



HALIFAX REGION United Baptist Association

Policies and Procedures Manual

**(Establishing Terms of Reference
Rules of Procedure
and Roles and Responsibilities)**

This updated version of the HRUBA Policy and Procedures Manual was adopted by HRUBA Council at its meeting on June 1, 2021. Please note that some sections have text highlighted in red noting that further development is underway.

Halifax Region United Baptist Association Policies and Procedures Manual

Introduction

The Halifax Region United Baptist Association (HRUBA) is a registered society under the Nova Scotia Societies Act. At the Fall Rally held on October 29, 2011, the membership approved in principle a new Memorandum of Association. At a Special Meeting held on September 29, 2012, the Association membership voted to accept its Memorandum of Association and By-Law #1, which were subsequently accepted by the Nova Scotia Registrar of Joint Stock Companies on October 26, 2012.

As the HRUBA is also a registered charity with the Canada Revenue Agency, in 2013, in order to comply with changed requirements from the Canada Revenue Agency, it was necessary to update the Objectives of the Association, which are contained in the Memorandum of Association. The amended Objectives were adopted at the HRUBA Spring Rally of April 26, 2014 and were accepted by the Registrar of Joint Stock Companies on June 17, 2014.

At the HRUBA Annual Meeting held on April 20, 2021, the replacement of By-Law #1 with a new By-Law #2 was approved.

This Policies and Procedures Manual (P&P Manual) contains documentation regarding how the Association will conduct its business and must be read in the context of the Nova Scotia Societies Act, the HRUBA Memorandum of Association and the HRUBA By-Law #2, all of which have precedence over this Manual. References to the Memorandum of Association and By-Law #2 are made in this document to refer the reader to the authorities by which Terms of Reference, Rules of Procedure, and Roles and Responsibilities have been established.

Establishing Terms of Reference, Rules of Procedure and Roles and Responsibilities

Article XI of the HRUBA By-Law #2 describes the Association Council.

Section 11.9 defines some of the powers of the Association Council:

- 11.9** *“Subject only to a ratification vote at the next Meeting of the Association Body of Delegates, the Association Council may:*
- a. *Establish its own Terms of Reference and Rules of Procedure;*
 - b. *Establish Roles and Responsibilities for the Officers of the Association;*
 - c. *Establish Committees, Working Groups and Association Ministries and appoint members to each and appoint up to two Members at Large;*
 - d. *Nominate Chairs or Coordinators for Committees, Working Groups and Association Ministries for election, and fill mid-term vacancies for ratification at the next Meeting of the Association Body of Delegates;*
 - e. *Establish Terms of Reference and Rules of Procedure for Committees, Working Groups and Association Ministries;*
 - f. *Establish Rules of Order for Meetings of the Association Body of Delegates; and*
 - g. *Establish a Budget for the Association.”*

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Objectives, Mission and Role of the Halifax Region United Baptist Association

The Objectives of the Association are defined in Memorandum of Association, which was originally adopted by the membership and accepted by the Nova Scotia Registrar of Joint Stock Companies in 2012 and subsequently amended in 2014. The mission-oriented Objectives are:

“Operating on a volunteer and non-profit basis, and consistent with its Mission, the Objectives of the Association are:

- a. To advance religion by supporting Local Churches of the Association that have not become financially self supporting (Home Missions Churches), so that they might establish houses of worship, conduct services of worship, hire ministers to preach the gospel and provide pastoral services to their members and adherents in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith;*
- b. To advance religion by supporting Local Churches of the Association and Baptist Ministers through the provision of a Licensing Committee which shall develop Ministerial Standards and examine candidates for the Association License to Minister and the Association Lay License to Minister in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith;*
- c. To advance religion through the provision of a Mediation Process that will serve Local Churches of the Association and their pastoral and lay leadership in the resolution of conflicts through a confidential and faith-based process in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith;*
- d. To advance religion and to promote health and wellbeing through the support of a Chaplaincy for the Halifax Hospitals and by the provision of counselling and support for patients and their families in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith;*
- e. To advance religion through the support of a Camp and Conference Centre to be used for programs, workshops, instruction, retreats, meetings, conferences and recreational activities for children, youth and adults in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith;*
- f. To advance religion through the provision of worship, fellowship, training, education and workshop events and by the promotion and advertising of such events organized by Local Churches of the Association in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith;”*

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The Mission of the Association is defined in Article III of By-Law #2.

“The Mission of the Association is to encourage the Churches:

a. To obey the Great Commandment;

...the Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength... Love your neighbour as yourself. {Mark 12: 29b-31a New International Version ©1984};

b. To fulfill the Great Commission;

Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” {Matthew 28:18-20 New International Version ©1984};
and

c. To preserve the Unity of the Church.

Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit—just as you were called to one hope when you were called— one Lord, one faith, one baptism; one God and Father of all who is over all and through all and in all. {Ephesians 4:3-6 New International Version ©1984}.”

The Role of the Association is defined in Article IV of By-Law #2.

“The Association will fulfill its mission by being a fellowship-based organization, providing resources and equipping opportunities for Member Churches to fulfil their missions.”

Membership in the Association

Membership in the Association is open only to local Baptist Churches. Matters related to membership are described in Article VII of By-Law #2, with details concerning the principle of Voluntary Association, Joining, Transfer of Membership, Rights and Obligations of Member Churches, Revocation of Membership, Termination of Membership, and Disassociation by a Member Church. See page 21 for detail regarding the process for a Church to join the Association.

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Relationship with the Canadian Baptists of Atlantic Canada

The Halifax Region United Baptist Association is a part of Region 6 (Cumberland / Colchester-Pictou / Halifax) of the Canadian Baptists of Atlantic Canada (CBAC)

When a need or request for denominational assistance is made to the Association and/or Council by one of the Member Churches, the suggested procedure is for the Moderator or Clerk to contact the CBAC Office which will refer the matter to the appropriate Associate Executive Minister or Director.

The Association shall be entitled to send two (2) Delegates entitled to vote at all Meetings of Members of the CBAC Annual Assembly of Members (OASIS). Each Delegate shall be a member of a Local Church and a believer baptized by immersion, except where precluded by medical condition. The Association shall certify to the CBAC that that Association's Delegates were duly appointed.

The HRUBA is entitled to be represented on the CBAC Nominating Committee on a rotating basis with representatives of other Associations in Region 6 (Cumberland / Colchester-Pictou / Halifax; of the new 9 Region structure.

There are also roles for Association Officers and Committee Chairs/Committees with respect to communication or coordination with CBAC. Please see the following pages for details:

- Moderator (pages 8 and 9);
- Treasurer (page 14 and 15);
- Home Missions and New Membership Committee (pages 18 - 20);
- Licensing Committee (pages 26 - 32);
- Hospital Chaplaincy Committee (pages 33 and 34);
- Mediation Committee (page 38);
- Budget Committee (pages 41 and 42); and
- Representatives Appointed by Other Organizations or Appointed to Other Organizations (page 43):
 - Youth Ministry Coordinator (page 43);
 - HRUBA Refugee Coordinator (page 44);
 - CBAC Examining Council for Ordination (page 45):

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Association Body of Delegates

As described in Section 8.1 of By-Law #2, each Member Church may appoint delegates to Meetings of the Association Body of Delegates, which is the governing body of the Association.

Section 8.2 defines the Role of the Association Body of Delegates

8.2.1 The Association Body of Delegates shall be the governing body of the Association.

8.2.2 The Association is ultimately responsible to the Member Churches through the Association Body of Delegates.

8.2.3 The Association Body of Delegates may delegate such authority and responsibility to the Association Officers and the Association Council as it determines to be necessary from time to time.”

Meetings of the Association Body of Delegates

Article IX of By-Law #2 describes Meeting of the Association Body of Delegates, including the Annual Meeting, Special Meetings, Notice of Meetings, Quorum at Meetings, Voting, and Fellowship Meetings. It should be noted that meetings may be held in person, via teleconference or with a combination of in person and via teleconference, but proxy voting is not allowed.

Rules of Order for Meetings of the Association Body of Delegates

1. Every sitting of the Meeting of the Association Body of Delegates shall be opened and closed with prayer.
2. Adequate time shall be allotted in the opening session for a devotional.
3. Persons invited to a seat may speak on all subjects under debate, but would have no vote.
4. Every speaker shall address the chair and shall identify themselves and their church.
5. No person shall speak for more than three minutes on any subject without permission of the Body.
6. No person shall speak more than twice on any subject without permission of the Body.
7. Motions made and lost shall not be recorded in the Minutes unless so ordered at the time. When the motion is not recorded, the minutes shall note the subject of the discussion.
8. The government of the Body and the regulation of its proceedings shall be strictly in accordance with parliamentary usage so called.
9. When a church is received into the membership of the Association the Moderator shall give the “Right Hand of Fellowship” to one of its delegates.
10. At the commencement of each session, the minutes of the previous session shall be presented and approved, and the minutes of the final session shall be approved by Council.
11. Resolutions shall be presented in writing when so desired by the Moderator or the Clerk.
12. Immediately after the opening of the Meeting these rules shall be distinctly read by the Clerk.

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Terms of Reference and Rules of Procedure for Association Council

Article XI: Association Council, provides for an Association Council.

1. As prescribed by Section 11.1 of the HRUBA By-Law #2, the Association Council (Council) shall be composed of:
 - a. The Officers of the Association:
 - i. Moderator;
 - ii. Past Moderator;
 - iii. Clerk;
 - iv. Treasurer;
 - v. The Vice Moderator;
 - b. The Chair of each Standing Committee established by the Association Council;
 - c. The Chair of each Working Group established by the Association Council;
 - d. The Coordinator or Director of each Association Ministry established by the Association Council; and
 - e. Up to two (2) Members at Large appointed by Association Council.
2. As prescribed by Section 11.5 of the HRUBA By-Law #2, the Members of Council shall serve without remuneration and no Member of Council shall directly or indirectly receive any profit from their position as such; provided that a Member of Council may be paid reasonable expenses incurred by him or her in the performance of the duties of that Member of Council.
3. As prescribed by Section 11.7 of the HRUBA By-Law #2, subject only to direction from a Meeting of the Association Body of Delegates, Council shall have the responsibility for the operation of the Association between Meetings of the Association Body of Delegates.
4. As prescribed by Section 11.8 of the HRUBA By-Law #2, Council shall endeavour to implement the decisions made from time to time by the Association Body of Delegates.
5. As prescribed by Section 11.9 of the HRUBA By-Law #2, subject only to a ratification vote at the next Meeting of the Association Body of Delegates, Council may:
 - a. Establish its own Terms of Reference and Rules of Procedure;
 - b. Establish Roles and Responsibilities for the Officers of the Association;
 - c. Establish Committees, Working Groups and Association Ministries and appoint members to each and appoint up to two Members at Large;
 - d. Nominate Chairs or Coordinators for Committees, Working Groups and Association Ministries for election, and fill mid-term vacancies for ratification at the next Meeting of the Association Body of Delegates;
 - e. Establish Terms of Reference and Rules of Procedure for Committees, Working Groups and Association Ministries;
 - f. Establish Rules of Order for Meetings of the Association Body of Delegates; and
 - g. Establish a Budget for the Association.
6. Council shall meet not less than four times annually in person, via teleconference or with a combination of in person and via teleconference. One of these meetings may be a retreat for planning or considering major issues. Council shall address ongoing business or urgent issues with additional meetings when appropriate.
7. Fifty percent (50%) plus one of the Members of Council who are present in person or via teleconference shall constitute a quorum for transaction of business presented before meetings of Council. Proxy voting is not allowed, but when it is not possible for the Chair of

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a Standing Committee or Working Group or the Coordinator or Director of an Association Ministry to attend a meeting of Council, the Chair, Coordinator, or Director may appoint a member of the Standing Committee, Working Group or Association Ministry to attend the Council Meeting on their behalf in person or via teleconference, and shall inform the Moderator of the attendance of this person's attendance. Such person shall be counted towards a quorum for the transaction of business and shall be entitled to vote.

8. Council shall review the work of the Standing Committees, Working Groups and Association Ministries, receiving reports from these groups at least twice each year, and give direction and assistance as necessary, responding to concerns from these groups in a timely manner.
9. Council shall be updated by Council Executive relative to action required arising out of correspondence with the churches and/or the CBAC.
10. Council shall approve the Agenda for each Meeting of the Association Body of Delegates and ensure that it is made available to all Member Churches and other Delegates entitled to attend the Meeting with sufficient notice to meet the requirements of Sections 1.1(c) and 9.3 of the HRUBA By-Law #2 (Annual Meetings and meetings at which a resolution will be proposed as a Special Resolution at least 30 days in advance of the meeting and other Meetings at least 15 days in advance of the meeting) to be delivered by Canada Post or by email.
11. Council shall ensure that relevant documentation for every Meeting of the Association Body of Delegates is made available by hard copy or electronic copy to all Member Churches and other Delegates entitled to attend the Meeting a minimum of fifteen days in advance of the meeting.
12. Council shall ensure that Draft Minutes of every Meeting of the Association Body of Delegates is made available by hard copy or electronic copy to all Member Churches and other Delegates entitled to attend the Meeting within forty two days of the date the meeting was held.
13. Council shall ensure that a slate of nominations for Officers, Council Members, Chairs of Committees and Working Groups, Members of Committees and Working Groups, and Appointments to other Organizations is prepared for presentation to the Annual Meeting of the Association Body of Delegates (see also pages 39-40 and 43 of this P&P Manual).
14. Council shall ensure that a Draft Budget is prepared for presentation to the Annual Meeting of the Association Body of Delegates (see also page 41 and 42 of this P&P Manual).

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Association Council Executive

1. Council Executive is comprised of the Moderator, Vice Moderator, Past Moderator, Clerk and Treasurer with power to add from the Members of Council.
2. Council Executive shall meet as necessary, but typically will meet at least once between Council meetings.
3. Council Executive shall deal with operational issues between meetings of Council, to reduce the frequency that Council Meetings are required, including any correspondence or requests from our Churches/CBAC.
4. Council Executive shall act as a Working Group for major policy issues, working through ideas and proposals and bringing recommendations back to Council for approval.
5. Council Executive shall organize the Annual Meeting and Agenda for the Association Body of Delegates for approval by Council with sufficient lead time that it can be distributed to Member Churches at least 30 days in advance of the meeting.
6. Council Executive shall forward the draft minutes of the Annual Meeting to the Council for review in a timely manner so that they might be distributed to member churches within forty two days of the meeting being held.
7. Council Executive shall work with and support the Vice Moderator in their role of Program Coordinator for not business meetings, including face-to-face gatherings and virtual gatherings and including speakers, workshops, retreats, training sessions or courses or other events.
8. Council Executive shall lead in the development of strategic plans and year plans for the HRUBA, including retreats, workshops, information sessions, surveys and development of draft materials for approval by Council.
9. Council Executive shall be responsible for preparation of the minutes for its meetings.
10. Council Executive shall perform such other duties as may be assigned from time to time by the Moderator, Association Council or by a Meeting of the Association Body of Delegates.

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Roles and Responsibilities for the Moderator

Term of Office: One year or two years, as negotiated, becoming Past Moderator the following year.

Accountability: This position is accountable to the Council and to the membership of the Association.

Association Council Responsibilities:

1. Attend regular meetings of Council and Council Executive as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend Meetings of the Association Body of Delegates.

Position Specifics:

1. Supervise the affairs of the Association, ensuring that the decisions of the Association Body of Delegates are duly implemented and business is conducted in an appropriate and timely manner, including oversight of the Association Council, Council Executive, Officers, Chairs of all Committees and Working Groups, and Coordinators or Directors of all Association Ministries.
2. Serve as an Officer of the Association.
3. Serve as a Signing Officer for the Association as per Section 12.2 of the HRUBA By-Law #2.
4. Working with Council and Council Executive as appropriate, prepare agendas for meetings of Council, Council Executive and the Association Body of Delegates.
5. Chair Meetings of the Association Council, Council Executive and the Association Body of Delegates, and appoint the Vice Moderator or the Past Moderator to do so when not personally able to do so.
6. Review draft minutes prepared by the Clerk of meetings of Council, and the Association Body of Delegates and pass them to Council for review and distribution.
7. Arrange for the taking of minutes of meetings of Council Executive and review draft minutes of these meetings.
8. Serve as an ex-officio member of all Committees.

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9. Represent, or designate a Member of Council to represent, the Baptist Churches of this Association at functions where a representative of our churches is requested or invited to attend:
 - a. CBAC events;
 - b. Administer the vows at Ordinations and Inductions of Pastors within the churches of the Association; and
 - c. Other Formal Events within Metro Halifax requiring Denominational Representation.
10. May be asked to submit names to the Canadian Baptists of Atlantic Canada (CBAC) Nominating Committee;
11. May be asked to serve as a Delegate to CBAC Assembly (Oasis);
12. Provide orientation and support to the Vice Moderator with respect to the role and duties of the Moderator, thus ensuring a smooth transition the following year.
13. Perform such other Duties as may be requested from time to time by the Association Council or by a Meeting of the Association Body of Delegates.

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Roles and Responsibilities for the Vice Moderator

Term of Office: The Vice Moderator shall hold office for one or two years, equivalent to the length of the Moderator's term. The Vice Moderator shall become Moderator at the end of the Moderator's term of office.

Accountability: This position is accountable to the Council and membership of the Association.

Association Council Responsibilities:

1. Attend regular meetings of Council and Council Executive as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend Meetings of the Association Body of Delegates.

Position Specifics:

1. Serve as an Officer of the Association.
2. Serve as a Signing Officer for the Association as per Section 12.2 of the HRUBA By-Law #2.
3. As requested by the Moderator, Chair meetings of Council or Council Executive or meetings of the Association Body of Delegates.
4. As requested by the Moderator, represent the Baptist Churches of this Association at functions where a representative of our churches is requested or invited to attend.
5. Support the work of the Member Churches.
6. Acts as the liaison between the Council Executive and the Communications Coordinator.
7. Act as Program Coordinator:
 - a. identify needs of members of Member Churches, ordained clergy, lay leaders, and those considering pastoral or lay ministry;
 - b. develop plans for events that are not business meetings, including face-to-face gatherings and virtual gatherings, including speakers, workshops, retreats, training sessions or courses, or other events;
 - c. may enlist help from Council Members or others and may establish ad hoc Working Groups to assist this role.
8. Perform such other Duties as may be assigned from time to time by the Association Council or by a Meeting of the Association Body of Delegates, such as participating as a member of the Nominating Committee.

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Roles and Responsibilities for the Past Moderator

Term of Office: The Past Moderator shall hold office for one or two years, depending on the length of the incoming Moderator's term. The Past Moderator takes office at the end of their term of office as Moderator.

Accountability: This position is accountable to the Council and to the membership of the Association.

Association Council Responsibilities:

1. Attend regular meetings of Council and Council Executive as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend Meetings of the Association Body of Delegates.

Position Specifics:

1. Serve as an Officer of the Association.
2. Serve as a Signing Officer of the Association as per Section 12.2 of the HRUBA By-Law #2.
3. Assist the Moderator with an orderly transition of responsibilities to ensure the ongoing effectiveness of the Association and ensure that the decisions of the Association Body of Delegates are duly implemented and business is conducted in an appropriate and timely manner.
4. Chair the HRUBA Nominating Committee (see page 39).
5. As requested by the Moderator, Chair meetings of Council or Council Executive or meetings of the Association Body of Delegates.
6. As requested by the Moderator, represent the Baptist Churches of this Association at functions where a representative of our churches is requested or invited to attend.
7. Perform such other Duties as may be assigned from time to time by the Association Council or by a Meeting of the Association Body of Delegates.

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Roles and Responsibilities for the Clerk

Term of Office: Two or three years, as negotiated, and eligible for re-election.

Accountability: This position is accountable to the Council and the membership of the Association.

Association Council Responsibilities:

1. Attend regular meetings of Council as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend Meetings of the Association Body of Delegates.

Position Specifics:

1. Serve as an Officer of the Association.
2. Serve as a Signing Officer for the Association as per Section 12.2 of the HRUBA By-Law #2.
3. Attend meetings of Association Council and take minutes of the proceedings of these meetings for review by the Moderator and Council. Arrange for an alternate minute taker if unable to attend. In taking minutes, should record discussion and action items only, unless otherwise requested (i.e.: no verbatim record of the meeting is required).
4. Attend meetings of the Council Executive when available, but not responsible for taking minutes for these meetings.
5. Attend Meetings of Association Body of Delegates and take minutes of the proceedings of these meetings. Arrange for an alternate minute taker if unable to attend. In taking minutes, should record discussion and action items only, unless otherwise requested (i.e.: no verbatim record of the meeting is required).
6. Prepare Draft Minutes of each Meeting of the Association Body of Delegates for review by the Moderator and Council in a timely manner so that they may be reviewed and distributed to all Member Churches and other Delegates entitled to attend the Meeting within forty two days of the date the meeting was held.
7. Maintain an up to date record of member churches, official addresses, names of Pastors, Associate Pastors, Youth Pastors, Licentiates and other pastoral staff, and the number of resident members, and make this record available to the Nominating Committee.

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8. Forward information to the Communications Coordinator for posting to the HRUBA Website or distribution to member churches.
9. Deal with incoming and outgoing correspondence for the Association or Association Council, ensuring it is dealt with expeditiously and properly filed. Assistance with this duty will be provided by the Council Executive.
10. Perform such other Duties as may be requested from time to time by the Moderator, Association Council or a Meeting of the Association Body of Delegates.

Legal Responsibilities from By-Law #2:

Section 10.9 of By-Law #2 defines several responsibilities of the Clerk as they relate to the Societies Act. Council Executive will assist with these responsibilities:

10.9 The Clerk shall:

- a. Have responsibility for the preparation and custody of all the books and records of the Association, including but not limited to, the minutes of Meetings of the Association Body of Delegates, the minutes of Association Council and the Register of Members;
- b. Prepare and file the annual requirements with the office of the Registrar;
- c. File with the Registrar, within fourteen (14) days of their election, a list of Members of Association Council, with their addresses, occupations and dates of election;
- d. File with the Registrar a copy of every Special Resolution, within fourteen (14) days after the resolution is passed;
- e. Have custody of the Seal of the Association, which may be affixed to any document upon resolution of the Association Council;

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Roles and Responsibilities for the Treasurer

Term of Office: Two or three years, as negotiated, and eligible for re-election.

Accountability: This position is accountable to the Council and the membership of the Association.

Association Council Responsibilities:

1. Attend regular meetings of Council and Council Executive as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend Meetings of the Association Body of Delegates.

Position Specifics:

1. Serve as an Officer of the Association.
2. Serve as a Signing Officer for the Association as per Section 12.2 of the HRUBA By-Law #2.
3. Maintain a record of receipts and expenditures of the Association.
4. Ensure preparation and presentation of such Financial Reports as are required by Council, appointing someone to attend Council Meetings when unable to attend in person.
5. Ensure preparation and presentation of a Financial Report to the Annual Meeting of the Association Body of Delegates.
6. Participate as a member of the Budget Committee in the preparation of a Draft Statement of Proposed Receipts and Disbursements (Budget) for the ensuing year (see page 41).
7. Work with Council to ensure that Member Churches are notified of their Annual Fees.
8. In Consultation with the Association Council or Council Executive, coordinate the budgets of the Association Ministries, Working Groups and Standing Committees and periodic disbursements to them.
9. Serve as the Financial Liaison Officer between Canadian Baptists of Atlantic Canada and the Association.
10. Perform such other Duties as may be requested from time to time by the Moderator, Association Council or a Meeting of the Association Body of Delegates.

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Legal Responsibilities from By-Law #2:

Section 10.10 of By-Law #2 defines several responsibilities of the Treasurer as they relate to the Societies Act. Council Executive will assist with these responsibilities:

10.10The Treasurer shall;

- a. Have responsibility for the custody of the financial books and records of the Association;
- b. Have responsibility for the preparation of the year-end Financial Report of the Association as required by Section 12.7;
- c. File with the Registrar a signed copy of the Financial Report of the Association within fourteen (14) days of the Annual Meeting of the Association;
- d. In consultation with the Association Council, participate in the development of a Draft Budget for the Association for presentation to the Annual Meeting of the Association Body of Delegates.

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Roles and Responsibilities for the Council Members at Large (up to 2)

Term of Office: Two or three years, as negotiated, and eligible for re-election. Note that these positions are appointed by the Council, not nominated for consideration by the Delegates at a meeting of the Association Body of Delegates. This allows for more rapid appointment to respond to emerging needs.

Accountability: These positions are accountable to the Council and the membership of the Association.

Association Council Responsibilities:

1. When able, attend regular meetings of Council as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. When able, attend Meetings of the Association Body of Delegates.

Position Specifics:

1. These positions do not have responsibility for a specific office, mission or ministry, but represent the broad interests of the Member Churches of the Association.
2. Council may ask them to represent a particular interest within the Association, ensuring that a group or subject area is fully represented at Council.
3. Council may ask them to undertake special assignments or projects identified by Council Executive or Council, including leading or participating in a Working Group to bring resources to bear quickly on emerging issues.

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Roles and Responsibilities for the Communications Coordinator

Term of Office: Two or three years, as negotiated, and eligible for re-election.

Accountability: This position is accountable to the Moderator and to Association Council.

Association Council Responsibilities:

1. When able, attend regular meetings of Council as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. When able, attend Meetings of the Association Body of Delegates.

Position Specifics:

1. Coordinate the Communications efforts of the Association, including receiving text from Council Executive and Council and member churches, and publishing them in emails or newsletters to member church contacts.
2. Liaise with the Webmaster, forwarding items that need to go on the Website, providing updated content as it becomes available and ensuring that the Website is well maintained and current.

Note: This is the first year for this position, so more detail may be added as experience with the position is gained.

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Home Missions and New Membership Committee

This is a Standing Committee of HRUBA.

There are two roles for this Committee:

- Supporting Home Missions Churches, including the grant process; and
- Growing the Association by expanding membership and considering requests from local churches or faith groups to join the Halifax Region United Baptist Association

Roles and Responsibilities for the Home Missions and New Membership Committee Chair

Term of Office: Three years, or as negotiated, and eligible for re-election.

Accountability: This position is accountable to the Moderator and to the Council.

Association Council Responsibilities:

1. Attend regular meetings of Council as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend meetings of the Association Body of Delegates.

Position Specifics:

1. Chair the Home Missions and New Membership Committee.
2. Serve as the liaison between the HRUBA and the CBAC Home Missions Board, for all matters relating to the HRUBA Home Missions Churches.
3. Present Status Reports to Council twice each year which detail how the ministry of each HRUBA Home Missions Church is developing, successes and failures with their developmental plans and how the grant provided by the HRUBA has been used.
4. Present a Report summarizing the work of the Committee and the status of each Home Missions Church to a Meeting of the Association Body of Delegates at least once each year, also submitting a copy of this report to the CBAC Home Missions Board.
5. Serve as the liaison between new churches or faith groups that would like to explore becoming members of HRUBA, using the material in the HRUBA New Church Membership Guide as an outline of the process to be followed.
6. Present Status Reports to Council twice each year which detail the status of the application of each new church or faith group that is exploring becoming a member of HRUBA.

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7. Present a Report summarizing the work of the Committee regarding the application of each new church or faith group that is exploring becoming a member of HRUBA status to a Meeting of the Association Body of Delegates at least once each year.
8. Perform such other Duties as may be requested from time to time by the Moderator, Association Council or a Meeting of the Association Body of Delegates.

Roles and Responsibilities for the Home Missions and New Membership Committee

Term of Office: The Committee is composed of the Chair and up to six members, each holding office for a term of three years, with one third of the members being elected each year, with an attempt to have representation from across the geographic area served by the Association. Each member is eligible for re-election.

With the approval of the Association Council, the Chair of the Committee may add to the Committee persons who will assist the Committee with its mandate.

Accountability: These positions are accountable to the Chair of the Home Missions Committee.

Committee Specifics Regarding Supporting Home Missions Churches:

1. Ensure that CBAC forms for Grants are sent to existing Home Missions Churches.
2. Set up dates for the Committee to meet with existing Home Missions Churches.
3. Verify Application Forms are in the hands of existing Home Missions Churches
4. Meet with existing Home Missions Churches regarding CBAC and Association Grants
5. Prepare a list of recommended Grants for inclusion in the HRUBA Draft Budget for the next year and forward to the Budget Committee (see page 41).
6. Plan for and conduct visits to Grant Churches across the year and establish accountabilities for each Grants Church and each Mentor Church so that it will be possible to monitor progress over the year.
7. Keep in touch with Home Mission Pastors.

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8. Process applications from potential new Home Missions Churches, formalize official contacts with the Church and with the Mentor Church, ensuring that all relevant forms are available and assistance is provided in understanding the process of working both with the CBAC and the HRUBA. Set up a process to ensure that all contacts and documentation are in place in a timely manner so that decisions can be made by the CBAC and HRUBA authorities and to establish accountabilities and monitoring if the grant application is approved.
9. Assist the Home Missions and New Membership Committee Chair in the preparation of Status Reports to Council twice each year, which detail how the ministry of each HRUBA Home Missions Church is developing, successes and failures with their developmental plans and how the grant provided by the HRUBA has been used.
10. Assist the Home Missions and New Membership Committee Chair in the preparation of a Report summarizing the work of the Committee and the status of each Home Missions Church which the Chair will present to a Meeting of the Association Body of Delegates at least once each year and will forward to the CBAC Home Missions Board.

Committee Specifics Regarding Growing the Association by Expanding Membership and Considering Requests to Join the Association:

1. Enter into discussion with local churches or faith groups that would like to explore becoming members of HRUBA, using the material in the HRUBA New Church Membership Guide as an outline of the process to be followed.
2. Keep HRUBA Council Executive and Council advised of discussion with any new church or faith group, any formal requests for membership and progress toward membership.
3. Assist the Home Missions and New Membership Committee Chair in the preparation of Status Reports to Council twice each year, which detail the discussions with each local church or faith group that is considering joining the Association, including mentoring arrangements and progress.
4. Assist the Home Missions and New Membership Committee Chair in the preparation of a Report summarizing the work of the Committee and the status of each local church or faith group that is considering joining the Association which the Chair will present to a Meeting of the Association Body of Delegates at least once each year.

Notes:

1. *The CBAC is reviewing its process for Home Missions grants and the roles of CBAC and Regional Associations. Our process may need to be updated as these discussions continue.*
2. *The New Church Membership Guide is still under development, with a draft being reviewed.*

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Background Information for Local Baptist Churches or Faith Groups Wishing to Consider Joining the Halifax Region United Baptist Association

The Halifax Region United Baptist Association (HRUBA) is a voluntary association of local Baptist Churches situated in the Halifax Regional Municipality of Nova Scotia or in close proximity to the Halifax Regional Municipality, and membership shall be limited to Baptist Churches situated within this geographic area.

In 2012, the HRUBA became a registered society under the Nova Scotia Societies Act, with the passage of its Memorandum of Association and By-Law #1, to which subsequent amendments were made. By-Law #1 was repealed and replaced by By-Law #2 at the Annual Meeting held on

As HRUBA is also a registered charity with the Canada Revenue Agency (CRA), it was necessary to update the Objectives of the Association to comply with CRA requirements in 2014. Please refer to a copy of the Memorandum of Association or page 1 of the Policy and Procedures Manual for a copy of the Objectives of the Association.

The Mission of the HRUBA is described in Article III of By-Law #2:

“The Mission of the Association is to encourage the Churches:

a. To obey the Great Commandment;

...the Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength... Love your neighbour as yourself. {Mark 12: 29b-31a New International Version ©1984};

b. To fulfill the Great Commission;

Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” {Matthew 28:18-20 New International Version ©1984}; and

c. To preserve the Unity of the Church.

Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit—just as you were called to one hope when you were called— one Lord, one faith, one baptism; one God and Father of all who is over all and through all and in all. {Ephesians 4:3-6 New International Version ©1984}.”

The Role of the Association is defined in Article IV of By-Law #2.

“The Association will fulfill its mission by being a fellowship-based organization, providing resources and equipping opportunities for Member Churches to fulfil their missions.”

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Baptist Distinctives are listed in Article VI of By-Law #2:

“6.1 The following are Distinctives which are held in common by the Baptist Churches which are Members of the Association

- a. “The Lordship of Jesus Christ;*
- b. The Authority of the Scriptures;*
- c. The Priesthood of the Believer;*
- d. Believer’s Baptism;*
- e. Regenerate Church Membership;*
- f. The Autonomy of the Local Church; and*
- g. The Separation of Church and State.”*

The Rights and Obligations of Membership are defined in Section 7.4 of By-Law #2:

“7.4 Rights and Obligations of Member Churches

7.4.1 Member Churches shall have the following rights:

- a. To be notified of and to participate in the activities of the Association;*
- b. To send Delegates to Meetings of the Association Body of Delegates; and*
- c. To nominate persons to serve as Officers of the Association, on the Association Council or on Association Working Groups, Committees and Ministries.*

7.4.2 Member Churches shall have the following obligations:

- a. To support the Mission and Objectives of the Association;*
- b. To participate in the activities of the Association; and*
- c. To support the Budget of the Association.”*

The Halifax Region United Baptist Association supports the following ministries through its member dues (presently \$16 for each member of each member church) and rally offerings:

- 1. Hospital Chaplaincy** - We have a full-time and a part-time chaplain at Queen Elizabeth II Infirmary and Victoria General sites, the Izaak Walter Killam Hospital and the Nova Scotia Rehabilitation Center.
- 2. Home Missions** - Committee set up to accept applications for mission grants from our family of churches to help with new programs and outreach. Applications, due in October are mailed to: HRUBA Home Missions, PO Box 20034, Spryfield PO, Halifax, NS B3R 1V0 or emailed to halifaxregionuba@gmail.com.
- 3. Bayside Camp and Retreat Centre, Sambro Head** - Our budget has line items for their operations and to help with the Executive Director's housing (mortgage). We also help support their fundraiser in the Fall (Fall Banquet).

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Application Process for New Churches Becoming Members of the HRUBA

Note that a New Church Membership Guide is under development to assist a local church or faith group in making application for membership in the HRUBA.

Article VII of the Halifax Region United Baptist Association By-Law #2 sets out requirements and processes related to membership. Section 7.2 deals with Joining:

7.2 Joining

7.2.1 *A local Baptist Church wishing to unite with the Halifax Region United Baptist Association shall:*

- a. Send written application from the church to the Clerk of the Association requesting consideration for membership in the Association, including a brief history of the church and the reasons why the church is making application for Association membership and its commitment to support the Mission and Objectives of the Association;*
- b. Give satisfactory evidence as to its faith and practice with respect to the Baptist Distinctives listed in Section 6.1;*
- c. Give satisfactory evidence that it is not in conflict with any of the existing Member Churches of the Association or that it is actively seeking to be reconciled to such Member Church(es). In the event that conflict remains between the applicant church and an existing Member Church of the Association, both churches should agree to participate in a reconciliation process established by the Association Council for such purpose; and*
- d. Agree to enter into a period of mentorship/sponsorship (see following page) with one of the existing Member Churches of the Association for a duration of no less than one year, during which time the pastor/leadership team of the sponsoring church shall meet with the pastor/leadership team of the applicant church on a quarterly basis to provide encouragement and guidance and discuss ministry and development issues pertaining to the applicant church.*

7.2.2 *Upon receipt of the application for membership in the Association from the applicant church, the Association Council, or its appointed representatives, shall meet with the pastor/leadership team of the applicant church to ensure that steps a, b, and c of Section 7.2.1 above are satisfied and that the applicant church is prepared to enter into step d. . If there are any deficiencies, the Association Council, or its appointed representatives shall work with the applicant church to determine whether they can be resolved.*

7.2.3 *If the applicant church has not made an agreement with a Member Church of the Association to act in the mentorship/sponsorship role, the Association Council, or its appointed representatives, shall work with the applicant church to determine whether a mentor/sponsor Member Church can be found.*

7.2.4 *When the requirements of Section 7.2.2 above are met and an agreement has been made with a Member Church to act as Mentor/Sponsor, the Association Council, or*

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its appointed representatives shall meet with the pastor/leadership team of the applicant church and representatives of the mentoring/sponsoring Member Church to confirm the arrangements for the mentoring process.

- 7.2.5** *At the end of the mentoring period both the applicant church and the Mentoring/Sponsoring Member Church shall submit written reports to the Association Council respecting the accomplishments of the mentoring year, and the readiness of the applicant church to proceed with its application for membership.*
- 7.2.6** *The Association Council, or its appointed representatives, shall meet with the pastor/leadership team of the applicant church and with representatives of the mentoring/sponsoring Member Church to confirm readiness to proceed or to identify the need for additional mentorship or other requirements.*
- 7.2.7** *When satisfied that the applicant church is prepared for membership and is a suitable candidate for membership and upon receipt of a recommendation from the mentoring/sponsoring Member Church, the Association Council shall make notice of Special Resolution that the applicant church be admitted into the membership of the Association at the following Meeting of the Association Body of Delegates.*
- 7.2.8** *At the following Meeting of the Association Body of Delegates, the Special Resolution regarding the applicant church being admitted into membership of the Association shall be put to the vote.*

Note that a New Church Membership Guide is under development to assist a local church or faith group in making application for membership in the HRUBA.

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Explanation of the Mentorship/Sponsorship Process

The intention of the mentorship/sponsorship process is to form a helping relationship with the Church applying for membership in the HRUBA. The mentoring Church is to provide support and guidance during the applicant Church's first year of development. It is expected that if issues of concern arise, the mentoring Church will be encouraged to bring the concerns back to the Council to address. It is not an expectation that the mentoring Church will resolve all the issues or concerns that may arise.

There is an expectation of accountability on the mentoring Church to provide feedback and recommendations to Council after the initial relationship with the applicant Church has been established. In the mentoring process the mentoring Church should address beliefs, principles and practices in Baptist Churches, why they exist and are important to Churches in the HRUBA. They should also help the applicant Church understand the need for the development of a long term sustainable Church plan and the importance of financial responsibility, including successfully registering as a charity with the Canada Revenue Agency. The mentoring Church is expected to report back to the Council on a quarterly basis on the general progress being made and any issues of concern. A final report and recommendation to Council are expected at the conclusion of the mentoring process.

If there is a breakdown in the relationship between the mentoring Church and the applicant Church based on the Church's philosophy or practice the applicant Church or mentoring Church can request Council to address and resolve the issues of concern. It is important for Council to have a good understanding of both of the Churches before they are matched for the mentoring process. Most of these differences should be settled before the mentoring process happens. This can be done by Council's thorough interview with the applicant Church prior to the mentoring process and by choosing a mentoring Church that is a good fit with the Church being mentored, based on philosophy and practice. An open dialogue about Baptist beliefs, practices and principles is to be encouraged between the two Churches.

If the two Churches cannot resolve the issues and the relationship breaks down, then Council should find an alternate mentoring Church to complete the mentoring commitment.

There is an expectation that a report from the mentoring Church will be linked to the recommendation for Membership in Association. The report from the mentoring Church would be an important factor in the Church's acceptance into Association. Council should be satisfied that the Church being mentored is a fit with the Association Churches and that there will not be a problem based on their Baptist beliefs, principals and practices, that long term sustainable Church plan has been developed and that the financial responsibility requirements have been met. These matters should be addressed as part of the mentoring Church's final report to Council.

If Association Council is not satisfied on all matters, Council or representatives appointed by Council meet with the applicant Church to determine further steps. Only when Council is satisfied on all matters, shall it make notice of Special Resolution regarding acceptance of the applicant Church into membership in the Association.

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Licensing Committee

This is a Standing Committee of the HRUBA.

Roles and Responsibilities for the Licensing Committee Chair

Term of Office: Three years, and eligible for re-election.

Accountability: This position is accountable to the Moderator and to the Council.

Association Council Responsibilities:

1. Attend regular meetings of Council as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend meetings of the Association Body of Delegates.

Position Specifics:

1. Chair the Licensing Committee.
 - a. Early in the new year contacts Committee members to establish a meeting date(s) for interviewing candidates seeking a license or license renewal
 - b. Books a meeting place
 - c. Through the Association Clerk have a notice sent to all the HRUBA Churches to include in their bulletins on three consecutive Sundays prior to the interview meeting of the Licensing Committee.

*Example notice: The Licensing Committee of the Halifax Region United Baptist Association will be meeting on (enter date and time) at (enter place), to consider applications (see appendix) for the Association License to Minister and the Association Lay License to Minister. If you have had an un-rescinded Church License or Association License to Minister for at least one year and would like to apply for, **or renew**, an Association License, please contact (enter name of Chair), Chair of the Committee, at (enter e-mail address) or (enter phone number) no later than (enter date).*
 - d. Asks applicants (new and returning) to provide a letter of recommendation (preferably by email so information can be forwarded to the other members of the Committee) from the applicant's pastor, deacon, mentor or supervisor outlining the person's involvement in ministry during the previous year.
 - e. Develops an interview schedule and notifies the applicants of their approximate time of meeting. Sends schedule to the other members of the Committee

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2. Perform such other Duties as may be requested from time to time by the Moderator, Association Council or a Meeting of the Association Body of Delegates.

Roles and Responsibilities for the Licensing Committee

Term of Office: The Committee is composed of the Chair and three members, each holding office for a term of three years, with one member being elected each year. Members are eligible for re-election.

With the approval of the Association Council, the Chair of the Committee may add to the Committee persons who will assist the Committee with its mandate.

Accountability: These positions are accountable to the Chair of the Licensing Committee.

Committee Specifics:

1. Keep confidential records of Association-licensed personnel.
2. Meet with all Association-licensed persons yearly prior to the Association Annual Meeting.
3. Meet with candidates seeking Association Licenses.
4. Examine Candidates in accordance with the Guidelines in the Canadian Baptists of Atlantic Canada Yearbook (see Appendix I).
5. Present names of Candidates to the Association Council whom the Committee recommends for approval.
6. Have the Moderator and/or Clerk sign the Association License certificates.
7. Present the Candidates at the Annual Meeting of the Association Body of Delegates and present them with their new or renewed licenses.
8. Provide the Association Clerk with names, addresses, telephone numbers and email addresses of Candidates who have been approved to be forwarded to the CBAC Office.

For a copy of the Application Form for an Association License to Minister, please see the following two pages.

Note: CBAC is reviewing its process for ordination and accreditation of clergy, including Local Church and Association Licenses to Minister and the roles of CBAC and Regional Associations. Our process may need to be updated as these discussions continue.

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APPLICATION FOR ASSOCIATION LICENSE TO MINISTER

Name:

Address:

Telephone(s):

E-mail:

Home church and address:

When were you baptized?

Do you currently hold a church license to minister?

When was it first issued?

Licensing church and address:

Education, beginning with high school:

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Briefly outline your work experience:

How have you been involved in Christian ministry?

Do you support the aims and activities of the Canadian Baptists of Atlantic Canada?

Are you in “substantive agreement” with the 1905/1906 Basis of Union, the foundational statement of agreed doctrine and church polity for the Canadian Baptists of Atlantic Canada (CBAC) (see Appendix II)?

On a separate sheet, please tell us about your faith in Jesus Christ, and of your conversion experience.

On another sheet, describe your call to ministry.

Please date and sign this application

Name (please print)

Signature

Date

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Appendix I: Excerpt from CBAC Regulations Concerning the Ministry Topics to be covered by Association Licensing Committee

Association License to Minister:

It is required that a person being considered:

1. has held a Church License to Minister for one year;
2. tell of their conversion, their call to ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantive agreement with the 1905/06 Basis of Union (see Appendix II), the foundational statement of agreed doctrine and church polity for the CBAC;
3. give evidence of biblical knowledge and spiritual growth;
4. has preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
5. demonstrate an ethical lifestyle appropriate to a pastoral leader, including family relationships;
6. give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
7. articulate their understanding of pastoral ministry and basic Baptist beliefs.

Association Lay License to Minister:

It is required that a person being considered:

1. has held a Church Lay License to Minister for one year;
2. tell of their conversion, their call to lay ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantive agreement with the 1905/06 Basis of Union (see Appendix II), the foundational statement of agreed doctrine and church polity for the CBAC;
3. give evidence of biblical knowledge and spiritual growth;
4. has preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
5. demonstrate an ethical lifestyle appropriate to a pastoral leader, including family relationships;
6. give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
7. articulate their understanding of lay pastoral ministry and basic Baptist beliefs.

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Appendix II: 1905-06 Basis of Union

The Scriptures: The Holy Scriptures of the Old and New Testaments have their authority from God alone, and are given to us by divine inspiration. They are the only perfect, supreme, infallible and sufficient standard of faith and practice.

God: There is one true and living God; He is an infinite Spirit; self-existent, omnipresent, omniscient, omnipotent, good, wise, just and merciful. He is the creator, preserver, and sovereign of the universe; He is inexpressively glorious in holiness, and worthy of all honour, confidence and love. In the Godhead there are three persons in one: the Father, the Son and the Holy Spirit, who are equal in every divine perfection, and who execute distinct but harmonious offices in the great work of redemption.

Jesus Christ: Jesus Christ, the Son of God, is the person of the trinity who, by virtue of His sacrificial work, is the world's redeemer and the saviour of all who believe. He is at present the intercessor of all His people at the right hand of the Father, and is to be the judge of all men.

The Holy Spirit: The Holy Spirit is the third person of the trinity, by whom all saving, comforting and sanctifying power is exerted upon human hearts.

State and Fall of Man: Man was created sinless. By his own disobedience he fell into sin. Through his fall into sin, an evil nature was transmitted to the whole race, revealing itself in actual transgression, and bringing all under the reign of condemnation and death.

Atonement: The perfect life, vicarious death and resurrection of Jesus Christ, have removed the obstacles in the way of the Holy Spirit's regenerating power and of the Father's forgiving grace being extended to the sinner, and constitute for every believing soul an all prevailing plea and sufficient ground for righteousness before God.

Regeneration: In regeneration a new life principle is begotten in the soul of man by the Holy Spirit through the word of truth, producing a disposition to joyful obedience to Christ and to holy conduct in life.

Repentance: In repentance the sinner, having seen his sin, being moved by the energy of the Holy Spirit, is led to grieve for and hate it as an offence against God, and apprehending the grace of our Lord Jesus Christ, he lovingly returns to God to walk in the way of His commandments.

Faith: Faith is a conviction of the intellect that God will perform all that He has promised and an implicit trust of the heart in Christ as a personal saviour. It includes a hearty concurrence of the will and affections with the whole plan of salvation as revealed in the gospel, and is a condition of justification and of cleansing from the pollution of sin and of all subsequent gospel blessings.

Justification: Justification is an act of God wherein He accepts as righteous the sinner, to whom is imputed the perfect righteousness of Christ, on the condition of faith alone.

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Sanctification: The Scriptures teach that sanctification is the process by which, according to the will of God, Christians are made partakers of His holiness; that it has its beginning in regeneration, and that it is carried on in the hearts of believers by the presence and power of the Holy Spirit, in the continual use of the appointed means: the Word of God, self-examination, self-denial, watchfulness and prayer.

The Christian Sabbath: We believe that the first day of the week is the Lord's day or Christian Sabbath and is to be kept sacred to religious purposes by abstaining from all secular labour and sinful recreations, by the devout observance of all means of grace, both private and public, and by preparation of that rest that remaineth for the people of God.

A Gospel Church: We believe that a church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word. In the more general sense, the word church is used to designate all whose names are written in the Lamb's Book of Life. The only scriptural officers are bishops (pastors), and deacons, whose qualifications, claims and duties are defined in the epistles of Timothy and Titus.

Baptism: This is the immersion of believers in water into the name of the Father, Son and Holy Spirit, in which are represented their death to the world, the washing of their souls from the pollution of sin, their resurrection to newness of life, the burial and resurrection of Christ, their resurrection at the last day, and their engagement to serve God.

The Lord's Supper: The Lord's Supper is an ordinance of Christ, to be observed by the churches in the manner indicated by Him in Matt. 26:26-30.

Death: At death our bodies return to dust, our souls to God who gave them. The righteous being then perfected in happiness are received to dwell with God, awaiting the full redemption of their bodies. The wicked are cast into Hades reserved unto the judgement of the great day.

Resurrection: There will be a general resurrection of the bodies of the just and of the unjust; the righteous in the likeness of Christ, but the wicked to shame and everlasting contempt.

General Judgement: There will be a judgement of quick and dead, of the just and unjust, on the principles of righteousness, by the Lord Jesus Christ, at His second coming. The wicked will be condemned to eternal punishment, and the righteous received into fullness of eternal life and joy.

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Halifax Baptist Hospital Chaplaincy

The Halifax Baptist Hospital Chaplaincy is a ministry of the Halifax Region United Baptist Association and this is a Standing Committee of the Association.

Roles and Responsibilities for the Halifax Baptist Hospital Chaplaincy Committee Chair

Term of Office: Two or three years, as negotiated, and eligible for re-election.

Accountability: This position is accountable to the Moderator and to the Council.

Association Council Responsibilities:

1. Attend regular meetings of Council as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
1. Attend meetings of the Association Body of Delegates.

Position Specifics:

1. Chair the Halifax Baptist Hospital Chaplaincy Committee (HBHCC) and oversee and coordinate its work:
 - a. Chair monthly and special meetings;
 - b. Set up and oversee the work of the Ad Hoc Personnel Sub Committee as required; and
 - c. Oversee the work of the HBHCC Treasurer and ensure that financial details are coordinated with the CBAC office as required.
2. Coordinate oversight of the ministry of the Chaplains, including ongoing organizational, spiritual and emotional support and an Annual Performance Review.
3. Perform such other Duties as may be requested from time to time by the Moderator, Association Council or a Meeting of the Association Body of Delegates.

Roles and Responsibilities for the Halifax Baptist Hospital Chaplaincy Committee

Term of Office: The Committee is composed of the Chair and up to five additional members, each holding office for a term of three years, with two members being elected each year. Members are eligible for re-election. The Chaplains are ex-officio voting members.

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With the approval of the Association Council, the Chair of the Committee may add to the Committee persons who will assist the Committee with its mandate.

Accountability: These positions are accountable to the Chair of the Chaplaincy Committee.

Committee Specifics:

1. Meet monthly (except summer) to receive reports from the chaplains, review financial performance, including donations and expenditures,
2. Appoint committee members to specific roles, including Minute Taker, Treasurer and Communications Coordinator or to Ad Hoc Sub-Committees such as an Ad Hoc Personnel Sub-Committee for updating position descriptions, succession planning and hiring.
3. Prepare a Budget, including expected income and expense, for the year, reviewing it and modifying it as needed.
4. Communicate with CBAC Churches re: the Hospital Chaplaincy ministry, preparing and distributing information about the Hospital Chaplaincy, including the need for financial support.
5. Identify potential sources of grants to assist in funding the Ministry and make applications to them.
6. Provide spiritual and emotional support to the Chaplains, upholding them in prayer and ensuring that their physical, emotional, psychological and spiritual health is being addressed as well as that of the patients and families to whom they minister.
7. Advocate with the Hospitals and Nova Scotia Health on behalf of the Chaplains, ensuring that their working conditions are acceptable, and the organizational demands placed on them are well considered and reasonable.
8. Report to the HRUBA at least annually including an annual report for publishing in the HRUBA Annual Meeting Docket, and periodic reports to the HRUBA Council or Executive as requested.
9. Represent the Ministry at various Hospital Committees as required.

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The Association of Bayside Camp and Retreat Centre: An HRUBA Ministry

The Association of Bayside Camp and Retreat Centre (“Bayside Camp”) is a Ministry of the Halifax Region United Baptist Association.

Bayside Camp is an incorporated entity with its own Memorandum of Association and By-Laws. Thus, the relationship is between two incorporated Associations.

The Bayside Camp By-Laws establish the details for electing members, resignations, removal of members and dealing with vacancies and also deal with meetings, voting, the Board of Directors, Officers, Executive Committee and other matters of governance of Bayside Camp.

For the purposes of Section 11.1 e. of the HRUBA By-Law #2, The Executive Director or another Board Member designated by Bayside Camp Board of Directors shall be regarded as the Director of an Association Ministry and thereby becomes an Ex-Officio Member of the HRUBA Council with full voting rights.

Roles and Responsibilities of Bayside Camp Executive Director (Director of an Association Ministry)

Association Council Responsibilities:

1. When able, attend regular meetings of Council as a voting member.
2. Encourage active participation in the Association.
3. When able, attend all Meetings of the Association Body of Delegates.

Position Specifics:

1. Represent and promote the interests of Bayside Camp within the meetings of Council and to the Member Churches of the Association.
2. Liaise between the HRUBA Council and the Bayside Camp Board of Directors.
3. Promote active participation in the activities of and support for Bayside Camp.

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Constitution Committee

This is a Standing Committee of the Association.

Roles and Responsibilities for the Constitution Committee Chair

Term of Office: Two or three years, as negotiated, and eligible for re-election.

Accountability: This position is accountable to the Moderator and to the Council.

Association Council Responsibilities:

1. Attend regular Council Meetings as a voting member, thereby representing the voice of all the Member Churches when making decisions that affect the Halifax Region United Baptist Association as a whole.
2. Encourage active participation in the Association.
3. Attend all Meetings of the Association Body of Delegates.

Position Specifics:

1. Chair the Constitution Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the Moderator, Association Council or a Meeting of the Association Body of Delegates.

Roles and Responsibilities for the Constitution Committee

Term of Office: The Committee is composed of the Chair and volunteers from Association Council. Duration of participation on this Committee is determined by the needs at the time, which would usually be on the basis of completing a particular task or project, such as drafting an amendment to the Association By-Laws or updating the Policy and Procedures Manual, rather than for a fixed time period.

With the approval of the Association Council, the Chair of the Committee may add to the Committee persons who will assist the Committee with its mandate.

Accountability: This Committee is accountable to the Chair of the Constitution Committee.

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Committee Specifics:

1. Provide advice to the Association Council and to Meetings of the Association Body of Delegates regarding governance matters.
2. Review the Association constating documents, including the Memorandum of Association and By-Law #2 which are approved by the Registrar of Joint Stock Companies under authority of the Nova Scotia Societies Act, to ensure that they are accurate and up to date, are in compliance with the Act and regulations and reflect the needs of the Association
3. Draft an amendment when required, for review by Council, then ensure distribution to Member Churches for review, holding information or consultative sessions as required.
4. Give Notice of Motion to the Member Churches of the intent to move each amendment as a Special Resolution at the following Meeting of the Association Body of Delegates.
5. Circulate each proposed amendment in advance of the Meeting of the Association Body of Delegates.
6. Present each amendment to a meeting of the Association Body of Delegates as a Special Resolution for a vote by the members as required by the Act and regulations and by Article 1 Section 1 paragraph c. and Article 15, Section 15.1 of By-Law #2.
7. Submit each Special Resolution that is passed to the Registrar of Joint Stock Companies for approval and registration.
8. Review the Association's Policy and Procedures Manual (P&P Manual) (Establishing Terms of Reference, Rules of Procedure, and Roles and Responsibilities) to ensure that it is up to date with respect to changes to the Memorandum of Association and By-Law #2 and with the evolving Committees, Working Groups and Association Ministries, policies of Association Council and instructions from Meetings of the Association Body of Delegates.
9. Prepare amendments to the P&P Manual for consideration by Council, and work with Council until they are is satisfied with the amendments and vote to accept them.
10. Prepare material for distribution to Member Churches identifying and explaining the amendments to the P&P Manual adopted by Council in preparation for a Ratification Vote by Delegates at a Meeting of the Association Body of Delegates.
11. Keep all Association constating documents up to date and make copies available for posting on the Association's web site.
12. Assist the Constitution Committee Chair in the preparation of a Report summarizing the work of the Committee for inclusion in the Annual Report of the Association for presentation to the Annual Meeting of the Association Body of Delegates.

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Roles and Responsibilities of the Mediation Committee

(Withdrawn in Favour of the CBAC Mediation Process)

Although the Mediation Standing Committee has been withdrawn, where there is a need for reconciliation, such as conflict between Member Churches of the Association or circumstances where the Association is considering revoking the membership of a Member Church or a Member Church is considering withdrawing its membership, or a new local church is considering membership, the Association Council may appoint a member of Council or establish an Ad Hoc group to facilitate the reconciliation process.

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Nominating Committee

This is a Standing Committee of the Association.

Roles and Responsibilities for the Nominating Committee Chair

Term of Office: This role is part of the responsibility of the Past Moderator.

Accountability: This position is accountable to the Moderator and to the Council.

Position Specifics:

1. Organize the work of the Nominating Committee, with due regard to the lead time needed to find people willing to be nominated for each of the positions to be filled, and the necessary consultations with Member Churches and individuals;
2. Present a slate of nominations to the Council for review; and
3. Present the slate of nominations to the Annual Meeting of the Association Body of Delegates.

Roles and Responsibilities for the Nominating Committee

Term of Office: This Committee serves for a term of one year.

The Committee is composed of the Past Moderator, the and up to three additional members, with an attempt to find regional representation across the Association.

Accountability: These positions are accountable to the Chair of the Nominating Committee (Past Moderator), the Moderator and the Council.

Committee Specifics:

1. Coordinate with the Clerk re: up to date contact information for all member churches.
2. Review the record of the Officers, Council Members, Chairs and Members of Committees and Working Groups and Association Ministries to identify which positions need to be filled for the upcoming year.
3. Identify positions where there is a planned succession, such as Moderator becoming Past Moderator or the Vice Moderator becoming Moderator and confirm that each incumbent is available and willing to serve in the new capacity.
4. Contact incumbents of positions who will not reach the end of their elected term and confirm that each person will be able to complete the remainder of their term.

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5. Contact incumbents of positions who will reach the end of their elected term who are eligible for re-election to determine whether they are willing to stand for re-election.
6. Identify positions which will become vacant and identify potential nominees for each.
7. Contact the candidates to determine their willingness to serve, ensuring that each nominee is given full documentation regarding the position for which they are being nominated.
8. Develop a slate of nominations, with full consideration of adequate gender, age and geographic representation, for presentation to Council.
9. Following review by Council, present the slate of nominations to the Annual Meeting of the Association Body of Delegates.

Terms of Office

Unless otherwise specified, most elected positions, such as the Chairs or Members of Committees, the individual will be elected for a term of two or three years, and shall be eligible for re-election. Under special circumstances, an individual may be elected for a shorter period.

When a position is vacated before the end of the term of office, it shall be filled for the remainder of the normal term of office. Individuals who are elected to a position mid-term are eligible for re-election to that position.

Co-Chairs

Where required, a position may be established as Co-Chairs sharing the responsibility. In such a case, there will be only one “Active” Co-Chair at any one time, meaning that only the Co-Chair who is active at the time needs to attend meetings of the Council.

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Budget Committee

This is a Standing Committee of the Association.

Section 11.9 g. of By-Law #2 states that subject only to a ratification vote at the next Meeting of the Association Body of Delegates, the Association Council may establish a Budget for the Association. To undertake this task, Association Council will establish a Budget Committee.

Roles and Responsibilities for the Budget Committee Chair

Chair: Association Council will select the Chair of the Budget Committee from among the members of Council.

Accountability: This position is accountable to the Moderator and to the Council.

Position Specifics:

1. Organize the work of the Budget Committee, with due regard to the lead time needed for the necessary consultations with Member Churches;
2. Present a Draft Budget to the Council for review and approval; and
3. Present the Draft Budget to the Annual Meeting of the Association Body of Delegates for ratification.

Roles and Responsibilities for the Budget Committee

Budget Committee: The Budget Committee shall be composed of the Chair of the Committee, the Treasurer, and such additional member or members of Council as Council shall decide.

Accountability: These positions are accountable to the Chair of the Budget Committee, the Moderator and the Council.

Committee Specifics:

1. Review the year-to-date financial statements to identify areas where income or expenditures are not consistent with the present year's budget and whether or not these variations indicate a need for revision to the budget for the next year.
2. Solicit input from the Council and its Committees, Working Groups and Ministries regarding plans which will have budget implications.
3. Review decisions of the Association Body of Delegates regarding any matter with budget implications, including operating expenses, support of Ministries, etc.

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4. Communicate with the office of the Canadian Baptists of Atlantic Canada to identify the amount of funding they will provide toward the Association's operations.
5. Obtain a list of recommended Home Missions Grants from the Home Missions Committee.
6. Communicate with each Member Church to update records of the number of Resident Members which will be used in development of the Budget.
7. Develop a Draft Budget including proposed Receipts and Disbursements, which will be funded by Dues from each Member Church calculated on the basis of an amount per each Resident Member. This budget includes funds voted to support general operations, Bayside Camp, the Halifax Baptist Hospital Chaplaincy, grants to Home Missions Churches, and all other disbursements.

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Representatives Appointed by Other Organizations or to Other Organizations

HRUBA cooperates with or partners with a number of other organizations, with varying degrees of formality. Sometimes HRUBA is asked to appoint a representative to the other organization, and sometimes the other organization appoints a person who will liaise with the HRUBA, providing information about upcoming events, opportunities for shared ministries, etc.

The positions listed below are not members of the HRUBA Council, and do not have the same responsibilities for promoting the HRUBA and helping to manage its affairs as is the case for Council Members. However, given the partnership relationship, they are welcome to Council Meetings as guests.

Where HRUBA has been asked to appoint a Representative to another organization, appointment will normally be done by the Council, or if lead time is short, by the Council Executive.

The President of the HRUBA Women's Missionary Society (WMS)

Represent the HRUBA Women's Missionary Society, presenting the view and perspective of the WMS on all matters that come before Council.

Youth Ministry Coordinator

(Under review, with input from CBAC.)

This position coordinates activities with the Youth and Family Department of the Canadian Baptists of Atlantic Canada (CBAC).

Responsibilities

Engage the Youth Working Group comprised of youth representatives from the Association Baptist Churches and other Christian Churches and Organizations in the region.

Oversee the development and implementation of various events for youth in the region involving Worship, Learning and Fellowship, the purpose being:

- to bring the youth together to realize the strength and beauty of the sum of the regional parts and various denominations;
- to fellowship with and celebrate being Christian youth; and
- to raise the profile of the youth with the HRUBA and the Christian churches of HRM.
- Identify issues of concern to youth and forward them to Association Council.

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HRUBA Refugee Coordinator

(Under review, with input from CBAC.)

The Halifax Region United Baptist Association (HRUBA) Refugee Coordinator is a volunteer position that for an individual who shares the values of the Canadian Baptists of Atlantic Canada (CBAC) and the HRUBA about Refugee Sponsorship and desires to help create awareness of the opportunities available for local churches in their region.

The role of Refugee Coordinator includes the following:

- First point of contact with community groups and/or churches in the greater HRM who may be interested in refugee sponsorship.
- Keep an ongoing list of the people that have connected to allow the CBAC to track the potential interest/demand for sponsorships in the future.
- Awareness – promoting refugee sponsorship within the Association and the HRM and the opportunities that are available for churches.
- Education – helping community groups and churches understand how the refugee sponsorship process works, the responsibilities that are required according to Immigration Refugees & Citizenship Canada (IRCC), including both the settlement tasks and the financial requirements.
- Partnerships – helping community groups become connected with local churches, to work in partnership, to help facilitate sponsorships of families.
- Develop Team - Identify like-passioned individuals (especially Christians and ideally from CBAC churches) who could assist the HRUBA Refugee Coordinator and possibly fill this role in the future.
- Transition sponsoring churches (and co-sponsors, if appropriate) to CBAC once they have a group of people to lead in the settlement tasks, the funds are secured and the church is in place for the sponsorship.

This individual will coordinate their activities and connections through the CBAC (Jacqueline Derrah, Coordinator of Refugee Sponsorship). The CBAC will support and equip this individual:

- Training about the requirements for an application to be submitted through the CBAC.
- Training about the IRCC requirements for all sponsorships.
- Ongoing information about changes and updates to the Private Sponsorship Program.
- Be available to the Refugee Coordinator on an ongoing basis to answer questions, help understand global dynamics or pandemic dynamics that may be impacting refugees or the work of the visa offices overseas.
- Check in with the Refugee Coordinator quarterly to see how things are going, discuss ways that the CBAC can be supporting the individual in their role, and discuss specific cases/concerns.
- Facilitate meetings with Church Boards to help understand the process and the partnership with community groups for the purpose of refugee sponsorship. The volunteer may be able to assist with some of these meetings in HRM.
- The CBAC will walk with all churches in the process of completing the application forms, through the processing period and for the first year following the arrival of the refugees.

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CBAC Examining Council for Ordination

The Ordination Council of the Canadian Baptists of Atlantic Canada (CBAC) meets usually two days prior to Oasis, at the same site of the current Oasis. It is comprised of Delegates of each Association in addition to others appointed by CBAC.

The HRUBA is entitled to appoint one Representative, plus an Alternate. The Association Representative serves two years then they have to take one year off. An Alternate is also appointed to fill in if the Delegate cannot be there.

The Representative and Alternate should be appointed with fair representation of the Association geography and consideration of gender and Pastor/Lay Person status

Once the Representative and the Alternate are appointed the Association is to send the names, addresses, phone numbers and e-mail addresses to the CBAC office.

CBAC will pay expenses to each Representative/Alternate for meals, accommodation and mileage. If a Representative eats off campus because of dietary restrictions that person is to submit a receipt and that will be paid up to the amount that would have been paid if he/she ate on campus.

Responsibilities

In June, the CBAC Office sends out packets of information to each Representative. This packet includes the Statement of Faith prepared by each Candidate. The Representative is to study the Statement of each Candidate and be prepared to ask questions that are engaging and respectful.

Each Representative will sign up at the start of the Meetings to either pray with the Candidate or share the results after the Meeting.

Dalhousie University Chaplaincy

1. The primary work of the chaplains in the Dalhousie Multi-faith Centre is to assist students as they struggle with the big questions.
2. They offer confidential counselling on personal and spiritual issues and provide opportunities for prayer and worship, retreats, workshops, lectures, and social activities.
3. The chaplains will also help students locate a worship community that is part of their tradition or yearning.
4. Each chaplain serves the entire University community, and the chaplains work in full accord with the principles and spirit of ecumenical, multi-cultural, multi-faith, and interfaith relationships.
5. As well, it is the vision of the Dalhousie Multi Faith Centre to develop relationships that are characterized by respect, transparency, acceptance, trust, courtesy, forgiveness, truthfulness, and compassion.
6. The Chaplains also:
 - are involved in leading groups in discussion and prayer;
 - facilitate interfaith, ecumenical, and multi-faith dialogue on the campus;

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- conduct services of worship and memorial services;
- offer prayers at public services;
- provide religious rites, marriage preparation, and perform marriages; and
- participate in orientation and other events at the university.

Note: This position has historically been filled by First Baptist Church Halifax, with either one of its ordained clergy or a lay pastor serving as University Chaplain.

Coverdale

Coverdale is a Christian ministry with women who are involved or at risk of becoming involved in the justice system.

Coverdale Centre has been in operation as a community-based agency since 1980, though Coverdale has been involved in working with women in conflict with the law since 1923. The centre adheres to women-centered principles and functions from a five employee team-oriented approach comprised of part time Executive Director and administrative staff, social workers, and court workers. Coverdale operates on a continuum of care commencing from the moment a woman enters the criminal justice system, through to incarceration and release. There are no time restrictions placed upon help accorded; a woman can access the centre indefinitely. Services include court support, family violence and addiction counselling, mental health services, and child care assistance.

Court work continues to be the main focus of Coverdale with court workers in both Halifax and Dartmouth Courts, the Mental Health Court and Youth Court. In addition to court work, Coverdale offers programs at the Coverdale Center on Hunter Street, Halifax and in Nova Scotia correctional institutions.

Coverdale is funded from a number of grants from participating agencies and non-profit groups, including the HRUBA.

The Board is made up of men and women, a blend of both faith representatives and community members. All board members have a leadership responsibility for steering the organization to achieve its mission and vision. The Board meets once a month, September to June. Each member is expected to fully participate in the duties of the Board and to be a part of at least one sub-committee which includes executive, fundraising, personnel, finance and others as deemed necessary for short term specific goals.

The Association Representative serves for a term of three years and is eligible for re-appointment.

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Phoenix House

The role of the current Association Representative is to participate on the Church Committee and operate the 'Food For Phoenix' program. This supplies snack food to the Drop-In Centre. Once a year WMS groups are contacted and asked for a donation to help defray these costs for February and June. They respond as to their ability to help and in which month and then they send the money to the Representative closer to the time. Some also donate food in kind and one church actually covers a week.

Women's Inter-Church Council

(Disbanded, so a representative is no longer required.)