

# **VANCOUVER CHINESE EVANGELICAL FREE CHURCH**

Proposed Constitution and Bylaws Revision 2005-Part A

Version Nov. 17, 2005

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## CONSTITUTION

1. The NAME of the Society shall be:  
**VANCOUVER CHINESE EVANGELICAL FREE CHURCH**  
(Hereafter referred to as this Church)
2. The objects of the Society shall be: the preaching of the Word of God to the mutual edification, instruction and discipline of its members and other believers; the winning of the unsaved to Christ; helping young Christians to develop the spiritual life; instruct the children in the Word of God, and the furtherance of the Gospel work on the mission fields at home and abroad.

This Church may with its own funds or by gifts, acquire and own by purchase, lease or otherwise, such real and personal property as may be necessary to conduct and fulfill its objects.

3. The operations of this Church are to be chiefly carried on in the City of Vancouver, and the Greater Vancouver area in the Province of British Columbia. This paragraph is unalterable.
4. This Church shall be carried on without purpose of gain for its members and any profits or other accretions to this Church shall be used in promoting its objects. This paragraph is unalterable.
5. This Church shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority and conduct its business through its business sessions. This Church shall co-operate with the Evangelical Free Church of America and its branches, and with the Evangelical Free Church of Canada, ~~Canadian~~ **Lower** Pacific District, by sending delegates to conferences, support home and foreign missions and unite in any mutual efforts for the furtherance of the Gospel as the Church itself may officially decide. This paragraph is unalterable.

6. Property Rights

If division occurs among the members of this Church, then the name and all real and personal property are retained by those members who adhere to this constitution. In other words, if such division results in a certain faction which would contest the right of ownership of the church property, it shall remain as the property of those who continue to adhere to this constitution. This paragraph is unalterable.

If the Church ceases to function and its organization is dissolved, the property shall revert to ~~Canadian~~ **Lower** Pacific District of the Evangelical Free Church of Canada to renew the work or use thereof for further Gospel enterprises. This paragraph is unalterable.

7. The above clauses are unalterable in accordance with Section 22, of the Societies Act.

## 8. Statement of Faith

We believe:

- 8.1 The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for Christian life and faith.
- 8.2 In one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
- 8.3 That Jesus Christ is true God and true man, having been conceived of the Holy Ghost and born of the Virgin Mary. He died on the cross a sacrifice for our sins according to the Scriptures. Further, He rose bodily from the dead, ascended into heaven, where at the right hand of the Majesty on High, He now is our High Priest and Advocate.
- 8.4 That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and during this age to convict men, regenerate the believing sinner, indwell, guide, instruct and empower the believer for godly living and service.
- 8.5 That man was created in the image of God but fell into sin and is therefore lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.
- 8.6 That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God.
- 8.7 That water baptism and the Lord's Supper are ordinances to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.
- 8.8 That the true Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ of which He is the head.
- 8.9 That only those who are thus members of the true Church shall be eligible for membership in the local church.
- 8.10 That Jesus Christ is the Lord and Head of the Church, that every local church has the right under Christ to decide and govern its own affairs.
- 8.11 In the personal, pre-millennial and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.
- 8.12 In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord, of the unbeliever to Judgment and everlasting conscious punishment.

All paragraphs in section 8 are unalterable.

## **BYLAWS**

### **INTERPRETATION**

1. These definitions apply to both the Constitution and Bylaws of the Vancouver Chinese Evangelical Free Church. Unless the context otherwise requires.
  - 1.1 “Officers” means the directors of this Church, who are the members of the Deacon Board.
  - 1.2 “Society Act” means the Society Act, and its regulations, of the Province of British Columbia, from time to time in force, and all amendments to it.
  - 1.3 “The Deacon Board” means the board of directors.
  - 1.4 “The Board meeting” means the business meeting of the Deacon Board.
  - 1.5 “Church Committee” means all committees except the Executive Committee of Fellowships of high school age and below.
  - 1.6 “Congregation Committee” means the Chinese Speaking Congregation Committee (CSCC) or the English Speaking Congregation Committee (ESCC).
  - 1.7 “Pastoral Staff” means all salaried staff that provide direct pastoral services.
  - 1.8 “Pastor of the Congregation” means the pastor who is responsible for the Chinese Speaking Congregation (CSC) or the pastor who is responsible for the English Speaking Congregation (ESC).
  - 1.9 “Advisor” refers to the responsibility of the pastoral staff in bringing the Word of God to bear on any decision making process of this Church.
  - 1.10 “Registered Member” means member registered with either CSC or ESC, but not both, for the purpose of election.
  - 1.11 “Policy Handbook” means a document, which lists all the policies established and enforced by the Deacon Board in dealing with matters of this Church.
2. Words importing the singular include the plural and vice versa; and words importing the masculine include the feminine and vice versa.
3. The definitions in the Society Act on the date these Bylaws become effective apply to these Bylaws.

## **ARTICLE I - MEMBERSHIP**

### **1.1 Qualification**

- 1.1.1 This Church shall receive as members those of any age, who have accepted Jesus Christ as their Savior, being born again, and in their lives are manifesting the fruits of a true faith in God, and must have participated in the ordinance of water baptism in this Church or another church having like faith as set forth in the Statement of Faith (Constitution section 8).
- 1.1.2 All applicants for membership must have attended membership classes on the history and distinctiveness of the Evangelical Free Church, the responsibilities and privileges of church membership, and any other supplementary materials deemed necessary by the Deacon Board.

### **1.2 Application**

- 1.2.1 Written application shall be submitted to the Pastor of the Congregation or the Chair of the Deacon Board by the applicant.
- 1.2.2 The applicant shall be interviewed by a panel made up of the Pastor of the Congregation and two Officers designated by the Deacon Board as to the life and faith of the applicant. If the panel is satisfied with the spiritual qualifications of the applicant, it shall recommend the application to the Deacon Board for approval.
- 1.2.2 Applications of membership shall be voted upon at a Board meeting. Any objections shall be considered and ruled upon by the Deacon Board.
- 1.2.3 Applicants approved by the Deacon Board shall be received officially as a church member at a Sunday Worship Service.

### **1.3 Categories of Membership**

- 1.3.1 **Regular Member: any person approved by the Deacon Board and received by this Church shall become a fully active member of this Church, has the right to vote in General Membership Meetings and is expected to participate fully in the life and practices of this Church.**
- 1.3.2 **Affiliate Member: A Regular Member who falls into one of the following sub-categories shall lose the right to vote in General Membership Meetings of this Church and becomes an Affiliate Member:-**
  - 1.3.2.1 **A Regular Member who has moved away from Vancouver for jobs, studies, or other reasons and cannot attend Sunday Services and serve in this church for at least six ( 6 ) months out of the year. A Regular Member may also apply voluntarily to the Deacon Board for such a change of status. When such a member returns to Vancouver to settle, he may make an application to the Deacon Board for change of status back to Regular Member, after he regularly attends the Sunday Services of this church for three ( 3 ) months prior to the application to the Deacon Board for re-instatement.**
  - 1.3.2.2 **A Regular Member who has ceased to attend Sunday Services of this church on a regular basis for six ( 6 ) months shall, upon verification and approval by the Deacon Board, shall become an Affiliate Member. Such a member shall be given written notice of the change of his membership status. Further inquiry into the member's inactivity and intention should be undertaken and appropriate actions taken by the Deacon Board .**
- 1.3.3 **Honorary Member: any person deemed appropriate and valuable to this Church may be invited to be an Honorary Member of this church. Such a person should be nominated by the Deacon Board and submitted to the membership at a General Membership Meeting for a vote. A simple majority vote is required to approve such a membership. The term of such a membership is five**

**years, renewable with further approval by the membership. An Honorary member acts chiefly as an advisor to the Deacon Board and the church members; he does not have voting rights in the General Membership Meetings of this church.**

#### **1.4 Privileges and Rights**

Only **Regular Members** of 18 years or older are eligible to vote and be nominated for the Offices of Elder, Deacon Board member, Congregation Committee member, counselor, and chair of any Church Committee.

#### **1.5 Termination and Good Standing**

1.5.1 Membership may be terminated and ceases to be in good standing:

- (a) Upon death;
- (b) Upon voluntary withdrawal or transfer of membership to another church;
- ~~(e) Upon moving away from the Greater Vancouver area;~~
- (c) When the member becomes inactive – absent from all **Sunday** services of this Church for twelve (12) months, gives no response to letters of inquiry within thirty days and whose name has been recorded in the minutes of the Deacon Board; or
- (d) When the member is found to live or teach contrary to the Scriptures, and the Statement of Faith of this Church. He shall be admonished in love. If there is no repentance by the member, exclusion from the Church shall follow according to Matthew 18:15-18; I Corinthians 5; II Corinthians 2:5 – 11; Galatians 6:1 – 2. In accordance with I Timothy 5:19, no accusation shall be taken up by the Church against any member, except by the complaint of two or more witnesses.

1.5.2 Termination of membership shall be enacted by a resolution of the Deacon Board.

1.5.3 Any member who has withdrawn his membership or whose membership has been terminated, has lost all his privileges stipulated in Clause 1.3 and has no right in any business session of this Church or in its property.

#### **1.6 Covenant of Conduct**

The fundamental principles of this Church are based upon the Word of God. Therefore, every member of the Church is expected to live according to its teachings, to avoid and refrain from that which is destructive to the Christian life and dishonorable to God. Every member is earnestly admonished to refrain from slandering or speaking evil of one another; to pray constantly for the Church, its members and ministry; to materially support the Church according to his ability and the necessity of this Church; to attend the services; and to live a holy and godly life in the midst of a crooked and perverse generation.

### **ARTICLE II – ORGANIZATION**

#### **2.1 Structure**

2.1.1 The General Membership Meeting while in lawful session is the highest seat of authority and the final court of appeal on all matters of Church business.

2.1.2 **Regular** Members of the Church shall register with either the Chinese Speaking Congregation or the English Speaking Congregation, but not both, for the purpose of election.

2.1.3 The Deacon Board is the elected executive board of the general membership to oversee all ministries, all elected committees, and all other appointed ad hoc committees of this Church with the exception of the Pastoral Search Committee.

- 2.1.4 A Congregation Committee shall be elected from each of the Chinese Speaking Congregation and the English Speaking Congregation to provide spiritual leadership to the respective congregation in accordance with Clause 2.4.2.
- 2.1.5 The Personnel Committee shall provide caring and management services to all pastoral and non-pastoral staff. In the event the Personnel Committee cannot be formed for whatever reason, the functions of the Personnel Committee shall become the responsibility of the Deacon Board.
- 2.1.6 An Elder of a congregation shall be elected to work with the Pastor of the Congregation in caring for the spiritual and material needs of the congregation, **in teaching and instruction in the Word of God, serve as advisor of the respective congregation committee, as well as the Deacon board. In consultation with the Pastoral Staff and the Deacon Board, an elder may take up one or more of the above-mentioned duties. The elder may also, but not obligated to,** serve as a member of the Personnel Committee.
- 2.1.7 There shall be no more than two (2) Elders for each congregation.

## **2.2 Deacon Board**

- 2.2.1 The Deacon Board shall consist of no less than three (3) and no more than five (5) elected officers. The Deacon Board shall consist of the following portfolios: Chair, Secretary, Treasurer, Missions, Christian Education. **By virtue of their positions,** the Chairs of ESCC and CSCC are ~~ex-officio~~ **also official** members of the Deacon Board, **have the right to vote; but they shall not hold any of the above-mentioned portfolios.** The pastoral staff shall meet with and be the advisors to the Deacon Board.
- 2.2.2 The Deacon Board shall provide spiritual leadership to the Church and shall, on behalf of the Church.
- a. Set policies for all functions and ministries;
  - b. Set long term (over 3 years) goals and direction;
  - c. Plan and manage all capital assets;
  - d. Manage the finances;
  - e. Prepare and control the annual budget;
  - f. Direct Missions;
  - g. Maintain membership records;
  - h. Direct Christian Education;
  - i. Adjudicate on doctrinal matters;
  - j. Direct the Personnel Committee;
  - k. Address denominational issues;
  - l. Resolve conflicts pertaining to this Church;
  - m. Appoint the members of the Building Maintenance Committee, Missions Committee, Christian Education Committee and any other committees deemed necessary;
  - n. Call General Membership Meetings; and
  - o. Be responsible for any other corporate matters, etc.

## **2.3 Personnel Committee**

2.3.1 The Personnel Committee shall consist of the Chair, one CSC Elder, and one ESC Elder, all elected by the membership. **In the event there is no elder to fill the position, the Deacon Board is to appoint a church member or a member of the Deacon Board to fill the position, until such time an elder would take up the position. In the case there are two vacancies in the Personnel Committee other than the Chair, at least one member of the Personnel Committee should be a member of the Deacon Board.**

2.3.2 Reporting to the Deacon Board, the Personnel Committee shall

- a. Care for the spiritual and physical needs of the pastoral and non-pastoral staff;
- b. Provide feedback to both salaried staff and Deacon Board members regarding their ministries;
- c. Review the compensation and employment agreement of the staff and recommend any required changes to the Deacon Board;
- d. Identify ministry resource requirements for all salaried staff;
- e. Handle all grievances associated with all salaried staff;
- f. Update the job descriptions of the staff;
- g. Identify continual education and training opportunities for the staff; and
- h. Recommend a candidate to fill a non-pastoral staff position to Deacon Board.

## **2.4 Congregation Committee (CSCC/ ESCC)**

2.4.1 CSCC/ ESCC shall consist of no less than three (3) but not more than five (5) committee members for a congregation of less than one hundred (100) Registered Members, or more than six (6) committee members for a congregation of one hundred and one (101) to one hundred and fifty (150) Registered Members, or more than seven (7) committee members for a congregation of one hundred and fifty-one (151) to two hundred (200) Registered Members, or more than eight (8) committee members for a congregation over two hundred. The Pastor and the Elder(s) of the Congregation shall be the Advisors of the Congregation Committee.

2.4.2 CSCC/ ESCC shall be responsible for the planning and execution of, but not limited to, the following ministry areas of the respective congregation:

- a. Worship;
- b. Caring;
- c. Sunday School;
- d. Fellowship; and
- e. Evangelism, etc.

The function of each of these and other ministry areas shall be described in the Policy Handbook of this Church.

## **ARTICLE III – MEETINGS OF MEMBERS**

### **3.1 General Membership Meetings**

3.1.1 Regular General Membership Meetings of this Church shall be held in January, and October of each year.

3.1.2 The January General Membership Meeting shall receive annual and financial reports of the preceding year, and shall approve the new budgets and goals for the current year. The October General Membership Meeting shall

3.1.2.1 elect:

- Chair and Officers of the Deacon Board;
- Chairs and other members the CSCC and the ESCC;
- Elders; and
- Chair of the Personnel Committee

3.1.2.2 Appoint two internal Financial Reviewers for the following year.

3.1.3 Any General Membership Meeting other than the two regular General Membership Meetings, is a Special General Membership Meeting.

3.1.4 The Deacon Board may call a Special General Membership Meeting from time to time.

**3.1.5** Upon the receipt of a written requisition by ten (10) per cent or more of the ~~current~~ **Regular Members**, the Deacon Board shall convene a Special General Membership Meeting within twenty-one (21) calendar days. The requisition shall state the purpose of the meeting and must be signed by all the members making the request. **However, if such requisition is of a grievance nature, the procedure outlined in Section 5.6 shall be followed, and the Deacon Board is exempt from its duty to convene a Special General Membership Meeting within twenty-one (21) calendar days.**

### **3.2 General Membership Meeting Procedure**

3.2.1 Written notice and agenda of a General Membership Meeting shall be delivered by hand or by mail to individual members at least fourteen (14) calendar days prior to the date of the meeting.

3.2.2 Notice of a General Membership Meeting shall specify the place, day, time of meeting, the business of the meeting and all relevant information of that business.

3.2.3 The Deacon Board shall draw up a list of ~~current members~~ **Regular Members** and post the list on the bulletin board of the Church at least fourteen (14) calendar days prior to the date of any General Membership Meeting.

3.2.4 Quorum Requirement.

3.2.4.1 Quorum Requirements for General Membership Meetings:

Fifty (50) percent of the ~~current members~~, **Regular Members**, but not less than three members, shall constitute a quorum.

3.2.4.2 Quorum Requirements for the Election of Congregation Committees:

Fifty (50) percent of the current Registered Members of the respective congregation, but not less than three members, shall constitute a quorum.

### 3.2.4.3 Lack of Quorum

- a. If a quorum is not present within thirty minutes of the appointed time of General Membership Meeting initiated and called by the Deacon Board, the meeting shall be rescheduled to the same day of the following week, at the same time and place. The members present at the re-scheduled meeting shall constitute the quorum.
- b. If a quorum for the election of a Congregation Committee is not present within thirty minutes of the appointed time of the October General Membership Meeting, the meeting for the congregation shall be rescheduled to the same day of the following week, at the same time and place. The members present at the re-scheduled meeting shall constitute the quorum.
- c. If a quorum is not present within thirty minutes of the appointed time of a Special General Membership Meeting requested by the members, the Special General Membership Meeting shall be terminated.

3.2.5 Any member in good standing, eighteen years or older is entitled to one vote.

3.2.6 Voting by proxy is not permitted.

3.2.7 Unless otherwise stated in these By-laws, all matters shall be determined by a simple majority of votes cast.

3.2.8 Election of all Officers, Elders and Congregation Committee Members, and the calling and terminating of the services of any pastoral staff member, shall be done by closed ballot.

**3.2.9 All meetings shall be conducted in accordance with the parliamentary procedures of the “Robert’s Rules of Order” whenever required and wherever applicable. The chairman of the meeting should be familiar with such rules, or alternately, a member familiar with “Robert’s Rules of Order” may be appointed by the chairman of the meeting as a consultant for the meeting.**

**3.2.10 In case of any major issues presented to the membership for a vote, the pastoral staff shall provide spiritual guidance in relation to the issues at hand, prior to the vote being taken. They are exempted from this procedure should the circumstances or the issue at stake present a conflict of interest or a perceived conflict of interest.**

## ARTICLE IV – NOMINATION AND ELECTION PROCEDURE

### 4.1 Nomination

4.1.1 Two Nominating Committees shall be appointed by the Deacon Board before September – one from the Chinese Speaking Congregation and one from the English Speaking Congregation, for the nominations of

- Chair and other officers of the Deacon Board;
- Chair and Members of the Congregation Committees;
- Chair of the Personnel Committee; and
- Elders, if applicable.

These Nominating Committees shall be dissolved after the elections.

4.1.2 The Nominating Committee of a congregation shall have three (3) members. It shall consist of the

Chair of the current Congregation Committee and two (2) other members of the same congregation. The Elder(s) and the pastoral staff of the congregation shall be the advisors to the Nominating Committee of the respective congregation.

- 4.1.3 The Nominating Committee of a congregation shall nominate members of its respective congregation only.
- 4.1.4 The Nominating Committee shall nominate not more than one and a half times of the number of eligible positions of any elected offices of the Church.
- 4.1.5 Any two members of a congregation, after seeking advice from the Pastor of the Congregation, may nominate a third member of the same congregation as a candidate for an elected office of the Church. The nomination has to be presented in writing to the Deacon Board at least three weeks before the election date. The nomination must be signed by the nominee and the nominating members.
- 4.1.6 All incumbents of the Deacon Board and Congregation Committees must be re-nominated on a yearly basis. The incumbents of the Chair of the Personnel Committee and the elders must be re-nominated at the end of their three (3) year terms.
- 4.1.7 In any one family, only one person may be nominated as a candidate of the Deacon Board or the same Congregation Committee.
- 4.1.8 The nomination process shall end three weeks before the October General Membership Meeting. The names of all the nominees shall be listed in the notice of October General Membership Meeting.

## **4.2 Election**

- 4.2.1 Election of the Chair and the Officers of the Deacon Board, the Chair and Members of the Congregation Committees, the Elders, and the Chair of the Personnel Committee shall take place at the October General Membership Meeting.
- 4.2.2 Nominees for members of the Congregation Committee or for the Elders shall be elected by members of their respective congregation.
- 4.2.3 Members of one congregation may vote for the nominees from another congregation for the Officers of the Deacon Board.
- 4.2.4 The nominees for Deacon Board, Congregation Committees and the Chair of the Personnel Committee who received most votes shall be elected.
- 4.2.5 All nominees must receive an affirmative vote of more than fifty percent (50%) of ~~members~~ **valid votes cast by the Regular Members eligible to vote and** present at the General Membership Meeting to be elected, **in accordance with Section 4.2.8.**
- 4.2.6 The nominees for Elder(s) who receive the most votes shall be elected. All nominees must receive a two-third majority of **valid** votes cast by ~~members~~ **Regular Members** of their respective congregation, **who are eligible to vote and present at the General Membership Meeting** to be elected, **in accordance with Section 4.2.8.**
- 4.2.7 The Nominating Committees shall introduce their nominees to the membership prior to election.
- 4.2.8 Tallying of votes cast by closed ballots in all General Membership Meetings shall use the**

**following rules:**

- 4.2.8.1 All and total votes cast ( C ) should fall into one of the following four categories: affirmative ballots ( Y ), negative ballots ( N ), abstentions or unmarked ballots ( A ) and spoiled or void ballots ( V ).**
- 4.2.8.2 Calculation of affirmative votes shall be  $Y / (C - A - V)$**
- 4.2.8.3 Calculation of negative votes shall be  $N / (C - A - V)$**
- 4.2.8.4 Total number of votes cast ( C ) should be equal to the summation of  $Y + N + A + V$ .**
- 4.2.8.5 If the difference between affirmative votes and negative votes is within three percent (3%) of the counted votes (C-A-V), then a recount shall take place immediately. Such recount shall be undertaken by a different group of counters elected by the Regular Members present. A member of the pastoral staff or the Deacon Board or an elder should also be present to adjudicate the recount, except when there is a conflict of interest or a perceived conflict of interest.**

#### **4.3 Ad Hoc Committees of General Membership Meetings**

Ad hoc committees may be elected or appointed at any business session of a General Membership Meeting as the needs arise.

### **ARTICLE V – PASTORAL STAFF**

#### **5.1 Qualifications**

A pastoral staff member shall be a born again believer of good reputation as set forth in 1 Timothy 3:1-7. He must be in agreement with the Constitution and Bylaws of this Church, and with the principles and practices of the EFCC. He shall become a member of this Church.

#### **5.2 Duties**

- 5.2.1 A pastoral staff member shall devote his time to the pastoral work of this Church: preaching and teaching the Word of God, counseling the members of the congregation, leading devotional services, performing the ordinances of Baptism and the Lord's Supper, visiting the sick and the needy, reaching out to the non-believers and seeking to win them to Christ.**
- 5.2.2 A pastoral staff member shall be accountable to the Deacon Board and to the General Membership at the General Membership Meeting.**
- 5.2.3 By virtue of his position, a pastoral staff member shall be an Advisor to the Deacon Board, Congregation Committees and all standing and ad hoc committees of the Church and all ministries of his congregation.**
- 5.2.4 He shall promote and support the works of the Evangelical Free Church of Canada.**

#### **5.3 CALL**

- 5.3.1 A Pastoral Search Committee (PSC) of not less than three (3) but not more than five (5) members shall**

be elected during a business session of a General Membership Meeting for the recruitment of a pastoral staff, with the Pastors of the Congregations, if applicable, as the ex-officio members of the PSC. The Chair of this Committee shall be appointed at the General Membership Meeting. This Committee shall be dissolved as soon as the pastoral staff is called.

- 5.3.2 The Pastoral Search Committee shall recommend one candidate at a time to a duly called General Membership Meeting. A three-quarters majority of **valid** votes cast by **Regular Members who are eligible to vote and present at the General Membership Meeting, in accordance with Section 4.2.8**, shall be required to affirm the call of a pastoral staff. A pastoral staff member shall be called for an indefinite period of time.

#### **5.4 Termination**

- 5.4.1 The pastoral staff shall give three months' written notice of resignation to the Deacon Board.
- 5.4.2 A three-quarter majority of **valid** votes cast by **Regular Members who are eligible to vote and present at the General Membership Meeting, in accordance with Section 4.2.8**, during a duly called General Membership Meeting shall be required to retain the pastor who has submitted his resignation to the Deacon Board.
- 5.4.3 When a resolution of dismissal is before the membership, the pastor shall be given an opportunity to be heard at the General Membership Meeting before the resolution is put to a vote by closed ballot. A simple majority of **valid** votes cast by **Regular Members who are eligible to vote and present at the General Membership Meeting, in accordance with Section 4.2.8**, is required to dismiss the pastor.

#### **5.5 Employment Agreement**

- 5.5.1 Duties, benefits, salary and other terms of employment shall be stated in the Employment Agreement between the pastoral staff and this Church.
- 5.5.2 The Employment Agreement for each pastoral staff member shall be reviewed and, if required, revised annually.
- 5.5.3 In case of dismissal, the pastoral staff shall be given three (3) months of salary pay in lieu of notice.

#### **5.6 Conflict Management**

**With reference to Section 3.1.5: in the event of valid grievances (1 Timothy 5:19) being launched against any pastoral staff, elders, deacons, members of the Congregation Committees, the Personnel Committee or any other elected officials, the Deacon Board may settle the matter, or refer the matter to the Personnel Committee, or it may appoint a Special Committee to deal with the matter. Any action taken by the Deacon Board should not have a conflict of interest or a perceived conflict of interest. Members of such committee should consist of at least three, but not more than five,**

people who should be at arm's length to the individual or individuals against whom the grievance is being launched. In addition, "outside" help, such as the superintendent of the Lower Pacific District, advisors from ANACEFC, Honorary Members, when deemed appropriate by the Deacon Board, should also be solicited to ensure objectivity and fairness. Such committee should report its findings within ninety (90) days of receipt of the complaint by the Deacon Board and provide recommendations of resolution of the matter to the Deacon Board. During the ninety (90) days period, the parties in conflict must make every effort, either of their own accord, or with the assistance of the committee dealing with the matter, to resolve the conflict according to biblical principles. Upon receipt of the report, the Deacon Board shall convene a Special General Membership Meeting within twenty-one (21) days for the purpose of reporting the findings to the membership, or referring the matter to the membership to settle during the same meeting. This section takes precedence over Section 3.1.5 whereby if a Special General Membership Meeting is called on an issue of a grievance nature, the Deacon Board has the option of dealing with the issue first before referring the matter to a Special General Membership Meeting.

## **ARTICLE VI – ELDERS, OFFICERS, MEMBERS OF CSCC AND ESCC, AND CHAIR OF PERSONNEL COMMITTEE**

### **6.1 Qualifications**

An Elder, an Officer, or a member of the Congregation Committee (CSCC /ESCC) **or a member of the Personnel Committee** must be a member in good standing. The individual's life must meet the qualifications for spiritual leadership as found in 1 Timothy 3, and Titus 1.

### **6.2 Term Of Office**

- 6.2.1 The term of office for an Elder shall be three (3) years. An Elder may succeed his term **once** consecutively if he is re-nominated and re-elected by his congregation. **However, an elder shall not hold the office for more than six (6) years consecutively.**
- 6.2.2 The term of office for an Officer shall be one (1) year. He may succeed his term consecutively if he is re-nominated and re-elected by the membership of Church at the annual General Membership Meeting. He may not retain the same portfolio for more than three (3) years consecutively. **No member shall be an officer for more than six (6) years consecutively.**
- 6.2.3 The term of office for a member of the Congregation Committee shall be one year. He may succeed his term consecutively when he is re-nominated and re-elected by the members of his congregation at the annual General Membership Meeting. He may not retain the same portfolio for more than three (3) years consecutively. **No member shall be a member of the Congregation Committee for more than six (6) years consecutively.**
- 6.2.4 ~~When~~ **Should** a position in the Deacon Board or any one of the Congregation Committee be vacated during a term, the portfolio shall be shared by other Board or Committee members. Alternatively, the

Deacon Board may call for a by-election, following the spirit of the nomination and election procedures stipulated in Articles III and IV.

- 6.2.5 ~~When~~ **Should** the position of the Chair of the Personnel Committee or Elder be vacated during a term, the Deacon Board may call for a by-election, following the nomination and election procedures stipulated in Articles III and IV.
- 6.2.6 When a resolution of dismissal for any elected office is before the membership, the incumbent shall be given an opportunity to be heard at the General Membership Meeting before the resolution is put to a vote by closed ballot. A simple majority of **valid** votes cast by **Regular Members who are eligible to vote and present at the General Membership Meeting, in accordance with Section 4.2.8**, is required to dismiss the incumbent.

### **6.3 Duties**

- 6.3.1 Elder – An Elder of a congregation shall be elected to work with the Pastor of the Congregation in caring for the spiritual and material needs of the congregation, **in teaching and instruction in the Word of God, serve as advisor of the respective congregation committee, as well as the Deacon board. In consultation with the Pastoral Staff and the Deacon Board, an elder may take up one or more of the above-mentioned duties. The elder may also, but not obligated to**, serve as a member of the Personnel Committee.
- 6.3.2 Officers
- 6.3.2.1 Chair – The Chair of the Deacon Board shall preside at all General Membership Meetings and Deacon Board meetings. The Chair has the authority to call Board meetings and General Membership Meetings. The Chair shall oversee and coordinate the work of the other officers of the Deacon Board. The Chair shall appoint one of the Officers as the Vice-Chair to carry out his duties in his absence.
- 6.3.2.2 Secretary – The Secretary shall attend to all the correspondence of this Church. The Secretary shall issue notices of all General Membership Meetings and Board meetings. The Secretary shall record, keep and distribute minutes of these meetings. The Secretary shall have custody of all records and documents of the Church except those required to be kept by the Treasurer. The Secretary shall maintain the registry of the membership.
- 6.3.2.3 Treasurer – The Treasurer shall:
- (a) Manage the financial affairs of the Church. With the assistance of two (2) Financial Secretaries, the Treasurer shall keep an accurate account of all funds received and make all disbursements approved by the Deacon Board. He shall deposit the funds received into a chartered bank and manage the financial assets of the Church;
  - (b) As the Chair of the Building Maintenance Committee, manage the physical assets of the Church. The appointment of the Financial Secretaries and their duties shall be described in the Policy Handbook of this Church.
- 6.3.2.4 Department Directors
- Department directors are Officers of the Deacon Board. Their duties shall be described in the Policy

Handbook of this Church.

### 6.3.3 Members Of Congregation Committees

The duties of the members of the Congregation Committees shall be described in the Policy Handbook of this Church.

### 6.3.4 Members Of Personnel Committee

The Chair of the Personnel Committee shall coordinate the ministries of the Personnel Committee. His and other Committee Members' duties shall be described in the Policy Handbook of this Church.

### 6.3.5 Signing Officers

- a. There shall be three (3) Signing Officers for this Church.
- b. The Signing Officers shall be any three (3) of the following Officers: Chair, Vice-Chair, Treasurer, or Secretary, as appointed by the Deacon Board.
- c. All financial transactions of this Church shall be signed by any two (2) of the three (3) Signing Officers.
- d. All other documents requiring execution on behalf of this Church shall be signed by the Chair, the Secretary, or by such other officers as the Deacon Board may appoint.

### 6.3.6 Remuneration

No member of this Church, except the salaried staff, shall be remunerated for his service but he shall be reimbursed for all expenses necessarily and reasonably incurred by him while engaged in serving this Church.

## ARTICLE VII – SPECIAL COMMITTEES

### 7.1 Appointment

The Deacon Board may, as needs arise, appoint Special Committees for specific assignments.

### 7.2 Termination

When the assignment of a Special Committee is completed to the satisfaction of the Deacon Board, the Committee shall be disbanded at once.

## ARTICLE VIII – FINANCIAL REVIEW

### 8.1 Fiscal Year

The fiscal year of this Church is from January 1<sup>st</sup> to December 31<sup>st</sup>

### 8.2 Financial Reviewers

Two (2) members in good standing, who are not officers of the Deacon Board in the following year shall be nominated annually by the Deacon Board and presented to the October General Membership Meeting for approval **as Financial Reviewers for the following year.**

### 8.3 Financial Review

The Financial Reviewers shall review the financial records of the coming year and shall submit a

report to membership at the January General Membership Meeting of the following year.

## **ARTICLE IX – INSPECTION OF THE RECORDS OF THE CHURCH**

~~Current~~ **Regular** Members in good standing may, within reasonable circumstances, inspect those parts of the books and records of the Church, pertaining to their individual affairs, in the presence of two (2) Officers.

## **ARTICLE X – EXERCISE OF BORROWING POWER**

This Church, in a General Membership Meeting, may pass a special resolution to authorize the Deacon Board to borrow money on behalf of this Church. The resolution shall require a three-quarter (75%) majority of ~~such members~~ **Regular Members** entitled to vote as are present in person, **in accordance with Section 4.2.8**. All ~~current~~ **Regular Members**, whether voting on such resolution or not, and all persons becoming members after the passing of such resolution, shall be deemed to have assented to the same as if they had voted in favor of such resolution.

## **ARTICLE XI – CUSTODY AND USE OF THE SEAL OF THE CHURCH**

The Church shall have a seal to be used in the transaction of its business. The seal shall not be affixed to any instrument except by the authority of a resolution of the Deacon Board and in the presence of the Chair and Secretary or such other persons as the Deacon Board shall direct.

## **ARTICLE XII – AMENDMENT OF THE BYLAWS**

The Bylaws may be amended, altered or repealed by a three-quarters majority of ~~such members~~ **Regular Members** entitled to vote as are present in person, **in accordance with Section 4.2.8**, at a General Membership Meeting of which notice specifying the intention to propose the amendment has been duly given.

## **ARTICLE XIII – POLICY HANDBOOK**

The Deacon Board shall, from time to time, set up policies in dealing with matters of this Church. These policies shall be documented in the Policy Handbook and may be amended from time to time by the Deacon Board. This Policy Handbook shall be made accessible to all members. The policies shall have the same force as these Bylaws. In the event that the Bylaws herein is inconsistent with the Constitution of this Church, or the Society Act, the Constitution or Society Act shall prevail.