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# Policy and Procedures

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## Introduction

We believe at Westheights Community Church that we have been called to “help people find and follow Jesus”. This vision statement is a call to both fulfill the purpose of the church and care for the people of the church. The purpose is identified as worship (loving God and growing to become like Him), community (loving one another through concern and care for fellow believers) and mission (loving our world in compassion for the whole person). The people are of all ages, race, financial standing and stages of spiritual understanding. The ministries of the church exist to fulfill this vision as Westheights carries out the work of Jesus in our neighbourhood, region and in our world. The people carrying out the ministries of the church are the hands and feet and heart of Westheights.

## Structure

We believe that the church is both a family and an organization. These policies and procedures provide structure for the organization of the church. This structural organization provides vision and oversight to provide the resources that the ministries require. These administrative structures are not the purpose of the church, however they allow the ministries to be effective at their mission. But we must always remember that all those who serve at Westheights Community Church are part of the universal church, the bride of Christ, and are therefore accountable, first and foremost, to their Lord. **\*New Sentence\*** As members of the overall Body of Christ, we strive to do our part to advance the Kingdom of God.

Westheights Community Church is part of the Be in Christ Church of Canada. We work with our national leaders and with other Canadian churches to strengthen and grow the church in Canada and around the world. **\*New Sentence\*** All policies and practices of Westheights Community Church remain in alignment with Be in Christ Church of Canada’s Articles of Governance.

This document describes a governance structure which consists of the Lead Pastor, the Church Board, the Nominating Committee and the Finance Team. Much of the ministry of the church is carried on outside of this structure by staff, and volunteers organized into committees and teams. The ministry responsibilities, roles and relationships must be well-defined, but also need to be flexible due to the constantly changing nature of our ministries.

## Relationships

**\*New Sentence\*** The Body of Christ is best served when we all use our gifts and talents together. We look to the Bible for understanding on the unique



responsibilities of each role within our church body.

### **\*Previous Section - to be reformatted\***

The role of the members is to serve the ministry of the church (1 Peter 4:10), support the meeting of the church (Hebrews 10:25), protect the unity of the church (Romans 15:5), and submit to the leaders of the church (Hebrews 13:7).

The role of the staff is to oversee the ministries of the church (Acts 6:2-4) and to equip the leaders and volunteers of the church (Ephesians 4:12) to provide the programs of the church and to work with the Lead Pastor who is to feed the people of the church (2 Timothy 2:15) and care for the needs of the church (1 Peter 5:1-4).

The role of the Church Board is to collaborate with the Lead Pastor to discern the vision of the church (Proverbs 11:14), govern the structures of the church (Romans 12:8), and serve the people of the church (John 13:14).

### **\*Reformatted Section\***

- Members serve the ministry of the church (1 Peter 4:10), support the meeting of the church (Hebrews 10:25), protect the unity of the church (Romans 15:5), and submit to the leaders of the church (Hebrews 13:7).
- Staff oversee the ministries of the church (Acts 6:2-4) and equip the leaders and volunteers of the church (Ephesians 4:12) to provide the programs of the church and work with the Lead Pastor who is to feed the people of the church (2 Timothy 2:15) and care for the needs of the church (1 Peter 5:1-4).
- The Church Board collaborates with the Lead Pastor to discern the vision of the church (Proverbs 11:14), govern the structures of the church (Romans 12:8), and serve the people of the church (John 13:14).

***Notes: The Governance section below has received some updates to better clarify the different stakeholder audiences at Westheights, and how they function together effectively. These updates also streamline the role definitions for key financial positions within Westheights, and provide a framework for the board to set financial policy.***

## **Governance**

### **\*New Governance Introduction\***

**The overall functioning of Westheights Community Church requires multiple types of engagement to keep us moving forward with diligence**



**and efficiency. As an organization with many active programs and initiatives, it is more practical and efficient to delegate certain areas of responsibility to key groups. This helps ensure we remain on mission, meet our legal obligations and make wise decisions for the future.**

**Our members and regular attendees make up the overall body of the church. From within that body, individuals who desire a deeper level of commitment and responsibility over the direction of our church may choose to become members (also known as Congregational Council). Members are responsible for affirming the overall strategic direction of Westheights through voting and providing input on key initiatives at the Annual General Meeting. Members are also responsible for annual reviews of the budget to maintain transparency and good stewardship. Finally, members are responsible for appointing key representatives in a variety of ministry and governance roles.**

**From within our members, a Church Board is nominated to represent the membership in day-to-day strategic, financial and governance activities. The board is also responsible for mitigating risk to the organization as a whole, as well as maintaining compliance with Canadian laws governing charitable and religious organizations. Many of these activities require oversight and timely decisions throughout the year for which the board, as a smaller group of focused individuals, is well suited. The Church Board reports back to the membership at minimum annually, via our Annual General Meeting.**

***\*End New Governance Introduction\****

Congregational Council consists of all members of Westheights Community Church. The approval of the Congregational Council is expressed by a vote at a properly constituted special or general meeting which includes a quorum of members of the church as defined in the By-laws.

The Lead Pastor is accountable to the Church Board and to the Team Leader of Community Churches, Be In Christ Church of Canada.

The Church Board is nominated by the Nominating Committee and approved by Congregational Council to provide leadership and establish vision for the direction of the church in concert with the Lead Pastor; to provide guidance and support for the Lead Pastor in leading the church; and to monitor and evaluate the ministries of the church, ensuring that the activities of the church are aligned with its stated vision. The Church Board is not directly responsible for the management and execution of the programs of the church, though it does play an important oversight role. The Lead Pastor and the Treasurer sit on the Church Board by virtue of their positions.



The Church Board is accountable to Congregational Council.

The Nominating Committee is nominated by the Church Board and approved by Congregational Council to fill key volunteer positions in the congregation, through a process of discernment and consultation with the Lead Pastor and others. The Nominating Committee is accountable to Congregational Council.

***\*Previous Financial Section - to be replaced\****

**The Finance Team is nominated by the Nominating Committee and approved by Congregational Council to administer the finances of the church. The finance team includes the Treasurer, the Offering Assistant and the Deposit Assistant. In addition, the Deposit Assistant selects a number of Counters who are approved by the Church Board. The Offering Assistant and the Deposit Assistant are accountable to the Treasurer. The Treasurer is accountable to Church Board.**

***\*End Previous Financial Section\****

***\*New Financial Section - replacing previous section\****

**The Treasurer is nominated by the Nominating Committee and approved by Congregational Council to administer the finances of the church, and is accountable to the Church Board. The Bookkeeper and the Deposit Assistant are nominated by the Nominating Committee and approved by Congregational Council to assist the Treasurer and are accountable to the Treasurer. Based on need, the Church Board may also approve additional members to assist with the finances (for instance to count offering, coordinate and manage web donation partners or to perform data entry).**

**The high-level scope of the Treasurer, Bookkeeper and Deposit Assistant roles are described in their job descriptions. A Financial Services Policy will be updated and approved by the Church Board from time to time to document additional operating procedures and job descriptions, and will be made available by the Church Board for full transparency. The job descriptions approved by Congregational Council take precedence over the Financial Services Policy, constraining the changes the board can make to the Financial Services Policy.**

***\*End New Financial Section\****

Church staff working for the Lead Pastor are usually paid employees of the church but in certain cases, the Lead Pastor may formally designate a staff person who is unpaid. The number of pastoral staff and their respective responsibilities are determined by the Church Board, subject to the constraints of the budget. Every member of the pastoral staff is directly accountable to either the Lead Pastor or another member of the pastoral staff.



The ministries of Westheights are carried out by many workers, including both volunteers and staff. The specifics of ministries will change over time and the ministry structures of the church will also need to change over time. For that reason, the details of the ministry structure are not fixed as part of the governance structure of the church, but are described in the next section.

## Ministry Structure

The Facilities Team is nominated by the Nominating Committee and approved by Congregational Council to oversee the maintenance of the building and grounds of the church. The facilities team is accountable to the Lead Pastor or to another designated member of the Pastoral Team.

In addition, the following groups and leaders are responsible for particular areas of ministry, some are staff and some are volunteers. These ministry leaders report directly to the Lead Pastor.

- Events Coordinator
- BIC AGM Delegate
- House Church Coordinator
- Protection Plan Coordinator
- Welcome Team Coordinator

## Policy for Volunteer Positions

### 1. General Requirements for Volunteer Positions

- a. Personal commitment to Jesus Christ
- b. Skills and abilities suited to position
- c. Member or adherent in good standing of Westheights Church congregation

### 2. Accountabilities and Responsibilities

- a. All teams, committees or positions are accountable to Congregational Council either through the Church Board or through the Lead Pastor.
- b. Teams and committees will make copies of their meeting minutes available to the Pastor(s) and to members of the Church Board upon request.
- c. Teams and committees will develop a budget and financial statement where applicable and work out details with the Treasurer and Church Board

### 3. Filling Volunteer Positions

- a. For positions requiring approval of Congregational Council, the Nominating



Committee (or in some cases, the Church Board) is charged with the serious responsibility of discerning the best nominee to present to Congregational Council for each position, and that the giftedness and spiritual maturity of the nominee are commensurate with the position.

- b. Appointments should be made to avoid a complete turnover on any team or committee in one year.
  - i. Where more than 1 year terms are served on teams or committees, the appointments should be staggered.
  - ii. For teams and committees where 1 year appointments are made, it is advisable to retain some members from the previous year.
- c. If at all possible, nominees should have previous experience in the ministry area to which he or she is elected.
- d. It is advisable that any one person should not serve on more than three teams, committees or boards. Consideration should be given to involving as many members or adherents as possible.
- e. It is advisable that a person should not serve more than nine (9) consecutive years on any one committee or in any one elected position.

#### **4. Filling Midterm Vacancies**

- a. Policy for filling vacancies in midterm, between annual congregational council meetings, not including Pastors:
  - i. For positions approved by a vote of congregational council, the Nominating Committee with the approval of the Church Board will fill the vacancy on an interim basis until the next annual congregational council meeting when a new individual will be presented to fill the position for the remainder of the term.
  - ii. For other positions, a replacement should be selected to fill the position for the remainder of the term using the normal selection process for that position.

#### **5. Removal of Persons From Office**

- a. Ministry leaders may also discern a need to remove a person from office for reasons of non-performance or because of some spiritual or moral cause. In this case, church leadership should follow the procedures outlined in the Conflict Resolution and Discipline Manual of the Be in Christ Church of Canada. The subsequent vacancy will be filled as described above.

## **Procedures for Amendment**

The following portions of these policies and procedures can only be amended by an action of Congregational Council:



- Governance
- Procedures for Amendment
- Job Descriptions for Church Board, Nominating Committee, Finance Team

The remainder of these policies and procedures can be amended by an action of the Church Board.





**\*New Section Title & Description\***

# Governance Structure Job Descriptions

The following are the job descriptions of key roles in the governance structure of Westheights Community Church. Changes to these job descriptions require the approval of Congregational Council.

## Governance Structure Job Description Church Board

Name:	Church Board
Purpose:	Provide for administration of the local congregation in all its ministries.
Accountable To:	Congregational Council
Objectives:	Provide leadership in developing long range plans and in setting congregational goals.
Specific Duties:	<ol style="list-style-type: none"> <li>1. Meet regularly (minimum of 10 times per year).</li> <li>2. Plan and implement strategies for short and long range goals.</li> <li>3. Convene at least one Annual General Meeting (AGM) each year.</li> <li>4. Prepare an annual report for AGM including significant activities and expenditures.</li> <li>5. Supervise the preparation of the annual budget, for presentation at the AGM. Practice good stewardship in the implementation of the budget.</li> <li>6. Approve all special financial appeals to the congregation, outside the budget.</li> <li>7. Be responsible, in consultation with the Team Leader of Community Churches, Be In Christ Church of Canada, for serious matters of membership and discipline.</li> <li>8. Fulfill all responsibilities for church boards outlined in the Articles of Government and Articles of Faith and Doctrine.</li> <li>9. The Chair, Vice-chair and Secretary will each serve as a trustee of the church and property as defined in the Articles of Government.</li> </ol>
Method of Appointment:	Members-at-Large nominated by Nominating Committee and approved by Congregational Council. Others by virtue of their position.
Qualifications:	<p>Personal commitment to Jesus Christ.          Member in good standing of Westheights congregation.          Screened in accordance with the Westheights Protection Plan.          Must be minimum 18 years of age.</p>



Length of Term:	Members-at-Large - 2 years Others, as per their respective positions Maximum of 8 consecutive years (four consecutive 2-year terms)
Structure:	<p>At least 25% of the Members-at-Large must be male, and at least 25% of the Members-at-Large must be female.</p> <p>The Board will not have two or more members from the same family (either immediate or extended).</p> <p>The Board shall organize annually. The Board shall elect a chair (other than a person employed by the church), a vice-chair and a secretary. There will be seven voting members: six Members-at-Large and the Treasurer. The Lead Pastor will participate in all Board meetings as a non-voting member.</p>
Revision Date:	March 2020



## Governance Structure Job Description

### Nominating Committee

Name:	Nominating Committee
Purpose:	Determine and coordinate appropriate personnel for various ministries as described in the Policies and Procedures Manual.
Accountable To:	Congregational Council
Objectives:	<ol style="list-style-type: none"> <li>1. Affirm the character and giftedness of all persons in the congregation for specific areas of service.</li> <li>2. To arrange the appointment of appropriate individuals to the defined leadership roles of the congregation.</li> </ol>
Specific Duties:	<ol style="list-style-type: none"> <li>1. Nominate candidates as described in the Policies and Procedures manual.</li> <li>2. Fill vacant positions as described in the Policies and Procedures manual.</li> <li>3. Encourage the involvement of all members and adherents in specific areas of service.</li> </ol>
Method of Appointment:	Nominated by the Church Board and approved by Congregational Council.
Qualifications:	<p>Personal commitment to Jesus Christ.          Member in good standing of Westheights congregation.          At least 18 years old.</p>
Length of Term:	<p>Members-at-Large - 3 years          Others, as per their respective positions</p>
Committee Membership:	Lead Pastor and 5-7 Members-at-Large.
Revision Date:	March 2020



**\*Updated Treasurer Job Description\***

## Governance Structure Job Description

### Treasurer

Name:	Treasurer
Purpose:	Responsible for the finances of the congregation.
Accountable To:	Church Board
Objectives:	Manage the receiving, disbursing, recording and reporting of all finances of the congregation.
<b>*Previous Section - to be replaced* Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Oversee the Finance Team, comprising the Treasurer, the Deposit Assistant, the Offering Assistant and the counters.</li> <li>2. Provide direction to offering counters regarding the counting procedures. Maintain the counting procedures and update them when necessary.</li> <li>3. Provide direction to the Deposit Assistant regarding his/her tasks (described in the Deposit Assistant Job Description).</li> <li>4. Provide direction to the Offering Assistance regarding his/her tasks (described in the Offering Assistant Job Description).</li> <li>5. Oversee the disbursement of funds on behalf of the Church according to the budget or as directed by the Church Board.</li> <li>6. Prepare written reports as required for the Church Board and annually for the congregation.</li> <li>7. Report during the year to the congregation as requested by the Church Board.</li> <li>8. Oversee the preparation of the budget for the following year with direction from the Church Board.</li> <li>9. Attend Church Board meetings as a voting member.</li> <li>10. Attend Be In Christ Church of Canada sponsored seminars, workshops and meetings specifically designated for church treasurers.</li> <li>11. Prepare and submit reports required by Be In Christ Church of Canada and various government bodies.</li> </ol>
<b>*New Section - to replace previous* Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. Oversee the various financial roles, comprising the Bookkeeper, the Deposit Assistant and any other positions approved by the Church Board.</li> <li>2. Ensure that all financial roles are operating in accordance with the Financial Services Policy, as approved by the Church Board.</li> <li>3. Oversee the disbursement of funds on behalf of the Church according to the budget or as directed by the Church Board.</li> <li>4. Prepare written reports as required for the Church Board</li> </ol>



	<p>and annually for the congregation.</p> <p><b>5. Report during the year to the congregation as requested by the Church Board.</b></p> <p><b>6. Oversee the preparation of the budget for the following year with direction from the Church Board.</b></p> <p><b>7. Attend Church Board meetings as a voting member.</b></p> <p><b>8. Attend Be In Christ Church of Canada sponsored seminars, workshops and meetings specifically designated for church treasurers.</b></p> <p><b>9. Prepare and submit reports required by Be In Christ Church of Canada and various government bodies.</b></p>
Method of Appointment:	Nominated by the Nominating Committee and approved by Congregational Council.
Qualifications:	<p>Personal commitment to Jesus Christ.</p> <p>Member in good standing of Westheights congregation.</p> <p>Bookkeeping and organizational skills.</p> <p>Understanding and belief in Christian stewardship.</p> <p>Screened in accordance with the Westheights Protection Plan.</p> <p>At least 21 years of age.</p>
Length of Term:	3 years
Revision Date:	March 2025



**\*New Bookkeeper Job Description\***

## Governance Structure Job Description

### Bookkeeper

<b>Name:</b>	<b>Bookkeeper</b>
<b>Purpose:</b>	<b>To assist the treasurer by keeping the books of Westheights Church in a careful and confidential manner.</b>
<b>Accountable To:</b>	<b>Treasurer</b>
<b>Objectives:</b>	<b>See purpose</b>
<b>Specific Duties:</b>	<ol style="list-style-type: none"> <li><b>1. Handle bills, invoices and expense claims:</b> <ol style="list-style-type: none"> <li><b>a. Enter information into the books</b></li> <li><b>b. Ensure that payment requests are properly approved prior to payment</b></li> <li><b>c. Issue payment</b></li> </ol> </li> <li><b>2. Make bank deposits when needed and update the books accordingly</b></li> <li><b>3. Reconcile bank statements on a monthly basis</b></li> <li><b>4. Maintain electronic and paper files</b></li> <li><b>5. Generate tax receipts and statements of individual giving at the end of the year.</b></li> </ol>
<b>Method of Appointment:</b>	<b>Nominated by the Nominating Committee and approved by Congregational Council.<sup>1</sup></b>
<b>Qualifications:</b>	<p><b>Personal commitment to Jesus Christ.<sup>2</sup></b>  <b>Member in good standing of Westheights congregation.<sup>3</sup></b>  <b>Familiar with basic accounting procedures.</b>  <b>Able to learn and use current church accounting software.</b>  <b>Highly responsible.</b>  <b>Able to handle financial information accurately and confidentially.</b></p>
<b>Length of Term:</b>	<b>3 years</b>
<b>Revision Date:</b>	<b>March 2025</b>

<sup>1</sup> If no volunteer candidate is available then the Church Board may choose to fill this role by hiring a competent professional bookkeeper

<sup>2</sup> Not required for a contract position

<sup>3</sup> Not required for a contract position



**\*Removal of Offering Assistant Job Description as this role is no longer required\***

## Governance Structure Job Description Offering Assistant

Name:	Offering Assistant
Purpose:	To assist the treasurer by handling in a confidential manner the weekly entry of offering details and other related tasks.
Accountable To:	Treasurer
Objectives:	See purpose
Specific Duties:	<ol style="list-style-type: none"> <li>1. Receive offering reports from counters for each offering counted (either Sunday morning or other offering) and recorded data into church accounting system on a monthly basis. Examine totals and check for errors. Correct any errors. Report any outstanding errors to the Treasurer as soon as possible.</li> <li>2. Generate statements of individual giving to members during the year.</li> <li>3. Generate tax receipts and statements of individual giving at the end of the year.</li> <li>4. As instructed by the Treasurer, perform automated withdrawals and salary deposits through the financial institution.</li> </ol>
Method of Appointment:	Nominated by the Nominating Committee and approved by Congregational Council.
Qualifications:	<p>Personal commitment to Jesus Christ.          Member in good standing of Westheights congregation.          Familiar with basic accounting procedures.          Able to learn and use current church accounting software.          Highly responsible.          Able to handle financial information accurately and confidentially.</p>
Length of Term:	3 years
Revision Date:	March 2020



**\*Updated Deposit Assistant Job Description\***

## Governance Structure Job Description

### Deposit Assistant

Name:	Deposit Assistant
Purpose:	To coordinate the counting and depositing of church offerings.
Accountable To:	Treasurer
Objectives:	To assist the Treasurer by ensuring that the offering is handled consistently and safely.
<b>*Previous Section - to be replaced* Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. When necessary, provide the Church Board with a list of possible counters for the Church Board to consider. Approach approved nominees to determine their willingness to serve.</li> <li>2. Schedule approved counters and ensure that there are at least two counters in attendance to count each offering.</li> <li>3. Receive deposit bag containing completed deposit slip and money from the counters.</li> <li>4. Deliver deposit bag to the financial institution and ensure that a deposit bag is available for the next church offering.</li> </ol>
<b>*New Section - to replace previous* Specific Duties:</b>	<ol style="list-style-type: none"> <li>1. When necessary, provide the Church Board with a list of possible counters for the Church Board to consider. Approach approved nominees to determine their willingness to serve.</li> <li>2. Schedule approved counters as needed and ensure that there are at least two counters in attendance for counting.</li> <li>3. Receive deposit bag containing completed deposit slip and money from the counters.</li> <li>4. Deliver deposit bag to the financial institution and ensure that a deposit bag is available for the next church offering.</li> </ol>
<b>*Previous Section - to be replaced* Additional Requirements:</b>	<ol style="list-style-type: none"> <li>1. When the Deposit Assistant is absent, the deposit duties will be delegated to a person from the backup list approved by the Church Board.</li> <li>2. At no time shall the person depositing the offering have been a counter for that offering.</li> </ol>
<b>*New Section - to replace previous* Additional Requirements:</b>	<ol style="list-style-type: none"> <li>1. The deposit duties may be delegated to a person from the backup list approved by the Church Board.</li> <li>2. At no time shall the person depositing the offering have been a counter for that offering.</li> </ol>
Method of	Nominated by the Nominating Committee and approved by





Appointment:	Congregational Council.
Qualifications:	Personal commitment to Jesus Christ. Member in good standing of Westheights congregation. Very regular attendance. Highly responsible.
Length of Term:	3 years
Revision Date:	March 2025



# Other Job Descriptions

The following are the job descriptions of key roles in the life and ministry of Westheights Community Church. Changes to these job descriptions require the approval of the Board and not Congregational Council.

## Events Coordinator

Name:	Events Coordinator
Purpose:	Provide three to four activities per year for the congregation in order to become better acquainted while providing an opportunity for the church community to bring friends and acquaintances to experience Christian community.
Accountable To:	Lead Pastor
Objectives:	See Purpose.
Specific Duties:	<ol style="list-style-type: none"> <li>1. Plan and organize three to four large group activities per year to achieve the above purpose (e.g. Corn Roast, Picnic).</li> <li>2. To cooperate with other programs in the church through clear and advanced communication with the church office.</li> <li>3. Develop an annual budget.</li> <li>4. The coordinator shall prepare an annual report for AGM including significant activities and financial statements.</li> </ol>
Method of Appointment:	<p>Coordinator is nominated and approached by the Nominating Committee and elected by Congregational Council.</p> <p>Other team members are recruited by the coordinator on an as-needed basis.</p>
Qualifications:	<p>Personal commitment to Jesus Christ.          Coordinator must have organizational skills.          Must be in good standing at Westheights Church.</p>
Length of Term:	Coordinator - 3 years
Revision Date:	February 2024



## BIC AGM Delegate

Name:	BIC AGM Delegate
Purpose:	To represent Westheights at the annual Be In Christ Church of Canada AGM.
Accountable To:	Congregational Council
Objectives:	See Purpose.
Specific Duties:	<ol style="list-style-type: none"> <li>1. Prepare for BIC AGM by reading the AGM Agenda and any other distributed documents and by prayerfully considering the issues to be discussed.</li> <li>2. Attend BIC AGM as a representative of Westheights, and also participate in any additional meetings, mail-in ballots or other BIC AGM business that might possibly arise outside of the regular meetings of the BIC AGM. (These occur infrequently and only in special circumstances.)</li> <li>3. For all activities related to your role as a BIC AGM Delegate, on issues or votes where the Westheights office or Church Board have provided instructions to its delegates, respond or vote in accordance with those instructions. For all other issues and votes, vote in accordance with your conscience.</li> </ol>
Method of Appointment:	Nominated by the Nominating Committee and approved by Congregational Council
Qualifications:	Personal commitment to Jesus Christ. Member in good standing at Westheights Church.
Length of Term:	3 years
Membership:	The assigned pastor plus one delegate for each fifty (50) attendees or part thereof, with the number of attendees of the Congregation being determined by the average attendance of all public worship services in the year prior.
Revision Date:	November 2019



## Facilities Team Coordinator

Name:	Facilities Team Coordinator
Purpose:	Provide for the maintenance of general church property.
Accountable To:	Lead Pastor
Objectives:	See Purpose.
Specific Duties:	<ol style="list-style-type: none"> <li>1. Recruit members to form a Facilities Team.</li> <li>2. Arrange for custodial services.</li> <li>3. Arrange for the maintenance of the general church property.</li> <li>4. Arrange for the preparation and care of baptism equipment.</li> <li>5. Organize by electing a secretary.</li> <li>6. Prepare an annual report for the AGM including maintenance activities, major repairs, major acquisitions and significant expenditures.</li> <li>7. As needed, purchase required materials and submit expenses for reimbursement.</li> </ol>
Method of Appointment:	Facilities Coordinator nominated by the Nominating Committee and approved by Congregational Council.
Qualifications:	Personal commitment to Jesus Christ. Member in good standing at Westheights.
Length of Term:	3 years
Revision Date:	March 2025



## House Church Coordinator

Name:	House Church Coordinator
Purpose:	To oversee the administration and management of Westheights House Church Ministry and promote its position as an integral part of church life.
Accountable To:	Lead Pastor
Objectives:	To clearly understand the purpose of this ministry and to prepare a team of workers to provide holistic house church ministry (Worship and Prayer, Fellowship, Discipleship, Evangelism, Community Service and Ministry).
Specific Duties:	<ol style="list-style-type: none"> <li>1. Recruit necessary leaders for the House Churches and help facilitate the choosing of a location and host.</li> <li>2. Maintain a system of record keeping with the groups on attendance, outreach projects, etc.</li> <li>3. Assist in the coordination of new groups, making sure all the proper leadership is in place (leader, host, prayer and care coordinator, worship leader, communication coordinator).</li> <li>4. Facilitate regular opportunities for training and development of the House Church leaders. Provide clear expectations and direction on the format and purposes of the House Churches.</li> <li>5. Ensure that the groups are continually promoted through all available communication resources. Ensure that new people and people not currently attending groups are personally invited to join.</li> <li>6. Support leaders through regular communication and monitor that the groups are operating within the parameters of the purpose of the ministry.</li> <li>7. Provide support and encouragement and appreciation to the leaders and assist in any necessary problem solving.</li> </ol>
Method of Appointment:	Nominated by the Nominating Committee and approved by Congregational Council.
Qualifications:	Personal commitment to Jesus Christ. Leadership, administrative and counseling skills. Must be a member in good standing at Westheights.
Length of Term:	3 years
Revision Date:	November 2019



## Protection Plan Coordinator

Name:	Protection Plan Coordinator
Purpose:	To administer the Westheights Protection Plan (WPP).
Accountable To:	Lead Pastor
Objectives:	To ensure that the WPP is faithfully followed by all relevant ministries at Westheights.
Specific Duties:	<ol style="list-style-type: none"> <li>1. To understand the WPP in its most recent version.</li> <li>2. To periodically review the WPP to ensure that it fulfills its role in protecting our children, youth, and vulnerable adults and to propose to the Board any necessary changes in the Plan.</li> <li>3. To maintain the Approved Workers List so that all ministry leaders can know who is approved to work with vulnerable people.</li> <li>4. To treat the information received from workers, especially the Police Record Check, with utmost confidentiality.</li> <li>5. To work with ministry leaders to ensure they understand the WPP and are carrying out their ministry accordingly.</li> <li>6. To ensure that ministry workers are trained in the WPP.</li> <li>7. Request approval from the Church Board for a Protection Plan Reviewer who will annually review compliance with the WPP and provide an annual WPP compliance report to the Board.</li> <li>8. Any other duties and responsibilities laid out within the WPP, or that are necessary to ensure that the WPP is followed at Westheights.</li> <li>9. Request approval from the Church Board for a Protection Plan Co-coordinator, and delegate duties as appropriate to the approved individual.</li> </ol>
Method of Appointment:	Appointed by the Church Board.
Qualifications:	<p>Personal commitment to Jesus Christ.          Must be a member in good standing at Westheights Church.          Screened in accordance with the Westheights Protection Plan.</p>
Length of Term:	N/A
Revision Date:	November 2019



## Welcome Team Coordinator

Name:	Welcome Team Coordinator
Purpose:	To ensure that people are comfortable during services.
Accountable To:	Lead Pastor
Objectives:	To coordinate a team of welcome team volunteers ushers who will help, and guide direct people, and manage facilities during services
Specific Duties:	<p>Ensure that welcome team ushers are trained appropriately and scheduled available each Sunday, and special services as required, to perform the following duties:</p> <ol style="list-style-type: none"> <li>1. Greet people and hand out materials as required.</li> <li>2. Welcome visitors and provide an overview of available services, e.g. infant care.</li> <li>3. Assist and show people to their seats as needed.</li> <li>4. Maintain a respectful and controlled entry to the sanctuary (e.g. not during prayer, scripture reading or special presentations).</li> <li>5. Dress appropriately and be friendly, respectful and courteous.</li> <li>6. Count and record attendees and parking stats.</li> <li>7. Be alert for the safety of the service and any problems that may arise.</li> <li>8. Be sensitive to individual needs and offer discreet and respectful assistance when required.</li> <li>9. As required, assist with handing out communion.</li> <li>10. For those welcome team members approved as offering counters, assist with counting offering as scheduled.</li> <li>11. Maintain a secure environment by periodically patrolling the inside and outside of the church and parking lot.</li> </ol>
Method of Appointment:	Nominated by the Nominating Committee and approved by Congregational Council. Welcome Team members selected by the Welcome Team Coordinator.
Qualifications:	Personal commitment to Jesus Christ. Must be a member in good standing at Westheights Church.
Length of Term:	3 years
Revision Date:	February 2024

