ALMONTE BAPTIST CHURCH

PO Box 293

207 Reserve Street

Almonte, Ontario

K0A 1A0

Loving, Worshiping and Witnessing Together

Since 1864 in Private Homes/School House



Constitution of the Almonte Baptist Church

(Adopted November 2, 2009, Revised Nov 15/2009, Nov 27/2011, Feb 27, Nov 27/2016, Feb 24, 2018,

Feb 23/2019, Oct 20/2019, Nov 24/2019)

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CONSTITUTION

of

Almonte Baptist Church

Almonte, Ontario

Preamble

We declare and affirm these principles in the light of the Holy Scripture to govern the body in an orderly manner. These principles will preserve the freedom and liberties of each individual church member and the autonomy of action of this body in relationship to other churches.

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**ARTICLE I**

Name

This body shall be known as: Almonte Baptist Church (ABC)

 207 Reserve Street

 Mississippi Mills (Almonte)

 Ontario, Canada

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**ARTICLE II**

Objectives

Our purpose as a local body is as follows:

1. To worship God as a fellowship of believer, through the power of the Holy Spirit, under the Lordship of Jesus Christ. (Philippians 2: 1-2)
2. To minister to each other and to the entire world. (Matthew 28: 18-20)
3. To lead the lost to a saving knowledge of Jesus Christ, both at home and around the world.

(John 3:16, Matthew 28:18-20)

1. To nurture Christian growth through preaching, teaching and fellowship. (Acts 2:42)
2. For charitable purposes exclusively and will not result in any profit and/or gain to members.

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**ARTICLE III**

Statements of Faith

1. Of the Scriptures

We believe the Holy Scriptures as originally given by God, are divinely inspired, infallible, entirely trustworthy, and constitute the only supreme authority in all matters of faith and conduct. It is to be interpreted responsibly under the guidance of God’s Holy Spirit and within the community of faith. Jesus is the Son of God and through him we are saved. (John 3:16, 2 Timothy 3:15-17).

1. Of the Trinity

We believe that God has revealed Himself through the scripture in three persons, Father, Son and Holy Spirit, that each of these is presented to us as a divine person, to be distinctly recognized and adored, and that they are the same essence and are God. (Matthew 28:19, Hebrews 1:3, John 14:26).

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1. Of the Atonement for Sin

We believe salvation to be by grace through faith; wholly apart from human merit and that every individual is a sinner by birth and choice and therefore must exercise personal faith in the redeeming work of Christ on Calvary in order to be saved. We believe that a believer is kept by the power of God. (John 3:16-18, John 10:27-29, Romans 3:28)

1. Of the Resurrection, Return of Christ and Related Events

We believe in the resurrection of the crucified body of our Lord, His ascension into heaven and His presence for us as High Priest and Advocate. (Luke 24:35-45, Act 1:9, Hebrews 2:16-17, Hebrews 4:14-16, 1 John 2:1). We believe in that blessed hope which is the personal and imminent return of our Lord. (1Thessalonians 1:9-10) We believe in the bodily resurrection of the dead, the saved to eternal life and blessedness with our Lord- the unsaved to eternal conscious woe and separation from God. (Luke 16:19-31, 1 Corinthians 15:35-38, Revelation 20:11-15)

1. Of the Ordinances
	1. Believer’s Baptism – Believer’s Baptism by immersion is an outward testimony of one who has placed his/her faith in Jesus Christ as their personal Lord and Saviour. It may be administered by the Pastor or any other person appointed by the Elder’s Team, as an act of worship during any Worship Service. We believe baptism is an act of scriptural obedience (Matthew 3:13-17, 28:19, John 1:24-28, 1:31, 3:22, 23).
	2. The Lord’s Supper – The Lord’s Supper is an emblematic act of obedience. The congregation, through partaking of the two (2) elements, bread and wine, should be observed as Christ said “In remembrance of His broken body and shed blood”, we commemorate the death of the Lord Jesus Christ (Luke 22:19-20, 1Corinthians 11:23-29) and celebrate His second coming. (Luke 24:35-45, Act 1:9, Hebrews 2:16-17, 1 John 2:1). Neither church membership nor baptism by immersion shall be a pre-requisite to the partaking of the Lord’s Supper. Any person who is genuinely saved and in fellowship with God shall be welcome to partake in the ordinance. Its observance should be preceded by self- examination. (1Corinthians 15:35-38)

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**ARTICLE IV**

Relationships/Affiliation

We are governed by the Lord Jesus Christ, who is the head of the Body (Colossians 1:18), the church as He shall reveal His leadership to us through the Work of God and the Holy Spirit (Romans 12:6-8,

I Corinthians 12:14-26). The church recognizes and sustains the obligation of mutual counsel and cooperation which are common among Canadian Baptists. Insofar as is practical, this church is affiliated with and supports the Canadian Baptists of Ontario and Quebec (CBOQ) and Canadian Baptist Ministries (CBM).

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**ARTICLE V**

Church Covenant

We, the members of Almonte Baptist Church are led by the Holy Spirit, to receive the Lord Jesus Christ as our Saviour. On the profession of our faith, we have been baptized by immersion in the name of the Father, Son and Holy Spirit. (Matthew 3:16, 28:19) In the presence of God and this assembly, we enter

into a covenant with each other, as one body in Christ. (1 Corinthians 12:13) We agree, by the help of the Holy Spirit and with the Bible, to walk together in Christian love, we strive for the advancement of this church; to study the Scriptures that we may ascertain our Lord’s will; to promote spirituality and unity; to

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sustain its worship, discipline and doctrine. We partake in the church’s ordinances of Believer’s Baptism and the Lord’s Supper as practiced by our local church. (Act 18:8, Luke 22:19, 20). We contribute cheerfully and regularly to God’s tithes and our offerings for the support of the ministry of Almonte Baptist Church and to the spread of the gospel to all nations. (Malachi 3:10)

We agree to encourage the following:

1. Personal and family devotions.
2. We will not omit the great duty of prayer, for others and for ourselves.
3. Educate our children according to our faith.
4. Seek the salvation of the unbeliever.
5. Be just in our dealings and reliable in our responsibilities.
6. Be an example to those around us in our words and actions.
7. Abstain from the sale or use of illegal drugs and all such harmful substances to our bodies.
8. Use our influence to combat the use of harmful substances.

Reconciliation and Resolution- We agree to walk in Christian harmony, to pray for one another and to help each other in sickness and sorrow (Ephesians 4:12-16). We agree to be eager for reconciliation and seeking it without delay. (Matthew 6:14-15, 18:15-17, Luke 17:3, Ephesians 4:26, 32, Colossians 3:13). If no reconciliation can be met then we will follow the Scriptures. (Romans 16:17, 2 Thessalonians 3:6).

We further agree that, when we move from this area, we will unite with some other church where we can carry out the spirit of this covenant and the principles of God’s Word.

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**ARTICLE VI**

Membership

**Members** – Church membership is comprised of persons who

1. profess a personal faith and belief in the Lord Jesus Christ
2. have experienced the new birth in Jesus Christ as taught in John Chapter 3, having publicly proclaimed their faith through baptism by immersion;
3. have evidenced agreement with the Statement of Faith and thereby affirm they are in accord with the faith and practices of the Church;
4. have committed themselves to live in obedience to Scripture and are willing to be subject to the authority of the Church as expressed in the Church Constitution and Policies; and
5. have been admitted into Membership in accordance with the Church Constitution

**Members Standing**

Member can be of two (2) standings:

1. Active- refer to Privileges, Rights and Duties of Membership
2. Non–Active- refer to Withdrawal and Termination of Membership and/or Church Leadership

Qualification for Membership- A Person, no matter what age, shall qualify to be a Member of the Church if in the opinion of the Pastor and/or Elders, such Person meets all of the following qualifications:

1. Fulfills the definition of Membership as set out in Article VI Membership- Member herein;
2. Is not under the discipline of the Church as set out in Article V Church Covenant- Reconciliation and Resolution.
3. Has completed the procedure for admission into Membership set out in Article VI Membership- Admission to Membership

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Prerequisite to New Membership

1. Each person who is seeking Church membership will be given a copy of this church’s constitution.
2. Upon agreement with and acceptance of this constitution, the person then will be interviewed by the Elder’s Team and they shall make a recommendation to the Church.
3. Persons recommended for Church membership shall be accepted as members upon a seventy-five percent (75%) vote of members (present) at a duly called Church business meeting.
4. We welcome individuals from the Lesbian, Gay, Bisexual, Queer and Transgender (LGBQT) community who wish to seek a closer relationship to God. However, in light of the Scriptures, we do not accept as pastors, members or those in positions of leadership who are practicing LGBQT lifestyles. We believe, based on scripture that the marriage covenant exists between one man and one woman only. Matthew 19:4-6, Jesus answered, “Have you not read that he who created them from the beginning made them male and female, And said Therefore a man shall leave his father and his mother and be united to his wife, and the two shall become one flesh. So they are no longer two but one flesh. What therefore God has joined together, let not man separate.” Other supporting scriptures includes Genesis 2:22-24, 1 Corinthians 7:1-16, Hebrews 12:4-7, Mark 10:6-9, Proverbs 18:22, Ephesians 5:25-27 and 1 Corinthians 11:8-9.

Admission to Membership – A person shall be considered a member at the recommendation of the Elder’s Team, and by seventy-five percent (75%) of members present and voting at a duly called Church business meeting, as stated in Prerequisite to New Membership, shall be admitted to membership through:

1. Believer’s Baptism by immersion and who is in agreement with the Doctrine and practices of this Church as laid out in the constitution.
2. A Person is unable to be baptized by immersion because of a personal handicap or infirmity and has made a profession of faith in Jesus Christ as Lord and Saviour and who are in agreement with the Doctrine and practices of this Church as laid out in this constitution.
3. Letter of Transfer from another CBOQ Church, or a Church which practices Believers’ Baptism by immersion, and transferred by Church Letter.
4. Individuals without Church Letters, who have given the Elders &/or Pastor satisfactory evidence of Christian Experience and former Baptism by immersion, may be received on the basis of Experience.

Privileges, Rights and Duties of Membership-Church Membership shall carry the following privileges, rights and duties:

1. Attend all public worship services of the Church
2. Participate in the ordinances administered by the Church;
3. Minister to one another’s spiritual needs as part of the Body of Christ;
4. Participate in Church activities and ministries as the Lord directs and personal circumstances permit;
5. Financially support the work of the Church as the Lord directs and personal circumstances permit;
6. Respect and submit to the spiritual authority and procedures of the Church as expressed in the Church Constitution;
7. Attend, speak and participate at all Meetings of the Members;
8. A single vote in person at all Meetings of Members provided the member has attained the age of 16 years and providing the member is not currently listed as inactive.

Withdrawal and Termination of Membership and/or Church Leadership – A member and/or church leader shall withdraw or be terminated in the following manner:

1. Death
2. Transfer by letter to another church upon request by the member. Church Membership is not transferable except by written permission from the Clerk or designate on direction of the Elder’s Team.

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1. Letter of termination of membership by the member to the Church Clerk and/or Elders’ Team.
2. Exclusion by recommendation of the Elders’ Team as taught. (I Corinthians 12:12-17) and as set out in Article V - Church Covenant-Reconciliation and Resolution
3. Non-active membership. The Elders’ Team shall review the membership roll of the Church prior to November 30th each year. In the event that a Member has been inactive and efforts of contact, meaning written letters, visitation, have been made to re-establish Member to active participation without resolution, and have ceased to be active members, meaning, have been absent for one (1) year shall be contacted by letter from the Elders’ Team or Church Clerk directed by the Elders’ Team and shall be informed that their name is being transferred to the Non-Active list of the Church.

Restoration of Membership- Members who have been Non-Active or Reconciliation and Resolution has been required may apply to active membership by:

1. Requesting a meeting with the Elders’ Team. They then will make a recommendation to the church regarding this member’s standing at a duly called Members Business Meeting.

Membership Record- A record of Members, both active and inactive shall be kept by the Church Clerk.

**Adherents**- An Adherent is a person, who regularly attends public worship services of the Church, adheres to the Church’s Constitution, and is involved in approved Church ministry, but who has not made formal application for Membership in the Church.

Privileges and Duties of Adherents**:**

1. To attend all public worship services of the Church.
2. Participate in the Communion service provided such person believes in the Lord Jesus Christ as their personal Saviour;
3. Participate in Church ministries as the Lord directs and personal circumstances permit to the extent that the Servant Team and/or Elders’ Team and/or Membership determines is appropriate from time to time (membership on the Elders’ Team and some Committees can only be filled by an active Member of the Church);
4. To financially support the work of the Church as the Lord directs and personal circumstances permit;
5. To attend all Meetings of Members unless otherwise determined by the Elders’ Team and/or with the Pastor due to special circumstances involving a particular meeting; and
6. To speak at such Membership Meeting or continue to speak thereat as determined in the sole discretion of the Chair, but does not have the privilege of making, seconding or voting on motions unless agreed upon by the Members as set out in Members/Congregational Meeting- Voting Policy/Rights **.**

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**ARTICLE VII**

Members/Congregational Meetings

**Members/Congregational Meeting** are defined as

1. Worship Service(s) - The Church shall meet regularly each Sunday. These meetings will be at the discretion of the Elders and/or Pastor.
2. Business Meetings defined as follows:
	1. Annual General Meeting (AGM)- To be held no later than the end of February. The purpose of the AGM will be to do the following:

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* + 1. Review previous year’s reports from the Officers, Church Moderator, Committee Chairs, Pastor, and the Elders/Deacons;
		2. Review and approve the financial statements for the immediately preceding year, including the Public Accountant’s report as required
		3. Elect Members to the Elders’/Deacons’ Team;

2.1.4 Appoint Internal Auditors to audit the books for the upcoming year;

2.1.5 Transact any other necessary business

2.1.6 Annual Booklet will be emailed/hand delivered on or before the Sunday prior to the meeting.

* 1. Fall Business Meeting- A Fall Election and Budget Meeting of Members shall be held in November of each year to do the following:
		1. Elect Officer positions as required for the next fiscal year as provided herein;
		2. Elect Members and/or Adherents as required for the next fiscal year as provided herein ;
		3. Review and approve the budget for the upcoming year; and
		4. Transact any other business.
	2. Specially Called Business Meeting- A “specially” called business meeting may be held to

 consider matters of significant nature, providing that:

* + 1. An announcement from the pulpit and /or bulletin has been made on at least two (2) consecutive Sundays or.
		2. A letter of request is signed by two (2) members submitted to the Church Clerk. The Church Clerk will notify the Church Moderator.

Notice of Meetings:

1. Notice of all Members’/Congregational Meetings shall be given to Members at least two (2) weeks in advance by announcement from the pulpit and /or bulletin on at least two (2) consecutive Sundays.
2. The notice for all Membership Meetings shall include the date, time, place and purpose of the meeting.
3. Notice, announcement, of all Specially Called Business Meetings shall be given from the pulpit and/or in the Church bulletin at least two (2) consecutive Sundays prior to the date of the Special Meeting. The purpose of this Specially called Business Meeting shall be clearly stated.

Waiver/Omission of Notice of Meetings:

1. The waiver/omission of notice of meeting will be waived under unforeseen circumstances, example church fire, flood etc.

Quorum:

1. To hold a Members/Congregational Meeting the number of members constituting a quorum shall be the larger of twenty- five percent (25%) of total active members or seven (7) active members.
2. To hold any Leadership/Secondary (Committee) Meeting the number of members constituting a quorum shall be the larger of ten percent (10%) of total active members or five (5) active members, where possible**.** The minimum active members must be no less than three (3); or no business shall be transacted at any Meeting.
3. For the calling or dismissal of a Pastor, the purchase or disposal of church buildings or land, and in regard to our affiliation with CBOQ or an Association, shall be constituted by the presence of seventy-five percent (75%) of active voting members present at a duly called meeting;

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No business shall be transacted at any Meeting of Members unless the requisite quorum is present at the time of the transaction of such business. An opening quorum at a meeting is not sufficient where there is a loss of quorum later in the meeting.

Proxy votes – Proxy voting is prohibited at any meeting.

Chair – The Church Moderator, as chair, will preside at all Members/Business/Congregational Meetings. The Church Moderator shall be a Member of the Church who is gifted at chairing. They shall be appointed by the members on advice of the Elders. If the Church Moderator is unavailable, they in consultation with the Elders shall appoint a person with the same qualification to preside over this meeting and they shall be entitled to vote in the event of a tie vote.

Majority Vote – At all Meetings of Members, every question shall be determined by a majority of 50% +1 votes of Members present unless otherwise provided herein.

Voting Procedure

1. Every question submitted to any Meeting of Members shall be decided by a show of hands, except where a secret ballot is provided for or requested as stated below.
2. In the case of a tie of votes, the Chair of the Meeting either by a show of hand or by secret ballot, as applicable, has the casting vote.
3. At any Meeting unless a secret ballot is provided, a declaration by the Chair that a motion has been carried, carried unanimously, by a particular majority, lost, or not carried by a particular majority shall be conclusive evidence of the fact.
4. A secret ballot may be held either upon the decision of the Chair or upon request of five or more Members and shall be taken in such manner as the Chair directs. The result of a secret ballot shall be deemed to be the decision of the meeting at which the secret ballot was held. A request for a secret ballot may be withdrawn.

Procedural Code – The rules of procedure for Members Meetings shall follow the Roberts Rules of Order the Standard Guide to Parliamentary Procedure, except where varied by this constitution.

Voting Policy/Rights

1. Seventy-five percent (75%) of the voting membership present will be required for a vote on Church business.
2. Member must have reached 16 years of age
3. Non-Active members and Regularly Attending Adherents are permitted to engage or have a voice in business of the Church.
4. Non-Active members and Regularly attending Adherents have no voting privileges unless seventy-five percent (75%) of the membership present and voting agree to allow them the right to vote unless otherwise stipulated in this Constitution.
	1. After the adoption date of this Constitution Non-Active members and New Regularly attending Adherents will not be granted voting privileges/rights.
	2. Those Regularly attending Adherents prior to adoption date will be granted voting privileges as stipulated**.**
5. The calling or dismissal of a Pastor, Constitution amendments or adoption require a vote of seventy-five percent (75%) of the membership present at the business meeting.

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1. Non Active members and Regularly Attending Adherents are not granted voting privileges for the following:
	1. Calling or dismissal of a Pastor
	2. Election of Elders/Deacons
	3. Nominating Committee
	4. Acceptance of New Members
	5. Constitutional amendments or adoption
	6. Disbursement of Assets upon dissolution
	7. Policy Statements

Adjournment: Closing of all members meetings

1. Concluded when all business has been completed or tabled to next meeting.
2. Closes with prayer to our Lord and Saviour

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**ARTICLE VIII**

Organization Structure of ABC

Jesus Christ is the established head of the church, all other entities fall under Him and His authority. See Appendix A for the Church, ABC, Organization Chart.

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**ARTICLE IX**

Pastor/Staff Members

**Pastor**

Definition and Duties of the Pastor shall be as follows:

1. The primary responsibility of the Pastor shall be “to equip the saints for the work of the ministry, for the building up of the body of Christ” (Ephesians 4:12).
2. Duty to provide spiritual leadership to the Church and to work in conjunction with Church Elders and congregation in implementing such spiritual leadership;
3. The Pastor’s credentials shall be acceptable to the Canadian Baptists of Ontario and Quebec (CBOQ).
4. Shall become a member of the Church as soon possible upon arriving at the church.
5. The Pastor shall be an ex-officio member on all other committees/team of the church, the right to receive notification and minutes of all members meetings, to be present and fully participate at all such meetings, but has no voting privileges. He/She shall not be permitted on the Pastoral Search Committee and shall not be present when discussing his/her position, salary or benefits.
6. Duty to fulfill the qualities of a Church Elder as set out in ARTICLE X Congregational Administration/Officers, herein and to ensure that his or her lifestyle does not show evidence of unethical or immoral conduct or behaviour that is unbecoming of a Christian contrary to biblical principles;
7. Duty to be in full agreement with, uphold and be subject to the Church Constitution.

The Calling of Pastoral Staff

Establishment of Pastoral Search Committee - Whenever a vacancy in the position of Pastor occurs or the Church determines that an Assistant Pastor is to be called, a Pastoral Search Committee shall be established.

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Composition of Pastoral Search Committee for the position of Pastor – The Pastoral Search Committee shall consist of no more than five (5) Members to be appointed or elected in the following manner:

The chair of the Servant Team shall be on the Pastoral Search Committee; and Four (4) Members shall be elected by Resolution of the Membership at a duly called Membership Meeting. The four (4) Members shall be nominated by the Members who shall obtain the prior consent of all nominees. In the event that there are more than four (4) nominees, a vote by ballot will be required. The four (4) nominees receiving the most number of votes shall be elected as members of the Pastoral Search Committee. One (1) committee member of the five (5) maybe a regularly attending adherent.

Composition of Assistant Pastoral Search Committee for the position of Assistant Pastor –The Pastoral Search Committee shall consist of no more than four (4) Members plus the Pastor to be appointed or elected in the following manner; Four (4) Members shall be elected by Resolution of the Membership at a duly called Membership Meeting. The four (4) Members shall be nominated by the Members who shall obtain the prior consent of all nominees. In the event that there are more than four (4) nominees, a vote by ballot will be required. The four (4) nominees receiving the most number of votes shall be elected as members of the Pastoral Search Committee.

Duties of Pastoral Search Committee – The Pastoral Search Committee shall be responsible to recommend to the Membership the calling of a Pastor or an Assistant Pastor, having first taken into consideration what is in the best interest of the Church as a whole. As much as possible, the Pastoral Search Committee shall make their recommendation to the Church on an unanimous basis, but where that is not possible, a recommendation to the Church may proceed where at least four (4) out of the five (5) Members for Pastor, or three (3) out of four (4) Members in the case of Assistant Pastor, of the Pastoral Search Committee support the recommendation.

Term and Removal – The Pastoral Search Committee shall remain in effect until such time that the Congregation determines that its useful purpose has ended. Any elected member of the Pastoral Search Committee may be removed from such committee by a seventy-five percent (75%) vote of the Active Members present at a meeting called for that purpose and any appointed member of the Pastoral Search Committee may be removed by a seventy-five percent (75%) vote of the Members present at such meeting.

Recommendation of a Pastor– When the Pastoral Search Committee is prepared to make a recommendation, it shall first be presented to the Elders’ Team. If the Elders’ Team approves the recommendation by an Ordinary Resolution, then the recommendation shall be placed before the Congregational Membership at a Specially Called Business Meeting for the purpose of hearing the report from the Pastoral Search Committee and voting upon such recommendation.

Vote on Recommendation – Only one name for the position of Pastor or Assistant Pastor shall be presented to the Membership at any one time for consideration. Upon approval of seventy-five percent (75%) of the Members present at the Specially Called Business Meeting for that purpose, a formal call will then be extended to the prospective Pastor or Assistant Pastor. In the event that the recommended Person does not receive the approval of seventy-five percent (75%) of the Members present, or in the event that the prospective Pastor or Assistant Pastor does not accept the call, then the Pastoral Search

Committee shall resume its function in finding an acceptable Pastor or Assistant Pastor, as the case may be, is found.

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Resignation of Pastoral Staff

1. The relationship between Pastor and Church shall continue until terminated by either party**.**

2. Such termination shall require the filing of at least one (1) months’ notice by either party.

Removal of Pastoral Staff

A Pastor may be removed from his/her position with the Church for any reason. The severance of the relationship on the part of the Church shall require the approval of a clear majority seventy-five percent

(75%) of those present and voting at a Special Business Meeting which notice has been given from the pulpit and by letter/email to each member at least two (2) weeks prior to the date of the meeting at which

the vote is taken, as defined in Article VII under Members/Congregational Meeting, 2.3 Specially Called Business Meeting. The removal of the Pastor from the Church shall be deemed to constitute his/her removal &/or attendance at all committees and Membership in the Church.

Terms of Employment of Staff Members

All staff members of the Church (which shall be deemed to include the Pastor, Assistant Pastor, all other employees of the Church, and all permanent contract workers, if applicable) shall be required to fulfill and maintain the following qualifications:

1. All staff members must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
2. In recognition of the integral part that each staff member is to the overall ministry of the Church, each prospective staff member shall review and sign an engagement agreement with the Church. This provides that the prospective staff member recognizes and agrees that employment or permanent contract work with the Church requires that the lifestyle of such staff member must not show evidence of unethical, immoral conduct or behaviour that in the opinion of the Church Membership is unbecoming of a Christian contrary to biblical principles. As such, the prospective staff member will be subject to the authority of the Church as expressed in the Church Constitution, including provisions dealing with Discipline, in the same manner as if such person is a Member of the Church.

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**ARTICLE X**

Congregational Administration/Officers

**Church officers** **must be members of the church**:

1. Church Elders – 3 in number where possible
2. Trustees – 3 in number where possible
3. Church Moderator
4. Servant Team Chair
5. Financial Team Chair & Team
6. Christian Education Chair
7. Mission Chair
8. Property Chair
9. Church Clerk
10. Nomination Committee - 3 in number where possible
11. Treasurer and/or Envelope Steward/Teller Co-ordinator

Other Church Officers or subcommittees under the Servant Team can be either members of the Church or regularly attending Adherents that the Elders deem not required to be a member, unless otherwise provided herein.

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Qualification for Officers

A Person may be considered for election as an Officer of the Church if he/she fulfills all of the following qualifications:

1. Must be a Member in good standing;
2. Must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
3. Must have an active involvement within the Church;
4. Must be in full agreement with the Church Constitution;
5. Must have reached 16 years of age;
6. Has not been declared incapable by a court in Canada or in another country;
7. Must recognize that appointment as an Officer is a commitment to handle service, not a position of honour or status, nor a reward for past services.
8. May be considered for election as an Officer of the Church even when such Person is a member of the Servant Team providing that no conflict of interest and the need of separation of duties do not exists.

Election and Appointment of Officers

1. Church Elders shall be elected by the Members as provided herein.
2. Trustees shall be elected by the Members at the AGM in February.
3. Church Moderator shall be elected by the Members at the AGM in February.
4. The Financial Team Chair shall be appointed by the members from a slate of nominations presented by the Nominating Committee at the AGM in February
5. The Christian Education Chair shall be appointed by the members from a slate of nominations presented by the Nominating Committee at the AGM in February.
6. The Mission Chair shall be appointed by the members from a slate of nominations presented by the Nominating Committee at the AGM in February.
7. The incumbent Nominating Committee shall be appointed by the members from a slate of nominations presented by the current Nominating Committee at the AGM in February
8. All other officer shall be appointed by the members from a slate of nominations presented by the Nominating Committee at the AGM in February.
9. The Clerk shall be elected by the Members at the Fall Business Meeting from a slate of nominations presented by the Nominating Committee.
10. The Treasurer shall be elected by the Members at the Fall Business Meeting from a slate of nominations presented by the Nominating Committee
11. Servant Team Chair shall be appointed by the members of the Servant Team from amongst their members at the first Servant Team meeting following the Annual Meeting.
12. All nominees must have given consent to be nominated.

Term of Church Officers – Shall be elected for a two (2) year term and may be eligible for re-election for two (2) more years.

Resignation of Officers

If for any reason any Officer chooses to resign his/her position, a letter of resignation together with an explanation shall be directed to the Servant Team at least thirty (30) days prior to the effective date of such resignation and the Servant Team shall then have the power to accept such resignation on behalf of the Church.

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Vacancy/Removal

The position of an Officer shall be automatically vacated/removed if any of the following situations occur:

1. Resigns his or her office by delivery of a written resignation to the Servant Team;
2. Is found to be legally incompetent or of unsound mind;
3. Ceases to be a Member of the Church;
4. If at any time he/she no longer fulfills all of the qualifications and/or responsibility set out in Article IX- Congregational Administration/Officers or has been otherwise disciplined under the Church
5. Constitution, upon an Ordinary Resolution of the Congregation and on advice of the Elders’ Team (excluding the Officer in question), the officer will be removed.
6. Such Person has shown unethical or immoral conduct or behaviour that is unbecoming of a Christian contrary to biblical principles, or is no longer willing to comply with, adhere to or submit to the scriptural authority and procedures set out in the Church Constitution;
7. Is determined by a majority vote of the Members present at a meeting called for that purpose to be physically unfit to hold office as an Officer of the Church for any reason; or
8. Such Person dies.

**Church Officers**

1. **Church Elders**

Definition/Purpose of Church Elders

* 1. Church Elders shall be a team of spiritually qualified Persons referred to in I Timothy 3:17, Titus 1-5-10, and I Peter 5:1-5.
	2. They shall be appointed to have oversight for the spiritual ministry, pastoral ministry in their capacity as under-shepherds of the Church. The Pastor is deemed to be a Church Elder.
	3. The Church Elders with the Pastor shall be actively involved in the visionary leadership of the Church.
	4. Elders may be invited to attend a meeting of the Servant Team, but will not be allowed to vote at such meeting unless they are also serving as a Servant Team Member.

Qualification for Church Elder: A Person may be considered for appointment as a Church Elder if he/she fulfills all the following qualifications, they must:

1. Be a Member of the Church in good standing;
2. Be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
3. Fulfill the spiritual qualifications of an Elder as set out in I Timothy 3:1-7, Titus 1:5-10, I Peter 5:1-5;
4. Demonstrated spiritual leadership, able to be bold, proactive, visible, have shepherd’s hearts, already acting in this manner in our congregation;
5. Gifts/skills such as discernment, teaching, administration, confidentiality, courage, ability to stand firm for what is biblical, interpersonal and communication skills that contribute to the strength of the team
6. High level of commitment and integrity to our congregation and to a biblical pattern of peacemaking, working together for God’s glory.
7. Recognize that appointment as a Church Elder is a commitment to humble service, not a position of honour or status, nor a reward for past service , nor serve under compulsion, for sordid gain, or in a domineering manner (I Peter 5:1-3);
8. Have Christian life experience, wisdom and maturity;
9. Called by God to this task
10. Be in full agreement with the Church Constitution;
11. Elder Chair must not be the chair of the Servant Team or Financial team so that no conflict of interest exists.

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Election of Church Elders

A minimum of three (3) Elders where possible and/or one (1) Elder for every fifteen (15) members.

The rules regarding election are as follows:

1. First week of December of each year the current Elders will remind the congregation to identify the men/women they believe God has risen up to be incoming Elders.
2. On or before the first Sunday in January of each year, each member of the church may submit the names of the men/women he/she believes God has raised up as Elders to shepherd the congregation using a nomination form provided by the church. Members should be certain in their heart and mind that the person(s) they wish to nominate is (are) fully qualified scripturally and doctrinally. The nominees must have given consent to being nominated.
3. The nomination form shall be signed and submitted to the church clerk.
4. The church clerk will provide to the current Elders the nomination forms, a list of the nominees, and the number of nominations each received.
5. First week of February of each year, after considering the nominations from the congregation and their own judgment, the Elder Team and with the Pastor will interview prospective Elder(s) selected from the nominees, beginning with those receiving the greatest number of nominations. They will recommend the men/women they believe the Holy Spirit has selected to serve the church as Elder(s).
6. The list of prospective Elder(s) recommended by the Elder Team and the Pastor, will be posted in the church and on appropriate media for a period of two (2) weeks for prayerful consideration.
7. Any member of the congregation who questions a recommended Elder’s qualifications should bring their concern to the attention of the Elder Team and the Pastor by a written, signed statement presented to them.
8. After consideration by the Elder Team and the Pastor, the recommended Elder(s) will be presented to the church body for approval at the AGM in February.
9. If the slate of nominees changes after comments from the church body, the new slate will be posted at least two (2) weeks before a meeting where the election will be considered.
10. Voting will be done by blind ballot (vote).
11. After election, the new Elder(s) will be presented to the church at a worship service shortly after their election.

Duties and Responsibilities of Church Elders

1. Oversee, guide, lead and guard the congregation.
2. Observe the Lord’s Supper monthly, or at the discretion of the Elders.
3. Be responsible for the supervision of the Lord’s Table and ensuring that the Servers are members.
4. Extend Right hand of fellowship to the Pastor and New Members at a Worship Service, during the Lord’s Supper.
5. Seek God’s leadership for long-term planning for the congregation: Approximately every three (3) years the Elder Team is responsible for the formulation of a proposal for the Spiritual Vision that is to guide the church and its ministry.
6. They shall serve as advisors to the Pastor in the implementation and administration of church policies.
7. Competent in teaching the Word of God (Acts 6:3-4; I Timothy 5:17).
8. Models of what it means to be a Christ-follower (I Peter 5:3).
9. Shepherds who care for the flock (I Peter 5:2).
10. Spiritual overseers and leaders.
11. Oversee doctrinal purity (Titus 1:9; Acts 20:28-32).
12. Exercise biblical discipline of the church membership as provided in the church Constitution/bylaws/policies (Matthew 18:15-17).

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1. Have a ministry of prayer
2. Pray for the sick (Acts 6:4) and anoint with oil if requested (James 5:13).
3. Encourage the congregation, the pastor, church staff, and provide leadership, when appropriate, to help them serve effectively in a spirit of harmony.
4. Stay informed of church ministries.
5. Ensure the ongoing of the church’s functions and ministry in the absence of a pastor, as provided herein.
6. Review performance objectives of the Pastor annually.
7. Review church policy documents prepared by the standing committees, prior to their presentation to the church and sign as required or as provided herein.
8. Will approve all ministries/standing committees, and provide advice to Nominating Committee. They shall evaluate and offer assistance in planning, organizing and implementing such ministries as they deem necessary from time to time.

Vacancy/Removal of Church Elder

1. Will follow the Vacancy/Removal of Officers set out in Article IX- Congregational Administration/Officers.
2. If a vacancy should occur for any reason as set out as above, it may be filled during a Specially called Business meeting, by Ordinary Resolution, for the remaining term.

Meeting of Church Elders

The Church Elders shall meet at such time and place as required.

1. **Trustees**

There should be three (3,) where possible, unrelated trustees.

Duties and Responsibilities of Church Trustees

1. In accordance with the laws of this Province, shall be responsible for the property and the assets of the Church.
2. Hold the title deeds to the Church properties, on behalf of the congregation in accordance with the Religious Organizations Land Act.
3. Act as legal representatives of the congregation in the purchase, sale or mortgaging of the church. They shall not have authority to sell, lease, give away or dispose of Church property in any manner, nor to mortgage or encumber the church with debt, except by approval of at least eighty-five percent (85%) of the Church Membership present and voting at a Specially called Business Meeting to consider the matter under discussion. (Specially Called Business Meeting defined in Article VII, Members/Congregational Meetings)
4. Shall be the legal representative of the Church whenever the occasion calls for such.
5. At the time of disposal of the Church and the Church property, they will forward to the Canadian Baptists of Ontario and Quebec (CBOQ) all net proceeds or any charity the members agree upon at a Specially Called Business Meeting defined in Article VII, Members/Congregational Meetings
6. Be responsible for the assets of the church they manage.
7. Manage the funds responsibly
8. Combine special purpose trust funds (money given to the church to be used for a particular purpose) for investment purposes
9. Will attend to the fulfilment of the legal obligations indicated in the terms of any Trust.

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1. Ensure that the assets and investments are handled in proper manner and are not exposed to high-risk environment.
2. Ensure that the property is adequately covered by insurance at all times, that premiums are paid promptly and that insurance coverage is reviewed at least every three (3) years.
3. Attend to the safekeeping of all legal documents such as deeds, mortgage records, and insurance policies that will be secured in a safety deposit box.
4. Through the Treasurer, ensure that the appropriate documents are processed each year to maintain continued registration as a charitable organization, according to the requirements of Canada Revenue Agency.
5. Through the Treasurer, ensure that all withholding deductions, (i.e. Canada Pension, Employment Insurance, Income Tax and Pension contributions) related to employees, are paid in full at the end of each year.

Vacancy/Removal of Trustees

1. Will follow the Vacancy/Removal of Officers set out in Article IX- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, it may be filled during a Specially called Business meeting, by Ordinary Resolution, for the remaining term.

Meeting of Trustees

Shall meet at such time and place as required**.**

1. **Church Moderator**

Duties and Responsibilities

1. Call all Members/Congregational meetings.
2. Preside as Chair at all such Members’/Congregational Meetings relating to the congregation. If the Church Moderator is unavailable, a Member of the Church, who is gifted at chairing, shall be

appointed by the Church Moderator or Elders. The appointed person shall preside over this meeting and shall be entitled to vote in the event of a tie vote.

1. Ensure the fairness, objectivity and completeness of meetings;
2. Prayerfully seek the guidance of Jesus Christ in all matters of the Church;
3. Permitted to express an opinion on any matter discussed;
4. Vote only when a deciding vote is necessary.
5. Ensure that all directives and resolutions of the Members/Congregation are carried out; and
6. Carry out such other duties, as directed from time to time, by the Membership of the Church.
7. Follow the Robert Rules of Order according to the House of Commons, procedural code.

Vacancy/Removal of Church Moderator

1. Will follow the Vacancy/Removal of Officers set out in Article IX- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, it may be filled during a Specially called Business meeting, by Ordinary Resolution, for the remaining term.

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**4.** **Servant Team Chair, 5. Financial Team Chair, 6. Christian Education Chair, 7. Mission Chair,**

**8. Property Chair**

Duties and Responsibilities

1. Call all meetings;
2. Preside at all such meetings as the Chair or appoint someone on the team who is gifted at chairing to be the substitute;
3. Ensure the fairness, objectivity and completeness of meetings;
4. Prayerfully seek the guidance of Jesus Christ in all matters of the Church;
5. Be permitted to express an opinion on any matter discussed at the meetings;
6. Vote only when a deciding vote is necessary;
7. Ensure that all directives and Resolutions are fulfilled.
8. Carry out such other duties, as are directed from time to time, by the Membership of the Church or by the Servant Team.
9. The Chair shall be appointed from amongst the membership of the Committee at the first (1st) meeting during each fiscal year unless provided herein.

Vacancy/Removal of Chair of Teams/Committees

1. Will follow the Vacancy/Removal of Officers set out in Article IX- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

**9. Church Clerk**

Duties and Responsibilities

1. Take minutes at the Members’/Congregational Meetings;
2. Prepare all correspondence, on behalf of the Church arising out of such meetings;
3. Publish the time and place for all Members’/Congregational Meetings with due notice;
4. To be the custodian of all key papers and documents of the Church, except where provided herein;
5. Review, with a designate of the Elders’ Team, the membership roll of the Church for the purpose of maintaining an accurate record of active, inactive and non-resident Members;
6. Prepare a short statement of important points from the minutes of the Church business meetings of the current year for the Annual Booklet;
7. Prepare or designate the preparation on the advice of the Servant Team the Annual Booklet and distribute it on or before the Sunday of the AGM;
8. Carry out such other duties as directed from time to time by the Elders or by the Congregation;
9. In his/her absence, the duties of the Clerk shall be performed by such Member who is temporarily appointed by the Church Clerk or Congregational Members at the meeting by resolution.
10. Receive pertinent minutes from all Standing Committees
11. Archive all key documents
12. Work in conjunction with all officers when needed.
13. Take minutes at all Standing Committees meetings, if requested, and serve on such committees.

Vacancy/Removal of Church Clerk

1. Will follow the Vacancy/Removal of Officers set out in Article X- Congregational Administration/Officers

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1. If a vacancy should occur for any reason as set out as above, it may be filled during a Specially called Business meeting, by Ordinary Resolution, for the remaining term.
2. **Nominating Committee**

The Nominating Committee is comprised of three (3) members, elected at the AGM.

Definition/Purpose of

The Church shall establish at the AGM a Nominating Committee of a minimum of three (3) Members of the Church of which one (1) is Chair for the purpose of preparing and submitting a slate of nominations for elections.

Qualification for Membership on Nominating Committee

1. A Person may be considered for appointment to a Nominating Committee if he/she fulfills all of the same qualifications as those for Church Officers, Article X, Congregational Administration/Officers
2. A Person must not be related to another member of the Nominating Committee, with the term “related” being defined as any of the following: spouse, parent, child, or grandchild,
3. Members on the Nominating Committee shall serve without remuneration.

Duties and Responsibilities of Nominating Committee

1. Prepare and submit a slate of nominations for Church Clerk, Treasurer and Envelope Steward/Teller Co-ordinator at the next Fall Business Meeting.
2. For the AGM the Committee will prepare and submit a slate of nominations for elections of Officers as stated herein and the next Nominating Committee if their term is completed.
3. Obtain the consent of all nominees before presenting their names to the Church.
4. Post a list of its nominees at least twenty-one (21) days prior to the Fall Business Meeting and AGM. Additional nominations may be made with prior consent of the nominee, to any Committee of the Church at the Meeting by any Member of the Church.

Election and Term of Nominating Committee

The Nominating Committee shall be constituted by Ordinary Resolution of the Members at the AGM, on a slate of nominees prepared by the current Nominating Committee. It shall be comprised of one (1) member of the Elders Team, two (2) members at large, of which, one (1) is the chair.

The term of membership shall be for a period of two (2) years and shall be effective as of the AGM at the end of February.

Chair of Nominating Committee

Shall be appointed from amongst the membership of the Nominating Committee at the first (1st) meeting during each fiscal year.

Meetings of Nominating Committee

Shall meet to prepare a slate of officers to present to the Fall Business Meeting of Members and the AGM, or at the request of the Chair of the Nominating Committee, as necessary**.**

Procedure for Meetings of Nominating Committee

The procedure to be adopted, during the meetings, shall be the same as those provided herein for Standing Committees, with modifications as necessary.

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Vacancy/Removal of Nominating Committee Member

1. Will follow the Vacancy/Removal of Officers set out in Article X- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, it may be filled during a Specially called Business meeting, by Ordinary Resolution, for the remaining term.
3. **Treasurer and/or Envelope Steward*/*Teller Co-ordinator**

Duties and Responsibilities of Treasurer

1. Responsible for the disbursement of monies on behalf of the Church subject to the budget approved by the Church at the Fall Business Meeting, or at the direction of the Servant Team, provided

that the Treasurer not receive any funds unless he/she is holding another officer’s position which would be dispersed and accurate records of such would be kept, or keep any envelope accounting records;

1. Keep an accurate cheque register;
2. Issue and sign cheques on behalf of the Church with a Trustee or other member at large/Officerwho is the Bank designate.
3. Address all Bank related issues and keep accurate records
4. Maintain payroll records;
5. Maintain accounts payable records;
6. Pay all accounts and authorized expenses either electronically or by cheque whenever practical and possible;
7. Invest funds belonging to the Church as recommended by the Congregation.
8. Keep account of all monies received by the Church and keep a full and accurate account of all assets, liabilities.
	1. Record the fund disbursements and receipts authorized for church purchases;
	2. Prepare monthly bank reconciliations; and
	3. Prepare monthly financial statements;
9. In cooperation with the Envelope Steward/Teller Co-ordinator, to keep an accurate record of all contributions, made through envelopes to the general and other funds of the Church as exist from time to time;
10. In his/her absence, the duties of the Treasurer shall be performed by such Person who is temporarily acceptable to the Financial Committee upon a Resolution;
11. Ensure that no member receives any remuneration from the Church unless directed by the Servant Team and /or congregation.
12. Issue a written report to Church Members at all regularly called Member/Congregational, Financial Team and Servant Team Meetings;
13. Provide a written report for the Annual Booklet.
14. Carry out such other duties as directed from time to time by the Servant Team or the Membership.
15. Follow all Canada Revenue Regulations.
16. Be member of Servant Team
17. Be member of Financial team
18. Must be a Member if Envelope Steward/Teller Co-ordinator is a regularly attending adherent.

Duties and Responsibilities of Envelope Steward/Teller Co-ordinator

1. Assign tellers responsible for the recording and depositing of monies received by the Church.
2. Provide year end receipts and disbursements to all donors

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1. In cooperation with the Treasurer, keep account of the Church income, meeting with him/her as required to reconcile envelopes with monthly statements;
2. In cooperation with the Treasurer, keep an accurate record of all contributions, as recorded by the tellers, made through envelopes to the general and other funds of the Church as exist from time to time;
3. Follow all Canada Revenue Regulations
4. Must be a Member if Treasurer is not a member.
5. Be on Servant Team if Treasurer not a member
6. Be on Financial Team if Treasurer not a member.

Vacancy/Removal of Treasurer and/or Envelope Steward/Teller Co-ordinator

1. Will follow the Vacancy/Removal of Officers set out in Article IX- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

**Other Church Officers** **and Subcommittee** that serve under the Servant Team that can either be Members or Regularly Attending Adherentsthat the Elders deem not required to be a member.

Duties and Responsibilities of Other Church Officers and Subcommittee that serve under the Servant Team

1. Must follow ARTICLE X Congregational Administration/Officers- Qualification for Officers with the

exception of being a member.

Vacancy/Removal of Other Church Officers and Subcommittee that serve under the Servant Team either Members or Regularly Attending Adherents

1. Will follow the Vacancy/Removal of Officers set out in Article X- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

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**ARTICLE XI**

Committee Structure

**Standing Committees**

Definition of Standing Committees

1. All ministries must have approval of the Elders’ Team &/or governing body. They shall evaluate and offer assistance in planning, organizing and implementing such ministries as deemed necessary from time to time.
2. Members must make up seventy-five (75%) percent of any Standing Committee unless otherwise provided herein.
3. Members shall serve without remuneration

Qualification for Membership of Standing Committee

1. Follow ARTICLE X -Congregational Administration/Officers-Qualification of Officers except that regularly attending adherents’ may be on a standing committee as per the Definition.
2. Chair must be a member.

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Election and Term of Office on Standing Committees

1. Must follow ARTICLE X Congregational Administration/Officers-Term of Officers
2. Each Chair will select their own committee members, with the exception of the Elders and Servant Teams, which is provided herein.

Chair of Standing Committees

Shall be appointed from amongst the members of that committee at their first (1st) meeting, during each fiscal year, unless otherwise provided herein.

Duties of Standing Committees

1. Take minutes of each meeting, which shall be forwarded to the Church Clerk for distribution to all appropriate Officers and Standing Committee Chairs that are applicable to and kept for reference;
2. When required, prepare an annual budget for presentation to the Financial Team and subsequent approval by the Servant Team;
3. Be task oriented;
4. Prepare a report to be incorporated into the Annual Booklet, at the AGM in February.

5. Membership on such committee shall be served without remuneration.

Meetings of Standing Committees

Shall meet at such times as determined by the Chair of each Standing Committee, with the exception of Servant Team and Financial Team as provided herein.

In special circumstances, any member of the committee may participate in making decisions by means of other communication (at the discretion of the chair in regard to confidential material).

Procedures for Meetings of Standing Committees

1. The rules of procedure for all meetings shall follow the Roberts Rules of Order the Standard Guide to Parliamentary Procedure, except where varied by this constitution.
2. Follow all other Committee Procedures with modifications as necessary.
3. Shall serve without remuneration

Quorum for Standing Committees

Shall be the larger of ten percent (10%) of total active members of the church, or five (5) active members, where possible. The minimum number of active members must be no less than three (3); or no business shall be transacted at any Meeting unless otherwise provided herein.

Majority Vote – At all Meetings, every question shall be determined by a majority of 50% +1 votes of Members present unless otherwise provided herein

Vacancy/Removal of Members from Standing Committees

1. Will follow the Vacancy/Removal of Officers set out in Article X- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

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**Servant Team**

The Church Servant Team shall be comprised of:

1. One (1) Elder
2. Financial Chair &/or Treasurer
3. Mission Chair
4. Property Chair
5. Clerk
6. Pastor-Ex-Officio

Members may include Christian Education Chair, or Church Members at large, and or regularly attending adherents.

Where there are duplication of duties on the Servant team there must be seven (7) persons

Duties and Responsibilities of the Servant Team

1. Serve as administrative body of the Church
2. If any vacancies in the position of Officer should occur for any reason, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.
3. Seventy-five percent (75%) of this team must be members.

Qualification for Membership of Servant Team

1. Membership will follow ARTICLE X -Congregational Administration/Officers-Qualification of Officers except that regularly attending adherents’ may be on the Servant Team.

Chair of Servant Team

1. Shall be appointed from amongst the membership of that committee at their first meeting during each fiscal year.
2. Must be a member.
3. Must not be Chair of Elders or Financial Team so that no conflict of interest exists and the need for separation of duties is maintained.

Election and Term of Office on Servant Team

Must follow ARTICLE X Congregational Administration/Officers-Term of Officers

Procedures for Meetings of Servant Team

1. Shall fulfill the Duties of Standing Committees as defined in ARTICLE X-Committee Structure- Standing Committees
2. Shall meet at least once (1) every month, with the exception of the summer months, to calendar and co-ordinate the administrative planning and executing the plan, of the Church.
3. Extra meetings will be determined by the Chair from time to time.
4. Shall serve without remuneration.

Quorum for Servant Team Meeting

1. Shall follow ARTICLE X-Committee Structure- Standing Committees- Quorum for Standing Committees with the exception that there be no less than fifty percent (50%) plus one (1) of active members or no business shall be transacted.

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Vacancy/Removal of Members from Servant Team

1. Will follow the Vacancy/Removal of Officers set out in Article X- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

**Financial Team**

A subcommittee under the Servant Team. The chair of this team is an appointed officer by the congregation.

Minimum Number and Comprised of three (3) Active Members and may have more Active Members if indicated or a Chairs’ discretion.

They shall be comprised of:

1. Chair appointed at AGM
2. One (1) Trustee
3. Treasurer or Envelope Steward/Teller Coordinator- whichever person is a member.
4. One (1) member at large, at Chairs’ discretion.

Definition, Duties and Responsibilities of the Financial Team

1. Overseeing the financial operations of the Church
2. Prepare each year, prior to the AGM the following:
	1. Financial statements for the preceding year, in accordance with the financial reporting standards of the Canadian Institute of Chartered Accountants for Charitable and Non-Profit Organizations, as may be in place from time to time.
3. Shall prepare each year prior to the Fall Business Meeting the following:

3.1 A proposed budget for the upcoming year prepared in consultation with the chair of each standing and special committee, and to include the budget and expenditures of at least the previous year;

* 1. Third (3rd) quarter financial statements and proposed budget shall be made available to the Members for review at least twenty-one (21) days prior to the Fall Business Meeting.
1. Prepare financial statements of the holdings of monies which have been placed in Investments or in Trust;
2. Make recommendation to the Nominating Committee for appointment of Envelope Steward/Teller Coordinator and tellers.
3. Make recommendation to the Nominating Committee for appointment of internal auditors to audit the church books.
4. The Financial Team shall act as a liaison between the Church and the public accountant retained by the Church to ensure that the recommendations of such accountant are implemented if an outside accountant/treasurer is required from time to time.
5. Shall serve without remuneration.

Qualification for Membership on the Financial Team

1. Must be a member.
2. Membership will follow ARTICLE X -Congregational Administration/Officers-Qualification of Officers
3. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

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Election and Term of Office on the Financial Team

1. Must follow ARTICLE X Congregational Administration/Officers-Term of Officers

Chair of the Financial Team

1. Must not be Chair of Elders or Servant Team that no conflict of interest exists and separation of duties is maintained.
2. Appointed by the Nominating Committee and voted upon by the Congregation at the AGM in February.

Procedure for Meeting of the Financial Team

1. Shall meet at least once (1) every month, with the exception of the summer months, to calendar and co-ordinate the financial work of the Church.
2. Extra meetings will be determined by the Chair from time to time.
3. Shall follow the Specific Duties of Standing Committees as defined in ARTICLE X-Committee Structure- Standing Committees.
4. Shall serve without remuneration.

Quorum for Financial Team Meetings

1. Shall follow ARTICLE X-Committee Structure- Standing Committees- Quorum for Standing Committees with the exception that there be no less than fifty percent (50%) plus one (1) or no business shall be transacted.

Vacancy/Removal of Members from the Financial Team

1. Will follow the Vacancy/Removal of Officers set out in Article IX- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

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**ARTICLE XII**

Special Committees

Definition and Operation of Special Committees: The Elders are authorized to appoint such Special Committees as deemed necessary from time to time, to empower such committee’s authority or directives as is deemed appropriate. Special Committees must be seventy-five percent (75%) active members. The Elders may also direct the Servant Team to do such tasking.

The Task (term of office and the duties) of such Special Committees, as well as, the appointment of a Chair, shall be determined by the Elders, or they may delegate to the Servant Team, unless specifically directed otherwise by the Members. Members of such Special Committees shall serve without remuneration.

The Time (number, time of meetings and time for the completion of duties) shall be determined by the Elders or they may delegate to the Servant Team. The Special Committees shall report to the church members through the Elders or the Elders may designate to the Servant Team.

Procedures to be adopted during meetings of such Special Committee shall be the same as those provided herein for Standing Committees, with modifications as necessary.

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Vacancy/Removal of Members from Special Committees

1. Will follow the Vacancy/Removal of Officers set out in Article X- Congregational Administration/Officers
2. If a vacancy should occur for any reason as set out as above, the Servant Team by Ordinary Resolution, may by appointment, fill the vacancy during the remaining term.

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**ARTICLE XIII**

Disbursement of Assets upon Dissolution

At the time of disposal of the Church and the Church property will forward to the Canadian Baptists of Ontario and Quebec (CBOQ) all net proceeds or any charity the members agree upon at a Specially called

Business Meeting defined in Article VII, Members’/Congregational Meetings. Approval of such will require a vote of at least eighty-five percent (85%) of the Church Membership present and voting,

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**ARTICLE XIV**

Waiver/Policy Statements

WAIVER - Notwithstanding anything else contained herein, Membership in the Church is given upon the strict condition that disciplinary proceedings or any other proceedings or matters arising out of the Church Constitution shall not give a Member cause for any legal action against the Church, the Pastor, any assistant Pastor, any Staff Member of the Church, any Elder, any Officer, or any Member of the Church.

The acceptance of Membership in the Church shall constitute conclusive and absolute evidence of a waiver by the Member of all rights of action, causes of action, all claims and demands against the Church, the Pastor, any Assistant Pastor, any Staff Member of the Church, any Elder, any Officer or any Member of the Church in relation to disciplinary proceedings, any other proceedings, matters arising out of the Church Constitution or involving the Church in any manner whatsoever and this provision may be pleaded as a complete estoppel (i.e., the prevention of action) in the event that such action is commenced in violation hereof.

Policy Statements for the Church

In consideration of the ongoing need for the Church to provide guidelines and directions to its’ Members and Adherents on practical applications of biblical teachings and Christian conduct, the Church may

adopt Policy Statements on such matters as are deemed necessary from time to time and such statements upon adoption shall be deemed to be a part of the Constitution.

A Policy Statement which affects the Church Membership directly may be proposed or amended by the Servant Team and brought before the Elders for approval but shall not become operative until first approved by a vote of the Members present at a Members/Congregational Meeting. Such Policy Statements shall be deemed to be a part of the Constitution.

A Policy Statement which affects any specific Committee of the Church may be proposed or amended by the specific Committee Members to which it applies. Such Policy Statement does not require the approval of the Membership and shall become operative after an Ordinary Resolution of the Committee which proposed such Policy Statement has been affirmed by an Ordinary Resolution of the Elders. Such statements shall not be deemed to be a part of the Constitution.

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All Policy Statements shall be reviewed every two (2) years by the Elders or a Committee they appoint to do so and signed by the Elders.

Grievance Procedure – Any member wishing to express disagreement with the policy and/or practice of the Church shall approach the Elders for an opportunity to air such grievance and shall express the same in writing to the Elders’ Team. The Elders’ team shall make recommendation to the Church.

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**ARTICLE XV**

General Provisions/Amendments/Adoption

Financial Year End – The Church year shall be considered to be January 1 to December 31.

Execution of Contracts, Document, Cheques, Instruments in Writing

All of the above require the signature one (1) Trustee and one (1) Officer, unless otherwise provided herein, and so signed shall be binding without further authorization or formality.

Banking Arrangements

The banking business shall be transacted at such bank, trust company, other institute or corporation carrying on banking business in Canada, as the Elders may designate, appoint or authorize from time to time by resolution on approval of active members of the congregation*.*

The banking business or any part of it shall be transacted by one (1) Trustee, one (1) member at large and the Treasurer of the Church or other active member as the Elders, on approval of active members of the congregation, from time to time designate, direct or authorize.

Books and Records

The Elders’ and Servant Team shall see that all necessary books and records of the Church, required by the By-laws of the Church or by any applicable statute or law, are regularly and properly kept. The Trustees will be made aware as per, Duties and Responsibilities of Church Trustees, Article X, Congregational Administration/Officers.

**Audits**

1. Internal Audit

Internal Auditors shall

1. Be nominated by the Nominating Committee, which have obtained the nominees consent, shall be present to the members at the AGM and upon Ordinary Resolution shall be appointed.
2. Report to the Members in a written report for the Annual booklet on the correctness of the financial statements presented by the Treasurer on behalf of the Financial Team at the AGM.
3. Audit the financial statements, accounts, general fund of the Church and other investments which may be in existence from time to time.
4. Follow the Guidelines of Canadian Baptists of Ontario and Quebec – Local church audit guide.

2. External Audit

Public Accountant- The Members shall at each AGM, by Ordinary Resolution, appoint a public accountant to audit the church books if deemed necessary from time to time.

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The public accountant must:

1. Report to the Members on the correctness of the financial statements presented by the Treasurer on behalf of the Financial Team at the AGM;
2. Audit the financial statements, accounts, general fund of the Church and other investments which may be in existence from time to time. Submit the results of such audits to the Membership at the next AGM.
3. Be independent of the Church and its affiliates, as well as the Elders, Officers of the Church and its affiliates.
4. The remuneration of the Public Accountant may be fixed by Ordinary Resolution of the Members, or if not so fixed, shall be fixed by the Elders in consult with the Servant Team and approved at a Specially Called Business Meeting.

The Finance Committee shall: act as a liaison between the Church and the public accountant retained by the Church to ensure that the recommendations of such accountant are assessed and/or implemented.

**Constitution**

Review of Constitution: The Elders shall ensure that a Special Committee is designated to review the Articles of the Constitution of the Church at least every three (3) years or as needed.

Rules and Regulations of Constitution

The Elders may prescribe such rules and regulations inconsistent with this Constitution relating to the management and operation of the Church as they deem expedient, provided that such rules and regulations shall have force and effect only until the next AGM of the Church when they shall be confirmed, and failing such confirmation, shall cease to have any force and effect.

Constitution Amendments

Changes to this Constitution may be approved at the AGM or a Specially called Business Meeting of the Church provided that:

1. Persons must be a member to be on Special Committee to make amendments.
2. At least three (3) active members or more if deemed necessary shall be appointed to a Special Committee that reviews and make changes to the constitution.
3. A written notice of amendment has been published at least twice (2) in the weekly church bulletin, and an announcement from the pulpit made twice (2), prior to the meeting being held and the amendment voted on.
4. Copies have been made available to the Church membership through a hand out or a mail out if a member is not present for announcement at least two (2) weeks prior to meeting.
5. Must be a member to vote on Amendments as per Article VII Members/Congregational Meetings- Voting Policy/Rights- number six-six point five (6- 6.5).
6. Amendments shall be passed by seventy-five percent (75%) of the membership present and voting.
7. Constitution shall be reviewed every three (3) years and signed by the Elders, Trustees, and Church Moderator.

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Adoptionof Constitution

May be made at the Annual Business Meeting or a Specially called Business Meeting of the Church, provided that:

1. Persons must be a member to vote on Adoption of Constitutionas per Article VII Members/Congregational Meetings- Voting Policy/Rights- number six-six point five (6- 6.5).
2. This Constitution shall be considered adopted and in immediate effect if passed by seventy-five percent (75%) of the membership present and voting.
3. This Constitution abolishes, takes the place of any Constitution and amendments that preceded it.
4. A copy of this Constitution will be kept in the Church office, with the Church Clerk and posted on the church bulletin board. All amendments and revisions, after passage by the vote of the church, will be incorporated into the Constitution and made available to Church members on request.
5. Constitution shall be signed by the Elders, Trustees, and Church Moderator*.*

Adopted Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures:

Elders \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Moderator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_