

The Executive Limitations of New Minas Baptist Church

Executive Limitation #1 - Finances

General Limitation

The senior pastor shall not do anything which:

1. Endangers the financial viability of the church
2. Undermines the congregation's confidence in the church's stewardship of its financial resources
3. Violates the professional pastoral ethics embodied in the CABC's "Regulations Concerning the Ministry"
4. Violates any law of Canada or the province of Nova Scotia in respect of the financial management of an organization

Specific Limitations

The senior pastor shall not:

1. Allow any individual to participate in a budgetary or financial discussion or decision when that person stands to personally benefit from a particular outcome (i.e. prevent conflict of interest)
2. Allow a single person or a small group to dominate a congregational or leadership discussion about large financial commitments
3. Permit the use of church funds for the personal benefit of a member of the church, apart from the following exceptions:
 - a. The payment of staff salaries and benefits for services rendered
 - b. Support provided to missionaries and other individuals supported by the church in connection with services rendered in missions activity
 - c. The benefit which members derive in the ordinary course of the church's spiritual ministry
 - d. Assistance provided through the operation of the Benevolent Fund ministry
 - e. Fundraising related to local and foreign missions undertaken under the auspices of the church
4. Accept benefits from the government which threaten the church's independence of belief and action
5. Advocate or allow funds to be utilized in ways that in no way relate to achieving the ends of the church
6. Present a budget for congregational approval with a revenue figure higher than the prior year¹ surplus or deficit plus the lesser of: NOTE: *(Except under extraordinary circumstances, a variance to a maximum of 3% shall be permitted but for no more than 2 consecutive years, and must first be approved by the Governance Board prior to presentation to the congregation for a vote.)*

¹ That is, the year prior to the year of presentation. For example, the 2017 budgeted revenue would include the surplus for 2015, which would be the year prior to the year of presentation (presented in 2016).

- a. The giving for the period of July to June preceding the October meeting at which the budget is presented
 - b. The giving expected for the coming year
7. Normally, allow staffing cost as a percentage of budgeted expenses to exceed 55%.
NOTE: *(Presentation of a budget exceeding the 55% threshold for staffing costs should only be presented in extraordinary circumstances, and for no more than 2 consecutive years, and must first be approved by the Governance Board prior to presentation to the congregation for a vote.)*
8. Allow budgeted allocations to the building fund and the operational emergency fund to fall below 5% and 2%, respectively, unless such allocations would increase the balance of the fund to an amount exceeding:
 - a. Building fund - \$75,000
 - b. Operational emergency fund – \$30,000
9. Allow the cash on hand in any given month to fall below the average of that month’s disbursements in each of 3 preceding years
10. Allow payables to remain outstanding for longer than 30 days
11. Raise money for church operations through gambling or gambling like activities
12. Incur non-budgeted expenses in excess of \$10,000 without the consent of the governance board, except in emergencies as permitted by paragraph 2(k) of the “Regulations Concerning the Property and Finance Ministry”.
13. Allow a meeting to be conducted of the Property and Financing Ministry without a quorum present.

Executive Limitation #2 – Stewardship of Non-Building Assets

Specific Limitations

The senior pastor shall not:

1. Allow assets to fall into disrepair when repair would be more cost-effective than replacement;
2. Be extravagant in the replacement of non-building assets;
3. Allow assets to be used for the personal benefit of a member or adherent.

Executive Limitation #3 - Membership

General Limitation

The senior pastor shall not receive any person into membership whose life fails to give evidence of true spiritual rebirth (regeneration) or who, by a habitual and unrepentant lifestyle of words or deeds, undermines the spiritual health of NMBC or its mission in the world.

Specific Limitations

For greater certainty, the senior pastor may not:

1. Receive any person into membership who, habitually and unrepentantly:
 - a. Gossips about or slanders other people, whether inside or outside the church, especially where that gossip or slander threatens to divide the church or undermine or discourage the pastoral staff;
 - b. Causes division, discord and strife in the church community by negativity, grumbling or disagreement
 - c. Gives evidence of greed, dishonesty and a lack of integrity in personal or business dealings;
 - d. Engages in witchcraft, sorcery, or occult practices and rituals;
 - e. Engages in sexual relations with anyone other than a person of the opposite gender to whom he or she is legally married;
 - f. Earns a livelihood from prostitution, importing or selling illegal drugs, or by owning a business through which clients gamble;
 - g. Advocates any of the foregoing practices as morally acceptable and appropriate for Christians to practice or who counsels or encourages Christians to engage in them;
 - h. Advocates doctrines or beliefs which are contrary to those contained in the “Regulations Concerning Doctrine”
2. Receive any person into membership who has not been baptized by immersion (as opposed to by sprinkling or by pouring) upon profession of faith (as opposed to as an infant).
3. Receive any member’s request for removal from membership without a direct in-person/phone follow up (by the Senior Pastor or delegate)
4. Fail to honor the request for removal of membership following #3.

Executive Limitation #4 – Baptism

General Limitation

The senior pastor shall not allow any person to be baptized whose life fails to give evidence of true spiritual rebirth (regeneration) or who, by a habitual and unrepentant lifestyle of words or deeds, undermines the spiritual health of NMBC or discredits the cause of the gospel in the world.

Specific Limitations

For greater certainty, the senior pastor may not:

1. Allow any person to be baptized without a public profession of his or her faith in Jesus;
2. Allow anyone other than a pastor of NMBC or the pastor of another church of similar beliefs and practices to perform a baptism on behalf of the church (although other individuals may be present in the baptistry);
3. Allow a person to be baptized who is too young to understand the meaning of baptism or to give a credible profession of faith in Jesus.

Executive Limitation #5 – Communion

General Limitation

The senior pastor shall not permit the service of communion to be conducted in a way which detracts from the dignity and reverential nature of the service or which leads individuals to approach it with a lack of respect and due care.

Specific Limitations

The senior pastor may not:

1. Allow an individual to officiate or serve communion, where the individual's lifestyle and conduct would be likely to distract from or denigrate the service;
2. Allow the service to be conducted without a call for self-examination, repentance and a caution against taking part in it without due care in light of the gospel of grace;
3. Fail to warn, in private and after the service, any participant whom the senior pastor knows to be participating and whose participation is, in the senior pastor's estimation, inappropriate;
4. Use elements other than bread and red grape juice, except in unusual circumstances where these are unavailable;
5. Allow the remaining elements to be disposed of after the service in a way that detracts from the dignity of the use to which they have been put;
6. Conduct the service in a way which detracts from its nature as a corporate and communal ceremony of the assembled church that proclaims the Lord's death until he comes;
7. Encourage congregants to conduct private services of communion in a context other than that of the assembled church, except where those services are carried out by the church leadership in the spiritual care of individuals unable to attend the church by reason of age or illness.

Executive Limitation #6 – License to Minister

Specific Limitations

Senior pastor shall not:

1. Grant an individual (hereafter "the applicant") a license to minister:
 - a. Who does not show evidence of:
 - i. True conversion or regeneration;
 - ii. Potential for Christian ministry;
 - iii. Mature Christian character and continuing spiritual growth;
 - iv. Leadership ability;
 - v. Self-control, faithfulness and integrity;
 - vi. An ability to clearly communicate the gospel;
 - b. If the applicant evidences a disregard for authority or the unity of the church;
 - c. Who does not agree with NMBC's "Regulations Concerning Doctrine";

- d. Who has not been a member of NMBC for at least one year, unless that person has served actively and extensively in ministry under the direction of the senior pastor within the context of NMBC for a period of at least four months preceding application for a license during which he or she was a member of NMBC;
 - e. Who has a criminal record if, in the senior pastor's opinion, the criminal activity which led to that criminal record is such as would prevent effective Christian ministry, damage the reputation of NMBC or the gospel in the community or endanger NMBC, its members or the public;
 - f. Unless the applicant has been recommended to the three-person SMT licensing committee by the senior pastor and approved by that committee;
 - g. Without solicitation of the congregation's input on the candidate from the pulpit and in print for three Sundays and due consideration of the appropriateness of granting the license in view of the comments received.
2. Revoke a license to minister without cause and without due process. Adequate cause will include the arising/performance/coming into existence of any state, action, event or circumstance ("SAEC") described in paragraphs 1(a) to 1(e), such that if the SAEC had been in existence at the time of original application the licensee would have been disqualified from obtaining the original license.

Executive Limitation #7 – Building Use

General Limitation

The senior pastor shall not allow the use of NMBC's building facilities for any event which would have a negative impact on NMBC's ministries or on its witness in the community.

Specific Limitations

The senior pastor shall not allow:

1. Any event or use of church facilities without insuring that there is adequate insurance coverage for such an event or use (the insurance policy may be that of NMBC or of the organizing party);
2. The use of church facilities for a partisan political event;
3. Gambling of any sort to take place on church premises;
4. The use of alcohol, tobacco products, marijuana or illegal drugs on church premises;
5. The use of the facility by a member or adherent for a price lower than would be offered to the general public (i.e. no preferential rates for members of the church for events which are not ministries of the church);
6. An event which contravenes the executive limitations concerning "External Events", "Marriage Ceremonies and Receptions", and "Funeral Ceremonies and Receptions".

Executive Limitation #8 – External Events

Specific Limitations

The senior pastor shall not allow:

1. NMBC to assume a financial liability in respect of events which are not organized by NMBC;
2. Any event which contravenes the executive limitations concerning “Building Use”.

Executive Limitation #9 – Marriage Ceremonies and Receptions

General Limitations

The senior pastor shall not allow NMBC’s facilities to be used for or NMBC’s pastoral staff to participate in any marriage ceremony which contravenes biblical norms and standards for marriage.

Specific Limitations

The senior pastor shall not allow:

1. The use of NMBC’s facilities or the participation of its pastoral staff in either a marriage ceremony or associated events (such as a rehearsal or reception) if that marriage involves anything other than two individuals of opposite sex (with the sex of the individual being determined at birth, not based on some later change or choice);
2. The use of NMBC’s facilities for any marriage ceremony which is not overseen by a member of the pastoral staff of NMBC and whose officiator is not a pastor of NMBC or an individual approved by the senior pastor;
3. Any marriage related event which contravenes the executive limitations concerning “Building Use”.

Executive Limitation #10 – Funeral Ceremonies and Receptions

Specific Limitations

The senior pastor shall not allow:

1. The use of NMBC’s facilities for any funeral ceremony which is not overseen by a member of the pastoral staff of NMBC and whose officiator is not a pastor of NMBC or an individual approved by the senior pastor;
2. Any funeral related event which contravenes the executive limitations concerning “Building Use”.

Executive Limitation #11 – Pastoral Care

Specific Limitations

The senior pastor shall not:

1. Provide care or allow care to be provided by associate pastors in situations which are beyond their professional skills and qualifications;
2. Allow pastoral care to take place in contexts which might give the appearance of impropriety or which might compromise the safety of vulnerable groups;
3. Provide pastoral care in a way that breaches the standards found in the CABC's "Regulations Concerning the Ministry";
4. Allow the term "counselling" to be used to describe the pastoral care taking place in NMBC;
5. Allow the amount of time spent in pastoral care activities to exceed a reasonable level, when evaluated in light of other pastoral responsibilities;
6. Take money and/or gifts in compensation for pastoral care;
7. Contravene Canadian federal or provincial privacy legislation or fail to protect confidential information obtained in the course of pastoral care.
8. Fail to inform and encourage congregants to follow proper conflict resolution and grievance procedures as outlined in the Conflict Resolution and Grievance Policy.

Executive Limitation #12 – Small Group/Discipleship and Teaching Ministries

Specific Limitations

The senior pastor shall not:

1. Allow leaders to operate without supervision and oversight, or in a way that is not accountable to the senior pastor;
2. Allow leaders to teach contrary to or to undermine the NMBC statement of faith, including the use or advocacy of materials or books which do so;
3. Fail to provide adequate training and support to leaders;
4. Allow small group leaders to breach any of the executive limitations concerning pastoral care, as they would apply in relation to leadership of a small group ministry;
5. Allow individuals to serve as leaders who do not actively support the church or its ministry.
6. Fail to provide preaching opportunities throughout the year for the associate pastors, License to Minister / Mentored Ministry students, or guest preachers (from inside and outside the congregation)

Executive Limitation #13 – Worship Services and Preaching

Specific Limitations

The senior pastor shall not:

1. Allow any part of the worship service to be conducted without proper oversight and vetting;
2. Allow any part of the worship service to undermine the primacy and authority of the Scriptures;
3. Allow any part of the worship service to detract from an atmosphere of reverence and worship;
4. Allow the use of coercive or manipulative language in altar calls/calls to commit.

Executive Limitation #14 – Benevolent Ministry

Specific Limitations

The senior pastor shall not:

1. Use any portion of the money given to the benevolent ministry for expenses which relate to the general operations and ordinary ministries of NMBC;
2. Allow the funds to be disbursed without adequate oversight and without proper financial controls and accounting for the funds disbursed;
3. Allow the funds to be disbursed to individuals and for purposes which would put the charitable status of NMBC at risk.

Executive Limitation #15 – Next Generations Ministry

Specific Limitations

The senior pastor shall not:

1. Permit the contravention of the executive limitations on pastoral care, small group/discipleship and teaching ministries, and building use, as those limitations would apply in the context of NMBC's children and youth ministry;
2. Fail to confirm the motor vehicle insurance coverage of each driver conveying children by motor vehicle in the context of the children and youth ministry;
3. Contravene any applicable law in the context of the children and youth ministry;
4. Allow any volunteer in Next Generations ministry without proper vetting, including the consultation of police checks (Criminal Records Check and Vulnerable Sectors Check), and any other screening processes available to NMBC;
5. Allow the violation of the Abuse Prevention Policy
6. Allow any volunteer to serve in a teaching ministry if that person gives no evidence of conversion and Christian character;
7. Allow any volunteer to teach contrary to the NMBC statement of faith.

Executive Limitation #16 – Leadership of Pastors and Staff by Senior Pastor

Specific Limitations

The senior pastor shall not:

1. Treat pastors and staff in a way which is disrespectful or which undermines them before others;
2. Fail to utilize pastors' gifts to the greatest extent possible;
3. Fail to give pastors the opportunity to grow in their roles;
4. Fail to provide the resources for pastors and staff to perform their jobs;
5. Use compensation as a punitive measure against pastors or staff;
6. Fail to make reasonable allowances for medical issues;
7. Fail to make allowances for life circumstances in evaluating the performance of pastors or staff;
8. Fail to fill significant vacancies (or initiate a search process) in pastoral or staff roles, normally within 2 months of vacancy;
9. Fail to adhere to the Conflict and Resolution and Grievance Policy when necessary;
10. Fail to ensure that all pastors (including the Senior Pastor) and staff take their full vacation time each year, as per contractual obligations;
11. Fail to adhere to the Sabbatical Policy for pastors;
12. Fail to create a regular rhythm of team building and professional development;
13. Fail to provide clear descriptions of pastoral roles and responsibilities for each associate pastor, specifically:
 - Clarifying and annually reviewing and updating associate pastor job descriptions and responsibilities,
 - Clearly identifying and periodically reviewing the delegated responsibilities and authority to undertake these responsibilities,
 - Clearly identifying and periodically reviewing limitations upon them,
 - Reviewing and discussing upon submission any Governance Board reports which have been delegated to them.

Executive Limitation #17 – Communication with the Congregation and Individual Members

Specific limitations

The senior pastor shall not:

1. fail to notify the congregation in a timely manner (at a minimum, in a written vehicle such as the bulletin, an email or a letter) of the following events occurring in NMBC:
 - Changes to NMBC's statement of faith;
 - The granting of a license to minister;
 - Substantive changes to staff roles or job descriptions;
 - The acceptance of a student from a Bible college/seminary who is obtaining ministry experience at NMBC under a mentored ministry program;

- The resignation, termination, suspension or leave of absence of a pastor.
- 2. Fail to respond appropriately to any letters/emails of concern from members;
- 3. Fail to follow up in-person with any letters/emails sent by member(s) to the Governance Board. Specifically:
 - Senior Pastor and Chair of the Board will insure that all board members have read the letter/email, and acknowledge receipt to the member(s), cc'ing all board members.
 - If necessary, at the next Governance Board meeting, the message will be discussed and the Senior Pastor will follow up in a meeting with the member(s). The Senior Pastor will indicate if a board member(s) should be part of the follow-up conversation(s).
 - If conflict escalates, following the NMBC Conflict Resolution and Grievance Policy

Executive Limitation #18 – Protection of Intellectual Property

Specific limitations

The senior pastor shall not allow copyrighted material (including but not limited to music, images, video, and printed material) to be utilized in church ministry in a way that violates the laws of Canada or Nova Scotia.

Executive Limitation #19 – Affiliations with Other Organizations

Specific Limitations

The senior pastor shall not:

1. Permit any sort of affiliation or alignment with political organizations, or any activity which could suggest such an alignment;
2. Support or publically endorse any Christian or non-Christian organization:
 - a. For new organizations, without a proper vetting process;
 - b. In the case of previously vetted organizations, without a periodic review of the appropriateness of continued support.

Executive Limitation #20 – Protection of Private Information

Specific Limitations

The senior pastor shall not:

1. Fail to implement a privacy policy and to make that policy available to the public;
2. Collect information beyond that required for the ministry of the church;
3. Fail to enact safeguards for the protection of personal information – safeguards appropriate to the sensitivity of the relevant information;

4. Fail to identify the purpose for collecting information and the purpose for which it is to be put at the time the information is collected;
5. Permit the use of private information provided to the church for commercial or political purposes.

Executive Limitation #21 – General Leadership and Oversight

Specific Limitations

The senior pastor shall not:

1. Fail to utilize the Senior Ministry Team for the purposes stated in the Regulations
2. Utilize the (1) Governance Board, (2) Mediation Ministry, (3) Nominating Committee, or (4) Property and Finance Team for roles outside of their mandate as stated in the Regulations.