

THE CONSTITUTION OF CALVARY BAPTIST CHURCH

Burlington, Ontario

1.0 OUR NAME

The Name of this organization shall be Calvary Baptist Church, Burlington. We are affiliated with the Fellowship of Evangelical Baptist Churches in Canada.

2.0 OUR OBJECT

The object of this church is set forth in its Covenant and Statement of Faith, namely: for worship, Biblical instruction, the observance of the divinely instituted ordinances, the presentation of a corporate testimony to the power of the Gospel in its constituency and such service as the Gospel requires both at home and abroad; recognizing and accepting Christ as the one supreme Lord and Lawgiver and taking His Word as its only and sufficient rule of faith and practice.

This organization shall be carried on without purpose of gain for its members, and any profits or other accretions to the organization shall be used exclusively to promote its objectives.

3.0 OUR COVENANT

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

We engage, therefore, by the aid of the Holy Spirit:

1. To walk together in Christian love (Ephesians 5:2).
2. To strive for the advancement of this church in knowledge, holiness and comfort (Acts 2:42, II Corinthians 7:13, II Timothy 2:15).
3. To promote its prosperity and spirituality (Romans 14:19, Colossians 3:16).
4. To sustain its worship, ordinances, discipline and doctrines (Matthew 28:19-20, Matthew 4:10, Matthew 18:17, Luke 22:19-20).
5. To contribute cheerfully and regularly to the support of its ministry, the expenses of the church, the relief of the poor and the spread of the Gospel through all nations (I Corinthians 16:2, Galatians 2:10).
6. To respect and submit to the authority and procedures of the church as expressed in this constitution.
7. To maintain family and secret devotions (Deuteronomy 11:19, Acts 10:9).
8. To Biblically educate the children committed to our care (Proverbs 22:6, Deuteronomy 6:6-7).
9. To seek the salvation of our kindred and acquaintances (Acts 1:8, Matthew 28:18-20).
10. To walk circumspectly in the world, to be just in our dealings, faithful in our engagements and exemplary in our deportment (I Timothy 4:12, John 5:12, Ephesians 5:15).
11. To be zealous in our efforts to advance the kingdom of our Saviour.

12. To watch over one another in brotherly love (Hebrews 13:1-3).
13. To remember each other in prayer (James 5:16).
14. To aid each other in sickness and distress (James 1:27).
15. To cultivate Christian sympathy in feeling and courtesy in speech (Roman 15:1, Galatians 6:2).
16. To be slow to take offence, but always ready for reconciliation and mindful of the Scriptural exhortations to secure it without delay (James 1:19-20, Ephesians 4:26, Colossians 3:12-13).

4.0 STATEMENT OF FAITH

4.1 The 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, therefore, entirely free from error; that the Bible is the final authority in all matters of faith and practice and the true basis of Christian union (II Peter 1:21, II Timothy 3:16-17).

4.2 God

We believe in one God, Creator of all, holy, sovereign, eternal, existing in three equal Persons - the Father, the Son, and the Holy Spirit (Genesis 1:1, I Timothy 2:5, Psalm 90:2, II Corinthians 13:14).

4.3 Christ

We believe in the absolute and essential deity of Jesus Christ; in His eternal existence with the Father in pre-incarnate glory; in His virgin birth (by which He entered the human race as perfect man), sinless life, substitutionary death, bodily resurrection, triumphant ascension, mediatory ministry and personal return (John 1:1-3, Hebrews 1:1-8, I Timothy 2:5, I Peter 3:18, I Corinthians 15:4, Acts 1:9-11).

4.4 The Holy Spirit

We believe in the absolute and essential deity and personality of the Holy Spirit who convicts of sin, of righteousness and of judgment; who regenerates, sanctifies, illuminates and comforts those who believe in Jesus Christ (Acts 5:3-4, John 16:8-13, Titus 3:5, Romans 15:16, John 14:16-17).

4.5 Satan

We believe that Satan exists as an evil personality, the originator of sin, the archenemy of God and man. (Isaiah 14:12-14, Genesis 3:1-15, Ephesians 2:2).

4.6 Man

We believe that man was divinely created in the image of God, that he sinned, becoming guilty before God, resulting in total depravity, thereby incurring physical and spiritual death (Genesis 1:27, Genesis 3:1-6, Romans 5:12-19, Romans 6:23).

4.7 Salvation

We believe that the salvation of sinners is wholly by grace (Ephesians 2:8), through faith (Ephesians 2:8, Acts 20:21) and not of works (Ephesians 2:9); that this salvation is instantaneous and not a process (II Corinthians 5:17, John 5:24, Acts 9:1-6); that in salvation the sinner is made a partaker of the divine nature (II Peter 1:4) and receives eternal life as the gift of God (Romans

6:23); that all who are saved by faith in Christ are kept by the power of God unto eternal salvation and shall never perish (I Peter 1:5, John 10:28-30); and that the proper evidences of salvation appear in fruits of repentance, faith, and newness of life (Ephesians 2:10, I Peter 2:9, I Timothy 6:11, Titus 2:11, 12; 3:8, 14); that every saved person is justified from all things from which they could not be justified by the law of Moses (Acts 13:39).

4.8 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 eternal conscious punishment of the wicked (I Thessalonians 4:16-17, Revelation 1:7; 21:1-5; 20:10-15).

4.9 The Local Church

We believe that the local church is a company of believers who, having professed personal faith in the Lord Jesus Christ, are obedient to the Lord in Baptism by immersion. They have been 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 observance 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 that its officers are Pastors/Elders and Deacons. (Acts 2:41-47, I Corinthians 1:2, I Corinthians 12:4, 8-11, Ephesians 4:11, I Timothy 3:1-13).

4.10 Ordinances

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

1. Baptism, which is the immersion of the believer in water, whereby that person obeys Christ's Command and sets forth one's identification with Christ in His death, burial and resurrection (Acts 8:36-39, Matthew 28:19, Romans 6:1-6).
2. 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 (I Corinthians 11:23-26).

4.11 The Church and State

We believe in the entire separation of church and state (Matthew 22:21).

4.12 Religious Liberty

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

4.13 The Lord's Day

We believe that the first day of the week (Sunday) is the Lord's Day and that, in a special sense, it is the divinely appointed day for worship and spiritual exercise (Matthew 28:1-6, Acts 20:7, I Corinthians 16:2).

4.14 Civil Government

We believe that civil government is of divine appointment for the interest and good order of society; that magistrates are to be prayed for, conscientiously honoured and obeyed, except only

in the 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 (Romans 13:1-7, Titus 3:1, I Peter 2:13-14, Acts 5:29, Acts 4:18-20).

4.15 Marriage

We believe that marriage is an institution established by God for the union of one man and one woman for companionship and the propagation of children. (Genesis 1:28, 2:18-25, Ephesians 5:31)

5.0 GOVERNMENT

5.1 The Elders

The Governing Body to oversee the affairs of this church, acting in the best interest of its membership, will be known as "The Elders."

5.1.1 Members of The Elders

The Elders shall consist of all elected elders (see Section 7.0) and the Senior Pastor. Paid ministry staff will not have voting privileges in meetings of The Elders. The Elders shall consist of a minimum of three (3) elected Elders.

5.1.2 Organization of The Elders

The Elders will appoint its own Chairman and its own Vice-Chair /Secretary for each calendar year.

The Elders' Chairman or his designate, shall act as moderator at all business meetings of the church.

5.1.3 Responsibility of The Elders

The Elders will be required to bring only major business before the church membership for approval. Major business includes: transaction of property; building programs; placing the church in financial commitment to unbudgeted expenditures in excess of the limit approved by the membership at the Annual/Budget elections meeting; the election of officers of the church; the approval of the annual budget.

5.1.4 Approval of Motions

While it is desirous that The Elders be unanimous in all motions approved by The Elders, any motion by The Elders is considered approved if it is accepted by a 66 2/3% vote unless a higher approval requirement is stated elsewhere in this constitution.

5.2 Business Meetings

5.2.1 Annual Budget Meeting

There shall be an Annual Budget meeting of the church every autumn as set by The Elders. At this meeting the current financial situation will be presented and the budget for the coming year will be voted on.

5.2.2 Annual Meeting

There shall be an Annual Meeting in the first half of the calendar year as called by The Elders. At this meeting, the election of Officers to serve for the period September 1

through August 31 will take place. Finance Committee approved financial reports for the previous year will also be presented and there will be a membership vote on their acceptance. Ministry reports will be presented as information only with no acceptance vote required. Other business as determined by the Elders can also be covered.

5.2.3 Other business meetings

The Elders may call other business meetings from time to time as necessary. When the nature and amount of business does not warrant a full evening, the business meeting may be held following a regular service or other scheduled event.

5.2.4 Requirements for holding a duly called business meeting

A duly called business meeting is generally defined as one that has been announced to the congregation at least two Sundays before the date of the meeting.

It is understood that should any reason, circumstance or condition prevail that necessitates an emergency meeting and every reasonable effort has been made to inform the membership in general about the meeting, it will be accepted as a duly called business meeting.

5.3 Quorum and Voting Requirements

5.3.1 Hiring, appointment or removal of a Pastor/Elder

For a duly called business meeting where a vote will be taken on the hiring, appointment or removal of a Pastor/Elder, a quorum is defined as 25% of the Active members age 16 or older. Provision will be made for individual proxy voting in sealed envelopes, for those Active members who can provide a legitimate reason for being absent.

The vote for hiring/appointment of a Pastor/Elder will be by secret ballot with an affirmative vote of 75% of those voting being necessary for acceptance of a motion for each Pastor or Elder covered by the motion.

The vote for removal of a Pastor/Elder will be by secret ballot with a simple majority required for acceptance of a motion. An individual Elder can be suspended by a majority vote of the Elders pending a membership vote at a duly call business meeting.

5.3.2 Amendments to the Constitution

For a duly called business meeting where a vote will be taken on amendments to the constitution, a quorum is defined as 25% of the Active members age 16 or older. An approval of 75% of those voting is required for acceptance of a motion.

5.3.3 Election/removal of Officers

For a duly called business meeting where a vote will be taken on the election/removal of Officers a quorum is defined as 25% of the Active members.

The vote for the approval of Officers will be by secret ballot covering a single motion although each Officer will be voted individually. An approval of 66 2/3% of those voting is required for acceptance of the motion.

An individual Officer can be suspended by a majority vote of the Elders pending a membership vote at a duly called business meeting.

5.3.4 Approval of the budget or major capital expenditures

For a duly called business meeting where a vote will be taken on the approval of the budget and/or major capital expenditures, a quorum is defined as 25% of the Active members age 16 or older. An approval of 66 2/3% of those voting is required for acceptance of a motion.

5.3.5 Discussion of Disciplinary Action

For a duly called business meeting where a vote will be taken on the nature of the disciplinary action imposed on a member, a quorum is defined as 25% of the Active members age 16 or older. An approval of 66 2/3% of those voting is required for acceptance of a motion.

5.3.6 Other business meetings

For all other duly called business meetings, there is no quorum requirement. A simple majority approval of those voting is required for acceptance of a motion.

5.3.7 Ability to change quorum requirements

Notwithstanding the quorum requirements as defined in Sub-sections 5.3.1 through 5.3.6, The Elders may for a specific meeting set a quorum requirement and/or approval percentage that exceeds those as defined in this constitution, where it is deemed appropriate by The Elders to have a stronger level of congregational approval.

In the event of such a change in quorum and/or approval, The Elders must notify the congregation of the applicable quorum and approval requirements at the time the duly called business meeting is announced.

5.4 Financial Expenditures

5.4.1 Signing of Cheques

All cheques for any of the general accounts of the church are to be signed by one of the following individuals: the Treasurer, the Chairman of The Elders or some other member of The Finance Committee who has been designated by The Elders as an authorized signing officer.

In the event that there is a ministry-specific account being maintained, The Elders shall designate at least two signing authorities for the account, one of whom should be the coordinator or leader of the ministry. Only one signature is required.

5.4.2 Unbudgeted Expenditures

Total annual unbudgeted expenditures up to an amount not to exceed 10% of the total annual budget approved by the membership at the Annual Budget meeting may be paid without further reference to the membership. These payments must have the recommendation of the Finance Committee and the approval of The Elders.

5.4.3 Borrowings from the Congregation

Money may be borrowed from the congregation with the total amount borrowed at any one time not to exceed 10% of the total annual budget approved by the membership at the Annual Budget meeting. The terms, conditions and use of funds borrowed under this provision must have the recommendation of the Finance Committee and the approval of The Elders.

6.0 MEMBERSHIP

6.1 Membership Requirements

The membership of this Church shall consist of persons who:

- Testify of having received the Lord Jesus Christ as their personal Lord and Saviour
- Have been baptized (immersed in water) on their confession of faith in Christ
- Subscribe in writing to the church's Covenant and Statement of Faith

6.2 Membership Procedure

Each prospective member is to be interviewed by two members who are spiritually mature, at least one of whom is a Pastor/Elder. The prospective member's name shall be communicated to the membership for two weeks during which time members of the congregation are welcome to share any input about the prospective member with a Pastor/Elder. If the recommendation of the interviewers is favourable, the prospective member will be accepted into membership on approval of The Elders. A Pastor/Elder will extend to that person the right hand of fellowship on behalf of the church membership in a public worship service.

6.3 Membership Categories

6.3.1 Active Member

Any member who shows their interest in the Kingdom of our Lord and in the welfare of Calvary Baptist Church by regular attendance and support of the ministries or who, because of sickness or infirmity, is unable to attend services, shall be classed as an Active member.

An Active member who is under the age of 16 is unable to vote or hold one of the elected Officer positions.

6.3.2 Non-Resident Member

Any member who lives too far away from the City of Burlington to maintain active membership becomes a Non-resident member as soon as they move away. The individual may maintain non-resident membership status indefinitely upon the approval of The Elders.

The Elders shall review the status of each Non-resident member at least once per calendar year. A Non-resident member may be removed from the church roll at any time on the approval of The Elders.

A Non-resident member who returns to the area may be accepted as an Active member at his or her request and on the approval of The Elders.

A Non-resident member whose name has been removed from the membership roll can re-apply for church membership through the normal new member interview process as outlined in Section 6.2.

6.3.3 Inactive Members

Any Active member who does not meet the criteria of a Non-resident member as defined in Sub-section 6.3.2 and who absents themselves from the regular services of the church in particular, for a period of six months without sufficient cause, shall cease to remain as an Active member in good standing, and shall be listed as an Inactive member.

The change in membership status is made on the approval of The Elders. There is no requirement to inform the individual of this change in their membership status.

A member whose name remains on the list of Inactive members for a period of six months can have their membership terminated without further notice on the approval of The Elders.

6.4 Membership Termination

Membership may be terminated by any one of the following:

- a. By joining another church.
- b. By discipline in accordance with Section 6.6.
- c. By death.
- d. By written request to The Elders.
- e. By erasure in accordance with sub-sections 6.3.2 and 6.3.3.

The termination of membership is made on the approval of The Elders.

6.5 Notification of Membership Changes

The Elders will notify the Church Clerk and the church membership of any additions to or deletions from the membership roll as well as any changes made to the membership status of a church member. This notice will be given at the next scheduled duly called business meeting following the change in membership status.

6.6 Discipline

6.6.1 Requirements for Disciplinary Action

An individual shall be deemed to be under the discipline of the Church if The Elders determines that any of the following circumstances have occurred:

- a. A member has evidenced unethical or immoral conduct, or behaviour that is unbecoming of a Christian contrary to Biblical principles;
- b. A member's conduct evidences an unwillingness to either comply with, adhere to or submit to the Scriptural authority and procedures set out in the Church Constitution herein;
- c. A member has propagated doctrines and practices contrary to those set forth in the Church Covenant and Statement of Faith or the general teachings of the Church;
- d. A member has wronged another member causing discord or dissension in the Church, with or without malicious intent, and that is not repented of nor has been resolved in accordance with the procedures and principles set out in Matthew 18:15-17.

6.6.2 Instigation of Disciplinary Action

No allegations of the above giving rise to possible disciplinary action against a member shall be considered by The Elders unless such allegation is first set out in a signed statement given to The Elders or the Senior Pastor setting out the nature of the allegation and an explanation of the basis upon which it is made.

6.6.3 Action Taken by The Elders

If The Elders determine by Resolution on a preliminary basis that the written allegation is invalid, then the allegation shall be dropped and no further disciplinary action against the individual shall be taken. The Elders shall notify the person who made the allegation of the decision of The Elders.

If The Elders determine by Resolution that one or more of the above circumstances are valid, and there is a persistent refusal by the member to listen to The Elders or to accept the direction provided by The Elders, The Elders shall decide on the appropriate disciplinary action.

In the event of an offense deemed not serious to The Elders, The Elders may implement such disciplinary action without referral to the membership, including, but not limited to, the removal of the member from a teaching position in the church, the prohibition of the offending conduct or behaviour, the requirement that evidence of repentance be shown, or the requirement that the member evidence an attitude of submission to the authority of the church or a spirit of contrition.

In the event of a serious disciplinary offense, as determined in the sole opinion of The Elders, no disciplinary action shall be implemented until such time that it has been referred to and approved by the membership.

6.6.4 Notification of a Membership Meeting to Discuss Disciplinary Action

Where a membership meeting is required to discuss a disciplinary action, The Elders shall give fourteen days written notification by registered and regular mail to the member at his or her last known address of the date, time and place of the membership meeting at which such matter will be considered. The notification to the member shall set out the recommendation of the discipline together with a succinct statement of the reasons for such recommendation.

6.6.5 Membership Meeting to Discuss Disciplinary Action

The member shall be entitled to attend the membership meeting to hear the discussions and to speak on his or her own behalf. Neither the member nor the church shall be represented by legal counsel. The membership meeting shall be open to Active members only.

The membership meeting shall be for the sole purpose of determining the appropriateness of the form of discipline recommended by The Elders or for substituting another form of discipline as the membership shall determine in their sole discretion.

6.6.6 Notification of Approved Disciplinary Action

When disciplinary action is not considered by The Elders to be serious enough to refer to the membership at a duly called business meeting, the decision of The Elders concerning any necessary discipline shall be communicated to the member either orally or in writing together with the reasons therefore, as soon as possible after the decision has been made.

When the need for disciplinary action is deemed serious enough for the matter to be referred to the membership or The Elders feels that a membership meeting is required, the Senior Pastor, the Chairman of The Elders or a designated member of The Elders shall endeavour to orally advise the member of the decision of the membership meeting forthwith after a vote by the members is made. In addition, the church shall promptly send written notification of the decision made by the members of the church by registered

and regular mail to the member at his or her last known address within ten (10) days of a decision having been made together with a succinct summary of the reasons thereof.

6.6.7 Discipline and Membership Termination

The decision of the members of the church on the type of discipline to be administered shall be final and binding. In the event that the decision of the membership is to terminate the individual's membership in the church, then the member shall automatically cease to be a member of the church upon the date that the decision by the membership is made.

6.6.8 Membership Re-Instatement

A member who has been removed from the roll by church discipline may be restored to membership upon repentance of their sin and by giving evidence of their repentance. The membership procedure outlined in Section 6.2 would be followed.

7.0 PASTORS/ELDERS and DEACONS

7.1 Pastor/Elders

7.1.1 Qualifications of a Pastor/Elder

We recognize that Scripture uses the terms Pastor and Elder to refer to the same position. Pastors/Elders must demonstrate the appropriate Biblical qualifications (I Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4). Pastors/Elders must be able to teach (I Timothy 3:2).

7.1.2 Duties of a Pastor/Elder

The duties of a Pastor/Elder are primarily:

- To minister the Word to the flock
- To exercise godly leadership
- To pray for the congregation
- To model evangelism and pastoral care
- To equip God's people for works of service so that the body of Christ may be built up
- To take initiatives and leadership in recommending church discipline when necessary
- To promote a healthy spiritual atmosphere in the church as a whole

The Senior Pastor is a non-voting Elder and is a member, ex-officio, of all committees appointed by the church. He will oversee other pastoral staff and the leadership staff and he will take initiatives in consultation with The Elders in leading the congregation. The Elders will work as a team to lead the congregation in the ruling aspects of church life and ministry (I Timothy 5:17, Hebrews 13:17).

Each Pastor/Elder shall annually give his agreement in writing to the church's Statement of Faith.

7.1.3 Selection of Pastors/Elders

An Active male member of the congregation exhibiting pastoral/eldership qualities may be recommended by The Elders for the office of Pastor or Elder.

On the approval of The Elders and the willingness of the individual concerned, the candidate's name would be brought before the congregation for its consideration. Each member then has the opportunity to submit to The Elders written concerns or confirmations regarding the candidate over a period of twenty days. Following the twenty day period, and on the approval of The Elders, a membership vote on a motion concerning the candidate will be taken at a duly called business meeting that meets the quorum and voting requirements outlined in Section 5.3.1.

Pastoral staff can also be chosen and called by the church through the Search Committee process described in Section 8.7.

Paid Pastors/Elders must be willing to become members immediately after being voted into their positions unless their position is considered an interim position or is a part-time position requiring less than 20 hours per week.

Elders shall be elected for a specific term up to three (3) years in length and can be re-elected. If an Elder is moved eventually into a paid position of 20 hours per week or more, the length of service requirement no longer applies and is replaced by the process for the removal of a paid Pastor as outlined in Section 7.1.4.

7.1.4 Selection, Election or Removal of a Pastor/Elder

A meeting called for the purpose of selecting, electing or removing a Pastor/Elder shall be announced to the congregation at least two Sundays prior to the meeting. This meeting shall be subject to the quorum and voting requirements as defined in Sub-section 5.3.1.

The Elders shall call for a meeting regarding the removal of a Pastor/Elder on the approval of The Elders or on receipt of a written request signed by at least 20% of the Active members.

7.2 Deacons

7.2.1 Deacon qualifications

Deacons are recognized servants of the church whose qualifications are clearly set forth in the Scriptures (e.g. I Timothy 3:8-13). A Deacon may be male or female.

7.2.2 Number of Deacons

The Elders shall determine the number and roles of Deacons to be appointed.

7.2.3 Term of Service

Each Deacon shall be appointed for a one year term or other term as defined by the Elders at the time of appointment and can be re-appointed.

7.2.4 Responsibilities of the Deacons

It shall be the duty of each Deacon to assist the Pastors/Elders in matters pertaining to the spiritual welfare of the congregation as designated by The Elders. Deacons may serve as liaisons with various administrative or ministry committees of the church, but their ministry is not limited to this purpose. They will be involved as needed in interviewing applicants for membership.

A top priority of each Deacon will be his or her service to people, both within and outside the congregation.

Each Deacon shall annually give his/her agreement in writing to the church's Statement of Faith.

8.0 ELECTION and APPOINTMENT OF OFFICERS

8.1 Officers to be Elected

The following Officers will be elected by the active membership: Elders, Treasurer, Envelope Steward, Church Clerk, Trustees and Finance Committee members with the exception of the Elder representative selected by The Elders.

8.2 Membership Requirements

Each person elected at a duly called business meeting to serve as an Officer as defined in Section 8.1 shall be an Active member of the church and must be in agreement with our Statement of Faith.

8.3 Quorum and Voting Requirements

The quorum, voting requirements and voting process for Officers is covered in Sub-section 5.3.3. The election of Trustees shall also be in accordance with the Religious Societies' Act of Ontario.

8.4 Responsibilities of Elected Officers

8.4.1 Church Clerk

The Church Clerk shall keep:

- An accurate membership roll
- Records of each member including date of reception by baptism, transfer or experience and the current membership status
- Full records of all church meetings, minutes and motions
- Records of other such matters as The Elders may direct

The Clerk shall write any official correspondence as directed by The Elders.

8.4.2 Treasurer

The Treasurer shall:

- Keep an accurate account of all monies received and disbursed
- Carry on the banking business in the name of the church
- Pay all the current accounts such as utilities, salaries, fuel and taxes, etc. and all other budgeted expenditures in a timely manner without a vote by the church
- Prepare financial statements of receipts and expenditures and account balances in a timely manner, for review and approval as directed by The Elders and shall make quarterly financial reports available to all members
- Prepare a statement for the Annual meeting of the church or at such other times as the church may require and shall supply the auditor, or auditors, with such records as may be required when auditing the church books

- Invest surplus funds in an Investment Account for a term that reasonably reflects the expected or potential disbursement of these funds and shall keep the Elders and the Finance Committee informed on a quarterly basis as to the amount, nature and term of these investments. All investments require the prior approval of a 2/3 majority vote of the Finance Committee with this exception: The Treasurer may use G.I.C.'s with our current chartered bank at his or her sole discretion.
- Chair the Finance Committee and call meetings as required.

In the event of the resignation, removal, or death of the Treasurer, a temporary Treasurer will be appointed by The Elders until such time as the membership is able to vote on a new Treasurer at a duly called business meeting.

8.4.3 Trustees

The Trustees shall:

- Sign legal documents on behalf of the church as the church may direct
- Deposit all legal and valuable items in a safe place for the church
- Look after the physical aspects of the church building including repairs, renovations, fire insurance coverage, upkeep, interior and exterior, and church grounds
- Administer the annual maintenance budget
- Be responsible for the selection, hiring, management and removal of the janitorial staff.

The Trustees will be responsible for electing one of the elected Trustees as the Chair of the Trustees.

Any unbudgeted expenditure that exceeds an amount voted on by the membership at the Annual Budget Meeting except for fire insurance coverage shall be approved by the church membership. The Trustees shall work closely with the Finance Committee and The Elders in determining spending priorities.

The Trustee Chair can appoint an unspecified number of individuals as required to a building and property committee for the purpose of assisting in the maintenance of the building and grounds. These appointed individuals will not have the authority to sign legal documents and are not required to be members.

8.4.4 Envelope Steward

The Envelope Steward shall:

- Manage the list of envelope holders
- Select, organize, train and oversee individual stewards
- Maintain an accurate record of the donations of all envelope holders
- Prepare and distribute income tax receipts in accordance with the current taxation regulations

The Envelope Steward shall train one or more stewards to assist in carrying out the responsibilities of the Envelope Steward and who shall act on his or her behalf in their absence.

In the event of the resignation, removal or death of the Envelope Steward, a temporary Envelope Steward will be appointed by The Elders until such time as the membership is able to vote on a new Envelope Steward at a duly called business meeting.

Each appointed Steward must be an Active member of the church.

8.4.5 Finance Committee

The Finance Committee shall:

- Provide oversight on financial-related matters on behalf of the church membership
- Assist The Elders in overseeing the financial operations of the church
- Review and approve financial statements prepared by the Treasurer
- Assist the Treasurer in the preparation of the annual budget for consideration and approval first by The Elders then by the Membership
- Recommend to The Elders the appointment of an Auditor or Auditors on an annual basis that shall be confirmed by the membership at the Annual Budget/Elections meeting or at some other duly called business meeting.

The Finance Committee shall consist of the Treasurer, an Elder appointed by The Elders and at least three and no more than five Active members. Any elected or appointed church Officer is able to be elected to the Finance Committee in one of the non-designated positions.

The Finance Committee will determine if there is a need for an external audit of the Financial Statements, and if so, recommend an auditing firm to The Elders. If an external audit is not required, the Finance Committee can either recommend internal auditors or perform its own review of the Financial Statements.

8.5 Nominating committee

8.5.1 Appointment of a Nominating Committee

A Nominating Committee can be appointed at the discretion of the Elders to prepare a slate of Officers requiring election at the Annual Budget/Elections meeting as well as to recommend candidates to fill selected appointed positions as designated by The Elders. The Nominating Committee will consist of at least four Active members with a least one being an Elder.

The Elders will provide the Nominating Committee with a list of the elected and appointed positions for which the committee is to recommend candidates.

If appointed, the Nominating Committee will have a specific term as defined by the Elders and not to exceed one year. Members of the Nominating Committee can be re-appointed for one or more subsequent terms.

8.5.2 Consent of Nominees

All persons being recommended for an elected church Officer position or appointed position must provide their consent to the nomination or appointment.

At the Annual Budget meeting, individual members are able to make a recommendation for a candidate to fill an elected or appointed position providing that candidate is present in order to provide his or her consent or has agreed in advance to the recommended appointment.

8.5.3 Posting of Nominees

The list of nominations will be placed on the church bulletin board two weeks prior to the Annual Budget meeting.

8.6 Search committee

8.6.1 Role of a Search Committee

A Search Committee will normally be formed only when there is a need to fill a vacancy for a pastoral position within the church. It may also be formed, on the approval of The Elders, when there is a need to fill a paid non-pastoral position.

The need for a Search Committee may be waived if a suitable candidate is known and The Elders are in unanimous agreement as to the appropriateness of the candidate. The candidate must still be presented to the membership and must be approved by the membership in accordance with the appropriate quorum and voting requirements (as described in section 5.3.1).

8.6.2 Formation of a Search Committee

A Search Committee shall consist of at least two members of The Elders and at least three Active members recommended by The Elders and approved by the church at a duly called business meeting. The vote for approval of the Search Committee will be by a show of hands. The Search Committee will have a maximum of seven members.

The Elders will appoint the Chairperson of the Search Committee and the committee shall select its own Secretary.

8.6.3 Function of a Search Committee

The Search Committee will seek out suitable candidates for the position and conduct interviews when required. When appropriate, the Search Committee will be provided with a budget to cover incidental expenses and travel costs.

While it is desirable that the Search Committee be unanimous in all motions approved by the committee, any motion by the Search Committee is considered to be approved if it is accepted by 80% or more of the members of the Search Committee.

The recommendation of the Search Committee will be brought to The Elders for approval prior to going to the membership. The committee shall bring to The Elders only one candidate at a time.

8.7 Other Committees

The Elders will have the authority to create or disband positions, committees or ministries not specifically covered by the Constitution as it deems appropriate for the ministries of Calvary Baptist Church. Except for requirements specified elsewhere in the constitution, positions shall be filled through appointments.

9.0 PROTECTION AND INDEMNITY

9.1 Protection of Elders, Deacons, Pastors and Officers and others

Except as otherwise provided, no Elder, Deacon, Pastor, Associate Pastor or Officer of the Church shall be liable for the acts, receipts, neglects, or defaults of any other Elder, Deacon, Pastor, Associate Pastor or Officer or employee or for any loss, damage or expense happening to

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

9.2 Indemnity to Elders, Deacons, Pastors and Officers

Every Elder, Deacon, Pastor, Associate Pastor, Officer or any Member, Adherent or Person (with "Person" in this section to include corporations, partnerships, joint ventures, sole proprietorships, unincorporated associations, and other forms of business organizations) who has undertaken or is about to undertake any liability on behalf of the Church, its heirs and assigns, will respectively be indemnified and saved harmless out of the funds of the Church from and against:

- a) all costs, charges and expenses which such Elder, Deacon, Pastor, Associate Pastor, Officer or any other Member or Person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of his or her office or in respect of any such liability, except such costs, charges or expenses as are occasioned by their own willful neglect or default;
- b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

The Church shall also indemnify any such Person in such other circumstances as the law permits or requires. Nothing in this Constitution shall limit the right of any Person entitled to indemnity to choose indemnity apart from the provision of this Constitution to the extent permitted by law.

10.0 HIRING, MANAGEMENT AND TERMINATION OF PAID NON-PASTORAL STAFF

10.1 Definition of a Non-Pastoral Staff Member

A paid non-pastoral staff member is an individual who is hired by the church as an employee or on a contractual basis to provide a specialized service and who is not considered a part of the pastoral staff.

Paid non-pastoral staff positions that are on a contractual basis shall be for a defined period of time and may be extended at the discretion of The Elders subject to the budget approval by the membership.

Paid non-pastoral staff positions may be considered full-time or part-time. Such staff positions will include but not be limited to the Church Secretary and Church Custodian.

10.2 Hiring Process

10.2.1 Budget Approval

The membership shall give approval for the hiring of paid non-pastoral staff through the budget approval process. The Elders shall provide the membership with a Job Description of the intended staff position.

10.2.2 Hiring Process

Upon approval by the membership of the budget for a paid non-pastoral staff position The Elders shall have the right to seek out, including the possible use of a Search Committee, interview and select the individual deemed by The Elders to be the most suitable applicant for the position. Approval by the membership of a specific individual is not required.

10.2.3 Membership and Personal Requirements

While it is not a requirement that an individual hired in a paid non-pastoral staff role be an Active member of Calvary Baptist Church, The Elders shall endeavor to ensure that such a staff member is a born-again Christian who is in agreement with our Statement of Faith.

Such a staff member regardless of their membership status will be required to signify by their signature of their acceptance of our Statement of Faith on an annual basis in conjunction with the anniversary of their date of employment or start of the contract.

At its discretion, The Elders may require that a paid non-pastoral staff member become an Active member of the church.

10.3 Management

10.3.1 Job Description

The Elders shall provide all paid non-pastoral staff with a job description that defines the duties, responsibilities, expectations, hours of work and operational reporting relationships. This job description may be updated from time-to-time as determined by The Elders. A copy of the current version of the job description shall be signed by the applicable paid non-pastoral staff and provided to The Elders to signify that the individual understands and agrees with the contents of the job description.

10.3.2 Operational Reporting

While The Elders shall retain overall responsibility for the management of a paid non-pastoral staff member, The Elders may choose to assign day-to-day operational management responsibility to a Pastor/Elder or other officer of the church as deemed appropriate. The reporting relationship will be explained in the Job Description for the position.

10.3.3 Performance Review

Each paid non-pastoral staff member shall have his or her performance reviewed on a regular basis at least once a year. The operational manager as designated in Section 10.3.2 and the Chairman of The Elders or his designate shall conduct the review.

10.4 Termination

10.4.1 Termination of a Contracted Non-Pastoral Staff Member

The Elders may terminate the contract of a paid non-pastoral staff position at the end of a contractual period without further notice. The Elders shall endeavor, however, to notify a contracted non-pastoral staff person in writing at least 60 sixty days prior to the conclusion of the contract term as to The Elders' intention regarding contract renewal.

The Elders may terminate the contract of a paid non-pastoral staff position prior to the end of a contractual period by paying the balance of the contracted amount or an amount as otherwise stated in the contract.

10.4.2 Termination of an Employed Non-Pastoral Staff Member

Termination of the employment status of a paid non-pastoral staff member shall be made at the discretion of The Elders and in accordance with current Labour Legislation of the Province of Ontario.

11.0 MEETINGS

11.1 Public services

Weekly public services will be held especially on the Lord's Day. The Elders will promote regular prayer meetings and other public service opportunities.

11.2 Lord's Table

The ordinance of the Lord's Table will normally be celebrated one Sunday per month but may be celebrated on other occasions as determined by The Elders.

11.3 Small group ministries

Small group ministry opportunities are encouraged. The main leader of a small group that desires to publicize and promote a ministry among the congregation must be an active member. The proposed ministry must be brought to The Elders for consideration.

Other meetings that involve use of the church's facilities should be brought to The Elders by the group leader(s) for consideration.