

# **EMT ORIENTATION**

**September, 2015**

## **I. Introduction**

### **A. EMT Purpose**

To serve the congregation and its pastor by using its Biblical authority (as a commission of the Elders) to oversee the fulfillment of the church's God-given ministry plan.

### **B. Values of EMT**

1. Family Environment
2. Integrity
3. Loyalty to God's Word
4. Loyalty to Each Other
5. Graciousness in Debate
6. Servanthood
7. Prayer
8. Honesty

### **C. History**

### **D. What We're Not**

1. All Knowing
2. All Controlling
3. Bible Study and Discipleship Group
4. The Pastor's Pen Pal

### **E. Three Essentials of Healthy Functioning EMT**

1. Agreement with the Churches Ministry Plan
2. Agreement with the EMT's Authority, Role and Responsibilities
3. Agreement with the EMT's Operating Procedure

## **II. Agreement with Perimeter's Ministry Plan**

*See attached Ministry Plan*

## **III. Agreement with the EMT's Authority, Role and Responsibilities**

### **A. Authority**

1. Keys to the Kingdom (Matthew 16)
2. Selection Process

### **B. Roles**

1. **Role #1: Confirm or Veto the Pastor's Ministry Plan**
  - i. The Pastor discusses his ministry plan to the EMT.
  - ii. The EMT confirms or disapproves
  - iii. If disapproves, the EMT discusses their ministry plan with the Pastor.
  - iv. The Pastor goes off and spends time with God.
  - v. The Pastor returns and discusses his ministry plan (revised or original)
  - vi. The EMT confirms or disapproves.
  - vii. If disapproves, the Pastor should resign.
2. **Role #2: Set Policy For The Church**
  - i. Policy is defined as something that we always do or something we never do. (rare)
  - ii. Policy vs. Programming
3. **Role #3: Protect the Pastor**
  - i. Insure that financials are proper (budget, commitments, treasury procedures).
  - ii. Be a shield from weddings, bad news announcements, other distractions.
  - iii. Monitor (not micro-manage) the pastor's workload to prevent overload.
  - iv. Stand up for the Pastor (loyalty) to rip out bad reports at their roots.
  - v. Provide encouragement and requested feedback.
  - vi. Confront personal lifestyle.
  - vii. Approve the Pastor's annual salary and benefits.
4. **Role #4: Counsel and Encourage the Pastor**
  - i. Be a trusted and confidential sounding board for the Pastor's heart.
  - ii. Consult ideas and plusses or minuses to help the Pastor make his decisions.
  - iii. Pray with the Pastor and for his heart to help him hold up his burdens.

### **C. Responsibilities**

1. Attend all meetings of the Board.
2. Become informed and educated about the church's philosophy and ministries. (Attend Inquirer's Weekend this year if you haven't attended it within the last few years.)
3. Read and be familiar with the Book of Church Order and the church's by-laws.
4. Approve vision statement and values.
5. Give input on strategic plan (mission and goals) and annual church-wide objectives established by the staff.
6. Evaluate organizational effectiveness in accomplishing the goals and objectives.
7. Set church policy and give advice to the staff regarding programming, staffing, and organization (policy is what we always do and what we never do).
8. Approve and monitor the annual budget.
9. Serve on one of the two committees.
10. Establish the responsibilities of the Board of Deacons.
11. Watch diligently over the flock to prevent corruption of doctrine or of morals.
12. Take oversight of the spiritual interests and government of the church, including Christian conduct of the members, Baptism, receiving members, removing members for just cause, granting letters of dismissal to other churches, examining, ordaining, and installing Ruling Elders and Deacons, and requiring officers to devote themselves to their work.
13. Take responsibility for pastoral care of the flock, especially those in special need.
14. Pray with and for the people.
15. Serve as the Board of Trustees, carrying out the following responsibilities when assembled:
  - a. Buying, selling, and mortgaging property for the church;
  - b. Managing of any special funds entrusted to them for the furtherance of the purposes of the church;
  - c. Election of officers of the corporation.
16. Mentor, pastor, disciple a few other men, youth, or children.

#### **D. The Responsibilities of All Elders**

See *Elder Covenant & Like Sheep With A Shepherd* by Randy Schlichting.

#### **E. The Relationship Between The EMT & Non-EMT Elders**

- Normally, an Elder should have experience prior to being on the EMT
- An EMT Elder will not be asked to serve in another shepherding ministry at the same time *but* may elect to do so

#### **F. The Relationship Between the EMT & Pastor**

The role of the pastor is to give effective leadership to the EMT. He is to function as a leader of leaders exemplifying servanthood in this role. As leader of the team he is to act as the team's Moderator, assuming responsibility and authority for the preservation of order and the proper and expeditious conduct of all business, and for convening and adjourning the team meetings.

#### **G. The Relationship Between the EMT & Diaconate**

- The Diaconate serves in the duties assigned by the EMT
- Presently, the duties of the Diaconate are represented by the committees, as follows: Audit, People, Special Events, Parking, Ushering, Widows

#### **H. The Relationship Between the EMT & Staff**

- Candidates for new key Ministry Staff roles, such as some department heads and ordained pastors, will be brought before the EMT for their *final* interview and confirmation.
- Other new staff positions are approved in the budgeting process or by special vote of the EMT. Selection of individuals to fill those positions are the responsibility of the staff.

## **IV. Agreement with EMT's Operating Procedures**

### **A. Operating Issues**

1. Attendance obligations
2. All matters discussed are confidential. This would include talking to spouses unless it is otherwise stated.
3. All meetings open and close in prayer.
4. A clerk is to take minutes at all meetings.
5. What defines a quorum? The BCO stipulates the pastor and two ruling Elders constitutes a quorum, unless a majority of the Session votes it to be larger.
6. The moderator leads the meeting.
7. The ELT (Executive Leadership Team) with the input of the two committees sets the agenda.
12. The BCO stipulates that the pastor must call a meeting when any two Ruling Elders request it.
13. If a staff member disagrees with the pastor's leadership the EMT functions as a board of appeals.

## **B. EMT Committees and Ministry Positions**

### **1. Business and Finance Committee**

- i. Approves annual budget
- ii. Financial accountability
- iii. Stewardship of resources and related policies
- iv. Supervise needed theological studies (could be either committee, depending on work load)

### **2. Personnel Committee**

- i. Approves personnel policy decisions, including annual salary plan and other salary changes.
- ii. Spiritual interests of the Church, including Christian conduct of the members, Baptism, receiving members, removing members for just cause, and granting letters of dismissal to other churches
- iii. Supervise needed theological studies (could be either committee, depending on work load)

## **C. Procedures & Guidelines For Selecting EMT Elders**

1. All EMT elders must have served in some capacity for a minimum of one year before being asked to serve on the EMT.
2. The EMT is comprised of 3 classes of 3 men each (serving for 3 years unless filling a vacant position)
3. Unless deemed unwise, each class will consist of two elders who have never served on the EMT and one who has.
4. The Senior Pastor nominates each class of elders for the EMT and the present EMT ratifies or rejects. Then a majority of the entire elder body must ratify.