

# HIGHLAND MENNONITE BRETHERN CHURCH

## Ministry Manual

### Policy Review Team Guidelines

The Highland Mennonite Brethren Church (“HMBC”) Policy Review Team (“PRT”) is commissioned by the Leadership Team Executive (“LTE”) to review, research, and draft guiding documents (manuals, policies, guidelines, application forms, agreements, etc.) that are required for the proper functioning of HMBC. These documents make up the HMBC Handbook.

#### HMBC Handbook Contents

- The *Constitution and Bylaws* may be considered a legal requirement for the establishment and maintaining of a charitable society in Alberta, Canada. The Constitution is unalterable except as delineated in Article 5 of the Constitution. Once approved, duly signed copies of the revised Constitution must be filed with the federal and provincial governments.
- The *Governance Manual* serves to guide the Leadership Team (“LT”) in the proper functioning of the organization. It is founded on our Constitution but expands upon that legal document. The Governance Manual is not a legal document; it provides the framework for how HMBC will be structured and governed.
- The *Policy Manual* is comprised of documents detailing specific parameters and procedures for the day-to-day operations of HMBC.
- The *Conduct Manual* is comprised of documents detailing specific parameters and procedures for healthy and safe interpersonal interactions at HMBC.
- The *Ministry Manual* is comprised of guidelines reflecting current practices of HMBC Ministry Teams.

#### Process

The PRT meets bi-monthly throughout the ministry year to review existing and create new documents. Once the PRT is satisfied with the wording and details of a document, the document is passed on for review and approval.

#### Approval

Each document’s footer clearly indicates the level of approval required, and who is to be given notice of the creation or revision of the document (e.g. Ministry Teams, Ministry Team Leaders, Core Ministry Coordinators, LTE, LT, or Membership).

#### Access

Once a document has been approved,

- a master copy is filed in the archives for continuity;
- a copy is filed in the HMBC Handbook, easily accessible in the church office;
- a copy is uploaded and may be viewed on-line on a pass-word protected page on our website (<http://hmbc.ca/get-involved/how-we-do-ministry/>).

#### Review

All existing HMBC Handbook documents are to be reviewed periodically, ideally every one to two years, to ensure that HMBC is in compliance. When necessary, documents may be revised following the proper process.

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#### Resources

The following websites (as well as others) have many resources to help the PRT in the creation of our Governance Manual documents. Some require a password which PRT members may obtain from the church office:

- Canadian Council of Christian Charities - [https://www.cccc.org/member\\_resources](https://www.cccc.org/member_resources)
- Brotherhood Mutual - <http://www.brotherhoodmutual.com/index.cfm/resources/>
- Charity Central - <http://charitycentral.ca/>
- CCMBC Leaders to Leaders - <http://www.l2lnet.org/>

#### Team Members

The PRT is comprised of 4-6 HMBC members selected by the LTE for

- their understanding that God is a God of order, not of chaos;
- their love of due process;
- their attention to detail;
- their desire to safeguard HMBC, its leadership, and constituents.

*I would rather be a doorkeeper in the house of my God than dwell in the tents of the wicked.*

Psalm 84:10 (NIV)