

**Campbellford  
Baptist Church Inc.**

**By-Law No. 1**

**166 Grand Road  
Campbellford, Ontario  
K0L 1L0**

**January 2021**

## **1.0 NAME**

This Church, established in 1884 in the town of Campbellford, Ontario, was known as the Campbellford Baptist Church (the “Original Church”). Campbellford Baptist Church Inc. was incorporated on December 11, 2018 under the Canada Not-for-profit Corporations Act (the “Act”). As of January 1, 2019 (the “Transition Date”), the assets, liabilities and ministries of the original Church were transferred to Campbellford Baptist Church Inc.. Wherever the word Church appears in this document, it refers to Campbellford Baptist Church Inc.

## **2.0 AFFILIATION**

The Church, being a member of the Trent Valley Association of Baptist Churches, and the Canadian Baptists of Ontario and Quebec (CBOQ), will maintain affiliation with these bodies, supporting their programs, cooperating to the fullest extent with their officers, and in naming Delegates to their assemblies.

Delegates’ expenses will be paid by the Church. In the unlikely event that the Church is dissolved, all assets remaining on liquidation of the Corporation, after discharge of liabilities, shall be distributed to one or more qualified donees within the meaning of qualified donees of subsection 24 B (1) of the Income Tax Act.

This Church is also affiliated, through CBOQ, with Canadian Baptist Ministries and the Baptist World Alliance.

## **3.0 PURPOSES AND MOTIVATION**

### **3.1 Under Articles of Incorporation**

The purposes of the corporation [as recorded in our Articles of Incorporation] are:

- 1) advancing religion to adherents of the faith or the public by preaching and advancing the teachings of the Christian (Baptist) faith;
- 2) advancing religion to adherents of the faith or the public by establishing, maintaining, and supporting a house of worship with services held in accordance with the tenets and

doctrines of the Christian (Baptist) faith, and

3) advancing religion to adherents of the faith or the public by supporting and maintaining missions and missionaries to propagate the Christian (Baptist) faith.

### **3.2 Motivation**

1) Campbellford Baptist Church Inc. exists exclusively for the promotion of Christian objects, which are charitable in nature, and it is operated without profit or gain to its members.

2) The conduct of members of this Church in relation to one another is regulated in accordance with the current Vision, Statement of Faith, By-law, Policies, Procedures and Guidelines.

### **4.0 VISION**

The vision of the Campbellford Baptist Church Inc. is

**“To Know Christ and To Make Him Known.”**

### **5.0 STATEMENT OF FAITH**

This Church has adopted a Statement of Faith based on the Bible as the holy written word of God and as the Church's final authority. This Statement of Faith is printed in a separate document, and includes the following articles:

<b><u>Article</u></b>	<b><u>Topic</u></b>
1	The Scriptures
2	The Godhead
3	The Creation and Fall of Man
4	The First Advent
5	Salvation Only Through Christ
6	The Extent of Salvation
7	Sanctification
8	Eternal Security
9	Assurance
10	The Holy Spirit
11	The Church-A Unity of Believers
12	Church Ordinances
13	The Christian's Walk
14	Marriage
15	The Christian's Service

16	The Great Commission
17	The Blessed Hope

## **6.0 BY-LAW, POLICIES, PROCEDURES AND GUIDELINES**

### **6.1 By-law**

This By-law, together with Articles of Incorporation dated December 11, 2018 as they may be amended from time to time, and the Act, are the governing documents under which the Church operates.

### **6.2 Policies**

Policies are written, where necessary, to carry out the details of the By-law and are approved at a Business Meeting.

### **6.3 Procedures**

Procedures are developed to fulfill Policies and are determined by the Board or Committee recommending the Policy to the Church.

### **6.4 Guidelines**

Guidelines may be included as part of a Policy or part of a Procedure, or may stand alone.

Neither Procedures nor Guidelines require approval at a Business Meeting. They are written and determined by a Committee or Board in order to assist in accomplishing a particular task or job, within the scope of the Committee and/or Board producing the document. They can be changed at any time to ensure relevancy.

Copies of the By-law, Policies, Procedures and Guidelines are kept in the appropriate binder (or file) in the Church's office.

All Policies, Procedures and Guidelines of the Original Church in effect as of the Transition Date are automatically deemed to be approved as Policies, Procedures and Guidelines of the Church and are in full force and in effect until such time, if any, as they are amended or repealed in accordance with this Article 6.

## **7.0 MEMBERSHIP**

### **7.1 Congregation**

The Congregation of this Church is comprised of all persons (Members and Adherents) who attend worship services and church-sponsored events.

### **7.2 Members**

Any person may be received into membership (a "Member" and "Members" and "Membership" have corresponding meanings) following the completion of the Church's Application for Membership, providing he or she

- (a) has repented of sin and professes faith in the Lord Jesus Christ;
- (b) gives evidence of such faith;
- (c) has been baptized by immersion;
- (d) agrees to the Church's Statement of Faith, and
- (e) agrees to this By-law.

### **7.3 Transition on Incorporation**

All persons, who were Active Members of the Original Church (as defined in the Constitution of the Original Church) on the Transition Date, shall automatically and without requirement of any further action or approval be deemed to be Members of the Church as of the Transition Date.

### **7.4 Application for Membership**

All candidates for membership must complete the Church's Application for Membership. The application requires the applicant to date and sign the form indicating that he or she agrees to all of the articles in the Church's Statement of Faith and confirms that the applicant has read and agrees to this By-law. The applicant contacts two Deacons of the Church, who will conduct a brief interview to determine the applicant's Christian experience, evidence of living the Christian life, and commitment to serving Jesus. The Deacons will witness and date the signing of the application.

### **7.5 Reception of New Members**

Candidates for membership, once an application process has been completed, may be welcomed into membership, usually at a Communion Service, as a result of:

- (a) believer's baptism (by immersion);
- (b) a letter of transfer from other churches holding similar faith;
- (c) experience, if a letter of transfer is unavailable, providing the candidate has been baptized by immersion; or
- (d) special circumstances where, as a result of physical difficulty, serious illness or advanced age, a physician advises against the person being baptized by immersion.

### **7.6 Restoration of Former Members**

Members who have been previously removed for any reason may be restored to membership by following the procedure in 7.4.

### **7.7 Members' Conduct**

**(Only Members who have reached the Age of Majority which, in Ontario, is eighteen years of age, may vote.)**

As God gives the strength and ability, Members are to:

- (a) support the life and ministry of the congregation by regular attendance, unless physically infirm, at:
  - (i) worship services,
  - (ii) the celebration of the Lord's Supper, and
  - (iii) Church Business Meetings as regularly as possible;
- b) support the life and ministry of the congregation, including missionary and benevolent ministries, by stewardship of time, resources and ability, and by taking advantage of the opportunities for fellowship and Christian growth;
- c) conduct his or her entire life in such a manner that constantly witnesses to new life in Christ;
- (d) help Church families respond to God's love in Jesus Christ;

- (e) support one another in Christian love, remember one another in prayer; care for one another in times of illness and personal distress, love our fellow-person as Jesus did, always be open to the opportunity to serve in His name and for the sake of the kingdom of God, and in awareness of human weaknesses and failings, pray for God's help as we endeavour to fulfill these responsibilities of membership in this congregation;
- (f) keep the Pastor(s) and Deacons informed of needs requiring ministry or visitation;
- (g) fully support any course of action in keeping with the Church's Statement of Faith and biblical principles as determined by proper vote (if a Member is unable to harmonize with the decisions, he or she should not seek to disrupt the fellowship, but quietly withdraw from activities and, if necessary, transfer membership to an other church. Refusal to harmonize or withdraw may call for action by the Church); and
- (h) resolve all disputes or controversies in accordance with the biblical principles as stated in Matthew 5:23-24 (reconciled to a "brother"), Matthew 18:15-20 (a "brother" who sins against another), Luke 17:3 (rebuke, forgive), 1 Corinthians 6:1-8 (disputes) and Galatians 6:1 (restoration).

Members who are confined to their home or to a nursing home continue to be considered Members.

### **7.8 Removal/Restoration of Membership**

Members may have their Membership removed if they have not, for a period of twelve months, been actively engaged in the life of the congregation as outlined in 7.7, or if they have moved away from our geographic area and who are not involved in the Church's worship services, the celebration of the Lord's Supper, or Church Business Meetings. At any time, persons may be restored to Membership by following the procedure in 7.6.

### **7.9 Membership Roll**

The Clerk of the Church shall maintain an up-to-date Membership Roll to include the names of all Members. The Membership Roll is to be reviewed annually by the Pastors(s), the Clerk, and the Board of Deacons. Total numbers are to be included in the Church's Annual Report. The Membership roll is to be made available to any Member requesting the same.

Member's names may, from time to time, be released to other members, government, insurance companies, lawyers, etc., as required by law or by a member's request.

### **7.10 Removal**

Names shall be removed from the Membership Roll in the case of:

- (a) death;
- (b) the granting of a letter to join another church
- (c) a written or verbal request for removal by the individual;
- (d) direct evidence of membership in another church;
- (e) direct evidence of non-attendance at any church;
- (f) inactivity (see 7.8); or
- (g) current, unrepentant, conduct unworthy of Church membership.

## **8.0 ORDINANCES**

The ordinances of the Church are Believer's Baptism and the Lord's Supper.

### **8.1 Believer's Baptism**

The ordinance of Believer's Baptism shall be administered to all who have professed faith in Jesus Christ as Saviour and Lord, who give evidence of a personal Christian experience, and who have been recommended by at least two Deacons.

### **8.2 Lord's Supper**

The ordinance of the Lord's Supper shall be observed on at least one Sunday a month and usually on the first Sunday. The Pastor(s), or another person approved by the Board of



Deacons, shall preside. Fellow Christians are welcome to participate in the Lord's Supper.

## **9.0 CHURCH GOVERNANCE**

The law expects that Board and Committee members are honest, loyal, careful, diligent, skilful, and prudent in the exercise of all duties performed in the name of the Church.

### **9.1 Attendance**

Good governance by Boards and Committee members includes regular attendance at worship services, the Lord's Supper, and Church Business Meetings.

### **9.2 Conflict of Interest**

Each Board and Committee member must ensure that there is no personal conflict of interest and, if there is, it must be declared.

### **9.3 Quorum and Required Majority**

Except for the Board of Deacons, a quorum for Boards and Committees will be a majority present, i.e. 50% plus 1. For the Board of Deacons, a quorum is 75% of the number of Deacons on the Board. For Business Meetings (including Annual Meeting, regular and special meetings), the quorum is 15% of Members and for voting on a change in the By-law the quorum is 15% of Members, but there must be a 75% majority of votes cast in favour of the change for the change to pass.

Except for a change to the By-law or the calling of a pastor, which requires a majority of at least 75% of votes cast, a simple majority of 50% +1 of votes cast shall be sufficient to approve all other matters at Board, Committee or Membership meetings.

### **9.4 Accountability**

All persons, serving in any position, are ultimately accountable to the Church or to one of the following: Pastors, Officers, Boards, or Standing Committees.

#### **9.4.1 Pastor(s)**

The Pastor(s) shall be non-voting members of all Boards and all Committees of the Church. The Pastor(s) shall ordinarily conduct the public worship of the Church; administer the ordinances; be responsible for the pastoral care and instruction of the congregation; and cooperate with the Officers, Boards, Committees and Organizations of the Church, the Association, and CBOQ.

#### **9.4.2 Officers**

The Officers of the Church shall be the following: Deacons, Clerk, and Treasurer.

All Officers of the Church must be Members; the term for each office is one year (Annual Meeting to Annual Meeting).

The Chair of the Board of Deacons—or designate—will serve as Chair for all congregational meetings.

##### **(a) Deacons**

There shall be at least four Deacons—to be elected annually at the Annual Meeting—as recommended by the Nominating Committee. Because of the high spiritual calling of this office, the existing Deacons and the Pastor(s) will suggest the appropriate number and appropriate names to the Nominating Committee to fill any vacancy or to add Deacons as deemed necessary. Deacons are members of the Board of Management, and the Board of Directors.

##### **(b) Clerk**

The Clerk shall

- (i) be elected annually at the Annual Meeting;
- (ii) keep a record of the proceedings of the Church in its meetings for business;
- (iii) keep a Membership Roll of all Members
- (iv) conduct all necessary correspondence regarding letters of transfer;
- (v) carefully preserve all Church records;
- (vi) serve as Administrative Assistant to the Nominating Committee;

(vii) be a member of the Board of Management, the Board of Directors, and serve as Secretary to the Board of Management and the Board of Directors, and

(viii) serve as custodian of the corporate seal if and when such a seal has been determined.

**(c) Treasurer**

The Treasurer shall

(i) be elected annually at the Annual Meeting;

(ii) report to the Finance Committee as required

(iii) observe the instructions of the Finance Committee as to the handling of all money;

(iv) receive all money and pay all accounts approved by the authority of the budget or by the approval of the Finance Committee, or at a Business Meeting;

(v) keep a true book of accounts;

(vi) annually present to the Church an audited statement, and

(vii) be a member of the Board of Management and a non-voting member of the Board of Directors.

**9.4.3 Boards**

The Boards of the Church shall be;

(a) the Board of Deacons,

(b) the Board of Management and

(c) the Board of Directors of the Corporation.

Those serving on boards must be members and fully involved in the life of the Church and model their lives on the teaching found in 1Timothy 3:1-7. The term of all Board members is one year (Annual Meeting to Annual Meeting).

**(a) Board of Deacons**

The Board of Deacons shall

(i) elect, at its first fall meeting, a Chair who will continue to serve as Chair for the next twelve months if elected as a Deacon at the Annual Meeting;

(ii) elect, at its first fall meeting, a Secretary who will continue to serve as Secretary if elected as a Deacon at the Annual Meeting.

The Secretary will take minutes of proceedings at Deacon's meetings.

(iii) elect and/or appoint, at their first fall meeting, one or more Deacons for the following positions:

the Deacon responsible for Christian Education,  
two Deacons to serve on the Finance Committee,  
the Deacon to serve on the Mission and Outreach Committee,  
the Deacon to serve as Chair of next year's Nominating Committee, and  
the Deacon to serve on the Worship Committee.

These names are to be recommended to the Nominating Committee.

(iv) act as counsellors and assistants to the Pastor(s) in advancing the total mission of the Church;

(v) serve, along with the Pastor(s), at the Lord's Supper;

(vi) connect with congregants who are sick, shut-in, have special needs, or who have not recently been regular in attendance;

(vii) decide what meetings may be held in the church and what outside groups may use the church building or property;

(viii) interview all persons who are interested in membership and witness the signature of the person interested by signing the Application for Membership;

(ix) advise the Clerk on letters of transfer;

(x) meet on a regular basis; and

(xi) be members of the Board of Management and the Board of Directors.

Special meetings of the Board of Deacons may be held at the call of the Pastor(s), the Chair of the Board, or one-third of the Members of the Board of Deacons.

#### **(b) Board of Management**

The Board of Management shall consist of Deacons, Chairs of all Standing Committees, President (or Coordinator) of Baptist Women, Clerk, and Treasurer. Note: a person who might be on the Board of Management in more than one capacity shall nevertheless only have

one vote at meetings of the Board of Management.

The Board of Management shall

(i) have as its Chair the Chair of the Board of Deacons;

(ii) have as its Secretary the Clerk of the Church to take minutes of proceedings of the Board of Management

(iii) have full power of the Church between Church Business Meetings, except for decisions regarding:

(1) denominational affiliation;

(2) doctrine;

(3) securing or discharging a Pastor; and/or

(4) purchasing or disposing of property;\*

(iv) ensure that all actions determined by any Business Meeting are fully implemented; and

(v) act on behalf of the congregation in the signing of contracts; the Chair—or appointee—to sign.

\*Any concerns regarding these four items must be presented at a Church Business Meeting.

### **(c) Board of Directors (of the Corporation)**

For the purposes of the Act The Board of Directors shall be the Board of Management, providing none of the members receives compensation of any kind from the Church. If any person does receive compensation, his or her name will not be included on the Board of Directors; however, he or she will be expected to attend all meetings in a non-voting capacity.

#### **9.4.4 Standing Committees**

The Standing Committees of the Church are as follows: (a) Christian Education, (b) Finance, (c) Mission and Outreach, (d) Nominating, (e) Property and Building, and (f) Worship.

The Chair of each Standing Committee must be a Member and fully involved in the life of the Church. The term for each Chair is one year (Annual Meeting to Annual Meeting).

Ad hoc committees or task groups may be appointed by the Boards or Committees to undertake a special project or task.

**(a) Christian Education Committee**

This committee shall consist of the Deacon responsible for Youth and Christian Education (who will serve as Chair), the leaders-in-charge of the following groups: Sunday school, Mission Band, Mission and Outreach Committee, Nursery, Children's Groups, Youth Group, Library, Cradle Roll, plus the leaders-in-charge of any other Christian Education groups which may operate from time to time. All groups involved in education under the auspices of the Church must be approved by the Christian Education Committee.

The Christian Education Committee shall

- (i) elect, at its first meeting following the Annual Meeting, a Secretary
- (ii) determine the Christian Education needs of the Church and implement programs to meet identified needs;
- (iii) review, select, suggest and approve curriculum, resource and program material for all existing and new Christian Education groups;
- (iv) provide training for all leaders as required;
- (v) determine budget requirements and submit a budget recommendation to the Finance Committee in early November of each year for the following year's budget;
- (vi) survey the needs of all Christian Education groups with respect to accommodation and equipment, and to plan for meeting those needs;
- (vii) study and develop long-range Christian Education goals;
- (viii) sponsor and/or promote worthy special projects such as Daily Vacation Bible School (or its equivalent), summer camps, leader's institutes, training or retreats, youth activities at the Association or CBOQ level; and
- (ix) have the power to add non-voting members to the Committee for special tasks or advice.

Leaders-in-charge of all Christian Education Groups are to be Members.

The Christian Education Committee meets at the call of the Chair, and should meet at least four times a year.

**(b) Finance Committee**

The Finance Committee shall consist of at least the Treasurer, the Assistant Treasurer, two Deacons, and one member as recommended by the Nominating Committee and subsequently elected at the Annual Meeting. The Chair of the Board of Deacons—or designate—shall call for a meeting of the Finance Committee following the Annual Meeting, at which the members of the Finance Committee shall elect a Chair.

The Finance Committee shall

- (i) adhere to all financial policies, procedures and guidelines as established from time to time,
- (ii) arrange for the counting of all Church offerings, by two or more persons, and for the deposit of such offerings in the designated financial institution;
- (iii) prepare the annual budget of the Church;
- (iv) review periodic and annual financial statements as prepared by the Treasurer and ensure that an unaudited financial statement is presented to the Church at the Annual Meeting and the annual statement is audited prior to presentation to the Church at the Spring Business Meeting;
- (v) have general charge of the Church's financial affairs, including the carrying into effect all plans adopted by the Church for its support;
- (vi) ensure that no persons or committees will incur any debt in the name of the Church without prior authorization by the appropriate committee;
- (vii) oversee the finances of all groups keeping separate financial records under the auspices of the Church, ensuring that where applicable each group has a financial secretary and that the appropriate group financial policies,

procedures and guidelines are being followed.

- (viii) ensure, through the Treasurer, that the appropriate documents are processed and filed each year to guarantee continued registration as a charitable organization according to the requirements of Revenue Canada;
- (ix) ensure, through the Treasurer, that all withholding deductions (e.g. Canada Pension, Employment Insurance, Income Tax and Pension contributions) related to employees are paid in full by the end of each year;
- (x) ensure, through the Treasurer, that the appropriate documents are processed and filed each year with Corporations Canada; and
- (xi) have power to add non-voting members to the Committee for special tasks or advice.

The Finance Committee meets at the call of the Chair, but must meet in the last quarter of each year to prepare the following year's budget for presentation to the Annual Meeting.

**(c) Mission and Outreach Committee**

The Mission and Outreach Committee shall consist of a Deacon, two members from the Church, two representatives from the Sunday school, two members from the Baptist Women (the President or representative and one other), and at least two other persons.

The Chair of the Board of Deacons—or designate—shall call for a meeting of the Mission and Outreach Committee following the Annual Meeting, at which the members of the Mission and Outreach Committee shall elect a Chair and a Secretary.

The Mission and Outreach Committee shall

- (i) study and review all requests for mission financial support that come to the Church and decide on the Church's level of support, if any;
- (ii) give preference to missionary support or projects that emanate from CBOQ or Canadian Baptist Ministries and outreach in support of Israel;
- (iii) encourage and promote mission and outreach awareness throughout the



congregation;

(iv) initiate various mission and outreach projects on both a local and global basis in which the congregation is encouraged to be involved; and

(v) have the power to add non-voting members to the Committee for special tasks or advice.

The Mission and Outreach Committee meets at the call of the Chair, and should meet at least four times each year.

**(d) Nominating Committee**

The Nominating Committee shall consist of one Deacon\* assigned to serve as Chair; the Clerk, who serves as Administrative Assistant to the Committee; one member from each of the following Committees: Christian Education, Finance, Mission and Outreach, Property and Building, Worship, plus a person from Baptist Women, and one member from the previous year's Nominating Committee.

\*The Deacons serve on a rotational basis as Chair of the Nominating Committee.

The Nominating Committee shall

(i) be responsible for presenting a list of Officers, Board members, Committee members, Delegates and other persons to fill all positions listed in the Nominating Committee report in the Annual Report;

(ii) serve as the Committee responsible for filling vacancies during the year (between Annual Meetings), and

(iii) have the power to add non-voting members to the Committee for special tasks or advice.

The Nominating Committee meets at the call of the Chair in October of each year. Other meetings may be required to ensure all positions are filled.

**e) Property and Building Committee**

The Property and Building Committee shall consist of a minimum of ten people recommended by the Nominating Committee

and elected by the Church at its Annual Meeting.

The Chair of the Board of Deacons—or designate—shall call for a meeting of the Property and Building Committee following the Annual Meeting, at which the members of the Property and Building Committee shall elect a Chair and a Secretary.

The Property and Building Committee shall

- (i) be responsible for the on-going maintenance of all Church property so that it is both attractive for worship and serviceable for use;
- (ii) be responsible for keeping up-to-date on building regulations and making appropriate recommendations as required at a Church Business Meeting or to the Board of Management for appropriate action if and when necessary;
- (iii) arrange for snow removal, lawn cutting, special work days, regular church building cleaning;
- (iv) determine the job description for the Custodian, keep it up-to-date, select the Custodian, request the Chair of the Board of Management to provide and sign the necessary contract, recommend to the Finance Committee in early November the yearly remuneration to fulfill the contract, and supervise the Custodian's work through the Chair of the Property and Building Committee;
- (v) be responsible for all equipment and assets belonging to the Church; and
- (vi) have the power to add non-voting members to the Committee for special tasks or advice.

The Property and Building Committee meets at the call of the Chair but must meet at least three times per year.

**(f) Worship Committee**

The Worship Committee shall consist of a Deacon, plus a minimum of four people recommended by the Nominating Committee and elected by the Church at its Annual Meeting.

The Chair of the Board of Deacons—or designate—shall call for a meeting of the Worship Committee following the Annual Meeting, at which the members of the Worship Committee shall elect a Chair and a Secretary.

The Worship Committee, in cooperation with the Pastor(s), shall

- (i) make arrangements for special singing, musical groups or individuals to minister through music at various Church services;
- (ii) determine fair remuneration for the groups or individuals working within the approved Guidelines;
- (iii) oversee the total ministry of music and worship within the Church, making and implementing recommendations or suggestions; and
- (iv) have power to add non-voting members to the Committee for special tasks or advice.

The Worship Committee meets at the call of the chair but must meet at least three times per year.

## **9.5 Removal of Board of Management**

### **Members**

A member of the Board of Management shall cease to be a member of the Board of Management upon the occurrence of any of the following:

- (a) their ceasing to be a Member of the Church;
- (b) the effective date of their resignation from the Board of Management;
- (c) the expiry of their term of office if they are not re-elected or re-appointed to the Board of Management; or
- (d) their removal pursuant to sections 130 and 131 of the Act by a majority vote of the Members at a duly called Business Meeting.

## **10.0 OTHER ORGANIZATIONS**

### **10.1 Other Church Organizations**

All other organizations of the Church shall, unless otherwise determined by the Board of Deacons,

- (a) select their President or Leader-in-Charge from the Members of the Church; and
- (b) report to the Church at its Annual Meeting through the Annual Report.

### **10.2 Outside Organizations**

All outside organizations using the Church facilities must

- (a) be approved by the Board of Deacons;
- (b) be answerable to the Board of Deacons; and
- (c) provide a certificate of liability insurance naming the Church as an additional insured before using the church facilities.

### **11.0 DELEGATES**

Delegates shall be appointed at the Annual Meeting to represent the Church at Association and CBOQ meetings.

Delegates shall

- (a) be a Member of one of the Boards or a church Member who is also a member of one of our Standing Committees. The Young Adult Delegate is exempt from the above requirement
- (b) endeavour to fully represent the position of the Church at meetings attended;
- (c) attend all business sessions, and any other sessions that would be of value to the Church;
- (d) be authorized to report on the life and work of the Church;
- (e) cooperate with Delegates from other churches in plans for advancing the Kingdom of God; and
- (f) report to the Church any major developments, plans, projects or programs approved by the Association and/or CBOQ.

### **12.0 FINANCIAL AND CORPORATE MATTERS**

This Church is committed to due diligence in all financial affairs.

#### **12.1 Fiscal Year**

The fiscal year shall be January 1 to December 31.

## **12.2 Financial Support of the Church**

This Church shall be supported as far as possible through the regular weekly giving of the congregation. This includes missionary and benevolent enterprises.

## **12.3 Corporate Seal**

The Church may have a corporate seal in the form from time to time approved by the Board of Management. If a corporate seal is approved by the Board of Management, the Clerk shall be the custodian of the seal.

## **12.4 Financial Statements**

The Church may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172 (1) of the Act to the Members, publish a notice to its Members stating that the annual financial statements and documents provided in subsection 172 (1) of the Act are available at the Church and any Member may, on request, obtain a copy free of charge.

## **12.5 Registered Office**

The registered office for the Church shall be 166 Grand Road, Campbellford, Ontario, K0L 1L0.

## **13.0 MEETINGS OF THE CHURCH**

Where specified in this By-law Church Business Meetings shall have final authority for all decisions and actions affecting the welfare and functioning of the Church. Any voting person with a conflict of interest must state the conflict and abstain from voting.

### **13.1 Meetings by Electronic Means**

Meetings of Members and/or meetings of committees may be conducted by telephone and/or by other electronic means if determined necessary by the Chair of the Board for Member meetings or the Chair of a committee for committee meetings. The same quorum and required majority conditions apply as outlined in section 9.3.

### **13.2 Annual Meeting**

The Annual Meeting of the Church shall usually be held in the month of January.

### **13.3 Business Meetings**

Regular Business Meetings in addition to the Annual Meeting shall be held each spring and fall, if necessary.

### **13.4 Special Business Meetings**

Special meetings for business may be called by the Board of Deacons. Notice of such meetings shall be given from the pulpit on four consecutive morning worship services and, if determined by the Deacons, through the mail or by phone to all Members at least twenty-one but not more than sixty days before the meeting; the purpose of the meeting being clearly stated.

Special meetings for business may also be called at any time through a request made to the Board of Deacons by any Member with the same notification of meeting as outlined in the paragraph above.

Pursuant to subsection 197(1) of the Act, a special resolution of the Members is required to make any amendment to this By-Law to change the manner of giving notice to Members entitled to vote at a meeting of Members.

### **13.5 Voting**

While all attendees of our Church are encouraged to attend Business Meetings, only Members may vote; except as otherwise provided in this By-Law all decisions are made by majority vote; any vote must be by ballot if requested by one member. In the event of a tie vote, the Chair shall cast the final and deciding vote.

### **13.6 Substitute Chair**

The Chair of any committee may appoint a substitute Chair (a Member) in the Chair's absence.

### **13.7 Minutes**

For all Business Meetings and all committee meetings of the Church, minutes are to be kept and a copy filed in the appropriate binder (or file) in the Church office.

## **14.0 CERTIFICATES, ORDINATION AND CALLING OF A PASTOR**

### **14.1 Certificates Issued by the Church**

Any member who, in the judgment of the Board of Deacons, gives evidence of Christian commitment, zeal, and various abilities basic to serve in ordained ministry may be granted the appropriate certificate as determined by either the Association or CBOQ.

As part of the accreditation process for potential ministers, CBOQ requests each person contemplating ministry to request this certificate from their Church. Certificates are available from CBOQ.

### **14.2 Convening an Ordination Council**

The Church is responsible for ordination of approved and accredited candidates; accreditation is the responsibility of CBOQ. Only a fully accredited candidate can be considered for ordination by a local church.

Councils for the examination of a candidate for ordination shall be called according to the procedure recommended by either the Association or CBOQ.

### **14.3 Calling of a Pastor**

When the calling of a Pastor becomes necessary, a Pastoral Search Committee consisting of not less than five Members who are fully involved in the life of the Church shall be elected at a Church Business Meeting. The Chair of the Board of Deacons shall be a voting ex-officio member of the Committee and will serve as Chair.

The Pastoral Search Committee shall  
(a) notify the Clerk and/or Moderator of the

- Association and the CBOQ Offices of the vacancy;
- (b) obtain from the CBOQ Offices a copy of the current recommended procedures as a guideline for action;
  - (c) make contact with potential pastors, conduct interviews and recommend to the Church either an accredited CBOQ pastor or a person who is in the process of preparing for accreditation with CBOQ;\*
  - (d) present only one name to the Church at any one time; and
  - (e) submit, at any regular or especially called Business Meeting of the Church, the Pastoral Search Committee's recommendation.

\*If the Pastoral Search Committee recommends a pastor from outside CBOQ, the Committee must ascertain the acceptance of the candidate's credentials from the CBOQ Offices prior to making a recommendation to the Church.

A call shall be extended only as the result of a majority ballot vote of at least 75% of Members present.

#### **15.0 AMENDMENT OR NEW BY-LAW**

This By-law may be amended, or a new one presented, at a Business Meeting of the Church provided that notice of such motion has been given

- (i) at the preceding Business Meeting or
- (ii) announced from the pulpit at four consecutive morning worship services, or
- (iii) the suggested change(s) have been posted for four weeks prior to the meeting at which it is to be considered.

Any inadvertent error in providing notice in strict compliance with this section shall not prevent the holding of the meeting as long as meaningful notice was provided to the Membership.



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