

**VALLEYVIEW MENNONITE CHURCH**  
**(an Ontario Corporation)**  
**RESOLUTIONS AND OPERATIONAL PROCEDURES**

This document contains the Resolutions, Operational Procedures to the operation of Valleyview Mennonite Church. This document, approved by the Board of Directors on the 25 of June 2024 was adopted by the members of the Corporation on 15 of September 2024 along with the revised By-laws. Changes to the contents of this document must be approved by a motion of the Board of Directors and affirmed by the Corporation's membership at the next AGM.

**RESOLUTIONS**

The resolutions will be adopted by the corporation and are understood to provide increased operational clarity beyond the corporate By-laws. In the event of a conflict, the By-law will prevail.

***Article II***

1.0 Resolve that the Corporation is a member of Mennonite Church Eastern Canada and recognizes the Dordrecht Confession of Faith, 1632, and the Confession of Faith in a Mennonite Perspective, 1995, as foundational heritage statements in relation to interpreting the practical application of biblical principles and Christian conduct.

***Article III – Church Membership***

2.0 Resolve that acceptance into membership in the Corporation will have the following additional conditions:

- i. Persons who have made a commitment to Christ and a commitment to participate in the life of the Congregation, having expressed a commitment to Christ as a continuing desire for involvement in the congregation, celebrated through baptism, transfer of membership or public confession of faith. Public confession of faith is available to membership candidates who have previously received Christian baptism.
- ii. Upon recommendation of the Pastoral Care Team, the Board of Directors will update the membership list.

2.1 Resolve that membership in the corporation will only be removed by the Board of Directors upon recommendation from the Pastoral Care Team.

2.2 Resolve that membership in the corporation can be removed under the following conditions: If the member does not maintain accurate contact information with the Corporation, and if, after a period of 10 years, a lack of contact from the member persists despite numerous attempts by the Pastor or Pastoral Care Team to establish communication, the Pastoral Care Team can make a recommendation to the Board of Directors to remove the member from membership.

## **Article VIII – Dispute Resolution**

4.0 Resolve that the Corporation will strive to follow the principles set out in Matthew 18: 15-20 in any dispute and adhere to the procedures in the approved Conflict Resolution Policy.

## **OPERATIONAL PROCEDURES, CHURCH COMMITTEE STRUCTURE**

5.0 Resolve that the Officers and the Pastor, who are appointed by the Directors; the Chair of Church Council, Chairs of the Pastoral Care Team, the Missions and Social Concerns Committee, the Worship Committee and the members(s) at large, as elected by the membership and known as the Council; the Chair of Valleyview Male Chorus Steering Committee as elected by the membership overseeing the Valleyview Male Chorus; the Chair of the Property and Maintenance Committee; and the Chair of the Pastor-Congregation Relations Committee be empowered to transact the day-to-day programs of Valleyview Mennonite Church for their terms until their successors are affirmed by the Corporation's membership.

The remainder of the document provides guidelines for the day-to-day operations of the Corporation, known as Valleyview Mennonite Church and also referred to as the Congregation in this document. It includes the defined operational roles and responsibilities of the Board of Directors, Pastor, Church Council, and any subcommittees. The document along with the policies listed at <https://www.valleyviewmc.ca/policies> detail how the corporation will operate.

## **CORPORATION (CONGREGATION) MEMBERS and PARTICIPANTS**

Discernment is a means by which people of faith come to understand God's will. It is a process by which believers: 1) anticipate God's presence, 2) seek for God's guidance and 3) listen for God's call. The Congregation is a body of Members and Participants who discern God's will. While both Members and Participants are encouraged to participate and influence all Congregation decision making, only the Members of the Congregation will be eligible to vote in all congregational meetings.

## **PASTOR**

The role of the Pastor(s) of the Congregation will embody Anabaptist faith principles, as per the 1995 Confession of Faith and the 2016 Being a Faithful Church Resolution. The pastor will serve as an ex-officio member of various committees, offering counsel and leadership without chairing them. The role involves nurturing the congregation's spiritual growth, inclusivity, communication, intergenerational ties, leadership, optimism, youth engagement, and outreach within London.

### **The role of the Pastor(s) will encompass the following:**

- **Qualifications** include a clear calling to ministry, Anabaptist theological education (minimally, MDiv), eligibility for ordination, and prior successful ministry experience.

Personal qualities should reflect strong ethical standards, effective leadership, conflict resolution skills, and a balance between meeting congregational needs and practicing self-care.

- **Ministry tasks** encompass preaching and worship, congregational growth, pastoral care, fostering the congregation's missional identity, and administration. The pastor will lead worship planning, deliver sermons, conduct spiritual formation classes, and provide pastoral care, while also supporting administrative functions.
- **Professional development** is encouraged through maintaining personal well-being, attending ministerial schools, and participating in church assemblies.
- **Relationships and accountability** involve reporting to the Board of Directors, liaising with the Pastor-Congregation Relations Committee, and undergoing annual performance reviews to ensure alignment with the church's vision and mission. The pastor is expected to practice confidentiality and adhere to conflict resolution guidelines set by Mennonite Church Canada and the Resolution 4.0 of Valleyview Mennonite Church.

## **BOARD OF DIRECTORS**

The Board directly handles the overall compliance, financial and banking, legal, employee relations, membership and contractual obligations of Valleyview Mennonite Church. It delegates the delivery of programs to Church Council and the standing committees.

The Board consists of 5 Directors elected by the Congregation at the Annual General Meeting.

Once the Annual General Meeting of the Corporation is held, the newly elected Board of Directors is responsible for managing the affairs of the corporation for the ensuing year.

### **Members and Terms**

- No Corporate employee shall be eligible to be elected as a Director.
- Each Director must be at least eighteen years of age and be a continuous member of the Corporation (Valleyview) for at least three years.
- The election of the Board of Directors shall take place at each Annual General Meeting of the Corporation.
- Each Director will hold a one-year term, subject to annual re-election. At the end of each term, each Director will resign and may then choose to be nominated for a subsequent term.
- Each nominee shall acknowledge that they will be expected to serve at least a second term.
- Each Director will have the ability to hold a maximum of six consecutive one-year terms.
- Each Director will have a current police record check on file with the Corporation.
- Directors will not be remunerated for their involvement on the Board.
- The Chair of Church Council and the Pastor(s) will be ex officio members of the Board.

## **Officers**

- The Board of Directors shall, from within themselves, appoint (by motion) the officers (Chairperson, Treasurer and Secretary) along with the roles of Compliance Officer, Privacy Officer and Safe Church Officer from time to time and specify the duties of such officers.
- All of the Officers of the Corporation are Directors.

## **Chair of the Board**

The Chair of the Board:

- provides leadership to the Board of Directors.
- chairs and calls meetings of the Board.
- serves ex officio on any Board of Directors' subcommittees.
- discusses issues confronting the church congregation with the Pastor.
- helps guide and mediate Board actions with respect to corporate priorities and governance concerns.
- reviews with the Pastor any issues of concern to be brought to the Board.
- monitors financial planning and financial reports.
- evaluates annually the performance of the Corporation in achieving its mission.
- performs other responsibilities assigned by the Board.
- establishes an annual agenda for by-laws and business policy reviews and contract and lease renewals.

## **Treasurer**

The Treasurer, in collaboration with the appointed bookkeeper of the Corporation, shall:

- maintain proper accounting records of the financial activities of the corporation. This includes responsibility for the deposit of money, the safekeeping of securities, and the disbursement of the Corporation's funds.
- present to the board an account of all the Treasurer's transactions and of the financial position of the Corporation.
- prepare the annual Budget (after soliciting input from various Council committees) for approval by the Board. This budget is then affirmed by the membership at the Annual General Meeting of the Corporation.
- provide a financial report to the Annual General Meeting of the Corporation.
- arrange for an audit of the annual financial report.
- prepare the T3010 Charities Report with the support of the bookkeeper and send it to the Canada Revenue Agency before June 30 following fiscal year-end.
- issue receipts for charitable donations (as appropriate) to the Corporation.
- conduct an annual review of the Restricted Funds Policy and the church's insurance policy.

## **Secretary**

The Secretary shall

- maintain an accurate record of the proceedings of the Board of Directors, the Annual General Meeting of the Corporation, and all other congregational meetings.
- be the custodian of all records and documents of the Board and corporation and shall perform any other duties that may be assigned.
- ensure that all proceedings of meetings are published for the membership on the church website and in the church library.

- ensure that forms are completed regarding the transition to the new Board of Directors following the Annual General Meeting of the Corporation and that appropriate forms are sent to the Ontario Government.
- provide annual updates of the Corporate Minute Book to the Corporation's lawyer.
- ensure that the Board appoints a Privacy Officer, Safe Church Officer, Compliance Officer, and Accessibility Officer.

### **Signing Authority**

- The Board Chair and Treasurer are authorized (by motion) by the Board of Directors as the two signing officers. In this capacity, the Chairperson and Treasurer may be authorized or required to issue cheques, correspondence, applications, reports, contracts, or other documents on behalf of the organization.
- Council Committee chairs shall approve Expense Statements for purchases within their budget line as required for the program of their committee
- The Board Chair, Treasurer and Secretary are the only officers that can bind the corporation.

## **DUTIES AND RESPONSIBILITIES OF THE BOARD**

### **Administrative**

The Board of Directors is responsible to ensure the Corporation upholds the mission as outlined in the Letters Patent of the Corporation. The Letters Patent of the Corporation state:

- to preach and advance the teachings of the Mennonite Faith and the religious tenets, doctrines and observances and culture associated with the Faith.
- to establish, maintain and support a House of Worship with services conducted in accordance with the tenets and doctrines of the Mennonite faith.
- to support and maintain missions and missionaries in order to propagate the Mennonite faith.
- to establish and maintain a religious school for instruction for children, youth and adults.
- The Board of Directors shall review the By-laws and church structure, from time to time, in order to ensure that they reflect the current faith and practices.

### **Staffing**

The Board of Directors:

- hires all employees of the Corporation (Church) and therefore can only be terminated by the Board of Directors.
- initiates and are responsible for periodic performance reviews of all employees and contractors of the Corporation.
- conducts salary reviews and negotiates final contracts for all employees of the Corporation. Contracts will need to be signed by at least two authorized signing officers, after approval (by motion) of the Board.
- shall create contracts for all permanent and temporary employment that may be necessary for the operation of the Corporation.

### **Financial**

The Board of Directors:

- establishes and approves an Annual Budget for discussion and confirmation at the

Annual General Meeting of the Corporation. The Budget cannot be changed without the approval of the Board of Directors.

- determines the Financial Year End.
- is responsible for executing all deeds, transfers, assignments, contracts, and obligations.
- approves all Restricted funds, which shall be recommended by the Treasurer, for the collection and disbursement of funds over and above budgeted items.
- shall be responsible for making all banking arrangements which include the borrowing of funds and the giving of security.
- appoints the auditors and/or accountants.

### **Business Policies**

The Board of Directors:

- establishes policies that facilitate the operations of the Corporation.
- creates and monitors church rental lease agreements.

### **Compliance**

Annual General Meeting – The Board of Directors:

- establishes an annual meeting date to report on the business of the Corporation including Financial Statements, Auditors Report, annual Budget, electing and establishing Directors and appointing Auditors for the coming year.
- promotes the meeting to the membership at least one month prior to the meeting.

Annual Business Meeting – The Board of Directors:

- establishes an annual meeting date to report on the programs of the congregation including church council and committees, electing a slate for committee members.
- promotes the meeting to the membership at least four weeks prior to the meeting.
- appoints Directors as Privacy Officer, Safe Church Officer, and Compliance Officer

Business Policies - The Board of Directors:

- should monitor and support the compliance of the policies of the corporation on a regular basis.
- should review all policies of the Corporation to ensure compliance.
- Corporate Minute Book - The corporate Minute Book is currently located at our corporate lawyer's office. On an annual basis, with the assistance of our Corporate Lawyer, the minutes of the Corporation will be updated by the Board of Directors and any required corporate forms filed.
- Government Remittances – The Board of Directors shall ensure compliance of all governmental remittances and reporting.
- Insurance – The Board of Directors shall review the insurance policy annually and establish procedures to ensure compliance.
- Contracts - The Board of Directors shall review all personnel, service and equipment contracts upon date of renewal. New contracts are to be approved (by motion) and to be signed by two authorized signing officers.
- Performance Reviews - The Board of Directors shall initiate and ensure completion of performance reviews.
- Membership Role - The Board of Directors shall ensure membership list is maintained.

### **Board of Directors' Meetings**

- Minutes of all Board of Directors meetings must be recorded, kept on file, and made available to the membership except for in-camera sessions.
- Meetings must be called as necessary with at least one meeting called per year.
- The Board of Directors shall manage the business and affairs of the Corporation and the powers of the Board may be exercised at a meeting at which a quorum is present or by resolution in writing signed by all the directors entitled to vote on that resolution at a meeting of the Board.
- Board decisions may be made via e-mail or video/audio calls to board members. Minutes of these decisions are to be recorded and approved at the next Board meeting.

### **Congregational Membership Meetings**

- The Board of Directors calls all meetings of the church membership, including the Annual General Meeting of the Corporation, the Annual Business Meeting of the Congregation and any special meetings required to conduct the business of the Corporation.
- One month's notice is required for the Annual General Meeting of the Corporation or Congregation or decision-making meetings of the congregation.
- Proxies will be made available for any meeting of the membership for those church members who are unavailable to attend the meeting.

The following are standing sub-committees of the Board.

**A) Property & Maintenance (P&M)** - P&M shall be responsible for the care and maintenance of the church property. It shall determine what work shall be done by outside resources and obtain quotes for same. Final contract negotiations for employees and contractors are the responsibility of the Board of Directors. The committee will annually update the capital improvement plan for Board review and implementation. P&M committee will elect a chair from within the committee at their first meeting after the AGM.

**Term:** staggered two-year terms. Minimum committee members: 4.

**B) Pastor-Congregation Relations Committee** - PCRC's tasks are to periodically evaluate the congregation's needs and its program in relation to the resources and skills of the pastor(s). The committee shall serve as a reference and support group for the pastor, especially in the areas of administration and pastoral care and be a liaison between the pastor and the congregation. At the request of the Board, the committee will undertake periodic reviews of the Pastor.

The Pastor-Congregation Relations Committee will:

- i) foster an environment of mutual support and care where appropriate attention is provided to support the emotional, spiritual, and personal well-being of the pastor.
- ii) encourage feedback, comments, and discernment as congregation's members and participants listen together to God's encouragement for the role of pastoral leadership and congregational direction. The PCRC will work to overcome obstacles that may arise in hearing each other well and clarifying both the intentions of the pastor and congregation.

- iii) reflect and respond to the pastor's own self-reflection, observations, and intuition regarding the VV mission and how that is progressing or being accomplished.
- iv) provide guidance and be a sounding board for the pastor.
- v) support the healthy process of encouraging growth and investing in strengths through ongoing conversations of performance and formal review processes.

### **PCRC Structure and Term**

- i) The Board of Directors, together with the Council Chair, will appoint one individual from the Board who will serve as PCRC Chair. The Congregation will choose one individual through our usual nomination process and the Pastor will choose one person.
- ii) The Committee will meet with the Pastor regularly facilitating communication. They will provide feedback to the Board of Directors twice per year, so that the Board of Directors can provide annual written feedback. to the Pastor with respect to their employment. This feedback will be followed-up with a conversation to clarify the written feedback. The intent is to foster open communication and trust through all processes and interactions.
- iii) The Board is responsible for HR best practices, which includes annual performance reviews.
- iv) Prior the end of contract term, Pastor-Congregation Relations Committee will complete a formal, in-depth review of the Pastor and Congregation Relationship. The results will be reviewed with the Congregation and the Pastor six months prior to completion of the Pastor's current term. It is understood that a membership vote is required at that time affirming (with a minimum of 80% for) renewal for a subsequent term.

### **C) Church Council**

The Church council is a committee made up of persons (see below) appointed through a gift-discernment process and affirmed by the congregation of Valleyview Mennonite Church (Valleyview), serving as the coordinating team in the spiritual advancement in the life of the church and its programs. It provides an opportunity for regular dialogue and is responsible for developing and executing the church programs.

The Church Council shall consist of:

#### **Church Council Chairperson:**

- provides leadership to church council.
- calls, chairs, and prepares agenda for meetings of church council.
- serves ex-officio on all church council committees.
- discusses issues confronting the organization, with the pastor, as they relate to church programs.
- performs other duties as assigned by the Board of Directors.
- serves as an ex-officio member of the Board of Directors.
- appoints someone in their place if they are not able to attend Board meetings.
- brings recommendations to the Board that require action.
- is also a member of the Gift Discernment Committee.

**Term:** it is preferred that the council chairperson serve for two years.



**Member-at-Large:**

- represents the congregation as a whole and brings knowledge of its needs and concerns.
- volunteers for assignments as required.
- is also a member of the Gift Discernment Committee.

**Term:** Serves for a term of one year.

**Council secretary:**

- shall keep an accurate record of the proceedings of all church council meetings called by the council chairperson.
- shall be the custodian of all records and documents of council and its sub-committees and shall perform any other duties that may be assigned. The secretary will ensure minutes of council and its subcommittees are published to the membership on the website and in the church library.
- is also a member of the Gift Discernment Committee
- **Term:** Serves for a term of one year.

**Gifts Discernment Committee** – The Gifts Discernment Committee consists of the church council chair, secretary and member-at-large, who will fill this role as a standing committee. It is preferred that the pastor is an ex-officio member of this committee. Additional members may be added on an ad-hoc basis as required. The committee will be responsible for creating a slate of nominations for the Annual Business Meeting. They will also be responsible for filling vacancies during the year as they arise, which will be brought forward to the council for approval. The Gifts Discernment Committee will also be responsible for nominating individuals for the various boards and organizations that Valleyview supports.

**Chairperson or appointed representative of the following committees:**

**Pastoral Care Team:** Pastoral Care Team members are called by special congregational ballot. The work of the Pastoral Care Team includes the following:

- Being alert for spiritual, emotional, and personal care needs in the congregation.
- Promoting spiritual and emotional well-being in the congregation.
- Keeping an eye on the spiritual pulse of the congregation.
- Meeting regularly to keep up to date on the current pastoral care needs within the congregation.
- Providing support to the pastor.
- Providing pastoral care coverage during times when the pastor is away.
- Fostering opportunities for spiritual growth. (e.g., Daily devotional materials)
- Administering the Benevolence Fund.
- Supervising the crisis meal program.

**Term:** staggered three-year terms. Minimum team members: 3.

- **Milestones Ministry** – Milestones Ministry is a ministry overseen by the Pastoral Care Team to highlight significant stages in the lives of children and youth who are part of the congregation.
  - **The Milestone Coordinator** is responsible to recognize these milestones with a tangible symbol and a suitable community ritual.
    - birth of a baby to a church family

- entry of 4-year-olds to Sunday school,
- Bible presentation for Grade 3 students
- comforter knotted by members of the congregation presented to high-school graduates.

**Worship Committee** – The worship committee, in conjunction with the Pastor, shall be responsible for:

- scheduling and planning worship services.
- coordinating all aspects of the worship service, including the work of song leaders, pianists, ushers, greeters and sound and video technicians.
- seeking to develop a creative format and themes for the services to meet the congregation's varied needs.
- coordinating special music during worship services and on other occasions.

**Term:** staggered two-year terms with at least two people elected each year.

Minimum committee members: 4.

**Missions and Social Concerns Committee** – The committee, in conjunction with the Pastor, shall be responsible to:

- keep the congregation mission-oriented and informed about missions and social concerns on the local and worldwide scale.
- coordinate the mission activities of the congregation, be a sounding board for new ideas and initiate new mission programs.

**Term:** staggered three-year terms. Minimum committee members: 3.

The Pastor is an ex-officio member of each committee including Council.

Quorum for Church Council Meetings - If less than two weeks' notice of a meeting is given, a quorum of 50% will be necessary. In no case will the Church Council conduct business with less than 1/3 of its members. Meetings of Church Council will take place on a regular basis in order to co-ordinate church programs within the life of the church.

Membership of Church Council members - Church Council committee chairs will be Members of Valleyview. Church Council committees may consist of active Members of Valleyview or adherents who have been active in Valleyview for at least six months.

## **POSITIONS REPORTING TO CHURCH COUNCIL**

These positions are responsible to the Council and will be asked to report to Council from time to time at the request of the Church Council Chair. They also regularly consult with the Pastor.

### **Christian Formation**

- *Adult Coordinator [Second Hour] Guidelines*

Valleyview Mennonite Church encourages all participants to grow in faith and in their walk with Christ through worship and through what is called "The Second Hour." The Second Hour is a time of Christian formation, providing nurture, education, and challenge. It can be

an extension of the worship hour preceding it or take on topics unrelated to worship, ranging from Bible study to local social issues, with an emphasis on individual faith stories.

The coordinator of the Second Hour works in close consultation with the pastor, and sometimes the worship committee, to choose themes and topics. The coordinator may also be responsible for contacting any guests who are our resource persons when special topics are chosen.

- *Children's Coordinator(s)* – The coordinator is responsible to ensure that Christian Formation is available for children from age 4 to Grade 7 or 8\*. This involves choosing and ordering curriculum, recruiting and orienting teachers and ensuring that teachers are adequately supplied. It may also include coordinating special events for Sunday School children and their families.

- *Youth 2<sup>nd</sup> Hour Coordinators* – The coordinator is responsible for ensuring that Christian Formation is planned for the youth of the congregation (Grades 8/9\* to 12) in consultation with the Pastor and Church Council Chair.

- *Youth Coordinators* – The coordinator is responsible for ensuring that social activities are planned for the youth of the congregation (Grades 8/9\* to 12). This includes scheduling and planning activities, consulting with pastor and/or parents of youth as needed and ensuring that one or more chaperones is available to be present during the activity.

- \* age or grade ranges are dependent on the volunteers available and the preferences of the individual students and their families.

### **Library Committee**

The committee is responsible for selecting books and literature, managing the library, cataloguing and displaying books, loaning and returning books, and other duties which normally come under library work. Term: staggered two-year terms. Minimum committee members: 3.

### **Food and Funeral Coordinator**

The coordinator organizes volunteers and oversees the service of food at special events and potlucks.

## **D) Valleyview Male Chorus Steering Committee**

The name of the group shall be the Valleyview Male Chorus. It is a program of Valleyview Mennonite Church. The Steering Committee of the Chorus is responsible to the Board of Directors of the Corporation.

The mission of the Chorus shall be to:

- create choral music opportunities for men of all ages, Christian affiliations, and spiritual backgrounds.
- always strive for and promote a high standard of choral excellence through singing, rehearsing, learning, and preparing sacred and secular music;
- provide and promote music and fellowship through worship services, concerts, or charitable fundraisers; and

- promote justice and peace through its selections.

The Steering Committee shall consist of: Chair, Vice Chair, Secretary, Financial Liaison, and two (2) members at large. The Choir Director and Pianist (if the Pianist desires to contribute) will sit as nonvoting members.

### **Selection of New Choir Members for the Steering Committee**

Vacancies on the Steering Committee will be announced in rehearsal at least five (5) weeks prior to the Valleyview Male Chorus Annual meeting.

Nominations may occur as follows:

- the current Steering Committee members will nominate a new member to replace a retiring member at the end of his term and present it to the Male Chorus Members; and
- Any Chorus member may submit a nomination(s) to the Chair, in writing.

### **Terms of Office**

- The Chair of the Valleyview Male Chorus Steering Committee must be a member of the Corporation.
- Each steering committee member will serve a two (2) year term but may stand for re-election if they wish to do so. Positions running uncontested will be reaffirmed to their role without a vote.
- Where an officer of the Steering Committee decides to terminate their position on the Committee prior to their end of term, they will inform the Committee in writing at least four (4) weeks prior to leaving to allow enough time to replace the vacant position.
- If a Committee member is unable to complete their term of office (due to illness or other emergency), the Steering Committee shall appoint a replacement member to complete the term of the member who has stepped down.

### **Duties of the Steering Committee Members**

#### **Chair**

- The Chair shall help uphold the vision and wellbeing of the Chorus and shall represent the Chorus when necessary, including acting as a liaison to Valleyview Mennonite Church. In addition, the Chair shall:
  - preside at all Steering Committee meetings and may also preside at other committee and/or membership meetings at their discretion, and as necessary.
  - act as the primary contact for current and prospective members; and
  - advise the Chorus Director about communication with current and prospective members, as necessary, including for attendance at concerts, services, and/or other Chorus events.
- Ensure the chorus activities are aligned with the objects of Valleyview Mennonite Church
- Report to the Valleyview Board of Directors and attend Valleyview Board of Directors meetings on request and no less than annually.
- Represent the chorus at the Valleyview Annual General Meeting (AGM)

### **Vice Chair**

- The Vice Chair shall perform the duties of the Chair in the event of their absence and shall be the main liaison between the Steering Committee and the Coordinators. The Vice Chair will:
  - offer guidance and support to the coordinators; and
  - present Coordinator reports at the Steering Committee meetings if the coordinator is not a part of the Committee.

### **Financial Liaison**

- The Financial Liaison shall generally look after all money matters and connect with the Valleyview Mennonite Church Bookkeeper and Treasurer who will manage Chorus bookkeeping and deposit of any money collected. The Financial Liaison duties include:
  - provide quarterly updates to the Steering Committee as well as an annual report to the membership at the AGM;
  - arrange payment for all expenses including the Choir Director, Pianist, guest musicians, and venue;
  - collect choir fees, donations, honorariums, and ticket sales; and
  - prepare a yearly fiscal budget

### **Secretary**

- The Secretary is responsible for written records of the Chorus. They will:
  - attend to all correspondence for the Chorus;
  - record and publish minutes of Steering Committee meetings and the AGM and maintain a proper record of same;
  - distribute copies of such minutes to the Steering Committee or the Chorus as early as possible following such meetings; and
  - maintain a log of length of terms of Steering Committee members.

### **Choir Members at Large**

- The Choir Members at Large shall provide leadership to various projects of the Chorus and shall attend to duties as deemed necessary and assigned by the Steering Committee. Members at large may act as Coordinators.

### **Choir Director**

- The Choir Director is responsible for the artistic direction of the Chorus. They are responsible for maintaining a high level of musical excellence and providing opportunities for growth.
- Their tasks shall include:
  - the oversight of all productions in consultation with the Steering Committee
  - preparing the Chorus for all musical performances
  - conducting rehearsals
  - providing learning opportunities on vocal techniques
  - choosing and purchasing appropriate repertoire
  - preparing or overseeing the preparation of posters and programs
  - advising the Committee in the acceptance of new members
  - procuring instrumentalists required for performances
  - partnering with the Pianist to create successful musical performances

### **Piano Accompanist (Pianist)**

- The Piano Accompanist (Pianist) is responsible for maintaining a high level of musical excellence. Their tasks shall include:
  - Attending all chorus rehearsals, concerts, and events
  - Practicing and preparing accompaniment music for rehearsals and performances
  - Working in collaboration with the Choir Director to create successful musical performances
  - In the event that the Piano Accompanist cannot attend a rehearsal or performance, they shall inform the Choir Director, and shall endeavor to find a replacement as soon as possible to cover the missed rehearsal or performance.
  - The Piano Accompanist may have up to three (3) paid absences.

### Male Chorus Membership and Conditions

#### **Current Male Chorus Members**

Members of the Chorus are expected to attend all rehearsals, concerts, and events as they are able. In addition, they will:

- Make every effort to practice on their own, as they are able, the current repertoire being performed by the chorus, as set out by the Choir Director.
- Bring the appropriate music to each rehearsal and concert/event and maintain it in good working order (including using pencil for note taking).
- Store music not being used for the current choral season and return all music upon leaving the Chorus.
- Be assessed and pay annual dues as directed by the Steering Committee.

#### **Attendance**

- Where a member is unable to attend a rehearsal, they shall notify the Attendance Coordinator as soon as possible prior to rehearsal.
- Where a member is unable to attend a concert or event, they shall notify the Attendance Coordinator as soon as possible.
- If a member misses 60% of rehearsals prior to or leading up to a concert or event, they may be asked not to sing at that concert or event, at the discretion of the Choir Director.

#### **Prospective Male Chorus Members**

The process for prospective members is as follows.

1. The Choir Director is made aware of the prospective member.
2. The Choir Director shall contact the prospective member to discuss musical background, expectations, the kind of music the Chorus sings, etc.

MADE by the Board the 25 day of June , 2024.

*Erin Williams*

Director Erin Williams Prado

*John Spenser*

Director John Spenser

*M SA*

Director Russell Sawatsky

*Deborah J Good*

Director Deborah J Good

*M B Funk*

Director Michael Funk