



Open Road Chapels' Chaplaincy Program Bylaws

November 2024

OPEN ROAD CHAPELS GENERAL BYLAWS:

1.0 BOARD:

The Board of Directors are to provide both support and direction in the areas of accountability, maintenance of purpose, vision, and they are to set goals. Members of the Board of Directors are required to give counsel, advice and input to the Executive Director, and to provide, at times, an impartial approach; that is they can stand back from the day-to-day operations and exercise wisdom and judgment, on behalf of the organization and its leadership.

The Board of Directors understands that the day-to-day operation of Open Road Chapels is under the guidance of the Executive Director.

The Board of Directors, in co-operation with the Executive Director, may make decisions in accordance with the Bylaws, Statement of Faith, as well as general Christian principals and practices. They may seek outside advice for some decisions. It must be noted that each Board Member is to sign an Agreement of Confidentiality regarding Board decisions and meetings.

2.0 EXECUTIVE DIRECTOR:

The Executive Director is to provide leadership to the ministry of Open Road Chapels. This would include all areas of the ministry and operations of the ministry, as outlined below:

Finances:

- 2.1 All areas of fundraising.
- 2.2 Accountability of disbursements, and maintenance of records in accordance with established business practices, as determined by the Canadian Council of Christian Charities, Revenue Canada and Open Road Chapels. Financial statements are available at the end of our fiscal year or upon request.
- 2.3 Special notes:
 - a. All funds received belong to the Lord, but are entrusted to Open Road Chapels, with respect to donor requests, following the Revenue Canada ruling.
 - b. The Executive Director oversees that 15% of all revenue is retained to cover costs of general operations.
 - c. Staff running a balance in their account may receive a cash advance with 45 days' notice, in writing or by telephone communication, to the ORC office or to the Executive Director.
 - d. Mailing lists, accumulated through all ministry contacts, are the property of Open Road Chapels.
 - e. Once a year, at Christmas, the entire master mailing list, which includes staff mailing lists, will receive a letter from the Executive Director detailing ministry updates, with opportunity given to support the ministry through prayer and/or finances.
 - f. Open Road Chapels' policy on first-right-of-refusal: Money or material will be returned to the donor if deemed inappropriate by the Executive Director or the Board of Directors.
 - g. Mailing lists will only be released with the permission of the Executive Director.

3.0 EXECUTIVE DIRECTOR OR EXECUTIVE DIRECTOR-APPOINTED PERSONNEL:

Staff that is Full-time or Part-time, and Volunteers:

- 3.1 Will establish and ensure Christian standards are maintained among the staff, as outlined in the criteria of employment of Open Road Chapels, also known as the Application Form for Employment, and Chaplain's Handbook, as well as the Statement of Faith, Health & Safety Policy.
- 3.2 Direct recruiting of new chaplains and relief chaplains.
- 3.3 Training and giving oversight to quarterly training.

3.4 Meeting Place:

- 3.4.1 Placing of chapels.
- 3.4.2 Planting and formulating chapel ministry.
- 3.4.3 Liaison between ministry and truck stop management.
- 3.4.4 Coordinating of chapel operations.

3.5 Ministry Promotion:

- 3.5.1 Responsible for all aspects of ministry promotion.
- 3.5.2 Lay out policies and guidelines for promotion of all aspects of ministry.
- 3.5.3 Responsible for press releases to TV, radio and any publications.
- 3.5.4 Approves requests for any ministry promotion.

4.0 MINISTRY GROWTH & STRATEGY:

4.1 Staff:

It is the responsibility of staff members to ensure the development of financial support for his/her ministry obligations, and they are accountable to the Executive Director or Executive Director-Appointed Personnel.

5.0 STRUCTURE AND GUIDELINES FOR ALL STAFF MEMBERS AND VOLUNTEERS:

- 5.1 All staff members and accredited volunteers must subscribe to and fully support the Open Road Chapels' Statement of Faith, by signing same, and shall do so on an annual basis.
- 5.2 Each staff member is required to reach the entry-level approved budget. This provides an opportunity to share ministry updates with supporters. Level 2 involves establishing and maintaining a full-time ministry-approved budget. Staff failing to maintain the budget will be requested to correct the problem, depending upon their individual situation.
- 5.3 Financial pressures will greatly drain one's energy and divert one's attention from ministry. It is part of the duty of the Open Road Chapels' staff member to maintain this financial support.
- 5.4 Open Road Chapels retains 15% of all staff revenue, to cover costs of the general operation.
- 5.5 Staff running a balance in their account may receive a cash advance, with 45 days' notice, in writing, to the Executive Director or the O.R.C. office.
- 5.6 If a staff person is late 3 times with getting their mailings out, the matter will be referred to the Board to resolve it.
- 5.7 When Open Road Chapels pays to move a staff member, and if they resign from O.R.C. within 3 years of their move date, they will repay O.R.C. the moving expenses.
- 5.8 According to Revenue Canada, all funds belong to Open Road Chapels, so when a staff person leaves O.R.C., any funds in their account remains the property of Open Road Chapels.
- 5.9 The Executive Director, or Executive Director-Appointed Personnel, will work closely with staff and provide all necessary training and materials necessary to reach and maintain financial goals.
- 5.10 Chaplains are required to wear the ministry uniform shirt, jacket and name tag while on duty or representing the ministry. A safety vest, provided by O.R.C., is required to be worn from dusk until the end of the chaplain's shift.
- 5.11 Chaplains understand that O.R.C. is an invited guest at each truck stop where ministry is carried out. Conduct will be that of an invited guest, with courtesy and politeness as the only acceptable conduct. Any chaplain acting in a manner contrary to same will be disciplined and/or their ministry terminated.

- 5.12 Chaplains are required to have in their possession, read and follow, The Billy Graham Christian Worker's Hand Book, as the only approved material to be used.
- 5.13 It is understood that all chaplains will maintain a neutral position on the following issues while on duty or representing the ministry:
- a. Propagating or positioning the ministry to favour any denomination, ministry, Church, Bible translation, ministering gifts, style of worship and/or music.
 - b. Communicating a personal opinion or position that would create division in the body of Christ.

6.0 STAFF:

- 6.1 As part of their ministry involvement, staff chaplains are required to call the Compliance Coordinator, or designated personnel, upon arrival at the chapel, upon leaving at the end of a shift or if leaving for any other reason.
- 6.2 Staff chaplains are required to complete monthly reports, which are to be in the O.R.C. office 15 days after month-end. These are in three parts -- spiritual, financial and 24-hour time management, -- and provide ministry accountability. These documents contain vital information and are to be completed fully. Chaplains that have reports in arrears will be contacted by the O.R.C. office. Pending failure to supply the required reports, the matter will be referred to the Board.
- 6.3 Each staff member will be required to submit his/her personal spiritual growth goals annually. It is the responsibility of the staff member to send copies of these goals to the O.R.C. office before staff evaluations, conducted in January of each year.
- 6.4 It is assumed that each staff member or volunteer will maintain daily devotions, prayer and regular Bible studies. Staff chaplains are encouraged to read at least 1 Christian book per month. Monthly staff reports are required to inform the Executive Director of spiritual accountability in these areas.
- 6.5 Each staff member is required to have an accountability partner with whom he or she meets at least once per month, for accountability in the areas of family, spiritual growth, financial development and personal encouragement.
- 6.6 Each staff member is responsible to have the name(s) of their accountability partner(s) on file at the O.R.C. office.
- 6.7 All full-time staff members are required to take a minimum of 1 month for vacation time each year. Open Road Chapels will shut down from mid-July to mid-August each year.
- 6.8 Seniority of all staff members and chaplains begins the date that their application is approved and when their ministry actually begins. Change of status does not change seniority. The seniority of those terminating their ministry and then returning, will begin on the date of their new application approval. Open Road Chapels maintains an open-door policy, so those who choose to leave and then return are welcomed back, providing their past conduct has been acceptable to O.R.C.'s ministry standards.

7.0 REGULATIONS REGARDING REPRESENTATION OF OPEN ROAD CHAPELS:

7.1 Ministry Letters:

Four times a year all staff members are required to update their donor base by way of a written letter. In this way they can keep their constituents up-to-date with their prayer, praise and financial needs. Letters are to be submitted to the office six weeks before the due date, for editing and content. All letters will be edited by the Executive Director. If the staff member wishes to see the letter after it has been edited, it is their responsibility to contact the O.R.C. office and arrange this. Approved letters are to be accompanied by the following: a commitment card and small return envelope, tucked inside the newsletter -- that has been folded with the Donor's name and complete address visible in the window of the envelope provided.

7.2 Ministry Brochures:

Open Road Chapels will provide all printed materials, including business cards and brochures.

7.3 Verbal Representation:

From time-to-time staff members are asked to speak at Churches or various functions. Staff members are required to have their presentation approved by the Executive Director before speaking. This is done by submitting your material, in writing, 6 weeks prior to the speaking engagement.

Material is available for all staff when representing O.R.C. People cannot support you unless they hear from you. Schedules for all speaking events are to be on file in the office at least 6 weeks before the engagement. Short notice requests are considered individually.

7.4 Other Representation:

Requests for interviews, articles, etc. need to be approved by the Executive Director or other appointed personnel.

8.0 MEETING PLACES:

8.1 If an individual wants to donate money, have the Donor fill out the return card and place the offering into a donation envelope before placing it in the chapel offering box. Offering envelopes are to be forwarded to the O.R.C. Head Office by the Lead chaplain.

8.2 If anyone enters the chapel and is acting in an inappropriate manner, have them sign the guest book, if they so desire, and then encourage them to continue the conversation outside, in a public place or in a restaurant. If their inappropriate conduct continues, report the individual to the truck stop GM immediately.

8.3 Chaplains with suggestions and/or concerns that involve truck stop management, staff or individuals must follow the proper chain of authority. Report your idea or concern, in writing, in the appropriate space provided on your monthly reports, and wait for a response. Under no circumstance should you approach anyone from the truck stop.

8.4 All chapel scheduling is done through the Lead Chaplain or the Operations Coordinator. The schedule might be changed due to unforeseen circumstances or if help is required when opening a new chapel.

8.5 During peak periods of ministry, staff may be called upon to serve extra days on the chapel. This sometimes happens during vacation time, when planting new chapels and longer periods due to illness. Staff cooperation is appreciated. You might be the next one who needs some time off.

8.6 All ministry team members are required to report to the Meeting Place on modified hours for each Meeting Place location. Modified hours exist at locations approved by the Compliance Coordinator.

8.7 Distribution of literature, other than ministry-approved material, is strictly forbidden. Any material that is to be placed on the chapels, website or internet must be approved by the Executive Director. Placing material around the truck stop is not permitted.

8.8 A copy of O.R.C.'s Ministry Guidelines, the Health and Safety Policy and other documents are to be available at every chapel.

8.9 Meeting Place Tidiness:

Please make sure the chapel is left clean and tidy at the end of your schedule by doing the following: Emptying the garbage container, sweeping and mopping the floor, straightening the chairs and completing the chapel log. Please remove all personal belongings, including clothing, food and any other items. Any changes or additions to the chapel, inside or outside, are not permitted. If you have special needs, please call the O.R.C. Head Office. Chapels are public facilities and pets of any kind are strictly forbidden therein, with the exception of Approved Service Dogs.

9.0 MEETING TEAM CONFLICT:

It is the purpose of each member of O.R.C. to edify and encourage one another. In the event that a staff member/volunteer experiences a conflict with another O.R.C. team member, it is expected that it will be handled according to the Biblical principals set out in Scripture: Matthew 5:22-24. If it cannot be resolved, then the staff member/volunteer will seek counsel of the Executive Director. Further difficulties in resolving the matter will involve Board action and staff discipline.

10.0 STAFF DISCIPLINE:

Staff will be disciplined for the following reasons:

- 10.1 If conduct and attitude are contrary to Scripture, as set out in the Christian Bible.
- 10.2 If disrespectful in conduct and attitude toward any team member, staff or volunteer, the Executive Director, Board Member(s) of Open Road Chapels, or any person representing a hosting truck stop.
- 10.3 If conduct and attitude are divisive toward the ministry or anyone involved in Open Road Chapels.
- 10.4 If any team member is involved in or is consuming alcohol, illegal drugs, illicit material, a common-law relationship, or an alternative lifestyle.
- 10.5 All records of disciplinary action will remain in the staff member’s personal file for a period of 2 years.

10.6 Disciplinary Action:

All disciplined staff members will receive one verbal warning, and a second warning, in writing. Upon the third warning, in writing, the staff member will temporarily be relieved from their position and called before the Board to explain their conduct, at which time, such a staff member can be permanently terminated as a staff member.

10.7 Policy for Issuing Warnings:

Warnings will be issued upon a violation of the ministry Discipline Guidelines, with sufficient time given for the individual to repent and reconcile with all involved parties.

10.8 Divorce and Remarriage:

Open Road Chapels does not condone divorce, nor practice prejudice towards individuals involved, innocent or otherwise. It is our desire for restoration in all marriage situations, realizing that each situation is complex and individual. In a spirit of love and harmony, it is our desire to build up the body of Christ, allowing such individuals to serve, only after a careful examination of each situation.

11.0 These bylaws are by no means inexhaustible and will be updated at various times. All chaplains are encouraged to work together within these bylaws with respect to leadership and Christian unity.

12.0 Upon receiving, understanding and agreeing with these bylaws, please sign on an appropriate line and have it witnessed by the Executive Director or a Board member. Those not in agreement are at liberty to leave the ministry or be relieved from their position.

Signature _____

Name _____
PRINT NAME

Witness _____

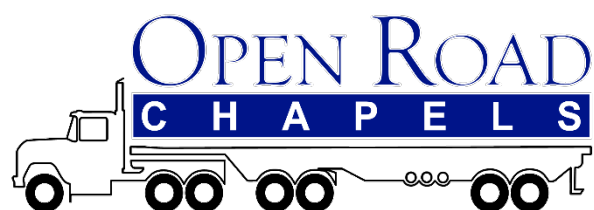
Name _____
PRINT NAME

Date _____

A signed copy will be placed in the ministry team member’s file for future reference.

I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavouring to keep the unity of the Spirit in the bond of peace. -- Ephesians 4:1-3

Updated November 7, 2024



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