

Osler Mission Chapel Inc.  
Manual  
2023

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## Table of Contents

1. Osler Mission Chapel (OMC) Manual.....	1
1.1 Mission Statement January 8, 2001, Revised July 2020.....	1
1.2 OMC Constitution 2015, updated 2022 .....	2
1.3 Manual Statement of purpose.....	4
1.4 Guidelines to update content.....	4
1.5 General Information .....	5
1.5.1 Guidelines to conducting meetings.....	5
1.5.2 Biblical Calling to Serve.....	7
1.5.3 Biblical Calling to Serve.....	8
1.5.4 Biblical Calling to Serve.....	9
1.6 Roles and Responsibilities of acting boards, committees and elected positions.....	10
1.6.1 Ministerial.....	10
1.6.1.2 Lead Pastor .....	12
1.6.1.3 Associate Pastor.....	13
1.6.1.4 Pastor of Music .....	14
1.6.1.5 Pastor of Care .....	15
1.6.1.6 Youth Pastor .....	16
1.6.1.7 Deacons .....	18
1.6.2 Church Staff Committee .....	19
1.6.3 Mission Board.....	21
1.6.4 Administration Board.....	22
1.6.4.1 Church Board Chairman.....	23
1.6.4.2 Administration Board Recording Secretary .....	24
1.6.5 Audio/Visual Personnel .....	25
1.6.5.1 Head Audio Technician.....	25
1.6.6.1 Head Visual Technician.....	26
1.6.6.2 Audio System Technicians .....	27
1.6.6.3 Visual System Technicians.....	28
1.6.7 Ushering .....	29
1.6.7.1 Head Usher .....	29
1.6.7.2 Ushers .....	30
1.6.7.3 Parking Attendants .....	31
1.6.8 Elections Committee.....	32
1.6.9 Maintenance Personnel .....	33
1.6.9.1 Maintenance Coordinator .....	33
1.6.9.2 Maintenance Assistant.....	34

1.6.9.3	Maintenance Repair Team.....	35
1.6.10	Church Janitor .....	36
1.6.11	Building Development Committee .....	38
1.6.12	Kitchen Ministry Committee.....	39
1.6.13	Finance .....	40
1.6.13.1	Treasurer .....	40
1.6.13.2	Assistant Treasurer .....	41
1.6.14	Music Ministry .....	42
1.6.14.1	Song Leader .....	42
1.6.14.2	Worship Team .....	43
1.6.15	Connect Department.....	44
1.6.15.1	Pastor Responsible for Christian Education .....	44
1.6.15.2	Connect Director.....	44
1.6.15.3	Connect Director Assistants. ....	46
1.6.15.4	Connect Teachers .....	47
1.6.16	Youth Sponsors .....	48
1.6.16.1	Pre-teen Youth Sponsors .....	48
1.6.16.2	Junior Youth Sponsors.....	49
1.6.16.3	Senior Youth Sponsors .....	50
1.6.17	Young Adult Leaders .....	51
1.6.18	Children’s Ministries.....	52
1.6.18.1	VBS Director .....	52
1.6.18.2	VBS Director Assistant .....	53
1.6.18.3	Club Director .....	54
1.6.18.4	Children’s Church Director & Assistant .....	55
1.6.18.5	Children’s Nursery Director .....	56
1.6.19	Library Committee .....	57
1.6.20	Marriage Retreat Committee.....	58
1.6.21	Decorating Committee .....	59
1.6.22	Church use Coordinator .....	60
1.6.23	Safety Coordinator .....	61
1.6.24	Prayer Coordinator .....	62
1.6.25	Women’s Retreat Committee .....	63
1.6.26	Information Center Personnel .....	64
1.6.27	Hope’s Pantry .....	65
1.7	Policies & Procedures .....	66
1.7.1	Church Staff Policy.....	66
1.7.1.1	Introduction .....	66

1.7.1.2	Pastoral Staff.....	66
1.7.1.3	Church Staff.....	67
1.7.1.4	Staff Leave.....	67
1.7.2	Missions Policy.....	68
1.7.2.1	Introduction .....	68
1.7.2.2	Financial Responsibilities.....	68
1.7.2.3	Terminology .....	69
1.7.2.4	Responsibilities of Supported Career Missionaries to OMC.....	69
1.7.2.5	Responsibilities of Supported Short Term and Summer Missionaries to OMC.....	70
1.7.2.6	Responsibilities of OMC to Supported Missionaries .....	70
1.7.3	Kitchen/Catering Policy.....	71
1.7.4	Youth Ministry Policies .....	72
1.7.4.1	Youth Finance Policy .....	72
1.7.4.2	Youth Ministry General Policy.....	72
1.7.5	Child Protection Policy.....	73
1.7.6	Wedding Policy.....	74
1.7.7	Funeral Policy .....	77
1.7.8	Membership and Baptism Policy .....	78
1.7.9	Church Property Policies .....	79
1.7.9.1	Church Building Policy .....	79
1.7.9.2	Church Vehicles Policy .....	79
1.7.9.3	Church General Articles Policy.....	79
1.7.10	Finance Policies.....	80
1.7.10.1	General Policy .....	80
1.7.10.2	Bible College Student Financial Support .....	81
1.7.10.3	Purchasing and Expense Claims policy.....	82
1.7.11	Revisions Procedure Policy.....	83
1.7.12	Worship Practice Policies.....	84
1.7.12.1	Dress Code Policy .....	84
1.7.13	Janitor Policy.....	85
1.7.14	Church Key Policy .....	86
1.7.15	Church Use Policy.....	87
1.7.16	Fire Safe Plan & Operating Procedures .....	88

# 1. Osler Mission Chapel (OMC) Manual

## 1.1 Mission Statement

January 8, 2001, Revised July 2020

### *Create communities where people are transformed by Jesus*

*“Love the Lord your God with all your heart and with all your soul  
and with all your strength and with all your mind;  
and ‘Love your neighbor as yourself.’”*

Luke 10.27 (NIV)

How do we accomplish this?

#### 1. Loving Jesus & His Word

*“If you love Me, you will keep My commandments.” John 14:15 (NASB)*

*“How sweet are your words to my taste, sweeter than honey to my mouth!” Psalm 119:103 (NIV)*

- a) People are transformed by Jesus as their **love for Jesus** grows. Love for Jesus grows as people hear and walk in obedience to His Word by the Holy Spirit’s power.
- b) We will preach and teach the Word of God as vital truth that speaks with authority and relevance to our everyday lives. Our values and actions must be conformed to the Word of God by the renewing of our minds.

#### 2. Getting real about life ...

- a) **Leaders who model being real.** Leaders and teachers will demonstrate humility, transparency, and a level of vulnerability so people feel safe to be “real” with their hopes, fears and failures.
- b) **Build a community of grace** where people do not walk alone in their journey through life. Small Groups will be a key component in this objective.
- c) **“My Story”** — Create a platform at OMC for people to share their God story of what Jesus has done and is doing in their lives today. People will be encouraged and hope will grow as they hear the life experiences of others.

#### 3. Discipleship, Mentoring and Equipping:

- a) Create an environment where discipleship and mentoring is built into the fabric of OMC. Ministry team leaders will be equipped and encouraged to make this a part of the training of current team members with an eye to cultivating the next generation of servant leaders.
- b) Provide opportunities for staff and volunteers to be equipped in areas they are passionate about and where they already serve, empowering them for maximum effectiveness. The **Mission** of Osler Mission Chapel is to **honour** and **worship God**, **invite** all people to enter into a growing relationship with Jesus Christ, **encourage** relationships with one another, **equip** God’s people to impact their world, and **advance** the kingdom of God through caring and the proclamation of the Word of God.

## **1.2 OMC Constitution 2015, updated 2022**

### **1. NAME**

This assembly of believers shall be known as Osler Mission Chapel (OMC).

### **2. PURPOSES**

- a) To establish and maintain premises to be used, occupied or enjoyed as a place for the public worship of God and for Christian fellowship.
- b) To promote, conduct, or facilitate such religious and other charitable purposes as directed by the organization.
- c) Not-for-profit
  - i) To conduct the activities of OMC without purpose of gain for its members. Any profits or other accretions to the organization shall be used solely to promote its purposes, in accordance with its constitution as the same may be hereafter modified or amended.
- d) To propagate the gospel of Jesus Christ by:
  - i) Ministering to the spiritual, mental, and physical needs of the individuals in the local church, community, and beyond.
  - ii) Equipping God's people for service in His kingdom.
  - iii) Fostering and maintaining sound biblical teaching.

### **3. GOVERNANCE**

- a) The affairs of OMC shall be governed by the Administration Board consisting of Ministerial and designated members.
- b) The ecclesiastical affairs of OMC shall be administered by the Ministerial.
- c) The property and resources of OMC shall be administered by the Trustees as directed by the Administration Board.

### **4. CUSTODY & DISPOSITION OF ASSETS**

- a) Custody
  - i) The assets of the OMC shall be under the custody and care of the Board of Deacons. The Board of Deacons shall not buy, sell, change, mortgage or make any other disposition of real estate without being authorized to do so by a minimum of 75% approval by the membership.
- b) Disposition
  - i) In the event of division of the membership, the assets shall belong to those members abiding by the constitution and bylaws.
  - ii) In the event that OMC dissolves, the assets shall be distributed to other registered charities that have objects substantially compatible with OMC.

### **5. AMENDMENTS**

The constitution of OMC, or any part thereof, may be abridged, altered, or amended, added to or repealed, in part or in whole, by a 75% majority vote by members at a congregational meeting. Any proposed amendment shall be in the hands of the Administration Board at least two months before the designated Congregational meeting and in the hands of all members at least 30 days prior to the designated meeting.

## 6. STATEMENT OF FAITH

- a) There is one true living eternal God who exists in three persons: God the Father, God the Son, and God the Holy Spirit, Creator of all things.
- b) The Scriptures testify to the deity, virgin birth, and sinless humanity of Jesus Christ who shed his blood and died as a sacrifice for the sins of the whole world, was bodily resurrected, and ascended into heaven where he now intercedes for believers.
- c) The Holy Spirit, sent from God, indwells every believer.
- d) The Scriptures of the Old and New Testament are wholly inspired by God, infallible and the final authority in faith and life.
- e) The church is the body of Christ and its mission is to fulfil the “Great Commission” of making disciples of Jesus Christ.
- f) Adam’s initial sin resulted in humanity’s complete and universal separation from God, and each individual’s need of salvation.
- g) Salvation is a free and eternal gift of God, entirely by grace apart from works.
- h) Every person is responsible to receive salvation by personal faith in the Lord Jesus Christ.
- i) The believer is eternally secure in Christ.
- j) Every born again believer is commanded to be baptized with water upon a personal confession of faith in Jesus Christ.
- k) The Lord instituted the ordinance of communion as a remembrance of His suffering and death.
- l) Every Christian is called to walk in love towards God and man, yielding to the Spirit rather than the flesh.
- m) God instituted marriage as a permanent bond between a male and a female.
- n) There is a literal resurrection of the body; eternal glory for believers in heaven, and everlasting punishment for unbelievers in the lake of fire.
- o) There will be a personal and bodily return of the Lord Jesus Christ as King of kings and Lord of lords.

## 7. MEMBERSHIP

- a) Qualifications for membership. One who:
  - i) Agrees in principle and lifestyle with the OMC Statement of Faith.
  - ii) Agrees to work in harmony with the leadership and mission of OMC.
  - iii) Has been baptized.
- b) One’s membership becomes inactive if they fail to attend or maintain contact for six months.

### 1.3 Manual Statement of purpose

The intent of this manual is to maintain the continuity in the administrative structure of our church, as well to be used as a tool to better inform those who wish to worship with us of this church's many functions. We acknowledge the Word of God as being the Governing Document by which we base all our policies and procedures whether outlined within the following pages or simply practiced. Therefore we submit, to our Lord, our need for His wisdom and guidance in adhering to His will in all that we do.

*“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge. I tell you this so that no one may deceive you by fine-sounding arguments. For though I am absent from you in body, I am present with you in spirit and delight to see how orderly you are and how firm your faith in Christ is.”*  
Colossians 2:2-5

### 1.4 Guidelines to update content

1. Each member is responsible to update their own manual when given revision updates.
2. Each member has an obligation to his or her brothers and sisters of the church to review the content of the administrative manual and be familiar with its content so to be able to offer constructive input when adding or changing the content.
3. Any policies or procedure may be reviewed or changed by the following process. (Refer to section 1.7.11 **Revisions Procedure Policy** under the policy section of this manual)
4. Changes made to the manuals will be circulated to the congregation within the soonest possible time by the recording secretary responsible for updating the documents.
5. All pages must contain the latest revision or print date.



## **1.5 General Information**

### **1.5.1 Guidelines to conducting meetings**

The following outlines procedures for conducting meetings and helps each individual identify their primary role and responsibilities within their elected or appointed positions. It is also structured to enhance each individual church member's ability to understand the relationships among acting bodies to provide direction on whom they should speak to with respect to areas of concern, as well whom the acting boards and committees report to.

1. The chairman of a group shall:
  - a) Chair the meetings following the approved agenda and see to it that all discussion is related to the topic of concern.
  - b) Maintain order and require that all persons address the chair in a quiet and respectful (appropriate) fashion.
  - c) Allow only one person to speak at a time and then only on the subject under discussion.
  - d) Coordinate the collecting of topics/issues to be addressed and added on for the next meeting agenda.
  - e) Call the meeting to order, promptly.
  - f) Forward the agenda and related reports to the board/committee members a minimum of 1 week prior to the meeting.
  - g) Avoid long, rambling discussions, steering the board/committee towards a productive work.
  - h) Ensure that all responsibilities delegated to others are being taken care of as agreed upon by the board/committee.
  - i) Advise each member of the time and place of the next meeting.
  
2. Recording Secretary of a group shall:
  - a) Take good minutes that accurately reflect the content of the discussion, as well as the date and persons in attendance or absent from the meeting.
  - b) Record accurately the outcome of motions tabled for a vote. Motions "moved" and then seconded are to be noted as either "carried" (passed) or "lost" (defeated) in the wording of the minutes.
  - c) Print minutes of the meetings and then distribute them to the board/committee members as directed by the chairman.
  - d) Maintain the minute records for future referrals.
  - e) Record their initials on the bottom of all minutes taken and ensure the minutes are dated.
  
3. Members of the group shall:
  - a) Forward all reports to the Board Chair a minimum of 8 days prior to the meeting.
  - b) Demonstrate due respect to the chair and their fellow colleagues and should address the chair to obtain the floor to speak. This should be done by gaining the attention of the chair in a respectful manner by show of hands or verbally requesting his attention to your desire to obtain the floor. Members are also asked to keep meeting "sub group" discussions to a minimum to reduce the amount of distraction within the work group.
  
4. Agendas:
  - a) The agenda is the order of business. It advises the members as to the subjects of concern and the order in which they will deal with the items of business.

- b) The chairman should allow opportunity to change the order in which items are considered. This is necessary in order to permit items that are urgent to have first priority on the table.
- c) The chairman may allow the additions of items to be added to the agenda that may have been unknown to him at the time of generating the agenda or they are recently arisen issues.
- d) Items not addressed at a meeting due to lack of time shall be “tabled” until another meeting is called and they are added to its agenda.
- e) Issues re-directed to another committee, group or individual are considered “deferred”.
- f) A sample agenda should include the following:
  - 1. Prayer
  - 2. Adoption of agenda
  - 3. Approval of previous meeting minutes
  - 4. Presentation of correspondence
  - 5. Reports from special committees, groups or departments.
  - 6. Business arising from the reports.
  - 7. New business (this is the appropriate section to add any additions to the agenda)
  - 8. Adjourn (at this time also announce/determine the date, time and location of next meeting)

5. Order of Business:

- a) Chairman calls meeting to order along with Scripture and prayer.
- b) Chairman presents agenda and opens the floor for additions.
- c) Minutes from the previous meeting are presented and may or may not be read, as directed by the chair. These are tabled so that any “errors and or omissions” may be addressed and subsequent board/committees approval.
- d) The chairman will announce which item on the agenda is under consideration.
- e) Chairman permits a brief discussion in order to determine whether official action is needed and just what type of action/delegation is necessary.
- f) Chairman calls for a motion stating a possible course of action.
- g) Chairman, once having a motion, calls for a second (support) to the motion. If no support is gained, the motion is “lost”, if the motion is seconded (support) is given, then the motion is on the floor for discussion.
- h) The chair will then call for discussion but it must only pertain to the motion as “seconded”, nothing else. (This allows time to discuss the motion whether opposed or for and gives opportunity to present arguments)
- i) Chairman, after sufficient discussion (usually after arguments are becoming repetitive, giving no additional thought or directive and/or discussion appears to have lead in one direction and a consensus has resulted) asks “are you ready for the question”, meaning “ are you ready to vote on the motion either for or against”. If the group asks for more time to discuss it is up to the chair to point out if discussion has not moved forward in its productivity. If a majority of the group voice concerns still wanting to further discuss, then time should be granted. It is up to the board/committee to move the process along in a timely, productive manner. If the majority of the group requests the vote, the chair will have the motion read aloud by the secretary and ask for a show of hands (open vote) for those “opposed” to the motion and those “for” the motion. The results will not be recorded but only noted as “carried” or “lost”. There may at times be a request for vote by secret ballot. A ballot being that which the vote is written on and submitted to a group of at least two to three persons, secured by the chair, from within the group, to count the ballots. The chair or recording secretary should be part of this counting group.
- j) All outstanding issues not addressed at a meeting due to time constraints, will be tabled until the next scheduled meeting.

## 1.5.2 Biblical Calling to Serve

### Pastor:

The head of the church, its founder, owner, and director is Jesus Christ. (Matt. 16:18, Col. 1:18). The Scripture acknowledges the Lord Jesus as “the Shepherd and Overseer of your Souls” (1 Peter 2:25), and “the Chief Shepherd” (1 Peter 5:4). The church’s Pastoral leader’s function is then to act as “under shepherds”, under the Chief Shepherd who is Christ (1 Peter 5:2).

Since the church is not an “organization” but a spiritual “organism” that is kept alive and nourished by the Holy Spirit (1 Cor. 12: 1-31), and seeks to please God as well as to minister to the needs of humanity. It then brings with it the need for spiritual leadership to minister to the needs of believers.

The Greek word “Poimen” (Eph. 4:11) translated “Pastor” means “Shepherd”. Because of Christ’s position of being head over all things to the church (Eph. 1:22), his shepherding role continues on, in and through the pastoral role or office.

The Greek word “Episkopos” is translated four times in the King James Version as “Bishop” (Php. 1:1, 1 Tim. 3:2, Titus 1:7, 1 Peter 2:25) and once as “Overseer” (Acts 20:28). The N.I.V. Bible translates the Greek word “Episkopos” as “Overseer” in all of the same passages. The New American Standard has also translated the Greek word “Episkopos” as “Overseer” except in 1 Peter 2:25 where they have translated it as “Shepherd” or “Guardian”. This seems to indicate quite clearly that the words “Bishops”, “Elders” and “Overseers” refer to the same role of ministry as “Pastor”.

The “Pastor” then is called to minister to the spiritual needs of the people as a Shepherd to God’s flock (1<sup>st</sup> Peter 5:1 &2), able to teach and equip the saints for works and service (1<sup>st</sup> Tim. 3:2), and devoted to prayer and the ministry of the word (Acts 6:4).

### **1.5.3 Biblical Calling to Serve**

#### **Deacon**

The primary meaning of the Greek word “diakonos” which appears throughout the New Testament is “servant”. From the translation of the “diakonos” we arrive at the title of “Deacon”. The word however is used elsewhere as servant or minister. See Matthew 20:26; 32:11; Mark 10:43 and Ephesians 3:7.

Deacons are literally those who serve Christ and His Church. The particular function of Deacons in the New testament Church is based on the description of the office in Act 6:1-7.

The office of Deacon was instituted after the inception of the Church at Pentecost. The office was created by the elders of the Church at Jerusalem who needed assistance in carrying out their ever-increasing responsibilities (Act 6: 2-4). The initial responsibilities of the Jerusalem Deacons quite simply consisted of whatever assignments the Elders wished to delegate to them, including the daily distribution to the widows (Acts 6:1) and the serving of tables (Acts 6:2). The Elders properly reserved for themselves the responsibilities of preaching (Acts 6:2), unified prayer (Acts 6:4) and teaching (Acts 6:4), thus maintaining their role as the primary leaders of the Church. Yet there apparently was given flexibility to the Deacons to develop their ministry to the Church according to their various abilities and gifts. For example Stephen “did great wonders and signs among people” (Acts 6:8).

The specific function of the Deacon then is to perform those tasks delegated and agreed upon by both the Elders (Pastors) and the Deacons, which assist and support the Pastor/s in both the hands on (practical) and spiritual ministry of the Church. It is important that the spiritual gifts of each Deacon are taken into consideration when delegating the various tasks.

The Deacons should be active in some form of service in the body of Christ and as much as possible fit the qualifications of Acts 6 as well 1<sup>st</sup> Timothy 3.

## 1.5.4 Biblical Calling to Serve

### Church Member

When the Bible uses the term “**Church**”, it literally means the “**assembly of the called out ones**”. The word “**Church**” comes from the Greek word “**Ecclesia**”, meaning, “**to call out from**”. Christians are called out from the world system to be “**In Christ**”. They are “...rescued from the dominion of darkness and brought into the kingdom of the Son, He (God) loves” (Col. 1:13). They are “**called to belong to Jesus Christ**” (Ro. 1:6), “the Church of God in Corinth, to those sanctified in Christ Jesus and called to be holy, together with all those everywhere who call on the name of our Lord Jesus Christ-their Lord and ours” (1 Cor. 1:2).

The “**true Church**”, then, consists of those people from all over the world, regardless of the gender, nationality or race, who through saving faith in Jesus Christ have been regenerated by the Holy Spirit, and are united together in the Body of Christ Which He is the Head (Col. 1:18)

To become a “member” of the body of Christ one must repent and receive the gift of the Holy Spirit (Acts 2:38). For we were all baptized by one Spirit in one body...” (1 Cor. 12:23). One must be spiritually Born Again (John 3:3, 6).

This group “the Church” was first formed at Pentecost (Acts 2) and will continue to grow and function until the appearing of Christ (1 Thessalonians 4:13-17; Col.3:1-4; 2Ti. 4:1-8; 1 Jn.2:28-3:3). The true Church of Jesus Christ is also referred to as “His wife” or Bride” (Rev. 19:17).

The New Testament pattern is for believers who are a part of the universal body to be a part of a local body. Believers gathered together for Christian fellowship and service in the local churches. It was to the local assemblies that New Testament believers were added. “Those who accepted his message were baptized, and about three thousand were added to their number that day” (Acts 2:41). “... and the Lord added to their number daily those who were being saved” (Acts 2:47).

The body is not designed to function or serve in isolation or independence from one another. The Scriptures talks a lot about “being members” of one another (1 Cor. 12). The Biblical metaphor used here of the Church is the human body. Individual believers are said to be members of Christ’s spiritual body, just like hands, feet, and eyes are said to be part of the human body. Each “member” makes a diverse, yet essential, contribution to the whole, the body (Church).

Each “member” is called to be vitally connected to each other as the body of Christ, using whatever gifts each one has received to faithfully administer God’s grace, serving in God’s power, sharing the love and message of salvation in Jesus Christ with the lost world around us 1 Peter 4:10-11, Matthew 28: 19-20.

## **1.6 Roles and Responsibilities of acting boards, committees and elected positions**

### **1.6.1 Ministerial**

#### **Roles and Responsibilities of OMC Pastoral Staff**

##### **1. Preamble**

- a) OMC has established a leadership system of specific ministry for the Pastoral Staff. This requires a job description that would serve as a guideline only, as an aid to maintain an enhanced level of ministry effectiveness in an orderly fashion. However, when the need dictates, provisions can be made to accommodate change.
- b) We chose not to be bound by any guidelines we produce, but rather submit to the leading and lordship of the Lord Jesus Christ, the Holy Spirit of God.
- c) The sequence of the Pastors Job Description is not written by way of importance.
- d) All Pastors must have a deep inner sense of God's calling; this should not be viewed from the standpoint of a job, but rather a spiritual ministry as an ambassador for Christ.
- e) The different Pastoral positions must not be viewed as indicating a superior or inferior status.
- f) Pastors are to pursue opportunities of training to better equip themselves for the present and future ministry. One or two courses or training seminars per year is recommended.
- g) The Pastors shall maintain an intimate walk with God through a consistent, daily personal time of devotion and prayer.
- h) To provide spirit led encouragement to those serving under his leadership.

##### **2. Purpose of the Pastor's job description.**

- a) Provides guidance to the Pastors for the realm of ministry each Pastor is responsible for.
- b) Provides some clarity for the congregation as to which Pastor to contact with specific needs or concerns.
- c) Encourage the use of the spiritual gifts of each Pastor to the glory of God.

### 3. The Calling of Pastors & Deacons

- a) The Ministerial of OMC shall consist of ordained and commissioned Pastors and Deacons.
- b) The Ministerial will choose and oversee which of the following options will be used to call a Pastor or Deacon. Consideration for any paid position is subject to [1.7.1 Church Staff Policy](#).
  - i) Appointment by the Ministerial.
    - The Ministerial may appoint from within the Membership.
    - In the event that no one from within the Membership will take up the call, the Ministerial may go outside the congregation. The candidate will begin the interview process for commissioning and ordination as outlined in c) Interview, commissioning & ordination.
  - ii) Election
    - The Membership shall call individuals or couples into the ministry from among the Membership by secret ballot.
    - Members between the ages of 18-65 are eligible candidates.
    - Members 18 years and older are eligible to vote.
    - The candidate who receives the most votes will begin the interview process for commissioning and ordination as outlined in c) Interview, commissioning & ordination.
- c) Interview, commissioning, and ordination
  - i) Not more than one year should elapse between the calling and the commissioning.
  - ii) Ministerial candidates will be commissioned following
    - Completion of a commissioning questionnaire.
    - An interview by the Ministerial.
    - A recommendation by the Ministerial of the candidate to the congregation.
    - An 85% affirmation by the church membership by secret ballot.
  - iii) Ordination shall take place after two years of commissioned service upon
    - Another interview by the Ministerial.
    - A recommendation by the Ministerial of the candidate to the congregation.
    - Agreement of the candidate
    - 85% affirmation by the church membership by secret ballot
  - iv) Ordination is indefinite.

## 1.6.1.2 Lead Pastor

Reports to the Ministerial and Administration Board.

### 1. Mandate:

- a) Primarily responsible for the consistent teaching and preaching of the Word of God according to sound doctrine.
- b) Apply the word of God through encouragement, exhortation, discipleship and shepherding of the flock.
- c) Responsible to organize worship services, communion and other special emphasis ministry sessions.
- d) Responsible to oversee Baptism, Membership, Parent/Child dedication and other similar requests.
- e) Coordinate preaching schedule with other Pastors.
- f) Officiate at weddings, funerals and special church or community events as needed.
- g) Provide leadership in setting goals for the present and future spiritual needs of the church.
- h) Call and coordinate ministerial meetings.
- i) Work closely and communicate regularly with local ministerial as much as possible.
- j) Meet regularly with Pastoral team and other church department leaders, listening with sensitivity for their needs and seek to encourage them in their ministry and their personal walk with the Lord.
- k) Be actively involved in visiting the sick persons from our congregation, in home and hospital visitation.
- l) Be available and respond to spiritual and personal needs as quick as possible.
- m) Refer cases beyond his ability and time to other appropriate Christian counseling means available.
- n) Pray for the needs, growth and spiritual maturity of the flock on a regular basis.
- o) Be in regular consultation with the Church Board for direction and approval.
- p) Attend scheduled Pastor, Ministerial, and Administration Board meetings.

### 2. Structure:

- a) Shall consist of one ordained pastor.

### 3. Selection of Lead Pastor

- a) Potential candidates will be interviewed by the Ministerial.
- b) The Ministerial will recommend the selected candidate to the congregation.
- c) An 85% vote of affirmation is required from the church membership by secret ballot.
- d) Any un-ordained pastor accepted as lead pastor will be ordained.

### 4. Term of office:

- a) A Lead Pastor over the age of 65 years who wishes to continue shall consult with the Ministerial to determine that Pastor's continued service. The Deacon Chair shall then make a recommendation to the Membership regarding that Pastor's continued service, and conduct a vote of affirmation. This shall happen on an annual basis.

### 5. Qualifications:

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.



### **1.6.1.3 Associate Pastor**

Reports to the Lead Pastor and the Administration Board.

#### **1. Mandate:**

- a) Be in regular consultation with the Lead Pastor and work under his supervisory guidance.
- b) Work as a team player in harmony with the Ministerial.
- c) Assist in preaching as agreed upon by the Pastoral Team.
- d) Assist and serve with Lead Pastor at Communion, Baptism, etc.
- e) Officiate at weddings and funerals as called upon or as time allows.
- f) Serve in other Pastoral ministry when called upon by the Lead Pastor or O.M.C. ministerial.
- g) Assist in home visitation on a regular basis.
- h) Attend scheduled Pastor, Ministerial, and designated Administration Board meetings.

#### **2. Structure:**

Shall consist of commissioned or ordained pastor(s).

#### **3. Selection of Pastors:**

Determined by the Ministerial.

#### **4. Term of office:**

- a) The term of office for Pastors shall be indefinite.
- b) A Pastor over the age of 65 years who wishes to continue shall consult with the Lead Pastor to determine that Pastor's continued service. The Lead Pastor shall then make a recommendation to the Membership regarding that Pastor's continued service, and conduct a vote of affirmation. This shall happen on an annual basis.

#### **5. Qualifications:**

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

#### **1.6.1.4 Pastor of Music**

Reports to the Lead Pastor and the Administration Board.

##### **1. Mandate:**

- a) Be in regular consultation with the Lead Pastor and work under his supervisory guidance.
- b) Work as a team player in harmony with the Ministerial.
- c) Provide leadership and direction to all areas of worship that pertain to music and singing ministry.
- d) Schedule & oversee meetings with music teams &/or leaders on a regular basis.
- e) Shepherd individuals and groups involved in music ministry through encouragement, prayer, and the Word.
- f) Take note and encourage individuals that are gifted in music or singing talent to use their gifts and talents to the glory of God by getting involved in the church music ministry.
- g) Articulate and communicate the role and purpose of worship to Song Leaders, individuals bringing special numbers, worship teams, choirs, etc.
- h) Seek to enhance the worship experience and ensure that we are using a musical genre (style) that connects at an understanding level with the broad cross section of people who gather for worship.
- i) Oversee the coordination and scheduling of all music ministries within the church.
- j) Oversee the development and growth of the music ministry within the church.
- k) Oversee finances related to music ministry.
- l) In charge of all music related licensing.
- m) Present all major changes as well as new initiatives to Church Board for approval.
- n) Attend scheduled Pastor, Ministerial, and designated Administration Board meetings.

##### **2. Structure:**

Shall consist of a commissioned or ordained pastor.

##### **3. Selection of Pastor:**

Determined by the Ministerial.

##### **4. Term of office:**

- a) The term of office for Pastors shall be indefinite.
- b) A Pastor over the age of 65 years who wishes to continue shall consult with the Lead Pastor to determine that Pastor's continued service. The Lead Pastor shall then make a recommendation to the Membership regarding that Pastor's continued service and conduct a vote of affirmation. This shall happen on an annual basis.

##### **5. Qualifications:**

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### 1.6.1.5 Pastor of Care

Reports to the Lead Pastor and the Administration Board.

#### 1. Mandate:

- a) Be in regular consultation with the Lead Pastor and work under his supervisory guidance.
- b) Work as a team player in harmony with the Ministerial.
- c) Develop the care ministries of the Church in light of the core values of the church.
- d) Serve on the Pastoral team in the shepherding ministry of God's flock within our church.
- e) Regularly communicate the vision and importance of caring for one another within the church.
- f) Assume the responsibility to minister and encourage the congregation through personal visitation, including:
  - i) Ministering by sharing God's Word and prayer at each visit.
  - ii) This includes shut-ins, nursing home residents, hospital visitation, seniors, widows, widowers, single parents, newcomers, families and other opportunities.
- g) Assume leadership in organizing and overseeing small group ministry, including:
  - i) Promoting the vision and value of small groups
  - ii) Oversee the placing of new individuals into small groups
  - iii) Connect personally with the small groups on a regular basis
- h) Communicate to the Deacons the physical, material, and benevolence care of those in need.
- i) Provide only emergency spiritual or personal care according to time and capability. Refer any extensive cases to the Lead Pastor or other professional counseling as agreed upon in consultation with the Lead Pastor.
- j) Be in communication with the Ministerial regarding other needs, spiritual or otherwise.
- k) Facilitate and seek the involvement of the Ministerial by communicating and raising awareness to the visitation needs within the church.
- l) Keep records of visitation to maintain balance in addressing needs.
- m) Oversee and communicate the care needs
- n) Attend scheduled Pastor, Ministerial, and designated Administration Board meetings.

#### 2. Structure:

Shall consist of a commissioned or ordained pastor.

#### 3. Selection of Pastors:

Determined by the Ministerial.

#### 4. Term of office:

- a) The term of office for Pastors shall be indefinite.
- b) A Pastor over the age of 65 years who wishes to continue shall consult with the Lead Pastor to determine that Pastor's continued service. The Lead Pastor shall then make a recommendation to the Membership regarding that Pastor's continued service and conduct a vote of affirmation. This shall happen on an annual basis.

#### 5. Qualifications:

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.1.6 Youth Pastor**

Reports to Lead Pastor.

#### **1. Mandate:**

- a) Responsible to provide leadership and oversee both junior and senior youth ministry.
- b) Work under the Lead Pastor's supervisory guidance.
- c) Meet regularly with the Lead Pastor for consultation, direction, and prayer.
- d) Call, coordinate, and chair meetings with the youth sponsors.
- e) Facilitate the involvement of the youth sponsors with the youth ministry.
- f) Facilitate the involvement of the youth into church ministry (music, drama, evangelism, children's ministry, ministry to seniors, hands on serving, etc.).
- g) Work as a team member with the church leadership embracing the mission, values, and vision of the church.
- h) Develop and maintain long-term ministry vision and goals based on Biblical principles.
- i) Provide consistent teaching of the Word of God according to sound doctrine.
- j) Relationship building, discipleship, and spiritual nurture of our youth.
- k) Coordinate one on one personal ministry time with the youth.
- l) Be available for the youth to meet them on their turf, at school, in the gym, after school at their sports activity, at home, etc.
- m) Be available and provide spiritual mentoring to teens that are struggling or in trouble. (Refer anything beyond his ability and or time to other appropriate Christian counseling means available. This should be done in consultation with Lead Pastor)
- n) Responsible for scheduling Bible studies and other youth activities.
- o) Do a Youth Sunday service a minimum of once a year.
- p) Ensure that all youth activity details are communicated via a newsletter and in the weekly church bulletin as needed.
- q) Keep connected with the parents of the youth and the church people.
- r) Accountable to ensure the fair distribution of funds to both the senior and junior youth groups and that the budget is used with integrity.
- s) Provide a semi-annual financial statement to the Administration Board.
- t) Attend and report at designated Administration Board meetings.
- u) Attend training seminars, classes etc, approved by the Administration Board to keep growing and to be better equipped for ministry.
- v) Schedule personal time and/or family time with no outside interference.
- w) Provide orientation and training for new youth sponsors.
- x) Oversee church van usage.

#### **2. Structure**

- a) Shall seek to be filled by members of the church, one married couple or a single male.
- b) In the event that there is no suitable candidate found within the membership of the church, a candidate may be sought and chosen from outside. Church membership would be required.

#### **3. Selection of Members:**

- a) The position is to be announced in the church for a minimum of thirty days during which resumes would be accepted.
- b) The resumes are scrutinized and the candidates most qualified are interviewed by the ministerial.
- c) The ministerial appoints one candidate and makes a recommendation to the membership for their approval and blessing.

4. Term of Office:  
Indefinite.

5. Qualifications:

- a) A born again believer
- b) A member or become a member of Osler Mission Chapel
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Be committed to supporting the work outlined in the above mandate requirements.
- k) Display the Christian character qualities mentioned in 1 Timothy 3 and Titus 2.

### 1.6.1.7 Deacons

Reports to the Lead Pastor and OMC Ministerial.

#### 1. Mandate:

- a) The specific function of the Deacon is to perform those tasks delegated and agreed upon by both the Elders (Pastors) and the Deacons, which assist and support the Pastor/s in both the hands on (practical) and spiritual ministry of the church. It is important that the spiritual gifts of each Deacon are taken into consideration when delegating the various tasks.
- b) Assisting the pastors in their ministry:
  - i) Prepare and serve at communion and baptism.
  - ii) Attend ministerial meetings.
  - iii) To assist the Pastors in preaching and teaching when called upon.
- c) Tending to the general welfare of members and adherents.
  - i) Look after the needs of widows and widowers.
  - ii) Caring for the poor, sick, elderly and needy.
  - iii) Engage in church discipline.
  - iv) Visitations.
  - v) Promote church harmony, seeking to nurture a positive attitude in the Body of Christ.
- d) Church administration:
  - i) Oversee the church budgets and finances.
  - ii) Chairpersons for the different church boards.
  - iii) Active participation on the Administration Board.
  - iv) Give direction to the different levels of church functions.
  - v) Attend monthly Administration Board meetings.

#### 2. Structure of the deacons:

- a) Shall consist of commissioned or ordained Deacons.

#### 3. Selection of Members:

- a) Determined by the Ministerial.

#### 4. Term of office:

- a) The term of office for Deacons shall be indefinite.
- b) A Deacon over the age of 65 years who wishes to continue shall consult with the Lead Pastor to determine that Deacon's continued service. The Lead Pastor shall then make a recommendation to the Membership regarding that Deacon's continued service and conduct a vote of affirmation. This shall happen on an annual basis.

#### 5. Qualifications:

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## 1.6.2 Church Staff Committee

Reports to the Administration Board and may be directed, by the Administration Board, to address the members directly.

### 1. Mandate:

- a) The committee's mandate is to serve the OMC membership in developing Church Staff Policies and related documentation as directed by the Administration Board.
- b) Meet with each paid staff annually to discuss any concerns regarding the financial compensation.
- c) Establish and annually review their financial compensation including.
  - i) Pastoral Expense Allowance to assist with locally incurred ministry costs,
  - ii) Pastoral Salaries according to a Board approved pay grid to promote consistency and objectivity.  
The pay grid should address:
    - individual education, experience and responsibilities
    - relevance to compensation for similar ministry within the area for the given responsibilities
    - cost of living adjustments informed by Statistics Canada &/or similarly reliable sources
    - feasibility within year to date financial information from the Church Treasurer
  - iii) Other staff salaries as needed.
- d) Submit proposed adjustments using the following protocols
  - All paid staff will be excused during the proposal review and the voting process
  - All financial compensation requires initial and annual approval first by the Deacon Board, then the Administration Board.
  - Any proposed cost of living increases to salary require 2/3 approval by the membership at the Annual General Meeting if they either
    - Exceed the Statistics Canada or similar Cost of Living adjustments or
    - Are questionable considering the church's financial position or the year's trend in giving .
- e) Establish and annually review group insurance benefits.
  - i) These may be offered for various positions as determined by this committee in consultation with the respective staff and revisited annually.
  - ii) Any changes require approval by the Administration Board.

### 2. Structure of the committee:

- a) This committee shall consist of five (5) persons.
- b) A deacon, as appointed from the ministerial, shall act as the chair for the committee and shall report, or in his absence, delegate one of the other members to report, any matters of business as required to the administration board or church membership.
- c) A recording secretary shall be selected from amongst the elected committee members. Their duties shall include, but are not limited to, the recording of the meeting minutes and the circulation of these minutes to the committee members.

### 3. Selection of Members:

- a) The ministerial shall appoint one deacon to the committee.
- b) Four members appointed by the Administration Board.

### 4. Term of office:

- a) The deacon shall be appointed for a four-year term and may be re-appointed.
- b) All other positions are for four-year terms. When a four-year term has expired the administration board may assign another member or re-appoint the existing member. The administration board will try to ensure there are a number of experienced persons remaining on the committee at any given time.

## 5. Qualifications:

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Committee members must not be closely related to Pastors of the church (i.e. brother, brother in-law, son, son in-law, nephew, father, father in-law, uncle).



### **1.6.3 Mission Board**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Attend monthly meetings.
- b) Pray for missionaries being supported.
- c) To encourage the congregation to consider Vocational Christian Service.
- d) To promote home and foreign missions throughout the church, with special concern and emphasis for our own Church Mission Program. (i.e. Monthly Missions Challenge)
- e) Develop and manage the Missions Budget.
- f) To care for missionaries on furlough.
- g) Interview and evaluate prospective missionary candidates.
- h) To conduct a vote of confidence for the prospective missionary candidate from OMC congregation. This vote is conducted in a morning service through a ballot in the bulletin.
- i) Support to Missionaries:
  - i) Maintain a continued interest in their work; by reading and listening to their reports and responding with prayer and encouragement through mail, phone etc.
  - ii) Encouraged to contribute financially when possible, to ensure the committed level of support can remain.

#### **2. Structure:**

- a) The Committee will consist of at least one Deacon and nine Church members. Sub-committees are established as needed for specific tasks/projects and will be chaired by a member of the Mission Board.
- b) The Deacon shall serve as Chairperson.
- c) The recording secretary position is to be held by one board member.
- d) All Treasurer responsibilities with respect to the Mission Board are taken care of by the acting Church Treasurer as directed by the Mission Board Committee. No separate Treasurer position is established for this committee.

#### **3. Selection of Members:**

- a) Deacons are appointed from within the Ministerial.
- b) The chairperson is appointed by the ministerial.
- c) The nine church members' positions are voted on through the annual church elections.
- d) The recording secretary is elected annually by this board.

#### **4. Term of office:**

- a) Shall serve a three-year term.
- b) Deacon's term shall be determined by the Ministerial.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## 1.6.4 Administration Board

Reports to the membership of the church.

### 1. Mandate:

- a) Provide Spirit directed leadership and management to administrative aspects of the church body.
- b) Make financial decisions with respect to the maintenance and repairs of the church building, content and grounds.
- c) At the Administration Board's discretion, issues of major change such as capital projects, leadership changes etc. will be brought to the membership of the church for blessing and/or ratification.
- d) Be a voice for the membership body of the church.
- e) Seek the church members and attendees input into issues that need to be brought before the Administration Board to address.
- f) Discuss issues brought before the Board for direction or approval and after given time of deliberation vote on these issues. Those person's that are regular attendees and are required to be so by the position they hold, will have voting privileges on the board. All others that are asked to attend to bring a presentation or report will not be allowed voting privilege.
- g) Attend monthly and additional meetings when required.

### 2. Structure:

- a) Five members including a senior member (age 65+) and junior member (age 18-25) are voted on by the membership. (revised June 2019)
- b) Ministerial members as determined by the Administration Board.
- c) Representation from various committees and positions held in the church.
- d) A quorum of two-thirds of members is required to conduct a meeting.

### 3. Selection of Members:

- a) Five persons are voted on by the membership through the annual elections process.
- b) Ministerial members as determined by the Administration Board.
- c) All standing committees where it is established in their Roles and Responsibilities to have representation shall sit on the board.
- d) A representative may have their position reviewed based on their attendance of board meetings. No more than two consecutive meetings or total of three within a year can be missed. If so the Administration Board Chairperson shall consult with the person in question to establish their intent to serve on this Board. If they are unable to fulfill the needs required they may be asked to step down from their representation and the board shall then decide on a replacement until such time as the position can be filled by the annual elections process.

### 4. Term of office:

- a) Three members at large shall serve a three-year term. The Junior & Senior positions are a 1 yr term.
- b) Ministerial positions shall carry the term as they hold in their ministerial position.
- c) All other representatives on the board shall serve until such time as their position that requires their attendance has expired.

### 5. Qualifications:

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.4.1 Church Board Chairman**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Chair the church Administration Board and church Congregational meetings.
- b) Prepare and distribute agendas for the meetings.
- c) Conduct meeting according to the guidelines given in section 1.5.1 of this manual.
- d) Follow up to see that all responsibilities delegated to others are being satisfactorily taken care of.
- e) Call upon the board-approved Assistant Chairman to fulfill all duties in the Chairman's absence.

#### **2. Structure:**

One person.

#### **3. Selection of Members:**

Voted by the Administration Board.

#### **4. Term of office:**

Shall serve a three year term.

#### **5. Qualifications:**

- a) A born again believer
- b) A Deacon of Osler Mission Chapel
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Organized and proficient in conducting meetings.

### **1.6.4.2 Administration Board Recording Secretary**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Record minutes for all Administration Board meetings and circulate as required.
- b) Record minutes for all Membership meetings and circulate as required.
- c) Serve in a non-voting position within the Administration Board.

#### **2. Structure:**

One person.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Indefinite, to be reviewed on an annual basis.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.5 Audio/Visual Personnel**

### **1.6.5.1 Head Audio Technician**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Oversee operation of all Audio equipment.
- b) Schedule staff for any and all functions requiring the use of the audio equipment in the sanctuary.
- c) Maintain and update equipment as required.
- d) All equipment maintenance and replacement costs must be pre-approved by the Administration Board.
- e) In case of equipment breakdown where immediate repairs are required the appointed technician is required to make a discretionary decision and proceed with repairs. Any costs incurred should be reported at the next Administration Board meeting.

#### **2. Structure:**

One person.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Indefinite.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.6.1 Head Visual Technician**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Oversee operation of all Visual equipment.
- b) Schedule staff for any and all functions requiring the use of the visual equipment in the sanctuary.
- c) Maintain and update equipment as required.
- d) All equipment maintenance and replacement costs must be pre-approved by the Administration Board.
- e) In case of equipment breakdown where immediate repairs are required the appointed technician is required to make a discretionary decision and proceed with repairs. Any costs incurred should be reported at the next Administration Board meeting.

#### **2. Structure:**

One person.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Indefinite.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.6.2 Audio System Technicians**

Revised Jan 2016

Report to the Head Audio Technician.

### **1. Mandate:**

- a) Make sure all microphones and cords are in working condition.
- b) Ensure microphones are connected to the appropriate outlet.
- c) Supply enough mics as required for each presentation. (i.e. music groups)
- d) Supply speakers with the mic of their choice. (lapel, pulpit or other)
- e) Allow sufficient time prior to services to make all necessary checks and adjustments.
- f) Record services, store and post according to current practice.
- g) Work in cooperation with the Head Audio Technician.

### **2. Structure:**

A minimum of two Audio Technicians.

### **3. Selection of Members:**

Appointed and approved by the Head Audio Technician and Music Pastor in consultation with the Lead Pastor.

### **4. Term of office:**

Indefinite

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.6.3 Visual System Technicians**

Revised Jan 2016

Report to the Head Visual Technician.

#### **1. Mandate:**

- a) Make sure all visual equipment is in working condition
- b) Provide assistance as required for all ministries.
- c) Allow sufficient time prior to services to make all necessary checks and adjustments.
- d) Required to be present at worship team practice prior to Sunday morning service.
- e) Work in cooperation with the Head Visual Technician.

#### **2. Structure:**

A minimum of three Video Technicians.

#### **3. Selection of Members:**

Appointed and approved by the Head Visual Technician and Music Pastor in consultation with the Lead Pastor.

#### **4. Term of office:**

Indefinite

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.



## **1.6.7 Ushering**

### **1.6.7.1 Head Usher**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Always on duty when ushers are on duty or assigns someone to take lead position.
- b) Ensure that a member of his team is responsible for un-locking all exterior and interior doors prior to the service and locking doors approximately 15 minutes after services.
- c) Serves in the same capacity as all the regular Ushers. (see Ushers Mandate)
- d) Serve as a spare usher.
- e) Be a leader to the usher staff giving direction for tasks needing attending to.
- f) Responsible to see that ushers are fulfilling their roles and responsibilities.
- g) Treat all ushers fairly and with understanding.
- h) Staff services and events with adequate number of ushers and put one in charge.
- i) Staff special services with requirements for Ushers and Parking Attendants.
- j) Assigns someone to check thermostats and ceiling fans after church services or events.

#### **2. Structure:**

One head usher position.

#### **3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

#### **4. Term of office:**

Five-year term succeeded by a one year break before being eligible for re-election.

#### **5. Qualifications:**

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## 1.6.7.2 Ushers

Reports to the Head Usher.

Revised Nov 2022

### 1. Mandate:

- a) Punctuality, be at Church at least 20 minutes before starting time of the service or event.
- b) An usher identification badge shall be worn from time of arrival to time of departure.
- c) If you are unavailable for an assigned date of service it is each person's responsibility to notify the Head Usher of this so he can make provisions for coverage.
- d) Greet attendees in a friendly and courteous manner, making a special effort to approach and welcome newcomers.
- e) Hand out bulletins to attendees or other items to members.
- f) Seat and/or offer assistance with locating seating for attendees.
- g) Collect offering.
- h) Monitor and manage situations that may cause unnecessary disruptions due to disorderly conduct.
- i) Try to prevent people from entering into the sanctuary during prayer and control the amount of movement entering the sanctuary during the service.
- j) Monitor the temperature level in the building during services.
- k) Try to regulate, by controlling the ceiling fans, thermostats and outdoor air (opening windows) to maintain as comfortable level as possible.
- l) Take attendance count of service attendees.
- m) Dismiss attendees at the end of the service as required i.e. funerals, special events etc.
- n) Ensure that there is a fresh glass of water for the speaker.
- o) Avail yourself for special services.
- p) In case of emergencies all ushers must be knowledgeable of evacuation routes and procedures, and work under the direction of the Safety Coordinator and team.
- q) Ushers on duty must be seated at the back of the auditorium in order to best respond should situations arise where their assistance is needed.

### 2. Structure:

- a) Adequate number of ushers on staff for any event or service.

### 3. Selection of Members:

- a) Voted on annually by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

### 4. Term of office:

- a) Shall serve a three-year term.
- b) May serve a maximum of two consecutive terms succeeded by one yr. break before being eligible for re-election.

### 5. Qualifications:

- a) A born again believer.
- b) Minimum 6 months attendance.
- c) Agrees in principle and lifestyle with the OMC Statement of Faith.
- d) Agrees to work in harmony with the leadership and mission of OMC.
- e) A sincere interest in the ministry of this church and to serve in this capacity.
- f) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- g) Display leadership qualities and abilities in this area of service.
- h) Live a consistent Christian life as a testimony to others.
- i) Devoted to the word of God and to prayer.
- j) Display strong, cheerful character traits as a servant of Christ.
- k) Serve in humility.

### **1.6.7.3 Parking Attendants**

Reports to the Head Usher.

#### **1. Mandate:**

- a) Ensure that the regular Sunday service parking needs are being met by assisting and/or offer guidance as to where to park. This may not be a regular need but these persons should take note of the need and advise the head usher.
- b) Avail themselves for special request events.
- c) Forward any ideas or maintenance needs they see in the yard to the Maintenance Coordinator for further address or review.

#### **2. Structure:**

Two Parking Attendants

#### **3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

#### **4. Term of office:**

One three-year term and one four-year term.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member or regular attendee of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.8 Elections Committee**

Revised Feb 2023

Reports to the Administration Board.

### **1. Mandate:**

Role of the Elections committee is to coordinate the election process for all the positions within the church body excluding the ministerial positions and those that are appointed by the administration board.

They:

- a) Prepare and distribute nomination sheets.
- b) Ensure nominations for election process take place a minimum of one month prior to the election date.
- c) Collect and tabulate results from the nomination sheets.
- d) In the event of a tie between candidates the chairman will have the Admin Board vote
- e) Prepare and distribute nominee response sheets.
- f) Collect and tabulate response sheets.
- g) Hand out response sheets for elections.
- h) Distribute and collect ballots on election day.
- i) Tabulate ballots, prepare and distribute results sheets.
- j) Must be willing to participate in meetings and prayer.

### **2. Structure:**

Number of persons required is one chairman and two committee members.

### **3. Selection of Members:**

- a) The chairman is appointed by the Ministerial
- b) The other two assistant committee members are voted on by the membership.
- c) In the event an assistant position becomes vacant the Administration Board can fill the position outside of the election process.

### **4. Term of office:**

- a) The chairman shall serve indefinitely.
- b) The assistants shall serve two-year terms.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.9 Maintenance Personnel**

### **1.6.9.1 Maintenance Coordinator**

Reports to the Administration board.

#### **1. Mandate:**

- a) Purchase supplies which pertain to maintenance only.
- b) Enlist the help of the Maintenance Repair Team or others as needed to address maintenance needs.
- c) Yard maintenance:
  - i) Coordinate having the trees and shrubs tilled, watered, pruned etc.
  - ii) Maintain the lawn, cutting etc.
  - iii) Spray for weeds.
  - iv) Coordinate to have the parking lot groomed.
  - v) Coordinate snow removal from yard and sidewalks.
- d) Building maintenance:
  - i) Identify and coordinate to have repairs done on the building and associated items.
  - ii) Check and replace burnt light bulbs.
  - iii) Service furnaces (i.e. filters) and dehumidifiers.
  - iv) Monitor and service water and sewer related issues.
  - v) Monitor and service vacuum cleaner containers, hoses and attachments.
  - vi) Ensure yearly inspection/servicing of Fire sprinkler system and fire extinguishers by a qualified inspection agency.
  - vii) Organize for painting maintenance as required.
  - viii) Any extensive changes shall be brought to the Administration Board for direction.
- e) Oversee church van maintenance.
- f) Building emergency repair.  
(Refer to policy relating to **1.7.9.1 Church Building Policy #4**)
- g) Church Properties.  
(Refer to policy relating to **1.7.9.3 Church General Articles Policy**)
- h) Attend monthly Administration Board meetings

#### **2. Structure:**

One person.

#### **3. Selection of Members:**

Appointed by the Administration board.

#### **4. Term of office:**

Shall serve indefinitely, with a review every 3 years by the Administration Board.

#### **5. Qualifications:**

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.9.2 Maintenance Assistant**

Reports to the Maintenance Coordinator.

**1. Mandate:**

- a) Assist with duties outlined in Maintenance Coordinator mandate and/or as directed by the Maintenance Coordinator.

**2. Structure:**

One maintenance assistant.

**3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

**4. Term of office:**

Shall serve a two-year term.

**5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.9.3 Maintenance Repair Team**

Reports to the Maintenance Coordinator.

**1. Mandate:**

- a) Assist with duties as outlined and directed by the Maintenance Coordinator.

**2. Structure:**

A minimum of three persons for this position.

**3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

**4. Term of office:**

Shall serve a three-year term.

**5. Qualifications:**

- a) A born again believer.
- b) Members or regular attendees of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## 1.6.10 Church Janitor

Revised June 2023

Reports to the Administration Board.

### 1. Mandate:

- a) Responsible to purchase all janitorial supplies needed and submit receipts with appropriate invoice to Assistant Treasurer.
- b) Weekly:
  - i) Vacuuming floors:
    - All floor areas at least once a week. Ensure they are clean after the last scheduled church activity and before the next Sunday service.
    - Entrances may need extra attention depending on activity and muddy conditions outside.
    - Pew cushions are to be vacuumed as needed.
    - Clean out vacuum cleaner canisters.
    - Around all baseboard edges and pew feet at least twice a year.
  - ii) Garbage:
    - Empty all garbage cans and change the bags that are dirty.
    - Clean up garbage left in pews.
    - Put garbage bags in the bin outside.
    - Oversee garbage disposal.
  - iii) Dusting:
    - Sanctuary - pews, piano and organ.
    - Tables and chairs in classrooms.
  - iv) Clean mirrors and all interior glass.
  - v) Clean windows and doors inside and out.
  - vi) Spot clean walls for fingerprints or grime.
  - vii) Clean brushes and wash chalk board.
  - viii) Wash floors in kitchen after use as needed.
  - ix) Wash floors weekly in the washrooms and wipe baseboards.
  - x) Check and restock washrooms with paper towel, toilet paper, soap, and deodorizers.
  - xi) Clean sinks, toilets, and urinals both inside and out.
  - xii) Make sure all chairs are neatly arranged around tables in the classrooms and others are to be neatly stacked in the designated area.
  - xiii) Clean and tidy baby room and nursery, pick up toys and wash toys, linen and blankets as needed.
  - xiv) If services occur more than once a week, clean accordingly in between services.
  - xv) Remove diapers from washroom garbages and ensure all toilets are flushed after every service.
- c) Monthly:
  - i) Inspect and clean all ledges and tops of doors and windows as needed.
  - ii) Wipe library shelves where there are no books.
- d) Yearly:
  - i) Inspect rugs for stains. Shampoo or spot wash rugs as needed within allotted budget.
  - ii) Spring cleaning: wash windows in & outside, dust/wash walls, pew ends and base full cleaning, wand vacuum carpet/wall edges, wipe all blinds
- e) NOTE: It is not the responsibility of the janitor to personally handle payment for services relating to the use of facilities. This is to be directed to the Pastor involved or the Church Coordinator.

### 2. Structure:

Number of Person/s holding the position or their designate/s.

### 3. Selection of Members:

Refer to the **1.7.13 Janitor Policy**.



**4. Term of office:**

Refer to the *1.7.13 Janitor Policy*

**5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel or attendee for a minimum of one year.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.11 Building Development Committee**

Reports to the Administration Board.

### **1. Mandate:**

- a) Outline options for building expansion or renovation needs
- b) Explore options and develop a “Project Outline Proposal” for the different project options. This is to be presented to the Administration Board for review and approval. These options should be presented of which each should include the following:
  - i) Proposal Name (Give the Project a name/title)
  - ii) List objective (What area is the Project covering, refer to item 1.a)
  - iii) Create and submit a proposed cost outline for the Project.
  - iv) Create and submit a proposed action plan for the implementation of the project.
  - v) Once approved, create a detailed action plan for the implementation of the project.
  - vi) Spear head the building project and oversee the project to its completion.

### **2. Structure:**

- a) One male member shall sit as the chairperson for the committee.
- b) Four persons required to serve on this committee.
- c) One Deacon to sit on the committee to act as a liaison between the Ministerial and the congregation of OMC.

### **3. Selection of Members:**

Appointed by the Administration Board.

### **4. Term of office:**

Shall serve as determined by the Administration Board.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.12 Kitchen Ministry Committee**

Revised June 2023, Name change Dec 2023  
Reports to the Administration Board.

### **1. Mandate:**

- a) Disburse all funds as required.
- b) Organize fundraisers and banquets.
- c) Organize fellowship lunches and serving personnel for funerals.
- d) Organize serving groups for weddings and other church functions.
- e) Keep a current list of serving groups.
- f) The purchase of all kitchen supplies.
- g) Meet as need arises.

### **2. Structure:**

- a) Shall consist of 7 female members of the church.
- b) The committee will assign the roles of chairperson, treasurer, secretary, & purchaser as they see fit.

### **3. Selection of members:**

- a) Voted on by the membership.
- b) In the event a position becomes vacant the Administration Board can fill the position outside of the election process.

### **4. Term of office:**

- a) All committee members shall serve two-year terms.

### **5. Qualifications:**

- a) A born again believer.
- b) A female member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.13 Finance**

### **1.6.13.1 Treasurer**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Does the deposits for the church.
- b) Has signing authority on behalf of the church.
- c) Quarterly or annual financial reporting for the church to the members.
- d) Prepare all financial statements.
- e) Submit a monthly report to the Administration Board.
- f) Attend monthly Administration Board meetings.

#### **2. Structure:**

One person to hold this position.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Shall serve indefinitely, with a review every 3 years by the Administration Board.

#### **5. Qualifications:**

- a) A born again believer.
- b) A male member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Must display good money management practices.

### **1.6.13.2 Assistant Treasurer**

Revised Aug 2023

Reports to the Administration Board.

**1. Mandate:**

- a) Manages the paying of church expenses.
- b) Has signing authority on behalf of the church.

**2. Structure:**

One member to hold this position.

**3. Selection of Members:**

Appointed by the Administration Board.

**4. Term of office:**

Indefinite, with a review every 3 years by the Board.

**5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Must display good money management practices.

## **1.6.14 Music Ministry**

### **1.6.14.1 Song Leader**

Reports to the Pastor of Music.

#### **1. Mandate:**

- a) Lead congregational singing at the Sunday morning service in accordance with the music worship schedule.
- b) Avail yourself for special services such as communion, mission and prayer services, etc.
- c) Pray for guidance in choosing songs that will lead people to worship and respond to the message.
- d) Contact officiating Pastor for guidance in choosing songs.
- e) Inform musicians in advance of songs chosen for the service.
- f) Dress in accordance with dress policy (refer to *1.7.12.2 Dress Code Policy*).
- g) Conduct themselves in a warm and friendly manner greeting persons in church when conducting congregation singing.

#### **2. Structure:**

- a) A minimum of two persons to hold this position.

#### **3. Selection of Members:**

- a) Voted on by the membership.

#### **4. Term of office:**

- a) Shall serve a two-year term.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## 1.6.14.2 Worship Team

Reports to the Pastor of Music.

### 1. Mandate:

- a) Lead congregation in worship at the Sunday morning service and other services in accordance with the music schedule.
- b) Diligently prepare for and participate at rehearsal to be well prepared to lead in worship.
- c) Attend scheduled worship team meetings.
- d) Work under the direction of the Pastor of Music.
- e) Work in cooperation with all team members and the Audio and Visual Technicians.
- f) Music package is to be forwarded a minimum of one week in advance for power point preparation.
- g) Work under the copyright laws governed by CCLI (Christian Copyright Licensing, Inc.).
- h) Dress in accordance with dress policy (refer to *1.7.12.2 Dress Code Policy*).

### 2. Structure:

- a) May fluctuate in the number of persons.
- b) One person to be team leader.

### 3. Selection of members:

- a) Team leader may recommend potential team members to the Pastor of Music.
- b) Team leader and all members must be selected in consultation with the Pastor of Music.
- c) Team leader and all team members must be approved by both the Pastor of Music & the Lead Pastor prior to officially serving in this role.

### 4. Term of office:

- a) Indefinite.

### 5. Qualifications:

- a) A born again believer.
- b) The team leader must be a member of Osler Mission Chapel.
- c) All other team members must be regular attendees.
- d) A sincere interest in the ministry of this church and to serve in this capacity.
- e) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- f) Display leadership qualities and abilities in this area of service.
- g) Live a consistent Christian life as a testimony to others.
- h) Devoted to the word of God and to prayer.
- i) Display strong, cheerful character traits as a servant of Christ.
- j) Serve in humility.

## **1.6.15 Connect Department**

### **1.6.15.1 Pastor Responsible for Christian Education**

Added Oct 2019

#### **1. Mandate:**

- a) Responsible to provide leadership and oversight in the Connect ministry and provide support for the Connect Director and assistants.
- b) Present a written report prepared & provided by the Connect Director, informing the board of needs, concerns and any Connect events that need approval at the board level.
- c) Meet with the Connect Director and assistants regularly to provide support and encouragement, and to address any needs or concerns. Address any deficiencies in the Connect Department.
- d) Encourage and model working together as a team.
- e) Provide and model discipleship.
- f) Provide leadership and oversight into curriculum used in the Connect Department.
- g) Ensure teachers have access to Safe Place Policy Training.

**2. Structure:** Pastoral team to provide possible candidate. Appointed and approved by the Admin Bd.

### **1.6.15.2 Connect Director**

Revised May 2016, Oct 2019

Reports to the Pastor Responsible for Christian Education.

#### **1. Mandate:**

- a) Responsible to provide leadership and oversee the Connect ministry up to high school seniors. Not responsible for adult classes.
- b) Prepare and provide the Pastor responsible for Christian Education with a written report 9 days prior to the Administration Board meeting. The report would
  - i) include any needs or concerns in the Connect Department,
  - ii) inform and seek approval for any changes needed in the Connect Department.
- c) Call upon an Assistant Director in his/her absence.
- d) Connect Teachers Meetings:
  - i) Responsible for the chairing and coordinating Connect teachers meetings.
  - ii) Disbursement of Connect offering collected is decided annually. It should be directed towards a “Children Oriented” organization.
  - iii) Responsible for the arranging of students if for some reason a Connect Teacher is not available on a particular Sunday morning. This does not exclude each individual teacher the personal responsibility of informing the Director of their intentions, with as much notice given as possible.
- e) Group students in classrooms according to the following guidelines:
  - i) Give consideration to age and gender if or when appropriate.
  - ii) Teachers are to be given the class of their preference if at all possible.
  - iii) Maintain at least two teachers per class. The need for two positions aids in scheduling around holidays etc. The two teachers may rotate teaching sessions or share weekly, depending on how they want to handle it.
  - iv) In the event a teacher/s position is vacant, solicit the congregation for volunteers to take on the role. Candidates to be interviewed and approved by the Connect Director and the Lead Pastor.
  - v) For further guidelines, refer to OMC’s Safe Place Policy
- f) Take a weekly attendance record of those attending Connect classes.
- g) Coordinate the ordering of Connect material for each quarter. This is done approximately six weeks prior the quarter ending. The new quarters begins each March, June, September and December. It is also important to note that attention given to discount offers can result in substantial savings from suppliers.



- h) Teachers wanting to select their own teaching material must do so with the consultation of the Pastor of Christian Education and the Connect Director. This must be done prior to teaching any and all material outside of the approved curriculum.
- i) Coordinate the annual Connect Christmas Program using the following guidelines:
  - i) This responsibility is shared with the assistant(s) and together an idea is either developed or solicited from members of the congregation.
  - ii) Once an idea is established it will be presented to the Administration Board for approval.
  - iii) Once approval has been given, the Director will head up the event and establish/solicit the resources required to make the event a success. Note: it may be advisable to seek the consultation of the ministerial when approving a program and its content.
  - iv) Provide leadership and work as a team along side the Connect Assistants.

**2. Structure:**

One Connect Director position.

**3. Selection of Members:**

Appointed by Administration Board.

**4. Term of office:**

Shall serve a four-year term.

**5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) Passionate about the biblical education at OMC and a desire to serve in the Connect Department.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Be committed to supporting the work outlined in the above mandate requirements.

### **1.6.15.3 Connect Director Assistants.**

Revised Sept. 2015, Oct 2019

Report to the Connect Director.

#### **1. Mandate:**

- a) Assist in Sunday morning tasks such as, attendance record, offering count, check up on classes, shuffle classes in case of absent teacher and deal with disruptive students.
- b) Lend assistance to teachers when required.
- c) Assist with special programs such as Christmas, Easter, etc.
- d) Attend and assist at Connect teacher's meetings.

#### **2. Structure:**

Two Connect Director Assistants.

#### **3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event a position becomes vacant before term expires, the Administration Board can fill the position outside of the election process.

#### **4. Term of Office:**

Shall serve a two-year term.

#### **5. Qualifications:**

- a) A born-again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Be committed to supporting the work outlined in the above mandate requirements.

#### **1.6.15.4 Connect Teachers**

Reports to the Connect Director.

##### **1. Mandate:**

- a) Avail yourself to attend Connect teachers meetings.
- b) Give of your time to help out with the annual Christmas program with your class.
- c) Each individual teacher is responsible to inform the Director if unable to teach on their scheduled Sunday, with as much advance notice as possible.
- d) Teachers are to be given the class of their preference if at all possible. Please notify the Director in advance of your preference.
- e) Teachers may select their own material to teach from, but all Connect materials must be pre-approved by the Director prior to their use.

##### **2. Structure:**

Although there are established classes the number of teachers needed may fluctuate.

##### **3. Selection of Members:**

- a) Recruited by the Connect Director.
- b) Candidates who have not previously taught at OMC shall be approved by the Connect Director & Pastor responsible for Christian Education or the Lead Pastor.

##### **4. Term of office:**

Shall serve a two-year term.

##### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Be committed to supporting the work outlined in the above mandate requirements.

## **1.6.16 Youth Sponsors**

### **1.6.16.1 Pre-teen Youth Sponsors**

Report to the Youth Pastor.

#### **1. Mandate:**

- a) Aid in scheduling activities and leading activities.
- b) Attend training seminars offered, study literature available and seek the advice of Youth Pastor in a sincere effort to better yourself for your service to the church and the youth.
- c) Prepare yourself in study and prayer to be able to give or search out answers to questions presented by youth.
- d) Attend meetings when called.
- e) Conduct occasional Bible studies.
- f) Spending one on one time with the youth is encouraged.
- g) Lead by example.
- h) Setting out snack provided and overseeing youth at each youth night.
- i) Respect your Youth Pastor and his responsibility to the church, the youth, their parents and most of all, the Lord, by caring for His children. Avail yourselves as servants of Christ, giving of your time and sharing in the tasks outlined above, as directed and assigned by the Youth Pastor, working together in harmony.
- j) Schedule personal time for yourself and/or family, with no outside interference.

#### **2. Structure:**

One married couple or a single male and a single female.

#### **3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

#### **4. Term of office:**

Shall serve a one-year term.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.16.2 Junior Youth Sponsors**

Report to the Youth Pastor.

### **1. Mandate:**

- a) Aid in scheduling and leading activities, which also includes transportation, drivers, bookings, reservations, billeting etc.
- b) Attend training seminars offered, study literature available and seek the advice of Youth Pastor in a sincere effort to better yourself for your service to the church and the youth.
- c) Prepare yourself in study and prayer to be able to give or search out answers to questions presented by youth.
- d) Attend meetings when called.
- e) Conduct occasional Bible studies.
- f) Spending one on one time with the youth is encouraged.
- g) Lead by example by being involved with youth activities in the church i.e. planning and leading choruses, etc...
- h) Setting out snack provided and overseeing youth at each youth night.
- i) Respect your Youth Pastor and his responsibility to the church, the youth, their parents and most of all, the Lord, by caring for his children. Avail yourselves as servants of Christ, giving of your time and sharing in the tasks outlined above, as directed and assigned by the Youth Pastor, working together in harmony.
- j) Schedule personal time for yourself and/or family, with no outside interference.

### **2. Structure:**

Two married couples or two single male and two single female persons.

### **3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

### **4. Term of office:**

Shall serve a two-year term.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.16.3 Senior Youth Sponsors**

Reports to the Youth Pastor.

#### **1. Mandate:**

- a) Aid in scheduling and leading activities, which also includes transportation, drivers, bookings, reservations, billeting etc.
- b) Attend training seminars offered, study literature available and seek the advice of Youth Pastor in a sincere effort to better yourself for your service to the church and the youth.
- c) Prepare yourself in study and prayer to be able to give or search out answers to questions presented by youth.
- d) Attend meetings when called.
- e) Conduct occasional Bible studies.
- f) Spending one on one time with the youth is encouraged.
- g) Lead by example by being involved with youth activities in the church i.e. planning and leading choruses, etc...
- h) Setting out snack provided and overseeing youth at each youth night.
- i) Respect your Youth Pastor and his responsibility to the church, the youth, their parents and most of all, the Lord, by caring for his children. Avail yourselves as servants of Christ, giving of your time and sharing in the tasks outlined above, as directed and assigned by the Youth Pastor, working together in harmony.
- j) Schedule personal time for yourself and/or family, with no outside interference. Aid in scheduling activities, which also includes transportation, drivers, bookings, reservations, billeting, etc.

#### **2. Structure:**

Two married couples or two single male and two female persons.

#### **3. Selection of Members:**

- a) Voted on by the membership.
- b) In the event the position becomes vacant the Administration Board can fill the position outside of the election process.

#### **4. Term of office:**

Shall serve a two-year term.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.17 Young Adult Leaders**

Reports to the Administration Board.

### **1. Mandate:**

- a) Schedule activities.
- b) Inform those in charge of preparing the weekly service bulletins of activities as needed.
- c) Provide Biblical guidance, refer counseling to someone more qualified.
- d) Lead Bible studies.
- e) Arrange for speakers.
- f) Prepare reports for and attend monthly Administration Board meetings.
- g) Provide leadership to the Young Adult group.

### **2. Structure:**

- a) Shall be filled by a married couple.
- b) Positions can be filled by individuals providing that if a single male is appointed then a single female will be appointed as well to complete the team.

### **3. Selection of Members:**

Appointed by the Administration Board.

### **4. Term of office:**

Shall serve a two-year term.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.18 Children's Ministries**

### **1.6.18.1 VBS Director**

Revised Jan 2023

Reports to the Administration Board.

#### **1. Mandate:**

- a) Coordinate with the assistant director, dates, times and materials needed for VBS program.
- b) Order materials.
- c) Recruit VBS workers.
- d) Potential candidates who have not previously served in OMC in a leadership role or teaching position shall be approved by the VBS Director & Lead Pastor.
- e) Provide training to new workers.
- f) Calls organizational meetings.
- g) Organize VBS week, closing program, with the help of the assistant director.
- h) Support and maintain an environment as such to provide spiritual, emotional and physical nurturing to the needs of the children attending.
- i) Will be in charge during the course of the week-long event, providing services such as, having openings, closings, announcements, etc. or by delegating someone to the task.
- j) Provide encouragement and direction for staff and interact positively with the children, prior to and during the week.

#### **2. Structure:**

One VBS Director position.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Shall serve a three-year term.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.



## **1.6.18.2 VBS Director Assistant**

Revised Jan 2023

Report to the VBS Director.

### **1. Mandate:**

- a) Meets with Director and helps with choosing material, dates, times, etc. for the DVBS program.
- b) Helps recruit workers.
- c) Is present at meetings, and VBS week, ready to give helpful suggestions and a helping hand where needed.
- d) Interacts with teachers, providing encouragement and advice.
- e) May be in charge of picking up extra supplies, prizes, etc...
- f) Encourage and support the director.
- g) Takes over for the director in case of illness or emergency.

### **2. Structure:**

One VBS Director Assistant position

### **3. Selection of Members:**

Appointed by the Administration Board.

### **4. Term of office:**

Shall serve a three-year term.

### **5. Qualifications:**

- a) A born again believer
- b) A member of Osler Mission Chapel
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.18.3 Club Director**

Reports to the Administration Board.

#### **1. Mandate:**

- a) Coordinate times and materials needed for Club program.
- b) Order materials.
- c) Recruit Club workers.
- d) Potential candidates who have not previously served in OMC in a leadership role or teaching position shall be approved by the Club Director & Lead Pastor.
- e) Provide training to new workers.
- f) Calls organizational meetings.
- g) Organize Club schedule and closing program.
- h) Support and maintain an environment as such to provide spiritual, emotional and physical nurturing to needs of the children attending.
- i) Will be in charge during the course of the week-long event, providing services such as, having openings, closings, announcements, etc. or by delegating someone to the task.
- j) Provide encouragement and direction for staff and interact positively with the children, prior to and during the week.

#### **2. Structure:**

One Club Director position.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Indefinite.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

#### **1.6.18.4 Children's Church Director & Assistant**

Revised Dec 2014

Reports to the designated Ministerial representative.

##### **1. Mandate:**

- a) Coordinate materials needed for the program.
- b) Recruit helpers.
- c) Potential teachers who have not previously served in OMC in a leadership role or teaching position shall be approved by the Children's Church Director & Lead Pastor.
- d) Provide training to new helpers.
- e) Calls organizational meetings.
- f) Organize schedule for helpers.
- g) Support and maintain an environment as such to provide spiritual, emotional and physical nurturing to the needs of the children attending.
- h) Make sure all activities are conducted in an orderly manner as to not disrupt the main service.

##### **2. Structure:**

1 director & 1 assistant position shall each be filled by a married couple or a single person.

##### **3. Selection of Members:**

Appointed by the Administration Board.

##### **4. Term of office:**

Indefinite.

##### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

### **1.6.18.5 Children's Nursery Director**

Reports to the designated Ministerial representative.

#### **1. Mandate:**

- a) Coordinate materials needed for the program.
- b) Recruit helpers.
- c) Provide training to new helpers.
- d) Calls organizational meetings.
- e) Organize schedule for helpers.
- f) Support and maintain an environment as such to provide spiritual, emotional and physical nurturing to the needs of the children attending.
- g) Make sure all activities are conducted in an orderly manner as to not disrupt the main service.

#### **2. Structure:**

Shall be filled by a married couple or a single person.

#### **3. Selection of Members:**

Appointed by the Administration Board.

#### **4. Term of office:**

Indefinite.

#### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.19 Library Committee**

Reports to the Administration Board.

### **1. Mandate:**

- a) Purchase and stock library with Christian material such as books, videos and tapes.  
(A minimum of three persons from the committee need to be present when making these decisions.)
- b) Ensure all materials placed in the library are not in violation of Biblical principles and enhance the learning and spiritual growth process of both children and adults.
- c) Keep a reasonable balance of good entertainment reading and Bible teaching material.

### **2. Structure:**

- a) Committee shall consist of at least four persons.
- b) One Head Librarian.
- c) One Secretary.
- d) A minimum of two assistants.

### **3. Selection of Members:**

Volunteers.

### **4. Term of office:**

Shall serve indefinitely. Each person has the flexibility to serve the length of time according to their own commitment and personal time available.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.

## **1.6.20 Marriage Retreat Committee**

Reports to the Administration Board.

### **1. Mandate:**

Schedule and organize the Marriage Retreat which includes:

- a) Finding a place to have the retreat.
- b) Scheduling the date and time.
- c) Selecting speakers.
- d) All above items to be approved by the Administration Board.
- e) Outlining and coordinating the activities for each day.
- f) Promoting the event.
- g) Managing the retreat budget.

### **2. Structure:**

- a) Committee shall consist of at least three couples.
- b) One chair person shall chair meetings.
- c) One recording secretary.
- d) One committee member shall be responsible for tracking all retreat costs.
- e) All finances will be channeled through the church treasurer.

### **3. Selection of Members:**

This committee is established by volunteer couples. It is thought best to have a group which best represents the varying age groups within our church. All volunteers must be approved by the Administration Board before officially considered committee members. If no volunteers come forward the Board will appoint committee members.

### **4. Term of office:**

Determined by the Administration Board and/or if there is enough interest shown by the church attendees in wanting the function, it is thought best that couples be involved in at least two retreats and/or to have at least one couple from each previous retreat remain on the committee.

### **5. Qualifications:**

- a) A born again believer.
- b) The chair person shall be a member of OMC.
- c) All other committee members must be regular attendees of OMC.
- d) Must be married couples.
- e) Must have a passion for strong Christian marriages.
- f) A sincere interest in the ministry of this church and to serve in this capacity.
- g) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- h) Display leadership qualities and abilities in this area of service.
- i) Live a consistent Christian life as a testimony to others.
- j) Devoted to the word of God and to prayer.
- k) Display strong, cheerful character traits as a servant of Christ.
- l) Serve in humility.

## **1.6.21 Decorating Committee**

Revised Feb 2023

Reports to the Administration Board.

### **1. Mandate:**

- a) To establish and maintain attractive and current decorative accents in the church.
- b) To assist in creating a warm and inviting atmosphere by decorating the church appropriately considering the different seasons or events taking place.
- c) Responsible for the decorating articles purchased by the church by ensuring they are properly cared for when used by either the committee themselves or by others for church related decorating uses. As well as the safe and proper storage of them.
- d) Note: The decorating committee is NOT responsible for the decorating needs of specific group functions in the church.

### **2. Structure:**

- a) Head Decorator shall be a member.
- b) Committee shall consist of 2 to 5 people, working jointly in planning and implementing the decorating responsibilities. The committee should feel free to solicit extra help as needed.

### **3. Selection of Members:**

Voted on by the membership.

### **4. Term of office:**

2 year term.

### **5. Qualifications:**

- a) A born again believer.
- b) Minimum 6 months attendance.
- c) Agrees in principle and lifestyle with the OMC Statement of Faith.
- d) Agrees to work in harmony with the leadership and mission of OMC.
- e) A sincere interest in the ministry of this church and to serve in this capacity.
- f) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- g) Display leadership qualities and abilities in this area of service.
- h) Live a consistent Christian life as a testimony to others.
- i) Devoted to the word of God and to prayer.
- j) Display strong, cheerful character traits as a servant of Christ.
- k) Serve in humility.

## **1.6.22 Church use Coordinator**

Reports to the Administration Board.

### **1. Mandate:**

- a) Books all church events as approved by ministerial or church Adm. Board.
- b) Notify all relevant departments such as Janitor, Audio/Visual, Worship Teams, etc. at time of booking.
- c) Ensure all events are posted and kept current on church calendar.
- d) Collect all church fees, other than weddings & funerals, according to policy to confirm booking. See **1.5.13 Janitor Policy #9** for Janitor fees and **1.5.10.1 General Policy #9** for Audio/Visual fees.
- e) Provide receipts for all fees collected and retain a copy for church records.
- f) Forward fees collected to the Treasurer with detailed documentation.

### **2. Structure:**

One person to hold this position.

### **3. Selection of members:**

Appointed by the Administration Board.

### **4. Term of office:**

Indefinite.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Must have organizational skills.



## **1.6.23 Safety Coordinator**

Revised June 2023

Reports to the Administration Board.

### **1. Mandate:**

- a) Ensure that OMC is properly equipped to address emergency situations with equipment and personnel.
- b) Ensure Fire lanes and emergency exits remain clear with proper signage.
- c) Ensure Emergency evacuation routes are clearly signed throughout OMC.
- d) Ensure First Aid kit and equipment remains fully stocked and up to date .
- e) Coordinate training as needed for designated safety response personnel on proper use of emergency equipment e.g. (defibrillator, first aid pack, oxygen) and emergency evacuation procedures. Any expenses for bringing in qualified training personnel must be pre-approved by the Administration Board.
- f) Oversee emergency evacuation procedures when required. Utilize and direct ushers as needed.
- g) Ensure that all emergency situations are handled with as much discretion as possible.
- h) Report annually to the Administration Board.

### **2. Structure:**

One person to hold this position.

### **3. Selection of members:**

Appointed by the Administration Board.

### **4. Term of office:**

Shall serve indefinitely, with a review every 3 years by the Administration Board.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Must have organizational skills.

## **1.6.24 Prayer Coordinator**

Reports to the Pastoral Team.

### **1. Mandate:**

- a) Operate in harmony with the Pastoral team.
- b) Responsible to provide leadership for the corporate prayer life of the church.
- c) Develop goals and vision that contribute to a vibrant prayer life in the church.
- d) Share vision to inspire involvement within the congregation.
- e) Plan events in consultation with the pastoral team.
- f) Responsible to organize and promote events within the scope of this ministry.
- g) Assist pastoral team in the prayer aspect of various ministry events in the church.
- h) Designate a contact person for email prayer chain.

### **2. Structure:**

One person to hold this position.

### **3. Selection of member:**

Appointed by the Administration Board.

### **4. Term of office:**

Shall serve indefinitely, with a review every 3 years by the Administration Board.

### **5. Qualifications:**

- a) A born again believer.
- b) A member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life as a testimony to others.
- g) Devoted to the Word of God and passionate about prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) Must have organizational skills.

## **1.6.25 Women's Retreat Committee**

Reports to the Administration Board.

### **1. Mandate:**

Schedule and organize the Women's Retreat which includes:

- a) Finding a place to have the retreat.
- b) Scheduling the date and time.
- c) Selecting speakers.
- d) Outlining and coordinating the activities for each day.
- e) Responsible for fundraising
- f) All above items to be approved by the Administration Board.
- g) Promoting the event.
- h) Managing the retreat budget.
- i) Attend and contribute at scheduled meetings

### **2. Structure:**

- a) Committee shall consist of at least three members.
- b) One chair person shall chair meetings.
- c) One recording secretary.
- d) One committee member shall be responsible for tracking all retreat costs.
- e) All finances will be channeled through the church treasurer.

### **3. Selection of Members:**

This committee is established by volunteers. All volunteers must be approved by the Administration Board before officially considered committee members. If no volunteers come forward the Board will appoint committee members.

### **4. Term of office:**

Shall serve through two retreats. It is thought best that committee members be involved in at least two retreats and to have at least one committee member from each previous retreat remain on the committee.

### **5. Qualifications:**

- a) A born again believer.
- b) The chair person shall be a member of OMC.
- c) All other committee members must be regular attendees of OMC.
- d) Must have a passion for the spiritual well-being of women.
- e) A sincere interest in the ministry of this church and to serve in this capacity.
- f) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- g) Display leadership qualities and abilities in this area of service.
- h) Live a consistent Christian life as a testimony to others.
- i) Devoted to the word of God and to prayer.
- j) Display strong, cheerful character traits as a servant of Christ.
- k) Serve in humility.

## **1.6.26 Information Center Personnel**

Reports to the Administration Board.

### **1. Mandate**

- a) Be available at the information center 15 minutes before Connect, 20 minutes before the morning service, and stay after the service until the majority of the congregation has left.
- b) Inform people inquiring about ministries at OMC and provide direction to appropriate locations where necessary.
- c) Maintain and organize bulletin board information in a creative and attractive way.
- d) Connect inquirers with the right people in charge of specific ministries. Take down contact information when necessary, and ensure prompt follow-up.
- e) Approach those who appear to be in need and offer assistance.

### **2. Structure:**

- a) Shall consist of 1 head information center person and 3 assistants.

### **3. Selection of Members:**

- a) Volunteers to be approved by administration board.
- b) Head information center person determined by the administration board.

### **4. Term of office**

- a) 4 alternating 2 year terms.

### **5. Qualifications**

- a) Born again believer.
- b) Member of Osler Mission Chapel.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) A commitment to participating and recognizing it as being an essential aspect of service in the church.
- e) Display leadership qualities and abilities in this area of service.
- f) Live a consistent Christian life.
- g) Devoted to the word of God and to prayer.
- h) Display strong, cheerful character traits as a servant of Christ.
- i) Serve in humility.
- j) A sincere desire to help others.
- k) A good communicator.
- l) A good understanding of how the Church operates in view of the different ministries.
- m) Punctual, dependable and outgoing.

## **1.6.27 Hope's Pantry**

Reports to the Administration Board.

### **1. Mandate:**

- a) Pick up donations from local sources.
- b) Unpack & stock Hope's Pantry freezer, dry goods shelves, and designated area of walk-in cooler.
- c) Contribute to Food Safety by:
  - i) Removing spoiled/dated items deemed unfit for consumption according to Food Bank guidelines
  - ii) Minimize storage of raw items.
  - iii) Controlling odours
- d) Buy groceries and other supplies with donations.
- e) When notified of events by the Pastoral Team, the Director &/or Assistant will accommodate by creating appropriate space in the cooler and placement of dry good racks.
- f) Clean
  - i) after each event by decluttering, sweeping, emptying garbages, breaking down and removing cardboard.
  - ii) monthly by bleaching tables, floors, baskets & shelves.
- g) Director shall
  - i) Organize staffing for unpacking and distribution hours as designated
  - ii) Orient & train new staff
  - iii) Ensure appropriate purchases are made with available funds.
  - iv) Report purchases from OMC donated funds quarterly.
  - v) Set policy and advise staff on
    - appropriate interactions with clientele.
    - food storage to manage inventory and minimize clutter & odour.
    - appropriate cleaning as scheduled and as needed.
  - vi) Organize meetings as needed
  - vii) Screen goods for their propriety in distribution in a church food bank i.e. containing alcohol.
- h) Assistant director available to support the director as needed.

### **2. Structure:**

- a) Director
- b) Assistant Director
- c) Volunteers as needed.

### **3. Selection of members:**

- a) Director as appointed by the Board.
- b) Assistant Director appointed by the Director.
- c) Volunteers recruited by the Director and assistant as needed.

### **4. Term of office:**

Indefinite with a 3 year review of the Director.

### **5. Qualifications:**

- a) Director must be a member.
- b) Agrees to work in harmony with the leadership and mission of OMC.
- c) A sincere interest in the ministry of this church and to serve in this capacity.
- d) Display qualities and abilities in this area of service.
- e) Display cheerful character traits and positive communications skills
- f) Serve with humility and empathy.
- g) Strong team player.

## **1.7 Policies & Procedures**

### **1.7.1 Church Staff Policy**

Implementation date: February 13, 2007. Updated Apr 2020

#### **1.7.1.1 Introduction**

##### **1. Scriptural Basis for a Pastoral Staff**

For the edification of the body of Christ. Ephesians 4: 11-14 (NIV) “And it was he gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ. Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of men in their deceitful scheming.”

##### **2. Statement of purpose**

It is intended that this policy be used to give direction to our church regarding the structure of our Church Staff.

##### **3. Statement of flexibility (exceptions and/or revisions)**

Requests for exceptions or revisions can be submitted to the Ministerial or the Administration Board. Final approval rests with the Administration Board.

#### **1.7.1.2 Pastoral Staff**

##### **1. Amount**

- a) The Pastoral Staff shall consist of no less than one (1) Pastor for every one hundred and fifty (150) persons attending this church, or as deemed necessary based on the needs of the congregation.

##### **2. Structure**

- a) The request to change the number of financially supported Pastors may be brought in writing to or initiated by the Ministerial.
  - i) A recommendation from the Ministerial shall be presented to the Administration Board which must include:
    - the rationale for the request
    - how this position will help us grow the mission and vision of our church
    - expected roles and responsibilities of the new or adjusted staff structure
    - impact on the roles and responsibilities of the existing pastors
    - discussion of the financial feasibility of the requested change
    - a 10 year annual average church attendance data
    - a minimum of 3 months of discussion and prayer by the Administration Board prior to a vote.
    - an 85% approval by the Administration Board in order to bring it to the congregation.
    - a report of the discussion at the next AGM, whether it was approved or not.
  - ii) A recommendation by the Administration Board shall be presented to the Membership in the following order:
    - a written recommendation must be available at least 30 days prior to a membership meeting called for voting. The membership will be encouraged to bring questions and suggestions to the Administration Board in advance of the meeting rather than wait till the meeting.
    - A 2/3 majority vote is required to approve the requested change. Advance voting will be made available if absolutely necessary.

- b) All other Pastoral positions shall be financially self-supportive. (Refer to *1.7.1.3 Pastoral Pay Structure #1 a) & c)*

### 3. Selection Process

- a) All Pastors shall be called according to policy (Refer to *1.6.1 #3 Ministerial: The Calling of Pastors & Deacons)*

### 4. Job description

- a) Schedules and responsibilities of all Pastors shall be decided by the Ministerial.

### 5. Expense Allowance

- a) To assist with locally incurred ministry costs.,
  - i) All ordained and installed or paid Pastors shall receive a monthly ministry allowance recommended by the Church Staff Committee and approved by the Administration Board.
  - ii) All commissioned Pastors shall receive 50% of the established amount set for the ordained Pastors.

## 1.7.1.3 Church Staff

1. Financial compensation for staff shall be drawn from the general fund.
2. Salaries for paid staff shall be developed by the Church Staff Committee according to their mandate.
3. Reimbursements for travel expenses out of the church local (50 km radius), tuitions, seminars, etc., shall be addressed by the Administration Board. (Refer. to *1.7.10.3 Purchasing and Expense Claims Policy #9)*
4. Support for any paid staff position may be terminated or reduced on the basis of the individual's involvement pending a review by the Administration Board
5. In the event that the services of a paid staff member are terminated, a 60 day notice will be given. Once the 60 days have expired, so too will the financial support of the church be ended.

## 1.7.1.4 Staff Leave

### 1. Vacation Leave.

- a) All ordained Pastors are entitled to vacation leave from church related activity coinciding with that given by their employer.
- b) A Pastor's vacation leave must be prearranged with and approved by the Lead Pastor.
- c) Replacements for other staff can be selected by existing staff pending approval by the Administration Board at least 30 days prior to vacation. If a replacement is needed, existing staff are to train their replacements. Pay for replacements shall be consistent with pay for that position for the given time period.
- d) The number of vacation days for paid staff shall be the same as that established by the province of Saskatchewan for paid holidays acquired due to time served.
- e) No more than 5 vacation days may be carried over into the following year.

### 2. Leave of absence

- a) All ordained Pastors requesting a leave of absence must seek the approval of the Ministerial and the Administration Board. Depending on the extent of leave it shall then be determined if it warrants bringing the request before the membership for further discussion and approval.
- b) In the event a Pastor couple holding a paid position requests a leave of absence or requests to serve outside the church local for an extended period of time, the support and honorariums will then be subject to a review by the Administration Board. This board will determine if the situation warrants a review of the position in its entirety or a temporary suspension of support for this position.

## **1.7.2 Missions Policy**

Implementation date: October 6, 2005

### **1.7.2.1 Introduction**

#### **1. Definition of Missions:**

- a) Missions is the sending of qualified servants and messengers from a local congregation to people outside their normal sphere of influence to preach the Gospel, make disciples, plant churches and minister to the total needs of people, within the context of Biblical principles.

#### **2. Scriptural Basis for Missions:**

- a) Matthew 9:36-38 - To fulfill the Great Commission of Christ.
- b) Matthew 28:18-20 - To share Christ's burden for the lost.
- c) Matthew 25:31-46 – To minister to all the needs of the person (spiritual, emotional, social and physical).

#### **3. Purpose of our Mission Policy**

- a) To help us achieve a clear sense of direction.
- b) To avoid making important decisions on an emotional or impulsive basis.
- c) To reassure the church membership of serious accountability and good financial stewardship in our Missions Program.

#### **4. Revision of Policy:**

- a) The Missions Policy should be reviewed every two years and updated as necessary. Any revision requires a majority vote of the Committee Members and then a majority vote of the Administration Board. The revision would then need to pass with a two-thirds majority vote by the Church membership.

#### **5. Flexibility:**

- a) It is intended that this Policy be generally followed. However, its purpose is not to stifle growth or hinder the ministry of the Holy Spirit in our midst. Exceptions can be made, but require a majority vote of the Committee Members.

### **1.7.2.2 Financial Responsibilities**

#### **1. Revenues:**

- a) Offerings: Osler Mission Chapel operates on the faith principle. The faith offering is received every third Sunday of the month, and or agreed upon by the Mission Board.
- b) Special fund-raisers for specific projects.
- c) Special designations through the weekly offering or agreed upon by the Mission Board.

#### **2. Allocation of Funds (Distributions):**

- a) Church Treasurer distributes funds as directed by the committee.
- b) Foreign Missions presently supported Missionaries will not be affected negatively by this policy.
- c) As a basic principle partial support will be given to Missionaries from various fields, rather than full support to only a few. This will provide wider exposure to the church as well as giving the Missionaries a broader base for prayer and financial support. However, it is not our intention to give only token support, but rather as much as possible.
- d) Missionaries who are members of Osler Mission Chapel could receive no less than 10% and no more than 35% of their required support level from our church. Those that are receiving support through the church fund will be encouraged to seek additional support outside our congregation.
- e) Missionaries who have been adherents of Osler Mission Chapel may receive up to 10% of their support level.



- f) Any other approved Missionaries could receive monthly support or a one-time gift.
- g) Support levels will be reviewed annually by the Mission Board. In the event of partial or complete termination of support from this church, Missionaries will be given 90 days notice, and every effort will be made to ensure that such termination takes place during furlough.
- h) If a Missionary leaves the field prematurely the Board will review each case individually and decide on future support/termination.

**3. Priorities in the Mission Budget:**

- a) Our own church members or other approved missions.
- b) Adherents of our church or other approved missions.
- c) Others approved by the Mission Board.
- d) Various criteria will be used, including evidence of commitment, active service in the church, agreement with our doctrinal position, appropriate training and education, personal references, etc.

**4. Short Term Support:**

- a) Short term Missionaries that are members or adherents may receive up to 10% of their support level.

**5. Summer Missionaries Support:**

- a) Summer Missionaries that are members or adherents may receive weekly support as determined by the Mission Board or up to 10% of the support level.

**6. Special Gifts:**

- a) Special designated gifts can only be issued receipts by Osler Mission Chapel if the missionaries or projects have been approved by the Mission Board.
- b) Receipts cannot be issued for personal gifts. These gifts should be given to people personally or directly to the organization that they are with.

**1.7.2.3 Terminology**

- 1. Career (full time): Commitment for life with the recognition that God may redirect.
- 2. Short Term: A period of four months or more with the length predetermined (normally does not exceed two years).
- 3. Summer/Project: Generally a one to four month period, often during the summer but not restricted to that period. Some instances it may be less than a month (may basically be referred as Project Missionaries).

**1.7.2.4 Responsibilities of Supported Career Missionaries to OMC**

- 1. Urged to send periodic reports of their work (at least quarterly if possible). This report may be in the form of a regular newsletter.
- 2. Encouraged to share personally of their work at least once on every furlough.
- 3. Inform the OMC Board of Missions of any situation that may affect support level; ie. support level requirement change, leaving or changing missions, etc.
- 4. OMC Member Missionary is encouraged to participate in the program of the church when on furlough and when possible.

### **1.7.2.5 Responsibilities of Supported Short Term and Summer Missionaries to OMC**

1. Will be encouraged to share personally upon leaving and returning to their mission field.
2. Inform the OMC Board of Missions of any situation that may affect support level; ie. unexpected length of time change, full support is in etc.
3. Remember the church back home and pray for it.
4. Any Short-term Missionary staying for a length of one year or more is encouraged to send quarterly reports of their work, if possible.
5. Missionaries are asked to provide 1/3 of their total support.

### **1.7.2.6 Responsibilities of OMC to Supported Missionaries**

1. Maintain a continued interest in their work; by reading/listening to their reports and responding with prayer and encouragement through mail, phone etc.
2. The congregation is encouraged to contribute financially when possible, to ensure the committed level of support can remain.

### **1.7.3 Kitchen/Catering Policy**

Implementation date: August 10, 2009

Updated Mar 9 2018, Jan 2024

1. The OMC Kitchen Committee oversees & coordinates food prep & serving for funerals or ministry promotional banquets such as Mission organizations, Bible Schools etc. This supports consistency in organization, operating procedures and maintenance of the kitchen area and appliances.
2. For church family functions such as weddings, anniversaries, birthdays etc. the families involved would be allowed to serve and use the kitchen.
3. All weddings must have a Dining/Kitchen Supervisor when the Kitchen Committee is not serving.
  - a) The Supervisors are selected by the Kitchen Committee.
  - b) Each Supervisor must have a current Food Safe Certificate.
  - c) The Supervisor shall be paid \$20/hr. paid directly to the supervisor. This is collected at the end of the event by the Supervisor.
4. Persons wishing to use the cooking facilities and/or serving are to contact the Kitchen Committee chairperson for fees and options. Kitchen fees do not apply to church family functions such as birthdays, anniversary celebrations etc.
5. For use of kitchen articles outside the church, permission must be obtained from the Kitchen Committee chairperson and signed out as per current procedure.
6. All funds raised must go towards missions or kitchen expenses.

## **1.7.4 Youth Ministry Policies**

### **1.7.4.1 Youth Finance Policy**

Implementation date: December 13, 1997

#### **Youth finances are to be used for the following:**

1. Bible study materials which can include:
  - a) Books
  - b) Video lessons
  - c) Study material
2. To purchase sports equipment, which shall remain the property of Osler Mission Chapel Youth Group.
3. Ministry related work, outreach, etc.
  - a) Rental of music equipment expenses.
  - b) Travel, meals and accommodation expenses.
4. Retreats and related expenses.

### **1.7.4.2 Youth Ministry General Policy**

Implementation date: September 4, 2007

1. When meeting should focus their efforts on a balance of outreach ministry, Bible studies and social activities.
2. Dress code:
  - a) Modest attire. (Refer to *1.7.12.2 Dress Code Policy*)
  - b) Anything inappropriate will be dealt with through prayer and on a one on one basis (gender to gender).
3. Church approved activities for youth social nights.
  - a) Swimming - modest attire, youth to be instructed prior to a planned event of what is expected and acceptable. Both male and female leaders are to be present for co-ed swimming.
  - b) Paint ball must be professionally organized and all persons must have approval from their parents.
  - c) Bowling activities. It is strongly recommend a discretionary location with an acceptable environment.
  - d) Movies - any non-Christian based movies must be previewed by the Youth Pastor.
  - e) Video Games permitted only at the discretion of the Youth Pastor.
  - f) Music – secular music, including the radio, is permitted only at the discretion of the Youth Pastor.
  - g) Bingo is approved providing there is no money used in playing the game.
4. Planned overnight activities must have both male and female leadership if it is a co-ed event.
5. Transportation:
  - a) It is the responsibility of the Youth Pastor to organize transportation requirements.

### 1.7.5 Child Protection Policy

Implementation date: October 6, 2005

Osler Mission Chapel is concerned for the safety of our children and families. At the same time we believe it is our mandate to reach out and minister to all people, seeking to persuade them to enter into a personal relationship with our Lord Jesus Christ. For the fallen, we believe, it is our mandate to extend love, grace, forgiveness and restoration.

To integrate and facilitate someone with a past record of sexual child abuse into our congregation, we have developed the following procedures designed to offer protection to our children from abuse and also to protect the person seeking restoration.

Any person having a past record of child abuse must agree to adhere to the following statements while on church property, attending church functions as well as socializing with church attendees where children are present.

- 1. Although it is not our intent to infringe on any individuals rights we see it as being protective to all persons concerned if someone, who is designated by the church, accompany the individual to the restroom.**
- 2. Accept responsibility for their past actions by agreeing, without challenge, that they are not eligible for certain church ministries, being refused the opportunity to contribute in any type of ministry or activity relating to or involving children under the age of eighteen years old.**
- 3. Agree that it is not acceptable to have willful direct or indirect physical contact with anyone under the age of eighteen years old without being in the presence of, and having obtained consent from, both parents.**
- 4. Agree to the above aforementioned statements by signing the document below.**

Signature: \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witness: \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witness: \_\_\_\_\_ Dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **1.7.6 Wedding Policy**

Implementation date: August 7, 2007

Revised Mar 2018, Sep 2019, Dec 2019, Mar 2022

Because the church, being dedicated to our Lord, seeks to teach and observe Christian values and maintain those values at all times the following policy has been adopted.

### **1. Obligations of the Church Pastors:**

- a) One presently active OMC Pastor must do the meditation & vows and/or the premarital prep classes.
- b) Before any plans regarding a wedding are made one of the local Pastors must be consulted.
- c) Rehearsal time and date is to be cleared with Youth Pastor two months in advance by the Pastor involved with the wedding event.
- d) If both applicants are non-members the Pastor must receive approval from the church board before proceeding.
- e) An OMC Pastor marrying someone off of OMC property is subject to the same guidelines for such items as dance, etc. as if the wedding were performed at OMC.
- f) The presiding Pastor is responsible to notify the Youth Pastors, Pastor of Music, Head Audio/Visual Tech, the Church Use Coordinator, the Kitchen Committee and the Janitor of the date and time of the rehearsal and wedding.
- g) A Pastor's participation in a wedding is up to the Pastor's personal discretion in consultation with the pastoral team.

### **2. Established Church fees:**

- a) Janitor fees. (Refer to section **1.7.13 Janitor Policy #9a**).
- b) If the wedding is located more than 50 km's from Osler, travel and lodging expenses are to be paid for the Pastor involved. (Refer to section **1.7.10.2 Purchasing and Expense Claims #9**)
- c) The Kitchen Committee shall be contacted for the rules and regulations of the dining hall & kitchen and costs for serving for receptions, (Refer to section **1.7.3 Kitchen/Catering policy**)
- d) Audio/visual personnel to be paid \$100.00 fee each event as applicable:
  - i) Rehearsal/Wedding
  - ii) Reception

**1.7.6 Wedding Policy (continued)**

**3. Obligations of the Applicants:**

- a) A booking is not considered official until the policy form is signed and established fees are paid, this is to be paid in a timely manner through the Pastor presiding over the wedding arrangements.
- b) Alcohol will not be permitted at OMC.
- c) Dances will not be permitted at OMC.
- d) The sanctuary is to be treated with respect at all times. Children are not to be left unattended or are allowed to play in the sanctuary during the reception.
- e) The practice of throwing rice and confetti is prohibited in or on the church premises. (An additional janitorial charge for clean-up may be assessed if this is not adhered to)
- f) Saturday weddings must be planned to accommodate janitorial cleanup that may begin no later than 9:30 PM.
- g) Modest apparel should be worn by the entire wedding party at the rehearsal and wedding ceremony.
- h) Scotch tape, nails or tacks are not to be used on walls for attaching decorations. All decorations are to be cleaned up the day of the wedding.
- i) Tables and chairs are to be set up and put away by the wedding party. Contact the Janitor at the end of the clean up to ensure all items are stored appropriately.
- j) Applicants are responsible for cleaning up of any kitchen items used to serve refreshments after the reception meal is finished and cleaned up.
- k) Smoking tobacco of any type, illegal drugs or liquor of any type is NOT to be brought into or used in this building or on these premises.

We, the under signed, understand the outlined above policy and agree to comply with it.

Applicants Names \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_, \_\_\_\_\_

Presiding Pastor: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Office use only

Janitor fee:

Sanctuary \$ \_\_\_\_\_

Dining Hall \$ \_\_\_\_\_

Audio/Visual fee: \$ \_\_\_\_\_

Pastoral travel expenses:

Mileage \$ \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Other: (explain) \$ \_\_\_\_\_

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Total fees: \$ \_\_\_\_\_



### **1.7.7 Funeral Policy**

Implementation date: August 7, 2007

Revised Mar 2022

1. One Pastor from OMC must be involved in the funeral planning and service.
2. A “Funeral Service Arrangement Planning Guide” shall be completed under the direction of the OMC Pastor overseeing the funeral.
3. The main speaker should respect and comply with the “statement of faith” of Osler Mission Chapel.
4. The decision to grant a request for funeral services, of all people involved, and the ceremony substance can be approved by one of OMC’s Pastors in accordance with the above mentioned statements.
5. The presiding Pastor is responsible to notify the Head Audio/Visual Tech, the Church use Coordinator, and the Janitor of the date and time of the funeral.
6. Janitor fees. (Refer to section **1.7.13 Janitor Policy #9b**).
7. Audio/visual personnel to be paid \$100.00 fee for services.
8. The Kitchen Committee shall be contacted for serving details and associated costs, (Refer to section **1.7.3 Kitchen/ Catering policy #2**). Set up and removal of Dining Hall table & chairs shall be looked after by the designated personnel from OMC.

## **1.7.8 Membership and Baptism Policy**

Implementation date: Oct 6, 2005

Updated Mar 13, 2019

1. Those interested in baptism and/or membership with OMC are to contact the Lead Pastor.
2. All baptism candidates:
  - a) will be interviewed by the Lead or Associate Pastor.
  - b) must agree in principle and lifestyle with the OMC Statement of Faith.
  - c) must participate in the pre-baptism/discipleship classes.
  - d) must share a public testimony of personal faith in Christ.
  - e) are strongly encouraged to be baptized by immersion.
  - f) are strongly encouraged to take up membership with OMC at the time of baptism.
3. All membership candidates:
  - a) will be interviewed by the Lead or Associate Pastor.
  - b) must agree in principle and lifestyle with the OMC Statement of Faith.
  - c) must agree to work in harmony with the leadership and mission of OMC.
  - d) must have been baptized.
  - e) are encouraged to share a public testimony of personal faith in Christ.
4. Members do not obtain voting privileges for church related business until they have reached the age of 18.

## **1.7.9 Church Property Policies**

### **1.7.9.1 Church Building Policy**

Implementation date: September 5, 1985

1. Smoking tobacco of any type, illegal drugs or liquor of any type is NOT to be brought into or used in this building or on these premises.
2. The church building must remain locked when not in use.
3. All general building modification requests, maintenance requirements and the like, requested by members, must be dealt with through the Maintenance Coordinator. If minor in nature and cost it may be done immediately. Any extensive changes shall be brought to the Administration Board for direction.
4. Emergency repair may be done in order to secure the building in the event a situation arises warranting it i.e. break in, storm damage, etc. This should be done through the maintenance coordinator, in his absence one of the maintenance team members and a member of the ministerial.
5. Refer to *1.7.13 Janitor Policy* for other related costs.

### **1.7.9.2 Church Vehicles Policy**

Implementation date: June 8, 2000

1. Van uses are authorized for ministry oriented needs i.e. youth groups, College and Career, VBS, Connect and Church business trips i.e. delegate meetings.
2. Use of the van is coordinated by the Youth Pastor. This will be determined by “first come first serve basis” with the exception of Youth related activities having priority. Other items this person shall cover will be:
3. The Maintenance Coordinator is responsible for:
  - a) Scheduling service.
  - b) Communicating repair and maintenance issues to the Administration Board for approval.
  - c) Maintain all maintenance records.
4. Vehicle expenses shall be covered by the following:
  - a) Insurance and licensing shall be paid out from the church general fund. In the event of an accident where the vehicle is being used for any church approved use, the cost of the deductible will be covered by the church. Funds for this will come out of the General fund.
  - b) Maintenance costs will be covered by the church.
  - c) Consumable items i.e. fuel costs etc. are to be covered by the users.

### **1.7.9.3 Church General Articles Policy**

Implementation date: October 6, 2009

1. All church items shall remain in the church building unless requested for ministries outside of the church building and having obtained approval from the Administration Board. Exception to paragraph two, three & four of this section as per outlined criteria.
2. For use of drama articles outside of the church, permission must be obtained from the drama committee and signed out as per procedure.
3. Borrowing of kitchen related articles (refer to *1.7.3 Kitchen/Catering Policy #3.*)
4. Maintenance of Church General Articles is to be directed through the Maintenance Coordinator and the Department Leader of the particular items.
5. Church family is free to operate Audio/Visual and other electronic equipment with the exception of the sanctuary Audio/Visual equipment which must be operated by the appointed Audio/Visual personnel.

## **1.7.10 Finance Policies**

### **1.7.10.1 General Policy**

Implementation date: July 7, 2006

Updated Dec 12, 2017, Nov 2020

1. The third Sunday of the month is designated for Missions fund. All other funds designated for General Fund unless otherwise announced.
2. Upon Pastoral referral, the church will provide \$300 for counseling fees to individuals in need. This amount will be distributed over 5 sessions @ \$50 per session to a maximum of \$300. Consideration may be given following assessment if further care is needed. This amount would be available to those using the counselling services of vetted counselors only.
3. Offering envelopes submitted will be kept for a period of five years and then destroyed.
4. Training and teaching seminar fees for Pastors and their wives will be reimbursed by the church. (Refer to **1.7.1.3 Pastoral Staff Policy #1e.**)
5. Church tax charity receipts shall be sent out by Feb. 28 of each year.
6. \$750 per year will be allocated to the library for purchasing books, videos etc. This will come out of the general fund. Library administrative expenses are to be submitted for reimbursement.
7. An annual budget of \$600 will be allotted to the Decorating Committee (Nov. 2014). The budget shall be used for purchasing decorating material for general decor of the Church. The budget does not cover the purchase of decor for specific groups or their functions.
8. Youth leaders have an annual budget of \$5000 paid out in increments of \$1250 every quarter.
9. College & Career leaders have an annual budget of \$1200 (June 2012).
10. Deacon Board has a budget amount of \$5000 for disaster relief. This is to be used at the Board's discretion for disaster relief support within the local area. Any request for assistance outside of this must be first approved by the Administration Board.
11. Refer to **1.7.13 Janitor Policy #9** for fees related to Janitorial services.
12. Audio/visual personnel to be paid \$100.00 fee for services.
13. Speakers invited by the Pastoral team (i.e. to fill the pulpit Sunday morning) will be paid a \$150 honorarium and mileage @ \$0.43/km for distances greater than 50 km.
14. Any payment for fees or services relating to the use of facilities is to be directed to the Pastor involved or the Church Coordinator.

## **1.7.10.2 Bible College Student Financial Support**

Implementation date: June 13, 2017

Osler Mission Chapel has a tradition/practice of calling to the office of ministerial/leadership from within it's membership. We have seen God bless this means of establishing a strong leadership core of gifted people. Those who have been entrusted with leadership roles in the various ministries of the church have grown in maturity and in the Word via the ministry of the local church. Some have had the additional benefit of attending Bible College training. These Bible Colleges of like-mindedness in theology and doctrine have been and continue to be a blessing to the local ministry and mission of the local church.

Because of this practice, Osler Mission Chapel has sought to support those called to attend Bible College training with tuition assistance. This training has impacted the next generation, strengthened and matured them in the Word, and equipped them to take their place in the ministry of the church.

With this comes the need to formalize a plan and vision that might continue until the church is called home to heaven.

Candidates for Bible College training will be eligible for financial support by Osler Mission Chapel based on the following criteria:

- 1.** Be a member or regular attendee of Osler Mission Chapel for a minimum of one year.
- 2.** Attend a Bible College of biblical sound doctrine, teaching and practice.
- 3.** The Bible College's Statement of faith and doctrinal position must be in agreement with that of Osler Mission Chapel.
- 4.** Approval and financial remuneration process.
  - a) The candidate must complete an application form prior to attending.
  - b) Designated Ministerial will meet with the candidate to discuss the application and offer encouragement.
  - c) At the designated Ministerial's discretion, the candidate will be recommended to the Administration Board for financial approval.
  - d) A bursary will be paid to approved candidates upon completion of each semester in the amount of \$600 for the first year, \$900 for the second year, \$1200 for the third year and \$1500 for the fourth year.
  - e) An additional application form must be completed annually for approval prior to attending to qualify for financial remuneration.
- 5.** Candidates attending the following Bible Colleges will be eligible for a bursary. Other Bible Colleges will be given consideration when requested.
  - a) Millar College of The Bible - Pambrun, Sk., Sunnybrae Campus - Tappen, B.C.
  - b) Nipawin Bible College - Nipawin, Sk.
  - c) Briercrest College - Caronport, Sk.
  - d) Prairie Bible College - Three Hills, Alberta
  - e) Peace River Bible Institute - Peace River, Alberta
- 6.** This policy is subject to change without notice.

### 1.7.10.3 Purchasing and Expense Claims policy

Implementation date: October 6, 2005

1. Purchasing of goods and services other than capital expenditures are to be done by the department leader or an authorized representative.
2. Purchases made on Church charge accounts must have the packing slip or unpaid invoice submitted to the Secretary Treasurer as soon as possible to ensure timely payment and records are kept.
3. Purchasing made on behalf of the church and or expenses incurred for the church business must have proper approval prior to the purchase being made or expense incurred. If it is not pre-approved or authorized by a current policy it is then subject to review. Expense claims submitted without pre approval will be submitted to the Administration Board for review.
4. All expense claims must be submitted on an Expense Claim form with proper receipts attached to facilitate accurate bookkeeping practices.
5. All Capital expenditures must have Administration Board approval prior to the purchase.
6. Emergency repair and maintenance expenditures may be done without Administration Board approval. (Refer to section **1.7.9.1 Church Building Policy #4** for further details.)
7. Financial signing authority shall be given to the church Treasurer and Secretary Treasurer. These positions are to be appointed by the Administration Board. (Refer to **Roles and Responsibilities section 1.6.12.1** and **1.6.12.2**)
8. Issuing of donation receipts. Tax deductible receipts will be issued for donations to church approved projects. Advantage to donor must be taken into account when issuing receipts. The advantage is to be taken as current market value. (Definition: Advantage-benefit to donor. - i.e. fund raiser banquet meal) Authorization for issuing receipts is to be established by the Administration Board or the Mission Board.
9. Pastoral staff will be compensated 43 cents (\$0.43) per kilometer for ministry travel. (Refer to **1.7.1.3 Pastoral Staff Structure #1 e**).

### **1.7.11 Revisions Procedure Policy**

Implementation date: September 4, 2007

1. The following steps are to be taken when requesting a change to policy or established job descriptions for the church.
  - a) A request for review of any content contained in this manual will be presented to the Administration Board stating the reasons why they want it reviewed and by whom the request is being made.
  - b) The Administration Board will review the request, at which point they can make policy revision
  - c) A 2/3 majority vote is required in order to change any standing policy or job description.

## **1.7.12 Worship Practice Policies**

### **1.7.12.1 Dress Code Policy**

Implementation Date: Dec. 4, 2007

Revision number: 00

1. How we dress is a reflection of the Christ life. (2 Corinthians 4:11, 2 Corinthians 3:18, Mark 7:20-23)

Since our outward appearance reflects the motives of the inner heart (1 Cor. 4:5), and is to a large degree symbolic of our reverence and awe toward God, and, on the occasion one is attending, it is vital that this is considered in our service to God and the local fellowship of believers.

When serving in the capacity of public ministry at OMC, the way a servant is dressed must then be such that would manifest an inner heart of devotion to God.

How we dress is to demonstrate that the servant is yielded to the Holy Spirit.

How we dress is to testify to our position in Christ.

How we dress is to be an example to the congregation.

How we dress is to ultimately glorify the Eternal God!

Dress to the glory of God - 1 Corinthians 10:31

Dress so you will not be a stumbling block - Romans 14:13-18

Dress modestly - 1 Timothy 2:9a

“modest” Gr. “Kosmios – Kos’-mee-os”

Orderly, that is decorous, of good behavior.

Decorous – acting properly, in good taste, proper, dignified, appropriate, fitting, suitable.

Dress to be an example to others - Titus 2:7a

Dress to be a testimony of purity - 1 Timothy 4:12

The standard of dress should not be offensive or sexually suggestive in any way, but rather honorable to God!

Our desire is that each individual servant will be sensitive to God the Holy Spirit as they prepare to serve in any capacity of ministry at Osler Mission Chapel.



### **1.7.13 Janitor Policy**

Implementation date: August 7, 2007

Revised: June 2023 Apr 2018

1. Applications will be solicited from within the church congregation only.
2. Steps to the application process:
  - a) Invitations will be posted in the bulletin approximately 10 weeks prior to the position being filled. This is to run for two Sundays consecutively.
  - b) An application form will be made available no later than three weeks after the initial invite is posted in the bulletin. Along with these forms a copy of the job description and related policies are to be provided.
  - c) Acceptance of applications will close four weeks after the initial announcement.
  - d) Sealed applications must be forwarded directly to the Church Board Chairman.
  - e) Applications will be accepted from:
    - i) A member of OMC.
    - ii) A non-member who has regularly attended OMC for at least one calendar year.
  - f) Only those to be interviewed will be contacted.
3. It is requested that a janitor wishing to resign submit their notice in writing 10 weeks prior to relinquishing their duties to give time to find a replacement.
4. OMC reserves the right to terminate at any time if the Janitor is failing to fulfill their obligations.
5. All janitorial supplies will be purchased by the Janitor. (Refer to **1.7.10.3 Purchasing and Expense claims policy # 1-5**)
6. The Janitor will work under the direction of the person designated by the Board.
7. The Janitor will be paid extra for:
  - a) Weddings - \$100.00 for sanctuary use, \$150.00 for dining hall use. For the use of both the sanctuary and dining hall the sum will be \$250.00.
  - b) Funerals - \$100.00 for sanctuary use, \$150.00 for dining hall use. For the use of both the sanctuary and dining hall the sum will be \$250.00.
  - c) Various ministries and events - \$100 for church use, \$150 for dining hall use. For the use of both the sanctuary and dining hall the sum will be \$250 (refer to **1.7.15 Church Use Policy**).
8. The Administration Board will manage:
  - a) Screening and Interviewing of applicants.
  - b) Awarding of the position.
  - c) Terminating of the position.
  - d) Authorizing of an interim Janitor to fill the position during those times when the position is left open.

### **1.7.14 Church Key Policy**

Implementation date: Dec.2, 2008

- 1.** One Deacon to be in charge of distribution and recovery of all church keys.
- 2.** Possession of all church keys must be clearly documented and kept current.
- 3.** Possession of master keys:
  - a) All ministerial members
  - b) Maintenance Manager
  - c) Janitor
  - d) Youth Pastor
  - e) Connect Director & Assistant
  - f) VBS Director & Assistant
- 4.** Master keys (for temporary use) can be issued upon the approval of the Administration Board.
- 5.** Non master keys will be issued to individuals involved in their specific roles and responsibilities.
- 6.** Possession of Library key:
  - a) Librarians
- 7.** Possession of SAFE key:
  - a) All Ministerial members
  - b) Church treasurer
  - c) Head usher
- 8.** Possession of Janitor Supply Room:
  - a) Janitors
  - b) Maintenance Manager
- 9.** Possession of exterior door keys:
  - a) All church members 18yrs. and older
  - b) Non-members upon approval of Administration Board
- 10.** When a specific term of responsibility has expired, keys must be returned to the Deacon in charge.
- 11.** Duplication of any keys not permitted other than the Deacon in charge.
- 12.** Passing on or borrowing of keys to individuals outside of church membership is not permitted.
- 13.** Lost keys must be reported to Deacon in charge.

## **1.7.15 Church Use Policy**

Implementation date: November 13, 2012

Revised Jan 2017, Nov 2019

The use of the church in all cases is subject to Administration Board approval and church availability. Each of the following categories includes some examples.

### **1. Home Church Ministries**

- a) Moms & Tots
- b) Bridal showers
- c) Care Groups
- d) Bible study groups (men's, women's, couples, seniors', etc).
- e) Men's breakfast
- f) Connect class events
- g) Praise & Worship evenings
- h) Music practices other than regular worship teams
- i) VBS
- j) Fund-raiser events supporting OMC ministries
- k) OMC Missionary's report or presentation events

A hosting fee of \$150 applies for category 2 to compensate the OMC individual opening & closing the facilities for the event.

Janitor fees apply for categories 2 & 3 (refer to **1.7.13 Janitor Policy #9**).

Applicable fees are collected by the Church Use Coordinator to confirm booking.

### **2. Outside Ministries.** The organization and the focus of the event must align with OMC's Statement of Faith and Mission Statement.

- a) Music concerts
- b) Fund-raising events
- c) Meetings (para-church organizations, bible camps, missions from outside of the church, etc)

### **3. Family events.** When using the dining hall or kitchen, fees for a Dining/Kitchen Supervisor or the Kitchen Committee will apply.

- a) Wedding & Wedding anniversaries, 25<sup>th</sup> and beyond
- b) Birthdays for members or regular attendees who are 60 or older

### **4. Other** (Janitor and/or Audio/visual fees may apply at the discretion of the Administration Board)

- a) Single-room use by ministry related groups including members/regular attendees & non-members
- b) Multi-day and/or multi-room events
- c) Public Service – Non-Ministry (Health Nurse, etc)
- d) Bible College drama &/or music presentations
- e) Praise & Worship events including OMC members/regular attendees & non-members.

Audio/visual fees where applicable are collected by the Church Use Coordinator to confirm booking. (Refer to **1.7.10.1 General Policy #12**)

## **1.7.16 Fire Safe Plan & Operating Procedures**

Implementation date: Feb 2016

### **1. General Information**

- a) Your responsibility for emergency situations is to know and understand the Church Fire Safety Plan. Your cooperation may save your life.
- b) During an evacuation or emergency, stay calm and follow the plan. Circumstances may dictate discarding the Plan and following the directions of the Safety Committee, Ushers, or Emergency Personnel.

### **2. Safe Assembly Point**

- a) Upon evacuating the building all occupants should assemble in the Ball Diamond North of the church. In inclement weather, the Safety Committee may redirect everyone to the Osler Town Hall.

### **3. Evacuation**

- a) For larger assemblies, the Safety Committee and Ushers will direct you to the nearest safe exit.
- b) Evacuate everyone with whom you are working at that moment and close all doors behind you. **DO NOT LOCK DOORS.**
- c) Special care should be taken during children's meetings to remain calm and control the safe evacuation of children in an orderly manner, preventing panic.
- d) Ensure that all occupants have been evacuated from all areas, toilets, baby rooms, library, and meeting rooms.
- e) Report that all areas you are responsible for are clear, to the Fire Safety Personnel.
- f) Assemble at the Safe Assembly Point

### **4. If You Hear the Fire Alarm**

- a) If a clear path is available, leave the building immediately using the closest safe exit
- b) Be aware that the closest exit may be blocked so know the location of secondary exits from your location.

### **5. If Circumstances Prevent You from Leaving the Area**

- a) Close but do not lock the door for possible entry of fire fighters.
- b) Call 911 by telephone giving your address and room #.
- c) Seal all cracks where smoke can get in.
- d) Crouch low to the floor if smoke enters room and move to the most protected area.
- e) Wait to be rescued. Remain calm. Do not panic.
- f) Listen for instructions or information which may be given.

### **6. Emergency Call List**

- a) A list of contacts and their information is to be available by the alarm panel.

### **7. Portable Fire Extinguishers**

- a) Portable fire extinguishers are located in various locations throughout the church and are clearly marked.

### **8. Fire Alarm Activation points**

- a) There are 14 fire alarm activation points throughout the building.

## **9. Exit Locations**

- a) Exit locations are mapped out, and marked with EXIT lights.

## **10. If You Discover Smoke or Fire**

- a) Remove those in immediate danger, including yourself.
- b) Close all doors behind you. **DO NOT LOCK**
- c) Notify Safety Personnel or Ushers if available
- d) Activate the fire alarm system.
- e) Evacuate using the nearest exit.
- f) Call 911 for assistance. Tell them
  - i) You are at Osler Mission Chapel @ 110 6th Ave., Osler, Ph: 306-239-4656.
  - ii) Give them your name and telephone call-back number.
- g) Follow Fire Extinguishment protocol.

## **11. Fire Extinguishment**

- a) **DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES.** Follow evacuation procedures.

## **12. IN CASE OF A SMALL FIRE:**

- a) Consider extinguishing the fire only if you are trained and properly equipped, and if in your judgement, you can do so safely.
- b) Before you fight a fire make sure you have an escape route.
- c) If fire cannot be extinguished by using a portable fire extinguisher, or if smoke presents a hazard, leave the area immediately.
- d) Close the door behind you to confine and contain the fire.

## **13. Policy Statement**

- a) It is the commitment of Osler Mission Chapel to provide a safe environment for all employees, members and visitors. This plan is to be reviewed annually by the office bearers.

## **14. Fire Safety Officer**

- a) The Safety Coordinator is responsible for ensuring that:
  - i) the Fire Safety Plan is kept up to date and
  - ii) the maintenance schedule is adhered to and
  - iii) any recommendations are implemented as needed.

## **15. Training**

- a) Church staff, leadership, and department heads will be instructed in fire safety precautions and emergency procedures. Each organization should appoint a person or persons to ensure areas are properly evacuated. All new staff will be given an orientation regarding the Fire Safe Plan.

## **16. Distribution of the Fire Safety Plan**

- a) The Fire Safety Plan will be kept by the Safety Coordinator. Copies will be available:
  - i) At the Information Desk
  - ii) On the church website [www.oslermissionchapel.com](http://www.oslermissionchapel.com)

## **17. Evacuation Drills**

- a) The purpose of an evacuation drill is to ensure that Osler Mission Chapel members and visitors receive appropriate instructions and supervision that result in a safe, orderly, and efficient evacuation during emergency situations.
- b) Drills will be conducted for office bearers and leaders on an annual basis.
- c) Drills will be announced in advance.

## **18. Maintenance Schedules**

- a) Fire Safety Plan review annually
- b) Test Fire Alarm twice a year
- c) Check fire extinguishers annually
- d) Test emergency lighting quarterly

## **19. Fire Safety Precautions**

- a) To avoid hazards in the building, leaders are advised to:
  - i) Keep all hallways, passageways and exits clear of obstructions and combustible refuse at all times.
  - ii) Ensure all fire doors are closed.
  - iii) Ensure that all electrically powered equipment is shut off when not in use.
  - iv) Refrain from using unsafe electrical appliances, frayed extension cords, overloaded outlets.
  - v) Do not use an appliance if you are unsure of its safety and you do not know how to use it.
  - vi) Keep heaters clear. Chairs, clothes, paper and other articles should be kept away from heaters and kitchen stoves