

I. MISSION and VISION STATEMENTS OF BROADVIEW CHURCH

Mission: To glorify God by fulfilling the great commission of Christ in Salmon Arm and Around the World.

Vision: A community of Christ followers who love God and impact the world for Jesus!

II. BUILDING AND FACILITIES

- A. The rental rates shall apply for use of the Church building and facilities as per the **BEFC Rental Rate Schedule** approved annually by the Deacons. See appendix II

Applicable rates apply to each event, or each day of a multi-day event (except hourly rates, where specified). Please confirm availability of facilities with the appropriate office.

- B. The following conditions shall apply whenever the building and facilities are used:

- 1) If the kitchen is to be used, one of our congregation shall be appointed as overseer.
- 2) Smoking or use of alcoholic beverages shall not be allowed.
- 3) We are not interested in simply renting out our facility to generate income. However, we will offer our facility for rent to organizations or for activities of a nature that we can support.

- C. 1) Facility rental fees may be adjusted or waived for the following:
- According to need (as approved by pastor).
  - Ministries and organizations engaged in Evangelical Ministry, with the approval of the Board and/or Elders.

In cases where rental fees have been waived, custodial fees and honoraria for a/v and kitchen personnel shall still apply.

- D. Funerals

Because of our desire to minister to families in crisis and need, Broadview Church will provide the use of our facilities for funerals at no charge. Fees waived include those for facility use, custodial fees, chair setup and breakdown, and A/V technician. We will always try to make our facilities available for funerals, however, we must coordinate with ministry events already booked and with King's Christian School in determining availability. If we need to provide extra personnel to make our facilities available for funerals, Broadview Church will honor our volunteers and staff by paying an honorarium to our volunteers or overtime pay to custodial staff if necessary.

We will try to clearly communicate this policy to those families using our facilities for funerals, but will also indicate to them that they can make a donation to cover costs if they wish.

Fees for funeral lunches will apply as per policy.

Any pastor from the Salmon Arm Ministerial list is preapproved to facilitate a funeral at Broadview, any other funeral officiate must be approved by the Lead Pastor or Elders.

IV. PASTOR(S)

- A. When candidating and voting for a new Pastor:

1. There shall be only one candidate under consideration at a time.
2. The ballot used shall be as follows:

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

- Do you agree to call this candidate: Yes / No
- If called by a two-thirds vote, would you be willing and able to accept and work with him?  
Yes / No
- We welcome your comments.

3. All pastors serving Broadview Church must be eligible and meet all qualifications to be credentialed with the Evangelical Free Church of Canada. They must pursue and complete the credentialing process within their first year of employment.
- B. Based on 1 Timothy 5:17-19, the Elders recommend that any person(s) having a grievance with any function of the Church meet with an Elder and they, together go to the individual concerned.
- C. If the Senior Pastor resigns:
1. Other Pastoral Staff will take some of the Senior Pastor's responsibilities during the Pastoral Search.
  2. All other pastoral positions will be reviewed six months after the new Senior Pastor's position has been filled.
  3. The Pastoral Search Committee may consider any current pastors on staff for the position of Senior Pastor.
- D. The Professional Developments (budgeted amount) is to be used for (in order of priority):
1. Tuition and/or fees.
  2. Books and/or materials required for course/seminar.
- E. For the Provincial and National Conferences the Church will pay for the Pastor(s) and official delegates only:
1. Registration fees.
  2. Mileage shall be paid as per the mileage policy in the HR Policy Manual.
  3. Meal and motel expenses enroute and returning.
- F. For Retreats and Conventions, etc., the Church will pay for Pastoral Staff at the discretion of the Board.
- G. (a.) Process for Calling additional pastors:
1. Search Committee will narrow down selection to one or two individuals to communicate with.
  2. Senior Pastor will communicate with these individuals. In consultation with the Search Committee, one candidate will be selected.
  3. The Church will arrange for an extensive meeting between the Senior Pastor and the prospective candidate to determine compatibility of philosophies, personalities, giftedness, etc.
  4. Upon the Senior Pastor's recommendation the candidate will be invited to visit Salmon Arm to meet with the Leadership of the Church. The Board will research references and take any other steps needed to make a clear recommendation.

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

5. The approved Candidate will be recommended and introduced to the Congregation at an appointed time. The Congregation will be asked to ratify the Board's recommendation.

G. b) Process for hiring part time staff (less than half time):

1. Ministry Staff make request including a job description for staffing as part of annual budget process.  
\*see below for hiring outside of budget process.
2. Elders approve staffing request as part of approval for annual budget.
3. Once approved, a hiring committee is formed comprised of:
  - Ministry staff member in whose area the staff are being hired (e.g. Youth Pastor if Youth Staff are being hired)
  - An elder
  - Senior or Administrative Pastor
4. Hiring Committee will perform the following functions:
  - Review resumes
  - Check references
  - Conduct interview(s)
5. Hiring Committee will make the job offer to candidate.
6. Upon acceptance, the successful candidate must complete application for membership. If no membership class will occur for a period, then an elder and/or pastor will review the requirements of membership.
7. The hiring will be reported to the elders at the next regular meeting.

*\*If outside of budget process, the following are additional steps:*

- 1.a. Staff member makes request to elders at scheduled elders meeting to hire part time staff.
  - 1.b. Funding source identified prior to motion for approval.
  - 2.a. Elders approve of hiring by official motion.
- Process continues at Step #3 as above.*

H. Pastors Vacation Policy: Annual vacations will be based on past years of full-time Pastoral Ministry and will follow the guideline in the HR Policy Manual.

1. A week of vacation is understood to be (5) five work days, as well as your regular 2 (two) days off.
2. All vacations is to be pre-arranged with the Lead Pastor. (Allow time for making arrangements to cover your duties when making requests.)
3. Pastors should arrange their vacation schedule to ensure adequate coverage is available for pastoral care of the congregation.
4. Pastors are encouraged to take their vacations in no more than 2 (two) week blocks. Extended periods will require Board approval.
5. The Lead Pastor shall keep the Board informed of staff vacation plans.
6. Pastors are to take their annual vacations in the calendar year. One week of vacation may be carried forward to the next year.

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

7. Each Pastor is also given opportunity to be away 1 (one) weekend per Quarter. This is to be separate and apart from annual vacations.
8. Annual vacations for all other paid staff will be based on years of service at BEFC and will follow the guideline in the HR Policy Manual.

In the calendar year in which you are hired, your vacation time will be pro-rated to time served in that calendar year.

- I. Pastors Sabbatical Policy: See Appendix

V. FINANCE

To ensure all accounts under the Societies name are managed with the utmost integrity and honesty, as such any activity, real or perceived, that could be viewed otherwise must be avoided.

- A. All offerings, unless otherwise designated, will go into the General Fund.
- B. Special Offerings for groups, individuals, or organizations, should be cleared through the Finance Committee.
- C. Payment of special invited guest speakers, who are not members of our congregation, and non-resident members shall be as follows:
  - \$200 / Sunday plus reasonable traveling expenses based on current staff mileage allowances.
- D. Funds received and designated for a specific area of the church work which is already part of our operating budget, will go toward meeting that budgeted amount first. If the designated funds exceed the original budgeted amount, all the excess funds will go to the designated area. Funds designated to specific missionaries will be excepted from this general policy.
- E. In situations where Broadview Evangelical Free church receives funds designated for purposes that have already been fully subscribed; or that cannot be completed for reasons beyond the control of Broadview Evangelical Free church, or that are designated for uses other than those fulfilling the purposes or the scope of Broadview Evangelical Free Church, the Board reserves the right to re-designate such funds for purposes that would be similar and yet fulfill the purposes of Broadview Evangelical Free Church.
- F. Persons who receive a financial or material benefit in return for their giving will not be receipted.
- G. Committee heads are responsible for signing off on all expenditures for which they are responsible.
- H. Committee decisions on budgetary expenditures of over \$250.00 must be determined in a meeting of the committee with a minimum of 2/3 of it's members present.
- I. All cheques must be signed by at least 2 signatories
- J. 2 Members of the same immediate family must not be signatories on the same account
  1. All cheques are to be signed by people at arms-length of one another.
  2. No signatory will sign a check that is made out to themselves.
- K. Funds will be disbursed for church related expenses when an adequate receipt, invoice or requisition is provided by the individual or company requesting the funds.

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

- L. No Cash will be withdrawn from any account, all amounts withdrawn are to be done by check or pre-approved payee/bill payments.
- M. No checks are to be written to "cash" or "bearer"
- N. All Accounts not administered by the Church office will submit account statements quarterly to the church office.
- O. All Year End account information will be submitted to Church office, prior to being forwarded to the external accountants for audit.

VI. BENEVOLENT FUND

The Benevolent Fund shall be administered by the Benevolent Committee. Monies will be counted, disbursed, and recorded by the Benevolent Committee. The giver will not be receipted for this money in accordance with the Income Tax Act. Every attempt will be made to ensure confidentiality for those receiving gifts through the Benevolent Fund.

VII. FUND RAISING AND SELLING OF MERCHANDISE

The following guidelines shall apply in regards to fund raising and the selling of merchandise in the Church or in association with the Church:

- A. The Church building shall not be used for the selling of merchandise except:
  - 1. On a non-profit basis for supply scripture, Christian literature, recordings, or similar materials deemed to be useful to members of our congregation.
  - 2. On the occasion of special service, such as visiting speakers and/or groups from schools, missionary organizations, etc., where materials brought by and relating to the work of the visiting party may be sold.
- B. Fund raising efforts such as bake sales, auctions, garage sales, car washes, etc., may be undertaken by the Church or one of its auxiliary organizations provided that:
  - 1. Prior notification of such fund raising events are approved by the Finance Committee.
  - 2. They be conducted with discretion, keeping in mind the purposes of the Church as stated in our Constitution.

VIII. CHURCH BOARD

- A. If an elected Board Member is absent from three consecutive Board Meetings without valid reason, he/she shall be replaced by appointment.
- B. It shall be the responsibility of each Board Member to give reason for his/her absence from Regular Board Meetings to the Chairman, or to another member of the Board.
- C. Emergency Situations: In the event of unforeseen circumstances that impair the Ministry of the Church, the Chairman of the Board has the authority to strike an Emergency Committee with power to act to restore the smooth operations of the church. The committee shall consist of the Board Chairman and the Chairperson(s) of any other Ministry Committee(s) that may be affected.
- D. Lost and Found: All items found in the building will be dated and placed in a Lost and Found, where they will be held for thirty (30) days waiting to be claimed. After thirty (30) days, the

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

Custodian will be authorized to dispose of the items in an appropriate manner. (E.g.: Thrift Shop, Church Garage Sale, etc.)

E. Elections:

1. Candidates may offer themselves to the Nominating Committee for consideration of nomination for any position.
2. All nominations, even those from the floor at an AGM, require prior approval of the nominee.
3. All nominees must be ratified by vote and not through acclamation.

IX. BAPTISM AND MEMBERSHIP

- A. We reaffirm our stand on the fact that Baptism and Membership are two separate issues and will be dealt with as such.  
The Pastor will conduct Baptismal Classes previous to Baptism.  
Membership Classes will be conducted as soon after Baptism as possible to encourage those who are baptized to consider membership. An appropriate application form for Membership will be used.
- B. Those seeking Membership will be encouraged to be Baptized, if they have not already been.

X. MARRIAGE CEREMONIES

In light of the serious trouble many homes find themselves in, and in an effort to build stronger marriages, the following policy has been approved by the Elders of the Broadview Evangelical Free Church. Couples married by a Pastor of this Church must be willing to comply with this policy.

- A. The couple shall participate in premarital counseling with the Pastor or some other mutually approved counselor or Pastor.
- B. The couple shall be responsible for the cost of all materials used in counseling. The Pastor will explain fees in the initial session.
- C. The Pastor shall reserve the right to decide on his involvement in the wedding ceremony until the end of pre-marital counseling.
- D. In the case of either partner being divorced, if it is at all possible, the encouragement will always be toward reconciliation with the original partner, rather than entering another marriage.
- E. The Pastor shall perform only such marriages where both partners share the same spiritual standing
- F. It is encouraged that couples consider seeing the Pastor for some counseling even before formal engagement takes place.

XI. MISSIONS

- A. Definition of Missions - The word "Missions" in this Policy Statement shall be defined as: All cross-cultural outreach efforts of the Broadview Evangelical Free Church that are beyond the local Church and our own community.
- B. Purpose Statement - The Lord taught us that we were to "Go into all the world and preach the good news to all creation" (Mark 16:15). The whole Church is involved. Some of our number are

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

preaching the good news away from the home community, while the remaining Church Body are prayer and financial supporters.

C. Missions Budget

1. The Missions Budget shall be 20% of the total operating budget, excluding the missions' portion of the budget.

D. Missionary Support

1. The goal of the missionary support is to eventually carry a minimum of 25% of our Missionaries support needs. In consideration of this goal, candidates under 3, c; and 3, d will only be added if there is a clear sense of the Lord's leading.
2. All new candidates must be recommended by the Missions Committee and approved by the Elders Board. They would receive financial support as funds become available.
3. The Missions Committee shall use the following list of priorities for consideration of candidates seeking financial support from our Church.
  - a. The candidates are members in our Church and are going out under the Evangelical Free Church of Canada - Overseas Missions.
  - b. The candidates are members in our Church and are going out under a Mission Board approved by our Church.
  - c. The candidates are not members in our Church and are going out under the Evangelical Free Church of Canada - Overseas Missions.
  - d. The candidates are not members in our Church and are going out under a Mission Board approved by our Church.
4. The Missions Committee shall determine the support given to each Missionary. The Missions Committee shall take into consideration whether the missionary is single, married, married with children, the financial need of the missionary and his/her geographical location. The support levels shall be reviewed before the Annual General Meeting to give guidance to the incoming Missions Committee. Missionaries shall receive at least 95% of monies budgeted.

E. Other considerations on communication between Church and the Missionary.

1. When returning to the home Church the committee and /or the Elders will meet with the Missionaries to define the expectations of the Church during their time at home and to inform them of the general feeling of the Church towards missions.

F. Speakers and all other organizations desiring to present their ministry to the congregation shall first contact either the Pastor or the Committee to ensure that their goals, presentation, literature, doctrine, emphasis and methodology are suitable.

G. Young People who are affiliated with our Church and are going on short term missionary service with an approved mission will be given \$100, on request, from the Missions Budget, subject to budget restrictions.

H. Students in the YWAM Discipleship Training School program may apply to the Missions Committee for support for the outreach portion of their program. Upon application, support will be provided at \$150.00 per month for 3 months from the Missions Budget, subject to the availability of funds in the budget.

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

- I. The Missions Committee shall plan a special time of mission emphasis at least annually. An example would be a Missionary Conference.
- J. Visiting Missionaries:
  - 1. A priority schedule for visiting missionaries is as follows:
    - a. Supported missionaries.
    - b. Evangelical Free Church missionaries.
    - c. Missionaries from evangelical missions we already support.
    - d. Missionaries from evangelical missions not supported currently.
  - 2. Other considerations:
    - a. Usually one missionary per month is accepted.
    - b. Visiting missionaries should fit our schedule of services.

XII. POLICY MAINTENANCE

- A. The Board is responsible for the initiation, update and implementation of this policy, the church office is responsible for its publication and distribution.

XIII. APPENDIX

REASON AND PURPOSE FOR SABBATICALS

The pastoral sabbatical is intended to provide pastoral staff who have served for an extended period at our church with a gift of time away from normal responsibilities and locations to pursue a plan of personal renewal and growth that may combine study, travel, relaxation, education or research. The sabbatical is not just a reward for longevity of service and commitment. More importantly, it is an opportunity for those who have given consistently of their teaching and life to refill their own hearts and resources in order that they might continue in effective service to the Lord in this congregation.

ELIGIBILITY

The sabbatical would be made available to all full-time pastoral staff, i.e., senior pastor, associate pastors, assistant pastors and directors of Children's and Women's Ministries. Eligibility would begin after seven completed years of service at Broadview Evangelical Free Church and would be limited to those who anticipate ongoing service after their sabbatical. If a staff member leaves our staff before taking the sabbatical, there would be no compensation for that unused sabbatical.

LENGTH OF SABBATICAL

The maximum length of a sabbatical would be sixteen weeks. Time off for a sabbatical would accrue according to the following schedule. After seven complete years of full-time employment, a pastoral staff member would accumulate one week for each year of complete service, including one week for each of the first seven years. For instance, a staff member would be eligible for a ten-week sabbatical after ten years. In most cases, the full amount accumulated would need to be taken at one time. That is, the sabbatical time would not be used here and there to extend regular vacation times. When applying for a sabbatical, a staff member would need to schedule his or her vacation at a time that was appropriate to the situation. The final granting of a sabbatical would come from the general Board at the request of the Elders Ministry Committee. After taking a sabbatical, a staff member would again begin to accumulate sabbatical time according to the schedule outlined above, but that time would become usable only after seven more years of full-time service.



## PRIORITY OF SABBATICAL

Sabbaticals would be available based on eligibility, seniority and scheduling. In other words, those with the most years of full-time service would be eligible first. However, staff members may elect to let others take their places and be put next in line themselves if family demands and scheduling prompt them to do so. The impact of each staff member's absence in the context of overall church needs will have a strong influence on scheduling of sabbaticals. Ideally a sabbatical could be scheduled every six months with only one staff member at a time being absent from normal responsibilities.

## ACCOUNTABILITY FOR SABBATICAL PLAN

A proposal for a sabbatical must reflect the purpose stated above and must be arranged in advance with the approval of the Elders Ministry Committee. The proposal would then come to the General Board for consideration of approval. This must be done at least nine months prior to the desired sabbatical dates.

## FUNDING THE SABBATICAL

In addition to regular salary and benefits, the staff member could apply for additional funds for tuition, travel, etc., as these funds apply to the purpose of the sabbatical. These funds would come from a new line in the administration budget. They could be made available up to a maximum of \$250. Per year for each year of employment since the last sabbatical. The maximum amount to be granted would be \$5,000. In some instance, sabbatical funding may be subject to federal and provincial income tax. The Finance Committee is responsible for the appropriate administration of these funds.

Broadview Evangelical Free Church: Policy Manual  
Last Revision: October 2020

**BEFC Rental Rate Schedule Effective Oct. 1, 2020**

### Rooms:

Gym	\$95/h (Max - \$475/day)
Chapel	\$50/h (Max - \$250/day)
Foyer	\$35/h (Max - \$175/day)
Nursery	\$25/h (Max - \$125/day)
Other rooms	\$19/h (Max - \$95/day)
Kitchen - Full (includes dishes)	\$50/h (Max - \$250/day)

**Honorariums:**

A/V Technician	\$25/h (Minimum 2hr)
Sound Technician	\$25/h (Minimum 2hr)
Kitchen Supervisor if needed	\$25/h (Minimum 4hr)

**Fees:**

Chair set up/take down (if done by us)	\$ .65 each
Table set up/take down (if done by us)	\$2.50 each
Custodial hours	\$30/hr <b>Min 2 hrs for GYM rental</b> <b>Min 1 hr for all other rentals</b>

**Miscellaneous:**

Chafar fuel pots	\$8.50 each
Table cloth - round (30)	\$8.50 each (dry-cleaning)
Table cloth - rectangular (25)	\$8.50 each (dry-cleaning)
Wooden posts	\$10 for all

**Catering:**

Funeral Tea	Food Services Leader to determine. Approx \$4/person
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**Specifics:**

Round Tables	35
Long Tables (3x8") Plastic	15
Long Tables Wooden	20 \$3.00 each for renting offsite
Fabric Chairs	600
Chapel capacity (rows)	200
Chapel capacity (round tables)	120
Gym capacity (rows)	700 BEFC has 600 chairs approx
Gym capacity (tables)	375