

## **Governing bodies of MC Sask**

### **Commissions**

Commissions of MC Sask are operational in nature and carry out the work of the church. All commission members shall serve as members of the Leadership Assembly, actively participating in meetings and duties as prescribed in these bylaws (Part V).

#### **1) Ministries Commission**

- a) The ministries commission shall consist of:
  - i) six persons elected at a delegate session; and
  - ii) appointed MC Sask staff personnel ex-officio but not-voting as deemed appropriate.
- b) The ministries commission shall work in partnership with MC Canada and MCC Saskatchewan in the initiation, promotion, support, and coordination of mission, outreach, and service programs in Saskatchewan and beyond. This work will include but is not limited to:
  - i) reconciliation with Indigenous neighbours;
  - ii) spiritual growth within our body(ies);
  - iii) connection with and support of international witness work, through MC Canada personnel, to local host communities around the world; and
  - iv) supporting local churches and clusters as they identify and create projects which serve the needs within their communities.

#### **2) Pastoral Leadership Commission**

- a) The pastoral leadership commission shall consist of:
  - i) six persons elected at a delegate session of which:
    - (1) three shall be lay persons;
    - (2) three shall be pastors; and
    - (3) appointed MC Sask staff personnel ex-officio but not-voting as deemed appropriate.
- b) The pastoral leadership commission shall:
  - i) be responsible for matters dealing with pastoral leadership in MC Sask such as licensing, ordination, and credentialing, and other matters relating to ministerial accreditation;
  - ii) offer guidance and support to member congregations and/or pastors in matters relating to pastoral leadership and relationships;
  - iii) arrange workshops, conferences and professional development courses as it deems appropriate;
  - iv) provide guidance and support to the MC Sask employees; and
  - v) appoint two members of the commission as representatives to the personnel committee.

## Separate Business Entities

These boards govern a separate entity of MC Sask. They function independently of the council but are responsible to MC Sask and the council. All entity board members shall serve as members of the Leadership Assembly, actively participating in meetings and duties as prescribed in these bylaws (Part V).

### 3) Entity Boards

- a) Youth Farm Complex Board
  - i) The Youth Farm Complex Board shall consist of nine persons elected at a delegate session.
  - ii) The Youth Farm complex board shall be responsible for governing the activities of the Youth Farm complex which consists of:
    - (1) Mennonite Nursing Home Inc.;
    - (2) Heritage Village
    - (3) the Mennonite Youth Farm farmland; and
    - (4) manage and maintain the buildings and grounds of the Mennonite Youth Farm Campus jointly with the board of the Youth Farm Bible Camp.

Each of the camps of MC Sask, namely Camp Elim, Shekinah Retreat Centre and the Youth Farm Bible Camp (YFBC), shall be governed by a board as selected below:

- b) The board of the Shekinah Retreat Centre shall consist of six to nine persons including:
  - i) four persons elected at a delegate session
  - ii) two to five persons appointed by the Shekinah board; and
  - iii) at least 50 percent of the board members shall be from MC Sask member congregations.
- c) The board of Camp Elim shall consist of five to eight persons including:
  - i) three persons elected at a delegate session
  - ii) two to five persons appointed by the Elim board; and
  - iii) at least 50 percent of the board members shall be from MC Sask member congregations
- d) The board of the Youth Farm Bible Camp shall consist of five to eight persons including:
  - i) three persons elected at a delegate session
  - ii) two to five persons appointed by the YFBC board; and
  - iii) at least 50 percent of the board members shall be from MC Sask member congregations.

Each entity board shall:

- e) select a chairperson who shall ensure communication with the council and other bodies of MC Sask is maintained as outlined in these bylaws;
- f) meet with the council annually, either as full bodies or the moderator with the organization board chair, to discuss all aspects of their operations;

- g) develop and from time to time amend bylaws to guide the organization, ensuring the council is notified whenever changes are made;
- h) develop financial, human resource, and other policies that may be required, or adopt those utilized by MC Sask and MC Canada;
- i) show they are fulfilling all obligations of any financial agreement where MC Sask is acting as financial guarantor on an ongoing basis;
- j) manage and maintain the buildings and grounds at its respective facilities; and
- k) coordinate all programs at their respective facilities.

### **Committees of MC Sask**

These committees are governance related and are responsible for oversight and direction of MC Sask. All committee members shall serve as members of the Leadership Assembly, actively participating in meetings and duties as prescribed in these bylaws (Part V).

#### **4) Finance Committee**

- a. The finance committee shall consist of:
  - i. the finance chair elected at a delegate session; and
  - ii. one other member of the council who is not the moderator.
- b. The finance committee shall:
  - i. prepare an annual budget for consideration by the council and for approval by the annual delegate session;
  - ii. on behalf of the council present an audited financial statement of MC Sask to the annual delegate meeting;
  - iii. make a recommendation to the delegate session respecting the appointment of the financial auditors;
  - iv. at all times have full access to all the financial records of MC Sask including all receipts, vouchers and all other supporting or evidentiary documents relating thereto, and shall check all expenditures and outgoings of funds from time to time to ascertain that they are being properly made;
  - v. ensure all financial controls are in place and functioning correctly;
  - vi. meet independently with the auditor to determine all financial tests have been performed and there are no issues relating to the audit;
  - vii. establish the rates at which those acting on behalf of MC Sask will be reimbursed for out-of-pocket expenses;
  - viii. from time to time establish a level above which cheques must be co-signed; and
  - ix. ensure the finance policies of MC Sask are kept up to date regarding payments, out-of-pocket expenses, payroll, and other financial matters as needed.

## 5) Personnel Committee

- a) The personnel committee shall consist of:
  - i) two representatives from the council, one of whom shall be the moderator;
  - ii) two representatives from the pastoral leadership commission; and
  - iii) the committee shall self-appoint a chairperson from one of these representatives.
- b) The personnel committee shall:
  - i) develop and keep under review the human resource policies of MC Sask;
  - ii) conduct searches for employees and make recommendations to the council;
  - iii) conduct annual performance evaluations of the employees of MC Sask; and
  - iv) keep under review the terms of reference and job descriptions for MC Sask employees, and recommend any desired changes to the council.

## 6) Bylaws Committee

- a) The bylaws committee shall be formed as needed, and will consist of at least two persons appointed by the council.
- b) The bylaws committee shall:
  - i) keep the bylaws under review and recommend amendments as deemed necessary;
  - ii) consider suggestions for bylaw amendments coming from within MC Sask; and
  - iii) present its deliberations and recommendations to the council.

## 7) Nominating Committee

- a) The nominating committee shall consist of three persons appointed by the council.
- b) The nominating committee shall:
  - i) consult appropriately to determine the expertise desired to fill the office open for election;
  - ii) prepare and present to the delegate session a slate of candidates with at least one name for each office to be filled; and
  - iii) obtain the acceptance of all candidates whose names appear on the slate.

## 8) Resolutions Committee

- a) The resolutions committee shall consist of three persons appointed by the council for each delegate session.
- b) The resolutions committee shall:
  - i) initiate motions or resolutions of its own volition as it deems appropriate;
  - ii) review the written motions or resolutions submitted in advance of, or during, the delegate session and edit each motion or resolution in consultation with the mover to ensure that its intent is clear and ensure the process defined in the *Resolutions Policy* is followed;
  - iii) ensure that the mover and a seconder of each motion or resolution before it are identified; and
  - iv) advise the presiding officer when it has a motion or resolution pertaining to the issue under debate.

**9) Ad Hoc Committees**

- a) The council may appoint an ad hoc committee consisting of the number of persons it deems appropriate to accomplish the direction set out by the council.
- b) Each ad hoc committee shall report to the council and is automatically disbanded when its task has been accomplished.
- c) Members of ad hoc committees will serve as members of the Leadership Assembly (Part V) as deemed appropriate by the council.

Final Draft