



**New Life**  
Bible Chapel

---

**By-Law No. 1.V3.0**  
**April 2022**

6945 Meadowvale Town Centre Cir,  
Mississauga, ON L5N 2W7

<b>DOCUMENT REVISIONS</b>	<b>5</b>
<b>I - DEFINITIONS, FUNDAMENTAL TERMS AND INTERPRETATIONS</b>	<b>6</b>
DEFINITIONS	6
FUNDAMENTAL TERMS AND INTERPRETATION	7
<b>II - STATEMENT OF FAITH AND COMMITMENT</b>	<b>7</b>
STATEMENT OF FAITH OF THE CHURCH	7
THE WORD OF GOD	8
THE TRINITY	8
GOD THE FATHER	8
JESUS CHRIST	8
HOLY SPIRIT	8
HUMANITY	9
SALVATION	9
THE CHURCH	9
CHRISTIAN CONDUCT	9
LAST THINGS	10
COMMITMENT OF THE CHURCH	10
<b>III - MEMBERSHIP</b>	<b>11</b>
GENERAL STATEMENT RE: MEMBERSHIP	11
CLASSES OF MEMBERSHIP	11
QUALIFICATION FOR MEMBERSHIP	11
ADMISSION OF NEW MEMBERS	12
ADMISSION OF EXISTING MEMBERS	12
PRIVILEGES, RIGHTS AND DUTIES OF MEMBERSHIP	12
TERMINATION OF MEMBERSHIP	13
MEMBERSHIP RECORD	13
CHURCH DISCIPLINE	13
CIRCUMSTANCES GIVING CAUSE FOR DISCIPLINE	14
PROCEDURE	14
DISCIPLINARY MEASURES	16
WAIVER	16
MEMBERS MEETINGS	16
<b>IV - ELDER BOARD</b>	<b>18</b>
RESPONSIBILITIES	18
NUMBER OF ELDERS	19
QUALIFICATIONS FOR ELDERS	19
APPOINTMENT OF ELDERS	19

TERM OF OFFICE OF ELDERS	20
AUTHORITY OF ELDERS	20
VACANCIES ON THE ELDER BOARD	21
MEETINGS OF THE ELDER BOARD	21
REMOVAL OF ELDERS	22
<b>V – DEACONS</b>	<b>23</b>
RESPONSIBILITIES	23
QUALIFICATION FOR DEACONS	23
APPOINTMENT OF DEACONS	23
TERM OF OFFICE OF DEACONS	24
AUTHORITY OF DEACONS	24
VACANCIES OF DEACONS	25
REMOVAL OF DEACONS	25
<b>VI - TRUSTEES</b>	<b>26</b>
<b>RESPONSIBILITIES</b>	<b>26</b>
QUALIFICATION OF TRUSTEES	26
APPOINTMENT OF TRUSTEES	26
TERM OF OFFICE OF TRUSTEES	26
AUTHORITY OF TRUSTEES	26
NO REMUNERATION OF TRUSTEES	27
VACANCIES ON THE TRUSTEE BOARD	27
MEETINGS OF THE TRUSTEES	27
REMOVAL OF TRUSTEES	28
<b>VII - STAFF</b>	<b>29</b>
EMPLOYEES	29
<b>VIII - FINANCIAL MATTERS</b>	<b>29</b>
AUDITORS or ACCOUNTANTS	29
FISCAL YEAR	29
FINANCIAL STATEMENTS AND BUDGET	29
<b>IX - OFFICERS</b>	<b>30</b>
APPOINTMENT OF OFFICERS	30
DUTIES OF OFFICERS	30
<b>X - PROTECTION AND INDEMNITY</b>	<b>31</b>
INDEMNITIES TO ELDERS, DEACONS, TRUSTEES, OFFICERS AND OTHERS	31
PROTECTION OF ELDERS, DEACONS, OFFICERS, TRUSTEES AND OTHERS	31
<b>XI - MINISTRIES</b>	<b>32</b>

STANDING MINISTRIES	32
DEFINITION AND OPERATION OF SPECIAL MINISTRIES	33
<b>XII - POLICY STATEMENTS</b>	<b>34</b>
POLICY STATEMENTS FOR THE CHURCH	34
<b>XIII - GENERAL PROVISIONS</b>	<b>34</b>
EXECUTION OF DOCUMENTS	34
DEPOSIT OF SECURITIES	34
BY-LAWS AND AMENDMENTS. ETC.	35
<b>XIV - EFFECTIVE DATE</b>	<b>35</b>

**DOCUMENT REVISIONS**

<b>DATE</b>	<b>AUTHOR</b>	<b>VERSION</b>	<b>DETAILS</b>
March 19, 2022	Nishanth V / Gregory M	1.0	Draft 1.0
April 4, 2022	Nishanth V / Geo P.	2.0	Final review and updates
April 27, 2022	Nishanth V	3.0	Corrected typos in Section 43 and 18.12

## **BY-LAW NO.1**

A By-Law relating generally to the transaction of the affairs of

### **NEW LIFE BIBLE CHAPEL**

**BE IT ENACTED** a By-Law of **NEW LIFE BIBLE CHAPEL** (hereinafter referred to as the "Church") the following:

#### **I - DEFINITIONS, FUNDAMENTAL TERMS AND INTERPRETATIONS**

##### **1. DEFINITIONS**

1.01 In this By-Law, the following definitions shall apply:

- (a) "Church means the unincorporated entity operating under the Religious Organizations Lands Act of Ontario (RSO 1990) and named New Life Bible Chapel or New Life Christian Ministries;
- (b) "By-Law" means this By-Law, any amendments thereto, and any other legal documents executed by the Church intended to amend or replace the By-Law herein;
- (c) "Documents" includes, deeds, mortgages, hypothecates, charges, conveyances, transfers and assignments of property, real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfer and assignment of shares, bonds, debentures or other securities and all paper writing;
- (d) "Elder Board" means the Board of Elders of the Church, the body responsible for all activities of the Church;
- (e) "Elder" means a member of the Elder Board;
- (f) "Deacon" means a member of the Deacons of the Church;
- (g) "Trustee Board" means the Board of Trustees of the Church, the body ensuring the Church remains in compliance with all laws pertaining to its charity status;
- (h) "Meeting of Members" or "Membership Meetings" means any annual or special Meeting of Members;
- (i) "Member" means a Member of the Church;

- (j) "Objects" means the charitable Objects of the Church;
- (k) "Policy Statements" means any Policy Statements adopted as part of the Church By-Law from time to time concerning practical applications of Biblical principles, doctrinal considerations and Christian conduct;
- (l) "Resolution" means a Resolution passed by either the Elder Board or Members by a 51% majority vote of those voting who are present or are represented by proxy, unless this By-Law otherwise requires; and
- (m) "Statement of Faith" means the Statement of Faith of the Church set out in this By-Law or as may otherwise be amended from time to time.
- (n) "Discipline" means seeking to reconcile individuals to one another based on biblical principles through mutual forgiveness and restoring offenders to fellowship with God and the Church;

## **2. FUNDAMENTAL TERMS AND INTERPRETATION**

- 2.01 Purpose/Objects. This By-Law and any other legal documents executed by the Church shall be strictly interpreted at all times in accordance with and subject to the Objects, which for purposes of this By-Law are incorporated by reference and made a part hereof.
- 2.02 Interpretation. In this By-Law and all other legal documents executed by the Church, unless the context otherwise requires, the following interpretations shall apply:
  - (a) words importing the singular number include the plural and vice versa;
  - (b) words importing the masculine gender include the feminine and neutered genders unless this By-Law otherwise specifically provides; and
  - (c) words importing or referring to person or persons shall include individual persons only and shall specifically exclude churches, partnerships, trusts and unincorporated organizations.
- 2.03 Headings. Headings used in this By-Law are for convenience of reference only and shall not affect the construction or interpretation thereof.

## **II - STATEMENT OF FAITH AND COMMITMENT**

### **3. STATEMENT OF FAITH OF THE CHURCH**

- 3.01 The Statement of Faith to which all Members of the Church shall subscribe is as follows:

## **THE WORD OF GOD**

We believe the Scriptures of the Old and New Testaments are the inspired Word of God, inerrant in the original writings, complete as the revelation of God's will for salvation, and the supreme and final authority in all matters to which they speak. (Matthew 5:18; 24:35; 1 Corinthians 2:7-14; 2 Timothy 3:16; Hebrews 4:12; 2 Peter 1:20-21;)

## **THE TRINITY**

We believe in one God, Creator and Sustainer of all things, eternally existing in three persons; Father, Son and Holy Spirit; that these are equal and perfect in every divine attribute and that they execute distinct and harmonious offices in the work of creation, providence and redemption. (Deuteronomy 6:4; Isaiah 45:5-7; Matthew 28:18-19; Mark 12:29; John 1:14; Acts 5:3-4; 2 Corinthians 13:14; Hebrews 1:1-3; Revelation 1:4-6)

## **GOD THE FATHER**

We believe in God the Father, an infinite, personal Spirit, perfect in holiness, wisdom, power and love. He concerns Himself mercifully in the affairs of men and women, hears and answers prayer, and saves from sin and death all who come to Him through Jesus Christ. (Psalm 103:19; 145:8-9; John 1:12; Romans 8:14-15; 11:36; 1 Corinthians 8:6; 2 Corinthians 6:18; Galatians 4:5; Ephesians 1:4-6; 4:6; Hebrews 12:5-9)

## **JESUS CHRIST**

We believe that Jesus Christ is God's eternal Son, and fully possesses the same nature and attributes as God the Father and God the Holy Spirit. He is not only true God, but true Man, conceived by the Holy Spirit and born of the virgin Mary. We believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, His priestly intercession on behalf of His people, and His personal, visible, pre-millennial return from heaven. (Isaiah 7:14; Matthew 1:23,25; Luke 1:26-35; 24:38-39; John 1:1-3; 1:14; 1:29; 10:15,30; 14:9; Acts 2:30-31; Romans 1:4; 3:24-25; 4:25; 5:8-9; 6:5-10; 1 Corinthians 15:20,23; 2 Corinthians 5:14-15; Philippians 2:5-8, 9-11; Colossians 1:15-17; 2:9; Hebrews 1:2; 7:25; 9:24; 1 Peter 2:24; 3:18; 1 John 2:1)

## **HOLY SPIRIT**

We believe in the Holy Spirit, co-equal with the Father and the Son. We believe in His personality and His work in regeneration, sanctification and preservation. His ministry is to glorify the Lord Jesus Christ and implement Christ's work of redeeming the lost. He also empowers the believer for godly living and service through the giving of spiritual gifts. (Matthew 1:18; 28:19; John 3:5-7; 14:16-17; 15:26; 16:13-14; Acts 1:8; 5:2-4; 28:25-26; 1 Corinthians 2:10-13; 12:4-13; 13: 8-10; 2 Corinthians 3:18; 13:14; Ephesians 4:7-12, 30; Jeremiah 31:31-34 with Hebrews 10:15-17; Hebrews 2:1-4; )



## **HUMANITY**

We believe God created humanity, male and female, in the image of God and free from sin. As a result of the fall, we further believe all persons are sinners by nature and choice and are, therefore, spiritually dead. We also believe that the Holy Spirit regenerates those who repent of sin and trust Jesus Christ as Savior. We believe that God created men and women equal in His sight, and that He intended them to have different and complementary roles and responsibilities in their relationships. We believe that God created the man to be head over the woman as Christ is head over the church, and that this headship is to find expression in both the marriage relationship and in the church. (Gen 2:7, 15-25; 3:1-19; Psalm 14:1-3; Jeremiah 17:9; John 3:36; Romans 3:9-18, 23; 5:10-12; 6:23; 1 Corinthians 2:14; Ephesians 2:1-3; 1 Timothy 2:13-14; James 3:9; 1 John 1:8)

## **SALVATION**

We believe in salvation by grace through faith in Jesus Christ. This salvation is based upon the sovereign grace of God, and was purchased by Christ on the cross, and is received through faith apart from any human merit, works, or ritual. (John 1:12; Romans 3:20; 4:6; 10:9-10; Ephesians 1:4-7; 2:8-10; Titus 3:4-7; 1 Peter 1:2, 18-19)

## **THE CHURCH**

We believe that the Church is the spiritual body of which Christ is the head and is composed of all persons who possess saving faith in Jesus Christ and have been regenerated by the Holy Spirit. This body expresses itself in local churches comprised of believers in Christ. The ordinances of the local church are believers' baptism by immersion and the Lord's Supper. We believe in the priesthood of all believers; that all believers have the privilege and right of direct access to God through Jesus Christ. We also believe in the interdependence of local churches and the mutual submission of Christians to each other in love. We believe that each local church is self-governing in function and must be free from interference by any ecclesiastical or political authority. We believe that church leadership should be non-clerical, and comprised of a plurality of spiritually qualified males. We also believe all men and women are directly responsible to God in matters of faith and life. (Matthew 25:14-46; Acts 2:38-42; 8:36-39; 15:19-31; 17:30-31; 20:28; Romans 6:1-11; 1 Corinthians 3:10-15; 5:4-7, 13; 11:3, 18-20, 28-32; 12:12-13; 15:58; 2 Corinthians 5:10; 11:2; Ephesians 1:22; 2:11-3:6; 4:11-12, 15; 5:23-32; Colossians 1:18; 1 Timothy 3:1-13; Titus 1:5-9; Hebrews 10:25; 1 Peter 5:1-5; Revelation 19:7-8; 22:12)

## **CHRISTIAN CONDUCT**

We believe that the supreme task of every believer is to glorify God in life and conduct and be blameless before the world. Each Christian should seek to be a growing disciple of Jesus Christ in every area of life, a faithful steward of all possessions, and should seek to realize in every area of life the full stature of maturity in Christ. (Matthew 11:28-30;

18:5-14; 28:19-20; Luke 13:3;5; John 17:3; 1 Corinthians 15:58; Ephesians 2:10; 4:12; 1 Thessalonians 1:9; 2 Timothy 2:2; 1 John 2:3; Revelation 22:12)

## **LAST THINGS**

We believe that Jesus Christ will personally come again in power and glory to receive His Church to Himself and to establish His millennial kingdom. We believe in the bodily resurrection of the saved and lost, and that Jesus Christ will judge both the living and the dead. We believe that the saved will live with Christ eternally in heaven while the lost will be condemned to eternal punishment in hell. (Daniel 12:2; Matthew 25: 31; 41-46; Luke 1:31-33; 16:19-26; John 5:29; 6:39; 14:1-3; Acts 1:10-11; Romans 8:10-11, 19-23; 1 Corinthians 15:25-44, 50-54; 2 Corinthians 4:14; Philippians 3:21; 1 Thessalonians 4:15-5:11; 2 Thessalonians 1:7-9; 1 Timothy 4:13-17; Titus 2:13; Revelation 20:1-7, 13-15;)

## **4. COMMITMENT OF THE CHURCH**

4.01 The Commitment to which all Members of the Church shall subscribe is as follows:

I, having been led by the Holy Spirit to receive Jesus Christ as my Saviour and Lord, and having professed my repentance toward God and faith in the Lord Jesus Christ through baptism in the name of the Father, Son and Holy Spirit, today joyfully and solemnly affirm to my brothers and sisters at New Life Bible Chapel, that:

With the aid of the Holy Spirit, I will walk with you in Christian love; I will work and pray for the unity of the Spirit among us in the bond of peace; I will strive for the advancement of the Gospel through the work of this assembly; I will not forsake the gathering of the saints and will observe the ordinances of baptism and the Lord's table; I will endeavour to study and understand the Word of God and apply its principles in my life.

Furthermore, I will uphold the practice of family and personal devotions; I will biblically educate my children; I will seek the salvation of my family and acquaintances; I will walk with godly wisdom in the world, and be above reproach in all my dealings with all people, and abstain from every appearance of evil.

I also commit to watch over you, my brothers and sisters, by remembering you in prayer; I will aid you in sickness and trouble; I will show Christian sympathy and courtesy in my speech and actions toward you; I will be slow to take offence but quick to seek reconciliation.

I concur with the statement of faith of this assembly and understand that if I am overtaken in any fault, I will be subject to biblical discipline, which seeks my restoration.

I realize that as I am responsible to my brothers and sisters in the matters mentioned above, they likewise are responsible to me for the same.

The grace of the Lord Jesus Christ and the love of God and the fellowship of the Holy Spirit be with you all. Amen

### **III - MEMBERSHIP**

#### **5. GENERAL STATEMENT RE: MEMBERSHIP**

5.01 While we believe that everyone who has received the Lord Jesus Christ as their Saviour becomes a member of the universal Church, we also believe that a Christian needs to be identified with, and committed to, a particular group of believers that meet as a local Church. We believe this to be a clear, irrefutable teaching of the New Testament. In order to have a local Church which is to be a place of worship, ministry, encouragement and accountability, New Life Bible Chapel recognizes the need for local Church membership.

#### **6. CLASSES OF MEMBERSHIP**

6.01 There shall be one (1) class of membership in the Church.

#### **7. QUALIFICATION FOR MEMBERSHIP**

7.01 All individuals who have personally trusted the Lord Jesus Christ as their Saviour, who are living a consistent Christian life in accordance with principles in the New Testament, and have indicated their desire may become Members of the Church, through the following:

- (a) Have already been baptized as a believer in Jesus Christ according to the confession in the Great Commission (Matthew 28:19-20).
- (b) Believes that everyone who has received the Lord Jesus Christ as their Saviour becomes a member of the universal church.
- (c) Believes that a Christian needs to be identified with, and be committed to, a particular group of believers that meet as a local church in accordance with clear, irrefutable teaching in the New Testament.
- (d) Desires to partake of the Lord's Supper every Sunday in fellowship with the NLBC community. The Lord's Supper is celebrated on the first day of each week (Acts 20:7). Since the Lord Himself requested that we should celebrate this supper in remembrance of Him (Luke 22:19-20, 1 Corinthians 11:20-34), it should be the desire of every member of NLBC.
- (e) Desires to be involved in the encouragement and edification of the body. This may be through involvement in a church ministry or other opportunities as intimated.

- (f) Accepts that church membership brings a person under the accountability of the congregation, the oversight of the elders and the possibility of church discipline
- (g) Has been in regular attendance at the services of the Church for at least three months; or have been personally referred by two Members of the Church, one of whom is an Elder; or have been referred by letter of commendation from another evangelical local Christian church with which the Church shares similar Objects;
- (h) Recommended for membership after being interviewed by at least two (2) Elders;
- (i) Has signed a written application for membership in which they declare their faith in the Lord Jesus Christ, have been baptized in accordance with New Testament principles of believers' baptism, and have made a commitment to be subject to the authority of the Church as expressed in the By-Law; and
- (j) Has agreed in writing with the Statement of Faith set out in the By-Law of the Church.

## **8. ADMISSION OF NEW MEMBERS**

8.01 Individuals who have complied with all the provisions set out in Section 7.01 shall be recommended for membership by the Elder Board, with all necessary disclosures, to the members at the next convenient worship service of the Church.

## **9. ADMISSION OF EXISTING MEMBERS**

9.01 The existing members are those who have previously agreed in writing to the statement of faith and NLBC commitment, at the time when the By-Law is passed.

## **10. PRIVILEGES, RIGHTS AND DUTIES OF MEMBERSHIP**

10.01 Church membership carries with it the following privileges, rights and duties:

- (a) the privilege to partake of the Lord's supper as an accountable member of the local Church.
- (b) the privilege and duty to participate and be informed of the ministries, programs and activities of the Church;
- (c) the privilege and duty to serve in key leadership positions as the opportunity arises and as appointed in accordance with the Church By-Law;
- (d) the privilege and duty to use spiritual gifts in the life of the body of the Church;
- (e) the duty to financially support the ministries of the Church;

- (f) the duty to respect and submit to the authority of the Elders;
- (g) the right to attend and participate in meetings of Members; and
- (h) the right for all Members to vote either in person or by proxy at meetings of Members. Each Member shall have a single vote.
- (i) the duty to participate in decisions concerning Church Membership including Church Discipline.

10.02 Church membership is non-transferable from one person to another.

## **11. TERMINATION OF MEMBERSHIP**

11.01 A Member may withdraw at any time from Church membership provided that the Member is not under Discipline. Upon request by a Member, a letter of transfer will be addressed to the church to which the Member is transferring. When a person withdraws from membership, his name will be removed from the membership roll of the Church. If a Member is under Discipline, then notwithstanding a request for withdrawal, such a person shall continue as a Member and be subject to the authority of the Church until the Discipline process is complete or the Elders otherwise direct, after which such person shall be free to withdraw from membership.

11.02 Each year membership is renewed by the signing of the statement of faith and the NLBC commitment. When a member is habitually absent from the weekly gathering without a reasonable cause, the Elder Board will reach out to the Member to encourage continuing fellowship and advise consequences, including termination of membership. If no remedial action is taken by the Member, the Elder Board will send a written notice either electronically or by post to inform the lapse of membership.

11.03 A Member whose membership has lapsed or was terminated may have their membership reinstated upon meeting with the Elder Board stating their intention to return and state their intention to be under the authority of the eldership, sign the Statement of Faith and the NLBC Commitment.

## **12. MEMBERSHIP RECORD**

12.01 A record of Members of the Church will be kept by such person as designated by the Elder Board from time to time.

## **13. CHURCH DISCIPLINE**

13.01 Because the Church represents the Lord Jesus Christ to the community in which it operates and to the world at large, it is imperative that it represents not only God's grace but also His holiness. For this reason, the Lord Jesus Christ has entrusted the local

Church with the authority and responsibility to discipline Members for systematic flagrant sin or serious doctrinal error. The objective of Church Discipline is to restore the offender to spiritual harmony with the Lord Jesus Christ and other Church members, to maintain the integrity and vindicate abuse of the Lord's name, and to act as a warning to all Members, knowing that our natures subject us to becoming future potential offenders. The desire of the Church is that the individual Member confesses his or her sin to the Lord and, if appropriate in the opinion of the Elder Board, to the Church itself, repent of it and be restored to Church fellowship.

- 13.02 It is recognized that the concept of moral Discipline is foreign to contemporary society. It is important that each Member or prospective Member be aware of the Church's practice in these matters. It is also recognized that at certain times in church history, discipline has been exercised in an arbitrary manner. This Church will strive to exercise Discipline in a just, Biblical manner, characterized by fairness, spiritual and Scriptural order, prayer, and with appropriate evidentiary proof.

#### **14. CIRCUMSTANCES GIVING CAUSE FOR DISCIPLINE**

- 14.01 A Member shall be subject and submit to Discipline if the Elder Board determines that any of the following circumstances have occurred:

- (a) a Member has given evidence of premeditated, unrepentant and persistent unethical or immoral conduct or personal behaviour that is Biblically inappropriate for a Christian. Without limiting the generality of the foregoing statement, immoral conduct or personal behaviour can include persistent adultery, fornication, homosexual activity, drunkenness, theft, fraud and malicious slander; (1 Corinthians 6:9-10)
- (b) a Member has, without repentance, persistently propagated doctrines and teachings which are contrary or heretical to the Christian faith or the name, nature or work of the Lord Jesus Christ as set forth in the New Testament and summarized in the Statement of Faith of the Church; (2 John 4,6; 2 Timothy 3:2-5);
- (c) a Member has displayed a persistent unwillingness to comply with, adhere to, and submit to, Scriptural authority and the By-Law of the Church; (Galatians 1:6-9; 1 Timothy 5:20; 2 Timothy 3:5);
- (d) a Member has persistently wronged, without remorse or repentance, another Member or Members of the Church, causing discord and dissension in the Church. (Romans 16:17-18; Galatians 5:15)

#### **15. PROCEDURE**

- 15.01 If a situation arises whereby Church Discipline may be required and the Member has not repented or resolved the matter through personal confrontation, intervention or mediation (Matthew 18:15-18), then the following proceedings and disciplinary measures

will be followed:

- (a) If an allegation requires further investigation, a written notice of the allegation will be given to the Member involved, by the Elder Board. The Elder Board shall appoint a time and place for a hearing, giving the Member at least seven days prior notice of the hearing;
- (b) The hearing will be conducted as a board of inquiry and shall be attended by fifty percent (50%) of the total number of Elders, who must be present and, in any event, must be at least two Elders. The hearing will not be open to the public, but both the Member and the Elder Board may call witnesses to give such evidence as is relevant to the allegation made. Such hearings shall be subject to the rules of natural justice, including impartiality and dealings at arm's length;
- (c) if a Member against whom an allegation has been made is under the age of eighteen (18) years, then the parents or legal guardian of such Member shall be notified of the hearing(s) and be entitled to attend and speak on behalf of the Member.
- (d) prior to the hearing, the Elder Board may request up to two other Members of the Church to attend the hearing to act as observers, but such Members shall not be entitled to participate in the proceedings;
- (e) neither the Church nor the Member shall be represented by legal counsel (1 Corinthians 6:1-8);
- (f) all evidence presented shall be kept confidential, except legal contraventions that are to be reported to the relevant authorities
- (g) a summary of the facts from the hearing or any other information the Elder Board deems important may be communicated to the Church membership as necessary;
- (h) At the end of the hearing, the Elder Board shall convene in private to deliberate on the evidence presented. If a two-thirds (2/3) majority of the Elder Board are reasonably convinced that the allegation is true, the Elder Board shall convene a special meeting of the Church members for decision on Church Discipline (1 Corinthians 5:12-13, Matthew 18:17). If such a conclusion is not reached, the allegation will be dismissed;
- (i) disciplinary measures, as mentioned in Section 16.01, will be recommended by the Elder Board and must be accepted by at least 75% of the church membership; the member in question will be formally notified by the Elder Board of the decision of the church;

## **16. DISCIPLINARY MEASURES**

16.01 Depending on the severity of the allegation, upon a finding that the allegation is true; one, some or all of the following corrective measures may be taken with respect to the Member:

- (a) exclusion from Church boards and ministries;
- (b) exclusion from public Church ministry;
- (c) exclusion from communion;
- (d) public reprimand at a service of the Church;
- (e) termination of Church Membership; and/or
- (f) such other measures as deemed appropriate by the Elders.

16.02 All documentation pertaining to disciplinary action must be retained and stored securely for future reference

## **17. WAIVER**

17.01 Membership in the Church is given upon the strict condition that disciplinary proceedings against a Member shall not give a Member cause for legal action against the Church, any staff member, any Elder, any officer or other Member of the Church. Membership in the Church shall constitute conclusive evidence of a waiver by the Member of all claims, causes or rights of action, demands against the Church, its employees, officers, Elders or any Member of the Church with respect to disciplinary proceedings and the results thereof and this provision shall be pleaded as a complete estoppel (i.e. the prevention of an action) in event that such an action is commenced in violation hereof.

## **18. MEMBERS MEETINGS**

18.01 Annual Members Meetings. An annual meeting of the Members shall be held not later than May 31st of each year, the time and place to be determined by the Elder Board, at which time the financial statements for the prior fiscal year shall be presented to the Members for approval. Other business to come before the meeting shall include but not be limited to:

- (a) the report of the Elders;
- (b) the election of such Officers, Trustees, Deacons and Elders as may then be required;



- (c) the appointment of auditors or accountant(s) for the current year; and
- (d) such other business as deemed appropriate or necessary by the Elder Board and/or Members.
- 18.02 Notice of Annual Meetings. The meeting shall be called by way of public notice at the Church to be announced or posted and/or published via the Church email distribution list at least two (2) weeks (including two Sundays) prior to the date of the meeting.
- 18.03 Quorum. A quorum for an annual meeting of Members shall consist of fifty percent plus one 1 (50%+1) of the Members and proxies, save and except inactive Members.
- 18.04 Voting At Annual Meeting. When voting on issues requiring Members' approval, a simple majority vote of those present or who are represented by proxy shall determine the question unless otherwise provided for by the Act or elsewhere in the By-Law. All meetings shall be chaired by the Chairman delegated by the Elder Board. In case of an equality of votes, the Chairman shall not be entitled to a second or casting ballot. Votes shall be by show of hands.
- 18.05 Omission of Notice. The accidental omission to give notice or any irregularity in the notice or non-receipt of any notice by any Member shall not invalidate any decision made at such meeting provided no Member objects to the omission or irregularity.
- 18.06 Waiver of Notice. A Member may waive notice of a Meeting of Members and attendance of any such Person at a Meeting of members shall constitute a waiver of notice of the Meeting, except where such Person attends a Meeting for the express purposes of objecting to the transaction of any business of the grounds that the meeting is not lawfully called.
- 18.07 Adjournment. Any annual information or special meeting which has been adjourned can be continued provided notice of the time and place of the subsequent meeting is given prior to the adjournment.
- 18.08 Special Meetings of the Members. A special meeting of the Members shall be called upon the request of a majority of the Elder Board or upon the petition in writing of not less than twenty (20%) percent of the active Members of the Church.
- 18.09 Notice of Special Meetings. Notice of such a meeting shall be submitted to the active Members in a letter or shall be announced, posted and/or published via the Church email distribution list for at least two (2) Sundays prior to the special meeting. The notice shall state the date, time and purpose of the meeting. Where the meeting is called in order for the membership to pass a specific resolution, the proposed wording for the resolution shall be included in the notice of the meeting.
- 18.10 Voting. Each Member shall be entitled to one (1) vote at all meetings of Members of the Church. Every question submitted to any Members Meeting shall be decided by a show of hands, except where a secret ballot is provided for or requested as stated below.

At any Members Meeting, unless a secret ballot is provided, a declaration by the Chairman that a motion has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact. A secret ballot may be held either upon the decision of the Chairman or upon request of any Member and shall be taken in such manner as the Chairman 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.

18.11 Proxies. Every Member entitled to vote at meetings of Members may by means of a proxy appoint a person who need not be a Member as his nominee, to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. A proxy shall be in writing, shall be executed by the Member entitled to vote and ceases to be valid following the meeting for which it was given or following any adjournment of such meeting. A proxy may be in such form as the Elder Board from time to time prescribes or in such other form as the Chairman of the meeting may accept as sufficient, and shall be deposited with the secretary of the meeting prior to the commencement of the meeting or at such earlier time and in such manner as the Elder Board may prescribe. Every Notice of a meeting of Members shall contain a reminder that the Member shall have the right to use of a proxy at such meeting. No person shall be entitled to exercise more than one (1) proxy votes for other Members at any meeting of Members.

18.12 Special Business. A Special Resolution shall be required to pass any of the following matters that come before a duly constituted annual or special meeting:

- (a) acquisition or sale of land or buildings owned by the Church;
- (b) borrowings in excess of 50% of the surplus of the Church, as described in the financial statements of the Church for the immediately preceding year end;
- (c) incurring capital expenditures in excess of ten (10%) percent of the current year's budget; and
- (d) amendments to the Church By-Law.

#### **IV - ELDER BOARD**

### **19. RESPONSIBILITIES**

19.01 The spiritual health and vitality of the Church and its Members is the responsibility of a plurality of Elders. These men are directly responsible to the Lord Jesus Christ as shepherds of the assembly and to the Members as servants of the Church.

19.02 Since the Elder Board is responsible for the spiritual direction of congregational life, all ministries of the Church are ultimately accountable to it in this regard. The primary concern of the Elder Board is spiritual oversight and responsibility for the overall direction of the united worship and ministry of the Church. They will structure the

Church's activities to maximize the involvement of the Members, while maintaining ministry accountability to the Elders. The Elder Board is responsible for the administrative affairs of the Church, even though the Board may obtain assistance in such matters from Members and others.

## **20. NUMBER OF ELDERS**

20.01 The Elder Board shall consist of at least two Members of the Church. The number of Elders may be changed from time to time by the Members depending on the requirements of the Church as determined by the existing Elder Board, the availability of qualified men, and the needs of the Church. Any change to the number of Elders shall be made by a resolution of the Members at a Meeting of the Members.

## **21. QUALIFICATIONS FOR ELDERS**

21.01 A Member may be considered for election to the Elder Board if he:

- (a) has the necessary spiritual qualifications, has a sense of divine calling to the ministry, is carrying on shepherd work in the Church and possesses the confidence of the Members; (1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-3)
- (b) is characterized by spiritual maturity as seen in his personal character; his interpreting and presenting of God's Word; his personal, social and family leadership and his ability to be an example to God's people; (1 Peter 5:1-3; Hebrews 13:7; 17)
- (c) accepts without reservation the Church's Statement of Faith;
- (d) is an active Member of the Church;
- (e) is a male, between thirty (30) and seventy-five (75) years of age;
- (f) has been approved by the Elders in office in the manner as set out in Section 22.01; and
- (g) is not an undischarged bankrupt. (1 Timothy 3:4-5)

## **22. APPOINTMENT OF ELDERS**

22.01 The Elder Board will be responsible to prayerfully consider the potential, reputation and work of men who have the Biblically stated qualifications to serve as Elders. After a review by the Elders of those persons qualified, the Elders shall prepare a joint, not several, slate of Elder candidates. Such slate shall be presented to the Members via announcements at church, posted and/or published via the church email distribution list for at least four (4) Sundays prior to the appointment. During the four weeks leading to the appointment, members will have the opportunity to provide feedback to the Elder

Board on the Elder candidates.

## **23. TERM OF OFFICE OF ELDERS**

23.01 An individual elected as a member of the Elder Board shall hold office continually unless he becomes subject to the provisions of Section 25.01 and Section 27.

23.02 An Elder may resign at any time for private or personal reasons, including those arising from a sober evaluation of their own ministry.

## **24. AUTHORITY OF ELDERS**

24.01 General Authority. In addition to their responsibilities as set out in Article 17, the Elder Board shall be responsible for the overall management and administration of the Church, and shall make or cause to be made for the Church in its name any kind of contract which the Church may lawfully enter into, and shall exercise such powers and do such other acts and things as the Church is, by its Objects, authorized to do.

24.02 Specific Authority. Without limiting the generality of the foregoing, the Elder Board shall be authorized to carry out the following duties and responsibilities:

- (a) to exercise overall responsibility for the day to day administration and operations of the Church;
- (b) to oversee the budget of the Church;
- (c) to oversee the Deacons;
- (d) to implement such ministries and programmes as are determined appropriate;
- (e) to formulate and implement Policy Statements for the Church;
- (f) to determine whether or not any particular person may be married or baptized under the auspices of the Church;
- (g) to oversee the Discipline of Members pursuant to the procedures set out in this By-Law; and
- (h) to appoint such agents and engage such employees as it deems necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Elder Board.
- (i) Should a situation be present where, in the unanimous opinion of the Elder Board, counsel of another Christian is desired, it is acceptable to consult, in the strictest confidence, with a past elder who is still a member of the Church, or an existing deacon, but any other counsel with another Christian would need the prior expression of support by the members.

24.03 Conflict of Interest. No member of the Elder Board shall place himself in a position where there is a conflict of interest between his duties as an Elder and his other interests. If an Elder has a conflict of interest, he shall declare his conflict of interest fully at a meeting of the Elder Board and shall withdraw from any discussion or vote thereon.

## **25. VACANCIES ON THE ELDER BOARD**

25.01 The position of a member of the Elder Board shall be automatically vacated if any of the following situations occur:

- (a) Such member resigns his position as a member on the Board;
- (b) Such member is found to be mentally incompetent or of unsound mind;
- (c) Such member becomes bankrupt;
- (d) Such member ceases to be a Member of the Church;
- (e) Such member is removed from the Elder Board in accordance with the provisions of Section 27; or
- (f) Such member dies.

25.02 If any vacancies should occur for any reason as set out in Section 25.01, provided there still remains a quorum of Elders, the Elder Board, by a majority vote, may by appointment fill the vacancy until the next Annual Meeting of Members or the Members, at a meeting of the Members called for that purpose, may fill the vacancy. If the vacancy is not so filled, it shall be filled at the next Annual Meeting of the Members.

25.03 If for any reason an Elder chooses to resign, then that Elder shall give thirty (30) days written notice, if possible, to the Elder Board.

## **26. MEETINGS OF THE ELDER BOARD**

26.1 Regular Meetings. The Elder Board shall hold regular meetings from time to time at such place, time and day as the Elders may determine.

26.2 Special Meetings. Special meetings of the Elder Board may be called by any two (2) members of the Elder Board.

26.3 Quorum. The quorum for a regular and special meeting shall be fifty percent (50%) of the total number of Elders, who must be present in person and, in any event, must be at least two Elders.

26.4 Notice of Meeting. All regular and special meetings of the Elder Board shall be held after notices and shall be either addressed and/or delivered to each member of the Elder

Board or at the call of the Elder Board upon 48 hours notice in the event of an emergency.

- 26.5 Waiver of Notice. A member of the Elder Board may waive notice of a meeting of the Elder Board and attendance of any member at such meeting shall constitute a waiver of notice of the meeting, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.
- 26.6 Omission of Notice. The accidental omission to give notice of any meeting of the Elder Board to, or any irregularity in the notice of any such meetings, or the non-receipt of any notice by any Elder shall not invalidate any Resolution or Special Resolution passed or any proceeding taken at such meeting, provided that no member of the Elder Board objects to such omission or irregularity.
- 26.7 Voting Rights. All members of the Elder Board shall each have one vote. In order for a motion to pass, it must be approved by a majority vote of those in attendance at a duly constituted meeting. In the case of an equality of votes, the Elder chairing the meeting shall not be entitled to cast a second or casting ballot and the motion fails.
- 26.8 Leadership Meetings: Leadership meetings are scheduled meetings of the Deacons and Elders. The Quorum for a leadership meeting will consist of a minimum of 2 Elders and 2 deacons for decision making.
- 26.9 Leadership Meetings Minutes: The Deacons shall prepare, keep and maintain written minutes of each meeting. Due to the potentially confidential nature of matters discussed by the Deacons and Elders, the minutes shall be made public or available for review by the membership upon request. Written reports following the meetings shall be issued at the discretion of the Elder Board.
- 26.10 Regular and Special Meetings Minutes. The Elder Board shall prepare, keep and maintain written minutes of each meeting. Due to the potentially confidential nature of matters discussed by the Elder Board, the minutes shall be made public or available for review at the discretion of the Elder Board.
- 26.11 Electronic Meetings. If all of the members of the Elder Board consent thereto generally or in respect of a particular meeting, a member of the Board may participate in a meeting of the Elder Board by means of a conference telephone or other communication facility as permits all persons participating in the meeting to hear each other and a member of the Elder Board participating in such meeting by such means is deemed to be present at the meeting.

## **27. REMOVAL OF ELDERS**

- 27.1 Elders may be liable for removal if they have been found deficient in carrying out the duties of eldership, or have disqualified themselves with reference to the spiritual qualifications needed for elders, or have been subject to church discipline.

- 27.2 Any two (2) Elders may move for the removal of another Elder. Upon a two-thirds (2/3) majority vote of the Elders present at a meeting duly called and at which there is a quorum to consider such removal, a recommendation to remove such Elder shall be presented to the Members at a meeting called for that purpose. The vote by the Elders shall be held by secret ballot. In determining such an issue, the Elder whose eldership is being considered shall not vote. Upon a simple majority vote of the Members in favour of the removal of the Elder, the eldership of the Elder in question shall be terminated.

## **V – DEACONS**

### **28. RESPONSIBILITIES**

- 28.01 A Deacon is a member charged with responsibility for the business affairs of the Church, under the general oversight of the Elder Board. There shall be no fewer than three (3).

### **29. QUALIFICATION FOR DEACONS**

- 29.01 A person may be considered for appointment as a Deacon if he fulfills all of the following qualifications:
- (a) The person must be a member of the Church in good standing;
  - (b) The person must fulfill the spiritual qualifications of a Deacon listed in 1 Timothy 3:8-15;
  - (c) is a male, at least eighteen (18) years of age;
  - (d) The person must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
  - (e) accepts without reservation the Church's Statement of Faith;
  - (f) The person must not be a Church Elder while serving as a Deacon.
  - (g) is not an undischarged bankrupt (1 Timothy 3:12)

### **30. APPOINTMENT OF DEACONS**

- 30.01 The Elder Board will be responsible to prayerfully consider the potential, reputation and work of men who have the Biblically stated qualifications to serve as Deacons. After a review by the Elders of those persons qualified, the Elders shall prepare a joint, not several, slate of Deacon candidates. Such slate shall be presented to the Members via announcements at church, posted and/or published via the church email distribution list for at least four (4) Sundays prior to the appointment. During the four weeks leading to the appointment, members will have the opportunity to provide

feedback to the Elder Board on the Deacon candidates.

### **31. TERM OF OFFICE OF DEACONS**

31.1 An individual elected as a Deacon shall hold office continually unless he becomes subject to the provisions of Section 33 and Section 34.

24.02 A Deacon may resign at any time for private or personal reasons, including those arising from a sober evaluation of their own ministry.

### **32. AUTHORITY OF DEACONS**

32.1 General Authority. Under the general supervision of the Elders, the Deacons shall be responsible for the administrative and/or business affairs of the Church, as delegated by the Elder Board, and shall make or cause to be made for the Church in its name any kind of contract which the Church may lawfully enter into, save as hereinafter provided, and generally may exercise such other powers and do such other acts and things as the Church is by its By-Law, the Act or otherwise authorized to do.

32.2 Specific Authority. Without limiting the generality of the foregoing, the Deacons shall be authorized to carry out the following duties and responsibilities under the general supervision of the Elders:

- (a) To exercise overall responsibility for the day to day administration and business affairs of the Church and to oversee the expenditure of Church funds in general accordance with the approved annual budget;
- (b) To respect the authority of the Elders to provide spiritual leadership and general oversight for the Church; and
- (c) To take such steps as are necessary to enable the Church to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the Purposes of the Church.

32.3 Conflict of Interest. No member of the Deacons shall place himself in a position where there is a conflict of interest between his duties as a Deacon and his other interests. If a Deacon has a conflict of interest, he shall declare his conflict of interest fully to the Elder Board.

32.4 No Remuneration of Deacons. Deacons shall serve as such without remuneration and no Deacon shall directly or indirectly receive any profit from his position as such, nor shall any Deacon receive any direct or indirect remuneration from the Church provided that the Deacon may be paid for reasonable expenses incurred by him in the performance of his duties. This does not prevent the Members of the Church from financially supporting a Member who happens to be a Deacon in carrying out an approved ministry of the Church.



### **33. VACANCIES OF DEACONS**

33.1 The position of a Deacon shall be automatically terminated if any of the following situations occur:

- (a) Such member resigns his position as a Deacon;
- (b) Such member no longer fulfills all the qualifications of a Deacon;
- (c) Such member is found to be mentally incompetent or of unsound mind;
- (d) Such member becomes bankrupt;
- (e) Such member ceases to be a member of the Church;
- (f) Such member, in the opinion of the Elder Board is no longer willing to either comply with, adhere to, or submit to the leadership of the Church;
- (g) Such member is determined, by two thirds (2/3) of the members present in person or represented by proxy at a Meeting called for that purpose, to be unfit to hold office as a Deacon based on the Bylaw; or
- (h) Such member dies.

33.2 If any vacancies should occur for any reason as set out above, the Elder Board may appoint a member of the Church to fill the vacancy until the next Annual Meeting of the Members of the Church.

33.3 If for any reason a Deacon chooses to resign, then that Deacon shall give thirty (30) days written notice, if possible, to the Elder Board.

### **34. REMOVAL OF DEACONS**

34.1 Any two (2) Elders may move for the removal of a Deacon. Upon a two-thirds (2/3) majority vote of the Elders present at a meeting duly called and at which there is a quorum to consider such removal, a recommendation to remove such Deacon shall be presented to the Members at a meeting called for that purpose. The vote by the Elders shall be held by secret ballot. In determining such issue, the Deacon whose deaconship is being considered shall not vote. Upon a simple majority vote of the Members in favour of the removal of the Deacon, the deaconship of the Deacon in question shall be terminated.

## **VI - TRUSTEES**

### **35. RESPONSIBILITIES**

35.1 All legal obligations for the Church and requirements regarding mortgage, insurance

and other financial matters shall be managed by the Trustee Board of a minimum of five trustees and a maximum of seven.

### **36. QUALIFICATION OF TRUSTEES**

36.1 A person may be considered for appointment as a Trustee if he fulfills all of the following qualifications:

- (h) The person must be a member of the Church in good standing;
- (i) at least eighteen (18) years of age; and with power to contract under Law.
- (j) The person must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
- (k) accepts without reservation the Church's Statement of Faith;

### **37. APPOINTMENT OF TRUSTEES**

37.1 The Trustee Board will be responsible to prayerfully consider the potential, reputation and work of men who meet the qualification as Trustees. The Trustee Board will then present a slate of Trustee candidates to the Elder Board. After a review by the Elders of those persons qualified, the Elders shall appoint the qualified candidates, as trustees. The appointed trustee will be presented to the Members via announcements at church, posted and/or published via the church email distribution list.

### **38. TERM OF OFFICE OF TRUSTEES**

38.1 Trustees shall be affirmed for a term of one year by the members at an annual meeting of members

### **39. AUTHORITY OF TRUSTEES**

39.1 Specific Authority. The Trustee Board shall be authorized to carry out the following duties and responsibilities:

- (a) to ensure the Church, as a Charity, is in compliance with all laws;
- (b) to investigate any suspicious circumstances which suggest the charity's property has not been properly used;
- (c) to review the past administration of the charity;
- (d) to formulate/update Policy Statements for the Church;
- (e) to formulate/update this By-Law;

- (f) to protect the Church's property from undue risk of loss and must ensure that no excessive administrative expenses are incurred;
- (g) to appoint agents and engage employees as it deems necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Elder Board.

#### **40. NO REMUNERATION OF TRUSTEES**

40.1 The Trustees shall serve as such without remuneration, and no trustee shall directly or indirectly receive any profit from his or her position as such; provided that trustees may be paid reasonable expenses incurred in the performance of their duties.

#### **41. VACANCIES ON THE TRUSTEE BOARD**

41.1 The position of a member of the Trustee Board shall be automatically vacated, if any of the following situations occur:

- (a) Such member has resigned his office by delivering a written resignation to the Elder Board and to the Trustee Board.
- (b) Such member is found to be mentally incompetent or of unsound mind;
- (c) Such member becomes bankrupt;
- (d) Such member ceases to be a Member of the Church;
- (e) If at a special general meeting of members, a resolution is passed at the meeting that he be removed from office;
- (f) is not an undischarged bankrupt;
- (g) Such member dies.

#### **42. MEETINGS OF THE TRUSTEES**

42.1 Quorum. The quorum for a Trustee Board meeting shall be at least three of the total number of authorized Trustees, who must be present in person.

42.2 Regular Meetings. The Trustee Board shall hold at least one meeting per year, the time and day of which, will be determined by the Trustees.

42.3 Special Meetings. Special meetings of the Trustee Board may be called by any two (2) members of the Trustee Board.

42.4 Notice of Meeting. All regular and special meetings of the trustees shall be held

after notices and shall be either addressed and/or delivered to each trustee or at the call of the trustees upon 48 hours notice in the event of an emergency.

- 42.5 Waiver of Notice. A member of the trustees may waive notice of a meeting of the trustees and attendance of any member at such meeting shall constitute a waiver of notice of the meeting, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.
- 42.6 Voting Rights. All members of the Trustee Board shall each have one vote. In order for a motion to pass, it must be approved by a majority vote of those in attendance at a duly constituted meeting. In the case of an equality of votes, the Trustee chairing the meeting shall not be entitled to cast a second or casting ballot and the motion fails.
- 42.7 Minutes. The Trustee Board shall prepare, keep and maintain written minutes of each meeting. Due to the potentially confidential nature of matters discussed by the Trustee Board, the minutes shall not be made public or available for general review, but will be made available upon request and approval by the Trustee Board.
- 42.8 Omission of Notice. The accidental omission to give notice of any meeting of the trustees to, or any irregularity in the notice of any such meetings, or the non-receipt of any notice by any trustee shall not invalidate any Resolution or Special Resolution passed or any proceeding taken at such meeting, provided that no member of the trustees objects to such omission or irregularity.
- 42.9 Electronic Meetings. If all of the members of the trustees consent thereto generally or in respect of a particular meeting, a member of the trustees may participate in a meeting of the trustees by means of a conference telephone or other communication facility as permits all persons participating in the meeting to hear each other and a member of the trustees participating in such meeting by such means is deemed to be present at the meeting.

### **43. REMOVAL OF TRUSTEES**

- 43.1 Any two (2) Elders may move for the removal of a Trustee. Upon a two-thirds (2/3) majority vote of the Elders present at a meeting duly called and at which there is a quorum to consider such removal, a recommendation to remove such Trustee shall be presented to the Members at a meeting called for that purpose. The vote by the Elders shall be held by secret ballot. In determining such issue, the Trustee whose termination is being considered shall not vote. Upon a simple majority vote of the Members in favour of the removal of the Trustees, the position of the Trustee in question shall be terminated.

## **VII - STAFF**

### **44. EMPLOYEES**

- 44.1 All Church employees engaged in furthering the Objects of the Church will be appointed by the Elder Board. Each employee so chosen must accept without reservation the Church's Statement of Faith.

## **VIII - FINANCIAL MATTERS**

### **45. AUDITORS or ACCOUNTANTS**

- 45.1 Every two years, the members shall appoint as the Church's Auditor an individual or corporation that is recognized under the Act to carry out the following services for the Church, or a Church member who is deemed capable of carrying out such functions as an internal auditor:

- (a) report to the members on the fairness and accuracy of the financial statements presented by the Deacons at the Annual Meeting;
- (b) audit the financial statements, accounts, general fund of the Church and other general funds which may be in existence from time to time and to submit the results of such audits to the membership at the next Annual Meeting;
- (c) to carry out such other duties as are directed from time to time by the Elder Board, by the Deacons or by the membership.

### **46. FISCAL YEAR**

- 46.1 The fiscal year end of the Church will be December 31.

### **47. FINANCIAL STATEMENTS AND BUDGET**

- 47.1 The Budget and Finance Ministry shall prepare each year prior to the Annual Meeting the following:
- (a) financial statements for the preceding year prepared 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; and
  - (b) a budget for the upcoming year prepared in consultation with the Elder Board and other ministries, and to include the budget and expenditures of at least the previous year.

(c) The financial statements and the budget shall be forwarded to the Elder Board for approval at least two weeks prior to the Annual Meeting and shall thereafter be made available to the members for review at least one week (including one Sunday) prior to the Annual Meeting.

(d) The financial statements and the budget shall be presented at the Annual Meeting for approval by the members.

47.2 The Budget and Finance Ministry shall prepare each year prior to the mid-year review the following:

(a) A presentation of the current year's financial results. This will include current collection and expenditures and any deficit versus any budget.

(b) The presentation shall be forwarded to the Elder Board for approval at least two weeks prior to the mid-year review.

## **IX - OFFICERS**

### **48. APPOINTMENT OF OFFICERS**

48.1 The Elder Board shall, at the Annual Members meeting each year, appoint as officers of the Church a treasurer and/or a secretary.

### **49. DUTIES OF OFFICERS**

49.1 Treasurer. The Treasurer shall be responsible for the receipt and disbursement of all Church monies along with the financial accounting and record keeping in accordance with the direction of the Elder Board. He shall carry out such other duties as are directed from time to time by the Board.

49.2 Secretary. The Elder Board may appoint a Secretary. If they appoint a Secretary, the Secretary shall record all the business of Members meetings and, subject to the provisions of this By-Law, all business of the Elder Board meetings, and shall conduct all correspondence arising from these meetings. He shall publish the time and location of all Members meetings and be custodian of the seal, the Church papers and documents of the Church.

49.3 Term. All Officers shall serve until the next Annual Members Meeting.

49.4 Vacancy. The position of an Officer shall be automatically vacated if any of the following situations occur:

(a) such Officer resigns his office by delivery of a written resignation to the Elder Board;

- (b) such Officer is judged to be mentally incompetent or of unsound mind;
- (c) such Officer becomes bankrupt;
- (d) such Officer ceases to be a Voting Member of the Church;
- (e) such Officer is presently subject to the Discipline process as set out in Section 15.01;
- (f) such Officer is determined by a two-thirds (2/3) majority vote of Elder Board who are present in person or represented by proxy at a meeting called for that purpose to be unfit to hold office as an Officer of the Church for any reason; or
- (g) such Officer dies.

49.5 If any vacancies should occur for any reason as set out in Section 49.4 above, the Elder Board may appoint a replacement for the remainder of the term.

## **X - PROTECTION AND INDEMNITY**

### **50. INDEMNITIES TO ELDERS, DEACONS, TRUSTEES, OFFICERS AND OTHERS**

50.1 Every Elder, Deacon, Trustee, Officers and his heirs, executors, administrators, and assigns shall, from time to time and at all times, be indemnified and saved harmless, out of the funds of the Church, from and against:

- (a) all costs, charges and expenses whatsoever which they or any of them sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them, or any of them for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by them or any of them in or about the execution of their duties; and
- (b) all other costs, charges and expenses which they or any of them sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses occasioned by their own wilful neglect or default.

### **51. PROTECTION OF ELDERS, DEACONS, OFFICERS, TRUSTEES AND OTHERS**

51.1 Except as otherwise provided in the Act, no Elder, Deacon, Trustee or Officer of the Church shall be liable for the acts, receipts, neglects or defaults of any other Elder, Deacon, Trustee or Officer or employee or for any loss, damage or expense happening to the Church through the insufficiency or deficiency of title to any property acquired by the Church or for or on behalf of the Church or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Church shall be

placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any Person including any Person with whom or which any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Church or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the Elder, Deacon, Trustee or Officer's respective office or trust or in relation thereto unless the same shall happen by or through such person's wilful neglect or default. The Elder, Deacon, Trustee and Officers of the Church shall not be under any duty or responsibility in respect or any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Church, except such as shall have been submitted to and authorized by the Elder Board.

51.2 The Church shall maintain an insurance policy covering its activities and officers

(a) the policy shall be reviewed and renewed annually, and must at minimum include the following types of coverage:

- (i) Property
- (ii) Machinery and equipment
- (iii) Crime
- (iv) Liability

(b) the policy shall be accessible to the Elder Board, Deacons and officers.

## **XI - MINISTRIES**

### **52. STANDING MINISTRIES**

52.1 Definition Of Standing Ministries. The Elder Board, by Resolution, may establish such Standing Ministries

52.2 Except as otherwise provided in this By-Law, the number of members for each Standing Ministry and the mandate of such Standing Ministry shall be determined by the Elder Board from time to time.

52.3 Membership in each Standing Ministry shall be served without remuneration, provided that ministry members may be paid reasonable expenses incurred in the performance of their duties.

52.4 Leaders Of Standing Ministries. The Elder Board shall recognize or appoint a Leader of the Standing Ministry.

52.5 Specific Duties Of Standing Ministries. The specific duties of each Standing Ministries shall:



- (a) be determined by the Elder Board. The Board shall establish the specific tasks, activities and expectations of the Standing Ministry;
  - (b) include the preparation of an annual budget for presentation to the Board;
  - (c) be task oriented and purpose driven;
  - (d) report to the Annual Meeting of Members, as directed by the Board;
  - (e) require that membership in such ministry shall be served without remuneration. Such ministry members may be reimbursed reasonable expenses incurred in the performance of their duties;
- 52.6 Meeting Of Standing Ministries. Standing Ministries shall meet at such times as are determined by the Leader of each Standing Ministry or as directed by the Elder Board.
- 52.7 Procedures For Meetings Of Standing Ministries. Each Standing Ministry shall establish its own organizational procedures and report its policies and procedures to the Elder Board for ratification. The policies and procedures of a ministry shall facilitate good decision making, good order and efficient advancement of the mandate and goals of the ministry.
- 52.8 Removal Of Members From Standing Ministries. The Elder Board may remove any member from any Standing Ministry for any reason upon a two-thirds (2/3) majority vote of the Board, in which event the Church Board or the Members may fill the vacancy for the remainder of the term.

### **53. DEFINITION AND OPERATION OF SPECIAL MINISTRIES**

- 53.1 The Elder Board is authorized to appoint such Special Ministries as are deemed necessary from time to time and to empower such ministry or ministries with such authority or directives as is deemed appropriate.
- 53.2 The members of such a Special Ministry shall be appointed by the Elder Board.
- 53.3 The term of office and the duties of such Special Ministry as well as the appointment of a Leader of such a Special Ministry shall be determined by the Board. Members of such Special Ministries shall serve without remuneration. Such ministry member may be reimbursed reasonable expenses incurred by him in the performance of his duties.
- 53.4 The number and time of meetings of such Special Ministry shall be determined by the Leader of such Special Ministry subject to the approval of the Elder Board.
- 53.5 All Special Ministries shall report to the Members through the Elder Board.
- 53.6 Each Special Ministry shall establish its own organizational procedures and report its policies and procedures to the Elder Board for ratification.

- 53.7 The Elder Board may remove any member from a Special Ministry for any reason upon a majority vote of the Elder Board, in which event the Board may fill such vacancy.

## **XII - POLICY STATEMENTS**

### **54. POLICY STATEMENTS FOR THE CHURCH**

- 54.1 In consideration of the ongoing need for the Church to provide guidelines and directions to its Members on practical applications of Biblical teachings, doctrinal considerations and Christian conduct, the Church may, if it so wishes, adopt Policy Statements on such matters as are deemed necessary from time to time by the Elder Board and such statements, upon adoption, shall be deemed to be a part of the By-Law.

## **XIII - GENERAL PROVISIONS**

### **55. EXECUTION OF DOCUMENTS**

- 55.1 Cheques, Drafts, Notes, Etc. All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by any two of the appointed signing officers of the Church and in the manner from time to time prescribed by the Elder Board.

- 55.2 Execution of Documents. Documents requiring execution by the Church may be signed by any two of the appointed signing officers of the Church, and all documents so signed are binding upon the Church. Prior to executing such documents, appropriate authorization shall be obtained from the Elder Board. The Elder Board may from time to time appoint any officer or officers or any person or persons on behalf of the Church, either to sign documents generally or to sign specific documents. The corporate seal of the Church shall, when required, be affixed to documents executed in accordance with the foregoing.

- 55.3 Books and Records. The Board shall see that all necessary books and records of the Church required by the By-Laws of the Church or by any applicable statute are regularly and properly kept.

### **56. DEPOSIT OF SECURITIES**

- 56.1 The securities of the Church shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Elder Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the Church being notified and signed by at least two signing officers, agent or agents of the Church; and in such manner as shall from time to time be determined by resolution of the Elder Board and such authority may be general or confined to specific instances.

## **57. BY-LAWS AND AMENDMENTS. ETC.**

57.1 Enactment and Amendment of By-Laws. The By-Law of the Church may be repealed or amended by subsequent legally executed documents enacted by a majority of the Elders at a meeting of the Elder Board and sanctioned by an affirmative vote of at least seventy-five percent (75%) of the Members at a meeting duly called for the purpose of considering the said By-Law.

### **XIV - EFFECTIVE DATE**

This By-Law shall come into force without further formality upon its enactment and approval of Industry Canada.

Enacted as By-Law by the Elders of the Church at a meeting duly called and regularly held and at which a quorum was present on the \_\_\_\_ day of \_\_\_\_\_, 2022.

The foregoing By-Law No. 1 as enacted, by the Elders of the Church is hereby ratified, sanctioned, confirmed and approved without variation by the affirmative vote of seventy-five percent (75%) of the Members in attendance and entitled to vote at a meeting of Members duly called and regularly held at the City of Mississauga, Ontario, Canada and at which a quorum was present on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Viji Roberts

\_\_\_\_\_  
Geo Philips