

Ettalong Baptist Church – Leadership:

August 2016

This document outlines and describes the Leadership structure of Ettalong Baptist Church.

Ettalong Baptist Church is led by a Congregational structure.

Christ is the head of the Church. (Colossians 1:18) We look to him in all matters. Everything we do must be for the glory of God, in his strength, by his leading.

It is important that the church is led in a way that brings glory and honour to Christ. We have prayerfully reflected on the way the early Church in the New Testament was led, and sought the Lord's guidance for the leadership structure of Ettalong Baptist Church today.

The Church leadership shall consist of Pastors, Elders, Deacons, and Group Leaders. The Church's leadership shall be termed collectively the Church Council.

The following document outlines what the various leadership positions are, what the role of each position is and the type of people that God might be calling to these positions.

There is a diagram of the structure that complements this outline, to show pictorially how the structure fits together.

The Lead Pastor and Elders will continue to reflect from time to time on the church leadership structure, on its usefulness and relevance, and particularly on the make-up of Ministry Groups. They will propose changes or form a committee to discuss, review and propose changes when necessary.

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Ettalong Baptist Church – Lead Pastor:

What Is The Role Of The Lead Pastor?

The Lead Pastor needs to be a fully committed Christian who not only believes in the deity of Christ but seeks to love, serve and honour Christ through the power of the Holy Spirit.

They need to be a person whose credentials are acceptable to the Baptist Association of NSW and ACT and holds the doctrines set forth in the Ettalong Baptist Church Constitution under Section 2: "What Do We Believe".

The Lead Pastor shall:

- Be an elder and shall perform the duties of an elder, and shall be recognised by the church as particularly gifted and called to the full-time ministry of preaching, teaching and leadership of God's people.
- Participate in leadership teams that encourages, nurtures and builds congregational members/volunteers and staff, so as to achieve the strategic vision.
- Communicate well with a variety of persons in the church, community, staff etc.
- Lead the visioning or strategic processes for the church
- Have a personality and passion for team building, encouraging others to capture the vision and fulfil the strategies.
- Shall ensure that all regulations, policies and procedures are created and maintained as necessary.

Position Description Of The Lead Pastor:

- Preach/teach God's word and train and encourage others to teach Gods word.
- Encourage a commitment to individual and corporate prayer in the life of the church
- Encourage and provide opportunities both within and outside the church for the congregation and individuals to be informed and involved in Christian mission at home or abroad.
- Coordinate and encourage by word and presence a supportive understanding for people in all facets of their life offering pastoral care and encouragement.
- Participate in or initiate opportunities to engage with local Baptist Pastors and Pastors from other denominations seeking ways for cooperative worship and ministry.
- Have input into the preparation and implementation of the budget with the assistance of the treasurer.
- Provide opportunities for the nurturing and counselling of individuals, families, married couples and or groups.

What Should Be The SHAPE¹ Of The Lead Pastor?

- Character (1 Timothy 3:2-7, Titus 1:6-9, 1 Peter 5:1-4). The word Pastor does not appear in the New Testament. The word pastor comes from a Latin word which means "shepherd." The New Testament however speaks of Elders. In these passages from 1 Timothy, Titus and 1 Peter the Bible shows that among the Elders, were those who were overseers, or Shepherds of the people. When you look at the role of an overseer Elder in Scripture most teaching isn't about job descriptions, it's primarily about character. (See also under Elders the list of biblical criteria for Elders, which especially relate to Pastors as well.)
- Competency (1 Timothy 3:2). As an overseer the Lead Pastor will have spiritual gifts in preaching/teaching and leadership. As with other Elders, the Lead Pastor will be a mature person (sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking). Given the nature of some aspects of this ministry, it is sensible for the Lead Pastor to have wisdom in such areas as: strategic direction; accountability and management. The Lead Pastor shall also have appropriate theological qualifications.
- Chemistry (1 Timothy 3:1-7). Many of the Elder character attributes listed in 1 Timothy relate to awareness in the area of interpersonal relationships. The Lead Pastor works closely together with many individuals and teams and therefore must be relationally aware.

¹ SHAPE is an acronym for Spiritual Gifts, Heart (or passion), Abilities, Personality, Experience.

- Commitment (1 Timothy 1:12). All roles come with an appropriate level of responsibility. It is important therefore, that those who fulfil these roles come to them with a level of commitment that matches those responsibilities.
- The following list spiritual gifts may be helpful for this role. This is not an essential or exhaustive list. Preaching, Prophecy, Pastor, Teaching, Wisdom, Knowledge, Exhortation, Discerning Of Spirits.

Calling A Pastor

The Lead Pastor should be identified and called as set out in the Ettalong Baptist Church Constitution, under Section 8, "The Pastor(s)"

Ettalong Baptist Church – Associate Pastors:

When the Church sees a particular need or specific ministry area where pastoral leadership would be helpful, the church may call Associate Pastors, both paid and honorary, as it needs to and can afford to.

What Should Be The SHAPE² Of Associate Pastors and Staff?

- Character (1 Timothy 3:8-13, James 1:1). Within the Scriptures we see a wide variety of spiritual gifts are mentioned, yet when people step up into leadership using those gifts they are often called 'diakonos' which means: "servant". Associate Pastors need to have the heart of a servant.
- Competency (1 Timothy 3:13). Associate Pastors are called to 'serve well'. They are to use their God-given gifts and abilities with a spirit of excellence which honours God and inspires people. Pastors shall have, or be willing to obtain, appropriate theological qualifications.
- Chemistry (1 Timothy 3:8-13). Like Elders, many of the character attributes listed in 1 Timothy relate to awareness in the area of interpersonal relationships. Associate Pastors with the Lead Pastor work closely together as a team and therefore must be able to relate well with each other.
- Commitment (1 Timothy 1:12). All roles come with an appropriate level of responsibility. It is important therefore, that those who fulfil these roles come to them with a level of commitment that matches those responsibilities.
- Spiritual Gifts that might be helpful for the role of Associate Pastors would vary according to their specific responsibilities. It is desirable that the Pastoral team should have complimentary gifts and skill sets.

Guideline Of Specific Responsibilities – Associate Pastor (Youth):

The Associate Pastor (Youth) will work with and report to the Lead Pastor to:

- Oversee, champion and develop a growing youth ministry at Ettalong Baptist Church.
- To provide pastoral care to the leaders under your charge.
- Have a love of God and his word which is infectious and desires above all else to see others grow in Christ.
- To be a Pastor especially to teenagers, young adults and families.
- Work with the Lead Pastor to set vision and strategy for our youth ministries To inspire, encourage and assist the church in reaching out to the youth in our community.
- To assist the church in commencing and developing a Worship Service that is for youth and teenagers.
- To participate on teams with in our church.

Position Description Of The Associate Pastor (Youth)

- Encourage, mentor , support and train currant volunteers and leaders in youth ministry.
- identify, encourage and train up others to minister to youth.
- To be able to teach God's word and train encourage others to teach Gods word. To be able to communicate God's word through preaching.
- To look for opportunities with the local schools and other agencies to minister to youth in these settings, and to encourage and train up others to minister in these settings.
- To be part of our Pastoral team and meet with the team weekly.
- To continue to build and have a good rapport with our other youth ministry teams.
- To oversee a range of youth related programs in our church.
- To adhere to all Church Policies and procedures, Work Health and Safety Policies and other legislative requirements.
- Carry out any other duties as may arise.

² SHAPE is an acronym for Spiritual Gifts, Heart (or passion), Abilities, Personality, Experience.

Ettalong Baptist Church – Elders:

What Is The Role Of Elders?

Work with the Lead Pastor to:

- Contribute to and champion a strong leadership team and an effective church at Ettalong Baptist Church.
- Maintain good and positive communication and network relationships within the church and local area.
- Pray often for the church, ministry partners and the community we serve.
- Make recommendations regarding and implement the churches succession planning for the various leadership roles in your line management.
- Lead, manage and advocate for the understanding of the vision and strategic Planning processes of the church on a regular basis.
- Work towards the extension of the kingdom of God here at Ettalong Baptist by supporting all leaders and groups to reach out to the local community.
- To provide pastoral care to the leaders under your charge.
- Minutes should be kept of all Elders meetings and these are to be made available to the Diaconate, Elders and Group's Leaders. Minutes of sensitive matters should be kept private and confidential and should not be made available to any other leaders.

Position Description For Elders:

- Prayerfully encourage, train and equip each and every member of the church so they realise their full potential as a servant under God.
- Have a good understanding of the organisational structure, the various role descriptions and position descriptions and be able to explain it to any interested party.
- Have a working knowledge of spiritual gifts, their definitions and how they are used in the body of believers. Know the spiritual gifts of your line managers.
- Undertake performance/ministry reviews with your Group leaders so as to encourage and support them.
- Ensure that they as Ministry Group leaders understand and undertake performance review/ministry reviews with each of your line responsibilities.
- Make arrangements should the Lead Pastor be on leave or the ministry time has come to a conclusion
- Attend Deacons meetings on rotation with others Elders.
- Ensure the maintenance of reporting procedures at all meetings and circulate as appropriate.
- Ensure that adequate succession planning occurs within your group and other ministries.
- Plan to fill known/pending vacancies at least 3 months before the role/position is vacated.
- Assist the lead pastor in filling vacancies caused by unexpected sickness or resignations.
- Encourage, mentor, support and train current volunteers and leaders.
- Adhere to all Church policies, procedures, work health & safety policies and legislative requirements.
- Carry out any other duties as may arise.

Who Should The Eldership Consist Of?

- The Eldership should consist of the Lead Pastor, and 3 other Ministry Partners appointed to the position, who have been Ministry Partners of the Church for at least 6 months.
- Elders should be able to agree to and sign the Ettalong Baptist Church Leaders Conduct Covenant.

What Should Be The SHAPE³ Of Elders?

- Character (1 Timothy 3:2-7, Titus 1:6-9, 1 Peter 5:1-4). When you look at the role of an Elder in Scripture, most teaching isn't about job descriptions, it's primarily about character. See over the page for a list of biblical criteria for Elders.
- Competency (1 Timothy 3:2). One of the key character attributes of Elders is that they are prudent. Elders are sober, sensible, wise, balanced in judgment, not given to quick, superficial decisions based on immature thinking. Elders are those who demonstrate this kind of competency. Given the nature of some aspects of Eldership ministry, it is sensible for some of the Elders to have maturity in such areas as oversight, discernment and vision.

³ SHAPE is an acronym for Spiritual Gifts, Heart (or passion), Abilities, Personality, Experience.

- Chemistry (1 Timothy 3:1-7). Many of the Elder character attributes listed in 1 Timothy relate to awareness in the area of interpersonal relationships. Elders work closely together as a team and therefore must be able to get on with each other.
- Commitment (1 Timothy 1:12). Elders must love the LORD and His Church. They need to have an alive and growing faith.
- The following list spiritual gifts may be helpful for this role. This is not an essential or exhaustive list. Prophecy, Pastor, Teaching, Wisdom, Knowledge, Exhortation, Discerning Of Spirits.

What Is The Term Of The Elders?

- Elders, Deacons, Group Leaders and Selection Committee Members are appointed by the church for a term of 3 years with a maximum of 2 consecutive terms in leadership. Leaders can be nominated and appointed to different rolls during their 3 year term by a vote of affirmation by the church, but they must still have a one year break from leadership after two consecutive terms in leadership (regardless of how long they have held office in the new leadership position they are appointed to).
- As with all lay leaders on the Church Council, Elders are nominated by the Selection Committee after consultation with the church, and they are affirmed by the church by vote at the Annual Church Meeting.
- The Lead Pastor is automatically an Elder and remains an Elder while they hold the office of Lead Pastor.

Biblical Criteria For Elders:

Elder qualifications are summarised in 1 Timothy 3:2-7 and Titus 1:6-9:

1. **Above reproach** – Elders will lead by example and demonstrate a lifestyle free of patterns of sin.
2. **If married** – Elders will be devoted to their spouse, they will also demonstrate a healthy family life.
3. **Temperate** – Elders will be self-controlled, enslaved to nothing, free from excesses.
4. **Prudent** – Elders will be sober, sensible, wise, balanced in judgement, not given to quick, superficial decisions based on immature thinking.
5. **Respectable** – Elders will demonstrate a well-ordered life and honourable behaviour.
6. **Hospitable** – Elders will be unselfish with their personal resources. They will be willing to share blessings with others.
7. **Able to teach** – Elders will be able to communicate truth and sound doctrine in a non-argumentative way.
8. **Free from addictions** – Elders will be free from addictions and willing to limit their liberty for the sake of others.
9. **Not pugnacious or quick tempered** – Elders will be gentle, patient, and able to exercise self-control in difficult situations.
10. **Uncontentious** – Elders will not be given to quarrelling or selfish argumentation.
11. **Free from the love of money** – Elders will not be stingy, greedy, or pre-occupied with amassing material things.
12. **Not a new convert** – Elders will not be new believers. They will have been Christians for long enough to demonstrate the reality of their conversion and depth of their spirituality.
13. **Good reputation with outsiders** – Elders will be well-respected by unbelievers and free from hypocrisy.
14. **Not self-willed** – Elders will not be overbearing, prone to force options on others, or abuse authority. They will be servants.
15. **Loving what is good** – Elders will desire the will of God in every decision.
16. **Just** – Elders will desire to be fair and impartial. Their judgement will be based on scriptural principle.
17. **Devout** – Elders will be devoted Christ followers seeking to be conformed to His image. They will be committed to prayer, worship, the study of Scripture, and the guarding of their own walk.
18. **Holding fast to the faith** – Elders will be stable in the faith, obedient to the Word of God, continually seeking to be controlled by the Holy Spirit.

Ettalong Baptist Church – Deacons:

What Is The Role Of The Deacons?

- The term Deacon means servant leader.
- The Church Diaconate is responsible for the more pragmatic matters associated with the Vision, Purpose, Values and day to day administration of the church.
- Invest time in their own spiritual growth and Prayer. (Acts 6:2-4). The Diaconate invest time waiting on God in prayer and interceding for the church.
- Develop, implement and monitor processes to ensure the Church complies with its legislative and other requirements (e.g. WHS, Child Protection, etc.).
- Ensure the development and oversight of strategic or required policy matters, including matters delegated by the Elders (e.g. Lock up procedures, hire of facilities etc.).
- Ensure good management and stewardship of the church's financial resources.
- Ensure good management and care of the church property.
- Minutes should be kept of all Deacons meetings and these are to be made available to the Diaconate, Elders and the Ministry Group's Leaders.

Position Description For Deacons:

- Work with the Elders to fulfil the responsibilities as listed under each of the specific roles on the following pages.

Who Should The Deacons Consist Of?

- The Diaconate should consist of a Chairperson, a church Secretary, a church Treasurer, a church Administrator, a Property Officer, and a church Standards Officer.
- A Deacon needs to have been a Ministry Partner of the Church for at least 6 months.
- A representative of the Elders and a representative of the Ministry Groups should also attend each Diaconate meeting.
- Deacons should be able to agree to and sign the Ettalong Baptist Church Leaders Conduct Covenant.

What Should Be The SHAPE⁴ Of Deacons?

- Character (1 Timothy 3:9-13, James 1:1). Within the Scriptures we see a wide variety of spiritual gifts are mentioned, yet when people step up into senior leadership using those gifts they are often called 'diakonos' which means: "servant". See over the page for a list of biblical criteria for Deacons.
- Competency (1 Timothy 3:2). The Diaconate are called to 'serve well'. They are to use their God-given gifts and abilities with a spirit of excellence which honours God and inspires people.
- Chemistry (1 Timothy 3:1-7). Many of the character attributes of Deacons listed in 1 Timothy relate to awareness in the area of interpersonal relationships. Deacons work closely together as a team and therefore must be able to get on with each other.
- Commitment (1 Timothy 1:12). Deacons must love the LORD and His Church. They need to have an alive and growing faith. They need to be completely honest and transparent in their roles.
- The following list spiritual gifts may be helpful for this role. This is not an essential or exhaustive list and will vary depending on the need of the church at the time. Knowledge, Wisdom, Giving, Helps, Mercy.

What Is The Term Of The Deacons?

- Elders, Deacons Group Leaders and Selection Committee Members are appointed by the church for a term of 3 years with a maximum of 2 consecutive terms in leadership. Leaders can be nominated and appointed to different rolls during their 3 year term by a vote of affirmation by the church, but they must still have a one year break from leadership after two consecutive terms in Leadership (regardless of how long they have held office in the new leadership position they are appointed to).
- As with all lay leaders on the Church Council, Deacons are nominated by the Selection Committee after consultation with the church, and they are affirmed by the church by vote at the Annual Church Meeting.
- Diaconate meetings are also attended by a representative of the Elders and a representative of the Group Leaders.

⁴ SHAPE is an acronym for Spiritual Gifts, Heart (or passion), Abilities, Personality, Experience.

Biblical Criteria For Deacons:

These criteria are summarised in 1 Timothy 3:8-13, and 4:12

- 1. Respectable** – Deacons will demonstrate a well-ordered life and honourable behaviour.
- 2. Sincere** – Deacons will demonstrate integrity in speech, life, love, faith and purity.
- 3. Free from addictions** – Deacons will be free from addictions and willing to limit their liberty for the sake of others.
- 4. Honest** – Deacons will be honest in their dealings with others.
- 5. Holding fast to the faith** – Deacons will be stable in the faith, obedient to the Word of God, continually seeking to be controlled by the Holy Spirit.
- 6. Devoted to spouse and family** – Deacons if married will be devoted to spouses. They will demonstrate a healthy family life.

Guideline Of Specific Responsibilities For Deacons:**Specific Responsibilities Of The Chairperson:**

- Chair Diaconate meetings.
- Chair Congregational meetings.
- Remind church leaders of Diaconate meetings. Ensure the Elders and the Group Leaders have a representative to attend each meeting of the Diaconate.
- Receive reports from Pastors, Elders and Deacons as required and ensure these reports are distributed to all Pastors, Elders, Deacons and Group Leaders.
- Ensure compliance to the Constitution and this leadership document.
- Ensure that adequate succession planning occurs within the Diaconate.

Specific Responsibilities Of The Secretary

- Liaise with the Lead Pastor and the Chairperson to put together agendas for Congregational meetings and Diaconate meetings.
- Keep and distribute minutes of Diaconate meetings. Minutes should be emailed to all Pastors, Elders, Deacons and Group Leaders.
- Keep and distribute minutes of Congregational meetings. Minutes should be emailed to all Pastors, Elders, Deacons and Group Leaders, and any Ministry Partner who indicates an interest in receiving the minutes by email. Minutes should also be attached to the church noticeboard.
- Receive minutes of Elders meetings and ensure they are filed appropriately. Ensure minutes of Elders meetings are distributed to all Pastors, Elders, Deacons and Group Leaders (except for sensitive and confidential issues). Minutes of Elders meetings may contain matters discussed or dealt with of a sensitive or private nature. These matters should not be distributed and it is important that these be filed safely and confidentially.
- Keep church correspondence and respond to correspondence in the appropriate manner when required.
- Liaise with the Selection Committee and keep them aware of vacancies that need filling.
- When required prepare voting slips for Ministry Partners to vote at Congregational meetings
- Keep rolls of Active Ministry Partners, and Non Active Ministry Partners.
- Receive applications for new Ministry Partners.
- Arrange for interviews of potential Ministry Partners and ensure they receive a copy of the constitution and the current church Vision, Purpose, and Values statements.
- Ensure statistical returns are reported to the Baptist Association of NSW and ACT.
- Compile a report when necessary and at least every 6 months to be distributed to the Pastors, Elders, Deacons and Group Leaders.

Specific Responsibilities Of The Treasurer:

- Accounts Payable.
- Bank Reconciliations and Cash Flow.
- Payroll and Pastoral Expense Accounts.
- Super including Personal Contributions.
- Holiday, Sick and Long Service Leave.
- Ensure accurate records are kept for staff leave.
- Workers Compensation.
- GST / BAS Returns.
- Investments – BFS account, etc.
- Trust Accounts.
- Internal / Departmental Audits.
- Taxation Issues.
- Compile a monthly financial report to distribute to the Pastors, Elders, Deacons and Group Leaders.
- Compile and present (or arrange for someone to present) a financial report to congregational meetings.
- Liaise with the Pastors, Elders, Deacons and Group Leaders to prepare an annual budget.
- Ensure financial returns are reported to the Baptist Association of NSW and ACT.
- Liaise with the Selection Committee to put together a team to count income and do the banking.
- Submit annual statements to acnc.gov.au

Specific Responsibilities Of The Administrator:

- Manage or arrange for another person to manage the church website.
- Compile annual reports from each of the church ministries. Reports should be collected by the Group Leaders and passed on to the Administrator with a summary report for their Group. Encourage these reports to describe what the ministry is, who is ministered to, review of the past 12 months, outline plans and visions for the future.
- Keep policy documents.
- Manage and oversee rental properties and manses.
- Manage insurance and insurance claims.
- Liaise with the church office to compile a Church Photo Directory at least biannually.
- Oversee church office staff and ensure the office is staffed each week day.
- Oversee the church purchasing officer and ensure they have systems in place to know what to purchase.
- Keep lists of the Ministry Teams for each Ministry.
- Compile a report when necessary and at least every 6 months to be distributed to the Pastors, Elders, Deacons and Group Leaders.

Specific Responsibilities Of The Standards Officer

- Coordinate and Liaise with property officer to ensure property and buildings are kept safe and secure and that all legal requirements are being met.
- Undertake at least yearly a Building Safety Audit with appropriate persons.
- Oversee the Church key register.
- Ensure incident reports are available and accessible to all groups, and that they are completed when necessary.
- Ensure Kids Ministry incident reports are available and accessible to all groups, and that they are completed when necessary.
- Ensure church Child Protection records are up to date.
- Ensure all Pastors, Elders, Deacons, Group Leaders and Children's Ministry Leaders have a current Working With Children Check and that they have registered it with the Church.
- Ensure Church Leaders and Children's Ministry Leaders have completed appropriate Safe Spaces training.
- Ensure the Church complies with all legal requirements, including the privacy act, etc.
- Compile a report when necessary and at least every 6 months to be distributed to the Pastors, Elders, Deacons and Group Leaders.

Specific Responsibilities Of The Property Officer

- Ensure the church property is well maintained.
- Liaise with the Standards Officer to ensure property and buildings are kept safe and secure and that all legal requirements are being met.
- Receive reports of required maintenance. Communicate with the church the best method to be kept informed of required maintenance.
- Arrange for repairs where needed either by church volunteers or appropriate tradesmen.
- Organise and oversee working bees.
- Compile a report when necessary and at least every 6 months to be distributed to the Pastors, Elders, Deacons and Group Leaders.

Ettalong Baptist Church – Group Leaders:

What Is The Role Of The Group Leaders?

All ministries of Ettalong Baptist Church must be approved by the Lead Pastor and Elders. Each approved ministry of the church is led by a Ministry Leader. Each approved ministry is also placed into a Ministry Group. Each Ministry Leader is accountable to, supported and mentored by a Group Leader so as to:

- Exercise leadership and oversight of the Ministry Group that they are appointed to. They are to take an active interest in the various ministries of the Group.
- Keep regular communication with Ministry Leaders and their Elder.
- Ensure that adequate succession planning occurs within your group and other ministries.
- To provide pastoral care to the Ministry leaders under your charge

Position Description of Group Leaders

- Regularly pray for the various ministries in their Ministry Group.
- Asking ministries for prayer needs and sharing these through appropriate channels in the church.
- If it is appropriate, visiting the various ministries in their Ministry Group at least every six months.
- Ensuring ministries in their Ministry Group are led to the highest standard possible, and always in a manner that brings honour and glory to God.
- Ensure Ministry Leaders appoint suitable leaders and helpers for their ministries.
- Keep a current list of all leaders and helpers of each ministry and pass this to the Church Administrator.
- Ensure Ministry Leaders write a report for the Church Annual Reports, that describes what their ministry is, reviews the past 12 months, and outlines plans and visions for the future. On receiving the reports from the Ministry Leaders in their Ministry Group, the Group Leader should write a summary report which introduces and summarises the reports for their Ministry Group. All these finished reports should then be passed on to the Church Administrator.
- Undertake performance/ministry reviews every six months with their ministry Group leaders so as to encourage and support them.
- Meet with an Elder appointed to their Ministry Group regularly for mentoring, support and guidance.
- Attend and participate in bi-annual Church Council Meetings and Congregational Meetings as often as possible. Be rostered to attend and participate in a Church Deacons Meeting approximately once or twice a year.
- Encourage, mentor, support and train current volunteers and leaders.
- To adhere to all Church Policies and procedures, Work Health and Safety Policies and other legislative requirements.

Who Are Group Leaders Accountable To?

- Group Leaders are accountable to the Lead Pastor and Elders. An Elder should be appointed to each Group Leader.

Who Should Group Leaders Be?

- Group Leaders should be a Ministry Partner of the Church for at least 6 months.
- Church Ministry Partners who are appointed to the role by the Church based upon:
 - a) Their love for God, the Church and all people (Matt 22:37-39, Matt 28:19-20)
 - b) Their recognition that Jesus is the head of the Church (Col 1:18)
 - c) Their spiritual giftedness (Rom 12:6-8)
 - d) Their willingness to serve in a spirit of love (Rom 12:11)
 - e) Their being people of good standing, full of the spirit & of wisdom (Acts 6:3)
 - f) Their Character (1 Tim 3:2-13, Titus 1:6-9, 1 Peter 5:1-4, James 1:1 as appropriate)
 - g) Their Competency (1 Tim 3:2, 1 Tim 3:13 as appropriate)
 - h) Their Chemistry (1 Tim 3:1-12 as appropriate)
 - i) Their Commitment (1 Tim 1:12).
- Group Leaders should be able to agree to and sign the Ettalong Baptist Church Leaders Conduct Covenant.

How Are Group Leaders Appointed?

- Group Leaders who are paid or honorary Pastors or other paid staff should be employed as outlined in the Church Constitution and an employment contract should be agreed upon with them.
- Group Leaders who are volunteers, as with all leaders of the church are nominated by the Selection Committee after consultation with the church, and they are affirmed by the church by vote at the next Congregational Quarterly Meeting.

What Is The Term Of Group Leaders?

- Elders, Deacons Group Leaders and Selection Committee Members are appointed by the church for a term of 3 years with a maximum of 2 consecutive terms in leadership. Leaders can be nominated and appointed to different rolls during their 3 year term by a vote of affirmation by the church, but they must still have a one year break from leadership after two consecutive terms in leadership (regardless of how long they have held office in the new leadership position they are appointed to).
- As with all lay leaders on the church council, Group Leaders are nominated by the Selection Committee after consultation with the church, and they are affirmed by the church by vote at the Annual Church Meeting.
- Group Leaders who are paid or honorary Pastors or other paid staff shall be employed as outlined in the Church Constitution and an employment contract shall be agreed upon with them.

Ettalong Baptist Church – Ministry Groups:

There are many ministries of Ettalong Baptist Church. All ministries of the church must be approved by the Lead Pastor and Elders. Each approved ministry shall be led by a Ministry Leader and shall be supported by a Group Leader.

Each ministry of the church should be placed in a Ministry Group. Each Ministry Group is supported, encouraged, mentored and promoted by a Group Leader. Each Group Leader is in turn supported, encouraged, mentored and promoted by one of the Elders or the Lead Pastor.

These Ministry Groups should be reviewed by the Elders and Lead Pastor regularly to ensure they are always fulfilling the Church's Purpose, Values and Vision. Minor restructuring of the groups can be made by the Elders and Lead Pastor. Major restructuring of the groups should be taken to the church congregational meeting. The Ministry Groups will be graphically listed on a diagram of the Church Leadership Structure which will be displayed in an appropriate and prominent place in the Church Building and in the Church Office.

Ettalong Baptist Church – Ministry Leaders:

What Is The Role Of The Ministry Leaders?

- Ministry Leaders are to exercise leadership and oversight of the ministry that they are appointed to.
- Ensure that the ministry under their leadership is run to the highest possible standard, and always in a manner that brings honour and glory to God.
- Ensure that the ministry is fully surrounded in prayer
- Work with existing members of the group or appoint other suitable team members to assist in the ministry (leaders and helpers). Ensure your Group Leader is given an up to date list of your team members so this list can be passed on to the Church Administrator.
- When disagreements or differences arise amongst the ministry's team members, ensure that these differences are dealt with as outlined in our "When We Have Differences" document which is a Policy and Procedure of our church.
- Communicate with your team members and your Group Leader regularly
- Provide pastoral care to the leaders and helpers of your ministry.

Position Descriptions for Ministry Leaders

- Pray regularly for your ministry, pray regularly with your leadership team, and inform your Group Leader and the whole church on a regular basis of needs for prayer.
- Encourage, train and mentor your ministry's team members.
- Assign your ministry's team members responsibilities and follow up your team members to ensure that they are fulfilling these responsibilities reliably and faithfully. Assist if they are struggling with the responsibilities they have been given.
- Write a report for the Church Annual Reports, that describes what your ministry is, who you minister to, a review of the past 12 months, and plans and visions for the future. Pass this report to your Group Leader who will pass it with all the reports in their Ministry Group to the Church Administrator.
- Ensure your ministry adheres to all Church policies and procedures, Work Health and Safety policies and other legislative requirements.

Who Are Ministry Leaders Accountable To?

- Ministry Leaders are accountable to their Group Leader and ultimately to the Lead Pastor and Elders.

Who Should Ministry Leaders Be?

- Ministry Leaders should be men and women who are members of the church and are appointed to the role by the church based upon:
 - a) Their love for God, the Church and all people (Matt 22:37-39, Matt 28:19-20)
 - b) Their recognition that Jesus is the head of the Church (Col 1:18)
 - c) Their spiritual giftedness (Rom 12:6-8)
 - d) Their willingness to serve in a spirit of love (Rom 12:11)
 - e) Their being people of good standing, full of the spirit & of wisdom (Acts 6:3)
 - f) Their Character (1 Tim 3:2-13, Titus 1:6-9, 1 Peter 5:1-4, James 1:1 as appropriate)
 - g) Their Competency (1 Tim 3:2, 1 Tim 3:13 as appropriate)
 - h) Their Chemistry (1 Tim 3:1-12 as appropriate)
 - i) Their Commitment (1 Tim 1:12).

How Are Ministry Leaders Appointed?

- Ministry Leaders are nominated by the Selection Committee after consultation with the ministry that they will be leading.
 - a) The ministry team members, and/or the Group Leader of a ministry should submit a name (or names) of people who would be suitable to be the Ministry Leader. If the Selection Committee are concerned about the suitability of the name given to them, they should talk to the team members of the ministry and the Group Leader, expressing their concerns and seeking a way forward.
 - b) If no suitable name is given to the Selection Committee, the committee should prayerfully approach other suitable people in the church, or seek suggestions of other suitable names by the church.
 - c) Nominations for the position of Ministry Leaders should be taken by the Selection Committee to the next congregational quarterly meeting and the name be affirmed by the church by vote at that meeting.

Ettalong Baptist Church – Selection Committee:

What Is The Role Of The Selection Committee?

The Selection Committee will work with and report to the Elders to:

- Encourage, mentor , support and train current volunteers and leaders
- Contribute to, champion and call people to join a strong leadership team at Ettalong Baptist Church. This includes Elders, Deacons, Group Leaders and Ministry Leaders for each of our ministries.
- Prayerfully encourage and identify potential new leaders through liaising with the church members and ministry partners.

Position Description for Selection Committee Members.

- To research, identify and approach suitable candidates for voluntary ministry and leadership positions within the church. This includes Elders, Deacons, Group Leaders and Ministry Leaders for each of our ministries, as well as Selection Committee members.
- The committee needs to prayerfully seek people that may be suitable for the various roles. They should do this by seeking the Lord's leading, asking the church for suggestions of names
- The committee needs to approach possible suitable people for each position and ask them if they will be willing to prayerfully put their names forward for nomination.
- Once a person agrees to be nominated for a position the committee should inform the church at least 2 weeks before a Church Congregational Meeting where the church will affirm the nomination by voting.
- Have a good understanding of the organisational structure, the various role descriptions and position descriptions and be able to explain it to any interested party.
- Have a working knowledge of spiritual gifts, and how they are used in the body of believers.
- Have good communication and a strong network amongst the congregational members so as to approach suitable candidates, explaining the job you are asking them to volunteer for and seek nomination for the role. Encourage them to pray about accepting the nomination.
- Maintain good communication lines with the Elders regarding suggestions for positions.
- Meet regularly as a committee and maintain suitable records of discussion and recommendations.
- Ensure that adequate succession planning occurs.
- Plan to fill known/pending vacancies at least 3 months before the role/position is vacated.
- Fill vacancies caused by unexpected sickness or resignations.
- Fill temporary vacancies due to holiday leave or short planned absences as appropriate.
- To adhere to Church policies, procedures, Work Health and Safety Policies and legislative requirements.
- Carry out any other duties as may arise.

Who Should The Selection Committee Consist Of?

- The committee should consist of the Lead Pastor, and 3 other Ministry Partners appointed to the position, who have been Ministry Partners of the Church for at least 6 months..

What Should Be The SHAPE⁵ Of People For The Selection Committee?

- People who love God and love His church.
- People who are Ministry Partners of the church.
- People who are friendly, outgoing and well respected by the church.
- People who have an insight into people.
- The following list spiritual gifts may be helpful for this role. Wisdom Knowledge, Discerning Spirits, Helps. This is not necessarily an essential or exhaustive list.

⁵ SHAPE is an acronym for Spiritual Gifts, Heart (or passion), Abilities, Personality, Experience.

What Is The Term Of The Selection Committee?

- Elders, Deacons Group Leaders and Selection Committee Members are appointed by the church for a term of 3 years with a maximum of 2 consecutive terms in leadership. Leaders can be nominated and appointed to different rolls during their 3 year term by a vote of affirmation by the church, but they must still have a one year break from leadership after two consecutive terms in Leadership (regardless of how long they have held office in the new leadership position they are appointed to).
- As with all lay leaders on the church council, Selection Committee members are nominated by the Selection Committee after consultation with the church, and they are affirmed by the church by vote at the Annual Church Meeting.

Ettalong Baptist Church – Special Committees:

The Church may appoint from time to time Special Committees or Project Groups for specific functions to assist in the general efficiency of the Church program; For example committees for Pastoral search, Vision Casting, Review of ministries, etc. Special Committees may be formed by recommendation of the Pastors, the Elders, the Diaconate or the Church Council.

These Special Committees should report to the Church Congregational Meeting as appropriate.

- Members for these groups should be nominated by the Selection Committee after consultation with those recommending the formation of the committee, and after consultation with the whole church. Members of these groups may be both Ministry Partners and general Church Members as appropriate. Members of these groups are affirmed by the church by vote at a Church Congregational Meeting.

Ettalong Baptist Church – Meetings & Reporting:

Ettalong Baptist Church believes in and practices Congregational government. Congregational government may be defined as a form of church government in which the local church is autonomous and at which the major decisions affecting the church are made by the members of the church. It's a form of government which while demanding the separation of church and state stresses the priesthood of all believers and operates on the assumption that the Holy Spirit will guide the decision-making process to conclusions commensurate with the Will of God. In this case the Church is a Theocracy (governed by God) rather than a Democracy (governed by the people).

The Church meets at least four times a year to seek the mind of Christ through a Congregational meeting. These meetings are:

Congregational Annual General Meeting

- At this meeting we affirm Elders, Deacons, Group Leaders and Selection Committee members for their 3 year terms.
- At this meeting we accept, and reflect on the Annual Church Reports.
- This meeting is chaired by the Diaconate Chairperson or if they are not available, their representative.

Congregational Quarterly Meetings

- At this meeting we consider and reflect on reports presented by the Pastors, and the Treasurer.
- At this meeting we consider items of business referred to the meeting by the church leadership.
- At this meeting we reflect on how well we are meeting our vision, purpose and values.
- At this meeting we affirm Ministry Leaders.
- At the appropriate quarterly meeting we affirm the budget presented by the Church Leadership.
- This meeting is chaired by the Diaconate chairperson or if they are not available, their representative.

Special Congregational Meetings

- These are called from time to time by the Church Leadership for special and urgent items of business.

Other Leadership Meetings:

Elders Meetings

- Held monthly or as needed.
- Chaired by the Lead Pastor.
- Brief minutes should be kept of these meetings and passed to the Church Secretary for filing. These minutes should be distributed to all Pastors, Elders, Deacons and Group Leaders. Any confidential or sensitive matters that are discussed should be carefully minuted as required and filed, but should not be distributed with the rest of the minutes.
- Elders also supervise, mentor and encourage Group Leaders, and should meet individually with the Leaders under their care at least bi-monthly at a time and place suitable to them both.

Deacons Meetings

- Held on the third Monday of each month or as needed.
- Chaired by the Diaconate Chairperson or if they are not available, their representative.
- A representative from the Elders and from the Group Leaders also attend and participate in the meetings.
- Minutes of these meetings are distributed to all Pastors, Elders, Deacons, and Group Leaders.

Special Committees or Project Group Meetings

- From time to time the church will set aside a short term committee to consider a special project or issue. Minutes of these meetings should generally be passed on to all Pastors, Elders, Deacons, and Group Leaders.

(Continued on next page)

Church Council Meetings:

- Twice a year all Pastors, Elders, Deacons, and Group Leaders shall meet. At this meeting each Group Leader should share briefly about the ministries in their group. Before the meeting Group Leaders should speak with the Ministry Leaders in their groups and ask if there is anything they should share on behalf of their group. The Deacons and Elders should also be given an opportunity to briefly share. This would also be a good opportunity to look at the Church Calendar for the next 6 months.

Reports – Keeping Each Other Informed:

- The Lead Pastor should write a monthly report to distribute to all Pastors, Elders, Deacons and Group Leaders. This should be written and distributed at least before 9pm on the Saturday before the monthly Deacons meeting.
- The church Treasurer needs to present a financial report each month. This should be compiled and distributed at least before 9pm on the Saturday before the monthly Deacons meeting.
- Associate Pastors, should write a report at least every three months or more regularly if desired, to distribute to all Pastors, Elders, Deacons and Group Leaders. This should be written and distributed at least before 9pm on the Saturday before the monthly Deacons meeting.
- Elders, Deacons and Group Leaders should write reports as required and at least once every 6 months.
- Annual Reports should be written by the Church Secretary, each of the Pastors, Group Leaders and Ministry Leaders or their representatives. Ministry Leaders should pass their reports to their Group leader first. The Group Leader should write a report that introduces and summarises what is happening in their Ministry Group and plans for the future. All the reports can then be passed on to the Church Administrator.

Gift Definitions and Scripture References:

The following three pages contain suggested definitions of spiritual gifts found listed or described in the Bible. It is not meant to be a dogmatic or exhaustive list, but is helpful for reading this document.

A. Prophecy. The gift of prophecy is the special ability that God gives to certain members of the Body of Christ to receive and communicate an immediate message of God to His people through a divinely anointed utterance.

Luke 7:26 - Acts 15:32 - Acts 21:9-11 - Romans 12:6 - 1 Corinthians 12:10, 28 - Ephesians 4:11-14

B. Pastor. The gift of pastor is the special ability that God gives to certain members of the Body of Christ to assume a long-term personal responsibility for the spiritual welfare of a group of believers. John 10:1-18 – Ephesians 4:11-14 - 1 Timothy 3:1-7 - 1 Peter 5:1-3

C. Teaching. The gift of teaching is the special ability that God gives to certain members of the Body of Christ to communicate information relevant to the health and ministry of the Body and its members in such a way that others will learn. Acts 18:24-28 - Acts 20:20, 21 - Romans 12:7 - Corinthians 12:28 - Ephesians 4:11-14

D. Wisdom. The gift of wisdom is the special ability that God gives to certain members of the Body of Christ to know the mind of the Holy Spirit in such a way as to receive insight into how given knowledge may best be applied to specific needs arising in the Body of Christ. Acts 6:3,10 - 1 Corinthians 2:1-13 - 1 Corinthians 12:8 - James 1:5,6 - 2 Peter 3:15,16

E. Knowledge. The gift of knowledge is the special ability that God gives to certain members of the Body of Christ to discover, accumulate, analyse and clarify information and ideas which are pertinent to the well-being of the Body. Acts 5:1-11 - 1 Corinthians 2:14 - 1 Corinthians 12:8 - 2 Corinthians 11:6 - Colossians 2:2, 3

F. Exhortation. The gift of exhortation is the special ability that God gives to certain members of the Body of Christ to minister words of comfort, consolation, encouragement and counsel to other members of the Body in such a way that they feel helped and healed. Acts 14:22 - Romans 12:8 - 1 Timothy 4:13 - Hebrews 10:25

G. Discerning of Spirits. The gift of discerning of spirits is the special ability that God gives to certain members of the Body of Christ to know with assurance whether certain behaviour purported to be of God is in reality divine, human or Satanic. Matthew 16:21-23 - Acts 5:1-11 - Acts 16:16-18 - 1 Corinthians 12:10 - 1 John 4:1-6

H. Giving. The gift of giving is the special ability that God gives to certain members of the Body of Christ to contribute their material resources to the work of the Lord with liberality and cheerfulness. Mark 12:41-44 - Romans 12:8 - 2 Corinthians 8:1-7 - 2 Corinthians 9:2-8

I. Helps. The gift of helps is the special ability that God gives to certain members of the Body of Christ to invest the talents they have in the life and ministry of other members of the Body, thus enabling those others to increase the effectiveness of their own spiritual gifts. Mark 15:40, 41 - Luke 8:2, 3 - Acts 9:36 - Romans 16:1,2 - 1 Corinthians 12:28

J. Mercy. The gift of mercy is the special ability that God gives to certain members of the Body of Christ to feel genuine empathy and compassion for individuals (both Christian and non-Christian) who suffer distressing physical, mental or emotional problems, and to translate that compassion into cheerfully done deeds which reflect Christ's love and alleviate the suffering. Matthew 20:29-34 - Matthew 25:34-40 - Mark 9:41 - Luke 10:33-35 - Acts 11:28-30 – Acts 16:33, 34 - Romans 12:8

K. Missionary. The gift of missionary is the special ability that God gives to certain members of the Body of Christ to minister whatever other spiritual gifts they have in a second culture. Acts 8:4 - Acts 13:2, 3 - Acts 22:21 - Romans 10:15 - 1 Corinthians 9:19-23

L. Evangelist. The gift of evangelist is the special ability that God gives to certain members of the Body of Christ to share the gospel with unbelievers in such a way that men and women become Jesus' disciples and responsible members of the Body of Christ. Acts 8:5, 6 - Acts 8:26-40 - Acts 14:21 - Acts 21:8 - Ephesians 4:11-14 - 2 Timothy 4:5

M. Hospitality. The gift of hospitality is the special ability that God gives to certain members of the Body of Christ to provide an open house and a warm welcome to those in need of food and lodging. Acts 16:14, 15 - Romans 12:9-13 - Romans 16:23 - Hebrews 13:1, 2 - 1 Peter 4:9

N. Faith. The gift of faith is the special ability that God gives to certain members of the Body of Christ to discern with extraordinary confidence the will and purposes of God for his work. Acts 11:22-24 - Acts 27:21-25 - Romans 4:18-21 - 1 Corinthians 12:9 - Hebrews 11

O. Leadership. The gift of leadership is the special ability that God gives to certain members of the Body of Christ to set goals in accordance with God's purpose for the future and to communicate these goals to others in such a way that they voluntarily and harmoniously work together to accomplish those goals for the glory of God. Luke 9:51 - Acts 7:10 - Acts 15:7-11 - Romans 12:8 - I Timothy 5:17 - Hebrews 13:17

P. Administration. The gift of administration is the special ability that God gives to certain members of the Body of Christ to understand clearly the immediate and long-range goals of a particular unit of the Body of Christ and to devise and execute effective plans for the accomplishment of those goals. Luke 14:28-30 - Acts 6:1-7 - Acts 27:11 - 1 Corinthians 12:28 - Titus 1:5

Q. Miracles. The gift of miracles is the special ability that God gives to certain members of the Body of Christ to serve as human intermediaries through whom it pleases God to perform powerful acts that are perceived by observers to have altered the ordinary course of nature. Acts 9:36-42 - Acts 19:11-20 - Acts 20:7-12 - Romans 15:18, 19 - 1 Corinthians 12:10, 28 - 2 Corinthians 12:12

R. Healing. The gift of healing is the special ability that God gives to certain members of the Body of Christ to serve as human intermediaries through whom it pleases God to cure illness and restore health apart from the use of natural means. Acts 3:1-10 - Acts 5:12-16 - Acts 9:32-35 - Acts 28:7-10 - 1 Corinthians 12:9, 28

S. Tongues. The gift of tongues is the special ability that God gives to certain members of the Body of Christ (a) to speak to God in a language they have never learned and/or (b) to receive and communicate an immediate message of God to his people through a divinely anointed utterance in a language they never learned. Mark 16:17 - Acts 2:1-13 - Acts 10:44-46 - Acts 19:1-7 - 1 Corinthians 12:10, 28 - 1 Corinthians 14:13-19

T. Interpretation. The gift of interpretation is the special ability that God gives to certain members of the Body of Christ to make known in the vernacular the message of one who speaks in tongues. 1 Corinthians 12:10, 30 - I Corinthians 14:13 - 1 Corinthians 14:26-28

U. Voluntary Poverty. The gift of voluntary poverty is the special ability that God gives to certain members of the Body of Christ to renounce material comfort and luxury and adopt a personal lifestyle equivalent to those living at the poverty level in a given society in order to serve God more effectively. Acts 2:44, 45 - Acts 4:34-37 - 1 Corinthians 13:1-3 - 2 Corinthians 6:10 - 2 Corinthians 8:9

V. Celibacy. The gift of celibacy is the special ability that God gives to certain members of the Body of Christ to remain single and enjoy it; to be unmarried and not suffer undue sexual temptations. Matthew 19:10-12 - 1 Corinthians 7:7, 8

W. Intercession. The gift of intercession is the special ability that God gives to certain members of the Body of Christ to pray for extended periods of time on a regular basis and see frequent and specific answers to their prayers, to a degree much greater than that which is expected of the average Christian. Luke 22:41-44 - Acts 12:12 - Colossians 1:9-12 - Colossians 4:12, 13 - 1 Timothy 2:1,2 - James 5:14-16

X. Martyrdom: The gift of martyrdom is the special ability that God gives to certain members of the Body of Christ to undergo suffering for the faith even to the point of death, while consistently displaying a joyous and victorious attitude which brings glory to God. 1 Corinthians 13:3 - Acts 5:27-41 - Acts 7:54-60 - Acts 12:1-5 - 2 Corinthians 11:21-30 - 2 Corinthians 12:9-10

Y. Service. The gift of service is the special ability that God gives to certain members of the Body of Christ to identify the unmet needs involved in a task related to God's work, and to make use of available resources to meet those needs and help accomplish the desired results. Acts 6:1-7 - Romans 12:7 - Galatians 6:2, 10 - 2 Timothy 1:16-18 - Titus 3:14