

# **Best Practices**

## **Timbers Community Church Board of Elders**

### **Prayer**

- The Board will commit to a significant time of prayer as part of each meeting, seeing prayer as an enrichment and enhancement to our ministry.
- Prayer is not something we do in order to get to the work of the group, it is a key component of the work in our corporate times together.

### **Dependence on God**

- Our ability to live up to these Best Practices is through total dependence on God and the power of the Holy Spirit.
- We commit to seek God daily for His empowerment and the filling of the Spirit in order that, as individual Elders and as a Board we may be led by the Spirit, walk by the Spirit, and collectively discover the mystery and majesty of being a leadership team guided by the Holy Spirit.

### **Personal Growth**

- We will commit to nurturing our own souls and our obedience to Jesus Christ and His teachings as part of the leadership journey.
- We will seek to support and encourage one another in our individual and collective faith journeys.

### **Courtesy and Discretion in Conduct and Speech**

- We will endeavor to conduct ourselves with grace and kindness in speech and conduct, addressing the issues at hand without personal critique or attack of individuals.
- Our speech and manner will be wholesome, sensitive, honest and solution-focused.
- When addressing issues for discussion at our meetings we will address the Chair.

### **Confidentiality**

- We will treat all matters discussed with the highest level of confidence.
- Matters under consideration within the group are kept in confidence until:
  - a) An effective decision has been made and there is agreement to communicate itOr
  - b) There is agreement of the Board as a whole that it is appropriate to discuss matters with a wider audience in order to facilitate a good decision.
- Breaches of confidentiality are serious matters that will be dealt with accordingly.
- All documents - reports, records, minutes, agendas etc. of the Board shall be handled carefully.

### **Transparency**

- As much as is possible the work of the Board will be done with transparency before the church.
- There will be ongoing reporting made to the church unless such disclosure will jeopardize the Board's decision making process.
- All decisions will be presented to the congregation in a timely and expedient manner.

## **Differentiation**

- Discussion and decisions will be made with the prime directive of “what is best for the church at this present/future time.”
- Personal aspirations and preferences need to be differentiated from the prime directive.

## **Preparation**

- Agendas and written reports will be provided in a timely manner for all members of the Board in advance of meetings.
- Additional items will not be allowed to be added to the agenda without prior notice or agreement of the Board at the time of the adoption of the agenda in any given meeting.
- It is expected that all Board members will read the agenda and written reports in advance of the meetings.

## **Attendance at Meetings**

- While recognizing that we live in a heavily scheduled culture and have numerous demands placed on our time it is expected that attendance and participation is incumbent upon each of us as servant-leaders at this season in the life of our church.
- We will make every effort to be available for punctual attendance at meetings and to participate in sub-committees.
- Advance notice of meetings to all members of the Board will be a high priority in order to help facilitate scheduling.

## **Leadership and Influence**

- We understand the “mystery of leadership principle” - what we do as leaders, even unseen, has a direct influence on our ability to lead with Spirit-guided discernment.
- Our lifestyle, attitude, conduct and example as a servant-leader of our church is a “24/7” responsibility.

## **Decisions**

- We will seek to lead using an agreed upon model of decision making.
- We will voice our concerns should we not be comfortable with the decision making process used by the group.
- We will endeavor to hear from God collectively and submit ourselves to the decisions of the group as a whole.
- When decisions require a vote, we will support the outcome with one voice.

## **Relationships**

- We will pursue healthy relationships, modeling for the church family what it means for leaders who work together in community.
- Although we may not always agree on issues and may need to express contrary views in order to make wise decisions, we will pursue relational health in the process.
- We will make every effort to resolve breaches of relationship humbly and expediently.
- If there is any unresolved matter with a fellow Board member we will go to them *first* (following the principles of Matthew 18) should we be unable to resolve our differences.
- We will not speak negatively of our fellow Board members or of the leadership of the church collectively or individually.

**Conflict and Resignation**

- If for spiritual or personal reasons an Elder can no longer lead with the Board they will submit their resignation to the Chair in writing.
- Any resignation will be done subsequent to seeking God in prayer and, if needed, seeking counsel from within the Board.
- We will not use the threat of resignation as a tool to leverage a decision.
- Should an Elder resign they agree to depart gracefully and return all documentation in their possession that is related to the Board.
- Should an Elder have an unresolved dispute with an individual Board member or the Board as a whole which cannot be resolved internally they have the right of appeal to the District Superintendent of the Canadian Pacific District of the Christian and Missionary Alliance.

**Use of e-Mail**

- E-mail is best used as a communication tool for information as opposed to discussion.
- We will use e-mail as a tool to communicate information such as dates, times, locations, agendas, and other pertinent information.
- E-mail is discouraged as a method for decision making
- E-mails are confidential and care must be given using the “Reply”, “Reply to All”, and the “Forward” features, as well as the use of email addresses accessible by others.

**Documents**

- All documents, binders, and other printed materials that are distributed are the property of the church and should be handled with care.
- When a term of office is completed all documents should be returned to the Chair of the Leadership Team or the Board of Elders.

**With the Lord’s help, we endeavor to follow these best practices in our service as elders of Timbers Community Church.**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Date:** \_\_\_\_\_