

## Schedule A

**The Life Centre  
Terms and Conditions of Employment**

The following outlines the terms and conditions of employment with The Life Centre. The Life Centre reserves the right to change these terms and conditions as necessary, with due notice.

<b>Title</b>	<i>Administrative Assistant</i>
<b>Initial Reporting Relationship</b>	Reports firstly to the Lead Pastor and ultimately to the Spiritual Leadership Team (SLT)
<b>Responsibilities</b>	<p>It is expected that the Administrative Assistant (as well as SLT members and other TLC Staff) will seek the best interests of The Life Centre and its God-given mission, reflect a considerate, professional, and constructive posture in all relationships, and work effectively and efficiently to fulfill their ministry tasks.</p> <p>A copy of the Administrative Assistant description is attached as Schedule “B.”</p>
<b>Essentials of Employment</b>	<ol style="list-style-type: none"> <li>1. The Administrative Assistant is expected to be a committed disciple of Jesus and a regular attendee at The Life Centre.</li> <li>2. The Administrative Assistant is expected to sign agreement with the MB Confession of Faith (Schedule “C”).</li> <li>3. The Administrative Assistant is expected to pursue the TLC Lifestyle Expectations for Leaders (Schedule “D”).</li> <li>4. The Administrative Assistant is expected to respect the Privacy/Confidentiality of all individuals associated with The Life Centre as per BC PIPA guidelines.</li> <li>5. The Administrative Assistant will respect laws that ensure a workplace free of harassment.</li> </ol> <p>Violations of any of the above expectations could lead to disciplinary action up to and including Termination for Just Cause.</p>
<b>Salary</b>	<b>\$17.00/hour (\$13,260/year) effective January 1, 2019</b>
<b>Status</b>	<i>Hourly Part Time—15 hours/week</i>
<b>Start Date</b>	<i>Continuing Employee</i>
<b>End Date</b>	There is no fixed term but an Administrative Assistant Review will take place at the completion of each three-year term. This review will be led by the SLT and involve an Administrative Assistant Self-Evaluation as well as input from the key parties as needed (e.g., Lead Pastor, SLT, Synergy Team, and Congregation). The purpose of the review is for more effective ministry for the Administrative Assistant and for TLC as a whole.

<b>Hours of Work</b>	The total of 15 hours/week are to be spent mostly in the TLC church office fulfilling administrative tasks and functioning as a receptionist as needed. The exact weekly work schedule will be determined in consultation with the Lead Pastor and they may vary depending on the needs of TLC.
<b>Overtime</b>	All overtime must be approved by the Lead Pastor ahead of time. In such cases, it would normally be expected that the Administrative Assistant would take extra hours off in lieu at some point in the following week(s). Only in cases where this is impossible will the overtime be paid out as an addition to wages.
<b>Payroll Schedule</b>	The Administrative Assistant wages divided into 24 installments (less required deductions) will be paid through direct deposit two times per month.
<b>Vacation</b>	The Administrative Assistant will be entitled to THREE (3) weeks of PAID vacation annually receiving their normal average wage for each week. These can be taken in groups of no more than TWO (2) at any one time with at least TWO (2) weeks between them. The vacation weeks must be taken at such times that are workable in the ministry life of The Life Centre and thus need to be approved by the Lead Pastor and the SLT Chair. Unused vacation time will not be paid out to the Employee except as required by the BC Employment Standards Act.
<b>Benefits</b>	This position is not eligible for participation in the Canadian MB Conference Benefit plan unless the role reaches at least 50% of Full-time. For employees beyond 50%, they are required to participate in The Life Centre's benefit plan and the cost of the required benefits will be split between the employee and The Life Centre at a ratio of 50/50.
<b>Sick Leave &amp; Compassionate Leave</b>	The Administrative Assistant is entitled to a maximum of FIVE (5) paid days of Sick Leave each year. The Administrative Assistant is also entitled to up to FOUR (4) days per year for compassionate leave (illness or death of a close family member).
<b>Travel &amp; Hospitality</b>	Any special travel or hospitality reimbursements need to be approved beforehand by the Lead Pastor. Receipts and travel records will be required for reimbursement.
<b>Probationary Period</b>	The Administrative Assistant will be in the Probationary Period for the initial THREE (3) months of employment during which the SLT will complete an initial Performance Review. During the Probationary Period, TLC could terminate employment for any reason and there are no further financial obligations except for providing the agreed upon salary during the months the employee served.
<b>Policies and Standards</b>	The Life Centre and the BC MB Conference have established a variety of policies and standards to ensure a safe working environment that reflects its values and mission and complies with BC Government standards. It is expected that the Administrative Assistant will agree to be bound by these policies and standards and any that are reasonably introduced in the future.

<b>Changes to Duties and/or Compensation</b>	If the Administrative Assistant duties or compensation should change during the course of employment with The Life Centre, the validity of this agreement will not be affected. In addition, if one or more of the provisions in the agreement are deemed void by law, then the remaining provisions will continue in full force and effect.
<b>Resignation</b>	The Administrative Assistant will provide at least the minimum TWO (2) weeks notice of termination of the contract.
<b>Termination</b>	<p>According to the <i>BC Employment Standards Act</i>, after the end of the probationary period, The Life Centre (for budgetary or vision reasons) may terminate any employee by providing the employee with the minimum notice and/or equivalent cash payment. While these are the minimums allowed, The Life Centre will seek to provide as much notice as possible for any employment changes.</p> <p>In the event a temporary layoff is ever required, it may be implemented in accordance with the requirements of the <i>BC Employment Standards Act</i>.</p>

Schedule B  
**THE LIFE CENTRE**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Administrative Assistant

**REPORTS TO:** Lead Pastor

**POSITION PURPOSE:**

The Administrative Assistant will assume the responsibilities of carrying out administrative tasks in support of the Pastoral Team and the Spiritual Leadership Team. The Administrative Assistant will work under the direction of the Lead Pastor.

The Administrative Assistant will:

- contribute to team unity by being friendly, caring and responsible, modeling a Christ-like service and will speak and act respectfully.
- respect confidences and boundaries of the responsibilities and expectations of this position.
- deal with others in a straightforward and honest manner, maintaining confidentiality and will be accountable for actions.
- keep financial matters private unless otherwise directed by the Spiritual Leadership or Lead Pastor.

**ESSENTIAL FUNCTIONS AND BASIC DUTIES OF THE POSITION**

- **Connecting with People** — greets all people in a friendly manner either by phone, email or in person. Ensure new comers are followed up, maintain an up-to-date TLC directory and NCOL data base, ensure those who are interested in baptism, church membership, joining a small group or engaging in some other ministry are tracked and followed up with.
- **Communication** — oversees church website, social media, weekly bulletin, and promotional brochures. Ensures people have the information they need to participate in the life and the activity of TLC. Prepare welcome and announcement slides for Sunday Worship presentation.
- **Calendar coordination** — ensure all the activities in the life of the church are well coordinated on the church calendar(s).
- **Facilities management** — oversees leasing and ownership arrangement, overall cleaning and care of all property and equipment.
- **Administrative support for the staff and synergy team** — attends staff meetings and synergy meetings. Record and distribute minutes and ensure action items are followed up. Assistance with recruiting and equipping key ministry volunteers.
- **Administrative support for the church** — ensure the annual report is prepared, maintain corporate minute book, file annual reports to the government. Assist the archivist with maintaining and filing all TLC vital documents. Receive, sort, respond and/or redirect emails, letters, telephone calls enquires for TLC. File and process all TLC correspondence appropriately and maintain a filing system for TLC and all its ministries.
- **Financial oversight** — collect offering from counters at the end of each service. Deposit offering on Monday or Tuesday of the same week. Communicates budget developments and expenditures to the Ministry Team and Lead Pastor. Regular communication with Treasurer of The Life Centre providing appropriate information to keep the Treasurer aware of all financial developments. Download CAFT (direct deposit offerings) from website for processing (twice a month). Make additions / deletions to CAFT system (via instruction from Treasurer). Provide appropriate TLC financial data to allow the Bookkeeper to maintain all TLC financial statements.
- Assist in other duties deemed priority by the Lead Pastor.

**CORE COMPETENCIES:**

- Demonstrates spiritual vitality--a dynamic and reproducible walk with God
- Performs administrative and office support activities with excellence
- Demonstrates extensive software skills
- Demonstrates excellent writing skills.
- Demonstrates strong communication skills.
- Demonstrates the ability to pursue delegated tasks to completion in order to ensure progress to deadlines.
- Demonstrates initiative in a multi-tasking environment.

**SPIRITUAL ASPIRATIONS:** (a person who is growing dynamically...)

1. Lives life out of a commitment to knowing, loving and following Jesus.
  2. Lives a spiritually, emotionally, physically and mentally healthy life.
  3. Has a consistent devotional life of prayer, Bible study and meditation on God's Word.
  4. Has a deep love for people and a passion for reaching the lost for Christ.
  5. Lives a yielded and empowered life through being filled by the Holy Spirit.
  6. Is dedicated to family, exhibiting wisdom in balancing family and ministry.
  7. Demonstrates a clear understanding of God's call for ministry.
  8. Has a heart for empowering and equipping the ministry potential of the people of TLC.
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**PERFORMANCE MEASURES:**

Short term monitoring and measuring is the responsibility of the Lead Pastor while longer term reviews will be conducted by the SLT by means of metrics developed by the SLT.

1. The reception, administrative, and financial duties are being fulfilled with competence and are done in a timely manner.
  2. The Administrative Assistant is fulfilling their responsibilities with a friendly and service oriented attitude.
  3. The Administrative Assistant is respecting the confidentiality of all stake holders as required.
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**QUALIFICATIONS:****EDUCATION:**

A completed Administrative Assistant Certificate and/or experience which demonstrates the required competencies. Preferred: Formal Bookkeeping certification and/or equivalent experience.

**EXPERIENCE REQUIRED:**

Preferred: Minimum 2 years in an Administrative Assistant role.

**EXPECTATIONS:**

- Understands, respects, and supports the mission of The Life Centre.
  - Is in agreement with the Mennonite Brethren Confession of Faith, The Life Centre's Beliefs and Core Values.
  - Is committed to being a regular attendee of The Life Centre.
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## Schedule C—MB Confession of Faith (Digest Version)

### 1. GOD

We believe in the one true God, the source of all life, who reigns over all things as Father, Son, and Holy Spirit and lovingly cares for all creation. God the Father planned the redemption of humanity and sent Jesus Christ the Son to be the Saviour of the world. Jesus proclaimed the reign of God, bringing good news to the poor and triumphing over sin through his obedient life, death, and resurrection. God the Holy Spirit empowers believers with new life, indwells them, and unites them in one body.

### 2. REVELATION OF GOD

We believe God has made himself known to all people. Beginning with creation and culminating in Jesus Christ, God has revealed himself in the Old and New Testaments. All Scripture is inspired by God and is the authoritative guide for faith and practice. We interpret Scripture in the church community as guided by the Holy Spirit.

### 3. CREATION AND HUMANITY

We believe God created the heavens and the earth, and they were good. Humans, God's crowning act, were created in the image of God. Sin has alienated humanity from the Creator and creation, but God offers redemption and reconciliation through Jesus Christ.

### 4. SIN AND EVIL

We believe sin is individual and corporate opposition to God's good purposes and leads to physical and spiritual death.

### 5. SALVATION

We believe God saves all people who put their faith in Jesus Christ. Through his obedient life, sacrificial death, and victorious resurrection, Christ delivers people from the tyranny of sin and death and redeems them for eternal life in the age to come. All creation eagerly awaits its liberation from bondage into the freedom of the glory of God's children.

### 6. NATURE OF THE CHURCH

We believe the church is the covenant community called by God through Jesus Christ to live a life of discipleship and witness as empowered by the Holy Spirit. The local church gathers regularly for worship, fellowship, and accountability and to discern, develop, and exercise gifts for ministry.

### 7. MISSION OF THE CHURCH

We believe the mission of the church is to make disciples of all nations by calling people to repent, be baptized, and love God and neighbour by sharing the good news and performing acts of love and compassion.

### 8. CHRISTIAN BAPTISM

We believe baptism by water is a public sign that a person has repented of sin, received forgiveness, died with Christ, and been raised to new life through the power of the Holy Spirit. Baptism is also a public declaration of a believer's incorporation into the body of Christ as expressed in the local church.

### 9. LORD'S SUPPER

We believe that in obedience to Christ, the church observes the Lord's Supper as a remembrance of his atoning death and to celebrate forgiveness, new life, and the fellowship and unity of all believers.

## 10. DISCIPLESHIP

We believe Jesus calls people who have experienced the new birth to follow him in a costly life of service to God. The power of the Holy Spirit transforms believers from the unrighteous pattern of the present age into a life of joyful obedience with God's people.

## 11. MARRIAGE, SINGLENESS, AND FAMILY

We believe that singleness and marriage are honoured by God and should be blessed by the church. God instituted marriage as a lifelong covenant between a man and a woman for the purpose of companionship, encouragement, sexual intimacy, and procreation. Children are gifts from God and should be nurtured by parents in the ways of God.

## 12. SOCIETY AND STATE

We believe that God instituted the state to promote justice and to maintain law and order. Christians' primary allegiance is to Christ's kingdom. Believers are called to witness against injustice, exercise social responsibility, and obey all laws that do not conflict with the Word of God.

## 13. LOVE AND NONRESISTANCE

We believe that God in Christ reconciles people to himself and to one another, making peace through the cross. We seek to be agents of reconciliation, practice love of enemies, and express Christ's love by alleviating suffering, reducing strife, and promoting justice. Because violence and warfare are contrary to the gospel of Christ, we believe we are called to give alternative service in times of war.

## 14. THE SANCTITY OF HUMAN LIFE

We believe that God is Creator and giver of life and highly values each person. Procedures designed to take human life are wrong. We oppose all attitudes that devalue human life, especially the defenceless lives of the unborn, disabled, poor, aging, and dying.

## 15. STEWARDSHIP

We believe the universe and everything in it belong to God the Creator and that we have been entrusted by God to manage its resources. All God's gifts, including money, time, abilities, and influence, are to be received with thanksgiving, used responsibly, and shared generously.

## 16. THE LORD'S DAY, WORK, AND REST

We believe God's act of creation provides the model for work and rest. In work, we use our abilities to glorify God and serve others. In rest, we express thanks for God's provision and trust in God's sustaining grace. In worship, we gather to commemorate the resurrection through worship, instruction, fellowship, and service.

## 17. CHRISTIANITY AND OTHER FAITHS

We believe God's atoning work in Jesus is the only means of reconciling people with God. God has not left any without a witness to the Creator's goodness and power. Christians treat people of other faiths with respect but urgently proclaim Christ as the only way of salvation.

## 18. CHRIST'S FINAL TRIUMPH

We believe that the Lord Jesus Christ will return triumphantly at the end of this age to destroy all evil powers, condemn all who have rejected Christ to eternal punishment, and unite believers with Christ to reign forever with God in glory.

(For the Detailed Version, see <http://www.mennonitebrethren.ca/resource/the-mb-confession-of-faith-detailed-edition/> )

## Schedule D—TLC Life Style Expectations for Leaders

The Life Centre Leaders commit to

- (a) having and maintaining a vibrant and healthy spiritual life that demonstrates a history of, and an ongoing commitment to, cultivating a personal relationship with God;
- (b) maintaining healthy and wholesome relationships with spouse and children (if applicable), and all others with whom one interacts;
- (c) living by God's plan for a healthy human sexuality that places sexual relationships exclusively within the context of a covenantal marriage between a man and a woman;
- (d) abstaining from communication that is destructive to inter-personal relationships, including gossip, slander, vulgar/obscene language, prejudice and abusive or demeaning language;
- (e) abstaining from stealing, misusing or destroying property belonging to others;
- (f) avoiding lying, cheating, financial impropriety, or other forms of dishonesty including plagiarism;
- (g) avoiding drunkenness, addictive behaviours, the use or possession of illegal drugs, and the misuse or abuse of substances including prescribed drugs;
- (h) avoiding the use of materials that are degrading, dehumanizing, exploitive, hateful, or gratuitously violent, including, but not limited to pornography;
- (i) treating all persons with respect and dignity, and upholding their God-given worth from conception to death, including the avoidance of harassment, harmful discrimination and any form of verbal or physical intimidation;
- (j) acting as responsible citizens both locally and globally who respect authorities, submit to the laws of this country when not inconsistent with biblical teaching, and who contribute to the welfare of creation and society;
- (k) demonstrating a love for Jesus by courageously sharing the gospel in word and deed;
- (l) in all other ways, maintaining an active and healthy Christian life, consistent with the Christian teachings of BCMB, as an example to all with whom one meets and interacts.

(Source: BC MB Conference Credentialing Document)