at the Lifecentre is exercised through the Administrative Pastor. Although the Council does not provide direct oversight of Lifecentre volunteer or paid staff, individual Council Members may be asked to be support the hiring process for new employees, such as being present for interviews.

In addition, hiring recommendations will be presented to the Pastor's Council for review. Final hiring authority rests with the Lead Pastor. The Council's guidance may also be sought in the event a paid staff member needs to be released.

Policy Oversight

The council is the final approval authority for Lifecentre policies and procedures. Past examples of products approved under the auspices of the Council include the Staff Handbook, and the Salary & Benefits Grid (available to council members on request).

Conflict Resolution

The Employee Handbook provides specific guidance on Council involvement in the resolution of church conflict.

In general, the Lead Pastor may seek the Council's perspective or recommendation, and may even request Council members meet with involved parties to seek resolution. In cases where reconciliation cannot be reached the Council may refer the matter to an external mediator or the District Office.



5.0 | Officers and Committees



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Lead Pastor

Although not a voting Council Member, the Lead Pastor serves as an invited Chair of the Council, at the Council's invitation. In addition to setting the agenda, he guides discussion during meetings.

Directors

Assists the Lead Pastor in providing leadership to the Board of Directors. Makes sure the Board adheres to its bylaws. Reviews the Board's agenda before it is distributed. Encourages fellow Board members to participate in meetings and activities. Assists the Lead Pastor by keeping the Board's activities focused on the organization's mission. Makes sure there is a process to evaluate the effectiveness of Board Members, using measurable criteria.

Recording Secretary

One member of the Council will be nominated by the Lead Pastor to perform the duties as Secretary of the Council. In addition to performing secretarial functions, such as recording and distributing minutes, the Secretary will represent the Council during Annual and Special Business Meetings. This may include responding to questions on procedure and policy.

Finance (Treasurer) Team

A Finance team, composed of a cross section of the Council and the Administrator, will provide oversight of the Lifecentre finances. The Administrative Pastor, who coordinates expenditures and fiscal accountability efforts, provides the entire Council with monthly Financial Report updates, as well as keeping the Council abreast of upcoming expenditures. Specifically, expenditures over \$30,000 will go to the Council for approval. In addition, an annual salary review will be conducted by the Finance Committee and the Administrator. The team will provide full disclosure of its deliberations, findings and recommendations to the Council.

Other

Other ad-hoc or temporary Committees may be established from Council membership, as requirements and priorities dictate.



6.0 | Meeting and Minutes



6.0 | Meetings and Minutes

The Pastor's Council meets a minimum of eight (8) times per year in accordance with the ByLaws. These meetings are scheduled for the upcoming year on the church calendar, but may be adjusted due to the Lead Pastor's schedule.

Meeting minutes are recorded, approved and published through the Recording Secretary. This record then forms part of the official documentation for the annual Auditor's review.

On occasion, decisions may require a vote, in which case the majority rule of a quorum of present Council members will apply. Council members are invited to add agenda items for discussion or decision through the Senior Pastor.

When time sensitive advice is required, Council Members can also expect to be contacted by email. When initiated by the Lead Pastor or any two Directors, these deliberations are considered an official part of the subsequent regularly scheduled face-to-face meeting.

6.1 | Tenure Limitations

Council Members will be asked yearly to renew their commitment to serve as part of the Council. Directors in all capacities will be elected for a term period of service to ensure an appropriate cross section of the Lifecentre has an opportunity to serve on the Council. Directors may serve two consecutive terms, after which at least a one year absence is required prior to be re-elected.

6.2 | Staffing, Salaries, and Benefits

Salary Scale: A Salary Scale for paid staff has been established by the Pastor's Council. The placement, within the range of the salary scales for an employee, is at the discretion of the Lead Pastor in consultation with the Administrative Pastor. In addition, at the Lead Pastor's discretion, a "bonus-type" incentive can may be given to an employee based on performance as outlined in the Employee Handbook section 4.1.2. The salary scale is also reviewed, upon receipt of the national salary scales provided by the Pentecostal Assemblies of Canada, to ensure we are staying current with salaries both provincially and nationally. In addition, a Cost of Living Allowance is presented to the Pastor's Council for review on a semi-annual basis.

Group Insurance Plan: Lifecentre pays 100% of the Group Benefit Plan currently with Sun Life Financial. The Life Insurance and Long-Term Disability portion of the plan is a taxable benefit and added to the employees T4's at year-end.

Severance Package: In accordance with the Province of Ontario and our staffing policy, in the event that The Life Centre Christian Fellowship terminates employment, The Life Centre Christian Fellowship agrees to pay one week for every year employed. The Life Centre Christian Fellowship is under no obligation to provide severance should the employee resign.

Pension Plan: After one year of employment, each full-time staff person is expected to engage in the pension plan. The employee/employer match begins at 1 ½ % and escalates to 4% over three years. There is an option for the employee to match to 4%. Mandatory is 2 ½ % for the employee.



7.0 | Composition and New Council Members



7.0 | **Composition and New Council Members**

Members of the Council shall be appointed in accordance with Lifecentre By-Laws, which includes a provision that paid Lifecentre staff cannot serve on the Council.

In general, potential new Council members will be approached by the Lead Pastor following consultation with the Council, followed by public election at Lifecentre Annual Business Meeting.

Directors are elected for three year terms with a maximum of two consecutive terms.

The Council, to include the Recording Secretary, will consist of up to twelve (12) members. Any Lifecentre member, including the Council, can recommend a name to the Pastor for inclusion.

Lifecentre has Director's Liability insurance as a protection for all our Board of Director/Pastor's Council members.

**GROWING TOGETHER
WITH JESUS
TO MAKE A DIFFERENCE
IN OUR CITY.** *this is our heartbeat.*