

PATHWAY COMMUNITY CHURCH

ADMINBOARD ROLES & RESPONSIBILITIES

QUALITIES OF THE TEAM AS A WHOLE

The Admin Board as a whole should reflect a caring, balanced, mature approach to governance of the church. The Admin Board will always strive for unity but incorporate diversity and openness to differing personality types and expressions of leadership. There should be a balance in terms of age, gender, skills, experience, and marital status. There should be a mix of ministry experience and practice, involving people from various areas of church life.

QUALITIES OF INDIVIDUAL ADMIN BOARD MEMBERS

- Evidence of a commitment to and participation in the vision and values of PCC (Pathway Community Church), including a record of dependability and servanthood. They must be an active member who is “at the heart of the church” – a true stakeholder and excited about the future.
- Evidence of a life transformed by following Jesus, exemplifying our mission and what membership at PCC means. This does not mean leading a faultless life but rather a life that exhibits progress on the journey of becoming more like Jesus. Their life should show signs of growth in the “fruits of the spirit”
- “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” Galatians 5:22-23 (New International Version)
- Commitment to a prayerful life, demonstrating thoughtfulness, wisdom, and discernment. They should exhibit self-control and the ability to think and reflect deeply about issues rather than react too quickly
- A humble approach to others. They should be good listeners and able to work through conflict. They must be able to keep confidences and remain spiritually centred in challenging times and situations. They must be recognized as highly ethical and trustworthy.

ONBOARDING NEW MEMBERS/TERMS

PCC Admin Board members shall be mature in their faith and demonstrate consistent commitment to this church and its mission. They must be an active member for a minimum of 1 year. They shall be at least eighteen years of age and residents of the Pembina Valley. The Admin Board should not exceed 12 members. Prior to beginning to serve on the Admin Board a Criminal Record check & Vulnerable Persons must be passed; these checks must be redone every three years.

The admin board shall at all times have the following positions filled:

- Board Chair
- Board Vice
- Board Secretary
- Lead Pastor (Ex Officio), or designate
- 4 or more members at large

For further information on the duties of the individual responsibilities for these roles please see the job descriptions.

Admin Board Terms

- Shall be 3 years each.
- Maximum 2 consecutive terms
- May be eligible for re-appointment after minimum 1-year rest

WHAT DOES THE ADMIN TEAM DO?

The PCC Admin Board is responsible for operational governance at PCC. While the Senior Pastor, along with the Staff, lead the church on a day-to-day basis, the Admin Boards overarching function is operational governance of the Church, under the supervision of the Elder Board.

Admin Board Responsibilities

Finance

- Financial and legal accountability of Pathway Community Church. This would include responsibilities to the CRA (Canada Revenue Agency).
- Ensure the duties of church treasurer are being fulfilled and performed to CRA standards. This board will be responsible for appointment and maintaining the position of Treasurer as necessary. (The individual serving as treasurer does not need to be a member of the Admin Board.)
- The Admin Board is responsible for organization and presentation of Budget & Financial planning.
- The Admin Board is responsible for overseeing the church assets/properties. This would include but is not limited to property care & maintenance.

Admin Executive Team

- Admin board will appoint named positions from within the team themselves. Chair, Vice Chair and Secretary
- The admin board will assign members to be part of the Admin Executive Team. The executive will meet regularly with external organizations/associations as needed. The executive will have signing authority for financials along with the treasurer to provide minimum 3 signing officers.

Admin Board Tasks

Monthly Tasks

- Admin Team Prayer time
- Review of church finances, review treasurers' reports
- Follow up on fiduciary action items/requests from staff, ministries and board reports
- Hold Admin Team meetings regularly. (approximately 10 per year)

Annual Tasks

- Oversee and ensure constitution and bylaws remain current in collaboration with the Elder Board.
- Approval of proposed annual budget and financial planning.
- Conduct annual staff reviews.
- Manage process for onboarding new Admin Board
 - o This includes orientation of new members as well as ensuring that proper succession planning within the board is taking place.
 - o To provide smooth transition and operations it will be preferred to see half the Admin Board member terms offset by one to two years from each other (this is to ensure we have good continuity of leadership.)
 - o It is good practice for to overlap titled positions with 6 months of service for smoother transition.
- Call for and Host AGM (Annual General Meeting) in conjunction with Elders and Staff.
- In addition to AGM, it is expected that the Admin Board will initiate quarterly Town hall meetings in conjunction with the Elders and Staff.

Ongoing tasks (as required)

- Regularly attending meetings.
- Volunteer for tasks/sub committees that come up at meetings so that the work is evenly distributed.
- Read and be familiar with PPC's Constitution and Bylaws.
- Care of the staff
 - o Working alongside the Elders to ensure good care to staff.
 - o Approval of any new policies relating to staff.
 - o Give feedback, support and looking out for the wellbeing of the Staff.
- Special projects assigned by the Board.
- Setting up and sitting on subcommittee meetings as needed.
- Abide by the PCC Covenant of Personal Ethics.
- Provide updated Criminal Record & Vulnerable Persons check every 3 years