

# Steering Committee Structure and Governance

## **Primary Roles of the Steering Committee**

- Serving “The Big Picture”
- Guarding the vision and values
- Empowering and facilitating others in ministry
- Supporting the Senior Pastor
- Being the final decision making body
- Being ultimately accountable and responsible

## **Specific Steering Committee Responsibilities**

There are certain functions within the organization that are the responsibility of the SC:

- Ratification and Upholding of policies
- Financial management
- Staffing decisions

## **Present Steering Committee Members and Corresponding Roles (as of January 2016)**

The Steering Committee will be comprised of between seven and nine members, including no more than one voting family member. We will aim to have a minimum of three men and three women.

The Steering Committee will not include Staff in any voting roles.

The Chair will be held by the Senior Pastor, who will be responsible for creating an atmosphere of central communication, guiding the team, and setting meeting agendas. This is a non-voting role.

The Steering Committee has designated a non-rotating position to recognize a member who brings a unique, foundational perspective – Historical Member.

- |                                       |                |
|---------------------------------------|----------------|
| ● Brandon Malo (Chair)                | ● Kevin Martin |
| ● Andrew Mantle (President/Secretary) | ● Joe Burjoski |
| ● Trevor Shantz (Treasurer)           | ● Sue Winter   |
| ● Melissa Malo (Historical Member)    | ● (vacant)     |

## **Subcommittees Accountable to the Steering Committee**

It is the responsibility of the SC Chair to be in regular communication with and provide general oversight to Sub-Committee chairs, communicating to the SC on behalf of the Sub-Committees.

- Joint Property Committee (Elevation Chair – Steve Errey)
- Staff Partnership Committee (Chair – Carolyn Burjoski)

## Terms of Office

- A term of office will be for three years.
  - As of February 2016, the terms of office are as follows:

<i>Term One, Year One</i>	vacant
<i>Term One, Year Two</i>	Sue Winter
<i>Term One, Year Three</i>	Andrew Mantle
<i>Term Two, Year One</i>	Joe Burjoski
<i>Term Two, Year Two</i>	vacant
<i>Term Two, Year Three</i>	Kevin Martin

- An individual's term of office will begin at the start of a calendar year.
- A Steering Committee member may be reappointed for a second consecutive term.
- After two consecutive terms, a Steering Committee member must take at least one year off. The role of Treasurer may be excluded from this stipulation.
- There are two non-rotating positions: Chair and Historical Member

## Process for Appointing New Steering Committee Members

The process of changing over membership of the Steering Committee will be a self-perpetuating model, in keeping with our By-Law #1. During this process, the SC will encourage the prayerful support and affirmation of Elevation's membership.

- 1) SC positions will come up either for renewal or rotation in September of the final year of a member's term.
- 2) In the case of a renewal (same member staying on):
  - a. A current member will let his or her name stand.
  - b. There will be a vote by SC members requiring unanimity.
  - c. Membership\* will be given the opportunity to ratify the nomination in writing.
  - d. Any expression of no-confidence will lead the SC to review feedback on a case by case basis in order to review the qualifications. A second vote by SC members requiring unanimity will take place.
  - e. If the individual is deemed qualified, the SC will present to the congregation.
  - f. If it is determined that the individual is not qualified, or if unanimity is not reached, the SC will begin the process established in the case of a rotation.
  - g. The process must be complete by the end of the year.
- 3) In the case of a rotation (member being replaced):
  - a. Based on qualifications, potential candidates will be established by the SC. Members of the congregation are invited to submit a Nomination Form during this time.
  - b. The SC will select a nominee (or nominees) for a follow-up interview, which will include the Senior Pastor and at least one other member of the SC present. A report will be made back to the SC.

- c. A formal nomination will be put forward, either at a meeting or electronically, and there will be a vote by SC members requiring unanimity.
- d. Membership\* will be given the opportunity to ratify the nomination in writing.
- e. Any expression of no-confidence will lead the SC to review feedback on a case by case basis in order to review the qualifications. A second vote by SC members requiring unanimity will take place.
- f. If the individual is deemed qualified, the SC will present to the congregation.
- g. If it is determined that the individual is not qualified, or if unanimity is not reached, the process will start over.
- h. The process must be complete by the end of the year.

\* Membership is based on the current definition of *informal membership*, which is “those individuals who have current, active community profiles with Elevation.”

- 4) From time to time the SC may initiate a process to add a new member, receive the resignation of a member, or remove a member. A member of the SC may be removed from his or her position if there is a significant breach of qualifications or expectations.

### **General Qualifications of Steering Committee Members**

The individual must demonstrate Christian discipleship, as indicated by:

- A commitment to spiritual growth
  - Character is above reproach
  - Has healthy relationships with others
- Proven commitment to the church
  - Involvement and investment
  - Shared sense of key values, mission, and philosophy of ministry
  - *A formal member* in good standing

The kind of person who will serve well on the SC will:

- Have a passion to serve in this capacity
- Be able to think with the big picture in mind
- Be able to work well with a team of leaders, demonstrating respect
- Be trustworthy and will extend trust to the rest of the team
- Be approachable
- Have applicable life experience via employment and/or ministry
- Have connections relevant to areas of need
- Be 18 years of age or older

### **Expectations of All Steering Committee Members**

- Execute the specific responsibilities of the SC
- Attend all meetings and make valuable contributions
- Maintain confidentiality
- Work towards consensus and agreement
- Commit to the terms of service