

First Baptist Church

Constitution

2007

310 York St.
Cornwall, ON, K6J 3Z3

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COVENANT

Having been led, as we believe, by the Spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love, to strive for the advancement of this Church, in knowledge, holiness, and comfort, to promote its prosperity and spirituality, to sustain its worship, ordinances, discipline, and doctrines, to contribute cheerfully and regularly to the support of the ministry, the expenses of the Church, and the spread of the Gospel throughout all nations.

We also engage to cultivate the devotional life, to rear our children in the nurture and admonition of the Lord, to seek the salvation of our kindred and acquaintances, to walk circumspectly in the world, to be just in our dealings, faithful in our engagements, and exemplary in our deportment, and to be zealous in our efforts to advance the Kingdom of our Saviour.

We further engage to watch over one another in brotherly love, to remember each other in prayer, to aid each other in sickness and distress, to cultivate Christian sympathy in feeling and courtesy in speech, to be slow to take offence, always ready for reconciliation, and mindful of the rules of our Saviour, to secure it without delay.

We moreover engage that when we remove from this place, we will as soon as possible unite with some other Church, where we can carry out the spirit of this COVENANT, and the principles of God's Word.

Statement of Mission, Vision, Core Values, Strategy and Practices

For First Baptist Church, Cornwall January 25, 2006

Mission: "Reaching people with the relevance of Jesus Christ."

Vision: Our Vision is to strengthen our community of faith as we pursue God's mandate to develop mature Christians who are:

- cultivating intimacy with Jesus.
- clear in our identity as children of God.
- Christ-like in our Character.
- connected in Community.
- contagious in active faith.
- committed to mission

Core Values:

God glorifying
Christ Centered
Spirit Empowered
Bible based

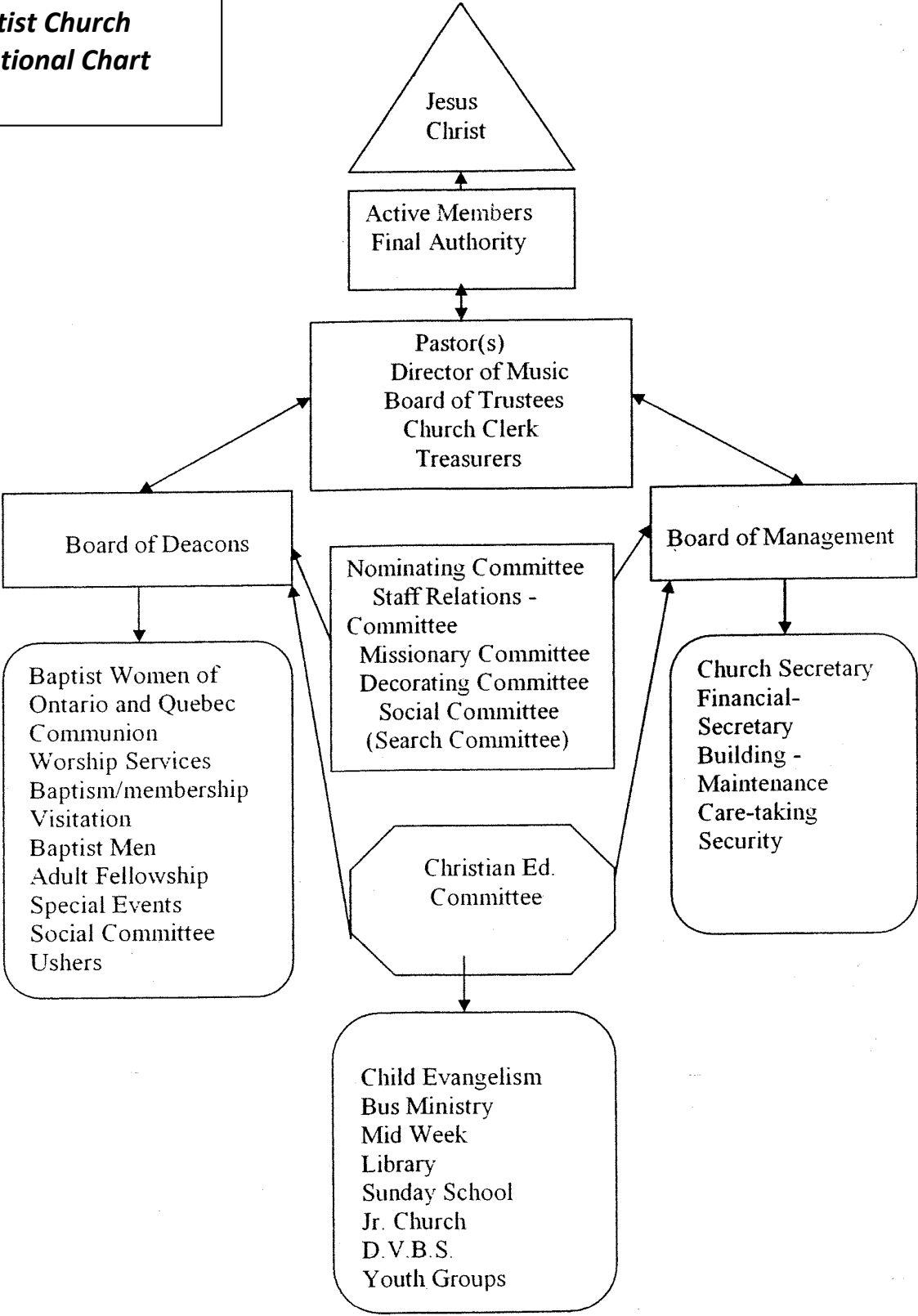
Strategy (Goals):

- Passionate Spirituality
- Gift Oriented Ministry
- Effective Assimilation
Pathways

Practices: We will:

- live out authentic lives.
- empower courageous leadership.
- affirm the priesthood of all believers.
- equip and encourage gift-oriented ministry.
- pursue excellence.
- be committed to accountability
- be balanced in evangelism and discipleship.
- ensure healthy and loving environments.
- model healthy communication.
- seek strategic partnerships.
- encourage faithful stewardship.
- be courageous in Faith.
- be passionate in Prayer.

**First Baptist Church
Organizational Chart**



THE CONSTITUTION

FIRST BAPTIST CHURCH, CORNWALL, ON

ARTICLE I - ORGANIZATION

Section 1. This Church shall be known as FIRST BAPTIST CHURCH, CORNWALL (formerly known as Cornwall Regular Baptist Church, 130 Sydney Street).

Section 2. The regular officers of the Church shall be: The Pastors, Deacons, Trustees, Clerk, Treasurer, Assistant Treasurer, Financial Secretary, General Superintendent of the Sunday School, Chairs of Standing Committees, and such other officers as the Church may deem necessary.

Section 3. The affairs of the Church shall be the responsibility of the membership as a whole, and the regularly called Church business meetings shall have final authority for decisions and actions affecting the welfare and functioning of the Church.

ARTICLE II - AFFILIATION

Section 1. In its general policy, this Church shall resemble fellow Baptist churches of the Baptist Convention of Ontario and Quebec, with which it shall maintain affiliation, supporting its programs, cooperating to the full extent with its officers and secretaries, and naming delegates to its annual assemblies.

Section 2. This Church shall, through the Baptist convention of Ontario and Quebec, maintain, affiliation with the Baptist Federation of Canada, and the Baptist World Alliance.

Section 3. This Church shall maintain affiliation with its fellow Baptist churches of the Ottawa Baptist Association.

ARTICLE III MEMBERSHIP

Section 1. All candidates for Church membership must profess personal faith in Jesus Christ, and be willing to abide by the provisions of the Constitution. They shall be interviewed as the Board of Deacons arranges, and upon the recommendation of the Board, and by the vote of the church membership, be received as members by fulfilling one of the following conditions:

(a) Believer's Baptism by immersion: Any person professing faith in the Lord Jesus Christ, giving evidence of a change of heart, and adopting the views of faith and practice held by the Church, may, upon baptism by immersion, be received into its membership.

Applications for membership by baptism shall be made to the Pastors or one of the deacons. The Pastors and deacons shall arrange for the examination of such candidates, the report thereon to be presented at a

business meeting of the Church. On approval, the candidate shall be accepted for baptism and church membership.

(b) Letter of Transfer: Members from other churches holding the same faith and order may be received by letter of recommendation or dismissal from their respective churches, upon vote of this Church.

(c) By Experience: Applications for membership "on experience" from immersed believers who, in consequence of any peculiar circumstances, have no regular letter of dismissal, may approach a Pastor or a Deacon for membership. On recommendation of the Board of Deacons, they may be accepted upon vote of the church.

(d) By Restoration: Members who have been removed from the Church Roll may, on their request, be restored upon the recommendation of the Deacons' Board and the vote of the Church.

Section 2. As a condition of retaining their membership, all members shall evidence their loyalty to Christ in this Church by supporting it with their interest, money, and personal presence at worship services. An inactive member shall be one who gives persistent evidence of loss of interest:

(a) By joining another church;

(b) By stating that he/she no longer desires to be a member;

(c) By any action not in the best interest of the spiritual life of the Church; or

(d) By not attending worship and communion services for at least six months without reasonable excuse such as sickness or vacation, and yet lives in reasonable proximity to the Church.

In the event of any of the foregoing, such member shall be personally visited, whenever possible, by one of the Pastors, accompanied by at least one deacon, with a view to retaining or renewing his/her interest in the Church and its work, or, if personal visitation is impossible, such member shall be communicated with by regular lettermail. If there is no renewal of the covenant relationship within the six months following such visit or communication, a Motion recommending dismissal shall be put forward at a regularly scheduled meeting of the Board of Deacons, with two weeks' notice by regular lettermail, to the inactive member. Upon approval of the Motion by a 2/3 majority of the Deacons Board present and voting, the recommendation of dismissal shall be made to the Church at the next regularly scheduled business meeting of the Church. Upon passing of the Motion, inactive members will be removed from the membership roll without further notice.

Inactive members may not hold office or have the privilege of voting at congregational business meetings.

Section 3. A non-resident member shall be one who has moved from the area so that regular attendance is impractical. We encourage members, where possible; to unite with a local church, but recognize that some, such as chaplains or missionaries, and those temporarily relocated, desire to retain membership in their home churches. After they have been out of the area for six months we will write to them regarding their membership status.

Section 4. The Board of Deacons shall review the membership roll semi-annually in November and May. They shall supervise the exercise of Church Discipline as outlined in Article III, Section 6, of the Constitution.

Section 5. In cases where church discipline must be exercised for cause, the directions of the Word of God are to be observed. See Matthew 18:15-17 and I Corinthians 5:11-13.

Section 6. Members in good standing may, at their own request, be dismissed by regular letter of transfer to another Baptist church, or by letter of commendation to other Christian bodies.

ARTICLE IV - CHURCH SERVICES

Section 1. The church shall meet regularly for Sunday worship, and for midweek services of prayer, praise, and instruction, as determined by the Pastoral Staff in consultation with the Board of Deacons.

ARTICLE V - ORDINANCES

Section 1. The ordinance of baptism shall be administered to candidates who have professed faith in Jesus Christ and given evidence of a personal Christian experience and have been duly accepted by the Church for baptism on the recommendation of the Board of Deacons.

Section 2. The ordinance of the Lord's Supper shall be observed on the first Sunday of each month, or as the Board of Deacons may direct. The Pastors or other appointed representative of the Church shall preside. All who profess faith in Jesus Christ as Lord and Saviour will be invited to partake.

Section 3. Faithful attendance at the Communion Service, as far as possible, is expected of all members.

ARTICLE VI - FINANCIAL SUPPORT

Section 1. This Church shall be supported as far as may be possible through the regular weekly givings of its members.

Section 2. The missionary enterprises of this Church and of the denomination shall be similarly supported.

ARTICLE VII - AMENDMENTS TO THE CONSTITUTION

Section 1. This Constitution may be amended at any Annual Meeting of the Church, by a 2/3 vote of the members present and voting, provided notice of the change or changes shall have been given at a regular Business Meeting of the Church at least four months prior to the Annual Meeting. This Constitution shall be reviewed by the Board of Deacons every three years.

BY-LAWS

BY-LAW I - FISCAL YEAR

Section 1. The fiscal year of the church shall begin on the first day of January.

BY-LAW II - MEETINGS

Section 1. The Annual Meeting shall be held on the last Wednesday in January, or on such other date as may be recommended by the Board of Deacons.

Section 2. While this Church cordially welcomes to its communion those who in early years give evidence of faith in Christ, and make profession of that faith in baptism, it deems maturity of judgment indispensable for judicious legislation; the right of voting on all matters of church business shall be restricted to members sixteen years of age and older.

Section 3. Regular business meetings shall be held on the third Wednesday evenings of April, June, September, October, and November.

Section 4. The business of the receiving or dismissal of members by letter, or applications of candidates for baptism, may be conducted at the close of any Sunday worship service or Wednesday evening prayer meeting.

Section 5. (a) Special business meetings may be called by the Pastors, or, in his absence, by the Church Clerk, or by the Chairman of the Board of Deacons. Notice of such meetings is to be given from the pulpit at all services on two preceding Sundays and through the mail to all members at least ten days before the meeting, the purpose of the meeting being clearly stated.

Special Business Meetings

(b) Special business meetings may be called at any time through a petition signed by five active voting members, representing five different families of the church. The meeting shall be held not less than one month after the Church Clerk or the Pastors have received the petition from the hands of two of the petitioners. The petition shall state the business to be considered at the meeting and notice of the meeting shall be given in the manner called for in subsection (a).

Section 6. Proxy votes are not accepted at any meetings.

Section 7. Twenty-five percent of the active members shall constitute a quorum for the transaction of business at the Annual Meeting or at an announced special business meeting. Any number of members present at a regular business meeting shall constitute a quorum for transaction of any regular business, unless two or more members present request a quorum of fifteen percent of the active members to consider any item of business on the agenda.

Section 8. Any special meetings of the combined boards which takes place will be chaired by the Pastors on a pro-tem basis. The first act of business of this meeting shall be to elect a chairman for the meeting.

BY-LAW III - CALLING A PASTOR

Section 1. A Search Committee of at least five (5) active members shall be appointed by the Church upon the resignation of a Pastor.

The duties of the Search Committee shall be:

Section 2.

(a) To notify the Clerk of the Association and the Executive Minister of the Convention of the vacancy immediately when the Pastor's resignation has been accepted.

(b) To secure supplies for the pulpit between pastorates.

(c) To recommend an accredited Baptist minister to the church, after consultation with the Baptist Convention of Ontario and Quebec.

(d) In the case of ministers from outside the Baptist Convention of Ontario and Quebec, to ascertain from the Executive Minister of the Convention the validity of their credentials.

(e) One member of the Search Committee must also be a member selected from the Staff Relations Committee.

Section 3. The recommendation of the search committee shall be presented to a special business meeting as provided for in By-Law II, Section 5. Upon a 3/4 majority of the members present and voting, a "Call" shall be extended.

BY-LAW IV - CALLING OF ADDITIONAL PASTORAL STAFF

Section 1. A committee of at least five (5) active members shall be appointed by the Church. One member of the Search Committee must also be a member selected from the Staff Relations Committee.

Section 2. Duties of this committee shall be to contact and interview the prospective candidates for the position.

Section 3. To recommend an accredited Baptist Minister to the church, after consultation with the Baptist Convention of Ontario and Quebec.

Section 4. In the case of ministers from outside the Baptist Convention of Ontario and Quebec, to ascertain the validity of their credentials.

Section 5. The recommendation of this committee shall be presented to a special business meeting as provided for in By-Law II, Section 5. Upon a 3/4 majority of the members present and voting, a "Call" shall be extended.

BY-LAW V - OFFICERS OF THE CHURCH

Section 1. The officers of the church, apart from the Pastors and any additional pastoral staff, shall be elected at the Annual Meeting.

Section 2. The Presidents of the Baptist Women, the Baptist Men, the Adult Fellowship, and all organizations within the church whose members are more than sixteen years of age, shall be selected from the membership. Any exceptions must first be ratified by the Board of Deacons.

BY-LAW VI - DUTIES OF THE OFFICERS

Section 1. The Pastors

The Pastors shall conduct the public worship of the church; administer the ordinances; perform the pastoral and administrative duties of their office; cooperate with the officers and organizations of the church, the Association, and the Convention. A Pastor or the Chair of the Board of Deacons shall act as Chair in meetings for the transaction of business, except when other arrangements are made by order of the church. The Pastors shall be ex-Officio members of all Boards and Committees of the church, with the exception of the Staff Relations Committee which shall be by invitation only.

Section 2. Additional pastoral staff shall be responsible to the Senior Pastor in affairs dealing with spiritual and material well-being. His/her responsibilities shall be to give oversight to their ministries in the church.

Section 3. The Board of Deacons

(a) The Board of Deacons shall consist of nine elected members, each of whom shall serve for three years. Deacons are not eligible for reelection when their terms expire until an interval of one year has passed. Election shall be by secret ballot if more than the required number of deacons is nominated.

(b) A deacon shall be an active church member who has shown a satisfactory Christian example and actively participates in the worship and outreach of the church. They shall understand the nature of confidential matters relating to church relations.

(c) The Board of Deacons shall elect its own chair, vice-chair, and secretary which constitute the executive.

(d) The Church may, on recommendation of the Board of Deacons, and by vote of a Church meeting, elect to the office of Life Deacon a deacon who has rendered outstanding Christian service. The number of Life Deacons shall not exceed four (4). Life Deacons may enjoy all the privileges of the Board of Deacons.

(e) The Board of Deacons shall, together with the Pastors, have general charge of the work of the Church. They shall act as counsellors and assistants to the Pastors in advancing the general interest of the Church, both temporal and spiritual; distribute the elements of the Lord's Supper; visit the sick, needy and negligent members. They shall be responsible for the evangelistic and missionary activities of the Church.

(f) Any and all requests for the use of the church building or facilities must be made through the Board of Deacons who will respond in consultation with the Board of Management. Termination of such privileges will be made by the Board of Deacons in consultation with the Board of Management.

(g) The Board of Deacons shall review the membership roll semi-annually in November and May. They shall supervise the exercise of Church Discipline as outlined in Article III, Section 5, of the Constitution.

(h) The Board of Deacons shall, in ordinary circumstances, meet monthly. Special meetings may be held at the call of the Pastors, or by the Chairman of the Board of Deacons.

(i) The annual review of the Pastors and the Director of Music is conducted by the Executive. The annual review of other pastoral staff is conducted by the Executive after consultation with the Senior Pastor.

(j) If the practices, attitudes, or services of a Pastor should prove unsatisfactory in relation to the best interest of the church, it shall be the duty of the board of Deacons to counsel with the Pastor, and recommend to the church such action as the situation may demand.

(k) The Senior Pastor and the Chairman of the Board of Deacons or one other deacon shall administer the Benevolent Fund. The approval of the Senior Pastor and one deacon shall be the authority for any payments made. The Senior Pastor shall report at the Annual Meeting only the totals of the amounts received and expended.

(l) The Board of Deacons shall be responsible for the appointment of the Custodian of the Lord's Table.

(m) Designated Funds will be created in accordance with the "Church Policy on Designated Funds" adopted November 21, 2007, as amended from time to time.

(n) The Board of Deacons shall be responsible for the engagement of a Director of Music when required.

(o) It will be the responsibility of the Board of Deacons to provide for a replacement musician when necessary.

Section 4. The Board of Trustees

(a) The Board of Trustees shall consist of five (5) members. Their duties shall be to hold in trust all property and equipment of the church and to assure for the safekeeping of said property and equipment as required by law.

(b) The Board of Trustees is directly responsible to the church and may be replaced by the church if they fail to carry out their duties or be guided by the church. In the event of the death or resignation of any trustee, the Nominating Committee shall nominate a replacement.

Section 5. The Church Clerk

(a) The Church Clerk shall be an active member of the church and shall be elected to hold office for one year, and shall be eligible for reelection.

(b) The clerk shall keep an accurate record of the proceedings of the church in their meetings of business; keep a register of all members of the church; conduct all necessary correspondence; and take responsibility for the careful preservation of all church records.

Section 6. A. The Church Treasurer

- a) The Treasurer should preferably, be an active member of the church, but can be an adherent; and if neither an active member or adherent are able to fill the position, the Board of Management may use their discretion to hire someone to keep a record of receipts and disbursements. The treasurer shall be elected to hold office for one year, and shall be eligible for re-election.
- b) The Treasurer shall receive and disburse all moneys belonging to the church (except the Benevolent Fund), subject to the budget approved by the church at the Annual Meeting, or at the direction of the Board of Management. The treasurer shall render to the church a true and correct account of all financial transactions at the regular business meetings, and at the Annual Meeting, or when requested by the Board of Management.
- c) The Treasurer shall see that all receipts from envelope offerings, loose collections, and special collections, are banked in a Chartered Bank of Canada, and that the bank deposits tally with the voucher kept by the church tellers. All disbursements shall be by cheque. The Cheque Signing Officers shall be any two of the following:
 - the Treasurer
 - the Assistant Treasurer
 - Chairman of the Board of Management
 - Vice Chairman of the Board of Management
 - One other member of The Board of Management

Provided further that the two signing officers signing any cheque shall not be related by blood or marriage.

Section 6. B. The Assistant Treasurer

- (a)The Assistant Treasurer shall preferably be an active member of the church, but can be an adherent and shall be elected to hold office for one year, and shall be eligible for re-election.
- (b)He/she shall perform the duties assigned to him/her by the Treasurer, and assume all responsibilities during the absence of the Treasurer.

Section 6. C. The Financial Secretary

- (a) The Financial Secretary shall be an active member of the church, shall be elected to hold office for one year, and shall be eligible for reelection.
- (b) The financial secretary shall keep an accurate record of individual contributions to the church and shall render individual statement of receipts at the end of the calendar year for income tax purposes and other statements as requested by the Board of Management.

Section 6. D. The Church Tellers

There shall be a minimum of two (2) tellers appointed by the Board of Management whose duty shall be to count the collections at each regular or special service of the church. They shall deliver to a Chartered Bank of Canada the money and to the church treasurer or the assistant treasurer a voucher signed by both tellers, detailing the total receipts for the service. They shall deliver to the financial secretary the envelopes of individual contributors, together with a copy of the voucher mentioned above. The church treasurer, or assistant treasurer, or both, may act as tellers.

Section 6. E. The Auditors

The Auditors shall be appointed by the church for one year to audit the books of the treasurer of the church, and of organizations within the church unless another provision has been made.

BY-LAW VII - THE BOARD OF MANAGEMENT

Section 1. The Board of Management shall consist of a chair who is an active member of the church, and eight elected members, in addition to the Church Treasurer, Assistant Treasurer, Financial Secretary, Church Clerk, a member of the Board of Deacons, Representative of the Choir, and one member of the Board of Trustees.

Section 2. (a) There shall be a rotation of four elected members of the Board of Management per year; each member shall serve two (2) years on the Board and will not be eligible for reelection when their term expires until after an interval of one (1) year.

(b) The Chair, whether elected to the Board or serving as a Representative from another Board or Committee in the Church, shall not hold the office of Chair for more than two consecutive years; he or she will not be eligible for reappointment until after an interval of one (1) year.

Section 3. It shall be the duty of the Board of Management to:

(a) Prepare the annual Budget and submit it for debate, review, and tentative approval at the October monthly business meeting for final ratification at the Annual Meeting.

(b) Have general charge of the financial affairs of the church, including the implementation of all plans adopted by the church for its support.

(c) Attend to the distribution of Church envelopes.

(d) Meet monthly and at the call of the Chair when required for special purposes. A quorum shall be 50% of members present.

(e) The annual review of the secretary is conducted by the Executive after consultation with the Senior Pastor; the annual review of the custodian is conducted by the Executive.

Section 4. Special offerings may be taken in the church with the approval of the Board of Management.

Section 5. All financial considerations in excess of \$1,000.00 for which no provision has been made in the budget approved by the previous Annual Meeting, shall first be considered by the Board of Management, whose recommendations shall be presented to the Church for final action.

Section 6. It shall be the duty of the Board of Management to be responsible for:

(a) Upkeep of all property belonging to the Church.

(b) Maintain all equipment and furnishings belonging to the Church.

(c) Engagement of the Church Secretary and the Church Custodian(s), such secretary and caretakers to be responsible to the Chair of the The Board of Management. The Chair will conduct a performance review at least once a year.

(d) Annual inspection of church property.

(e) Any painting and decorating and repair of Church property.

BY-LAW VIII - STANDING COMMITTEES

Section 1. The Nominating Committee

The Nominating Committee, consisting of five (5) active members, shall be elected at each Annual Meeting, with the exception of the chair who shall automatically be the chair of the Board of Deacons from the previous year. Their duty shall be to select from the church fellowship in accordance with these by-laws, and bring before the church at the next Annual Meeting, or at any other meeting at which any officer shall be elected to fill any vacancy that may occur, nominations for all officers, representatives and members of Boards, and Standing Committees. The Nominating Committee shall obtain the consent of persons nominated. Such nominations shall not preclude nominations from the floor, provided consent of the nominee has been obtained.

Section 2. The Committee of Ushers

(a) The Committee of Ushers shall consist of a Chair and at least fourteen (14) members, who shall be elected to hold office for one (1) year, and shall be eligible for reelection. The members of the Board of Deacons shall be ex-officio members of the Committee of Ushers.

(b) It shall be the duty of the Ushers to wait at the church doors, and attend to the reception and accommodation of those attending the services; also to take up the offerings on the Lord's Day and on other occasions.

Section 3. The Baptismal Committee

The Baptismal Committee shall consist of two (2) ladies and two (2) gentlemen, who shall be elected to hold office for one year and shall be eligible for reelection.

It shall be the duty of the Baptismal committee to assist the Pastors and the candidates in the baptismal service.

Section 4. The Social Committee shall consist of a Chair and at least four (4) other members, who shall be elected to hold office for one (1) year, and shall be eligible for reelection. This Committee shall have authority to increase its members as special occasions demand.

Section 5. The Christian Education Committee

(a) The Christian Education Committee shall consist of the Chair, who shall be an active member of the church, plus three elected members, the Sunday School Superintendent, the Coordinator of the mid-week Youth Program, appointees from the Bus Committee, Board of Deacons, and the Youth of the Church. They shall hold office for one year and be eligible for re-election.

(b) This committee shall function as a resource committee, proposing solutions to educational needs.

(c) This Committee works toward unification, coordination, and correlation of all the educational interest of the Church. These interests include the Sunday School, Youth work, Leadership training, Missionary education, Vacation Bible School, Camp programs, and recreation, Child Evangelism, and other important aspects of Christian Education which are included in a comprehensive and balanced program.

(d) This Committee is empowered to set up sub-committees, as required, to deal with specific aspects of Christian education.

(e) It will be the responsibility of the Committee to:

- approve the nominations of officers and department heads of Sunday School, and appoint leaders of youth groups.
- seek to promote and maintain a Church Library.
- provide guidance in the selection of curricula materials and resource materials for study and discussion.
- assist with the provision of proper educational equipment (e.g.) projector, audio-visual aids, etc.)
- prepare annually the Christian Education budget, and to administer it when adopted.
- develop plans for special seasonal occasions, such as Christian Education Week, Youth Week, etc.
- meet regularly to evaluate results and make plans.
- select the Sunday School Superintendent, who shall be an active member of the Church. This selection shall be subject to ratification by the Church at their next regular business meeting.

Section 6. The Missionary Committee

The Missionary Committee shall consist of an elected chair, who is an active member of the church, four (4) elected members, and a representative from the Baptist Women, the Board of Deacons, the Board of Management, and the Christian Education Committee, with power to add.

This Committee shall meet not later than one month after the Church annual meeting to select a Chair for this Committee.

The Missionary Committee shall present their recommendations to the Board of Deacons for approval.

The purpose of the Missionary Committee will be:

- (a) Missionary outreach, including personal involvement, home and abroad.
- (b) Coordination of missionary activities for groups in the Church, involving scheduling of speakers, overseas child adoptions and other missionary matters concerning our church.
- (c) Missionary activity and education for all groups.
- (d) Accommodation of visiting missionaries.

Section 7. The Decorating Committee shall consist of two (2) or more persons who shall be elected to hold office for one year, and shall be eligible for reelection.

Section 8. The Bus Committee shall consist of a chair and at least two (2) other Committee members, with power to add. The Bus Committee will be under the jurisdiction of the Board of Management which will set down guidelines.

Section 9. The Planning Committee shall be composed of the Pastors; the Director of Music and the Chairs of the Board of Deacons, the Board of Management, the Christian Education Committee, and the Missionary Committee. This Committee shall meet three or four times a year to organize special events and consider long range planning for the Church. They will present their recommendations to the Board of Deacons.

Section 10. The Staff Relations Committee

The SRC shall consist of three people who are active members of the church, who shall be elected to hold office for a three year term, one member retiring each year. The committee will elect their own chair. Members may be nominated to serve up to two consecutive three year terms. They then must rest one year before being re-elected. The chairs of the Board of Deacons and The Board of Management do not serve on this committee due to their roles as employers.

The Mandate: The SRC is an advisory committee- appointed to foster constructive communications between the church, its Pastoral leadership and other staff members. The committee may receive input from boards, committees, church members and adherents that relate to the work of the staff members.

The committee meets individually with each of the Pastors at least four times a year, and with other staff members at least once a year, not associated with their performance review.

At least one committee member should serve on any pastoral search committee.

Section 11. Standing Committee for Evangelism

Standing Committee for Evangelism (*Faith Outreach Team*), under the direction of the Board of Deacons, shall consist of four elected persons, which include a representative of the deacons board, a Pastor, two active members and/or adherents, with power to add. Active adherents in lieu of members consist of persons who have associated themselves with our church for a minimum of six consecutive months. The Nominating Committee shall be responsible for selecting the persons to be elected and submit

their names at each Annual Meeting. Any additions throughout the year must be passed through the Nominating Committee. The committee shall appoint its own chair (Pastors or lay congregant) by consensus. The chair will serve as a facilitator of the committee according to his or her abilities for a period of one year. No limit of service shall be set for other committee members; they may serve and contribute according to their passions, gifts and availability.

Section 12. Standing Committee for Emergency Response (Medical Emergency Response Team)

The Standing Committee for Emergency Response (*Medical Emergency Response Team*), operating under the direction of the Board of Management, shall at all times consist of three elected members or adherents certified to deliver temporary emergency medical treatment, with power to add. The Nominating Committee shall be responsible for selecting the persons to be elected, verifying their credentials, and submitting their names at each Annual Meeting. Any additions/replacements throughout the year must be approved at a Regular Business Meeting. The Team shall appoint its own chair by consensus and all Team members shall serve for one-year terms and be eligible for re-election.

The mandate of the Medical Emergency Response Team shall be:

- (a) To co-ordinate and administer treatment for illness or injury during church events;
- (b) To arrange for transportation of patients as required and to ensure that all patients are accompanied if transported offsite;
- (c) To co-ordinate notification of family members as required;
- (d) To ensure that at least two MERT members are onsite for all church services;
- (e) To conduct monthly inspections of the first aid kits and equipment and advise the Board of Management of any replenishment required;
- (f) To ensure that a list of all current members of the MERT is posted by First Aid kits and in other locations specified by the Board of Management;
- (g) To submit written reports of all incidents to the Board of Management;
- (h) To advise the Board of Management of any health or safety issues; and
- (i) To annually review the Church Policy for Safety, Health and Emergency Evacuation and submit recommendations to the Board of Management regarding necessary amendments to the Policy.

Section 13. Additional Standing Committees. The Church may appoint from time to time such additional standing committees as may be deemed necessary, and may dissolve such additional standing committees when such action appears advisable.

BY-LAW IX - REPRESENTATIVES TO LOCAL ORGANIZATIONS

Section 1. Representatives to local organizations shall be elected to hold office for one year and shall be eligible for reelection.

BY-LAW X - REPRESENTATIVES TO ASSOCIATION AND CONVENTION

Section 1. Delegates shall be appointed to represent the Church at meetings of the Association and the Convention. Delegates shall report on the life and work of the Church; shall cooperate with other delegates in plans for advancing the work of the Kingdom of God; and shall report at a Church meeting on the program and projects presented to and approved by the Association and Convention.

BY-LAW XI - REMOVAL OF BOARD OR COMMITTEE MEMBERS OR CHURCH REPRESENTATIVES

Section 1. If any member of a Board or Committee or a Church Representative indicates a lack of interest in the functions and duties of a Board or Committee or as a Church Representative, by lack of attendance at three or more regularly scheduled meetings, this person may be removed in the following manner:

(a) A motion must be brought to the Board or Committee, or in the case of Church Representative, to a regularly scheduled business meeting, that the member be contacted by the Chair of the Board or Committee to determine his/her interest in continuing to serve on the Board or Committee or as a Church representative.

(b) If the member of the Board or Committee, or if the Church representative indicates that he/she wishes to continue serving he/she shall be allowed to do so.

(c) If the member of the Board or Committee fails to attend the next regularly scheduled meeting of the Board or Committee, he/she can be removed from that Board or Committee by a motion passed by a 2/3 majority of the Board or Committee members present and voting at the next meeting.

(d) Such a member shall be replaced by a person meeting the qualifications to serve on such a Board or committee as indicated in these By-laws by a recommendation to the Church by the Nominating Committee at the next business meeting following the action referred to in (iii).

(e) The appointed member shall be eligible for reelection as permitted by the by-laws.

BY-LAW XII - LICENSING

Section 1. Any member whom, in the judgment of the Church, gives evidence of his/her piety, zeal, and aptness to teach, and that he/she is called of God to the work of the Ministry or to the preaching of the Gospel, may be granted a License to Preach, provided that 3/4 of the members present and voting at any regular business meeting of the Church approve thereof.

BY-LAW XIII - AMENDMENTS TO THE BY-LAWS

Section 1. Any By-law may be amended or deleted, or any new By-law adopted, at any Annual Meeting of the Church, by a two-thirds vote of the members present and voting, provided that notice of such amendment, deletion, or addition shall have been given in writing at a regular Business Meeting at least one month prior to the Annual Meeting.