

PROPOSED BYLAWS REVISIONS 2021

1. DEFINITIONS

1.1. In these bylaws, unless the context otherwise requires:

1.1.1. **“Bylaws”** means the bylaws of the Church.

1.1.2. **“Society”** means the society known as Central Fellowship Baptist Church of Prince George.

1.1.3. **“Leadership Team”** means the directors of the Church (as defined and required by the Societies Act), who are elected by the members, and also includes the Lead Pastor.

1.1.4. **“Officers”** means those persons appointed by the directors from among their number to positions of Chair, Vice-Chair and Secretary. A treasurer is also an officer.

1.1.5. **“Resolution”** means an ordinary resolution as defined in the Societies Act of the Province of British Columbia from time to time in force and all amendments to it.

1.1.6. **“Special resolution”** means a special resolution as defined in the Societies Act of the Province of British Columbia from time to time in force and all amendments to it.

1.1.7. **“Business meeting”** means the Annual General Meeting, the Spring Planning Meeting and any duly called Extraordinary Business Meeting.

1.1.8. **“Societies Act”** means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it.

1.2. The definitions in the Societies Act on the date these bylaws become effective apply to these bylaws.

1.3. Words importing the singular include the plural and vice versa, and words importing a male person include a female person, but no reference to a person includes a corporation.

2. MEMBERSHIP

2.1. **Membership Requirements** – Those who desire to become members of the church must meet the following requirements:

- 2.1.1. Trust Jesus Christ as Saviour and Lord;
- 2.1.2. Publicly express faith in Christ through believer's baptism;
- 2.1.3. Agree with the Statement of Faith of the Church, which are the Articles of Faith of the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon;
- 2.1.4. Abide by the Church's constitution, bylaws, mission, vision, values, and responsibilities.

2.2. Membership Responsibilities – Members of Central Fellowship Baptist Church will strive to:

- 2.2.1. Grow continually in their spiritual journey (1 Peter 2:2);
- 2.2.2. Express Jesus' love in deeds and words, in the world (1 John 3:16-8);
- 2.2.3. Meet regularly with the church family (Hebrews 10:24-25);
- 2.2.4. Support the Church financially (2 Corinthians 9:6-7; Matthew 23:23);
- 2.2.5. Be responsive and supportive to the leadership of the Church (Hebrews 3:17);
- 2.2.6. Love, encourage, challenge, rebuke, support and pray for one another (1 Thess. 5:11-25);
- 2.2.7. Serve in the area(s) of their spiritual giftedness, talents and passion (Romans 12:3-8; Ephesians 4:11-16; 1 Corinthians 12:4-31);
- 2.2.8. Be a disciple who is discipling others (Matthew 28:18-29; Acts 1:8);
- 2.2.9. Be a faithful witness of the Gospel at all times and in all places (2 Tim. 4:2);

2.3. Application for Membership

- 2.3.1. Applications for membership are made through the Leadership Team. All applicants for membership shall be interviewed by two members of the Leadership Team or by such members as are duly appointed by the Leadership Team.
- 2.3.2. Upon a satisfactory interview, the interviewers shall make a recommendation to the Leadership Team. Prospective members will sign a membership covenant.
- 2.3.3. Upon unanimous approval by the Leadership Team, the names of the prospective members will be published or posted for at least two consecutive

Sundays for the church to consider, after which, assuming there are no unresolved objections given to the Leadership Team, the applicants will be voted into membership at a Sunday morning service.

- 2.3.4. Pastors and their spouses, who have consented to be employed by the Church, and who, by nature of their call and subsequent approval by the vote of the membership, are granted membership.

2.4. Active/Inactive Membership

- 2.4.1. The church membership shall be in two sections:

- 2.4.1.1. Active – consists of all members resident in the area who participate with frequency and support regularly the program and work of the church.

- 2.4.1.2. Inactive – consists of all members not resident in the area or who have not attended for a year and who, for reasons acceptable to the Leadership Team, wish to maintain their identification with the church; or are under discipline or suspension and are not permitted to serve. Inactive members are not permitted to vote.

- 2.4.2. The church membership shall be reviewed annually by the Leadership Team who shall be responsible to see that all members who have not demonstrated their support of the church for a period of one year, be contacted. If no satisfactory response is received, the members shall cease to be in good standing. This annual review shall also be used to encourage those who are inactive to join with a church of like faith in their area.

- 2.4.3. The church membership shall commit annually to be a part of the congregation by affirming the membership covenant each year at the AGM.

- 2.4.4. Placement on the Active or Inactive list will be done by the Leadership Team.

2.5. Care and Discipline

- 2.5.1. The spiritual care of the members, including their lives and testimony, will be of particular concern to the Leadership Team. In the spirit of love and concern, they may counsel members, who should receive it in a spirit of appreciation and self-examination, to:

- 2.5.1.1. More active service;

- 2.5.1.2. Remind members of their responsibilities;

2.5.1.3. Encourage members in areas of self-discipline which will strengthen their testimony and that of the church.

2.5.2. When further discipline of church members is necessary, as an expression of the members' care for one another and for the body of Christ, its object shall be the correction and leading of individual members to repentance with a clear view to their full restoration to fellowship within the body and the protection of the spiritual life and testimony of the corporate body of the church within the community.

2.5.3. In the event of a difference arising between members, the responsibility for reconciliation is incumbent upon both. The procedure to be followed is outlined in Matt 18:15-22, and the process should be undertaken with a proper attitude in accordance with Matt 7:1-5; 1 Cor 6:1-11; 2 Cor 5:11-21; Gal 6:1.

2.6. Termination - A person shall cease to be a member of the church:

2.6.1. By requesting in writing that their name be removed from the church membership list;

2.6.2. On being expelled;

2.6.3. On having been a member not in good standing for twelve consecutive months;

2.6.4. On death.

2.7. Church Discipline

2.7.1. The Leadership Team, upon hearing that a member has an issue that may need to be addressed, will first notify the member and give the member an opportunity to be heard.

2.7.2. The Leadership Team may then choose to recommend any disciplinary action, including to suspend or expel any member, who in their opinion is guilty of conduct which is improper or unbecoming for a member of the church or is likely to endanger the interests or reputation of the church or is in breach of these bylaws.

2.7.3. A final step may be to make the church aware of the concern. If the issue is not resolved between the church and any member, or between or among any members, the church's decision will be binding on all members.

2.7.4. Any person who ceases to be a member of the church forfeits all rights, claims, privileges or interest arising from membership in the church.

3. MEETINGS OF MEMBERS

3.1. Annual General Meeting – Within 60 days of the fiscal year end, a congregational meeting shall be held to:

- 3.1.1. Spend time in concerted prayer and thanksgiving.
- 3.1.2. Report on and celebrate what God has been doing in and through the ministry of the church.
- 3.1.3. Receive Annual Reports, giving thanks for what God has done, from Pastors and Ministry Coordinators.
- 3.1.4. Review and approve the audited financial statements and the proposed budget.
- 3.1.5. Other business as needed.

3.2. Spring Planning Meeting – is to be called before the end of June for:

- 3.2.1. Prayer and to give thanks for the ministries;
- 3.2.2. Approval of new projects and objectives for the following fiscal year;
- 3.2.3. Presentation of a proposed budget;
- 3.2.4. Election of Leadership Team and approve Ministry Coordinators, and pray for the new team members;
- 3.2.5. Other business as needed.

3.3. Extraordinary business meetings

- 3.3.1. May be called by the Leadership Team as needed and will include a time of prayer and thanksgiving for God's guidance.
- 3.3.2. The Leadership Team must call an extraordinary business meeting upon receiving a written request signed by at least ten percent of the active voting members, with a specific statement of the purpose of the meeting and the business intended to be conducted.
- 3.3.3. At least two weeks written notices or announcements for two successive weeks during the worship services, and via email or other electronic means, are required for an extraordinary special business meeting.

3.3.4. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at the meeting.

3.4. Quorum

3.4.1. Thirty percent (30%) of active voting membership shall form a quorum at any business meeting of the church.

3.4.2. No business, other than the election of a chair and adjournment of the meeting, shall be conducted at a business meeting at a time when a quorum is not present.

3.4.3. If within thirty minutes from the time appointed for a business meeting a quorum is not present, the meeting shall be adjourned until the same day in the next week, at the same time and place. If, at the subsequent meeting, a quorum is not present within thirty minutes, the members present shall constitute a quorum, providing there is never less than three members present at all times.

3.5. Rules of Order - The current version of "Robert's Rules of Order" shall apply for all business meetings.

3.6. Voting

3.6.1. A simple majority of members in attendance shall be required to pass all motions, except for election of the Leadership Team and Constitution or By-law amendments, which requires seventy-five per cent (75%) majority.

3.6.2. Only members in good standing, eighteen years of age or older, are eligible to vote at any church business meeting.

3.6.3. Contested offices and voting for the Leadership Team shall be by ballot vote.

3.6.4. Proxy voting is not permitted.

4. LEADERSHIP

4.1. Leadership Team

4.1.1. The Leadership Team shall be responsible to provide counsel to the pastor(s), provide spiritual oversight and maintain the effective operation of the church. The Leadership Team shall develop and implement the goals, manage the membership list, and have authority to act on behalf of the church on all matters not specifically reserved for the members or pastors.

- 4.1.2. **Qualifications:** The Leadership Team shall be voting members for at least two years, and have demonstrated the character qualities outlined in 1 Tim. 3:8-13.
- 4.1.3. **Selection and Composition:** There shall be no less than three and no more than eight Leadership Team members, including the Treasurer. These shall be chosen from among qualified active members. 75% majority vote of the members present at the business meeting shall be required for their election. The election of the Leadership Team members shall be by secret ballot.
- 4.1.4. **Term:** Each elected Leadership Team member shall serve for a term of up to three years, for no more than six consecutive years, and must have a minimum of one year off the Leadership Team before being considered for re-election. A reasonable attempt will be made to stagger the terms of the Leadership Team in order to retain approximately two thirds of the previous year's Leadership in any given year.
- 4.1.5. **Accountability:** The Leadership Team is accountable to the church membership.
- 4.1.6. **Removal:** If there is a persistent failure to perform duties, or misconduct, the Leadership Team may request a formal resignation, or recommend that the membership remove the person from the Leadership Team at a special business meeting requiring a 75% majority ballot vote of the members present at the business meeting.
- 4.1.7. **Officers Appointed Within the Leadership Team**
- 4.1.7.1. The Leadership Team shall appoint from the elected directors, officers of Chair, Vice-Chair, and Secretary, for a one year term.
- 4.1.7.2. The Chair, Vice-Chair, and Secretary shall retire from office at each Annual General Meeting and their successors shall be appointed following the Annual General Meeting.
- 4.1.7.3. A retiring officer is eligible for re-appointment.
- 4.1.7.4. The Chair, or failing them, the Vice-Chair shall preside at all meetings of the Leadership Team.
- 4.1.7.5. The Secretary shall carry out or cause to be carried out:
- 4.1.7.5.1. Conduct the correspondence of the church;
- 4.1.7.5.2. Issuance of notices of meeting of the church and Leadership Team;

4.1.7.5.3. Keeping of minutes of all meetings of the church and Leadership Team;

4.1.7.5.4. Custody of all church records to be kept or secured; and

4.1.7.5.5. Maintenance of the membership list.

4.1.8. In the absence of the Secretary from a meeting, the Leadership Team shall appoint another person to act as Secretary at the meeting.

4.1.9. Vacancies - In the event of a resignation of a church officer the Leadership Team may appoint a Leadership Team member to fill the vacancy in this position until the next business meeting.

4.2. Other Officers

4.2.1. Treasurer

4.2.1.1. **Qualifications:** To have demonstrated the character qualities outlined in 1 Timothy 3:8-12 and have some financial understanding.

4.2.1.2. **Selection and Term:** The treasurer will be elected by the membership at the Annual General Meeting for a two year term. A 75% ballot vote is required.

4.2.1.3. Duties:

4.2.1.3.1. The Treasurer will be a Leadership Team member.

4.2.1.3.2. Appropriate administration of church funds using approved financial practices.

4.2.1.3.3. Administering the financial processes and records of the church with integrity.

4.2.1.3.4. Oversight of filing the annual Society's Report with the government of British Columbia and the annual T3010 and attachments with the Canada Revenue Agency.

5. EMPLOYEES

5.1. Lead Pastor – Is a collaborative role with the Leadership Team to fulfill the mission and vision of the church. The Lead Pastor is to pray, proclaim God's Word, and oversee,

with the Leadership Team, the spiritual health and ministry of the church. The Lead Pastor is accountable to the Leadership Team and ultimately the church. The Lead Pastor is responsible to provide leadership to the staff.

- 5.1.1. **Qualifications:** Pastors shall meet the character requirements of 1 Tim. 3:1-7 and Titus 1:5-9. He shall have appropriate education in a religious field and adequate ministry experience, or an equivalent combination of experience, education and training.
- 5.1.2. **Duties:** The duties of the Lead Pastor shall be specified by a job description. The job description shall be reviewed at least annually by the Leadership Team.
- 5.1.3. **Review:** The Leadership Team shall annually review the ministry of the Lead Pastor to evaluate growth goals based on the job description and to develop new goals for the next year. The Leadership Team may also choose to do a wider review asking for input from the congregation. The results of the review will be shared with the pastor only, according to Human Resource practices. A summary of the findings may be shared with the church.
- 5.1.4. **Selection:** A search team shall be elected by the membership to open applications for the position, interview prospective candidates, call all references and follow due diligence in the hiring process. A unanimous agreement of the search committee is needed to present the person to the Leadership Team and finally to the church.
- 5.1.5. **Dismissal:** To dismiss a Lead Pastor, a special business meeting must be called; a 75% majority of members present is required to dismiss the Lead Pastor unless it is a dismissal with cause. Proper Human Resource practices shall be followed.
- 5.1.6. **Remuneration:** The Pastoral staff shall each be remunerated according to terms mutually agreed on and worked out at the time of their hiring. Remuneration, including salary, pension, benefits and holidays etc. are reviewed annually in preparation for the annual budget and normally take effect at the beginning of the next fiscal year.

5.2. Ministry Staff

- 5.2.1. **Qualifications:** Other staff shall meet the character requirements of 1 Tim. 3:1-7 and Titus 1:5-9. They shall have appropriate education and adequate ministry or administrative experience.
- 5.2.2. **Duties:** The duties of other staff shall be specified by a job description. The job description shall be reviewed at least annually by the Leadership Team.

- 5.2.3. **Review:** The Lead Pastor, with a member of the Leadership Team, shall annually review the ministry of the ministry staff to evaluate growth goals based on the job description and to develop new goals for the next year. The results of the review will be shared with the staff person and Leadership Team only, according to Human Resource practices.
- 5.2.4. **Selection:** Ministry staff (>50%) shall be selected using a search committee elected by the church, as above. The Lead Pastor shall be directly involved in the hiring process.
- 5.2.5. **Dismissal:** Ministry staff (>50%) can be dismissed by calling a special business meeting; a 75% majority of members present is required for dismissal unless it is a dismissal with cause. Proper Human Resource practices shall be followed.
- 5.2.6. **Part time (<50%)** Ministry staff can be dismissed by the Lead Pastor in consultation with the Leadership Team. Proper Human Resource practices shall be followed.
- 5.2.7. **Remuneration:** Other staff shall each be remunerated according to terms mutually agreed on and worked out at the time of their hiring. Remuneration, including salary, pension, benefits and holidays etc. are reviewed annually in preparation for the annual budget and normally take effect at the beginning of the next fiscal year.

5.3. Support Staff

- 5.3.1. **Qualifications:** They shall have appropriate education and adequate ministry experience.
- 5.3.2. **Duties:** The duties of other staff shall be specified by a job description. The job description shall be reviewed annually by the Lead Pastor.
- 5.3.3. **Review:** The Lead Pastor, along with a Leadership Team member, shall annually review the ministry of the support staff to evaluate growth goals based on the job description and to develop new goals for the next year. The results of the review will be shared with the staff person and Leadership Team only, according to Human Resource practices.
- 5.3.4. **Selection:** Administrative and custodial staff can be selected by the Lead Pastor in consultation with the Leadership Team.
- 5.3.5. **Dismissal:** Administrative, custodial ministry can be dismissed by the Lead Pastor in consultation with the Leadership Team using appropriate Human Resources practices.

6. MINISTRIES

6.1. Ministry Coordinators – Ministry Coordinators for various ministries shall be elected from among the membership of the Church and elected for two-year terms.

6.2. Discernment Team

6.2.1. **Responsibility:** To oversee the nominations of people to serve in the ministries of the church including the Leadership Team and the Ministry Coordinators.

6.2.2. They shall follow the procedure of nominations as outlined in the policies of the church.

6.2.3. **Membership:** The chair of the Leadership Team, the Lead Pastor, two members elected at the annual meeting. The elected members shall not be related to each other or the board chair. They shall be elected for a two year term. They can be re-elected for two terms.

6.3. Auditing Team

6.3.1. **Responsibility:** To annually review, prior to the AGM, the financial operations of the church including the bookkeeping and use of funds and provide a report to the church at the AGM.

6.3.2. **Membership:** The Treasurer, a member of the Leadership Team, and two members elected by the church at the Spring Planning Meeting. The elected members shall not be related to the treasurer or Leadership Team member or one another. They shall be elected for a two year term. They can be re-elected for two terms.

6.4. Caring Ministry

6.4.1. **Responsibilities:** The caring ministry shall oversee the benevolent funds, making sure that people in need both within and outside the congregation are being helped to the best of the ability of the ministry.

6.4.2. **Qualifications:** Due to the oversight of the distribution of funds given to the church for the benefit of those in need, the qualifications for this ministry should be in line with 1 Timothy 3:8-13.

6.4.3. **Membership:** Two members from the church shall be elected for two year terms at the Spring Planning Meeting. A member of the Leadership Team shall serve on

this ministry. They may include others who have a heart for this ministry. The fiduciary responsibility lies with those who are elected.

7. PART 7 - BORROWING

- 7.1.** The Church may from time to time, raise or borrow any sum of money for the purpose of the Church by resolution at a business meeting of the Church provided that such sums so raised or borrowed are not secured.
- 7.2.** The Church may by special resolution from time to time, raise or borrow and secure the payment of any sum or sums of money for the purpose of the Church and for that purpose may execute mortgages, debenture, or bonds or give or execute any other form of security whatsoever of real property of the Church or any part thereof.

8. PART 8 – GENERAL REGULATIONS

- 8.1. Affiliation** – The Church will be affiliated with the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon, as well as with the Fellowship of Evangelical Baptist Churches in Canada.
- 8.2. Books and Records** – With the exception of the personal giving records of donors, all the books and records of the church may be inspected by any member during normal business hours at the place where the records of the Church are kept, but the Leadership Team may determine that no member may inspect minutes of a particular meeting of the Leadership Team.
- 8.3. Signing Authority** - All cheques, bills of exchange or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the Church shall be signed by two people who have been designated by the Leadership Team to have signing authority for the church. Up to six members of the Church may be so designated at any given time. No pastor or ministry staff shall have signing authority.
- 8.4. Amendments** – No alterations shall be made to the constitution or these bylaws except by special resolution at a business meeting called for that purpose. All proposed amendments shall be presented to and notification given to the membership in writing at least fifteen days in advance of the meeting. Amendments to the constitutions or bylaws will take effect when they have been filed with the B.C. Registry Service.
- 8.5. Charitable Purposes** – The Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Society shall be used for promoting its purposes. The directors shall serve without remuneration, and the directors shall not receive, directly or indirectly, any profits from their positions as directors but may be reimbursed for expenses incurred by them in the performance of their duties.

- 8.6. Organic Division** – In the event of organic division within the membership, the assets will belong to those members who abide by the constitution and Statement of Faith and bylaws of the Society. In the case where two or more parties claim to abide by the constitution and bylaws, the Leadership Team will request that the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon (or its successor by name change) arbitrate the dispute and its decision will be final.
- 8.7. Dissolution** – Upon dissolution of the Society the assets remaining after payment of all costs, charges and expenses properly incurred in the dissolution, and after payment to the employees of any arrears of salaries or wages including severances, and after payment of any other debts of the Society, shall be distributed to the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon (or its successor by name change), a charitable organization registered under the provisions of the Income Tax Act.