

## **BEFC LEADERSHIP STRUCTURE**

### **Elders Team**

- Comprised of 5 to 9 men approved by the membership, including the Lead Pastor
- Annually, the Elders shall appoint a Lead Elder who will also serve as Chair at Congregational Meetings
- Elders shall be elected by the members of the congregation for two-year terms in such a way that not all positions are elected each year. After serving 6 consecutive years, all elected Elders will be required to take a break for at least one year
- The congregation will be encouraged to submit names of potential new Elders to the Nominating Committee for examination and possible recommendation to the members
- The Elders Team is responsible for:
  - Spiritual Oversight
  - Establishing and evaluating Mission, Vision, and Core Values
  - Developing and approving ongoing future ministry staffing strategies
  - Maintaining ongoing contact with Ministry Staff
  - Membership
  - Prayer Ministry
  - Baptism and The Lord's Supper
  - Serving as the Board of Directors of the Society
  - Delegating all legal, financial and constitutional responsibilities to the Deacons Team

### **Deacons Team**

- Comprised of Deacons Team Leader, Elder Liaison, Finance Ministry Team Leader, Building Management Team Leader, Food Services Team Leader, Technical Support Team Leader
- The Deacons Team Leader will chair Deacons Team meetings
- The Lead Pastor shall be an ex-officio member of the Deacons Team
- Deacons Team members shall be nominated by the Nominating Committee and elected by the members for two-year terms in such a way that not all positions are elected each year. After serving 6 consecutive years, all elected Deacons, with the exception of the Finance Ministry Team Leader, will be required to take a break for at least one year. The Finance Ministry Team Leader shall take a break after serving for a maximum of 10 years (to be re-evaluated in 2026).
- The primary responsibility of the Deacons Team is to protect the integrity of the church and each ministry, as well as to facilitate and resource the various ministries of the church
- The Deacons Team shall be responsible for:
  - All legal and constitutional matters, including approval of all staff contracts, insurance, and related policies
  - Preparation of Annual Budget for recommendation to the Elders, and approval by the members
  - Oversight of Budget, including staff compensation
  - Oversight and approval of building plans and management
  - Purchasing
  - Oversight of building and equipment use (rentals, leases, etc.)
  - Development and approval of ongoing future non-ministry staffing strategy
  - Implementation and review of Human Resources Policies

### **Ministry Staff**

- Comprised of all ministry staff
- The Ministry Staff shall be responsible for:
  - Developing a workable, measurable plan and strategies to fulfill the Mission and Vision of the church in each area of ministry
  - Developing a staffing plan to fulfill the strategies for approval by the Elders
  - Submitting budget needs to the Finance Team based on the established annual strategies
  - Meeting regularly to develop ongoing ministry plans
  - Submitting names of Key Ministry Leaders to the Elders for approval (as defined in each Ministry Job Description)