



TRINITY GOVERNANCE DESCRIPTIONS

Version 4
Mar. 6, 2024

Responsibilities of the Trinity Council

Responsible for Spiritual Matters:

- oversees the spiritual interests of the Congregation:
- admitting people as Full Members
- removing people as Full Members
- granting certificates of transfer of membership
- discipline of persons belonging to the Congregation
- administering of the sacraments

- Christian education
- public worship
- use of the church building
- pastoral care and visiting
- outreach in evangelism and social action

Responsible for Financial Matters:

- fundraising
- distribution of funds
- the budget approved by the Congregation

TRINITY COUNCIL

	Trinity Council	Description	Outputs	Specialization Required
1	Chair	<p>Oversees the affairs of the Congregation.</p> <p>Conducts the day-to-day management of the Congregation.</p> <p>Establish church goals and priorities and prepare long range plans.</p> <p>Chief spokesperson of the church, along with the minister.</p>	<ul style="list-style-type: none"> - calls and leads meetings - prepares long range plans - sets organizational objectives and priorities - coordinates the major activities of the church - ensures the managers work in harmony and aim for common objectives - sees that resolutions of the Trinity Council are carried into effect. 	<ul style="list-style-type: none"> - Ability to vision and set goals

TRINITY COUNCIL

	Trinity Council	Description	Outputs	Specialization Required
2	Director, Communications Secretary	<p>Develops and executes a Marketing and Communications Plan.</p> <p>Communicates congregation's purposes and activities both in the church and in the community.</p> <p>Leads a Communications Team.</p> <p>Be secretary at all Trinity Council meetings.</p>	<ul style="list-style-type: none"> - print newsletter - digital newsletters - notice boards - outside banners and signs - service video - social media (website, Facebook, Twitter) - sound system - projector and screen - parades - internet access - types minutes - distributes minutes - collates minutes in book - decoration of church 	<ul style="list-style-type: none"> - familiarity with social media and other computing software
3	Director, Ministry & Personnel	<p>Maintains good employee / employer relationship between the congregation and its staff.</p> <p>Ensure oversight of the church office.</p> <p>Is available to any member of the congregation to consider problems or complaints.</p>	<ul style="list-style-type: none"> - good relations - resolution of problems or complaints - functioning office 	<ul style="list-style-type: none"> - good listening skills - mediation skills - ability to work in a confidential way

TRINITY COUNCIL

	Trinity Council	Description	Outputs	Specialization Required
4	Director, Spiritual Affairs	<p>Oversees the spiritual interests of the Congregation.</p> <p>Directs the ministry leaders of:</p> <ul style="list-style-type: none"> - Christian Development - Congregational Life - Membership and Pastoral Care - Worship 	<ul style="list-style-type: none"> - administration of sacraments - Christian education for all ages - public worship - pastoral care and visiting - outreach in evangelism and social action - keep records of all baptisms, and the church membership 	<ul style="list-style-type: none"> - people skills
5	Director, Finance	<p>Short and long term financial planning.</p> <p>Oversee the preparation of the annual budget.</p> <p>Oversee fundraising.</p> <p>Directs the Treasurer, the Building & Grounds Ministry, and the Fund Development Ministry.</p>	<ul style="list-style-type: none"> - budget - financial statements - books of account - decisions concerning investments 	<ul style="list-style-type: none"> - understands accounting - skilled in internal controls - financial planning - budgeting - investing
6	Treasurer	<p>Assisting the Director of Finance in carrying out his/her duties and responsibilities.</p>	<ul style="list-style-type: none"> - receives and distributes funds - keeps the financial books and records up-to-date 	<ul style="list-style-type: none"> - knowledge of QuickBooks - be able to communicate digitally
7	Member-at-Large	<p>Assists the Council in completing whatever task needs to be completed.</p>		<ul style="list-style-type: none"> - social - organized - helpful

Responsibilities of the Ministry Leaders

- Coordinate with their respective member on the Council to bring issues to the Council and to get support for their projects
- Create and lead a team of volunteers to fulfill their mission

MINISTRY LEADERS	Trinity Council	Description	Outputs	Specialization Required
	<p>1</p> <p>Ministry Leader, Building and Grounds</p>	<p>Responsible for maintenance, repair, improvement, security, and administration of the church building property, equipment, and furnishings.</p> <p>Leads a Buildings & Ground Ministry.</p> <p>Reports to the Director, Finance</p>	<ul style="list-style-type: none"> - maintains the integrity of the building and grounds - building safety - property inventory - insurance appraisals - capital budget - coordinates with the Director of Finance 	<ul style="list-style-type: none"> - knowledge of building structure - maintenance experience - detail oriented - understanding building codes and safety regulations - familiarity with the trades (plumbing, cement, etc) - ability to work with a team is essential
<p>2</p> <p>Ministry Leader, Worship</p>	<p>Responsible for planning and implementation of regular and special worship services with the minister.</p> <p>Oversight of church music, pulpit supply, order of worship. Recruit and schedule greeters.</p> <p>Responsible for the provision of flowers and visual worship aids (banners, Keynotes, etc). Schedules teams to administer communion.</p> <p>Leads a worship team and reports to the Director, Spiritual Affairs</p>	<ul style="list-style-type: none"> - properly organized service and calendar of service, with the minister - communion 		

MINISTRY LEADERS

	Trinity Council	Description	Outputs	Specialization Required
3	Ministry Leader, Christian Development	Promoting Christian education for all ages by means of the Sunday School, activities and events for youth and families, Bible studies for adults, and youth outreach activities. Reports to the Director, Spiritual Affairs	<ul style="list-style-type: none"> - Sunday School classes - confirmation classes - tracks baptisms - activities and events for youth and children 	<ul style="list-style-type: none"> - ability to coordinate a team(s) of teachers - knowledge of the Bible - good with children/youth
4	Ministry Leader, Mission & Outreach	Responsible for developing, coordinating, and maintaining outreach programs that actively express our Christian faith in response to the needs in our community (church, neighbourhood, city, world). Includes an M&S Coordinator. Reports to the Director, Spiritual Affairs	<ul style="list-style-type: none"> - outreach programs - establish relations with other community groups 	<ul style="list-style-type: none"> - able to coordinate and work as a member of a team
5	Ministry Leader, Congregational Life	Promoting a Christian and friendly spirit among members and friends of the congregation. Foster a sense of togetherness among the congregation by planning events and activities for all ages. Leads a Congregational Life Ministry. Reports to the Director, Spiritual Affairs	<ul style="list-style-type: none"> - Rally Day - opportunities for the congregation to be together (apple picking, Breakfasts, etc) - pastoral care - refreshments for special events when requested - help at coffee time when requested 	

MINISTRY LEADERS

	Trinity Council	Description	Outputs	Specialization Required
6	Ministry Leader, Fund development	<p>Planning and overseeing fundraising objects and targets.</p> <p>Coordinating fundraising events and activities, including finding donors/ partners who are willing to invest in the cause, and raising money to meet specific special or ongoing needs.</p> <p>Coordinates the profitable use of the church buildings, property, and equipment. May choose to lead a Fund Development Ministry.</p> <p>Reports to the Director, Finance.</p>	<ul style="list-style-type: none"> - fundraising targets - fundraising plans - fundraising events and activities - returns on use of church - money - relationships with donors 	<ul style="list-style-type: none"> - ability to coordinate events and groups of people
7	Ministry Leader, Membership and Pastoral Care	<p>Keeps a record of membership, including weddings and baptisms.</p> <p>Creates and maintains the database.</p> <p>Creates a list of Pastoral Care and coordinates visits to received Pastoral Care.</p> <p>Sends birthday cards, baptism dates, etc.</p> <p>Leads a Membership and Pastoral Care Ministry.</p> <p>Reports to the Director of Spiritual Affairs.</p>	<ul style="list-style-type: none"> - up to date database - up to date list of Pastoral Care needed - coordinates visits - leads a membership & pastoral care ministry 	<ul style="list-style-type: none"> - ability to use a computer to enter the information into the database

	Trinity Council	Description	Outputs	Specialization Required
8	Ministry Leader, Media	<p>Leads a team to ensure the smooth running of the online worship and in-person worship experience.</p> <p>Proposes purchases and oversees the purchase of technical equipment (speakers, soundboard, etc.)</p> <p>Reports to the Director of Communications.</p>	<ul style="list-style-type: none"> - Weekly worship online on Zoom - In-church presentations for worship 	<ul style="list-style-type: none"> - lots and lots of computer skills and technical knowledge - ability to work with people