

BETHEL BIBLE CHAPEL

Policy and Procedure #029

Bethel Deacon Board Structure and Procedures

Accepted by the Deacon Board – October 2023

BASIC OBJECTIVE:

- To be servants of Bethel Bible Chapel who are attentive and responsive to tangible needs: by assisting the Elders in guarding the ministry of the Word, organizing and mobilizing care for the needy, preserving unity, supporting ministries in the area of finance and policies & procedures, overseeing care of the physical facility and more.

REQUIREMENTS FOR APPOINTMENT:

- Committed to Bethel's Statement of Faith and Practice
- Determination to serve and support the Elders and all the ministries and families of Bethel Bible Chapel
- Character mandates as set out in Acts 6:1-6 and 1 Timothy 3:8-13
 - Is a born-again believer, who is an active church member that participates regularly in church functions and is in good standing (tested and proven)
 - To know the faith with eagerness to grow, to hold the faith, and to live the faith with a clear conscience in private, family, and public life (full of the spirit and wisdom)
 - To be of good repute, respectable, humble, and dignified
 - Has a love and care for the church body and others with a desire to serve and lead as a servant model
 - Is self-controlled in speech (not double-tongued and to be compassionate while remaining on guard), self-controlled in appetite (not addicted to much wine), and self-controlled in finances (not greedy for dishonest gain)

ACCOUNTABILITY:

- In Christian ministry we are all directly accountable to God
- Within the structure of Bethel, the Deacons are directly accountable to the Elders and by inference to the Bethel Family
- Discussion in the meetings is not to be shared in detail, with specific names, and comments to others outside the Deacon's meeting

STRUCTURE:

- This Board may consist of men and women. Each one will need to be approved and appointed by the Elders
- The Chairperson of the Deacon Board is elected by the Elders
- Chairperson of the Deacon Board is set for a 3-year term with the option to renew with exception. Past Chairperson is encouraged to stay on the board
- Vice Chairperson is elected by Deacon Board with approval of the Elders for training opportunity, provide support to Chairperson, and act as Chairperson in the absence of the Chairperson, with the expectation to step into the Chairperson role when Chairperson's term is up
- Bethel's Treasurer will also be a member of this Board. The Treasurer is appointed separately by the Elders/Trustees and is automatically a member of the Deacon's Board
- The Deacons appoint Secretary of the Board and the role is set for a 3-year term with the option to renew with exception
- If a Deacon fails to meet the criteria and is required to step down from the position, he or she can be removed from the board by the Elders' discretion
- If a Deacon is not able to continue in the role as Deacon, he or she can request in writing to the Chairperson to be removed from the position
- No term is set for general Deacons or Treasure position

MEETING STRUCTURE:

- The Deacon Board's regular meeting schedule is to meet on the third Monday of each month at 7:00 PM at the Chapel
 - The meeting dates may be changed when statutory holidays or other events occur on the second Monday or other events make it unlikely that a quorum can be achieved on the regular date
 - The Deacon Board can meet as required between June-August
- Five members of the Deacon Board are required for a quorum
- Attendance is taken and recorded each month. If a Deacon is not able to attend in-person or remotely, he or she must email a reason to the Chairperson
- To attend the majority of meetings
 - Allowed to use the option to join remotely
 - With consideration for those that have work commitments
 - Annual review with Chairperson and Vice Chairperson if necessary
- When decisions are of a more urgent nature, the Chairperson may call for a vote sent to all Deacon's by email. The decision can proceed once one business day has occurred and with a majority vote (minimum of five people voting). Though this should not be regular practice as this does not offer opportunity for discussion.
- Terms Explained
 - Action-item List: The notes from each meeting will be issued in a chart format showing item number, item description, follow-up person and planned action date

- Minutes: The action-item list described above becomes the meeting minutes after the Deacon Board has approved it (with appropriate corrections) and the Chairperson and one Deacon Board Member signs it
- Agendas: Action-items remain on the agenda until they have been recorded in minutes as closed or complete
- New items: May be added to the agenda between or during meetings at the request of any member

TASKS AND RESPONSIBILITIES:

- General
 - Be familiar with Bethel's Policy and Procedures
 - Members are expected to read the Agendas, the Minutes, and Treasure's reports in advance and come to the meeting prepare to participate
 - To meet regularly and attend the majority of meetings
- In the area of financial responsibility
 - All Ministry Leads will have a Deacon Representative to liaise with the Chair for the purpose of addressing policy and financial matters, which will be reviewed on an annual basis. **(See Attachment No. 1)**
 - To approve annual operating budget for the Chapel in a Fall Deacon meeting
 - Gives direction to the Treasurer in the areas of Disbursement of Funds:
 - To ministry activities within Bethel Bible Chapel
 - To ministries within Canada (home ministries/workers)
 - To ministries outside of Canada (foreign ministries/workers)
 - Governance of funds held on behalf of the Chapel in financial institutions
 - To review payroll and employee benefits annually
 - Reviews monthly financial statements and presents the annual financial statement for approval at the Annual General Meeting
- In the area of physical facilities
 - To ensure the maintenance of the Chapel facility and property
 - The acquisition, care and maintenance of tangible assets
 - Scheduling the use of Chapel facilities for non-routine functions (see also Policy 014 - Facilities and Equipment Use Policy for Bethel Bible Chapel)
 - To help determine the use of the building for non-routine functions
 - Under the direction of the Deacon Board, building keys are managed by the Chapel Secretary
- In partnership with Elders
 - To serve, protect, and support the Elders in their ministries as required
 - To participate in joint meetings with the Elders during the year when appropriate
 - To prepare an annual report to be submitted to the Elders
- Others
 - To serve on other sub-committees as assigned

- To regularly review, maintain and develop operational policies for Bethel Bible Chapel

ADDITIONAL TASKS OF CHAIRPERSON:

- To be familiar with “Roberts Rules of Order”
- To issue meeting agenda and financials to board members one week prior to each meeting
- To have authority to sign cheques as backup to the Treasurer
- Oversee Custodian employee
- Share workload with Vice Chairperson

ADDITIONAL TASKS OF VICE CHAIRPERSON:

- To be familiar with “Roberts Rules of Order”
- Share workload with Chairperson, act as Chairperson if he/she is unavailable or unable
- Expectation to take on the role of Chairperson when necessary

ADDITIONAL TASKS OF TREASURER:

- To have primary authority to sign cheques
- Oversee Chapel Secretary
- Present financials at meeting after review

ADDITIONAL TASKS OF SECRETARY:

- If unable to attend meeting, assign a replacement
- Send out final minutes to the Deacon Board within a reasonable time after the meeting including the Elders and Chapel Secretary

NOTES:

- The terms “budget” and “funds” in the context of **Policy and Procedure #029** refer to the monies used for day-to-day operating expenses for such things as maintenance, utilities, wages, salaries, etc. plus any reserve funds held for related contingencies.
- Monies held in excess of those referred to in #1 above come under the governance of the Chapel’s Elders with input from the Treasure and other people selected by the Elders.

Colossians 3:23-24

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ.

Attachment No. 1

Bethel Leadership Team 2023				
	Ministry	Leader	Deacon Rep	Elder Rep
1	ABK	A. Nicholson	A. Nicholson	N. Lambert
2	AUDIO VISUAL	D. Linquist	A. Beaulieu	N. Lambert
3	AWANA	L & B. Peake	S. Norris	N. Lambert
4	CELEBRATE RECOVERY	B & M. Lafleur	n/a	
5	COLLEGE & CAREERS	A. Marshall & A. Peake	E. Sarlo	A. Sarlo
6	COMMUNITY OUTREACH - LPS	C. Horst & R. Lidstone	D. West	A. Sarlo
7	COMMUNITY OUTREACH - ST. VINCENT	J. Sarlo	D. West	A. Sarlo
8	CONNECT 4	R. Nicholson & C. Norris	A. Bone	D. Nicholson
9	CONQUER SERIES	L. Peake	D. West	N. Lambert
10	DEACON BOARD	A. Nicholson	n/a	
11	DEAF MINISTRY	A. Robert	n/a	
12	EMBLEM PREPARATION	N. Sarlo	n/a	G. Fowler
13	FUNERALS	J. Dufour	G. Lidstone	D. Nicholson
14	HELPING HANDS MINISTRY	D. Rankin & A. Ferguson	R. Alton	N. Lambert
15	HOSPITALITY	L. Peake	n/a	
16	JR. YOUTH GROUP	M. Marshall	S. Norris	J. Jonusaitis
17	KITCHEN	L. Belanger	E. Sarlo	D. Nicholson
18	LADIES BIBLE STUDY/COFFEE HOUR	L. Belanger	A. Bone	D. Nicholson
19	MEN'S MINISTRY	P. Aceti & E. St Pierre	E. St Pierre	J. Jonusaitis
20	MISSIONS	J. Snell	A. Horst	G. Fowler
21	MUSIC MINISTRY	A. Beaulieu	A. Beaulieu	J. Jonusaitis
22	NURSERY	O. McLean	E. Sarlo	J. Jonusaitis
23	SHOE BOX MINISTRY	E & J. St Pierre	E. St Pierre	A. Sarlo
24	SMALL GROUPS	A & J. Sarlo	A. Murray	A. Sarlo
25	SOCIAL EVENTS	M. Marshall	A. Horst	G. Fowler
26	STEPHEN MINISTRY	L. Peake & D. Anderson	A. Murray	G. Fowler
27	SUNDAY COFFEE PREPARATION	J. Jonusaitis	n/a	
28	SUNDAY SCHOOL	M. Marshall	S. Norris	J. Jonusaitis
29	USHERS & GREETERS	G. Smail	A. Horst	G. Fowler
30	YOUTH GROUP	N & E. Sarlo	E. Sarlo	J. Jonusaitis
	Additional Budgets w/o Formal Ministry			
1	COMPASSION & BENEVOLENCE	J. Dufour	G. Lidstone	
2	DECORATING	R. Nicholson	n/a	
3	FLOWERS TO THE SICK & BEREAVED	J. Dufour	G. Lidstone	
4	OFFICE	J. Dufour	G. Lidstone	
5	PASTORAL CARE	L. Peake and N. Sarlo	A. Nicholson	