

# The Shepherds Assistant Ministry & Advisory Group

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## I) Ministry

### A) Name

- 1) The Shepherds Assistant

### B) Vision

- 1) Pastors working in small rural churches will be blessed, and feel God's love and provision in their hurried and often lonely lives as they have someone come along side and assist them.

### C) Mission

- 1) The Shepherds Assistant will seek out pastors working in the rural churches of Amador County providing assistance to them

### D) Purposes

- 1) The ministry is expected to be able to grow to include about 6 pastors in the area. The ministry goal is to be a strong influence in a few pastors and their congregations
- 2) This ministry is to be non denominational and available to pastors on request while maintaining conformity to the ministry doctrinal statement.
- 3) The ministry will be comprised of:
  - a) Personal support in a one on one setting. This could include simple accountability, encouragement, and coaching but is always intended to come along side the pastor and to assist them.
  - b) Pulpit supply, in both an emergency setting (late notice, not pre scheduled) and a respite setting (pre scheduled)

## II) Advisory Group Member Duties:

### A) Attendance at meetings

- 1) It is expected that the AG member will make every effort to attend all regular and special AG meetings but will at least make it to 3 out of the 4 regularly scheduled quarterly meetings.
- 2) It is expected that the AG member will arrange for the Executive Director 1 on 1's at least once per quarter.

B) Preaching Reviews.

- 1) All AG members are to attend at least 1 sermon of the Executive Director per year and then review it using the sermon review form. This review can be presented at either a quarterly AG meeting or at the AG members Executive Director 1 on 1

C) Prayer

- 1) AG members are committed to praying for the Executive Director, his ministry, and the pastor-churches that he is working in.

III) Advisory Group Membership

A) A fully vested Advisory Group (AG) will consist of:

- 1) at least 3 and no more than 5 total members.
- 2) from a diversity of church sizes <50, >125
- 3) a diversity of ages <35, 40<x<60, >60

B) Eligibility

- 1) AG members must have accepted Jesus Christ as their Savior and be living a life in submission to Jesus Christ as their Lord
- 2) AG members should be regularly attending worship services at their local church.
- 3) AG members should have minimal issues with the ministry doctrinal statement and should review with the Executive Director any issues they might have.

C) AG members shall serve 2 year terms

D) The AG members will serve without pay

E) AG membership Vacancies

- 1) AG members are to be nominated by the Executive Director at least 1 month prior to the AG meeting where the nominee is to be confirmed.
- 2) AG members are to be confirmed by a unanimous vote with at least a quorum of present AG members present.

F) Removal of an AG member

- 1) Voluntary – An AG member may for any reason request to be removed from the AG. The resignation will be accepted at the first AG meeting following receipt of a resignation request.
- 2) Requested – An AG member may be requested to resign
  - a) Directly by the Executive Director or by unanimous vote of a quorum of the remaining AG members..
  - b) If the AG member does not resign following the request then at the next regular AG meeting with an adequate quorum the AG member may be removed by a unanimous vote of the remaining AG members.

#### IV) Advisory Group Officers

- A) The officers of the AG shall consist of a Chair, Vice Chair and a Secretary.
- B) Elected officers will serve a term of one year.
- C) Duties
  - 1) Chair - will
    - a) Work with the Executive Director in scheduling AG meetings
    - b) preside over AG meetings and other duties associated with the office
  - 2) Vice Chair - will assume the duties of the Chair in the case of the Chairs absence.
  - 3) Secretary - will keep minutes of the AG meetings and all approved minutes in a minutes log book. Minutes are to be provided to AG members and the Executive director 1 week prior to each AG meeting.

#### V) Advisory Group Meetings

- A) AG Meetings
  - 1) Regular AG meetings
    - a) are to be held quarterly
    - b) will be announced at least 1 week prior to the scheduled date
    - c) Agendas will be provided at least 1 week prior to the scheduled date. .

2) Special AG meetings may be called by the board Chair or a simple majority of board members.

B) Executive Director 1 on 1's

1) Each AG member will schedule 1 on 1's with the Executive Director.

VI) Advisory Group Voting

A) A majority of the AG members constitutes a quorum. Where no quorum exists, the only business that can be concluded is setting a subsequent meeting date and adjournment.

B) Passage of a motion will require unanimity of the present AG members at a meeting with a fully constituted quorum.

VII) Amendments to Advisory Group By-Laws.

A) These AG by-laws may be amended by a two-third vote of the Board Members present at any regular meeting so long as:

1) A proper quorum of non abstaining AG members is in attendance

2) A copy of the proposed amendment was made available one week prior to the said meeting.