

The Constitution
of
Forest Hills Fellowship
Baptist Church

Amended and approved March 2, 2014

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Article I. Name

The name of this organization shall be FOREST HILLS FELLOWSHIP BAPTIST CHURCH.

Article II. Purpose

This church recognizes and accepts Christ as the only supreme Lord and Lawgiver and takes His Word as it's only and sufficient rule of faith and practice.

Our mission is to help people become fully devoted followers of Jesus Christ. We have four strategic goals that will help us fulfill our mission:

1. To lead people to Christ;
2. To help people grow to spiritual maturity;
3. To encourage people to share their God-given resources; and
4. To equip people to share their faith with the lost.

The purpose is expressed in greater detail in the STATEMENT OF FAITH (Article III) and the CHURCH COVENANT (Article IV).

Article III. Statement of Faith

Section 3.01 Bible

We believe the Bible to be the complete Word of God; that the sixty-six books, as originally written, comprising the Old and New Testaments, were verbally inspired by the Spirit of God and were entirely free from error; that the Bible is the supreme authority in all matters of faith and practice and the true basis of Christian union.

(II Timothy 3:16, 17; II Peter 1:21; Revelation 22:18,19)

Section 3.02 God

We believe in the only living and true God, Creator of all, holy, sovereign, eternal, existing in three equal persons: the Father, the Son, and the Holy Spirit.

(Isaiah 44:6; Deuteronomy 6:4,5; I Corinthians 8:4-6; Hebrews 9:14; Isaiah 40:28; Acts 14:15; Psalm 99:9; Isaiah 6:3, Revelation 15:14; Psalm 24:10; I Timothy 1:17; Revelation 19:6; John 8:58; Deuteronomy 33:27; I Corinthians 13:14; I John 5:7)

Section 3.03 Christ

We believe in the absolute and essential deity of Jesus Christ, the Son, in His eternal existence with the Father in pre-incarnate glory, in His virgin birth, sinless life, substitutionary death, bodily resurrection, triumphant ascension, mediatorial ministry, and personal return.

(John 10:30; John 14:8,9; I Timothy 3:16; John 1:1-3; John 17:5; Matthew 1:21-23; Isaiah 7:14; Isaiah 53:9; II Corinthians 5:21; Isaiah 53:5; Galatians 3:13; I Peter 3:18; Luke 24:39; I Corinthians 15:20; Romans 4:25; Mark 16:9; Acts 1:9; Hebrews 9:24; I Timothy 2:5; I John 2:1, Acts 1:11; I Thessalonians 4:16)

Section 3.04 *The Holy Spirit*

We believe in the absolute and essential deity and personality of the Holy Spirit Who convicts of sin, of righteousness and judgment; who regenerates, sanctifies, illuminates and comforts those who believe in Jesus Christ.

(John 14:16,17; John 16:13; John 16:7-11, Titus 3:5; I Corinthians 5:17; I Peter 1:2; Romans 15:16; John 14:26; Luke 12:12; Acts 9:31)

Section 3.05 *Satan*

We believe that Satan exists as an evil personality, the originator of sin, the arch-enemy of God and man.

(John 8:44; II Corinthians 11:14; I John 3:8; Mark 4:15, I Peter 5:8)

Section 3.06 *Man*

We believe that man was divinely created in the image of God; that he sinned, becoming guilty before God, and that he is affected by sin in all aspects of his being so that all men by nature and choice are sinners, thereby incurring physical and spiritual death.

(Genesis 1:26, Genesis 5:1; Romans 3:23; Genesis 3:6; Isaiah 53:6; Romans 5:12; Hebrews 9:27; John 12:48; Romans 6:23; James 1:15)

Section 3.07 *Salvation*

We believe that salvation is by the sovereign, electing grace of God, that by the appointment of the Father, Christ voluntarily suffered a vicarious (substitutionary), expiatory (cancellation of guilt) and propitiatory (appeasement of wrath) death; that justification is by faith alone in the all sufficient sacrifice and resurrection of the Lord Jesus Christ, and that those whom God has effectually called shall be divinely preserved and finally perfected in the image of the Lord.

(Romans 8:28-33; Ephesians 1:3-12, I Thessalonians 2:13, Acts 15:11; Ephesians 2:8,9; Acts 2:23; II Timothy 1:9; John 10:18; Galatians 1:4; Isaiah 53:5-12; Romans 5:6-8; I Corinthians 5:21; Psalm 103:12; Romans 4:8; Romans 5:19; II Corinthians 5:19-21; Romans 3:24, 25; Ephesians 2:12-17; I John 2:2; Hebrews 2:16,17; Genesis 15:6; Romans 3:28; Romans 1:17; Romans 3:21-26; Hebrews 1:3,4; Hebrews 9:7-14; Romans 4:24,25; Romans 10:9; I Peter 1:3; I Thessalonians 4:14; John 10:27,28; Romans 8:30; I Corinthians 1:23-31; II Timothy 1:9; Romans 8:28-39; I Peter 1:3-5; I John 5:11-13, Ephesians 5:26,27; II Corinthians 3:18, Philemon 1:6)

Section 3.08 *Future Things*

We believe in the personal, bodily, and glorious return of the Lord Jesus Christ; in the bodily resurrection of the just and the unjust; in the eternal blessedness of the redeemed and in the judgment and conscious, eternal punishment of the wicked.

(Matthew 26:64; Acts 1:11; John 14:3; Job 19:25-27; John 5:28,29; I Corinthians 15; Acts 24:15; I Thessalonians 4:16-17; John 14:1-3; Revelation 7:13-17, Revelation 21:4; Matthew 25:31,32; Hebrews 9:27; I Corinthians 5:10; Matthew 8:12; Mark 9:43-48; Luke 16:22-24; Revelation 21:8)

Section 3.09 *The Church*

We believe that the church, the Body of Christ of which He is the Head, is composed of all regenerate believers. We believe that the local church is a company of immersed believers, called out from the world, separated unto the Lord Jesus, voluntarily associated for the Ministry of the Word, the mutual edification of its members, the propagation of the faith, and the observation of the ordinances.

We believe it is a sovereign, independent body, exercising its own divinely awarded gifts, precepts and privileges under the Lordship of Christ, the great Head of the Church. We believe the Bible recognizes two primary offices in the Church, which are: (1) pastors/elders and (2) deacons.

(Acts 2:41-47; Acts 8:12; Acts 18:8; John 15:19; II Corinthians 6:17; Romans 1:7; John 15:19; II John 9,10; Ephesians 5:11; Acts 2:41,42; Romans 1:11,12; Philemon 1:5; Hebrews 10:25; Colossians 1:18; Matthew 18:15-20; {Matthew 16:18 cf Acts 14:27}; Ephesians 4:11-13; I Corinthians 11:3; I Timothy 3:8; Acts 20:17,28; I Timothy 5:17; Titus 1:5-7; Acts 6:3,4; Philemon 1:1)

Section 3.10 Ordinances

We believe that there are only two ordinances for the Church regularly observed in the New Testament:

- 3.10.01 Baptism, which is the immersion of the believer in water, whereby s/he obeys Christ's command and sets forth his/her identification with Christ in His death, burial, and resurrection.
- 3.10.02 The Lord's Supper, which is the memorial wherein the believer partakes of the two elements, bread and wine, which symbolize the Lord's body and shed blood, proclaiming His death until He comes. The Supper will be offered to all who have accepted Jesus as their personal Saviour and Lord.(Matthew 3:13-17; Acts 8:36-39; Matthew 28:19, 20; Mark 16:16; Romans 6:3-6; I Corinthians 11:3-33; Matthew 26:26-30)

Section 3.11 The Church and the State

We believe in the separation of Church and State.

(Acts 2:41; I Corinthians 11:2; Matthew 22:21, Colossians 1:16-18; Ephesians 5:23, 24)

Section 3.12 Religious Liberty

We believe in religious liberty; that every person has the right to practise and propagate his/her beliefs.

Section 3.13 The Lord's Day

We believe that the first day of the week is the Lord's Day and that, in a special sense, it is the divinely appointed day for worship and spiritual exercise.

(Mark 16:9; Acts 20:7; I Corinthians 16:12; Revelation 1:10)

Section 3.14 Civil Government

We believe that civil government is of divine appointment for the interest and good order of society; that all in authority over us are to be prayed for, consciously honoured and obeyed, except only in things opposed to the will of our Lord Jesus Christ, Who is the only Lord of the conscience and Prince of the kings of the earth.

(Matthew 22:21; Romans 13:1-7; I Timothy 2:1-3, Titus 3:1; I Peter 2:13)

Article IV. Covenant

In the presence of God, angels, and this assembly, we most solemnly and joyfully enter into covenant with one another as one Body in Christ. 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, therefore, engage by the aid of the Holy Spirit to:

1. Walk together in Christian love;
2. Sustain the worship services, ordinances, discipline and doctrines of this church;
3. Strive for its advancement in knowledge, holiness, and comfort;
4. Promote its prosperity and spirituality, along with contributing regularly and proportionately as the Lord prospers us, to the support of its ministry and general expenses, the relief of the poor and to proclaim the Gospel of Christ at home and abroad.

We also engage to:

1. Maintain family and personal devotions;
2. Educate our children in the Christian faith;
3. Seek the salvation of our family, friends, and acquaintances;
4. Be zealous in our efforts to advance the Kingdom of our Saviour
5. Walk circumspectly in the world, to be just in our dealings, faithful in our engagements and exemplary in our conduct;
6. Avoid all gossip, slander, and excessive anger;
7. Abstain from those habits which defile the body which is the temple of the Holy Spirit.

We further engage to:

1. Watch over one another in brotherly love;
2. Remember each other in prayer;
3. Aid each other in sickness and distress;
4. Cultivate Christian sympathy in feeling and courtesy of speech;
5. Be slow to take offence, but always ready for reconciliation and mindful of the teachings 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.

Article V. Ministry and Membership

Section 5.01 Baptism

Believers may be accepted for baptism after having given satisfactory evidence of regeneration and personal faith in Christ as their Saviour and Lord to representatives of the Board of Elders. (See Article III, Section 10.1, "Baptism")

Section 5.02 Reception

Each prospective member shall be interviewed by representatives of the Board of Elders, who, after a successful interview, shall submit the person's name to the church for approval. Candidates for membership shall be received into the fellowship of the church after they have received Christ as their Lord and Saviour and publicly confessed Him in baptism by immersion or by letter of transfer, or by experience from other churches where similar requirements of membership are maintained.

Section 5.03 Termination of Membership

Membership in the church may be terminated due to:

- 5.03.01 Death of the member
- 5.03.02 Dismissal / Transfer to another church (See Section 5.04)
- 5.03.03 Personal request
- 5.03.04 Discipline (See Section 5.06 and 5.07)

Section 5.04 *Letters of Recommendation / Standing*

All members in good standing shall be entitled to a letter of recommendation to another Fellowship Baptist Church or evangelical church having similar beliefs. Should a member wish to unite with a dis-similar church, a letter stating his/her standing to date will be granted. Letters shall be addressed to the receiving church and copied to the member upon request.

Section 5.05 *Ministry of Service*

The church desires to encourage and equip all believers to be involved in the work of the ministry (Ephesians 4:11, 12). The church is concerned that all who are involved in ministry must serve with the approval of the Board of Elders and be spiritually qualified. Such qualifications include being:

- 5.05.01 Known to possess a genuine faith in Christ Jesus as Saviour and Lord (II Timothy 1:5);
- 5.05.02 Known to possess the spiritual character and gifts necessary for ministry (I Peter 4:10,11; I Timothy 3:-13);
- 5.05.03 Willing to be held accountable for both their lifestyle and ministry among us (Hebrews 13:7, 9,17, 18);
- 5.05.04 Prepared to share honestly their doctrinal convictions recognizing we are a local evangelical Baptist church with an established "Statement of Faith." (I Timothy 4:1,2,16; I John 4:1-3);
- 5.05.05 Understanding and recognizing that the ministries of leadership (that is those positions nominated and elected at our annual meeting in May) are open only to church members who meet biblical criteria. (Acts 6:3; I Timothy 3:1-13)

Section 5.06 *Expected Standards of Behaviour*

A member of this church is expected at all times to conform to the following standards of behaviour:

- a. Engage in conduct that is ethical and moral and in conformity with biblical principles as generally understood in the church;
 - b. Conform to the statement of faith, covenant and constitution of the church; and
 - c. Refrain from all forms of abuse including sexual abuse.
- 5.06.01 A member who, in the opinion of the Board of Elders and the Church, fails to conform to the standards of behaviour outlined above may be found guilty of misconduct and disciplined in accordance with disciplinary procedures (See Section 5.07).
 - 5.06.02 Members absenting themselves from the regular services of the church in general, or from the communion of the Lord's Supper for a period of one year or more without sufficient cause, as determined by the Board of Elders, shall cease to remain as members in good standing, and upon a vote of the church, shall be subject to discipline.
 - 5.06.03 The church shall institute and maintain "Abuse Policies" to maintain a safe community for all to worship, minister, and fellowship.

Section 5.07 *Disciplinary Procedures*

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The Pastoral staff and Elders are available for counsel and guidance. The attitude of members toward one another shall be guided by a concern for redemption rather than punishment. This church recognizes Matthew 18:15-17 and Galatians 6:1-2 as

the main guidelines for all disciplinary action concerning the sin of one member against another. If action related to the above scriptures be necessary, the scriptural procedure shall be followed.

- 5.07.01 The church recognizes I Corinthians 5 as the procedure for action concerning the sin of one member against the congregation. If any case of serious breach of covenant or of public scandal should occur, the Pastor shall endeavour to resolve the offense with the advice and counsel of the Elders and, if necessary, shall report the case to the church.
- 5.07.02 An announcement for a meeting of discipline shall be given in accordance with the provisions for church meetings contained in this constitution and provided in writing to the offending member (if possible). This meeting shall only be open to voting members. The decision concerning discipline must be supported by three quarters of those voting. The vote will be taken by ballot. The offender may speak for his/her own defence. If the offending member is not present at the meeting and/or has not offered satisfactory explanation of his/her absence, the church may proceed.
- 5.07.03 Discipline may consist of
 - a. Suspension or dismissal of church membership; and/or
 - b. Removal from a position of authority.

Section 5.08 Restoration

A person who has been removed from a position of authority, suspended or dismissed from membership in the church, may, upon demonstration of evidence of repentance, the recommendation of the Pastor and Elders and an affirmative vote of the church at a duly called meeting, be restored to membership.

Section 5.09 Voting Privileges

All members in good standing, eighteen years of age and over, may vote in any and all business matters of the church

Article VI. Officers

Section 6.01 Pastor

- 6.01.01. The calling of a pastor shall be made upon a three-quarters vote by ballot of the members present at a duly called business meeting (Section 7, paragraph 3), the nature of the business meeting having been announced. Only one candidate shall be presented for consideration at a time.
- 6.01.02. Upon being called, the pastor shall enter into a written, mutual contractual agreement with the church which specifies the terms and conditions of the position, remuneration and benefits.
- 6.01.03. The dismissal of a pastor shall be upon a three-quarters vote by ballot of the members present at a duly called business meeting (Article VIII, Section 3), the nature of the business meeting having been announced.
- 6.01.04. A quorum for the calling or dismissal of a pastor shall consist of one-third of the resident voting members in good standing.
- 6.01.05. The duties of the pastor are primarily to minister the Word of God to his flock, to do the work of an evangelist among the unsaved, to visit the homes and the members of his congregation and to promote a spiritual atmosphere in the church as a whole.

- 6.01.06. The pastor, upon induction, shall be an Elder of this church.

Section 6.02 Elders

Elders are a plurality of godly and gifted men to whom the Lord Jesus has given the authority to oversee and to shepherd His people in this church. They will be required to give an accounting to Him. Their qualifications are clearly set forth in the scriptures and are described in the following analytical breakdown:

- 6.02.01. Person - The Qualifications
- a. Integrated and controlled personality, self controlled. (I Timothy 3:2, Titus 1:8). Not quick tempered (Titus 1:7). Holiness of character and life, upright and holy (Titus 1:8). Concern for moral standards, Loves what is good (Titus 1:8).
- 6.02.02. Person – The Disqualifications
- a. Self Indulgent (I Timothy 3:2)
 - b. Not sober minded (I Timothy 3:2, Titus 1:7)
 - c. Unable to manage own household (I Timothy 3:4)
 - d. Greedy for gain (Titus 1:7)
- 6.02.03. Relationships
- a. Gently amenable, gentle (I Timothy 3:3). Not overbearing (Titus 1:7). Unaggressive, not violent (I Timothy 3:3, Titus 1:7).
- 6.02.04. Home
- a. His Marriage – husband of one wife (I Timothy 3:2, Titus 1:6)
 - b. His children – (able to) manage his children well, faithful (believing) children, children obey him, children not wild or disobedient (I Timothy 3:4, Titus 1:6).
 - c. His Home – Hospitable (I Timothy 3:2, Titus 1:6)
- 6.02.05. Work
- a. Its style - well organized (I Timothy 3:2), disciplined (Titus 1:8)
 - b. Its focus - able to teach (I Timothy 3:2), encouraging others by sound doctrine (Titus 1:9)
- 6.02.06. In The World
- a. Of good reputation (I Timothy 3:7), above reproach (I Timothy 3:2), blameless (Titus 1:6,7)
- 6.02.07. In The Church
- a. Not a recent convert nor inexperienced (I Timothy 3:6), holding firmly the trustworthy message (Titus 1:9)
 - b. We observe the emphasis herein is upon character.
- 6.02.08. Composition and Election of the Board of Elders
- a. The board shall consist of the pastor and a minimum of three elected elders for the first fifty members and may be increased by three elders for each additional one hundred members or fraction thereof. The maximum number of elected elders shall be nine.
 - b. The elders shall be elected by the church upon a three-quarters vote by ballot of the members present at the annual meeting or a duly called meeting when it is necessary to fill a vacancy on the board.
 - c. Elders shall be elected at each annual meeting for a term of three years.
- 6.02.09. Duties
- a. The duties of an elder are primarily to minister the Word of God to the flock, to do the work of an evangelist among the unsaved, to visit the homes and the members of his congregation and to promote a spiritual atmosphere in the church as a whole.

- b. It shall be the duty on an elder to work alongside the pastor in all matters pertaining to the spiritual welfare of the congregation.
- c. The elders shall sit in council with the pastor concerning the business matters of the church other than those specifically the responsibility of the Board of Deacons.
- d. The Board of Elders shall have full authority to decide upon the character of all meetings held within the church. Any significant departure from the routine in use of the building or church program shall be brought to the church for approval.
- e. The Board of Elders shall make recommendations to the church for a new elder(s).
- f. The Board of Elders shall make arrangements for pulpit supply in the absence of the pastor. When the office of pastor becomes vacant, the board of elders shall constitute a Pulpit Committee and make recommendations to the church for a new pastor. The Pulpit Committee shall be composed of:
 - i. The Board of Elders;
 - ii. The spouse of any Elder having a spouse; and
 - iii. Two congregational representatives, and their spouse, should they have one. In the event a congregational representative is not married, the number of representatives shall not be increased. Congregational representatives shall be nominated by the Nominating Committee and elected at a duly called business meeting.

Section 6.03 Deacons

Deacons are godly men whom the Lord Jesus has called to serve under and with the Elders in the total care of God's people. As deacons they are the legal custodians of all church property and shall be responsible for the care and maintenance of same. Their qualifications are clearly set forth in the scriptures and can be described as in the following from I Timothy 3:8-13:

- 6.03.01. Grave – serious men, worthy of respect
- 6.03.02. Not double tongued – men of integrity, truthful, sincere
- 6.03.03. Not given to much wine – self-disciplined, temperate
- 6.03.04. Not greedy for money – contented, free from greed, love of money
- 6.03.05. Mature – combine a clear conscience with a firm hold on the deep truths revealed in scriptures
- 6.03.06. Marital faithfulness – husband of one woman
- 6.03.07. Good managers – of his household and children
- 6.03.08. Deacon's wives – are not to be malicious talkers and are to be worthy of respect, temperate and trustworthy
- 6.03.09. *Size of Board and Election*
 - a. There shall be three deacons, or more if the church directs.
 - b. The deacons shall be elected by the church upon a three-quarters vote by ballot of the members present at the Annual Meeting or a duly-called meeting when it is necessary to fill a vacancy on the Board.
 - c. Each deacon will be elected for a three-year term.

6.03.01. *Duties*

The deacons' chief duty is to serve. The areas of their service would only be limited by their willingness to serve and their ability to motivate and train others. Their service could be classified as Humanitarian (caring for people in the church and in the community); Custodial (caring for and maintaining church properties); and Management (caring for present needs and future development). Deacons are to work closely with the elders in leading the church and extending the Elders ministry to the flock.

- a. The deacons shall represent the church in legal matters and shall sign documents on behalf of the church as the church may direct.
- b. They shall deposit all legal and valuable papers in a safe place on behalf of the church.
- c. They shall make recommendations to the church as to items such as building repairs, renovations, and insurance coverage.
- d. They shall have authority to make necessary financial expenditures without the approval of the church, but in amounts not to exceed \$500.00 with the exception of emergency repairs required to keep the church functional.
- e. The deacons shall have the responsibility of dispensing the benevolent fund of the church.

Section 6.04 Church Treasurer

- 6.04.01. Election: The church treasurer shall be elected at the May annual meeting for a one-year period beginning the following September. The treasurer may serve a maximum of three years, at which time it will be necessary for a lapse of one year to take place before that person can be re-elected. In the case of a vacancy, the treasurer may be elected at a duly called business meeting where the purpose of the meeting has been announced. In the absence of the Treasurer, the Assistant Treasurer will temporarily assume the duties of the Treasurer.
- 6.04.02. Duties
- a. Act as a member of the Finance Committee;
 - b. Maintain daily, weekly, monthly financial records to properly reflect the church's financial position;
 - c. Prepare financial statements for the three major business meetings each year or as required;
 - d. To pay all accounts in a timely manner;
 - e. Act as a co-signer for cheques if not precluded by a professional affiliation, rules or regulations;
 - f. Carry out normal banking business;
 - g. Supply annually appointed church auditors with such records as may be required; and
 - h. Safeguard journals, ledgers, financial records.

Section 6.05 Sunday School Superintendent

The Sunday School Superintendent is a godly person whom the Lord Jesus has called to serve under and work with the Elders in the teaching of and caring for the spiritual needs of the children and youth of the church.

- 6.05.01. This church shall have a superintendent of its Sunday School who shall, with the aid and cooperation of the pastor and elders, manage the Sunday School in its teaching program and ensure that:
- a. Teachers for the various classes are recruited;
 - b. Appropriate and necessary teaching materials are selected and purchased; and
 - c. A report of the activities of the Sunday School is submitted to the church at its annual business meeting.
- 6.05.02. The Sunday School Superintendent shall be elected at the May annual meeting for a one-year period beginning the following September.

Section 6.06 Moderator

- 6.06.01. The moderator shall be elected at the May annual meeting to chair all business meetings for a one-year period beginning the following September

- 6.06.02. The moderator shall call meetings for the transaction of business during the month of September, the month of January, and the month of May.
- 6.06.03. The Moderator may call special meetings, provided the calling of such meetings is in accordance with Article VIII, "GOVERNANCE".
- 6.06.04. In the absence of the Moderator, the Church Clerk shall call the meeting to order and an acting moderator shall be nominated and elected for the meeting.

Section 6.07 Church Clerk

- 6.07.01. The clerk shall be elected at the annual meeting or in the case of a vacancy, at a duly called business meeting where the purpose of the meeting has been announced.
- 6.07.02. Duties
 - a. The clerk shall keep an accurate church membership roll in the proper book provided by the church. Membership records shall include the date and manner of reception: by baptism, by letter of transfer, or by experience.
 - b. The record of membership shall also show those removed from membership and the reason for the removal; such as death, transfer to another church, personal request, or discipline.
 - c. The clerk shall keep a record of all church business meeting minutes.
 - d. The clerk shall carry on all correspondence relative to membership and other matters as the church may direct.

Article VII. Boards and Committees

Section 7.01 Finance Committee

- 7.01.01. The Finance Committee shall consist of one member of the Board of Elders, one member of the Board of Deacons, the Treasurer, Assistant Treasurer, one member of the Missions Committee and one member of the congregation who will be elected annually at the May business meeting. The pastor will be a member ex-officio. The committee is to oversee the financial operations of the church so as to promote the faithful and careful use of the Lord's monies and maintain a consistent witness in matters of finance for the testimony of Christ and the reputation of the local church.
- 7.01.02. Duties
 - a. To prepare an annual church budget after obtaining an estimate of the needs of various committees and/or boards of the church. This budget is to be submitted to the annual financial meeting in January for church consideration, modification if required and approval. Once the budget is approved by the congregation, authority to spend is granted. {Exception: Board of Deacons, Article (6.03), section (2), sub-section (iv)}.
 - b. To review any non-budgeted requests and submit a recommendation to the church for their consideration.
 - c. Review and approve banking procedures and transactions.
 - d. Ensure that accounting records and reports are maintained.
 - e. Should the Treasurer resign during his/her term of service, or if deemed necessary by the Board of Elders, the Finance Committee will arrange for an in-house audit.
 - f. Any two of the Treasurer, Assistant Treasurer, Chairman, Board of Deacons or Moderator shall be a signing authority for cheques. The Finance Committee shall appoint from its members a third co-signer and another officer of the church as an alternate co-signer (any two signatures required).

- g. The Finance Committee shall have power to implement restraint on church spending in the event of poor cash flow and/or church financial difficulty.
- h. Within the approved budget the following general principles shall apply:
 - i. The Pastor and Elders may re-allocate or distribute all or portions of the amount budgeted in a line item to other line(s) / expenses within the Church Ministry section of the budget.
 - j. The Deacons may re-allocate or distribute all or portions of the amount budgeted in a line item to other line(s) / expenses within the Building and Maintenance section of the budget.
 - k. The Missions Committee may re-allocate or distribute all or portions of the amount budgeted in a line item to other line(s) / expenses within the Missions section of the budget.

Section 7.02 *Missions Committee*

- 7.02.01. The Missions Committee shall consist of a minimum of three members, elected at the annual meeting for a term of one year.
- 7.02.02. The Missions Committee shall concern itself, generally, with
 - a. Developing and maintaining relationships with missionaries;
 - b. Promoting missions awareness;
 - c. Keeping the church informed of praise and prayer items related to missions work; and
 - d. Recommending missions projects for fund allocation

Section 7.03 *Nominating Committee*

- 7.03.01. The church nominating committee shall consist of the pastor plus one additional elder appointed by the Board of Elders and an additional three members appointed by the church at a duly called business meeting.
- 7.03.02. The committee shall present nominations for all church offices excluding the Board of Elders and the Elder representative on the Nominating Committee. The committee shall approach all potential candidates ahead of time so they may have the opportunity to prayerfully consider accepting the nomination before a slate of officers is posted.
- 7.03.03. Nominations from the congregation for the positions of the church may be presented to the Nominating Committee. The Nominating Committee will determine the suitability of the candidate and, if approved, will add the name to the Nominating Committee list, which must be posted three weeks before the Annual Meeting (May). After the list has been posted, additional names for consideration may be forwarded to the Nominating Committee.
- 7.03.04. Length of Terms: unless otherwise specified, the term of service for positions shall be for one year. Incumbents may continue to serve consecutive terms without limits unless specified elsewhere in this document, recognizing that it may be necessary, from time to time, for individuals to take a leave from particular offices or boards or to allow others the opportunity to serve.
- 7.03.05. The church's goal is that all positions should be filled at all times. However, should any Board, Committee, or Officer position of the church not be able to be filled at the Annual Meeting, the Nominating Committee shall declare the position open and continue to search until such time as it may be filled.
- 7.03.06. Should any Board, Committee, or Officer position of the church be unable to be filled at any time, and if there is a willing incumbent, the incumbent may, upon affirmative vote of the church at a duly called business meeting, continue in that position while a search for a replacement continues.

Article VIII. Governance

- 8.01 The government of this church and the administration of its affairs shall be by the church and such committees and officers as it may choose.
- 8.02 Committees and Boards other than those specifically listed in this constitution may be formed as required by the church. They shall be responsible to elect their own chairperson and are responsible to the church.
- 8.03 Should any Board, Committee, or Officer position of the church become vacant at any time before a term expires, a replacement may be elected to fill the vacant term at a duly called business meeting.
- 8.04 Any officer or the chairperson of any Committee and/or Board of the church not listed in Article VI or Article VII shall be a voting church member in good standing.
- 8.05 Should any Board, Committee, or Officer of the church position be unable to be filled at any time, and if there is an incumbent, the incumbent may, if willing, and upon the affirmative vote of the church at a duly called business meeting, continue in the position until a replacement is found.
- 8.06 The pastor or another elder shall be an ex-officio member of all Boards and Committees not specifically listed in this constitution. The Elders may create, update and maintain general descriptions for each Officer, Board, or Committee of the church. It is understood that these documents are not part of the Constitution and Bylaws and are guidelines to assist individuals in understanding their responsibilities.
- 8.07 The Constitution and By-Laws of the church and scriptural precepts as applicable shall be the final authority in matters of church governance.
- 8.08 For the purposes of identifying “directors” as required for completing government documents, the following officers shall be deemed to be the directors of the church:
- a. Pastor (“agent”)
 - b. Another Elder (“president”)
 - c. Chair, Board of Deacons (“vice-president”)
 - d. Treasurer (“treasurer,” “vice-president, finance”)
 - e. Church Clerk (“secretary”)
- 8.09 There shall be three (3) business meetings each fiscal year. The church fiscal year shall coincide with the calendar year.
- a. The Winter Meeting shall be held in January each year and shall be mainly concerned with the annual financial business of the church, including year end financial statements, auditors report, and the budget.
 - b. The “Annual Meeting” shall be held in May each year, and be primarily concerned with officer, board, and committee reports and the election of officers, board and committee members. A written report of the activities for the year shall be submitted by each Board and Committee Chairperson and Officer of the church at the Annual Meeting.
 - c. The Fall Meeting shall be held in September each year and provide an opportunity to receive an interim financial report and interim reports from the Pastor, Board of Elders, Board of Deacons, Missions Committee and Sunday School Superintendent.
- 8.010 The chairperson of each Board and Committee, and all officers of the church, shall submit a written report of their activities at the Annual Meeting.
- 8.011 Other meetings for business matters may be called from time to time by the Moderator, Board of Elders or upon signed, written request outlining the reason for the meeting by five members of the church, providing notice is given to the church in accordance with the provisions for constituting a duly called business meeting.
- 8.012 A duly called business meeting is one that has been announced at least two Sundays before the business meeting. Emergency Business Meetings required to deal with situations of an unforeseen, time-sensitive nature, may be called with a minimum of one Sunday’s notice before

the meeting. Furthermore, it is understood should any reason, circumstance or condition prevail which makes it difficult for the membership in general to be acquainted with such announcement, it shall not be accepted as a duly called business meeting.

- 8.013 Additional items to the agenda of the three major business meetings for each year (January, May, and September) from the congregation are to be submitted to the Board of Elders at least two weeks prior to the meeting date. These would include all matters dealing with changes in the spiritual direction or focus of ministry of the church, matters affecting individual positions and/or ministries, matters involving disposal of any church property or assets, or involving unbudgeted monetary expenditures in excess of \$500.00.
- 8.014 Under the category of any further business, additional agenda items may be brought forward without prior Elder's approval as long as they do not fall within the parameters of the 8.03.012 (above). The acceptance of any item shall be at the discretion of the moderator.
- 8.015 Unless specified elsewhere in this document, an "affirmative vote" means fifty percent plus one of the voting members present.
- 8.016 Unless specified elsewhere in this document, a quorum of one-third (1/3) of the members in good standing shall be required for all business meetings, including, but not limited to changes to the constitution and bylaws, annual and quarterly meetings, budgets and election of officers.

Article IX. Amendments

The foregoing 2012 revised constitution may be amended upon a three-quarters vote taken at a duly called business meeting, providing such amendments are clearly stated in the announcement calling for the meeting.