

TERMS OF REFERENCE FOR THE EXECUTIVE MINISTER SEARCH TASK GROUP
MENNONITE CHURCH BRITISH COLUMBIA
September 12, 2021

The objective of the Executive Minister [EM] Search Task Group is to present a qualified and suitable candidate to the MCBC Leadership Board by May, 2022. Subsequent ratification by MCBC delegates is tentatively scheduled for June, 2022.

The primary tasks of the Executive Minister (EM) Search Task Group are to:

1. **Listen** to the MCBC constituency to assist with discerning the EM position priorities and determining the qualities and qualifications of a new EM;
2. **Conduct** a thorough search. This should be done (and is not limited to) through advertising, shoulder-tapping, and inviting others to recommend possible applicants;
3. **Solicit** potential applicants to lead MCBC as its Executive Minister;
4. **Engage** in sufficient consultation with qualified applicants;
5. **Examine** the gifts, educational background, experience and personal lifestyle of the most highly qualified persons for this position;
6. **Interview** potential candidate(s) in an organized, intelligent and respectful manner;
7. **Present** the candidate(s) of choice to the MCBC Leadership Board.

Within the limits of this Terms of Reference, the Search Task Group may self-determine procedures and processes to achieve the objective.

The EM Search Task Group is appointed by the MCBC Leadership Board and is accountable to the Leadership Board. The first meeting will be organized by Darnell Barkman, Vice Moderator. Upon Board appointment of the new Executive Minister, the Search Task Group will be disbanded.

Expected Principles and Procedures: The MCBC Leadership Board requires the EM Search Task Group to adhere to the following principles and procedures:

1. **Confidentiality:** All Search Task Group business must be kept strictly confidential. If there is doubt at any time about what information sharing is permissible, consult with the Task Group before acting;
2. **Avoiding Commentary in External Settings:** In all settings outside the Search Task Group meetings, Task Group participants will be welcome to listen to the advice of those with whom they interact but will, at no time, provide their own commentary, assessment, reflections or speculation on the names of potential or actual candidates who might be before the Task Group for consideration;
3. **Due Diligence:** Reference-checking (including personal lifestyle, adherence to the Confession of Faith) and complete and thorough due diligence can and will be planned and executed systematically and professionally at the appropriate times. Search Task Group participants are to refrain from unauthorized or informal reference-checking unless they are specifically assigned that assignment by the Task Group;
4. **Early Declaration of Personal Biases and Assumptions:** It is quite normal that as candidates' names are introduced into the conversation, members might have their own personal biases and/or assumptions based on their familiarity with the candidates. Early acknowledgement and declaration of

any personal bias or assumptions to fellow Task Group participants will be considered both honourable and professional;

5. Full Engagement by each member at all stages: It is critical to the ultimate success of the Task Group that each participant of the Task Group be fully engaged for the duration of the process. This means that task group work will be a priority, that every attempt will be made to attend each meeting (except under dire circumstances) and that participants will be engaged in the fair, objective and comprehensive assessment of each candidate;

6. Constant focus on Executive Minister job description and present and future needs of MCBC: When assessing candidates, participants will be expected to constantly focus on the skills, relevant experiences and other key attributes as outlined in the Executive Minister job description. The Task Group will establish its own weighting of the attributes. The Task Group will also consider the immediate and long-term needs of MCBC in their discernment;

7. Timely Progress Updates: The Task Group will work as efficiently as is possible, and in a timely manner to meet the identified ratification date of June, 2022. It will keep the Leadership Board fully apprised of its activities and progress working with a Task Group participant assigned to communicate through the MCBC Moderator. The Leadership Board will determine when updates are given to the constituency and is responsible for how these updates are communicated;

8. Record of Proceedings: The Task Group is expected to keep minutes of its meetings and shall determine a process for looking after this responsibility. In addition to the minutes, a complete list of applicants should be preserved until the appointment of the Executive Minister is made. These documents will be passed on to the Leadership Board following the completion of the Task Group's assignment.

Affirmed at MCBC Leadership Board meeting, Sept. 22, 2021