

## **CONSTITUTION**

1. The name of the society is ***FAITH COMMUNITY CHRISTIAN CHURCH***.
2. The purposes of the society are:
  - (a) advancing and teaching the religious tenets, doctrines, observances and culture associated with the Christian faith; and
  - (b) advancing religion by providing ceremonies, services and other related religious programs in order to promote the Christian faith.

## BYLAWS of **FAITH COMMUNITY CHRISTIAN CHURCH**

### 1. **INTERPRETATION**

- 1.1. In these Bylaws, unless the context otherwise requires:
  - (a) “church” means the society;
  - (b) “lay elders” means the directors of the society for the time being; and
  - (c) “*Society Act*” means the *Society Act* of the Province of British Columbia from time to time in force and all amendments to it.
- 1.2. The definitions in the *Society Act* effective apply to these Bylaws.
- 1.3. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation and vice versa.

### 2. **BIBLICAL TENETS AND STATEMENT OF FAITH**

- 2.1. Our Society is founded upon the Biblical tenets:
  - (a) The Great Commandment: “Love the Lord Your God with all your heart and with all your soul and with your mind and with all your strength.”<sup>1</sup>
  - (b) The Second Commandment: “Love your neighbour as yourself.”<sup>2</sup>
  - (c) The New Commandment: “Love one another.”<sup>3</sup>
  - (d) And the Great Commission: “All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”<sup>4</sup>
- 2.2. Statement of Faith
  - (a) We believe the entire Bible, both Old and New Testaments, is the inspired Word of God and that human authors were inspired by the Spirit of God to write them. Therefore we believe the Scriptures are infallible and inerrant

---

<sup>1</sup> Dt 6:5; 11:1, 13, 22; 19:9; 30:16, 20; Jos 22:5; 23:11; Mt 22:37; Mk 12:30; Lk 10:27.

<sup>2</sup> Lev 19:18; Mt 19:19; 22:39; Mk 12:31, 33; Lk 10:27; Rom 13:9; Gal 5:14; Jas 2:8.

<sup>3</sup> Jn 13:34-35; Rom 13:8; 1 Pt 1:22; 3:8; 1 Jn 3:11, 23; 4:7, 11-12, 21; 2 Jn 1:5.

<sup>4</sup> Mt 28:19-20.

in the original writings and are the final authority on all matters of faith and practice.<sup>5</sup>

- (b) We believe in one God, the Creator of all things, who exists eternally in three distinct persons—the Father, the Son, and the Holy Spirit—co-substantial in being, co-eternal in nature, co-equal in power and glory, and possessing the same perfections.<sup>6</sup>
- (c) We believe Jesus Christ is the Son of God. He became flesh to reveal God to the world and to become the Saviour of lost humanity. He was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless human life, and offered himself as the perfect sacrifice for the sins of all by dying on the cross. He arose from the dead in bodily form after three days demonstrating his power over sin and death. He ascended into heaven where he is the only Mediator between God and humanity. All authority has been given to him, and he will personally return again to earth at a time known only to the Father to fully establish his kingdom and exercise his role as Judge of all.<sup>7</sup>
- (d) We believe the Holy Spirit is present in the world to convict people of their sin and their need for salvation through Jesus Christ. He also dwells in every Christian and provides them with power for godly living, understanding of spiritual truth, and ability to produce spiritual fruit. He gives spiritual gifts to individuals in the Church for its edification and its mission.<sup>8</sup>
- (e) We believe that humanity was created in the image of God to have fellowship with him but became alienated in that relationship through sinful disobedience. As a result, humanity is incapable of regaining a right relationship with God through its own effort by self-improvement or good works.<sup>9</sup>
- (f) We believe that Jesus Christ died for our sins according to the Scriptures, as our substitutionary and propitiatory sacrifice once and for all. His blood, shed on the cross, provides the sole basis for the forgiveness of sin. Only by trusting in Jesus Christ and receiving him as God's offer of salvation can a person be saved from sin's penalty and be justified before God.<sup>10</sup>
- (g) We believe that every Christian is called to live for Christ, who is their Lord, and not for themselves. By obedience to the Word of God and daily

---

<sup>5</sup> 2 Tim 3:16; Dt 8:3; Mt 5:17; Jn 10:34-35; Jn 17:17

<sup>6</sup> Dt 4:35; 6:4; Jas 2:19; Gen 1:1, 26; Ps 90:2; Ex 3:14; Isa 43:13; Gen 21:33; Isa 48:16; Mt 3:16-17; Dt 32:4

<sup>7</sup> Isa 7:14; 9:22, 28; Lk 22:70; Jn 1:1, 14; 5:16-23; 10:30; 14:9-10; Phil 2:6-7; 1 Tim 2:5; 2 Tim 4:1; Mt 1:18-25; 24:30; Mk 13:32; Lk 1:26-38; 1 Cor 15:15-17; Rom 1:3-4; Heb 1:3; 4:15; Eph 3:12; Rev 1:7; Mt 28:18

<sup>8</sup> Acts 1:8; 5:3-4; 1 Cor 2:11; 7; 12:7-8; Jn 16:8; 3:3-6; 14:16-17; 16:13; Gal 5:22-23

<sup>9</sup> Gen 1:26-27; 2:17; 5:1; Col 3:10; Eph 2:1-5, 12; 2:8-9; Rom 3:23

<sup>10</sup> Heb 2:17; 7:27; 9:12; 10:10; 1 Jn 2:2; 4:10; Eph 1:7; Rom 5:1-2,9; 10:9; 2 Tim 1:12; Tit 3:5-7

yielding to the Spirit of God, every believer is to continually mature and be conformed to the image of Christ.<sup>11</sup>

- (h) We believe that the Church is the body of Christ, of which Jesus Christ is the head. The members of the Church are those who have trusted in the finished work of Christ through faith and have been regenerated by the Holy Spirit. The purpose of the Church is to glorify God by loving him and by making him known to the lost world.<sup>12</sup>
- (i) We believe Christ instituted the ordinances of baptism and the Lord's Supper, both of which are to be observed by the believers until he returns. We believe by the initiatory rite of baptism a believer is personally and publicly identified with Christ in his death and resurrection. We believe the Lord's Supper is a commemorative remembrance of Christ's sacrificial death, a celebration of his presence, and the rite of continued communion with him. The elements of the bread and cup are symbols of his body and blood. These ordinances are not regarded as a means of salvation.<sup>13</sup>
- (j) We believe that at the bodily resurrection from the dead, those who have turned to God in repentance and received salvation through Jesus Christ will experience eternal blessedness and joy with him in heaven. Those who have rejected Jesus Christ will face eternal and conscious judgment in hell, the condition of total and complete separation from God.<sup>14</sup>

### 3. **CHURCH MEMBERSHIP**

#### General

- 3.1. While we acknowledge that all true believers in Jesus Christ are positionally members of the Universal Church, official membership in this local body requires:
  - (a) A commitment to the doctrines, governance, and vision of this church; and
  - (b) Intentional involvement and community with the members of this local body.
- 3.2. The activities and purposes of the society shall be carried on without purpose of gain for any of its members, directors, or officers and any income, profits, or other accretions to the society shall be used in promoting the purposes of the society, and all of the above purposes shall be carried out in an exclusively charitable manner. *(This provision is unalterable.)*

<sup>11</sup> Rom 6:5-14; 12:1-2; 1 Pet 2:2-3; 2 Pet 3:18; Col 2:6-7; 1 Cor 3:12-13

<sup>12</sup> Col 1:18, 24; 1 Cor 1:1-3; 10:31; Jn 3:3-6; Mt 28:18-20; Acts 1:8

<sup>13</sup> Mt 28:19-20; 26:26-28; Rom 6:3-5; 1 Cor 11:23-28

<sup>14</sup> 1 Cor 15:12-13, 21; Heb 6:1-2; 9:27; Rev 7:15-17; 20:11-15; Mt 25:41, 46; 2 Thes 1:9

### Admission of Members

- 3.3. Individuals age eighteen (18) years and over may present themselves for membership upon making a profession of personal faith in Jesus Christ as their Lord and Saviour.
- 3.4. Each potential new member shall:
  - (a) Make a written statement of his or her faith in Christ and his or her intent, with God's help, to pursue a life that will bring glory to God;
  - (b) Have received baptism in this church or another Christian church;
  - (c) Subscribe to this church's Statement of Faith and governance;
  - (d) Complete this church's membership class;
  - (e) Sign this church's Membership Covenant;
  - (f) Be interviewed by representatives of and approved by the Board of Elders.
- 3.5. The Board of Elders will consider application for transfer of church membership to this church upon receipt of written recommendations from the applicant's present church. Acceptance into membership is subject to all the same conditions outlined in this section.
- 3.6. The calling of a pastor into vocational ministry at this church shall concurrently include their spouse's acceptance into membership in the church, unless otherwise directed by the Board of Elders.

### Duties of Members

- 3.7. Members in good standing are the applicants for incorporation of this church, and those persons who subsequently become members, in accordance with these Bylaws and, in either case, have not ceased to be members.
- 3.8. A person is a "member in good standing" only as long as he or she participates within this community of faith and is actively pursuing and supporting the calling, convictions and commitments of this church. Members shall be considered "inactive" if during the previous six (6) months they have not participated in regular activities of the church. Members designated "inactive" may be contacted by elders to encourage their re-engagement and restoration as members.
- 3.9. Members who are temporarily located away from the church (such as college students, missionaries, or those legitimately unable to attend activities due to prolonged illness) shall be considered "inactive" until their resumption of participation.

- 3.10. Each member shall inform the Board of Elders in writing of his or her up-to-date address and email (if any) for the purposes of receiving notices from the church. This is an ongoing obligation.
- 3.11. Every member must uphold the Constitution and comply with these Bylaws.

### Termination of Membership

- 3.12. A member shall be removed from this church's register of members, upon the decision of the Board of Elders, for any of the following reasons:
- (a) On his or her death;
  - (b) Upon receipt of a written request for withdrawal;
  - (c) Upon receipt of a request for membership transfer to another church;
  - (d) Upon failure to adequately respond to correction and counsel (in matters of church discipline); or
  - (e) Failure to re-engage as an "active" member.
- 3.13. If A member ceases to be in good standing, the Board of Elders, in its sole discretion, may communicate to the membership the fact of, and reason for, involuntary termination of a member.
- 3.14. The Board of Elders may reinstate terminated members upon satisfactory fulfillment of the current membership approval requirements and expectations.

### Church Discipline of Members

- 3.15. While all Christians are accountable to the Lord for how they live, a member is also accountable to the church to maintain the biblical standards held by this church. It is the aim of the church to uphold the integrity and honour of Christ by maintaining the purity of the local church<sup>15</sup> by consistently applying biblical teachings in order to restore wrongdoers<sup>16</sup> and deter others from sin.<sup>17</sup>
- 3.16. It is the responsibility of the elders, as described in Acts 20:28, to "keep watch" as overseers and "be shepherds of the church of God." Shepherding includes the care, protection, and loving correction of the sheep. As necessary, the elders may remove a member from membership for:
- (a) Departure from his or her previously expressed agreement with this church's Statement of Faith;

---

<sup>15</sup> Mt 18:15-18; Rom 16:17; 1 Cor 5:6-8; 2 Thes 3:6-15; Tit 1:13, 2:15, 3:10

<sup>16</sup> 1 Cor 5:5; Gal 6:1

<sup>17</sup> 1 Tim 5:20

- (b) Conduct that brings dishonour to Christ and mars the testimony of this church;
  - (c) Involvement in a continuous and unrepentant sinful condition;
  - (d) Evidencing disinterest or inactivity in the life of this church; or
  - (e) Other reasons as set forth in Scripture.
- 3.17. Such removal shall be conducted in a manner laid out by the Scriptures.<sup>18</sup> By applying for and accepting membership in this church, all members submit themselves to the care and correction of the elders.

#### 4. **CHURCH GOVERNANCE**

##### General

- 4.1. The leadership structure of this church shall be under the headship of Jesus Christ and in accordance with the Scriptures (Col 1:17-18). We believe the biblical pattern for church government calls for a *plurality of elders*.<sup>19</sup> Therefore, under Christ's leadership, the highest functioning authority of this church shall be the Board of Elders, fulfilling the biblical responsibilities outlined in these Bylaws.
- 4.2. The Board of Elders shall provide oversight of the ministry and operation of this church to fulfill its purposes.
- 4.3. The Board of Elders shall be responsible for the annual budget of the church.
- 4.4. The church will seek an external review of its leadership and the church itself at least once every five (5) years.
- 4.5. Deacons will administer the affairs of this church, by appointment and under the oversight of the elders, as need arises.

##### The Board of Elders

- 4.6. The Board of Elders of this church shall comprise of:
  - (a) The Lead Pastor;
  - (b) Any pastoral staff member; and
  - (c) At least three (3) lay elders who have been affirmed by the membership at a general meeting.

---

<sup>18</sup> Mt 18:15-17; 1 Cor 5:11-13; Gal 6:1

<sup>19</sup> Acts 14:23, 20:17, 28; Phil 1:1; 1 Tim 5:17; Tit 1:5; Jas 5:15

- 4.7. The Lead Pastor, who is an elder of the church, shall serve as “the first among equals”<sup>20</sup> within a functional, gift-based eldership team.
- 4.8. Lay elders are the “directors” of the society.
- 4.9. The Board of Elders will appoint the following officers on an annual basis. The offices are, at a minimum:
  - (a) President;
  - (b) Secretary; and
  - (c) Treasurer.
- 4.10. The Board of Elders shall meet no less than once every two (2) months. A quorum of majority is required. A simple majority (51% or more) is required to pass a motion.
- 4.11. No director or officer of the society shall be remunerated for being or acting as a director or officer, but a director or officer may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the society. *(This provision is unalterable.)*

## 5. **LEAD PASTOR**

### Qualifications of the Lead Pastor

- 5.1. The Lead Pastor shall be a person called of God who is:
  - (a) Qualified according to 1 Tim 3:1-7, Titus 1:6-9, and 1 Peter 5:2-3;
  - (b) Full of the Holy Spirit, of wisdom, and full of faith;<sup>21</sup>
  - (c) Appropriately equipped to bear the responsibilities of being the primary teacher and leader of this church; and
  - (d) Gifted by God with the ministry skills, knowledge, and experience needed to provide leadership in keeping with the mission and vision of this church.

---

<sup>20</sup> 1 Tim 5:17

<sup>21</sup> Acts 6:3-5



### Responsibilities of the Lead Pastor

- 5.2. The Lead Pastor is the functional spiritual leader of the church and has primary oversight of the overall ministry of this church in conjunction with the Board of Elders. The Lead Pastor is responsible for discipling and leading the staff, Board of Elders, and church body in carrying out the church's purpose and vision, maintaining doctrinal integrity, and supervision of governance matters of the church.
- 5.3. The Lead Pastor is an elder and thus shares duties of the Board of Elders.
- 5.4. The Lead Pastor, or a member of the Board of Elders appointed by the Lead Pastor, shall be the chair of Board of Elders meetings and of membership meetings.
- 5.5. The Lead Pastor shall function within the job prospectus approved by the Board of Elders and is accountable to the Board of Elders.

### Calling of the Lead Pastor

- 5.6. The Board of Elders shall call a Lead Pastor. The Board of Elders may search for a qualified candidate on its own or may appoint a pastoral search team to assist in identifying qualified candidates.
- 5.7. Since the Lead Pastor is an elder of the church, at a minimum, the Elder Appointment Process shall be followed.<sup>22</sup>

### Termination of the Lead Pastor

- 5.8. The Lead Pastor shall serve this church indefinitely. The relationship may be terminated upon sixty (60) days written notice by either party or by mutual consent.
- 5.9. The Lead Pastor may be asked to resign by the Board of Elders should they determine that the Lead Pastor is biblically disqualified in some way. An involuntary removal of the Lead Pastor, however, may occur only with majority consent from the members present at an extraordinary general meeting.
- 5.10. When the Lead Pastor resigns or is removed by the Board of Elders and the membership as set out in section 5.9, the Board of Elders may inform the membership of the reason for the resignation or removal, so far as it is honouring to God, the Lead Pastor, and the church.
- 5.11. When the Lead Pastor resigns or is removed, the Board of Elders shall make provision for the interim fulfillment of the Lead Pastor's responsibilities.

---

<sup>22</sup> 1 Pet 5:1; 1 Tim 5:7

## 6. **ELDERS**

### *Qualifications of Elders*

- 6.1. Elders are raised up and called by God to provide spiritual leadership for the church.<sup>23</sup> They are appointed by the existing Board of Elders based upon the acknowledgment that they have been made overseers by the Holy Spirit to serve in the office of elder for the benefit of the church.<sup>24</sup>
- 6.2. Elders shall be people called of God and who are qualified according to the Scriptures.<sup>25</sup>

### *Responsibilities of Elders*

- 6.3. Under authority of Scripture, the duty of elders is to oversee the spiritual life of the church by:
- (a) **Discipling and Teaching.** All elders attend to the ministry of the Word through discipling and teaching.<sup>26</sup> They shall oversee all matters concerning doctrine, the conduct of public worship, the spiritual growth of the membership, and the witness of the church.<sup>27</sup>
  - (b) **Shepherding.** All elders carry out care and oversight responsibilities relating to the flock entrusted into their care, including the receiving and dismissing of members.<sup>28</sup> Elders use the word of God to edify, encourage, admonish, and exhort the body.<sup>29</sup>
  - (c) **Ruling.** The elders are responsible for providing leadership in all areas of doctrine and practice. The elders have the final authority over the activities of the deacons and all other ministries of the church.<sup>30</sup> Authority to carry out these responsibilities is shared by all the elders.<sup>31</sup>
  - (d) **Praying.** Elders minister to the body through persistent corporate and individual intercessory prayer.<sup>32</sup>

### *Appointment of Elders* (the “**Elder Appointment Process**”)

- 6.4. We believe that holding office as an elder in the church is by:
- (a) The calling of God by the Holy Spirit;

---

<sup>23</sup> Acts 20:28

<sup>24</sup> Acts 14:21-23; Tit 1:5

<sup>25</sup> 1 Timothy 3:1-7, Titus 1:6-9, and 1 Peter 5:2-3

<sup>26</sup> Acts 6:4; Eph 4:11-12; 1 Thes 5:12; 1 Tim 3:2; 2 Tim 4:2; Tit 1:9

<sup>27</sup> Mt 28:19-20; Eph 4:11-13

<sup>28</sup> Mt 18:15-29; Acts 20:28; Gal 6:1-2; 1 Cor 5:13; Tit 3:9-11; 1 Pet 5:2-23

<sup>29</sup> 1 Thes 2:11; 2 Tim 3:16-17; Heb 13:17

<sup>30</sup> Heb 13:17; 1 Thes 5:12-13; 1 Tim 3:4-5; 5:17

<sup>31</sup> Rom 12:8; 1 Pet 5:3

<sup>32</sup> Acts 2:42; 6:4; 1 Thes 5:17; Jas 5:14

- (b) The candidate's internal conviction;
  - (c) The approval of the Board of Elders; and
  - (d) The affirmation by the members at a general meeting.
- 6.5. The appointment process (includes the entire process of selecting, examining, and installing into office) of a new elder shall be guided by the following steps:
- (a) Candidate Identification. Any potential elder shall be identified by the Board of Elders as fitting the biblical qualifications of an elder of the church and shall be submitted to a period of prayerful consideration by the existing Board of Elders.
  - (b) Notification of the Potential Elder. Following a season of prayer, the Board of Elders, upon initial confirmation of the potential elder, shall notify the potential elder that they are being considered to hold the office of elder at the church. The potential elder shall submit to a time of prayer concerning God's call upon their life and their possible service as an elder of the church.
  - (c) Validation. Upon confirmation by the potential elder of God's call on their life, the Board of Elders shall begin a validation process which will examine the following<sup>33</sup>:
    - Personal knowledge and comprehension of the Word of God, especially as it relates to being sound in doctrine and knowledge as to the qualifications of an elder;
    - Personal philosophy concerning the purpose of the local church and responsibility as a leader within the church;
    - Agreement with the beliefs, governance, and vision of this church;
    - Availability and willingness to serve and participate actively as an elder, to faithfully support the various programs and activities of this church;
    - Ability to teach and desire to cultivate this ability for the Lord;
    - Life of making disciples for Christ; and
    - History of being in biblical community; including accountable, caring, submissive, and enduring relationships with other believers.
  - (d) Affirmation. Upon satisfactory completion of the validation process, the potential elder shall be presented to the membership at a general meeting

---

<sup>33</sup> 1 Tim 3:10

for its commendations on their character, qualifications, or suitability to serve as an elder of this church.<sup>34</sup>

- (e) Installation. Upon a majority vote of the membership, the potential elder shall be affirmed and publicly installed into office by prayer and the laying on of hands.<sup>35</sup>

### Term of Office

- 6.6. The minimum term of service for an elder is three (3) years, but each elder may serve as long as that elder remains biblically qualified, available, and desires to continue to serve.
- 6.7. In every third year of service, an elder may elect to rest from their duties or to continue for another three (3) year term. If the elder chooses to continue, he or she shall be affirmed by membership vote at the annual general meeting.
- 6.8. An elder who has left the Board of Elders relinquishes their title and responsibilities as elder. They may return to their post with the approval of the Board of Elders and affirmation by the membership.
- 6.9. If an elder is not affirmed by the membership, a review of that elder shall be conducted by the Board of Elders. The Board of Elders will ultimately decide whether or not the elder under review shall continue to serve.
- 6.10. The Board of Elders will have discretion over the number of elders in the church, provided that the Board of Elders will comprise at a minimum those set out at section 4.6.

### Termination of an Elder

- 6.11. No person can be removed from the Board of Elders except for just cause as determined by a unanimous vote of the Board of Elders (exclusive of the elder whose removal is being considered). Just cause includes, but is not limited to:
  - (a) An elder being under church discipline;
  - (b) Events that would biblically disqualify them; or
  - (c) Behaviour, schedule, or stage of life that affects their ability to maintain biblical community with the other members of the Board of Elders or perform their responsibilities as an elder.

### Duties of Elders

- 6.12. President. The President shall, but not be limited to:

---

<sup>34</sup> Acts 6:5; 1 Tim 5:24-25

<sup>35</sup> Acts 14:23; 1 Tim 5:22

- (a) Ensure the duties of the Lead Pastor will be performed in their absence; and
- (b) Serve as “President” of the society to act on behalf of the church in official correspondence and signing legal documents as directed by the Board of Elders.

6.13. Secretary. The secretary shall, but not be limited to:

- (a) Conduct the correspondences of the church;
- (b) Issue notices of meetings of the membership and Board of Elders;
- (c) Keep minutes of all meetings of the membership and Board of Elders;
- (d) Have custody of all records and documents of the church except those required to be kept by the treasurer; and
- (e) Maintain the register of members.

6.14. Treasurer. The treasurer shall, but not be limited to:

- (a) Keep the financial records, including books of account, necessary to comply with the *Society Act*;
- (b) Render regular financial statements to the Board of Elders, membership, and others when required;
- (c) Oversee the collection, records, and disbursement of funds; and
- (d) Supervise the development and presentation of the annual budget to the membership.

## 7. **DEACONS**

### Qualifications of Deacons

7.1. Deacons shall be individuals called of God who are qualified according to 1 Timothy 3:8-13.

### Responsibilities of Deacons

7.2. The duty of deacons is to assist the elders in the areas of, but not limited to:

- (a) Finances. Attending to financial matters of the church, including the church budget, all expenses, staff compensation, and financial needs of ministries supported by the church.

- (b) Benevolence. Administering benevolence funds according to the needs of the church and remaining aware of the physical, emotional, and spiritual needs of the body.
- (c) Assets. Exercising caretaker and stewardship responsibilities over all church properties and the acquiring or disposing of all church assets of any kind.
- (d) Logistics. Facilitating all matters relating to the logistical facets of church ministries, including legal integrity.

#### Appointment of Deacons

- 7.3. The Board of Elders shall determine the number of deacons necessary.
- 7.4. Appointment and terms of service shall be at the discretion of the Board of Elders.<sup>36</sup>

### 8. **SALARIED MINISTRY STAFF**

#### Appointment of Pastoral or Ministerial Staff Members

- 8.1. Pastoral staff members shall meet eldership qualifications as outlined in these Bylaws regardless of their specific area of ministry.
- 8.2. The Board of Elders shall approve job prospectuses and terms of agreement for each pastoral or ministerial staff member in conjunction with the Lead Pastor.
- 8.3. A potential pastoral staff member shall be recommended by the Lead Pastor and called by the Board of Elders.
- 8.4. Pastoral staff members assists the Lead Pastor in ministerial duties and serve under the Lead Pastor's direction.
- 8.5. Pastoral staff members may be invited to serve as clergy elders at the discretion of the board of elders.

#### Appointment of Support Staff

- 8.6. Support staff will be selected by the Lead Pastor, or by those designated by the Board of Elders.
- 8.7. The Board of Elders in conjunction with the Lead Pastor shall approve job prospectuses and terms of agreement.

---

<sup>36</sup> Acts 6:1-6

## 9. **MEMBERSHIP MEETINGS**

### General Meetings

- 9.1. General meetings of members of this church shall be held in accordance with the *Society Act* and governed by *Roberts Rule of Order*.
- 9.2. An annual general meeting of members shall be held within ninety (90) days of the end of the church fiscal year to conduct business as determined pertinent by the Board of Elders. Business matters shall include, but not be limited to:
  - (a) The affirmation of elders;
  - (b) The annual budget; and
  - (c) The annual financial statements.
- 9.3. Every general meeting, other than an annual general meeting, is an extraordinary general meeting. The Board of Elders, when they think fit, may convene an extraordinary general meeting.

### Calling of General Meetings

- 9.4. The Board of Elders shall determine the time and place of any general meeting and serve notice of such not less than fourteen (14) days prior to the date of the meeting.
- 9.5. Notice provided for two (2) consecutive weeks prior to the date of the meeting is deemed sufficient. Notification by hand, by mail, or by electronic mail, are acceptable forms of notice.
- 9.6. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to such does not invalidate proceedings at the meeting.

### Quorum and Voting

- 9.7. A quorum of any properly-called general meeting shall consist of those members in good standing who are present, but not less than three (3).
- 9.8. An active member in good standing present at a general meeting is entitled to one (1) vote.
- 9.9. Voting by proxy is not permitted.
- 9.10. All matters shall be decided by majority vote, unless otherwise specified herein.

- 9.11. The Board of Elders will determine voting methods in advance of the general meeting.

## 10. **BORROWING MONEY**

- 10.1. The Board of Elders may, on behalf of and in the name of the church, in order to carry out and fulfill the church's purposes:

- (a) buy, own, lease, and sell real and personal property;
- (b) borrow money in such manner and amount, on such security, from such sources and upon such terms and conditions as they think fit;
- (c) issue bonds, debentures and other debt obligations either outright or as security for any liability or obligation of the church; and
- (d) mortgage, charge or give security on the undertaking, or on the whole or any part of the property and assets, of the church (both present and future).

- 10.2. No personal guarantees on behalf of the church will be allowed.

## 11. **CHURCH DOCUMENTS**

### Church Records

- 11.1. The church shall keep and maintain the following records:

- (a) Financial records;
- (b) Written minutes of all duly called general membership meetings and Board of Elders meetings;
- (c) Register of members;
- (d) Contribution statements; and
- (e) Asset records.

- 11.2. All such records (with the exception of contribution statements) shall be kept at the church's official address filed under the *Society Act*.

### Other Church Documents

- 11.3. All additional church documents approved by the Board of Elders shall be in agreement with and subordinate to the Constitution and these Bylaws.



- 11.4. The Board of Elders shall maintain a *Policy Book*, accessible to all members, containing the official church positions and policies governing various matters of doctrine and church life. All the terms and provisions set in the *Policy Book* have the same force and effects as these Bylaws and may be amended from time to time.

*Interpretation of Church Documents*

- 11.5. In any case of doubt or ambiguity in the interpretation of any provision, the Board of Elders, by a majority vote, shall have the final right to determine the same, and the decision so arrived at shall be final.

12. **AMENDMENTS**

- 12.1. Proposed alterations or amendments to these Bylaws or the Constitution must be presented to the Board of Elders in written form at least sixty (60) days prior to a duly convened membership meeting.
- 12.2. The Board of Elders shall solicit comments and recommendations from the membership when said proposed amendments have been recommended by the Board of Elders.
- 12.3. After consideration of responses from the membership, final approval of amendments shall be made by the Board of Elders at a subsequent Board meeting.
- 12.4. Such amendments shall then be presented to the members at a membership meeting and voted upon. The Bylaws shall be altered or added to upon the passing of a special resolution by the members.

13. **DISSOLUTION**

- 13.1. Upon winding up or dissolution of the society, the assets which remain after payment of all costs, charges and expenses which are properly incurred in the winding up shall be distributed to a registered charity or registered charities of like faith and practice in Canada, as defined in the *Income Tax Act (Canada)*, as may be determined by the officers of the society at the time of winding up or dissolution. (*This provision is unalterable.*)