

CONSTITUTION
OF THE
RIVERBEND FELLOWSHIP (MB)

I. Name

The name of this church shall be the RIVERBEND FELLOWSHIP (MB) hereafter referred to as the "Church". It previously operated as Borden Mennonite Brethren Church.

II.Purpose

We are called to the Borden area, to be a healing, growing, reproducing community in relationship with Jesus Christ, Saviour of the world. This organization shall be carried on without purpose of gain for its members, and any profits or other assets of the organization shall be used solely to promote its objectives.

III. Affiliation

This Church is a member of the Provincial Conference of Mennonite Brethren Churches and is thereby affiliated with the Canadian Conference of Mennonite Brethren Churches. It shall give moral and material support to all projects and activities of the above-named Conference. All policies shall be in accordance with the constitution and articles of faith of the Canadian Conference, to which this church subscribes.

IV.Mennonite Brethren Distinctives

We are a Bible-based community of baptized believers, who are called to tell others about Jesus, a Jesus who instructed us to love God and love our neighbours, even neighbours who are our enemies.

V. Statement of Faith

For a complete statement of faith see the Confession of Faith of the General Conference of Mennonite Brethren Churches.

VI. Amendments to the Constitution

Amendments to the Constitution may be proposed by an eligible voter with endorsees or by a committee. Proposed amendments shall first be referred to the Leadership Team for examination and possible revision.

VII.Leadership

Leaders will be selected by due process and affirmed by the congregation at the annual meeting. The Leadership Team shall consist of a Chair, secretary, members-at-large and pastor.

VIII. Dissolution

In the event of the dissolution of the church, funds and assets of the Church remaining after the satisfaction of its debts and liabilities shall be transferred to the Saskatchewan Conference of Mennonite Brethren Churches or if this isn't possible, to another registered charitable organization chosen by the church.

IV. Effective Date

The effective date of this constitution is October 19th, 2009.

POLICY MANUAL
RIVERBEND FELLOWSHIP (MB)

PART 1: UNDERLYING PRINCIPLES

The image of the greenhouse speaks to the desire of our church to be healthy, healing, reproducing and growing.

I.Values : This is what is important to us.

The Bible as foundation.

Jesus Christ as Saviour and Lord.

God's love, forgiveness and grace.

The Christian walk is a journey within a community, a continual growing relationship with God, empowered by the Holy Spirit.

We have been called to this community, and to the world, to fulfill the purpose for which God has created us and to tell others about Jesus.

We desire to be a place of healing, growth, and reproduction.

II.Process of Maturity

Planting → Growing → Flowering → Fruitfulness

This is the process by which we would like to see maturity in the people who attend Riverbend Fellowship. All along the way we are seeking to assist people in fulfilling the purpose God has created them for.

Planting-seeds are placed in the ground and surrounded by moist and accepting soil

-our desire is for people to feel included and loved from the first time they attend

-these are people who attend

Growing-seeds develop roots, stems and leaves as they grow

-our desire is for people to be rooted in the Bible and Jesus Christ, a growing follower of Jesus

-we seek to do this through the Bible and through the lives of believers, asking the Holy Spirit to open eyes and transform lives

-these would be people who could hold support roles in the various ministries and services of the church

Flowering-flowering is the inward beauty of the plant being outwardly demonstrated to the world around them

-our desire is for people to make a outward demonstration of their inward faith through believer's baptism

-these would be people who could lead various ministries and services of the church

-after a period of attendance at Riverbend Fellowship, voting privileges would be extended to those in this group

Fruitfulness-the plant bears fruit, enriching the lives of others and reproducing new plants through seeds in its fruit

-our desire is for people to not only identify with Jesus through baptism but also identify with his body through membership, working to enrich the lives of other followers of Jesus

-these would be people who would be members and could hold positions on the Leadership Team

See Appendix 1 for how this fits with our organizational structure.

PART 2:MEMBERSHIP AND BUSINESS MEETINGS

I. MEMBERSHIP

Baptism and membership can happen simultaneously but also can be separated depending on the individual circumstances.

1. Admission to membership shall be by:

A.Stage One

A.1 Baptism by immersion, upon personal confession of faith in the Lord Jesus Christ, evidence of Christian conduct, and willingness to submit to and support, the principles and practices of the church.

A.2 Letter of transfer from another MB Church

A.3 Testimony by non-MB, as to baptism upon profession of faith.

A.4 Reinstatement of a dismissed member who gives evidence of genuine repentance

B.Stage Two

B.1 Completion of membership classes and public testimonial of faith. However, special cases may be handled on a case-by-case basis by the Leadership Team.

2. Termination of membership may be by:

2.1 Letter of transfer to another MB Church

2.2 Release from membership with the option of affiliation with another church.

2.3 Dismissal from membership when reason known to the church dictates need for such action.

3. Procedure for admission to membership by

A.Stage One

A.1 Baptism. The interested person contacts the Pastor and agrees to participate in the required training sessions.

A.2 Transfer. The interested person contacts his/her former church and arranges a membership transfer, a letter of recommendation, or a baptismal certificate to be sent to the Church.

A.3 Testimony. The interested person contacts the Pastor.. It is expected that prospective members will share a personal testimony of faith in Christ with the Church family.

A.4 Reinstatement. The dismissed member notifies the Pastor who discusses reinstatement procedure.

The Church may request a signed covenant as part of its procedure for membership admission.

B.Stage Two

B.1 The interested person contacts the Pastor or Leadership Team to arrange for admission into membership.

4. Procedure for termination of membership by:

4.1 Transfer or letter of recommendation. The member notifies the Pastor who processes the request with the Leadership Team and mails the transfer or letter to the receiving church.

4.2 Release. The member notifies the Pastor who together with the Leadership Team arranges the release.

4.3 Dismissal. The Pastor together with the Leadership Team may recommend to the Church that disciplinary action resulting in dismissal from membership be taken when a member is found to be living in open sin and who continues in his/her waywardness after receiving admonition. The action of the Church is to be in accordance with the principles set forth in Matthew 16:15-17 and I Corinthians 5:1-3 and to be corrective in its aim and redemptive in its process.

Note: Requests for baptism, and/or membership admissions and terminations will normally be published in the bulletin or announced publically at least one week prior to such intent.

II. BUSINESS MEETINGS AND PROCEDURES

1. Annual Business Meetings

1.1 The Church shall convene for its Annual Business meeting once a year. The exact date of the meeting shall be set by the Leadership Team and be announced at least one month in advance.

1.2 The fiscal year shall end December 31, or as the Church shall direct.

1.3 The Annual Business Meeting shall be held to receive reports from the Leadership Team and from the other teams for the purpose of approval, for response to recommendations, and for elections/affirmations as may be required.

1.4 Items for the agenda at the business meeting shall be submitted to the Leadership Team for approval prior to the meeting.

1.5 The agenda, including reports, recommendations for election shall be published and distributed on Sunday at least one week prior to the Annual Business Meeting.

2. Interim Business Meetings

2.1 Interim church business meetings, when required, shall be called by the Leadership Team and duly announced one week prior.

2.2 Items for the agenda at the business meeting shall be submitted to the Leadership Team for approval prior to the meeting.

3. Procedures

3.1 Qualifications for voting. The eligible voter list will encompass all members and eligible non-members. Eligible non-members are those who have experienced believer's baptism and attended Riverbend Fellowship consistently for six months. Those who wish to become eligible non-members must contact the pastor the Sunday prior to the meeting for a listing on the eligible voters list. The pastor will manage the eligible voter list and provide a copy to the Chairman prior to the meeting. Eligible non-members will be notified about this through the bulletin and announcements in the four weeks leading up to the meeting. Eligible non-members will remain on the voters list as long as they are active. Active is defined as attending, tithing and communicating with church leadership.

3.2 Elections shall be conducted by secret ballot if requested by any eligible voter. Ordinarily a majority vote shall determine candidate election.

3.3 Business procedures and debate shall be conducted as generally set forth in the Leadership Handbook, Canadian Conference of Mennonite Brethren Churches.

4. Quorum and Vote

Type of Meeting	Quorum	Vote Required
Annual Meeting	15% of eligible voters	Majority present
Special Meeting	15% of eligible voters	Majority Present
Calling of a Pastor	30% of eligible voters	80% of those present
Leadership Team meeting	50% of eligible voters	75% of those present

5. Nomination Procedures

5.1 The Leadership Team shall serve as the Nominating Committee of the Church.

5.2 Nomination of candidates for any position shall result from the careful discernment of the person's qualifications and gifts.

5.3 If possible, nominations shall be published one week before elections.

6. Vacancies

Vacancies, due to resignations or other reasons which occur during the course of the term, shall be reported two months in advance, unless other arrangements can be made, to the Leadership Team who shall take suitable action to fill the vacancy.

7. Delegates

Provincial, Canadian and General Conferences. The Pastor and/or others so designated shall represent the Church as delegates if possible. Other delegates shall be elected or commissioned as required.

8. Appointment of Temporary Committees

The Church or Leadership Team may appoint temporary committees for special assignments whenever the need arises.

9. All unused portions of budget allowances shall be canceled at the end of a fiscal year unless otherwise specified and approved by the Church at its Annual Meeting.

10. Waiver of By-Laws

The Church may temporarily waive the Policy Manual guidelines at any Church meeting by a motion from the floor. The motion must be passed by a 75% majority at a meeting where a minimum of 20% of the eligible voters are present.

11. Amendments to Policy Manual

Amendments to the Policy Manual may be proposed by a eligible voter with endorsees or committee and referred to the Leadership Team for examination and possible revision. Notice of intent to amend the Policy Manual must be given by the Leadership Team to the church and a minimum of fifteen days must elapse before a vote is taken to adopt the amendments. The motion must be passed by a 75% majority at a meeting where a minimum of 20% of the eligible voters are present.

PART THREE - ORGANIZATIONAL STRUCTURE AND OPERATIONAL GUIDELINES

Preamble

The organizational structure of the Church is designed for positive leadership, effective ministry, unity, and a spirit of consensus in decision making. It is intended to serve the purpose of the church and may be altered from time to time. Such changes are to be made in keeping with Article II, Sections 10 and 11 of the Policy Manual. See Appendix 1 for chart of the Organizational Structure.

I. Leadership Team

The Leadership Team shall be the official board of the Church charged with the responsibility of providing spiritual and visionary leadership and oversee evaluation through the “greenhouse” concept.

1.1 Responsibilities

1.1.1 Be responsible for the spiritual well-being of the church, including:

-the periodic review of the membership list, and the taking of necessary steps in following up inactive members.

-the presentation of appropriate recommendations to the membership regarding delinquent members.

-the encouragement of church in the discovery and exercise of spiritual gifts.

1.1.2 Be responsible for the periodic review of the ministry of the members of the Leadership Team and Ministry Team.

1.1.3 Be responsible for counsel to the pastor, including

- the periodic review of the pastor's ministry keeping in mind the welfare of the individual and of the congregation.

- the periodic review of working conditions of the pastor, with appropriate recommendations to the eligible voters.

- the presentation of appropriate recommendations to the eligible voters regarding the employment and termination of pastoral staff.

1.1.4 Provide leadership in establishing new goals annually for the Church and its global ministries relative to the purpose statement.

1.1.5 Promote harmony among all other teams of the church; they may invite any team to board meetings for consultation.

1.1.6 Seek and welcome counsel of the conference leaders when facing matters of local or internal concern.

1 1.2 Selection for Leadership Team

1.2.1 Must be an active member of Riverbend Fellowship

1.2.2 Character

In order to be eligible for nomination as an elder an individual must be recognized by the church as fulfilling the requirements as outlined in I Timothy 3:1-7 and Titus 1:6-9:

Re: His own family:

1. If married; a faithful husband or wife (physically, emotionally, spiritually)

2. If a father or mother; modeling and encouraging belief and responsibility to the children in their home (lifestyle and focus).

Re: The church family and community:

1. Serving God, not self.

2. Christ-centered, not self-centered.

3. Long suffering and patient, not quick-tempered.

4. Surrendered to the Holy Spirit, not given to intoxicants.

5. Gentle and disciplined, not without restraint.

6. Sacrificially giving, not greedy for material gain.

7. Lovingly hospitable, not closed to the church body.

8. Lover of things good, not things hurtful.

9. Of sound mind in decisions, not misled by whims.
10. Upright before man, not known to be unfair.
11. Holy before God, not impure of heart and mind.
12. A Godly responder, not an unrestrained reactor.
13. Modeling the Christian life with a life in line with the Word, so that their teaching and correction have integrity, and their word and lifestyle, will identify error and refute people with contradictory messages.
14. Not a new Christian.
15. A good witness (reputation) in the church and community.

1.2.3 Term of Office

The members must be such that not more than two are up for election at any given year. The members at large serve two three year terms and then must sit out for one year before standing for re-election.

1.2.4 Organization of Team.

1.3.1 A Chairman shall be selected by the Leadership Team from one of its members.

1.3.2 A Secretary shall be appointed by the Team from one of its members who shall record the minutes of each Team meeting.

1.3.3 The Leadership Team will meet with the Ministry Team on a seasonal basis or as the need arises. They will be represented on the Ministry Team by the Pastor.

1.3.4 The Leadership Team shall meet monthly or as the need arises.

1.3.5 Regular attendance at Team meetings is required.

1.3.6 A quorum for any meeting of the Team shall be 50% of the members thereof.

1 The Chairman, three at-large members and pastor shall have one vote.

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II. Ministry Team

The Ministry Team is responsible for the planning and administration of the church vision. It is made up of one of the Deacons (representing the Nurturing Team), a Christian Education coordinator (representing the Growth Team), the Planting coordinator (representing the Planting Team), a member of the Worship Team, the Church Treasurer (representing the Management Team) and Pastor (representing the Leadership Team). They must also be an eligible voter.

1.1 Responsibilities

1.1.1 Working together to coordinate plans which carry out the Church vision

1.1.2 Administration of the Church vision

1.1.3 Reporting on the activities of the various Church Teams

1.2 Organization of Team

1.2.1 The Chairman of the Ministry Team will be the Pastor

1.2.2 A secretary will be appointed by the Team from one of its members who shall record the minutes of each Team meeting.

1.2.3 The Team shall meet three times annually or as the need arises.

1.2.4 A quorum for any meeting is 50% of the members and each member has one vote.

1.2.5 The pastor will represent the Ministry Team at Leadership Team meetings.

III. Church Teams

Teams shall be established to oversee and direct those specific areas of work so specified by the Church and/or Ministry Team to whom they are responsible. Those working on these Church teams may not necessarily be members, but must have taken the step of believer's baptism.

2.1 Teams

There are five Church Teams: Planting Team, Worship Team, Growth Team, Management Team, and Nurturing Team.

2.2 Members

The Leadership Team shall present to the Church for affirmation nominees for each team. They shall serve for three year terms. The Pastor shall be an ex officio member of all teams.

2.3 Responsibilities

2.3.1 Each team shall oversee and direct those specific areas of work as specified by the Church and/or Ministry Team to whom they are responsible.

2.3.2 Each team may appoint teams for each of the ministries under its jurisdiction.

2.3.3 It shall be the responsibility of the chairperson to prepare appropriate recommendations for presentation to the Church. Those recommendations should include all areas of ministry under the jurisdiction of the team and shall be presented to the Leadership Team for approval at least one month before the annual meeting.

2.3.4 It shall be the responsibility of the chairman to prepare a projected budget for the year, covering all areas of ministry under the jurisdiction of the team. This budget shall be submitted to the Trustees at least one month prior to the fiscal year end.

2.3.5 It shall be the duty of the recording secretary of the team to properly record the decisions of each meeting, and to submit a copy of these minutes to the pastor.

2.4 Organization of Teams

2.4.1 Each team shall elect a chairperson and a recording secretary as soon as possible after the annual meeting.

2.4.2 The first meeting shall be called by the previous chairperson who shall serve as chairperson until the election of the above officers of the team.

2.5 Standing Teams

2.5.1 Worship Team

Members: This team consists of the song leaders, worship coordinator, and others as invited by the team.

Purpose and Responsibilities

- To assist and promote evangelism and discipleship in the congregation.
- To assist and work under the guidance of the pastor, ensuring a balanced ministry in worship, with commitment to the "whole counsel of God" keeping in mind the diversity and profile of the congregation.
- To thematically co-ordinate all facets of gathering or series of gatherings with the pulpit ministry.
- To articulate and maintain, in consultation with the pastor, a clear theology of worship.
- To seek out, guide, and give encouragement to those gifted in leading worship and music.
- To communicate with copyright organizations.

2.5.2 Growth Team

Members: This team consists of the Adult and Children's Education coordinators, Librarian, Youth Leaders, Redberry Representative, (camp representatives or institutional contacts may be invited as needed) and others as invited by the team.

Purpose and Responsibilities

The members of this team shall be elected at the annual meeting for a three year term, to serve on alternating years.

- To assist and promote discipleship.
- To initiate and oversee such programs as are needed for the spiritual growth of the members and families.
- To oversee the staffing and training of staff in all areas of the Christian Education program.
- To plan and give leadership to such activities as are deemed desirable for the disciplining of our youth.

- To oversee the following ministries:

Sunday School, Library, Youth Group, Adventure Clubs, Care Groups

Other committees/ministries as may be assigned by the church.

2.5.3 Management Team

Members: Trustees, Financial Examiner and Treasurer and others as invited by the team.

2.5.3.1 Trustees

The Trustees shall be elected at the annual meeting for a three year term, to serve on alternating years.

The Trustees are responsible for the management of all properties, buildings, and all equipment held on behalf of the church. This shall include:

- The organization or employment of custodial staff.
- Supervision of buildings and grounds, including care, provision for fire/liability insurance, etc.
- Responsibility for keeping an up-to-date inventory of all equipment and furnishings.
- Responsibility for all capital expenditures made on behalf of the Church.
- Responsibility for establishing policies re: rental of buildings and/or grounds.

Responsible for the preparation of the annual budget and for the control of expenditures in accordance with the policies of the Church.

- The appointment of a signing officer.
- Assisting in the education of the congregation regarding financial stewardship.
- The annual review of staff salaries, with appropriate recommendations regarding increases, benefits, etc.

2.5.3.2 Financial Examiner

The Financial Examiner shall be elected at the annual meeting for a three year term.

The Financial Examiner is responsible for making a notice to reader engagement of all financial records and books of accounts by those qualified, whose reports shall be made available to the church at the annual meeting.

2.5.3.3 Treasurer

Must be a church member

The Treasurer shall be elected at the annual meeting for a three year term.

Responsible for managing church finances.

Represent the Church in all business and legal matters.

Receive and disburse all church funds in accordance with allocations in the budget.

Receive and disburse any bequests, legacies and donations.

Arrange all authorized loans, with appropriate recommendations to the congregation re: the repayment of such loans.

Manage all assets of the Church.

Be responsible for the registration of all properties with the conference.

Supervision of the counting and banking of all tithes and offerings along with a trustee or member of the Ministry or Leadership Team.

Preparing monthly reports of the Church's financial status and making them available for presentation to the congregation through bulletin inserts, etc.

2.5.4 Nurturing Team

Members: Deacons, Stewards, Recording Secretary, and others as invited by the team.

2.5.4.1 Deacons

Deacons (or deacon couples) shall be elected at the annual meeting for a three year term, to serve on alternating years.

Their function is to care for the needs of the church body in the spirit of Acts 6:1-4. They will also be responsible for assisting the pastor in the administration of the Lord's Supper.

2.5.4.2 Stewards

Stewards shall be elected at the annual meeting for a three year term, to serve on alternating years.

They are responsible for organizing food needs within the church. These include church meals, special events, feeding of special guests and other church activities involving food.

2.5.4.3 Recording Secretary

The Recording Secretary shall be elected at the annual meeting for a three year term. Responsible for keeping minutes of Church meetings and preparing annual reports.

2.5.5 Planting Team

Members: Planting Coordinator, the Head Usher, and and others as invited by the team.

2.5.5.1 Planting Coordinator

The Planting Coordinator shall be elected at the annual meeting to serve for three years at alternating years with the Head Usher.

They are responsible for Evangelism initiatives and the care of new attenders.

2.5.5.2 Head Usher

The Head Usher shall be at the annual meeting to serve for three years at alternating years with the Planting Coordinator.

Responsible for welcoming people, distributing the bulletin, collecting offerings and operating the sound system.

IV. Leadership Team Chairman

3.1 Membership

The Chairman shall be a member of the Leadership Team.

3.2 Election Procedure and Term

The Chairman shall be elected for a one year term by the Leadership Team and may serve in successive terms.

3.3 Responsibilities

The chairman shall normally preside at congregational business meetings.

The Chairman shall be responsible for preparing the agenda of a business meeting, as agreed upon by the Leadership Team.

The Chairman shall work in close harmony with the Pastor.

V. Pastor - Responsibilities.

5.1 The Pastor is a spiritual leader and overseer of the Church.

5.2 He shall be an official representative of the Church.

5.3 He shall have the right to delegate responsibility to others as he sees necessary in order to free himself for the ministry of the Word and prayer.

5.4 He shall be an ex-officio member of all Church organizations and Teams.

5.5 He shall be responsible to the Leadership Team.

Note: The detailed job description, benefits, etc. shall be negotiated with the Leadership Team.

VI. The Calling of the Pastor.

6.1 When a pastoral vacancy occurs, the Church shall set aside time for prayer and meditation and seek the will of God in the matter.

6.2 The Leadership Team shall appoint a Search Committee.

6.3 A Search Committee shall be responsible for contacting possible candidates, selecting at least one name for presentation to the Leadership Team for consideration.

6.4 The Leadership Team shall interview the candidate and his spouse and seek to discern their suitability. More than one may be interviewed at this level providing this process is clearly communicated to the candidate.

6.5 If after prayerful consideration the Board comes to a consensus on a candidate, he shall be recommended to the Church.

6.6 Only one candidate shall be presented to the Church at any one time.

6.7 A candidate must receive 80% of the votes cast in order to be called as pastor.

6.8 A Pastor shall be called for an indefinite period of time.

6.9 The leadership of the Church during the time when the Church has no Pastor, shall be held by the Chairman of the Leadership Team.

VII. Evaluation of Pastoral Staff

7.1 An evaluation of a Pastor's ministry shall be conducted by the Leadership Team bi-annually. This may at the discretion of the Leadership Team include the eligible voters, or the leadership thereof.

7.2 The evaluation form to be used shall be prepared by the Leadership Team in consultation with the Pastor, (see the Church Leadership Manual for Sample Forms)

7.3 The process shall be positive and the results used in a constructive manner for increased effectiveness of the ministry.

7.4 The Leadership Team may prepare appropriate recommendations for consideration by the Pastor and/or the Church.

VIII. Pastor's Benefits

8.1 Salary base shall take into consideration things such as: suggested conference norm, local housing costs, experience, training, need, etc.

8.2 Travel and hosting allowance shall be provide in keeping with the assignment.

8.3 Insurance and pension plans as provided by the Conference shall be available to all staff.

8.4 One week per year should be allotted for professional development. This may be reviewed as required.

8.5 Sabbatical time for personal enrichment may be negotiated after 7 years of ministry.

8.6 Up to two weeks per year may be allotted for outside ministries, the timing of these ministries should be approved by the Leadership Team.

8.7 Annual vacation time should be three weeks.

IX. Termination of Service for a Pastor

If at any time a Pastor feel that his service should be terminated, he shall make such a request known to the Leadership Team at least 3 months in advance. If the Church feels that the service of a Pastor should be terminated, he shall be notified 3 months in advance. By mutual arrangement, this time limit may be changed.

X. Miscellaneous - Attendance at Conference

As a member Church of the Provincial/Canadian/General Conference of MB Churches, we recognize that it is our obligation to be represented at all conferences of the denomination according to the following membership ratio: Provincial Conference 1:25; Canadian Conference 1:25; Bethany College Convention 1:25. Full delegations should be sent as feasible. The Pastor is an additional delegate to any of these conferences.

The Leadership Team or the Church shall select the delegates. It is assumed that whenever possible, the Pastor will represent the Church as a delegate.

Delegates are expected to be present at the convention sessions, to vote according to personal conviction, unless instructed by the Church or Board to vote in a certain way on a given issue, and to prepare and present a written or oral report to the Church regarding the main issues of business.