

Markham Baptist Church

Markham Ontario

BOARD AND COMMITTEE PROCESSES

2021

Purpose of the Manual

- *To provide consistency in actions and transparency*
- *To facilitate orientation for new committee members*

This manual and all contents are subject to the Markham Baptist Church
General Operating By-Law No 2, September 22, 2014.

The Board of Directors accepted this document for information, February 22 2021

Accepted February 22 2021

Patricia McGee, Moderator

SECTION 1

Basic Beliefs

Core Values

History of Markham Baptist Church

Notes

The Purpose of this manual is to

- 1. assist Board/Council chairs and Committee members in carrying out their responsibilities as outlined in the By-Laws.**
- 2. provide information that is available and transparent to all members and volunteers.**

NOTE forms in this manual are samples.

To obtain a specific form contact the Office Administrator in the office on the main floor.

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Markham Baptist Church

Basic Beliefs

- The divine inspiration, inerrancy, and authority of the Bible
- The triune Godhead-Father, Son, and Holy Spirit
- The simultaneous deity and humanity of Jesus, and His virgin birth
- The Person, work, and deity of the Holy Spirit
- The personal existence of God's defeated enemy, Satan
- The total depravity of man's nature through the fall
- The bodily resurrection of Jesus
- Salvation by grace alone through faith in Jesus
- Regeneration of believers at conversion by the Holy Spirit
- The baptism of the Holy Spirit at conversion
- The security of every born-again believer
- The sanctification of believers, both in standing (position) and state (practice)
- The giftedness of all believers, by the Holy Spirit- for works of service
- The unity of believers in the mystical body of Christ
- The imminent return of Christ, personally and bodily to judge the world and establish His eternal reign
- The resurrection of the dead

MBC Core Values

Markham Baptist is a dynamic congregation of people who are passionate about:

- Faith and commitment to Jesus Christ
- God-exalting worship
- Seeking to proclaim God's word because of its ability to transform lives
- Relying on prayer in all areas of personal and church life
- Excellence in all that we offer to God
- Learning and living Christ's teachings
- Modeling Christ's love for others, through caring relationships

- Evangelism, social concern and local and international missions

Our Vision

With Christ as our model, our vision is to:

- reach out to our community,
- care for individuals and families,
- offer Spirit-filled worship, and
- use our spiritual gifts.

Our Mission

Through the Holy Spirit we seek to:

- worship God,
- become fully devoted followers of Jesus Christ, and
- invite others to join us in this life-changing experience.

A History of Markham Baptist Church



In November 2015 we celebrated 60 wonderful years as a church family in Markham. Our 60th anniversary celebration was a smashing success, with gala dinner on the Saturday. On Sunday morning our first Pastor Don James was our guest speaker. He and his wife cut our anniversary cake.

During the Covid-19 pandemic, we held an enjoyable Zoom fellowship time to celebrate our 65th Anniversary.

Below is a brief history of our church. Markham Baptist Church started in the early 1950s as an outreach to the village of Markham, which was beginning its transformation from an agriculture community to a commuter destination.

In 1953 a young woman, Miss Pauline Vincent, came to Markham to start the Baptist work. She arranged to stay at a local hotel. But in the early hours of the morning, she was awakened by rowdy celebrations. Fearing for her safety, she knocked on the door of a nearby home. The owner, an Anglican, referred her to a lawyer colleague who was also a Baptist; he and his wife took her in.

Shortly after that, Baptist services were started in the old Orange Hall at the end of Church Street. (It was already called Church Street then; we can't lay claim to that!) Don James, then a student pastor at McMaster University, came each week and stayed with families to lead services starting in October. Miss Elvira Pepper (later Mrs. Binks) was a driving force behind new work.

The congregation was formally organized as a church on November 13, 1955 with 16 or 17 members. One year later we gained official recognition by the Baptist Convention of Ontario and Quebec. They began planning to build a church on the present site which was bought by the Baptist Convention.

In 1957, Paul Burns, another McMaster University student pastor took over leadership of the church. Two years later, the sod was turned in April by Mr. Walter Percy and the cornerstone was laid in November 1959 by Mr. Gordon Ratcliff.

The congregation grew steadily, and in 1988 the membership voted unanimously to expand the church to meet increasing demands.

In June 1990 the sod was turned by Mr. Dean Percy and excavation was started.

In August, Village Baptist Church joined our church family. The new addition was opened in February and dedicated in April 1991. The cornerstone was laid in April by Mr. George Long.

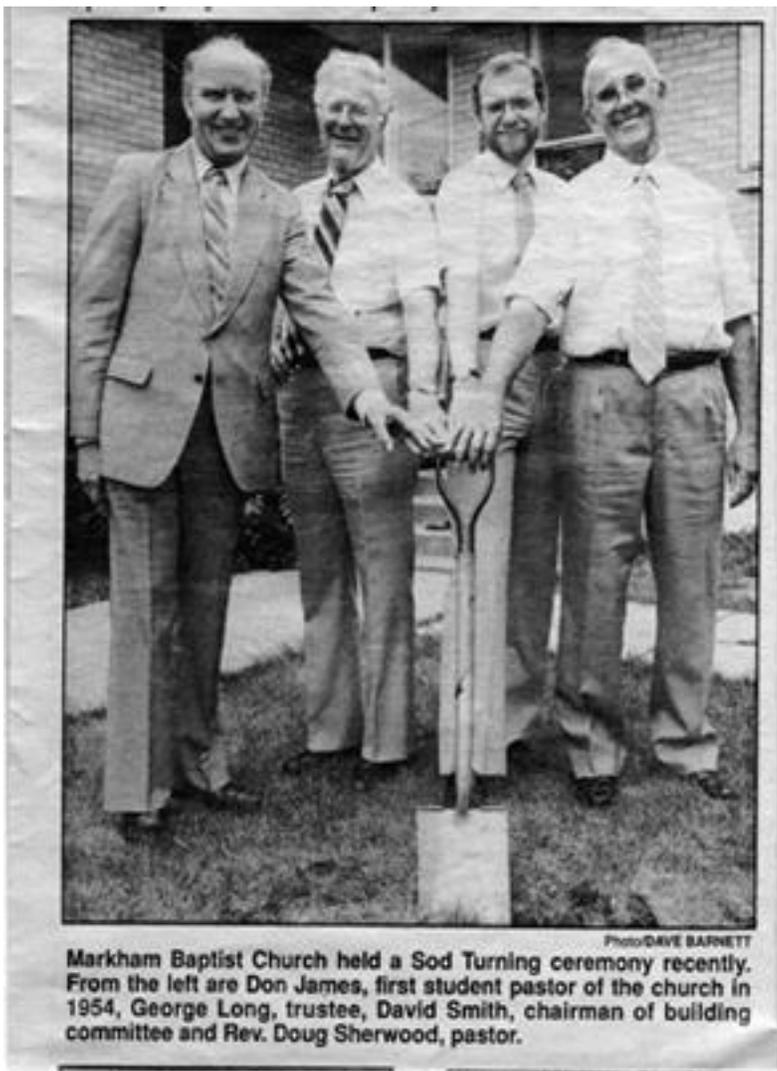
Rev. Dr. Bill Norman was called as pastor and served in that position until 2000 when Rev. Dr. Tom Cullen replaced him.

In recent years, the church has evolved to embrace its culturally diverse community and has developed a strategy focused on addressing the Christian message to the youth of Markham.

Rev. Dr. Tom Cullen served at Markham Baptist until 2009, when Rev. Murray Stovell stepped in as interim Lead pastor while the church searched prayerfully for a new pastor. In April 2011, Rev. Craig Rumble accepted our call and moved his family from Sarnia, Ontario, to become our current Lead pastor.

Our Charter Members

Hilda and Bill Webb, Alvira Pepper, Otha and Don Sim, Joyce and George Long, Wilf Bundy, Hattie Percy, Miss E. Percy, Arlene Rowarth, Sadie and Gordon Ratcliffe, Diane and Ian Ratcliffe, Mrs. Matthews, Don and Elsie James were MBC charter members.



Our Pastors

Lead Pastors	Youth Leaders
Don James (student)	Ron Hurlburt (1994 – 2004)
Paul Burns (student)	Jamie Eitel (2005 – 2007)
Alf Milligan (first full-time pastor)	Dexter Hinkson (2008 – 2009)
Fred Crossman	Madison Davis 2018 - 2019
Terry Dunlop	Victoria Doran 2019 - present
Fred Kahler	
Doug Sherwood	
Steve Black	
Bill Norman (1991 – 2000)	
Tom Cullen (2000 – 2009)	
Murray Stovell (2009 – 2011)	
Craig Rumble (2011 – present)	

ACCESS TO RECORDS

NOTE: THIS IS A LIST OF THE BINDERS TO BE FOUND IN THE RECORDS ROOM

All changes to forms, policies etc. to be sent to the Church Clerk

To access the Records Room, contact the Church Clerk who will meet you there.

- Contracts
- GST HST
- Health and Safety Manual
- Maintenance Schedule
- Management Committee Minutes 2017-2020
- Management Committee Minutes. 2014-2016
- Operations Manual #1
- Operations Manual. #2 See index
- Plan to Protect
- Plan to Protect Audit
- Policy Procedures and Guidelines (under review)
- Watkins Memorial Fund 2018 ...
- Watkins Memorial Fund 1992-2018
- WSIB Workers Safety and Insurance Board

Section Two

BOARD OF DIRECTORS

SECTION 2

See Constitution
Operating By-Law #2 September 22, 2014

Board of Directors

1

Duties of the Chair

Meetings of the Board/Council

- Notice of Meeting
- Frequency
- Recorder
- Agenda
- Summary of resolutions
- Minutes to be signed by scribe and chair before sending to Church Clerk

Congregational Meetings

- Minimum 3 times per year
- Notice of Meetings
- Agenda preparation
- Recorder
- Summary of resolutions
- Arrangements for slides
- Arrangements for sound
- Arrangements for refreshments

¹ See By-Law Section III

COVID-19 Process for Safe Re-opening of the Church Building

The following outlines how people will be protected during the Covid-19 pandemic

Stage One: Worship services only

Attendees are asked that they stay at home and continue to enjoy the virtual fellowship of our online YouTube services if any of the following apply to you or your family

- If you are not feeling well
- If you have been in contact with someone who has tested positive for Covid-19
- If you have pre-existing health concerns in relation to Covid-19
- If you are not yet comfortable with the thought of getting together in a group setting

For those who choose to attend they will expect the following

- Expect to bring a mask and wear it during the time you are in the church
- Expect to register online your intention to attend and reserve seats
- Expect to be guided to a seat arranged for physical distancing
- Expect that your family will sit together in their own “bubble”
- Expect that there will be no congregational singing or loud speaking. Bibles and Hymn books have been removed
- Expect to take all personal belongings with you to your seat. The coat rack will be closed
- Expect that a washroom on the main floor will be available for emergencies only. All other washrooms will be closed
- Expect that there will be no children’s services, nursery services or on -site children’s programs at this time. On -line Sunday School and other youth and children’s programs will continue
- Expect to be asked to register your name and telephone number for follow up by Public Health if an issue occurs.
- Expect to arrive early to permit easy entrance and maintain social distancing.
- Expect to be asked to advise us on- line or by telephone that you plan to attend.
- Expect to continue donating by E-transfer. A locked box is in the narthex for cheques or cash
- Expect that the kitchens, lower hall and gymnasium will be closed. The café will be reserved for staff members only
- Expect that other ministries, programs and rentals will be deferred for a later stage of re-opening
- Please speak to people from a social distance. Smile with your eyes because they have missed you and cannot see your welcoming smile
- **Stage Two:**
Opening of other ministry programs Information will follow
- **Stage Three:**
Rentals will begin when stages one and two are operating safely



MBC Protocols for All Group Events

Group Name _____ Group Leader _____ Date _____

Please read aloud and complete this checklist at the beginning of your event.

- 1. All attending must sign the tracking registry on the reverse side of this page
- 2. Everyone must wear a mask and use hand sanitizer on entering this room
- 3. Remember to implement social distancing – 6 feet /2 metres
- 4. Bring/Take home all your supplies (Bibles, study guides, notes, games)
- 5. Open and remember to close windows and doors for new, fresh air – ventilation
- 6. Obey signage in washrooms – handwashing and hand sanitizing
- 7. No food or drinks on site
- 8. Groups must use provided wipes (on sanitizing station) to wipe down all surfaces, light switches, door handles and furniture before leaving the lower hall

Group Leader Signature _____

At the end of your event please drop off this form at the Office Administrator's office on the main floor.

Re-Open MBC Task Group



WORK PLAN FOR RE-OPENING OF MINISTRY PROGRAMS

Committee _____ Chair _____

Leader _____ Helpers _____

Name of program you wish to re-open _____

We have read the YRCC Guidelines in respect to COVID 19 for this program

Yes ___ No ___

YRCC COVID-19: GUIDANCE FOR PLACES OF WORSHIP

YRCC COVID-19 GUIDANCE FOR DAY CAMPS

What area of the Church will be used? _____

Date and times requested _____

Who are the participants/ audience? _ _____

What activity is planned? _____

What is your communication plan? i.e., Include to the Church, to parents

What equipment will be used?

What is the sanitation plan?

Please return this completed form to the Office Administrator, who will take it to the Re-opening Committee

If you have any questions, please call or email the Re-opening Committee

Markham Baptist Church

PLAN TO PROTECT

A Protection Plan for Children, Youth and Vulnerable Adults

Board Approval on the 10th day of September 2018

P2P Binder is in Records Room

See attached Index

*All required forms can be found in the appendix.
To obtain a specific form contact the Office Administrator in main floor office*

IMPORTANT NOTE

This policy has been based in part on Plan to Protect® with copyright material from *Plan to Protect®* the manual. Permission has been granted to Markham Baptist Church to adapt the material for MBC Church use only. The development and preparation have been undertaken with great care. However, MBC and the employees and agents of Plan to Protect® are not responsible for any errors contained herein or for consequences that may ensue from use of materials or information contained in this work. This is a draft policy document. This policy is distributed with the understanding that it does not constitute legal advice. This policy is to be available through the member only section of the Markham Baptist Church website.

NOTE:

**The full document is in the Records Room and on the MBC website
Contact the Church Clerk for access.**

The following pages are the index for your reference.

Forms are located in the Administrator's Office, Main floor

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- MBC Church Responsibilities
 - Ethical Responsibility of MBC
 - Civil and Legal Responsibilities of MBC
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SECTION II

Duty to Act and Respond

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- Penalty for Failing to Report Child Abuse
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How to Join a MBC Ministry Team – Applicant Process

- Initial Screening
- Screening and Training Procedure
 - Step 1: Submit required forms
 - Step 2: Interview
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- Reading Requirements by Position & Activity

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PROTECTION GUIDELINES & PROCEDURES

- General Protection Guidelines & Procedures
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 - Safe Building
 - Personal Activities vs. Church Ministries
 - Anti-Bullying
- General Program Guidelines & Procedures
 - Registration Forms and Personal Information Protection
 - Attendance
 - Exception Approval Process
- Children’s Ministries Guidelines and Procedures (to age 11)
 - Ministry Personnel / Child Ratios
 - Occasional Observers

Receiving and Releasing Children

Washroom Guidelines

Physical Contact

Discipline & Classroom Management

Communication via Social Media, Email and Text Messaging

Youth Ministries Guidelines and Procedures (ages 12 to 17)

Ministry Personnel / Student Ratios

Physical Contact

Meetings with Youth

Open Door Policy

Communication via Social Media, Email and Text Messaging

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Vulnerable Adult Ministries Guidelines and Procedures

Ministry Personnel / Vulnerable Adult Ratios

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Complaint Investigation Process Overview

Complaint Investigation Process Detail

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Confidentiality

MBC Overview

MBC Response Procedure

Responding to an Allegation or Suspicion of ABUSE toward Vulnerable Adults

Confidentiality

MBC Response Procedure

Pastoral & Leadership Response and Counsel for the Victim

Pastoral & Leadership Response and Discipline for the Accused or Convicted

SECTION VIII – FORMS

Ministry Personnel Application Form Children, Youth and Vulnerable Adult Programs

Markham Baptist Church Code of Conduct - Ministry Personnel Interacting with Children, Youth or Vulnerable Adults

Ministry Personnel Confidential Reference Form

Community Volunteer Application Form

Children, Youth and Vulnerable Adult Programs

Community Volunteer Code of Conduct

Community Volunteer Confidential Reference Form

Volunteer Helper (ages 11-15) Application Form

References

Volunteer Helper – Confidential Reference Form

Vulnerable Sector Screen Process

Ministry Agreement Form and Covenant of Care

Children's Programs Registration and Consent Form

Youth Program's Registration and Consent Form

Incident/Accident Report

Suspected Abuse Report Form

Suspected Abuse Report Form Part 2

Letter of Informed Consent

Group Trips and Off-Site Travel Form

One Time Letter of Consent for Transportation and Release of Liability Agreement

One-Time Driver Form – Authorization to Transport on Behalf of MBC

Annual Driver Form – Annual Authorization to Transport on Behalf of MBC

Section 3

MANAGEMENT COMMITTEE²

Note: The Management Committee has separate operational manuals /binders kept in the office of the Church Clerk in the Lower Hall (See next page)

² See By-Law 5.02 Page 30

Accepted February 22 2021

Patricia McGee, Moderator

The following page is the index to the Management Committee Operations Manuals
OPERATIONS MANUAL INDEX

PLEASE REFER TO MANAGEMENT COMMITTEE MANUALS FOR DETAILED INFORMATION

1	Building Maintenance Schedule
2	Health & Safety Manual - See separate binder
3	Agreements, Roles & Responsibilities
4	Passwords
5	Overhead Projectors and Assisted Listing System
6	Policies, Procedures, Guidelines Index
7	Inside Key Inventory
8	Protector Access Card Log (The Office Manager, Manages & Updates)
9	Fire Safety including Innovative Fire Inc.
10	Church & Group Rentals (the Office Manager updates)
11	Markham District High School - Evacuation Plan
12	Elevator Instructions & Elevating License
13	Combination Lock Instructions - re gate lock
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15	Monthly Automatic Payments
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18	Shredding
19	Backflow Preventer Test & Inspection Report
20	Snow Removal
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23	Phone System
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25	Transfer of Gifts of Securities Form
26	Storm Water Fees
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NOTE
To book a room for a church related meeting see the Office Administrator person in the office on the main floor

Markham Baptist Church Agreement for Use of Premises

I/We _____

(name of person or organization)

of address _____

Request the use of (room or facility) _____

On the following dates and times: _____

As a user of the above-described rooms), I/we agree to abide by the following terms, conditions and responsibilities:

1. A fee will be due and payable in advance for the use of the premises.
2. Markham Baptist Church reserves the right of use of the building.
3. Smoking and use of alcoholic beverages or use of the premises for illegal or immoral purposes is not permitted.
4. User to set up any required chairs and tables and return them to proper storage position after use.
5. User to keep the premises in good repair during the permitted occupancy and leave the premises in tidy and clean and good condition, save for normal wear and tear. If the premises are left in an unclean condition for a period of two days after a request from the Management Committee representative to rectify the condition, then the occupied premises may be cleaned, and the cost charged to the user.
6. In the event of damage to the premises, the Management Committee representative shall be advised as soon as is reasonable, and arrangements made by the user to repair the premises to the original condition within five days of the sustained damage. If the damage remains unrepaired after five days of written notice to the user by the , the repairs may be affected, and the costs charged to the user.
7. User to leave the premises in a locked and secure manner, and lights turned off.
8. User is not to cause a nuisance or inconvenience or injury to other groups using the premises, or to any neighbours within reasonable distance from the premises.
9. User agrees that any signs, notices, advertisements or listings of the user which use the name of Markham Baptist Church, shall not be placed without first obtaining the approval of the Management Committee. No sign notice or advertisement by the user shall be placed or posted in the facilities or on the premises without permission of the Management Committee.
10. User will not advertise to the public regarding its use of the premises unless approval is obtained from the Management Committee, which approval shall not be unreasonably withheld.
11. The Management Committee nor Markham Baptist Church shall not be in any way liable or subject to any action, any claim or demand for damages, loss or injury to the user, its agents or its invitees however arising sustained or occasioned in connection with the permitted use of the premises.
12. The Management Committee shall be held harmless and indemnified from all claims, demands or suits made or brought against Markham Baptist Church or the Management Committee arising directly or indirectly out of the permitted use of the premises by the user or its invitees.
13. Suits made or brought against Markham Baptist Church or the Management Committee arising directly or indirectly out of the permitted use of the premises by the user or its invitees.
14. The Management Committee agrees to deliver the premises to the user in a reasonably clean and tidy condition upon the time and date stipulated for the proposed use.
15. Subject to any fixed period set out above, this use agreement may be terminated by either party on notice of two weeks or without notice should the terms and conditions be violated

Accepted February 22 2021

Patricia McGee, Moderator

16. The person designated on this agreement as the representative for the user will be responsible on behalf of the user for enforcing the above agreements and all other matters relating to the agreement. The Board of Management will provide a key to this person who will provide it proper security and return it at the completion of this agreement.

Description of use of premises under this agreement:

Cost of use of premises under this agreement:

Payment arrangements under this agreement:

I/We agree to the above terms and conditions: Name: _____ Signed: _____ Date: _____

Permission to use the described premises as set out above approved by the Board of Management:

Name: _____ Signed: _____ Date: _____

Rental of Facilities

- Arrangements are made with the Office Administrator, in consultation with a member of the Management Committee or delegate,
- See the attached sample agreement form
- The Office Administrator keeps a calendar schedule of rentals
- NOTE MBC is Scent Free
- **A copy of the Renters Insurance coverage of the building is required**

Management Committee

Treasurer

- Sit as member of the Management Committee
- Chair of the Finance Committee
- Verify approval of all expenses by committee chairs.
- Prepare all payments by cheques or On-Line payments
- Track and print pre-authorized payments
- Prepare payroll and confirm with Comptroller. See page 28-29
- Prepare-transfer of bi-weekly payroll
- Submit staff pension contributions to Sun Life Insurance Company
- Retrieve Benefit Form sent by J&D Benefits
- Prepare package of receipts and disbursements for the bookkeeper
- Present Monthly Financial update to Management and Board of Directors
- Present Financial Reports at Congregational meetings
- Assist with Annual Budget preparation
- Assist with preparation of information for the Annual Review by Auditor
- Assist Deacons with financial aspects of salary reviews
- Follow up on rent and post-dated cheques for 114 Church Street property
- Verify rent from facility rentals
- Follow up on all lease arrangements
- Consult with Comptroller to prepare T3010 annual Charitable Report
- Retrieve and process all donations by e-transfer
- Prepare summary sheet of all donations received from the Missions Committee
- Prepare requests for payments to Mission recipients and prepares payments
- Prepare pre-authorized donation list through Scotia Connect (See sample instructions)
- Receive from Lead Pastor report of yearly transactions for Benevolent Fund.
- Facilitate receipt of security donations

Comptroller

- Sit as member of the Management and Finance Committees
- Consult on all aspects of financial matters
- Receive monthly data from Bookkeeper
- Produce financial statement
- Confirm bi-weekly payroll
- Bi-annually prepare and submit GST/PST rebate application
- Consult with Treasurer to prepare T3010 annual Charitable Report
- Oversee annual budget preparation
- Prepare information for the Annual Review by Auditor

Management Committee

Reimbursement of Expenses (Staff and Volunteers) ALSO LISTED IN DEACONS SECTION AND POLICY AND CARE OF MANAGEMENT AND STAFF

Forms in Office Administrator's office, Main floor

REIMBURSEMENT OF EXPENSES

Staff members are entitled to reimbursement for documented expenses related to their authorized duties. The reimbursement form is to be signed and submitted to the Church Treasurer. All expenses are subject to the approval of the Chair of the Deacons' Committee.

1. Mileage costs will be reimbursed at the CBOQ recommended rates for actual business driving, not including travel between home and the church.
2. 407ETR expenses will be reimbursed for business travel that requires the use of this route. A detailed log is to be submitted.
3. Meals and other related ministry expenses will be reimbursed when receipts are submitted along with an explanation for the expenses.
4. Overnight related ministry events, for staff paid on an hourly basis will be approved by the Chair of the Deacons in consultation with the Lead Pastor. An itinerary will be provided. Registration, accommodation, food and travel costs will be approved by the Deacons Chair and reimbursed when accompanied by the appropriate receipts. The employee may be paid up to a maximum of 12 hours in a **24-hour** overnight situation, at his/her contracted hourly rate of pay. The number of hours submitted may not include hours over the employee's annual allotment. Reimbursement will not be provided for leisure or sleep hours. The maximum number of ministry related overnight events in a **12-month** period may not exceed five (e.g., one professional development event; one each junior and senior CBOQ youth event; one junior/senior youth retreat; and an in-church Thirty Hour Famine).

See sample: Reimbursement Form Page 36 of Operations Manual

Management Committee

Payroll Process.

All part time employees are required to complete the MBC "Biweekly Time and Attendance Record" form prior to each bi-weekly payroll and submit to Lead Pastor for approval who will then send a copy to the Treasurer and Chair of Deacons – *see attached sample*.

Treasurer will prepare pay sheets for all employees and send to Comptroller for confirmation.

Treasurer will e-transfer pay to each employee.

Treasurer will give to each employee a copy of his or her pay sheet.

Markham Baptist Church Board and Committee Processes

Treasurer will prepare current source deductions for submission to the Receiver General of Canada before the 15th of the month. Payment to be made through online bank account –government payments.

Reference: MBC Operations Manual - #39 Payroll Procedure
Amended September 4, 2020

**Markham Baptist Church
Biweekly Time and Attendance Record**

Employee Name:	
Address:	
Phone:	

Dates	Bi Weekly

Please record hours worked and submit to Lead Pastor for approval.

List Dates Worked	Hours Worked	Activity
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
	0.00	
Total Hrs:	0.00	
Rate/Hour:		
Total Pay:	\$ -	

Signature _____ Date _____

Lead Pastor Signature

Sick days taken No.____ Dates _____
Vacation days taken No.____
Dates _____

TREASURER COMMENTS :

Management Committee Guidelines for Issuing Tax Receipts

For a donation to be considered a gift for tax purposes, the following conditions must be met:

- Voluntary and free will donations
- Transferred – from a donor to a registered charity or other qualified donee
- Property – cash or gifts in kind.
- Types of gifts that generally qualify for Donation Receipts .Cash, Gifts – Cash or Cheques
- Gifts in Kind – Non-Cash Gifts

Gifts in Kind can be:

- Bequests – could be cash
- Capital Property – stocks, bonds, land, building, equipment etc.
- Personal Property for which fair market value can be determined – computer, clothes, furniture, artwork etc.
- Life Insurance Policy
- Canadian Cultural Property

Examples of transactions for which no Donation Receipt can be issued:

- Court ordered payment or transfer of property to a charity
- Payment of basic admission fees
- Payment for a lottery ticket
- Gifts in Kind for which a fair market value cannot be determined
- Gifts with a direction from the donor to give the funds to a specific person or family
- Pledges
- Contribution of Services - not property so not eligible

Information we need to know before issuing a receipt:

- What is the fair market value of the property transferred – generally the highest price that the property would bring in an open and unrestricted market between a willing buyer and a willing seller acting independently of each other
- Has the donor received something in return for the gift – a charity may choose to give a token of appreciation to the donor in return for the gift e.g., property (pen or t shirt), use of property (cottage or vehicle), provision of service (free day care)?

Fair market value (FMV) of the advantage is the value received by the donor not its cost to the charity.

The eligible amount of the gift may need to be reduced by the amount of the advantage.

If the value of the advantage is the lesser of 10% of the property transferred or \$75 it need not be subtracted from the amount of the donation.

This rule does not apply to the value of the activity that is the object of the fund-raising event – e.g., value of dinner at a dinner fundraiser or golf fees at a golf tournament fundraiser or to cash or near cash equivalents like gift certificates, coupons or vouchers.

- Is the gift eligible for a tax receipt – FMV of advantage received by the donor must be 80% or less of the FMV of the donation. Where it is more than 80% there is no intention to make a gift and no receipt can be issued e.g., donor receives a dinner/theatre package worth \$175 for a \$200 donation = not eligible.

Accepted February 22 2021

Patricia McGee, Moderator

- What is the amount to be receipted?

Property donated for an Auction:

- Receipts can be issued for FMV of the property
- If FMV cannot be established no receipt should be issued

Bids on items during Auction

- FMV must be established and announced in advance
- Final bid must meet the intention to give a threshold
- Charity can calculate the intention to give threshold in advance by multiplying the FMV by 125%, e.g., FMV is \$500 – minimum bid for receipt to be issued is \$625 – highest bid is \$750 – tax receipt is \$250.
- Golf Tournament Example
- Ticket Price = \$300
- Green Fees = \$75
- Cart Rental = \$25
- Food and beverage = \$50
- Door prizes total \$3,000 (100 attending therefore \$30 each)
- Golf hat = \$20
- Door prize + golf hat = \$50 which exceeds lesser of \$75 or 10% of the \$300 ticket price.

Management Committee

Bookkeeper

First of the Month:

- Receives package of Receipts, Disbursements etc. from Treasurer
- Enters all information into Quick Book System

Fifteenth of the Month:

- Notify Comptroller when the months entries are completed
- Prepare and send quarterly reports for each committee chair and discuss as necessary
- Make all year end entries and put package together for auditor.
- Assist in questionnaire from auditor where necessary.

Management Committee

Envelope Secretary

Process

- Receive weekly teller sheets and e-transfer summary sheets (see attached samples)
- Enter donation amount into receipts program
- Keep Addresses up to date
- Print income tax charitable receipts yearly
- Confer with Management for thank you letter to accompany the Charitable receipts
- Order and distribute offering envelopes
- Keep Guideline for Issuing Tax Receipts up to date (See Guideline)

Management Committee

Tellers

- Office Administrator prepares schedule of Tellers
- Two tellers per Sunday
- Tellers count offering and prepare Teller Sheet for Envelope Secretary, Treasurer and Bookkeeper
- Tellers prepare deposit slip and place deposit in Drop Box Deposit Bag and take envelope to the bank drop box using the drop box key
- Deposit box key in the Tellers drawer in the Church Office
- Return deposit box key to the Tellers drawer before next Sunday

Accepted February 22 2021

Patricia McGee, Moderator

See Sample Tellers Master Sheet and Tellers e-Transfer sheet

TELLERS' SHEET

Regular offering

Date	Teller 1						
TOTALS		(indicates you both verified the envelopes with this sheet)					
0.00						Envelope Secretary	
BUILDING	0.00					Bookkeeper	
0.00		Verify Total					
OTHER	0.00						
			CASH	0.00			
			CHEQUES	0.00			
Total Deposit	0.00		Total	0.00			
ENV #	Total Cheques	General	Missions	Building	Benevolent	Other	Comments
Loose							

E TRANSFER

Date	Teller 1					Teller 2	
TOTALS		(indicates you both verified the envelopes with this sheet)					
0.00						Envelope Secretary	
MISSIONS	0.00					Treasurer	
BUILDING	0.00					Bookkeeper	
0.00		Verify Total					
OTHER	0.00						
			CASH	0.00			
			CHEQUES	0.00			
Total Deposit	0.00		Total	0.00			
ENV #	Total Cheques	General	Missions	Building	Benevolent	Other	Comments
Loose Money							

Management Committee

Church Clerk

Maintains all records of the MBC Corporation and Designated Person to maintain records of the Plan to Protect program.

Note: All changes to forms and policies are to be sent to the Church Clerk for updating of Binders and computer backup.

Ongoing

- Continually monitor and update leadership re training and forms
- Keep Members and Adherents Lists up to date
- Update weddings and memorials to Registry
- Update names of baptismal candidates and baby dedications to Registry
- Prepare hard copy Police Check letters as needed
- Ensure minutes of all Committees are filed in relevant binders in filing room and a soft copy in Church clerk files

January

- Ask for attendance records and prepare numbers for insurance
- Update Members and Adherents list as of year end
- Prepare CBOQ Report. Will receive request by email from CBOQ
- Prepare copies of Directors' Minutes (Signed) for auditor
- Prepare Church Clerk report as of December 31st
- Have Office Administrator to back up office files on MBC external hard drive
- Collect & file in the yearly binder the Registration, Attendance and Travel Records for Children and Youth to December 31st
- Ask Office Administrator for Congregational Attendance for prior year
- Make new supply of Sunday School Attendance Records

February

- Annual Business Meeting – take minutes – send minutes to the Chair of Board of Directors and on approval send PDF of Minutes of Congregational Meeting to the Office Administrator to post on Members section of website
- Update Members and Adherents List for Deacons.

March April May

Markham Baptist Church Board and Committee Processes

Review Membership and Adherent Lists and advise the Chair of Deacons and Pastor of any changes or motions required – send letters as required for June meeting.

June

- Prepare Church Clerk's report for June Congregational Meeting
- Annual Business Meeting. Take minutes and send to the Moderator
- When minutes approved send PDF to Office Administrator for posting on web site
- Before June 30 send copy of T3010 Registered Charity Report to CBOQ, received from Treasurer
- Ask Treasurer for back up for prior year financial records to be added to MBC hard drive
- Notify CBOQ of change of officers, volunteers, staff after June Business Meeting
- Prepare Industry Canada Form 4006 Change of Directors within 15 days of June Business Meeting

July

- Prepare new Board of Director's lists. Send copy to Scotia Bank
- Collect and file Registration, Attendance and Travel records for children and youth

August

September

- Replace current Code of Conduct records
- File previous years records in the middle drawer of the filing cabinet in Records Room
- Print new Sunday School etc. Attendance Records and setup in new year binders
- Review Membership and Adherents Lists and advise Chair of Deacons and Pastor of any changes or motions required for Fall Business Meeting. Send letters as required.

October or November

- Attend Fall Business Meeting
- Record for Congregational Meetings Minutes and send copy to Moderator
- When minutes approved send PDF to Office Administrator for posting on web site
- Prepare and send Industry Canada Form 4022 Annual Return.

December

- Update Membership and Adherent Lists. Issue December 31 list of changes
- Start new list for January 1

Management Committee

Scent Free Policy

MBC strives to be a scent free place. We ask that all those who enter the building be considerate of those who suffer from scent sensitivity or environmental illness. Any or several of the following can result from being exposed to the chemical triggers found in scents

- Headache
- Dizziness
- Fatigue
- Nausea
- Watery Eyes
- Stuffy nose and or sinusitis
- Coughing
- Chest tightness
- Wheezing
- Shortness of breath

We ask that those entering the building refrain from wearing scented products or switch to scent -free versions of the following products. The list is not exhaustive

- Perfume
- Cologne
- Aftershave
- Scented hair spray, gels or other styling products
- Scented face or body creams and lotions
- Scented deodorant

Unscented cleaning products are to be used.

Management Committee

Evacuation Plan for Markham District High School

MDHS Evacuation Plan

Teachers and Educational Assistants with Students by Grade

Grade 9 classes + injured staff and students evacuate to Franklin Public School 21 Franklin Street

Grade 10 classes evacuate to Markham Baptist Church 110 Church Street

Grade 11 and 12 Students (under 18) and their teachers and Educational Assistants evacuate to Reesor Park Public School 60 Wooten Way North

Teachers take attendance on arrival at the evacuation site.

Teachers and Educational Assistants remain with the class they were with at the time of the evacuation until instructed otherwise

White Pass Key to the MBC is in the vault at the High School.
Head of Music Department also has a white Pass key

SECTION 4

DEACONS' COMMITTEE³

³(see By-Law Page 33)

Deacons' Committee

Responsibilities of the Chair of Deacons' Committee

- Approve expenses (mail slot in Office)
- Appoint a chair and the members of the Watkins Fund Committee
- Arrange Communion server's schedule
- Arrange for performance reviews for MBC staff
- Arrange for personal contacts, visits, cards and flowers to be sent
- Arrange for seasonal décor of sanctuary
- Arrange guest speakers with the Pastor and obtain honorarium cheques from the Treasurer.
- Arrange prayer opportunities
- Arrange preparation of elements for Communion
- Arrange for ushers and coordinator of ushers and orientation for ushers
- Attend as many Sunday services and church events as possible
- Attend meetings of Board of Directors/Council
- Care for MBC family members, adherents
- Care for the Pastor and staff and deacons
- Co-ordinate funeral receptions when required
- Communicate and co-ordinate with other committees
- Coordinate Baptisms and education for candidates with the Pastor
- Coordinate fellowship events
- Delegate to committee members where possible
- Inform the Hearts and Flowers committee of need for cards or flowers
- Keep Deacons apprised and updated as appropriate
- Manage Watkins Memorial Fund
- Meet with Pastor on a regular basis
- Orient new deacons in the serving of Communion
- Plan Pastor's vacation schedule.
- Prepare monthly report for Board of Directors /Council meetings
- Prepare Personnel and General Budget in November /December and discuss with Treasurer
- Provide information for updating of employment contracts as needed
- Record dates of guest speakers
- Sign and send minutes of meetings to the Church Clerk

- Spend time in prayer, Practise Spiritual Disciplines
- Support small groups /study groups and service focused groups
- Support updating of Church Directory as needed
- Update Members and Adherents List as needed with the Church Clerk
- Welcome guests and visitors to the church
- Schedule Committee meetings
- Prepare Agendas for meetings with input from Pastor
- Ensure that minutes of meetings are circulated to deacons' meetings are circulated to deacons, signed and when approved and forwarded to the Church Clerk.

Deacons' Committee

Baptisms

Guidelines for Deacons

- Arrange to have enough Baptismal gowns available for the service and arrange for their cleaning afterwards.
- Arrange with Management Committee for the baptismal tank to be cleaned and filled with warm water
- Arrange for a person to assist each candidate before and after the baptism.
- Arrange for a person to mop dry the Pastor's washroom, stairs ladies and men's lower-level washrooms.
- Provide large plastic bags for the wet baptismal gowns
- Connect with the candidates afterwards
- Arrange for congregation to approve the acceptance into membership if the candidate wishes
- Welcome the candidates into membership at the following Sunday if possible.

Guidelines for Baptismal Candidates

Things to have with you

- Swimsuit to wear under Baptismal gown
- A white collared shirt or blouse to wear under the gown
- Sandals or thongs because floor may be wet when you exit the baptismal tank
- Two bath towels
- Facecloth
- Hair dryer as needed to dry your hair
- Hairbrush / comb
- Kleenex
- Plastic bag for wet towels and clothes
- Your testimony, *written out/typed* for reading it while in the Baptismal tank

Include:

What Jesus means to you

The Scripture verse that is important to you

Why this is an important step in your spiritual journey

How this will affect your life going forward

Accepted February 22 2021

Patricia McGee, Moderator

Sunday DATE _____

- Arrive by 10 AM
- Pick up your gown from the coat rack outside the Pastor's office or in the lower hall
- Change in lower-level washroom
- By 10:15 meet in the gym with the person assigned to assist you and any other candidates and for last minute instructions and prayer with the Pastor
- Wet gowns to be left in the lower-level kitchen after Baptism so they can be taken to Cleaners

Deacons' Committee

Membership (see By-Law SECTION 11)⁴

- With the Pastor arrange to provide introduction and orientation classes for those seeking baptism and or membership
- Book the class location
- Arrange for a member of the Deacons' Committee to attend
- Arrange for a personal interview with each person, couple or family with two Deacons
- Participate in the service when the new member is welcome
- Present the names of the perspective new members to the congregation for a motion of acceptance and vote

Note

Baptism candidates are welcomed to the church membership following their Baptism. A special meeting of the congregation may be convened to vote on the membership.

Deacons' Committee

Communion

- Arrange dates of monthly Communion services including additional times such as Good Friday or Christmas Eve with officiating Pastor
- Arrange a schedule of servers at a Deacons' meeting
- Orient servers when new Deacons join the committee
- Arrange a team of people to set up and clean Communion trays and the empty cups in the pews
- It is advisable for the chair to not be on the schedule list so they can be available to serve in case the scheduled deacon is unable to attend.
- Chair should come prepared at each Communion date to pray or serve in case a scheduled deacon cannot be present

Note: There are adaptations during Covid-19 restrictions

Arrange purchase of single use communion cups from

⁴ See By-LAW SECTION 11)

Deacons' Committee

Instructions for Ushers

Kindly Review the following Guidelines:

- Be at the doors at least 15 minutes before the service starts.
- Leave doors closed until 10 minutes before start of service if the musicians are practicing.
- Prior to the service, check the pews to ensure all old bulletins, papers and garbage have been removed.
- Pencils and offering envelopes should be in the racks.
- Encourage regular attendees who arrive early to move forward to allow late comers and new people a row at the back.
- Shape newcomers' first impressions of us. Offer a welcoming hand and introduce yourself.
- If possible, ask newcomer for name and pass on to the Pastor or a Deacon after the service.
- If the sanctuary is getting full, look for empty spaces, and encourage those already seated to move together.
- Close the sanctuary doors as the service starts and only allow late comers in at appropriate breaks.
- Provide fresh bottle of water for speakers
- For the offering, you will need 4 people and use only 3 offering plates to avoid confusion. If younger children are helping you, please make sure that they know ahead of time what is expected.
- Start at the front and progress to the back. If needed, ask someone in advance of the service to help with this.
- Sit at the back of the sanctuary during the service and be ready to assist anyone who needs help coming in or out.
- Parents of children age 4 and 5 need to sign them in for Sunday School. Remember to give the book to the leader before the children go downstairs.
- Count the number of people present before the children leave for Sunday School and record number on the sheet provided.
- At the end of the service open the sanctuary doors, pick up and recycle Bulletins and other papers left behind.
- On Communion Sundays, please remove and recycle communion cups

If you are unable to meet your obligation on a given Sunday, please try and switch with another ushering team member.

Note: During Covid-19 restrictions these guidelines have been adapted.

Duplicate of Management Section for information

Reimbursement of Expenses

Forms in Office Administrators office

REIMBURSEMENT OF EXPENSES

Staff members are entitled to reimbursement for documented expenses related to their authorized duties. The reimbursement form is to be signed and submitted to the Church Treasurer. All expenses are subject to the approval of the Chair of the Deacons' Committee.

1. Mileage costs will be reimbursed at the CBOQ recommended rates for actual business driving, not including travel between home and the church.
2. 407ETR expenses will be reimbursed for business travel that requires the use of this route. A detailed log is to be submitted.
3. Meals and other related ministry expenses will be reimbursed when receipts are submitted along with an explanation for the expenses.
4. Overnight related ministry events, for staff paid on an hourly basis will be approved by the Chair of the Deacons in consultation with the Lead Pastor. An itinerary will be provided. Registration, accommodation, food and travel costs will be approved by the Deacons Chair and reimbursed when accompanied by the appropriate receipts. The employee may be paid up to a maximum of 12 hours in a 24-hour overnight situation, at his/her contracted hourly rate of pay. The number of hours submitted may not include hours over the employee's annual allotment. Reimbursement will not be provided for leisure or sleep hours. The maximum number of ministry related overnight events in a 12-month period may not exceed five (e.g., one professional development event; one each junior and senior CBOQ youth event; one junior/senior youth retreat; and an in-church Thirty Hour Famine).

See sample: Reimbursement Form on next page or Page 36 of Operations Manual

Deacons' Committee

The Watkins Memorial Fund October 16, 2000 Version 2

Mission Statement

This fund is intended to encourage and provide financial assistance to youth of Markham Baptist Church and missionaries supported by Markham Baptist Church in their Christian endeavors. It is not intended as a sole source or for long term support.

Watkins Memorial Fund

Len Watkins and his wife were members of Markham Baptist Church from 1962 until their deaths. The principal money of the fund was bequeathed by Mr. Watkins to MBC and is held in trust by the Baptist Convention of Ontario and Quebec.

Objectives

Consistent with the vision of Markham Baptist Church which is "to know Him and to make Him known", the following objectives guide awards made from the fund. The Watkins Fund is to provide financial assistance to:

- 1) youth of MBC while attending post-secondary schools of Christian Education
- 2) youth of MBC, who if assistance is not given, could not attend summer camps
- 3) youth of MBC who attend Christian camps as counsellors or who participate in mission field trips. Awards are intended to be used to replace money that would have been earned at a summer job and be used toward post-secondary education. Requests that meet these criteria will be given priority over other similar requests,
- 4) Missionaries who are supported by MBC as they serve in foreign or home situations.

Amount of Awards

The maximum award should not exceed \$500.00 or 50% of the total cost of the project. Amounts may also be limited by the size of the fund and the number of requests received. Money will only be provided when there is money available and there is a financial need.

An individual may receive up to a maximum of \$1500 during any 5-year period. If there is money remaining at the end of a year, requests above this maximum will be considered.

Process

The following process will be used.

- 1) Requester to fill out the form on the front page of this package and submit to either the Pastor, a member of the Board of Deacons, or a member of the Watkins Memorial Fund Committee.
- 2) The Watkins Fund Committee will review all submissions and accept those meeting the fund guidelines. The Deacons will review requests, the Watkins Fund Committee recommendations, awards and the status of the fund on an annual basis. Each submitter may be asked to meet with the committee as part of this review.
- 3) Each person awarded money may be asked to present to an appropriate Church group on the experience gained as a result of the award.

Watkins Memorial Fund Application

Please type or Print legibly

Name			
Address			
Telephone		Date	
Relationship to Markham Baptist Church			
Please describe your project.			
How will this financial assistance contribute to your goal?			
Total Expenditure		Amount Requested	
Date Required			
Signature			
Approved by:		Amount	
Date			

Deacons' Committee Staffing

Policy for the Care and Management of Staff Members

Prepared by
Deacons Committee

Approved by Board of Directors
April 13, 2015

Replaces Previous version – Staff Policy
Dated March 6, 2003

Updated September 9, 2019

The Deacons Committee is accountable to the congregation for the employment and care of MBC staff members. This policy guideline is subject to the Employment Standards Act of Ontario, the MBC By-Laws, the Leadership Policy and any contract negotiated with a staff member and approved by the congregation.

PURPOSE

The purpose of the policy is to:

1. Promote fairness and transparency in the care and management of full-time and part-time staff members and those in contracted positions
2. Guide in the recruitment, employment and orientation of new staff members
3. Reflect the Core Values of MBC. Appendix 1

DEFINITION OF TERMS

A Staff Member refers to all pastoral, worship, youth ministry leader and administrative staff and anyone who from time to time is employed in a contracted position.

Employee refers to a person who provides service to the church in exchange for wages. The employer/employee relationship is defined in the Employment Standards Act (2000)

Lead Pastor refers to the person who is responsible for the spiritual development of the congregation and provides Biblical leadership to all ministry areas ⁵.

Pastoral staff refers to the person who is responsible for the spiritual development of the congregation and provides Biblical leadership to a specific area of ministry.

Youth Ministry Leader refers to the person who is responsible for youth ministries

Office Administrative staff member refers to the person responsible for the day-to-day office duties.

Full-time employee/ full-time staff refers to a person who works 37-1/2 hours per week or more and is paid a salary and is entitled to benefits.

Part-time employee or part-time staff refers to a person who works fewer than 37-1/2 hours per week or is paid on an hourly basis.

Contract employee/contract staff refers to a person who works for a defined period as outlined in a contractual agreement.

ACCOUNTABILITY

Pastoral, Youth Ministry Leader and Office Administrative staff members are accountable to the congregation/appropriate group(s) through the Deacons' Committee Chair. On a day-to-day basis staff member report to and are accountable to the Lead Pastor.

⁵ Ephesians 4:11-13

Markham Baptist Church Board and Committee Processes

Staff members are encouraged to be accountable to a person or group of persons outside the congregation for spiritual, physical and family health.

CODE OF CONDUCT

Staff members are expected to follow the lifestyle “Guidelines of Conduct Policy for Employees of Markham Baptist Church” (See Plan to Protect)

All staff members who interact with vulnerable people will adhere to the requirements of the MBC Leadership Policy – Plan to Protect – September 10, 2018.

JOB DESCRIPTIONS

There are current Job Descriptions for the following positions:

1. Lead Pastor
2. Youth Ministry Leader
3. Office Administrator

Job descriptions will be reviewed every two years to ensure that they reflect the current vision and plans of MBC.

PERFORMANCE REVIEW

The purpose of the annual performance review is:

1. To encourage and assist the staff member
 - In his/her ministry
 - In his/her own self-evaluation
 - In the development of his/her abilities and skills.
2. To engage the congregation in its own review of the staff member’s progress and development.

The review is to be carried out annually by the Chair of the Deacons’ Committee or their delegate.

The process includes:

1. Shared goal setting at the beginning of the program year in discussion with the Lead Pastor and the Chair of the Deacons’ Committee or delegate.
2. Regular and immediate feedback is encouraged during the program year.
3. Written self-assessment and written review and discussion with the staff member at the end of the program year.

COMPENSATION AND BENEFITS

Compensation and Benefits will reflect CBOQ guidelines.

1. Salaries at MBC will strive to have consistent pay practices that are fair to the employee, that recognize the significant ministries of the staff member and that allow us to attract and retain high caliber staff to support the vision and mission of MBC.
2. Annual adjustment to salaries will be recommended by the Deacons’ Committee in consultation with the Management committee and recommended for consideration and approval to the annual Financial Business meeting of the corporation.
3. Clergy residence is not provided. The clergy residence deduction for income tax purposes will adhere to CRA guidelines. Required documentation to apply for this deduction will be provided by the Church Treasurer.
4. Benefits

*Accepted February 22 2021
Patricia McGee, Moderator*

Markham Baptist Church Board and Committee Processes

- a. Benefits are available for full-time and part-time staff members who are paid for 20 hours per week or more
- b. CPP and EI: The church is required by law to pay its share of Canada Pension Plan and Employment Insurance
- c. Pension Plan payments comply with the CBOQ Pension plan. The church pays 6.00% of employment earning. An additional 6.00% is withheld from the staff member's salary and remitted to the CBOQ pension offices on his/her behalf. This is a CRA requirement.

5. Group Insurance: Group Life, Health, Disability Long Term Disability Insurance and Employee Assistance Plan benefits are provided for all MBC employees working 20 hours or more per week and is available through the CBOQ group plan.

Should a staff member decline any group benefits, a signed waiver is to be retained by the church.

EQUIPMENT AND SPACE ALLOCATION

The Lead Pastor, the Youth Ministry Leader and the Office Administrator will be provided with appropriate workspaces, equipped with telephones, Wi-Fi, internet, email access and compatible mobile computing devices. Software updates will be provided on a regular basis.

REIMBURSEMENT OF EXPENSES

Staff members are entitled to reimbursement for documented expenses related to their authorized duties. The reimbursement form is to be signed and submitted to the Church Treasurer. All expenses are subject to the approval of the Chair of the Deacons' Committee.

5. Mileage costs will be reimbursed at the CBOQ recommended rates for actual business driving, not including travel between home and the church.
6. 407ETR expenses will be reimbursed for business travel that requires the use of this route. A detailed log is to be submitted.
7. Meals and other related ministry expenses will be reimbursed when receipts are submitted along with an explanation for the expenses.
8. Overnight related ministry events, for staff paid on an hourly basis will be approved by the Chair of the Deacons in consultation with the Lead Pastor. An itinerary will be provided. Registration, accommodation, food and travel costs will be approved by the Deacons Chair and reimbursed when accompanied by the appropriate receipts. The employee may be paid up to a maximum of 12 hours in a **24-hour** overnight situation, at his/her contracted hourly rate of pay. The number of hours submitted may not include hours over the employee's annual allotment. Reimbursement will not be provided for leisure or sleep hours. The maximum number of ministry related overnight events in a **12-month** period may not exceed five (e.g. one professional development event; one each junior and senior CBOQ youth event; one junior/senior youth retreat; and an in-church Thirty Hour Famine).

VACATION AND TIME OFF

Vacation pays as per the Employment Standards Act (2000):

4% of earnings for 1st five years, 6% 5 to 10 years, 8% over 10 years.

Time off without pay may be negotiated with the Lead Pastor and approved by the Chair of the Deacons' Committee.

Statutory Holidays:

The following statutory holidays will be observed each year:

New Year's Day

Accepted February 22 2021

Patricia McGee, Moderator

Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day
Civic Holiday
Labor Day
Thanksgiving Day
Christmas Day
Boxing Day

If a statutory holiday falls on a Saturday, Sunday or on a scheduled day off, a day in lieu will be scheduled.

For part-time staff statutory holiday entitlement will be pro-rated based on the number of hours worked in the previous 4 weeks divided by 20.

4. Maternal and Paternal Leave will be granted in accordance with provincial legislation.

5. Bereavement Leave

In addition to care and support, Markham Baptist Church will extend basic pay privileges for all employees who have suffered a death in their immediate family. Immediate family is defined as mother, father, brother, sister, spouse, child, brother or sister-in-law, mother or father-in-law, or grandparent.

The following time off will be granted (or additional time as may be appropriate) with the approval of the Chair of the Deacons' Committee:

- Employee's spouse or child – up to five scheduled working days
- Other immediate family – up to three scheduled working days
- In other instances (aunt, uncle, cousin) – up to one scheduled working day to attend the funeral

Staff member may be asked to supply a copy of the death certificate

This policy does not apply if the death occurs during an employee's vacation.

6. Sick Leave:

[As per CBOQ] Each full-time employee shall receive credit for 15 days paid sick leave per year, accumulated at 1.25 days per month.

Unused sick leave credit will be allowed to accumulate from year to year to a maximum of 85 days, for use only in the case of illness. In the event of extended disability absence, and where accumulated sick leave and vacation credits have run out, an employee may be paid at a rate of 75% of his/her regular salary up to the end of 17 weeks absence, at which time Long-Term Disability Insurance benefits come into effect. Accumulated sick leave will not be reimbursed for cash under any circumstances and is forfeited at termination.

Each part-time employee shall receive credit for paid sick leave on a pro-rated basis that is proportional to the time he or she works.

7. Jury Duty:

Employees who are summoned to serve on jury duty will receive regular pay (minus any court stipend) for each day they are required to attend or serve the court. The employee must provide a signed document from the clerk of the court, stating the time in attendance and the amount of payment received from the court.

PROFESSIONAL DEVELOPMENT

Continuing Education:

All staff are encouraged to remain current, through reading and/or by attending conferences and seminars as appropriate throughout the year. Continuing education activities are to be included as part of the annual staff evaluation discussion and approval is required from the Deacons' Committee.

A period of up to 10 days will be set aside annually for continuing education for pastoral staff. One such study leave should be taken in any two-year period. Additional time may be granted in exceptional circumstances. Approval is required from the Deacons Committee.

An amount will be provided each year in the budget for Continuing Education and book allowance. Amounts not spent in a given fiscal year may be accumulated with the approval of the Deacons' Committee.

Pastoral Day Apart:

All pastoral staff are encouraged to take one day apart in each six-week period for prayer, reflection and personal spiritual refreshment.

Guest Speaking Engagements

The Pastor(s) may wish to take advantage of guest speaking invitations from time to time.

Such requests shall be submitted to the Deacons Committee for approval. Such requests from the pastoral staff must be submitted first to the Lead Pastor.

Sabbatical Leave

Sabbatical leave is provided only for the full time Lead Pastor

Long-term pastorates are key to a strong missional church. A sabbatical leave benefits the church and the pastor:

- By encouraging the retention of the Lead Pastor
- By avoiding spiritual burnout and emotional exhaustion in the Lead Pastor that can often result in illness and require time off
- By avoiding the cost and disruption of recruiting, replacing and orienting a new staff member.

The purposes of the sabbatical leave may include opportunity and time:

- To renew or refocus the pastor's vision and mission
- For observation and experience in other areas of ministry or mission
- For quietness and refreshment of physical and spiritual health
- For research or writing related to the profession
- For further study to refine and update professional skills

The concept of Sabbatical is rooted in scripture. Following the model of Sabbath rest after the 6th day, a sabbatical may be requested for a period of three to six months after each six years of ministry at MBC. The length of the sabbatical will not exceed six months and may be divided for example one-half after the fifth year and one-half after the seventh year.

Markham Baptist Church Board and Committee Processes

The sabbatical should be planned one year in advance. The Lead Pastor will provide the Deacons' Committee with a proposal that will be a broad outline of the purposes and objectives for the leave. Brief interim reports during the leave will be provided to the Deacons' Committee on an agreed upon schedule.

The Lead Pastor will receive full pay and benefits from the church during the Sabbatical unless otherwise funded.

The Lead Pastor is expected to remain on staff for at least 2 years following the sabbatical leave. The Lead Pastor will assist the Deacons' Committee in arranging interim staffing so that there is continuity of ministry.

RESIGNATION

Should an employee choose to resign, written notice must be provided to the Chair of the Deacons Committee. The resignation must be accepted by vote of the congregation. Negotiation of exit procedures will take place with the Deacons' Committee.

CONFLICT RESOLUTION

It is our desire to create a climate of open discussion, understanding and mutual respect for every member of the body.

- Any complaint or concern of staff should be shared with the Lead Pastor for resolution.
- If resolution with the Lead Pastor is not possible, the matter may be referred to the Chair of the Deacons' Committee and the Deacon responsible for administration of the policy who will seek a resolution.
- All reasonable steps will be taken to find a resolution. The steps may include consultation with the Church Moderator, or a mutually acceptable person designated by CBOQ

Matthew 18: 15-17 provides guidance for the resolution of disputes.

SEXUAL HARASSMENT and DISCRIMINATION

MBC is committed to providing a work environment that recognizes the dignity and worth of every person and is free of harassment and discrimination. [The Ontario Human Rights Code]

Deacons' Committee

Funeral Planning

Questions to ask the family ahead of time, by the pastor, Office Administrator or Deacon

- How many people expected to attend?
- How many immediate family members to reserve seating for at front of sanctuary?
- Any video / slide show to be projected prior / during service?
- Soloists / musicians that need microphones?
- Does family wish the service to be videotaped?
- Will the casket be brought into church? (if yes, will need to arrange with Management to remove doorpost at entry.)
- Any display of photos in lobby/downstairs during reception? (need to arrange for easel and/or display tables)
- Church staff to prepare program/bulletin to hand out to guests
- Do they wish to have a reception to follow?
- How would they like it to be arranged? Budget?
- *If Luncheon is to be held, see additional Luncheon Reception questions below.*

For large funerals – things to consider:

Parking assistance

- HAVE 1 OR 2 PEOPLE available in parking lot to direct traffic
- direct people to park in straight lines across the parking lot rather than on an angle, so we can fit approximately 20 more cars
- Once the lot is full, direct people to either park on the street or over at the high school.
- If people are parked in straight lines, might need some assistance after the funeral, as there will be a bit less manoeuvring room to back up and out

Greeters

- 1 at parking lot doors
- 1 at street entrance doors - direct people to go through the gym and enter the sanctuary through the lobby so that users can assist with seating

Ushers

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Patricia McGee, Moderator

Markham Baptist Church Board and Committee Processes

- 2 – 3 ushers needed
- If a lot of people are expected, usher people right to seats and encourage them to "squish in" as far as comfortable
- If more than 175 people are expected, consider including seating in the library with video feed in there, so as the sanctuary gets full, one usher can begin to direct people into the library as needed
- Can also provide another video feed in the lobby - if still more, overflow, people can stand in lobby to watch – People cannot sit in the lobby. because of fire regulations, but can have additional seats in gym if some want/need to sit down

Sanctuary

- Reserve seats in front pews for family
- Make sure LOTS of boxes of tissues are placed on front pews and one at sound booth

Audiovisual/ Sound

- 1 person, if just audio requirements
- 2nd person if slides and/or video to be shown
- Possibly 3rd person to videotape service for family
- If doing a video feed to library and/or lobby, need another person as "standby" just in case there is some glitch with the video feed and need to troubleshoot

Other:

- Ask Management Committee to arrange cleaning of church (sanctuary, lobby, lower hall, washrooms) morning of service, if possible.

Luncheon Reception

Questions to ask:

How long will the service be?

Will there be an interment following the service? If yes, how much time to allow in between service and reception?

Will a luncheon be provided?? (sandwiches, veggies, squares and cookies, Squares and cookies only?) Budget?

Arrange for food delivery at least one hour before funeral start time

How many people expected?

Consider known food allergies?

General:

- As soon as possible, ask Office Administrator to send group e-mail for:
 - help to set up
 - help to serve
 - help to cleanup
 - Where possible, assign people to various tasks:

Set Up: Depending on numbers expected

- 2 long food tables in front of kitchen (2 long white tablecloths)
- 5 round tables with 8-9 chairs – round white tablecloths (hanging in cupboard in the music room)
- some chairs around edges of room
- option – 1 long table for tea, coffee and punch (plastic tablecloths) – 2 people pouring tea and coffee; have punch in jugs – pre-pour some cups
- more formal – can have people pouring tea and coffee, punch or water formal arrangement makes food table more congested
- other room – overflow – some chairs, table

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Markham Baptist Church Board and Committee Processes

- remove foosball in corner of smaller room / air hockey into corner of main room to make as much room as possible
- if possible, set up night before
- Stack up white china mugs on drinks table
- Long table – decorate with some candles – silver candle sticks / glass candle holders, flowers
- 6-oz plastic cups for punch
- Styrofoam plates (larger for luncheon, smaller for just desserts)

Tables:

- small vase with flowers (sometimes can use flowers left over from funeral service?)
- best to assign one person to be responsible for punch

Check Supplies:

- napkins – cupboard behind door kitchen) plates, cups,
- sugar and sweetener put in bowls with spoons and stir sticks
- white tablecloths (make sure they have been cleaned)
- clean tea towels (bottom drawer)
- check that main room & washrooms are clean (if needing to be cleaned, contact with Management committee)
- 6-oz plastic cups for punch

Serving Trays:

- cookies and squares – some glass plates,
- small china dinner plates
- pickle trays in cupboard over small sink

Food Preparation:

- people **must** use disposable sanitary gloves when preparing and serving food. They are in lower-level drawer beside refrigerator. Change gloves if you touch anything that contaminates.
- Do not come into the kitchen or help in anyway if you have a sore, a cold, sore throat, cough, respiratory or gastric infection

Clean Up:

- Mugs, plates and cups into dishwasher (pre-wash if very dirty)
- Instructions for dishwasher printed in lower hall kitchen
- cutlery into cutlery trays in dishwasher
- have someone take tea towels home to be washed
- someone take tablecloths home to be washed & ironed (or to Heritage Cleaners) then back and hung up in closet in music room
- tables & chairs to be put away

SECTION 5

CHRISTIAN EDUCATION AND OUTREACH COMMITTEE⁶

MISSIONS COMMITTEE

⁶ See By-law Page 35

Accepted February 22 2021

Patricia McGee, Moderator

Christian Education and Outreach Committee

Police Checks

- Police Checks are required for all leaders. See Plan to Protect for directions. Manual in Records Room Lower Hall or on the MBC Web site. Members Area
 - Forms: in Office Administrator's office
 - Supervision of Children, Vulnerable adults, and Youth on retreats. See Plan to Protect for directions. Manual in Records Room Lower Hall
 - CE&O committee to arrange for supervision for children and vulnerable adults during all youth activities services and ministry opportunities.
 - Examples not limited to. Avalanche, Blizzard, 30 Hour Famine, Camping experiences on or offsite
 - See the Plan to Protect for detailed requirement.
-

Christian Education and Outreach Committee

Hall monitors duties

- See Plan to Protect for directions. Manual in Records Room Lower Hall
 - Require Vulnerable sector policy training annually
 - Available 9AM to 11AM on Sundays
 - Do at least one run through the entire church building including storage rooms on Sunday at a randomly selected time during Junior and Senior high classes.
 - Collect the offering from both groups and drop them off in an envelope to the Treasurers mail slot
 - Ensure the primary school register is in the church foyer before the Sunday service and nursery register is in the nursery
 - Do one run through the entire church at a random time during the church service
 - Collect Sunday school and nursery offerings and drop them off in an envelope to the Treasurers mail slot in the main floor office
 - Assist with younger children who need bathroom breaks based on Vulnerable sector policy
 - Not required to be available on weekends of Statutory holidays or during school breaks
-

Christian Education and Outreach Committee

Pizza Lunch

- See Plan to Protect for directions. Manual in Records Room Lower Hall
 - Volunteers require Plan to protect training annually
 - Volunteers should know the location of First Aid box and Ice packs.
 - Volunteers should acquaint themselves with Fire Safety plans and evacuation routes.
 - One person should be the lead on safety measures
 - Volunteers should review first aid training
. <http://firstaidcertification.org/freecourse>
 - 10:30am to 1:15pm Wednesday during school term
 - Set up church hall for serving pizza lunch, set out games and set up table tennis table
 - order pizzas in advance on Tuesday according to historic numbers separately for first lunch break
 - greet Markham District High children at the church door and count number of students attending lunch drop in
 - Supervise basketball court
 - Order pizza for second lunch break based on how much is consumed at the first break serve pizzas to children and take \$
 - At end of 2nd lunch break, count money and complete banking and administrative forms.
(Note: this should be done by 2 MBC certified volunteers away from general view)
 - Conduct periodic hall monitoring by adult volunteers during first and second lunch
 - All activities need to be staffed by adult volunteers in accordance with Vulnerable Sector policy
 - Return pizza bags and pay pizza provider.
 - Bank cash
-
-
-

Christian Education and Outreach Committee

Sunday School Teachers

See Plan to Protect for directions. Manual in Records Room Lower Hall

- Require Plan to protect training annually
- Parents are to register their children each week, in accordance with the Plan to Protect see P2P Manual in Records room Lower Level
- follow classroom staffing guidelines according to Vulnerable Sector Policy.
- Prepare Sunday School lesson from curriculum prior to Sunday School lesson
- Assist in selecting curriculum for the school year
- Junior and Senior high Sunday School Sunday mornings
- Sunday school starts immediately following children's story and prayer in sanctuary every Sundays in school year.
- Hall monitors and Sunday School teachers are needed from first Sunday after the Labour Day weekend in September until Schools close in June.
- Sunday School Teachers and Hall monitors are not required to be available on weekends of Statutory holidays or during school breaks

Vacation Camps

1. Managed by the Coordinator of Youth and Children Ministries

Christian Education and Outreach Committee

Missions Subcommittee To be updated

MISSION TEAM

The MBC mission team is a subcommittee of CE&O

Purpose of the Mission Policy

- to further the mission vision of Markham Baptist Church
- to raise awareness of needs, physical and spiritual, both locally and globally
- to assist people to invite others to be reconciled to God and to further enlist and enable people in using their spiritual gifts in the area of missions

Mission Policy Statement

Annually, Markham Baptist Church will develop a mission focus in support of MBC's local and global mission partners and agencies.

Congregants will be encouraged to participate in short-term and long-term missions both within Canada and Internationally.

Definition of Terms

- Missions: Opportunities to minister to the whole need of people in our own community and in the worldwide community. We believe that salvation and faith transcend geographic and ethnic borders.
- Short-term mission: Intercultural projects or service opportunities that provide aid or assistance to sponsored agencies.
- Intercultural: The mission focus can be within one's own community or country or in another geographic location.

Scriptural Basis for Mission

We, the people of Markham Baptist Church, believe that Jesus Christ speaks directly to us in Matthew 28:19-20:

“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you.”

Matthew 9:36-38 gives an example of mission showing Christ's compassion for the lost:

“When He saw the crowds, He had compassion for them, because they were harassed and helpless, like sheep without a shepherd. Then He said to his disciples, ‘The harvest is plentiful, but the laborers are few: therefore, ask the Lord of the harvest to send out labourers into His harvest.’”

The MBC mission team will:

- Encourage the MBC congregation to further develop interest and skills in reaching out to others
- Enable MBC outreach cross-culturally at home and abroad
- Seek opportunities that further the mission and vision of MBC
- Assure volunteers that they are prayerfully encouraged and supported
- Develop and manage the faith promise budget annually
- Fund missions through the annual faith promise budget
- Encourage the congregation to support individuals who are actively involved in missions
- Promote the exploration of long-term missionary assignments within the congregation of MBC
- Invite speakers from our mission partners and agencies, arranging hospitality and honorariums for them
- Communicate and promote mission plans to CE&O and the congregation
- Evaluate mission events regularly
- Review the Mission Policy annually.

SECTION 6

NOMINATING COMMITTEE ⁷

⁷ See By-law 4.04 Pg. 23-26

NOMINATING COMMITTEE

This Policy and Procedure is to outline the duties and responsibilities of the Nominating Committee, the Terms of Office for all positions, as outlined in the Constitution and/or By-laws and to provide the methodology for filling those positions.

The Nominating Committee has four (4) main responsibilities:

1. Put forward a slate of officers and names for positions as outlined in the Constitution and By-laws for voting upon by the Church Membership at the Annual Congregational Meeting. (AGM)
2. Put forward names for positions as vacancies arise, to be voted upon by the Membership at any Church Congregational Meeting.
3. Maintaining records of all positions as outlined in the Constitution and By-laws. These records shall include the position name, individual in the position, start of term, end of term and length of time in position.
4. Act as an inventory of skills and resources to all Committees.

Process:

Most positions will be filled at the AGM based on the Report of the Nominating Committee presented. The Nominating Committee will first obtain the agreement of each individual prior to putting forth his or her name for a vote by the Church Membership. Nomination will only be accepted from the floor at a Congregational Meeting after prior consultation with the Nominating Committee and upon prior agreement with the individual to be nominated. If for any reason all vacant positions as outlined in the Constitution or the By-Laws are not filled, the Church shall continue to function and will not be considered in violation of the Constitution. The Nominating Committee will continue to endeavor to fill all vacant positions.

Vacant positions will be filled on an “As Needed Basis”. Positions that become vacant between Annual Program Meetings may be filled as part of any Congregational Meeting of the Church. It is the Nominating Committee’s responsibility in consultation with the other Committee Chairs to find suitable individuals for each position. Nominations will only be accepted from the floor at a Business Meeting after prior consultation with the Nominating Committee and upon prior agreement with the individual to be nominated.

Terms of Positions:

The following are the recommended positions as outlined in the Constitution and By-Laws that are required to be nominated. If for any reason at the Program Annual Meeting, Nominating Committee is unable to present a full slate to fill all vacancies, Nominating Committee will continue its search for suitable individuals to fill each position and the Church will continue to operate in compliance with the Constitution.

It is intended that each position will be elected to serve for a term as outlined below, provided that there are no mid-term resignations or previous vacancies. Should vacancies occur mid-term the position may be filled for the remainder of the term.

Markham Baptist Church Board and Committee Processes

For the Committees of Deacons, Christian Education and Outreach, Management and Nominating these are the minimum recommended number of positions. If additional member(s) are required, they may be added under the same rules and terms as other members.

Standard Term is two years. An individual may serve a maximum of 6 years in any one position and/or as Member of a Committee without taking at least one year off from that position or committee.

If due to a resignation or any other reason, a position of less than a full term will also be filled on an “as needed” basis following normal Nominating procedures.

Notes: It is the intention of Nominating Committee under ideal circumstances, for the purposes of consistency and historical knowledge retention, that the following term expiry should be maintained:

- Moderator and Church Clerk positions should be on terms that expire on alternative years.
- Chairs of Management and the Treasurer should be on terms that expire on alternative years.
- Chairs of Deacon, Management, Christian Education and Nominating should be on terms such that only two expire per year.

Other Duties or Responsibilities

Nominating Committee should maintain a “Skills Inventory” of individuals, both Church Members and other regular attendees. This Inventory will be used to match individual skills to positions. It will also serve as way for individuals to express an interest in various areas of service.

Nominating roster

<u>Position</u>	<u># Positions</u>	<u>2 Year Term</u>
Moderator	1 Church Member	1 elected every 2 years
Church Clerk	1 Church Member	1 elected every 2 years
Treasurer	1 Church Member	1 elected every 2 years
Member at Large	2 All Church Members	1 elected every year
Deacons	6 All Church Members	3 elected 1 st year 3 elected 2 nd year
Christian Education and Outreach	4 of which 3 are Church Members	2 elected 1 st year 2 elected 2 nd year

Markham Baptist Church Board and Committee Processes

Management	4 of which 3 are Church Members	2 elected 1 st year 2 elected 2 nd year
Nominating	3 Church Members	2 elected 1 st year 1 elected 2 nd year

