

# **BYLAWS**

## **Emmanuel Fellowship Baptist Church**

### **Conditions of Membership**

- 1.1 The **membership of this church** shall be composed of those who:
- a) confess Jesus Christ as their personal Saviour and Lord;
  - b) after conversion have been baptized by immersion in the name of the Father, Son, and Holy Spirit;
  - c) have accepted the Statement of Faith of this church
  - d) have indicated a desire to live in harmony with this body of believers, be governed by its Constitution and Bylaws, participate in its ministries; and,
  - e) have been publicly received into membership by the church.
- The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership.
- 1.2 **All applicants for baptism or membership** shall be interviewed by at least two Board members with regards to their regeneration, character, and doctrinal beliefs. This rule shall apply to those coming by letter from other Baptist churches as well as those seeking admission by experience.
- Once the interviewers are satisfied that the applicant meets the qualifications for membership, they shall give the congregation two weeks notice of the intent to bring the applicant into membership. Following two weeks notice, if there is no written objection to the applicant becoming a member, the applicant shall be publicly welcomed into membership by the members at any regular service. If there is any written objection to the applicant becoming a member, the interviewers shall follow the procedure of Matthew 18:15-20 for determination of the problem and/or reconciliation of the individuals. If necessary, the Board or applicant may choose to bring a matter to the membership; the applicant may then only be received into membership by a majority vote of the eligible members present at a business meeting.
- 1.3 It is the **duty of each member** of this church to seek to practice the Lordship of Jesus Christ in his daily walk for the glory of God and the well-being of his fellow men. The following is a partial list of the ways such a desire will be manifest:
- a) Seeking the salvation and religious instruction of our children, relatives and acquaintances.
  - b) Seeking for ourselves and fellow believers the full stature of maturity in Christ.
  - c) Demonstration of the fruit of the Holy Spirit in home, church and occupational relationships.
  - d) The maintenance of personal Bible reading and prayer time.
  - e) Avoidance of actions and amusements which are harmful to us or to our personal testimony or to the testimony of this church. Instead, we shall witness for our Lord by godly living and speaking the truth in love.
  - f) Bearing one another's burdens and, with the exercise of a generous tolerance, avoiding everything of unkindly criticism of each other.
  - g) Regular attendance at the church's services, respect for its leaders, co-operation in its projects, and participation in ministry.
  - h) The dedication of our material substance to the Lord and of ourselves to be faithful stewards of what the Lord has entrusted to us. Giving to the Lord's work is always as He has prospered us, but since the expectations of the New Testament are not lower than those of the Old Testament, a tithe should be considered.

## Standing of members

- 2.1 Those members who are regular in their attendance at the services of the church and the Lord's Supper, and sympathetically cooperating in the interest of the church shall be regarded as in **good standing**. A member in good standing that is eighteen years of age or over shall have voting powers in the business of the church and is eligible to be an officer of the church.
- 2.2 Those members absenting themselves from the services of the church for a period of three months without necessary cause, as determined by the Board, shall be placed on the **inactive** list and have no voting powers in the business of the church nor be eligible to hold any office. Such persons may be restored to active membership by following the procedure outlined in Bylaw 1.2.
- 2.3 Those members that leave the Vernon area shall notify the Clerk or a Board member of such change and they shall be listed as inactive members for one year. At the ordinary business meetings of the church, the Clerk shall present a list of members for **removal from membership** two months or more after giving or attempting to give written notice to the affected members. The list shall include members that have been absent for one year without necessary cause, been regularly attending another church in the Vernon area, requested, in writing, termination of their membership, or changed their religious view from those of the Baptist faith and practice. Upon the death of a member, their name will be removed from the membership roll.
- 2.4 The **care and discipline** of members will be the particular concern of the Board and it shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any trouble member. For this reason the lives and testimony of members representative to the local body of believers in Christ shall be of interest continuously to the Board. The Board, may therefore, in a spirit of love and concern, from time to time elect to remind members of their responsibilities with this church family, or encourage members in areas of self-discipline which will strengthen their testimony and that of the church. If the member feels he is being unfairly treated, he has the right to appeal the matter to a meeting of the membership.  
When further discipline of church members is necessary as an expression of our caring for one another and for the body of Christ, the objectives shall be the correction and instruction of individual members to repentance with a view to their restoration to good standing within the body, and the protection of the spiritual life and testimony of the corporate body of the church within the community. Before this further step is taken, it must have been ratified by an affirmative vote of the membership at a duly called business meeting. During a time of further discipline the individual shall be an inactive member.  
In the event of a difference arising between members, the responsibility for reconciliation is incumbent upon both. The reconciliation of members is also a concern of the Board and all members. The procedure to be followed is basically outlined in Matthew 18:15-17, and the attitude in Matthew 7:1-5.

## Officers and Directors

- 3.1 The Lord Jesus Christ is the Head of this church: His Word is the final authority for our faith and practice. At business meetings the members shall review the progress of the church and make any decisions that are necessary. Between business meetings the administrative or governing body of the church shall be a **Board of Elders and Deacons**. This Board shall hold in trust the spiritual welfare of the congregation and make decisions that it is permitted to make, referring other matters, with recommendations, to the membership.  
The Board members, Treasurer and Clerk are the Directors of the church for the purposes of the Society Act and must be members in good standing. No more than 25% of the Directors may be employed by the church.

- 3.2 Every **Elder and Deacon** shall be above reproach and have a heartfelt desire with the leading of the Holy Spirit for the work. He must be temperate, respectable, and have a good reputation with outsiders. He must be faithful to his wife, hospitable, not a lover of money, but eager to serve and contented, not being a lord over the flock, but being an example. He must love what is good, be self-controlled, just, holy and disciplined. He must be humble, considerate, gentle, patient, not overbearing, and must not quarrel. A man who has a family must manage it well and see that his dependent children obey him with proper respect and share their father's Christian faith. Finally, he must hold firmly to the trustworthy message as it has been taught, so that he can encourage members by sound doctrine and refute anyone that opposes it.  
(Ref. 1 Tim. 3:1-13, Titus 1:5-9; 1 Peter 5:1-4)
- 3.3 The **Board of Elders and Deacons** are recognized servants of the church whose duties are outlined in the Practices and Policies Manual.
- 3.4 The Board shall elect one of its members as chairman for its own meetings and a separate Board member as its secretary. The **Board chairman** shall direct the Board to give orderly and complete consideration of the matters at hand, and the **Board secretary** shall keep complete minutes of every Board meeting.  
The Board shall meet at least once a month on a regular basis unless the Board decides to cancel or postpone certain meetings. Additional meetings may be held when requested by any two Board members. The quorum for Board meetings shall be a majority.
- 3.5 Deacons and unpaid **Elders shall be elected** at the annual business meeting, or at a special business meeting, by ballot for a 2 year term and always by a 75% affirmative vote. For continuity, half the Board members shall be elected at each annual business meeting. The number of Deacons and unpaid Elders shall not be less than three or more than ten.
- 3.6 **Grievances against a Board member and dismissal of a Board member** are very serious matters and the procedures in the Practices and Policies Manual regarding grievance and dismissal shall be carefully followed. The dismissal of a Board member shall be upon simple majority ballot vote at a duly called special business meeting, the nature of the said meeting having been clearly announced.
- 3.7 The title **Pastor** is given to those **Elders** who have a heartfelt desire with the leading of the Holy Spirit to pastoral ministry and are called by the church to spend much of their time in such ministry.
- 3.8 The pastor employed as **Senior Pastor** shall oversee the faithful exposition of the Word of God through regular preaching and teaching in the church, the training of leaders so that they in turn can train others, the visitation of the homes and members of this congregation, and he shall be an example in evangelism and godly living. By virtue of his position, the Senior Pastor shall be a member of the Board of Elders and Deacons.
- 3.9 On a **day to day basis** the affairs of the church are overseen by the Senior Pastor and conducted by the Pastors. In addition to the duties set out in these bylaws, the Senior Pastor together with the other Board members may determine additional duties of the pastoral staff. Pastors shall not have the right to vote on Board motions where there is a conflict of interest.
- 3.10 The **establishment of relationship** between a Pastor and this church shall begin with the work of a search committee. This committee shall be composed of members in good standing that the church appoints in seeking out a suitable man. The search committee shall bring to the consideration of the church only one man at a time. The committee's recommendation will constitute a nomination. The selection of a Pastor shall be made after prayerful consideration and upon a 75% affirmative vote at a duly called special business meeting.

- 3.11 The **resignation of a Pastor** shall be with at least one month and normally not more than three months notice, and shall follow the procedure stated in the Practices and Policies Manual.
- 3.12 **Grievances against a Pastor and dismissal of a Pastor** are very serious matters and the procedures in the Practices and Policies Manual regarding grievances and dismissal shall be carefully followed by the Board. The dismissal of a Pastor shall be upon simple majority ballot vote of the members present at a duly called special business meeting, the nature of the said meeting having been clearly announced.
- 3.13 **A Clerk** shall be elected at the annual business meeting, or at a special business meeting, by ballot for a 2 year term and always by a three-quarters affirmative vote.

The duties of the Clerk are to keep an accurate membership roll, full record of all church business, carry on correspondence, ensure the safekeeping of all legal or valuable documents pertaining to the church, file annually with the Registrar of Companies, Victoria, BC, both the current financial statement and the list of officers in accordance with Sections 68 and 24(7) of the Society Act, file with the Registrar of Companies, Victoria, BC, in duplicate, every special resolution and every amendment to the Constitution or Bylaws adopted by the church in accordance with Sections 66 and 20 through 23 of the Society Act, and other duties as required in the Practices and Policies Manual.

The Clerk shall, upon termination of office, surrender all records, minute books, and other documents to the Board or to the Clerk's successor in office.

- 3.14 The church shall also elect **a Treasurer** at the annual business meeting, or at a special business meeting, by ballot for a 2 year term and always by a 75% affirmative vote.

The Treasurer shall keep the financial records, including the book of account necessary to comply with the Society Act, Revenue Canada, and other government agencies, and to render financial statements to the Directors, members and others when required, and fulfill other duties as required in the Practices and Policies Manual.

The Treasurer shall, upon termination of office, surrender all financial records to the Clerk or to the Treasurer's successor in office.

## **Ministries of the Church**

- 4.1 The leaders of church ministries shall be members in good standing, elected by simple majority vote at any business meeting for a term determined by the church. They shall be worthy of respect, not double-tongued but sincere, and not given to any vices. They must keep hold of the deep truths of the faith with a clear conscience. Before serving as a leader, the person must first have proved themselves by their consistent and conscientious Christian behaviour, particularly in matters of faithfulness, self-discipline, and loyalty to Christ and this church. A ministry leader is to be teachable and correctable as is expected of all church members. The other workers in each ministry will be appointed by the ministry leader, and although the workers do not necessarily need to be members, membership is encouraged.
- 4.2 The church's Practices and Policies Manual lists the church's ministries and their goals, the election and duties of ministry leaders, and other directives for the way in which the church conducts its ministry and activities. All directors and ministry leaders are responsible to follow the practices and policies of the church.

## Conducting of Business

- 5.1 The **ordinary business meetings** of the church shall be an annual business meeting occurring within two months at the end of the fiscal year and two or three scheduled meetings through the course of the year. At the annual business meeting full reports from all directors and ministries of the church shall be given to the membership. Ministry leaders may be elected at any business meeting. The quorum for an ordinary business meeting shall be 20% of the members in good standing, and not less than 3.
- 5.2 **Special business meetings** shall be called for matters of major importance such as the election or dismissal of a Pastor or director/officer, acquisition, disposal or encumbrance of the real property of the church, extraordinary financial matters, amending the Constitution or Bylaws, and other uncommon issues of similar importance. The quorum for a special business meeting shall be 30% of the members in good standing, and not less than 3, and such special business shall require a 65% affirmative vote of the members present and voting unless otherwise specified in these bylaws.  
The Board, on the requisition in writing by 10% or more of the members in good standing, shall convene a special business meeting without delay. If, within 21 days after the date of delivery of the requisition, the Board does not convene a special business meeting, the requisitioners, or a majority of them, may themselves convene a special business meeting to be held within 4 months after the date of delivery of the requisition.
- 5.3 An **ordinary resolution** shall be a resolution that only requires a simple majority of affirmative votes cast by the eligible members in a business meeting. A special resolution shall be a resolution that requires at least 75% affirmative votes for passage. The church is free to create, modify and/or delete policies by ordinary resolutions at business or Board meetings that augment but do not conflict with its Constitution and Bylaws. Any additions, deletions or changes to the church's Practices and Policies Manual must be announced to the membership at least 2 weeks prior to being voted on.
- 5.4 **Calling of any business meeting** of the church shall be by the Board or Senior Pastor and they shall give written notice in the church bulletin and by announcement from the pulpit at least two successive weeks prior to the meeting. The notice shall include the date, time, place and subject matter of the business meeting.
- 5.5 The **transaction of business** shall be according to the current edition of Robert's Rules of Order, and a spirit of truth and kindly consideration should prevail at all times as the members seek to work together to accomplish the common purpose. Only those members in good standing and present at the business meeting are permitted to vote; voting by proxy is not permitted. The election of officers and voting on matters deemed as special business shall be conducted by secret ballot only; all other voting shall be by show of hands, except where a ballot vote is requested by any voting member. No business of critical nature and involving the church's disturbance or division shall be discussed or transacted until it has been deliberated upon by the Board and a recommendation made to the church; otherwise such business may be ruled out of order. All matters pertaining to the business of the church shall be regarded as confidential.
- 5.6 A **nominating committee** of three or more members shall be elected at least three months prior to the annual business meeting and shall post its report at least two Sundays prior to the annual business meeting. Nominations may be made from the floor or submitted in writing to the Clerk before the meeting. Nominations for directors of the church must be submitted in writing to the nominating committee at least two full weeks before elections are held.

- 5.7 **Revision and/or amendment of the Constitution and/or Bylaws** requires a 75% affirmative vote at a duly called special business meeting and such revisions and/or amendments must have been distributed in writing to the members at least four weeks before such business is considered.
- 5.8 **The church's name** must not be used as a part of the name of a ministry of the church except when the church has so authorized that ministry. No person or group of persons shall have the power to commit the church to any contract, agreement, or expenditure save only as authorized by the church, these Bylaws or the Constitution.

## **Finances**

- 6.1 **A budget** must be annually prepared and followed according to the Policies of the church and the requirements of the various governments. The fiscal year of the church shall be January 1 to December 31.
- 6.2 The church may from time to time **raise or borrow** any sum of money for the purpose of the church by an ordinary resolution provided that such sums so raised or borrowed are not secured. The church may, by a special resolution, from time to time raise or borrow and secure the payment of any sum or sums or money for the purpose of the church and for that purpose may execute any mortgages, debentures or bonds or give or execute any other form of security whatsoever or real and/or personal property or the church of any part thereof and sign, seal and deliver the same.
- 6.3 The church may acquire, own, dispose of, improve, encumber, and convey property real and personal, for church purposes, in conformity with the laws of the province of British Columbia. Real estate may be sold, conveyed, exchanged, mortgaged, or encumbered only by order of the membership at a special business meeting.

## **Affiliation**

- 7.1 This church shall be in affiliation with the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon, and the Fellowship of Evangelical Baptist Churches in Canada.

## **Disposition of church property**

- 8.1 In the case of organic **division** of the church membership, the property shall belong to those members who abide by the Constitution (including Statement of Faith) and Bylaws of this church. In the case where two or more parties claim to abide by the Constitution and Bylaws, a party of one tenth or more of the voting members of the church may request that the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon arbitrate the dispute and its decision shall be final.
- 8.2 Upon **wind up or dissolution** of this church, the church property and all other remaining assets shall be transferred to the Fellowship of Evangelical Baptist Churches of British Columbia and Yukon, in accordance with Article 5 of the Constitution.

\*This constitution was filed and registered with the Registrar of Companies in Victoria on February 8, 1994

\*\* 8.2 added after Bylaw 8.1 and registered with the Registrar of Companies on August 18, 1995.