

## SCCEFC Summary of Positions and Brief Description

Title	Ministry
Lay Elders	<ul style="list-style-type: none"> <li>● Look after spiritual well-being of the congregations</li> <li>● Work with pastoral staff to coordinate spiritual matters</li> <li>● Deals with disciplinary issues together with the Senior Pastor and Lead Pastors when needed</li> <li>● Reference to the following by-laws governing Elders:</li> </ul> <p style="margin-left: 40px;"><b>5.3 - Elders Duties</b></p> <p style="margin-left: 40px;"><b>5.3.1</b> - The Lay Elder(s) shall work together with members of the Pastoral staff to care for the spiritual needs of our congregations.</p> <p style="margin-left: 40px;"><b>5.3.2</b> - In the absence of the Senior Pastor, Congregational Lead Pastor, Associate Pastor(s), Assistant Pastor(s), and Lay Elders, the congregational MOT shall coordinate the services of the church.</p>
Directors (CB)	<ul style="list-style-type: none"> <li>● Governing body over the entire church</li> <li>● Long term church ministry direction – such as new congregation(s), satellite church, church planting, and building program, etc.</li> <li>● Call JMM and submit relevant items to JMM for approval</li> <li>● A Chair, Vice-Chair and Secretary is nominated and elected in the JMM</li> <li>● Oversee the approved constitution and by-laws and implement any changes</li> <li>● Uphold church policies and procedures according to the constitution and by-laws</li> <li>● Conduct annual ministry reviews and health checks of the Church</li> <li>● Accountable to the members of the Church at its JMM</li> <li>● Reference to the following by-laws governing CB:</li> </ul> <p style="margin-left: 40px;"><b>3.1.2 - The governance responsibilities of the CB are:</b></p> <ul style="list-style-type: none"> <li>● Providing strategic leadership to Church’s core value, vision, mission, goals, long-term plans, and ministry priorities;</li> <li>● Delegating authority and responsibility to ministry and operational teams;</li> <li>● Monitoring performance and measuring results;</li> <li>● Calling of regular or special JMM</li> <li>● The CB is the fiduciary of the Church.</li> </ul>

	<p><b>4.2.1 - The duties of the CB directors are:</b></p> <ul style="list-style-type: none"> <li>● act as the governing body in the approval of ministry and operational areas including ministry areas and directions, budgets, facility needs that impact the entire church;</li> <li>● submit to JMM matters which require JMM action or vote;</li> <li>● submit the annual budget for a vote as well as the affirmation of nominees for CB members;</li> <li>● foster inter-congregational relations and contacts with other Evangelical Free churches and related organizations;</li> <li>● oversee the constitution and bylaws and implement any changes, as required, upon approval of JMM;</li> <li>● provide direction in matters of church policies and procedures according to the constitution and bylaws;</li> <li>● conduct annual ministry reviews and health checks of the Church, and</li> <li>● is accountable to the members of the Church at its JMM.</li> </ul>
<p>Ministry Management Team (MMT)</p>	<ul style="list-style-type: none"> <li>● Within the MMT team, a voting takes place to select a Chair, Vice-Chair and Secretary. This voting takes place after MMT is formed.</li> <li>● Attend quarterly meetings</li> <li>● Reference to the following by-laws governing MMT:</li> </ul> <p><b>3.3.1 - The MMT shall have cross-congregation operational authority and operational supervision over the entire ministry of the church. It also deals with cross-congregation operational issues, which affect the entire church and should foster coordination and support among the congregations. The operational responsibilities of the MMT are:</b></p> <ul style="list-style-type: none"> <li>● Providing cross-congregational leadership to support the Church’s core value, vision, mission, goals, long-term operational plans, and ministry priorities;</li> <li>● Delegating authority and responsibility to ministry and operational teams;</li> <li>● Monitoring performance and measuring results.</li> </ul> <p>The MMT is expected to include the following:</p> <ul style="list-style-type: none"> <li>● act as the cross congregational operation body in church ministries and operational areas including ministry areas and directions, budgets, execution of church policies and procedures and facility needs that impact the entire church;</li> <li>● submit critical matters to CB in which require church action or vote;</li> <li>● submit annual plans and budget to the CB prior to JMM approval;</li> <li>● foster inter-congregational relations and conflict resolution;</li> </ul>

	<ul style="list-style-type: none"> <li>● conduct regular ministry reviews and health checks of each congregation (at least once every 2 years) with results submitted to the CB, and</li> <li>● is accountable to the CB.</li> </ul> <p><b>3.3.2</b> - The membership of the MMT shall have a minimum of 11 members and consists of the Senior Pastor (Chair or delegated to other), the Operations Officer, Congregation Lead Pastors, Cross-congregational Team Chairs, and MOT chairs.</p>
Mission Team Chair (part of MMT)	<ul style="list-style-type: none"> <li>● Encourage the participation for missions</li> <li>● Organize mission conferences</li> <li>● Plan and promote STM</li> <li>● Lead joint church mission activities</li> <li>● Provide mission training for believers at home or abroad</li> <li>● Prepare mission budget for approval</li> </ul>
Finance Team Chair (part of MMT) – Treasurer	<ul style="list-style-type: none"> <li>● Work with the Operations Officer</li> <li>● Assisted by Financial Secretaries</li> <li>● Prepare the church budget</li> <li>● Maintain donation records</li> <li>● Manage church payroll</li> <li>● Deposit all funds received</li> <li>● Make all disbursements and paying bills after proper authorization</li> <li>● Nominate internal and external auditors for JMM approval</li> <li>● As a member of the Trustee</li> </ul>
Facilities Team Chair (part of MMT)	<ul style="list-style-type: none"> <li>● Ensuring the premises and property of the church are kept in good condition including building maintenance, security, health, safety, facilities rentals, church vehicle(s), information technology (IT), and equipment acquisition</li> <li>● Coordinate with church custodian, chief operations officer and team members, to ensure the building and surrounding property is kept in good/operable conditions throughout the year</li> <li>● Prepare yearly budgets of future projects as well as regular maintenance of the building in coordination with the team and church staff. Track said budget throughout the year</li> <li>● Schedule and lead quarterly meetings</li> <li>● Maintain and address any security needs related to health and safety of the building as well as safety of the occupants</li> <li>● Assist with any facilities rentals and church vehicle(s) on an as needed basis</li> <li>● Provide support and include for any Information technology (IT), and equipment acquisition with coordination with the Church IT Staff</li> </ul>

<p>Children Team Chair (part of MMT)</p>	<ul style="list-style-type: none"> <li>● Support the Children's Ministry operations</li> <li>● Chair the Children's Ministry Committee comprised of the Directors of Children Ministry, Special Needs Coordinator, Sunday School and Fellowship Coordinator</li> <li>● Liaise between the Children's Ministry and various congregations and ministries at church</li> <li>● Budget planning for the Children's Ministry</li> </ul>
<p>Ministry &amp; Operations Team (MOT) Chair</p>	<ul style="list-style-type: none"> <li>● Chair is nominated and elected in the JMM</li> <li>● Facilitate/Chair the MOT meetings</li> <li>● May have to fill in MMT team chair vacancies when needed</li> <li>● Participate in MMT and coordinate church ministries outside of the MOT area</li> <li>● Pray for and serve the pastoral staff and MOT members</li> <li>● Nurture and protect a safe space within MOT to challenge and listen to one another while applying biblical truth in all ministry areas</li> </ul>
<p>MOT Deacons</p>	<ul style="list-style-type: none"> <li>● Within the MOT team, a voting takes place to select a Vice-Chair and Secretary. This voting takes place after MOT is formed.</li> <li>● Elected by the JMM for each congregation</li> <li>● Focus on one of the following areas: Christian Education, Caring, Outreach, Fellowship or Worship</li> <li>● Pray for and serve the lay leaders within their associated teams</li> <li>● Encourage and disciple within the ministry area</li> <li>● Further Details of each ministry area as follows: <ul style="list-style-type: none"> <li>● <b>Christian Education Deacon</b> shall supervise and co-ordinate the work of Christian Education of the congregation, which includes the Sunday School and church library.</li> <li>● <b>Outreach Deacon</b> shall co-ordinate the evangelistic functions of the congregation, visitation in the cooperation with the Pastors and support joint congregational outreach activities.</li> <li>● <b>Caring Deacon</b> shall co-ordinate visitation in the cooperation with the Pastors, caring for the spiritual and material needs of the congregation within the means of the church.</li> <li>● <b>Fellowship Deacon</b> shall supervise and co-ordinate the congregational fellowship ministries, retreats and any joint fellowship programs.</li> <li>● <b>Worship Deacon</b> shall supervise and coordinate the worship services and related functions, including communion, baptism and music ministries.</li> </ul> </li> <li>● Reference to the following by-laws governing MMT:</li> </ul>

	<p><b>3.4.1</b> - The MOT shall have operational authority and operational supervision over individual congregation ministry of the church. The operational responsibilities of the MOT are:</p> <ul style="list-style-type: none"> <li>● Providing congregational leadership to support the Church’s core value, vision, mission, goals, long-term plans, and ministry priorities;</li> <li>● Delegating authority and responsibility to ministry and operational teams; The MOT is expected to:</li> <li>● act as the operation body in church ministries and operational areas including ministry areas and directions, and budgets that impact those ministries;</li> <li>● be accountable to and submit to MMT in matters which require church action or vote;</li> </ul> <p><b>3.4.2</b> - The membership of the MOT shall consist of the congregational lead pastor, congregational chair, and deacons for that congregation. The ministry areas are:</p> <ol style="list-style-type: none"> <li>1. Outreach</li> <li>2. Caring</li> <li>3. Worship</li> <li>4. Fellowship</li> <li>5. Christian Education/Discipleship/Mentorship</li> </ol>
Trustees	<ul style="list-style-type: none"> <li>● Maintain a record of all church assets and conduct an annual inventory count of the church records, assets, and properties and report to the CB and the JMM</li> <li>● Reference to the following by-laws governing Trustees:</li> </ul> <p><b>4.5 - Trustee Duties</b></p> <p><b>4.5.1</b> - Trustee shall maintain a record of all church assets and shall conduct an inventory count of the church records, assets and properties and report to the CB before the JMM.</p> <p><b>4.5.2</b> - Trustee shall ensure that the deeds and all important document of the church are kept in good order.</p> <p><b>4.5.3</b> - Trustee shall act as the legal signatory representing the church for mortgages, loans, purchase or disposal of church assets and properties after JMM approval of the purchase or disposition.</p>

Note:

- 1) In the case of any conflict between the Chinese translation of the by-laws quoted in the description above and the by-laws in English, the approved and most up-to-date version of the by-laws in the original English language shall prevail.