

1996 HBC Elder Board Minutes

Specific deacons questions/comments

Bob: Dan's questions on reference checks have been clearly answered by above

Larry: Points out how critical it is to maintain elder/deacon communication

Jon: Should deacons be included in the decision making process - giving input before decisions reached?

The elder/deacons relationship will be placed on the next full board agenda. We have several new deacons who may not have participated in past discussion of this issue.

Dave Corning will follow up with Dan Zarletti. Dan was not present at the April 30th full board meeting or the Leadership Retreat, so he missed two important information sources. He will be gently, but firmly reminded that "if you're not there - you either get accurately informed or you've got nothing to say."

The elders will follow-up with the deacons on an individual basis.

This was a very good wake-up call. If the deacons were not gracious and godly men there could have been much damage done.

This underscored the need for an elder to be present at every deacon's meeting, so deacons could be given the information they need to make their decisions. It also raised the question as to whether Jim manages or leads. Was his problem in decisively handling this situation lack of information or lack of leadership? Jim will begin the 3 - 4 month process that Gordon has begun of being a potential elder by attending every elder's meeting. This will provide him with the information base he needs to lead. Gordon's final hoop for assessment as a future elder will be the working relationship he establishes with the current elders. Jim will have an additional hoop - his ability to lead, not simply manage the deacons. We do not need an additional staff member to be an elder unless he can fulfill that function, so we want to give Jim the opportunity and resources to grow to his full stature in that arena. Both men clearly meet the biblical qualifications to be an elder or we would not have approached them in the first place. Rick and James will communicate this discussion to Jim next week.

Rick is concerned about Jim's work load, so it was decided that his legitimate spiritual arena would be building, finance, and attendance at elder's meetings, not marital counseling, teaching, etc.

Prayer

At this point the elder's began following the May 29th agenda and Dave led the men in prayer.

Review Minutes

The minutes were approved as read.

Statements

The following are elder statement on various ministries in the church:

Outlining a Relationship between James MacDonald's Teaching/Walk in the Word Ministry and Harvest Bible Chapel

Statement Re: Pastor James Writing Ministry

Every minister has a ministry. Pastor James receives a salary for conducting his ministry within the structure of Harvest Bible Chapel. It appears that God may be leading James to invest some of his personal time in pursuing a writing ministry. It is understood that his salary at Harvest Bible Chapel is for the development and presentation of biblical sermons and that the material in these sermons once they are preached belong solely to him. It is also understood that time spent and expenses incurred in pursuing a writing ministry based on this material should be separate from his time and expenses related to the ministry of Harvest Bible Chapel.

Statement re: Walk in the Word Radio/Tape Ministry

Harvest Bible Chapel is funding the establishment of a radio ministry on one local radio station. Pastor James

agrees to share his sermons with this radio ministry free of charge. Harvest Bible Chapel agrees that all funds which come in through air time fund appeals will be set aside for the increased fruitfulness of the radio ministry. All proceeds from tape sales at Harvest Bible Chapel are also available to develop the radio/tape ministry. If at any time the radio ministry desires to expand, it must do so with its own funds and will not receive further funds from Harvest Bible Chapel. The equipment purchased to develop the radio ministry is the property of Harvest Bible Chapel and any separation of the church and radio ministries in the future would necessitate a reimbursement of Harvest Bible Chapel by the radio ministry for the equipment Harvest Bible Chapel paid for.

Dance Statement

From: The Elders of Harvest Bible Chapel
To: Whom it may concern
Date: May, 1996

After a thorough personal examination of all relevant biblical passages and several extended discussions of the same in our meetings, the Elders have arrived at the following position on the use of dance in the public services of our church.

The use of dance in Scripture is as a physical expression of praise and worship to God. It is accompanied by music and it appears to be accompanied by verbal expressions of praise to God. Most often it is participatory and involves many of the people in the worship gathering. While dance is not a command of Scripture it is encouraged by Scripture (Ps. 149:3, 150:4), and it is modeled on several occasions.

The use of dance as a tool of communication to those who are present in a worship service rather than as a tool of communication to God (where the congregation watches and receives a message), does not appear to be taught anywhere in Scripture.

Based upon this summary of our extensive discussion of this matter we are implementing the following guidelines for the time being. We are continuing to wait upon God for His direction in the whole matter of freedom in worship.

- 1) Dance will be scheduled as part of the Sunday morning services when deemed appropriate.
- 2) Any dance that is used must be done as an amplification of the congregational worship and happen during the congregational singing.
- 3) There will be no interpretive dance used during the worship services (worship where dancers participate in a 'special' while the congregation watches).
- 4) The Elders will monitor each future use of dance in our worship services and determine if it conforms to the content and spirit of the position presented here.

Summary Statement on Dance

All that is lawful is not expedient, and we must recognize that while the biblical use of dance is biblically acceptable, it may be culturally offensive to many. Preaching and worship, the Lord's Table and other things are biblically mandated. In these things we do not consider the offense of the hearers. In matters that are not mandated biblically we must weigh the potential for edification against the potential for offense. This is much like the cultural adjustments that Western missionaries make all over the world as they seek to minister for Christ. We have sought to do this in regard to dance. Those who believe they must have dance as part of their weekly worship experience should seek a fellowship where that kind of worship experience is offered. We deeply appreciate both the spirit and the labors of those who have brought this form of worship to our fellowship and thank them for being willing to risk and be vulnerable in order to enhance in any way the worship of our worthy God!

James is entering into a contract to write a book based on the *Five Scars of a Hardened Heart* sermon series. James and Kathy are investing \$4,500 of their own money and \$2,000 from tape ministry funds in this project. The tape ministry catalog *About the Teaching Ministry* statement clearly allows for this usage of funds. James does not want this project to be known outside of the elder board at this time.

Harvest Bible Chapel

Elder's Meeting - September 29, 1998

Present: Ron Allchin, Dave Corning, Rick Donald, Roy Gromke, Jim Jodrey, Kent Shaw, James MacDonald and Denny Spitters and Gordon Zwirkoski. Secretary: Kathy Elliott

Prayer

The meeting was opened with an extended time of prayer.

Review Minutes

The minutes were approved as read.

Executive Staff Meeting

Copies of the Executive Staff Meeting minutes will be placed in the elder files each week.

Kent Shaw

We have officially decided to continue the process of Kent becoming an elder. The notification to the body will run in the bulletin for the month of October.

Elder Renewals

This is a serious thing. Each man up for renewal gave a summary statement as to where they were in the process. Rick is glad he is up for renewal, looking forward to the process. Denny said he was in the same place as Rick. Jim feels as long as he still brings value to the board, he would like to remain. Gordon is counting on hearing from the men and what their perspective is on this matter. This is to be a matter of prayer and the men are urged to meet with one another by the end of October.

Building Dedication

It was decided to hold off until the Chapel and bookstore are completed because 1) the gym and classrooms are already in use and 2) we have had several 'mechanical' functions recently and we would like to take some time off from that.

Child Dedication

We will only do infant dedication at weekend services. Families wishing to have older children dedicated can be instructed to bring their children upfront at the end of a service and ask an elder and, if she is available, his wife, to dedicate their older children. The family can be brought into the board room for this process to make it more personal.

Walk in the Word: HBC Financial Support

Harvest is reaping a lot of fruit from the radio ministry. Two areas need to be addressed: Harvest's part in the *Walk in the Word* Chicago ministry and the desire for a better time slot. James has received counsel from Bill Thrall that there is a distinct possibility of a wedge being driven between James and the leadership of the church if there is not clear, ongoing communication and interest evidenced by both parties. Anything that separates the ministries will ultimately cause them both harm. James and the elders do not want this to happen. James' heart is for the elders to take an interest in something that is so central to his ministry and close to his heart. He wants to be able to share freely with these men who are so close to him and yet he is concerned about the encumbrance of bringing this ministry directly under the authority of the elders. He wants their input and desires that their hearts and his be one about this ministry, but wants the balance of not having to seek their consensus before every decision is reached. He has an advisory board consisting of Al Mueller, Joe Miraglia, Bill Janus, Larry Babka, and Kevn Dekker.

Harvest and *Walk in the Word* were originally separated because the preaching ministry was deemed to be James' ministry. Harvest chose to invest in *Walk in the Word* because 1) it was an excellent avenue to reach beyond ourselves and reap souls in the local, and then national, mission field and 2) because we would reap the benefits of people's desire to attend Harvest after hearing James preach on the radio. All of the elders recognize the fruitfulness of this

ministry. Careful records have been kept and will continue to be kept of financial transactions between the two ministries. For instance, *Walk in the Word* reimburses Harvest for all postage used.

Both Gordon and Denny welcomed the opportunity to increase communication with James about *Walk in the Word*. Would it ever be possible for James to be in a position to choose between the ministries? James said no. If he doesn't have a pulpit ministry (Harvest), he doesn't have *Walk in the Word*. It is that straightforward. Gordon felt it would be a wise move to invest dollars in funding a better time slot.

Dave's heart is to see James used beyond these walls. This is God's timetable, not ours and Dave looks forward to seeing books written and the radio ministry expanding so that God's Word would be spread and others would be blessed, as we have been, by James' teaching.

Dave will add a *Walk in the Word* report to the elder's agenda on a regular basis so that communication can take place and the elders will have a chance to rejoice in the fruit of what they have endorsed and made possible by releasing James.

Outside Speaking

The elders will act as gatekeepers as James fields outside speaking requests. He will take no outside speaking engagements unless elder approved. James asks the elders indulgence as he transitions to this new role.

James' Role/Prominence

As the church grows numerically James becomes ever more prominent and more and more people seek his time. Many of them seek it very aggressively. This is not a joking matter to James. He is seeking ways to deal with the situation, including having men accompany him in and out of weekend services.

Other Matters

Ed Fischer

Ed and Donna have become overly involved in their daughter's marriage. They need to receive counsel to allow their daughter and her husband to work out their own situation. Children need to leave their parents and cleave to their spouse.

Full Board Meeting

Tonight's meeting is an opportunity that we get only three times a year. Let's be mindful to talk to the deacons and staff and not to each other. The deacons are tired, having come through a long building program. They need encouragement and appreciation. The staff is at a very busy time of the year and may not be all that happy to be here tonight, having many ministry tasks to be accomplished waiting on their desk. Let's look outward and make both these groups, who have given so much, happy to be here tonight.

Respectfully submitted,

Kathy Elliott

2006 Elder Board Statement

The following statement was memorialized in May of 2006 by the Elders of Harvest Bible Chapel.

The purpose of this document is to review and re-establish an understanding of the parameters that govern James' ministry under the Elder's but outside Harvest.

- James is paid by Harvest for the preparation and delivery of biblical messages. When he has completed a particular message in his preaching calendar (approved by the elders) the residual intellectual property (his notes, the audio/DVD, a transcript of the message) is his to steward for the Lord as he sees fit. This is no different than creative material that is developed by a college professor for teaching, or a musician for recording; the organization pays a salary to have the content generated and presented. The content itself belongs to the one who developed it.

Is James Using Church Time to advance His Outside Ministry?

- The Elders oversight of WITW etc. extends to James' use of time to ensure that he is mentally, emotionally and spiritually fit to maintain his highest priorities at home and at Harvest.
- It is understood that James does not nor ever has used 'church time' to write his books
- While James may occasionally travel or record a DVD series during a typical church work week it is understood that the church is compensated for this time through typically lengthy work weeks, the ministry that goes on to our people during the recording and subsequently through the curriculum that has been developed with no cost to the church.
- It is further understood that these recorded materials benefit our church by being provided for use in our ministry at the lowest possible cost and without any financial benefit to James personally

Is James Profiting Personally From the Sale of His Materials at Harvest or Walk in the Word?

- James does not receive (nor has ever received) royalty or financial incentive of any kind for books, curriculums or tapes CD's sold at Harvest Bible Chapel whether in the bookstore or over the counter or anywhere. 100% of the proceeds from those materials go back into ministry
- James makes a flat/annual licensing fee for making his teaching available to rbc/witw. He does not receive any royalty or financial remuneration for tapes/CD's or books/curriculums sold through the ministry of witw/rbc. The amount of teaching sold through the ministry does not affect the licensing fee in any way.
- James' teacher licensing fee (which is the standard practice in radio bible teaching ministries) is not affected in any way by the support Harvest gives to Walk in the Word. If the church stopped supporting witw it would not affect James financially in any way.

LICENSE AGREEMENT

**Walk in the Word
and
James MacDonald**

Walk in the Word, not-for-profit Corporation, of Elgin, IL, and James MacDonald hereby agree to the following:

Effective July 1, 2007 this license is granted by James MacDonald to Walk in the Word on the following terms:

1. **The Work** – all sermons and any other teaching content developed for the ministry of Walk In The Word.
 - All archived message content of James MacDonald's sermons recorded for Walk In The Word.
 - Audio and Video masters of messages delivered at Harvest Bible Chapel and other messages recorded on location at conferences, etc.
 - James MacDonald name (both professional and legal), photographs and other likenesses of James MacDonald, James MacDonald autograph and facsimile signature, and biographical materials for purposes of advertising, promotion and trade in connection with the making and using of James MacDonald intellectual property and the conduct of Walk in the Word ministry and business.
 - Other pre-existing teaching, not subject to existing contracts or restriction, and recorded for radio release and other teaching media (CD's, DVD's, books/booklets, etc.) as agreed to between Walk in the Word and James MacDonald.
2. **The Use** – Walk in the Word may use this work on a non exclusive basis to produce radio programs, develop ministry resources such as print, audio, and video and to promote the work and ministry of Walk In The Word.
3. **Duration** -The term of this agreement shall be for one year from the effective date and may be extended by mutual consent.
4. **Consideration** – James MacDonald will be paid \$ _____ per month, payable semi-monthly.
5. **Warranty** – James MacDonald warrants that he is and will be during the term of this agreement the sole owner of the content.
6. **Relationship** – James MacDonald acknowledges that he also holds the position of President of Walk in the Word of which compensation is handled separately.
7. **Termination** - James MacDonald or Walk in the Word may terminate this Agreement upon ninety (90) days written notice to Walk in the Word in the event of a material breach under this Agreement and a failure on the part of the breaching party to cure such default within such ninety (90) day period.
8. **Assignment** - Neither party may assign its rights or obligations under this Agreement except by the written consent of the other party, which other party's consent may be withheld in its sole discretion.
9. **Venue** - This Agreement and the performance hereof shall be construed and interpreted in accordance with the laws of the State of Illinois.

When James MacDonald decides to publish content outside of Walk In The Word, Walk in the Word will be offered first right of consideration to publish the content. Should James elect to publish with other organizations, Walk In The Word will be allowed to purchase from such other publishers at the authors discount and without royalties.

2008 Elder Board Minutes

Elder Restructure Document

- Glad we are giving this the proper amount of time
- Kent has put in narrative form

Elder Renewals and Robert Jones

- All elders completed renewal process
- For purposes of rotation renewal: Kent Shaw, Joe Stowell 4 and Bill Ciofani renewed in January of 2008
- Robert Jones is now officially an elder
 - Will be added to bulletin

Intellectual Property Document

The Elders of Harvest Bible Chapel agree unanimously that Dr. James MacDonald is and has been (since September of 1988) and will be as long as he is serves at our church, paid for the preparation and delivery of biblical messages. When his preaching is completed at the end of each weekend, he has completed the work for which he was paid. The residual intellectual property, both in note, audio, video and any other form, belongs exclusively to James MacDonald. Harvest Bible Chapel reserves the right to use the content for its own purposes within the Chicago land area as long as James MacDonald remains our Senior Pastor. What he chooses to do with his intellectual property is at his sole discretion and not under the governance of Harvest Bible Chapel, except as it would be seen by the elders to be in conflict with his responsibilities at the church.

2015 EXECUTIVE ELDER COVENANT OF COMMITMENTS (excerpt)

3. Per resolution of the Elder Board (date here), all works of authorship created by Pastor MacDonald shall be his own and shall be shared with the church and any other parties as he deems appropriate.
4. Per resolution of the Elder Board (date here), although organizationally structured within the church as an internal ministry, Walk in the Word Ministries was founded by Pastor MacDonald, and are being used to support the broader vision for the church. Elder Executive Committee covenants that Walk in the Word Ministries will receive annual financial support from the church of no less than 5% of the church's general operating budget for that year. Elder Executive Committee covenants that at any time and at his choosing, Pastor MacDonald may cause Walk in the Word Ministries to become separated from the church, and all net financial and legal assets related to Walk in the Word Ministries would be released to Pastor MacDonald by the church. Further, should Pastor MacDonald cease his role as Senior Pastor, financial support from the church to Walk in the Word Ministries would cease.
5. That while a part of the church, both Walk in the Word Ministries resources and staff and James MacDonald's works of authorship can be used to further the vision of the church and its ministries.

2017 Compensation Committee Memo of Understanding

MEMORANDUM OF UNDERSTANDING AND DOCUMENTATION

TO: DR. JAMES MACDONALD

FROM: COMPENSATION COMMITTEE

SUBJECT: SENIOR PASTOR COMPENSATION

DATE: DECEMBER 19, 2017

This memorandum is intended to memorialize the compensation commitments and pledges given to our Senior Pastor, Dr. James MacDonald by the Compensation Committee of Harvest Bible Chapel and reflected in multiple years of minutes beginning in 2010. These commitments and pledges given in good faith represent a contractual and covenant commitment to Dr. MacDonald which are:

- 1) Teacher License Agreement (TLA)
- 2) Deferred Compensation to Rabbi Trust
- 3) Early Years Retirement Catch Up Deferred Comp
- 4) Installments Deferment Make-Up Rabbi Trust
- 5) Walk in the Word and the respective assets are a bible teaching ministry of Dr. MacDonald as reflected in the WITW Board Resolution and Minutes dated December 16, 2010.