

PINELAND BAPTIST CHURCH

**GENERAL OPERATING BY-LAW NUMBER THREE (3),
Being a by-law to repeal all previous general operating by-laws
and relating generally to the affairs of**

PINELAND BAPTIST CHURCH

I

DEFINITIONS, INTERPRETATION AND PURPOSE

1.00 Definitions

1.01 In this By-law, and all other By-laws, and Resolutions of the Church appointed to the general operating by-law unless the context otherwise requires, the following definition shall apply:

- (a) "Act" means the Ontario Corporation Act, as amended from time to time and any statute enacted in substitution thereof, and in the case of such substitution, any references in the By-law of the Corporation to provisions of the Act shall be read as references to the substituted provisions thereof in the new statute or statutes;
- (b) "Associate Pastor" means all pastoral staff of the Church who are either ordained or qualified to be ordained other than the Senior Pastor.
- (c) "Board of Directors" or "Church Board" shall be those persons comprising the Elders Board as defined in Section 17.01 hereof;
- (d) "Board of Elders" or "Elders Board" shall be the Elders of the Church as defined in Section 17.01;
- (e) "By-law" means any By-law of the Corporation from time to time in force and effect, including the General Operating By-law;
- (f) "Church" means the legal entity incorporated as a Corporation without share capital under the Act by Letters Patent dated the 11th day of December, 1981 and named PINELAND BAPTIST CHURCH, through which its Members may fellowship together as a New Testament Church;
- (g) "Church Constitution" or "Constitution" means the Letters Patent (including the objects and Statement of Beliefs), General Operating By-law and any policy statements adopted by the Church from time to time;

- (h) "Church Elders" means the Elders of the Church, elected pursuant to the General Operating By-law section 19.00;
- (i) "Corporation" means the Church as defined herein;
- (j) "Discipline" means seeking to reconcile individuals to one another through mutual forgiveness and restoring offenders to fellowship with God and the Church;
- (k) "Documents" includes deeds, mortgages, hypothecates, charge conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfer and assignment of shares, bonds debentures or other securities and all paper writing;
- (l) "Elder" means a member of the Elders Board;
- (m) "General Operating By-law" means this By-law and any other By-law of the Church intended to amend or replace the General Operating By-law herein;
- (n) "Letters Patent" means the Letters Patent incorporating the Church, as from time to time amended or supplemented by Supplementary Letters Patent;
- (o) "Meeting of Members" or "Membership Meetings" means any annual, general or special meeting of Members;
- (p) "Member" means a Voting Member as defined in Section 4.02 or a Non-Voting Member as defined in Section 4.03 hereof;
- (q) "Moderator" means the officer of the Church having the duties as defined in Section 24.02 hereof;
- (r) "Objects" means the charitable objects of the Corporation as contained in the Letters Patent;
- (s) "Officer" means an officer of the Church, as described in Section 24.00;
- (t) "Pastor" or "Senior Pastor" means the Senior Pastor or Senior Minister of the Church;
- (u) "Person" means an individual person, but does not include corporations, partnerships, trusts or unincorporated organizations;

- (v) "Policy Statements" means the Policy Statement adopted as part of the Church Operating By-laws and Letters Patent from time to time concerning practical applications of Biblical principles and Christian conduct;
- (w) "Resolution" means a Resolution passed by either the Elders Board or members by a majority vote, unless the Act or this By-law otherwise requires;
- (x) "Statement of Beliefs" means the Statement of Beliefs of the Church as set out in the General Operating By-Law and attached hereto as Appendix A.

2.00 Letters Patent, Interpretation and Headings

- 2.01 Letters Patent - This General Operating By-law and any other By-law of the Corporation shall be strictly interpreted at all times in accordance with and subject to the objects contained in the Letters patent of the Corporation and the General Operating By-Law of the Corporation, which for purposes of this General Operating By-law are incorporated by reference and made a part hereof. If any of the provisions contained in this General Operating By-law are inconsistent with those contained in the Letter Patent, or the Act, the provisions contained in the Letters Patent or the Act, as the case may be, shall prevail.
- 2.02 Interpretation - In this General Operating By-law and all other By-laws and Resolutions of the Church, unless the context otherwise requires, the following interpretations shall apply:
 - (a) words importing the singular number include the plural and vice versa;
 - (b) words importing the masculine gender include the feminine gender unless the by-law otherwise specifically provides; and
 - (c) words importing or referring to Person or Persons shall include individual persons only and shall specifically exclude corporation, partnership, trusts and unincorporated organizations.
- 2.03 Headings - Headings used in this General Operating By-Laws are for convenience of reference only and shall not affect the construction or interpretation thereof.

II

MEMBERSHIP

3.00 Membership

3.01 Qualification of Membership - The initial Members of the Corporation shall be the first Directors of the Corporation. Thereafter, Membership in the Church shall consist of those persons who:

- (a) profess faith in Jesus Christ as their Saviour and Lord and born again in Him;
- (b) have been baptized by immersion in accordance with Matthew 28:19 and Luke 3:21;
- (c) have been interviewed by representatives from the Elders Board with respect to their faith and the meaning of membership in the Church;
- (d) have evidenced agreement with the Statement of Beliefs in writing;
- (e) have successfully completed a Membership Class unless a letter of transfer is provided in accordance with Section 3.02 (a);
- (f) have committed themselves in writing as Voting Members to live in obedience to Scripture and to be subject to the authority of the Church as expressed in the Church Constitution; and
- (g) have been admitted into Membership in accordance with Section 5 of this By-Law.

3.02 Membership by Transfer – A Person who seeks admission into membership by way of transfer from another North American Baptist Church or other evangelical Christian Church of like faith and practice shall:

- (a) provide a letter of transfer from such church of which they were a member in good standing recommending them for membership in the Church;
- (b) be interviewed by the Pastor or representatives from the Elders Board with respect to his faith and the meaning of membership in the Church; and
- (c) meet the requirements for Membership as set out in Section 3.01 hereof, save and except such person may give a testimony to the Membership and such person is encouraged to do so.

4.00 Types of Members

- 4.01 Class of Membership – There shall be two classes of membership being Voting Membership and Non-Voting Membership.
- 4.02 Voting Membership – A Voting Member shall be such person who, being 18 years of age or older, has been admitted into Voting membership by the Church and who has the rights and privileges set out in Section 6.
- 4.03 Non-Voting Membership - A Non-Voting Member shall be such person who is under the age of 18 years and has been admitted into Non-Voting membership by the Church. A Non-Voting Member shall have the right of membership as set out in Section 6.01 save and except shall not have the right to vote or to nominate candidates for office within the Church. Upon attaining the age of 18 years, a Non-Voting Member shall become a Voting Member provided the qualifications as set out in Section 3.01 have been met.

5.00 Admission to Membership

5.01 Admission

- (a) Application for Membership in the Church may be initiated by either a verbal or written request by the person seeking to be admitted as a member to a Pastor or through any Elder to a Pastor;
- (b) A Pastor or his Elder designate shall give the Applicant a complete copy of the Church's Letters Patent and General Operating By-Law, with the request that the Applicant read the said document;
- (c) If the Applicant understands and agrees with the Church Constitution and understands the foundations of the Christian faith, the applicant will be interviewed by representatives from the Elders Board.
- (d) The Elders Board will be responsible for making a recommendation to the Voting Members of the Church for a vote as to the qualifications of the Applicant for Membership at a regular Church meeting or at a business meeting of the Church;
- (e) Applicants shall complete a written or verbal application for Membership and be received into the fellowship/membership of the Church at a regular worship service.

6.00 Privileges, Duties and Rights of Voting Membership

- 6.01 All Classes of Membership - All Classes of Membership shall carry the following privileges, duties and rights:

- (a) the privilege to attend all public worship services of the Church;
- (b) the privilege to participate in the ordinances administered by the Church;
- (c) the duty of ministering to one another's spiritual needs as part of the Body of Christ;
- (d) the duty to participate in Church activities and ministries as the Lord directs;
- (e) the duty to financially support the work of the Church as the Lord directs;
- (f) the duty to respect and submit to the spiritual authority and procedures of the Church as emphasized in the Church Constitution;
- (g) the right to attend, speak and participate at all meetings of Members;
- (h) the right to serve in leadership of the Church if duly qualified and approved by the Elders Board; and
- (i) the duty to lead an acceptable Christian Lifestyle.

6.02 In addition to the privileges, duties and rights set out in Section 6.01, Members of the Church shall encourage all Members, through God's grace, as follows:

- (a) To walk together in Christian love. (I John 4:11).
- (b) To exercise Christian care and watchfulness over one another. (Galatians 6:1)
- (c) To pray with and for one another, sharing our burdens, sorrows and joys. (Galatians 6:2)
- (d) To be thoughtful and courteous to one another, to be slow to take offense, and to be quick to forgive and to seek forgiveness. (I Corinthians 13).
- (e) To guard the spiritual and scriptural purity, peace, and prosperity of the Church and its growth in scriptural knowledge and godliness. (Ephesians 1:15-23).
- (f) To assist, as the Lord enables, in the work of the Church, and to promote its usefulness as a witness of the saving grace of God in Christ Jesus. (Acts 2:42-47).

- (g) To contribute, as the Lord directs, to the financial support of the Church, the relief of the needy and the evangelization of all peoples (I Corinthians 16:1,2).
 - (h) To love and to pray for all believers in the Lord Jesus Christ. (Ephesians 1:15, 16).
 - (i) To engage regularly in personal Bible study, reading and prayers, and to establish family devotions where possible. (Psalm 119:9-18).
 - (j) To bring up such children as may be entrusted to our care in the nurture and admonition of the Lord. (Ephesians 6:4).
 - (k) To walk circumspectly in the world, to provide things honest in the sight of all men, to be faithful in engagements, exemplary in deportment, denying ungodliness and worldly lusts. (I John 2:15-17).
 - (l) To endeavour by example, by word and by prayer to win others to an acceptance of Jesus Christ as Saviour and Lord (I Thessalonians 1:7,8).
- 6.03 Voting Rights of Voting Members - Only Voting Members shall have the right to one vote at any meeting of the Members. Except as otherwise provided in this By-Law, Voting Members shall also have the right to nominate candidates for office within the Church.
- 6.04 Non-Voting Members – Non-Voting Members shall not have the right to vote at any meeting of Members.
- 6.05 Non-Transferable – Church Membership, either as a Voting Member or a Non-Voting Member is non-transferable to another Person.
- 6.06 Voting Procedure – Every question submitted to any Meeting of Members shall be decided by a show of hands, except where a secret ballot is provided for or requested as stated below. In the case of an equality of votes, the Moderator of the Meeting shall not have a casting vote. At any meeting unless a secret ballot is provided, a declaration by the Moderator that a motion has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact. A secret ballot may be held either upon the decision of the Moderator or upon request of any Member and shall be taken in such manner as the Moderator directs. The result of a secret ballot shall be deemed to be the decision of the meeting at which the secret ballot was held. A request for a secret ballot may be withdrawn.
- 6.07 Voting Rights and Proxies – Votes at Meetings of Members may be given either personally or by proxy, provided that the proxy appointed represents no more than one other Member at such meeting. At every meeting at which a Member is

entitled to vote, every Member and/or Person present and appointed by proxy to represent one Member shall have one vote for each Member present or represented by proxy. A proxy shall be executed by the Member or the Member's attorney and a copy of such power of attorney shall be provided. A proxy may be in the following form or some similar form:

"The undersigned Member of Pineland Baptist Church hereby appointed _____, or failing the Person above appointed, _____ as the proxy of the undersigned to attend and act at the Meeting of the Members of the said Church to be held on the _____ day of _____ 2____, and at any adjournment or adjournments thereof in the same manner, to the same extent, and with the same power as if the undersigned were present at the said meeting or such adjournment or adjournments thereof.

DATED the _____ day _____, 2_____

Signature of Member

The Board of Elders may from time to time make rules regarding the lodging of proxies at some place or places other than the place at which a meeting or adjourned meeting of Members is to be held and to determine particulars of such proxies being cabled, telegraphed or sent by facsimile or in writing before the Meeting or adjourned Meeting to the Church. The Moderator may, subject to any rules made as aforesaid, in the Moderator's discretion, accept telegraphic or cable or facsimile or written communication as to the authority of any Person claiming to vote on behalf of and to represent a Member notwithstanding that no proxy form as stated above conferring such authority has been lodged with the Church, and any votes given in accordance with such telegraphic or cable or facsimile or written communication accepted by the Moderator shall be valid and shall be counted.

7.00 Discipline

7.01 Scriptural Standard for Discipline – All Members are expected to stay true to sound doctrine and the Statement of Beliefs and to conduct their lives according to the standards set forth in Scripture. Such conduct includes moral purity, personal honesty and biblical fidelity (I Corinthians 6: 9-11, II Timothy 3: 1-17). Members are to be consistent examples of authentic Christianity as they seek to emulate the character of Christ through the power of the Holy Spirit (Romans 8: 28-29). Members shall promote the unity of the Church rather than seeking to divide it (Ephesians 4: 3-13, 25).

7.02 Purpose of Discipline – The biblical purpose of Church discipline is to bring reconciliation and restoration of the offender to fellowship with God and with the

Church consistent with the instruction of the Old and New Testament. The pattern of Matthew 18:15-19 and the principle and spirit of Matthew 5:23, 24 are commanded and commended to us by our Lord. As such only those matters that cannot be resolved through a mediation process shall advance to a formal process of discipline in which the Elders shall adjudicate. The Church is commanded by the Scriptures to discipline its members when they continue in open and habitual sin.

7.03 Circumstances Giving Cause for Discipline – An Individual shall be deemed to be under the Discipline of the Church if the Elders Board determine by Resolution that any of the following circumstances have occurred:

- (a) an Individual has evidenced unethical or immoral conduct or behaviour that is unbecoming of a Christian and contrary to biblical principles;
- (b) an Individual'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) an Individual has propagated doctrines and practices contrary to those set forth in the Statement of Beliefs or the general teachings of the Church, or has propagated any doctrines or practices in such a way as to cause discord or dissension;
- (d) an Individual has wronged another Individual causing discord or dissension in the Church, with or without malicious intent, and has not repented and been willing to enter into a process of reconciliation.

7.04 Process of Discipline

- (a) In the event an allegation against a Person or Member (defined hereafter collectively as an "Individual") gives rise to disciplinary action pursuant to Section 7.03 above, the Elders Board shall establish a process whereby a fair and equitable investigation shall be undertaken to consider the merits of the allegation and, if warranted, the Elders Board upon a majority vote shall establish the nature of the discipline to be imposed. Due process, procedural fairness and the rules of natural justice shall be complied with in relation to all aspects of the process.
- (b) Termination or suspension of Membership as a disciplinary action shall be deemed appropriate only where the Elders, having followed due process by Resolution, recommend to the Members that the Individual's Membership be terminated. At a duly constituted special meeting called to consider such termination or at an annual or general meeting where notice to consider the removal of the Member from Membership has been given, the Members shall consider and vote on removal. Removal from

Membership shall require the motion to be passed by a 2/3rds majority of the votes cast at a duly constituted meeting at which there is a quorum of Members present in person.

- (c) In the event that the decision is to terminate the Individual's Membership in the Church, then the Individual shall automatically cease to be a Member of the Church upon the date that the decision is made.

7.05 Discipline and Attendance at Public Worship – An Individual who has been disciplined or whose Membership has been terminated shall not be barred from public worship unless his presence is disruptive to the peaceful proceedings of the public worship service as determined in the sole opinion of the Elders Board, in which event such Individual agrees that he may be removed from such public worship service without the necessity of legal action, whether or not such Individual is at that time a Member of the Church.

7.06 Discipline and Individuals under age 18 – In the event that the Individual in question is under the age of 18 when an allegation is made, then the Discipline procedure provided for by the Elders Board shall require that notification of any Discipline process shall be given to the Individual and the parents or legal guardian of the Individual and such persons shall be entitled to attend and speak on behalf of such Individual at any such proceedings.

7.07 Waiver – Notwithstanding anything else contained herein, Membership in the Church is given upon the strict condition that disciplinary proceedings and the results thereof and any other proceedings or matters carried out in accordance with the Church Constitution shall not give a Member cause for any legal action against either the Church, the Senior Pastor, any Associate Pastor, any staff member of the Church, any Elder, any Officer, or any Member of the Church, and the acceptance of Membership in the Church shall constitute conclusive and absolute evidence of a waiver by the Member of all rights of action, causes of action, and all claims and demands against the Church, the Senior Pastor, any staff member of the Church, any Elder, any Officer or any Member of the Church in relation to disciplinary proceedings and the results thereof and any other proceedings or matters carried out in accordance with the Church Constitution and this provision may be pleaded as a complete estoppel (i.e., the prevention of an action) in the event that such action is commenced in violation hereof.

7.08 Mediation and Arbitration – In the event that a Member is dissatisfied with any proceedings or the results thereof, or any other matter arising out of the Church Constitution involving the Member and the Church, if the Member does not violate or circumvent the waiver contained in Section 7.07 or attempt to do so, then that Member may petition the Elders Board to have his or her concerns resolved through a process of Christian dispute resolution in accordance with Matthew 18:16 as follows. In the event that the Elders Board consents to the petition:

- (a) The matter shall first be submitted to a panel of Christian mediators whereby the Member appoints a mediator, the Church appoints a mediator and the two mediators so appointed jointly approve a third mediator. In the event that a third mediator cannot be agreed upon, the Church shall ask a denominational leader or the pastor of a Church of like faith and practice to appoint the third mediator.
- (b) The number of mediators may be reduced from three to one or two upon the agreement of both the Church and the Member.
- (c) The mediators so appointed shall then meet with the Elders Board and the Pastor and the Individual in an attempt to mediate a resolution.
- (d) If the matter is not resolved through mediation, then the mediators shall arbitrate and decide all issues in accordance with due process and procedural fairness and the award of the mediators in their role as arbitrators shall be final and binding upon the parties and the judgment once given may be entered by any Court having jurisdiction.
- (e) All costs of the mediators appointed in accordance with this section shall be borne equally by the Individual and the Church.

8.00 Withdrawal and Removal from Membership

8.01 Inactivity - Members who over a period of six months fail to regularly attend the Lord's Day Services shall submit to the following procedure:

- (a) Interview - Such individual will be interviewed when such interview is possible, by a minimum of two (2) Elders. If there is no good or acceptable grounds for failure to attend regularly, the Member shall be placed on the inactive roll by the Elders Board.
- (b) Letter of Intent - If an interview is impractical, then a letter of intent to place the name of the Member on the inactive roll shall be sent to the last known address of the Member. Failure to respond to the letter to the satisfaction of the Elders Board within two months automatically assumes the individual has consented to have his or her name placed on the inactive roll.
- (c) A Member, once placed on the inactive roll, shall no longer have the right to vote until the Member is removed from the inactive roll in accordance with the provisions of this By-Law.

8.02 Withdrawal -A Member may withdraw at any time as a Member of the Church. Upon request by a Member, such Member may be given a letter of

recommendation addressed to the church to which the Member is relocating, provided that the Member is not under Church Discipline at the time.

- 8.03 Notice and Explanation – Every Person withdrawing as a Member should do so by notification to the Board of Elders together with an explanation of the reasons for the request for withdrawal.
- 8.04 Deemed Resignation – Upon receipt of such request for withdrawal as a Member or upon such evidence that such withdrawal has taken place, such Person shall be removed from the Membership roll of the Church and shall be deemed to have also resigned from his position, if applicable, as an Officer or Elder.
- 8.05 Reinstatement – A Member who is on the inactive roll may request that his Membership in the Church be reinstated onto the active roll of Members, in which event the Elders Board, in their sole discretion, shall determine whether such request shall be granted.
- 8.06 Termination For Inactivity – In the event that a Member has been on the inactive roll for a period of two (2) years, then that Person's Membership may be terminated by a Resolution of Members at a Meeting of Members, in which event the Secretary shall thereafter send written notice by registered and regular mail to such inactive Member at his last known address to advise such Person of the termination of Membership. The Member's Membership shall be deemed to have ceased on the date of such Members' Resolution.
- 8.07 Termination by Membership – A Member may also be removed from membership upon the Membership receiving a recommendation to do so from the Elders Board and the Members present at a meeting called for that purpose or at a special or general meeting where notice to consider removal of the Member from Membership is given, vote in favour of such removal with a two-thirds (2/3rds) majority vote. The Members Meeting to consider such discipline shall be constituted pursuant to the procedure set out in Section 10.02. No procedure for removal shall be initiated until the Elders Board first determines the appropriateness of such an action.

9.00 Membership Record

- 9.01 A record of Members, both active and inactive Voting Members and Non-Voting Members of the Church, shall be kept by the Church Clerk or Secretary and reviewed by the Elders at least once per year.

10.00 Members Meetings

- 10.01 Annual Organizational Meeting – An annual organizational meeting of Members shall be held at such time and place as determined by the Elders Board to be no later than November 30th of each year to do the following:

- (a) to nominate a slate of prospective candidates for Elders which list shall be presented to the Members not less than two (2) weeks prior to the Annual Organizational Meeting. Any two (2) Members, with the written consent of the nominee, may at the Annual Organizational Meeting or before December 31st of the current year, nominate one or more candidates for Elders.

Prior to the Annual Members Meeting, the Elders Board shall review the qualifications of all persons who have been nominated by the Members to determine that the persons so nominated have the requisite qualifications and determine the continued willingness of the persons so nominated to allow their names to stand for submission to the Members as candidates for Elders at the Annual Members meeting.

- (b) to consider and approve and/or amend the proposed budget for the ensuing fiscal year as presented by the Elders Board, and
- (c) transact any other necessary business.

10.02 The Annual Members Meeting of the Church shall be held as early as possible after the Church year end (December 31), and, in any event, no later than March 31st following the year end. The meeting shall be held at the head office of the Church or at any such place as the Elders Board may determine. If notice is sent by mail, such notice shall be sent to each Voting Member at least 14 days before such meeting. Notice will also be given orally and published in the weekly Church bulletin not less than 14 days before each meeting of Members. Business at such meeting shall include:

- (a) the presentation and approval of annual reports;
- (b) the presentation and approval of the financial statements;
- (c) the election of Elders and Moderator;
- (d) the appointment of the Auditor for the current year;
- (e) the appointment of Committee Members;
- (f) the election of the Treasurer;
- (g) the election of Persons to all other elected positions;
- (h) the Member's authorization for the purchase of Directors and Officers Liability Insurance and authorizing the use of the Church's assets, if necessary, for the indemnification of Elders in accordance with Article 28.00; and

- (i) such other business as properly coming before the Members.
- 10.03 The election of Elders and Moderator shall be in accordance with the provisions of Section 19.01 hereof.
- 10.04 Special Members Meetings may be called when necessary by the Elders Board, or at the written request of ten percent (10%) of the Voting Members of the Church who are in good standing. Such meetings shall be announced from the pulpit not less than two Sundays before the meeting is to be held. If notice is sent by mail such notice shall be sent to each Voting Member at least 14 days before such meeting. The Notice shall contain sufficient information to permit the Member to make a reasoned decision.
- 10.05 Omission of Notice - The accidental omission to give notice of any meeting or any irregularity in the notice of any meeting or the non-receipt of any notice by any Member or by the Auditor of the Corporation shall not invalidate any Resolution passed or any proceedings taken at any Meeting of Members, provided that no Member objects to such omission or irregularity.
- 10.06 Quorum - The quorum for an Annual Meeting, Special Election Meeting, or other Special Business Meetings of Members shall be twenty percent (20%) of the total Voting Members of the Church present in person. The quorum for a Members Meeting of Members to vote on a candidate for Pastor or Associate Pastor in accordance with Article 11.00 hereof or to vote on the removal of a Pastor or Associate Pastor in accordance with Article 12 hereof shall be thirty-five percent (35%) of the total Voting Members of the Church present in person at a Meeting of Members duly called for such purpose.
- 10.07 Adjournment - No business shall be transacted at any meeting unless the requisite quorum is present at the time of the transaction of such business. If a quorum is not present at the time appointed for Meeting of Members, or within such reasonable time thereafter as the Members present may determine, the Members present and entitled to vote may adjourn the meeting to a fixed time and place, but may not transact any other business and the provisions of section 10.02 with regard to notice shall apply to such adjournment.
- 10.08 Procedure - At all Annual and Special Members Meetings, every question shall be determined by Resolution, being a majority of votes of Members present or represented by proxy and entitled to vote, unless otherwise provided for by the Act or elsewhere in the General Operating By-law. Upon the attainment of a quorum, all proxy votes shall be included in determining if a Resolution is passed.

The exceptions of majority votes are as follows:

- (a) The Calling of a Pastor or other pastoral staff shall require a seventy-five percent (75%) vote of those Members present at a duly constituted meeting of the Members.
- (b) Amendments to the Letters Patent and By-laws shall require a sixty-six and two thirds (66 2/3%) percent majority vote.
- (c) Any matter determined by the Elders Board to be of significant importance to the Church and its membership, whereupon the Board may, by resolution determine the percentage approval required by the members for such matter provided such percentage shall never be less than a majority.

III

PASTORAL STAFF

11.00 The Calling of Pastoral Staff

- 11.01 Establishment of Pastoral Search Committee - As often as it may be deemed necessary by the Elders Board or by the death or departure of a previous Pastor, the Elders shall appoint a pastoral search committee to search possible candidates for this position. This committee shall consist of such number of Elders as determined by the Elders Board and two (2) Voting Members of the Church who are not Elders and who are appointed by the Elders Board. The pastoral search committee will report to the Elders.
- 11.02 Duties of Pastoral Search Committee - The Pastoral Search Committee shall be responsible to recommend to the Elders the calling of a Senior Pastor, having first taken into consideration what is in the best interest of the Church as a whole. A personal profile on the recommended Pastor shall be circulated by the pastoral search committee to the Elders for their study and prayerful consideration prior to the Members of the Church meeting the candidate publicly. The Members of the Church shall have an opportunity to hear the candidate preach and to discuss and discern the Lord's leading in this matter. The Elders shall determine which pastoral candidates shall be invited to preach for a call.
- 11.03 Vote on Recommendation - Only one name for the position of Pastor or Associate Pastor should be presented to the Membership at any one time for consideration. Upon approval of seventy-five percent (75%) of the Members present at the special Members meeting called for that purpose, a formal call will be extended to the prospective Pastor or Associate Pastor. In the event that the recommended name does not receive the approval of seventy-five percent (75%) of those voting or in the event that the prospective Pastor or Associate Pastor does not accept the call, then the Pastoral Search Committee shall resume its function in finding an alternative recommendation in the same manner herein provided.

12.00 Removal of Pastoral Staff

12.01 Removal

- (a) The Pastor or any Associate Pastor may be removed from his position with the Church for any reason upon a seventy five percent (75%) majority vote of the Membership at a special Members meeting duly called for the purpose of authorizing the removal of the Pastor or Associate Pastor.
- (b) Nothing contained in the said procedure shall preclude the Pastor or any Associate Pastor from receiving such notice or equivalent monetary settlement as is legally appropriate in the circumstances if any.
- (c) The removal of the Pastor or any Associate Pastor from the Church shall be deemed to constitute his removal from all boards and committees of the Church.

13.00 Resignation of Pastoral Staff

13.01 Resignation - If the Pastor or an Associate Pastor wishes to resign, he shall first notify the Elders Board in writing, together with an explanation and shall provide no less than thirty days notice prior to the effective date of resignation. Such resignation will be deemed to include a resignation by the Pastor or Associate Pastor from all Boards and Committees of the Church.

14.00 Terms of Employment of General Staff Members

14.01 Terms of Employment - All staff members of the Church involved in teaching ministry shall be required to fulfil and maintain the following qualifications:

- (a) All general staff members must be personally committed to Jesus Christ, as Lord and Saviour and give evidence thereof;
- (b) Such Person must recognize the integral part that each staff member plays in the overall ministry of the Church. Each prospective general staff member must review and sign an engagement agreement with the Church that requires that the lifestyle of such general staff member must not evidence unethical or immoral conduct or behaviour that is, in the opinion of the Elders Board, unbecoming of a Christian and contrary to Biblical principles; and
- (c) Such Person must meet such other qualifications the Elders Board determines are necessary for the position.

14.02 If the Elders Board determines that any additional staff positions are required to support the ministries of the Church other than the positions of Senior Pastor,

Associate Pastor or Pastors, such position may be filled by male or female Persons who are duly qualified for the positions so established.

15.00 Definition and Duties of the Senior Pastor

15.01 Definition - The Pastor shall be the spiritual overseer of the Church, and shall be deemed by virtue of his position to be a Member of the Church, and resource consultant to all Boards and Committees. According to the teaching of the Word of God, the Senior Pastor shall be male. In all his responsibilities, the Senior Pastor is first and foremost accountable to God. He should seek counsel from the Elders. As an employee, he shall be responsible and accountable to the Elders Board.

15.02 Duties - The duties of the Senior Pastor shall be as follows:

- (a) The duty to provide spiritual leadership to the Church and to work in conjunction with the Elders in implementing such spiritual leadership;
- (b) The duty to be the administrative head of the pastoral team and to exercise general supervisory authority over all office staff members of the Church, provided that the hiring or removal of staff members, including Associate Pastoral staff, shall require the approval of the Elders Board and/or Members of the Church as the case may be;
- (c) The duty to work in conjunction with the Elders Board in formulating and recommending Policy and Procedure statements to the Church as may be necessary from time to time;
- (d) The duty to fulfill the qualifications of a Church Elder as set out in Section 18.01 herein and to ensure that his lifestyle does not evidence unethical or immoral conduct or behaviour that is unbecoming of a Christian and contrary to Biblical principles;
- (e) The duty to be in agreement with, uphold and be subject to the Church Constitution and the Statement of Beliefs;
- (f) The duty to be a resource consultant of (without power to vote) or appoint a designate to (without power to vote), all Boards and Committees of the Church;
- (g) The duty to preach the Word of God;
- (h) The duty to prayerfully seek the guidance of the Holy Spirit;
- (i) The duty to fulfill his job description as amended from time to time by the Elders Board.

16.00 Definition and Duties of Additional Pastoral Staff

16.01 Definition - If the Senior Pastor and any existing Associate Pastor or Pastors, together with the Elders Board by Resolution determine it is necessary to call an Associate Pastor, subject to the provisions of Article 11.00, an Associate Pastor may be called for the purpose of undertaking such ministries as the Senior Pastor and the Elders determine are necessary for the Church. The Senior Pastor shall be responsible for initial contacts and arranging interviews. A personal profile on the recommended additional pastoral personnel shall be circulated by the Elders Board to the Membership for their study and prayer prior to meeting the candidate publicly. An Associate Pastor by virtue of his position shall be deemed to be a Voting Member of the Church. The duties of an Associate Pastor(s) shall be as determined by the Board in conjunction with the Senior Pastor and shall include the duties as set out in Section 16.02 hereof.

16.02 Duties – The duties of any Associate Pastor shall include the following:

- (a) The duty to fulfil the ministry job description established for his position by the Elders Board from time to time in conjunction with the Senior Pastor;
- (b) The duty to provide spiritual leadership to the Church and to work in co-operation with the Senior Pastor and the Elders in implementing such spiritual leadership;
- (c) The duty to work in co-operation with the Elders Board in formulating and recommending Policy and Procedure Statements to the Church as may be necessary from time to time;
- (d) The duty to fulfil the qualifications of an Elder as set out in Section 18.01 herein and to ensure that his lifestyle does not evidence unethical or immoral conduct or behaviour that is unbecoming of a Christian and contrary to Biblical principles;
- (e) The duty to be in agreement with, uphold and be subject to the Church Constitution and Statement of Beliefs; and
- (f) The duty to be subject to the authority and direction of the Senior Pastor and to be accountable and responsible to the Elders Board.

IV

ELDERS BOARD

17.00 Elders Board

17.01 Definition - The Elders Board shall be a body of spiritually qualified Members, referred to in I Timothy 3:1-7, Titus 1:6-9 and I Peter 5:1-3. They shall have oversight over all ministries of the Church. The Elders Board shall consist of ten (10) members, which shall include the Moderator, not including the Senior Pastor, any Associate Pastor(s). The Voting Members shall by a Special Resolution of the Voting Members at a properly constituted Meeting, be entitled to increase or decrease the number of Elders. The Senior Pastor and all Associate Pastors are deemed to be Church Elders, but shall not be directors for the purpose of the Act. The Pastor and any Associate Pastor shall not be entitled to vote on any matter coming before the Elders Board but shall in all other respects be entitled to fully participate at the meetings of the Elders Board. The Moderator shall be the Chairman of the Elders Board and shall be elected by the Members pursuant to Section 19.01. The Vice-Chairman of the Elders shall be elected from among their number and not be the Senior Pastor or other Pastoral staff member. The Secretary shall be chosen by the Elders from among the members of the Elders Board.

18.00 Qualifications of Elders

18.01 Qualifications – An Elder must fulfil all of the following qualifications:

- (a) Is a male Voting Member of the Church in good standing and, save and except the Pastor and Associated Pastor(s) has been a member for least one (1) year;
- (b) Be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
- (c) Has an active involvement within the Church;
- (d) Fulfils the spiritual qualifications of an Elder as set out in I Timothy 3:1-7, Titus 1:6-9 and I Peter 5:1-3.
- (e) Is in agreement with the Church Constitution and Statement of Beliefs; and
- (f) Is in agreement that an election as an Elder shall involve active participation in and leadership of the spiritual ministries of the Church as they are needed.

19.00 Election of Elders and Moderator

19.01 Election

- (a) Moderator. –The Moderator shall be elected at the Annual Members Meeting by the Members and he shall, by virtue of his office, be an ex-officio member of the Elders Board and shall hold such office for a one (1) year term.
- (b) Elders. - The election of all other Elders shall be by ballot and shall take place at the Annual Members Meeting in the manner as hereinafter set out. At the Annual Organizational Meeting or up to December 31st of the then current year, the Voting Members may nominate candidates for the position of Elders. In addition, the Elders Board shall recommend possible candidates for Elders. The number of candidates to be nominated shall, to the greatest extent possible, be at least equal to the number of positions to be filled on the Board of Elders at the next Annual Members Meeting. The Elders Board shall ensure that all candidates nominated by the Members and the Elders Board meet the qualifications of Elders.
- (c) At the Annual Members Meeting, the slate of prospective candidates who meet the qualification requirements of Elders shall again be presented to the membership. The election of any person nominated as an Elder shall require a two-thirds (2/3) approval of the voting members of the Church in attendance at a validly constituted Annual Members Meeting. After the first ballot is held for the election of Elders, the Members in attendance at the Annual Members Meeting shall be notified by the Elders Board as to the names of the candidates who have received the highest number of votes by the Voting Members to fill the vacancies with only such number of names being so provided as is equal to the number of vacancies to be filled. The persons whose names are so provided to the Members need not have attained the requisite two-thirds (2/3) approval of the Voting Members at the time of the first ballot.

Immediately after disclosing such names to the Members, the Voting Members in attendance shall, by a second ballot, be asked to confirm by a two-thirds (2/3) majority vote, the acceptability of the candidates so presented. Only those candidates who receive the requisite two-third (2/3) majority vote in this second ballot shall serve as Elders. Any vacancy on the Elders Board following the second ballot may be filled by the Elders Board, provided such appointment shall continue only until the next Annual Members Meeting.

20.00 Term of Elders

20.01 Term - The term of office of elected Elders shall be two (2) years. One-half of the elected Elders shall be elected on an annual basis provided that at the first meeting of Members called to elect Elders, any of the Elders Board shall be elected for a two year term and one-half shall be elected for a one year term. Thereafter, all Elders shall be elected for a two year term.

21.00 Duties of Elders

21.01 General - The Elders Board shall by word and deed provide leadership and direction, along with supervision and instruction, for the spiritual advancement of the Church. The Elders shall also respect the spiritual authority of the Pastor in the Church and serve the spiritual and pastoral needs of the congregation. The Elders will serve as principal counsel to the Pastor.

21.02 Other Board Duties

The Elders Board shall also administer the affairs of the Church in all things and shall make or cause to be made for the Church, in its name, any kind of contract which the Church can lawfully enter into and, save and except as hereinafter provided, generally may exercise all such other powers and do all such other things as the Church is by its charter or otherwise authorized to exercise or do.

21.03 Appointment and Duties – The Elders Board shall elect from amongst their number a Vice-Chairman. The specific areas of responsibility of the Moderator and Vice-Chairman of the Elders Board shall be as set out in Sections 24.02 and 24.03 of this By-law.

21.04 Directors – The Elders shall be the directors of the Corporation pursuant to the Act.

21.05 Vacancies – Provided a quorum of Elders then remains in office, a vacancy on the Board of Elders can be filled by the Elders and such appointed Elder shall remain in office until the next Annual Members Meeting when such appointment shall be confirmed by the Voting Members or the Members elect someone else in his stead.

22.00 Meetings of Elders Board

22.01 Meetings

(a) Meetings of the Elders Board shall be held monthly, save and except for July, August and December of each year, or at such time and place upon such notice as any two Elders may determine as necessary to enable the Elders to fulfil their duties as Church Elders, as provided herein in Section

21.00. A quorum for such meetings shall be a majority of the Elders in attendance in person.

- (b) The Board shall appoint an Elder to record all minutes of meetings of the Elders Board.
- (c) Each Member of the Elders Board who is present in person shall have one vote on all matters coming before the Board. The Moderator shall have one vote to be exercised at the initial calling of the vote and he shall not have a second or casting ballot to break a tie. Every decision shall be decided by a majority of the votes cast.

23.00 Miscellaneous

23.01 No Remuneration - The members of the Elders Board shall serve as such without remuneration and no member of the Board shall directly receive any profit from his position as such, nor shall any member of the Elders Board receive any direct or indirect remuneration from the Church (with the exception of the Pastoral Staff, who do not exercise any voting rights), provided that the members of the Elders Board may be paid for reasonable expenses incurred by them in the performance of their duties.

23.02 Conflicts of Interest - No member of the Elders Board shall place himself in a position where he has a conflict of interest with his duties as an Elder. Every Elders Board member who is in any way directly or indirectly interested in or may become interested in a material way in an existing or proposed contract transaction or arrangement with the Church, or who otherwise has a conflict of interest by virtue of involvement with a member of his family (with "family" defined as spouse, father, mother and child) or by the involvement of his partner, business associate or corporation that the Elders Board member is involved with, either as a director, shareholder, officer, employer or agent, then such member of the Board shall declare his conflict of interest fully at a meeting of the Elders Board and shall withdraw from any discussion or vote therein.

23.03 Quorum - The quorum for an Elders Board meeting shall be constituted by the presence of fifty percent (50%) of the Elders Board members. No business shall be transacted at any meeting unless the requisite quorum is present.

23.04 Removal of Elders Board Members - A Member of the Elders Board shall be removed from his position at any time when such person no longer fulfills all of the qualifications of Elder as determined by the Elders Board; or has been disciplined in accordance with the provisions of this By-law, removed by a two-thirds (2/3rds) majority vote of the Voting Members in attendance in person or by proxy at a duly constituted meeting called for the purpose of considering such removal.

23.05 Notice of Meetings - All regular and Special meetings of the Elders Board shall be held at any time and place to be determined by the members of the Elders Board provided that 48 hours notice of such meeting shall be given, other than by mail, to each member of the Elders Board. Notice of such meetings can be published in the Church Bulletin on two consecutive Sunday mornings prior to such meeting. Notice by mail shall be sent at least 14 days prior to the meeting. No error or omission in giving notice of any meeting or adjourned meeting shall invalidate such meeting of the Elders Board or make void any proceedings taken thereat. Any member of the Elders Board may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

V

OFFICERS

24.00 Officers

24.01 The Officers of the Church shall be as follows: Moderator of the Elders Board, the Vice-Chairman of the Elders Board, the Treasurer, the Clerk and any such officers as the Corporation may by Bylaw determine.

24.02 Moderator – The Moderator shall be elected by the Members at the Annual Members Meeting in accordance with Section 19.01 (a). The duties of the Moderator shall be as follows:

- (a) to call all meetings of the Elders Board;
- (b) to serve as an ex-officio member of the Elders Board;
- (c) to preside at all meetings of the Elders Board and of the Members as the Chairman;
- (d) to ensure the fairness, objectivity and completeness of matters occurring at such meetings, including the setting of the agendas for same;
- (e) to prayerfully seek the guidance of The Holy Spirit in all matters of the Church;
- (f) to not exercise a casting or tie breaking vote at any meeting of the Elders Board;
- (g) to ensure that all directives and Resolutions of the Elders Board are carried into effect; and

- (h) to carry out such other duties as are directed from time to time by the Membership of the Church or by the Elders Board.

24.03 Vice-Chairman - In the event that the Moderator is not able to function in his position, then the Moderator shall be replaced by the Vice-Chairman who shall exercise all of the authority and comply with all of the obligations of the Moderator. The Vice-Chairman shall be elected by the Elders Board from amongst their number.

24.04 Clerk - The duties of the Clerk shall be as follows:

- (a) to faithfully note and record all of the business of Members Meetings, and present the minutes of previous Membership Meetings when called upon to do so;
- (b) to conduct all correspondence on behalf of the Church arising out of such meetings;
- (c) to publish the time and place for all Members Meetings with due notice;
- (d) to be the custodian of the seal of the Church which he shall deliver only when authorized by Resolution of the Elders Board to do so and to such Person or Persons as may be named in the said Resolution;
- (e) to be the custodian of all papers and documents of the Church;
- (f) to serve as the Secretary of the Corporation pursuant to the requirements of the Act;
- (g) to keep the records of the Church Membership, including admissions, resignations, removals, deaths and deletions therefrom;
- (h) to give an annual written summary of the records of the Church Membership and changes thereto for inclusion in the annual report;
- (i) to maintain a record of Church baptisms;
- (j) to carry out such other duties as directed from time to time by the Elders Board.

The Clerk need not be an Elder of the Church and shall be the Secretary of the Corporation for the purposes of the Act.

24.05 Treasurer - The duties of the Treasurer shall be as follows:

- (a) to be responsible for the disbursing of monies on behalf of the Church;

- (b) to keep an accurate cheque register;
- (c) to issue and co-sign cheques on behalf of the Church as directed by the Elders Board;
- (d) to maintain such records as required by the Elders Board;
- (e) to pay all accounts and authorized expenses by cheque whenever practical and possible;
- (f) to invest funds belonging to the Church as directed by the Elders Board;
- (g) to keep or cause to be kept account of all monies received by the Church and keep or cause to be kept an accurate account of all assets, liabilities, receipts and disbursements of the Church including the following:
 - (i) recording the Church income and receipts;
 - (ii) recording the Church fund disbursements;
 - (iii) preparation of monthly bank reconciliations; and
 - (iv) preparation of monthly financial statements.
- (h) to ensure that no member of the Elders Board receives any remuneration from the Church unless such monies are for purposes of reimbursing such Person for legitimate expenses incurred on behalf of the Church; and
- (i) to carry out such other duties as directed from time to time by the Elders Board.

The Treasurer need not be an Elder.

25.00 **Qualifications For Officers**

25.01 A Person may be considered for election as an Officer of the Church if he fulfils all of the following qualifications:

- (a) the Person must be a Member in good standing for one (1) year or as otherwise determined by the Elders Board and subsequently ratified by the Voting Members at a meeting called for that purpose;
- (b) the Person must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
- (c) the Person must have an active involvement within the Church; and

- (d) the Person must be in agreement with the Church Constitution.

26.00 Resignation Of Moderator or other Officer

26.01 If for any reason the Moderator chooses to resign his position, a letter of resignation together with an explanation shall be directed to the Elders Board at least thirty (30) days prior to the effective date of such resignation and the Elders Board shall then have the power to accept such resignation on behalf of the Church.

27.00 Vacancy

27.01 The position of any Officer shall be automatically vacated if any of the following situations occur:

- (a) such Officer resigns his office by delivery of a written resignation to the Elders Board ;
- (b) such Officer no longer fulfils all the qualifications of an Officer as set out in this By-Law;
- (c) such Officer is found to be mentally incompetent or of unsound mind;
- (d) such Officer becomes bankrupt;
- (e) such Officer ceases to be a Member of the Church;
- (f) such Officer, in the opinion of a two-thirds majority vote of the Board and confirmed by a majority vote of the Voting Members who are present in person at a Meeting of Members called for that purpose, has evidenced unethical or immoral conduct or behaviour that is contrary to Biblical principles, or is no longer willing to comply with, adhere to or submit to the scriptural authority and procedures set out in the Church Constitution;
- (g) such Officer is determined by a majority vote of the Members who are present in person or represented by proxy at a meeting called for that purpose to be unfit to hold office as an Officer of the Church for any reason;
or
- (h) such Officer dies.

27.02 If any vacancies should occur for any reason as set out in section 27.01 above, the Elders Board by Resolution may, by appointment, fill the vacancy for the remainder of the term. In the event the vacancy is that of the Moderator, the Board's appointment of a replacement Moderator shall be ratified at the next Members meeting by a majority of the Voting Members.

28.00 Protection and Indemnity

28.01 Protection of Elders, Officers and Others - Except as otherwise provided in the Act, no Elder, Senior Pastor, Associate Pastor(s) or officer of the Church shall be liable for the acts, receipts, neglects or defaults of any other Elder, Senior Pastor, Associate Pastor(s), Officer or employee or for any loss, damage, or expense happening to the Church through the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Church shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, including any person with whom or which any monies, securities or effects shall be lodged or deposited on for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Church or for any loss, damage, or misfortune whatever which may happen in the execution of the duties of the Elders, Senior Pastor, Associate Pastor(s) or Officer's respective office or trust or in relation thereto unless the same shall happen by or through such person's wilful neglect or default. The Elders, Senior Pastor, Associate Pastor(s) 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.

28.02 Indemnity to Elders, Officers and Others - Every Elder, Senior Pastor, Associate Pastor(s), Officer or any member or Person (with "person" in this section to include corporations, partnership, joint ventures, sole proprietorship, unincorporated associations, and other forms of business organizations) who has undertaken or is about to undertake any liability on behalf of the Church or any company controlled by it and their heirs, executors and administrators, and estates and effects, respectively, shall from time to time and at all times, be indemnified and save harmless out of the funds of the Church, from and against:

- (a) all costs, charges and expenses which such Elder, Senior Pastor, Associate Pastor(s), Officer or any other member, of the Church or person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him in respect of any act, deed, matter or thing whatsoever made, done or permitted by him, in or about the execution of his office, or in respect of any such liability;
- (b) all other costs, charges, and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own negligence, neglect or default.

The Church shall also indemnify and save harmless any such person in such other circumstances as the Act or law permits or requires. Nothing in this By-law shall limit the right of any person entitled to indemnity to chose indemnity apart from the provision of this By-law to the extent permitted by the Act or law.

VI

POLICY STATEMENTS

29.00 Policy Statements

- 29.01 The Purpose of Policy Statements - In consideration of the ongoing need for the Church to provide guidelines and directions to its Members on practical applications of Biblical teachings and Christian conduct, the Church may adopt Policy Statements on such matters as are deemed necessary from time to time by the Elders Board and/or Pastoral Staff, and such statements upon adoption as set out below shall be deemed to be a part of the Church Constitution.
- 29.02 The Adoption and Amendment of Policy Statement - A policy statement may be proposed or amended by either the Senior Pastor or the Elders Board but shall not become operative until first approved by a seventy-five percent (75%) vote of the Elders Board and ratified by a seventy-five percent (75%) majority vote of the voting Members at a meeting duly called for that purpose.

VII

STATEMENT OF BELIEFS

30.00 Statement of Beliefs

- 30.01 The Statement of Beliefs of the Church shall be that of the North American Baptist Conference, as amended from time to time and approved by the Elders Board. A copy of such current Statement of Beliefs is attached hereto as Appendix A.

VIII

STANDING COMMITTEES

31.00 Definition Of Standing Committees

- 31.01 The Elders Board by Resolution may establish such Standing Committees as it determines necessary from time to time.
- 31.02 The number of members for each Standing Committee and the mandate of such Standing Committee shall be determined by the Elders Board from time to time unless otherwise established by the provisions of this By-law.
- 31.03 Membership on each Standing Committee shall be served without remuneration, provided that a committee member may be paid reasonable expenses incurred by him in the performance of his duties.

31.04 All prospective Committee members shall be elected by the Membership and the Chairman of each Standing Committee shall be a Member of the Elders Board unless the mandate of the Standing Committee otherwise requires.

32.00 Specific Duties Of Standing Committees

32.01 The specific duties of each Standing Committee shall:

- (a) be determined by such Standing Committee in writing and approved by the Elders Board;
- (b) include the keeping of minutes of each meeting;
- (c) include the preparation of an annual budget for presentation to the Elders Board and subsequent approval by the Elders Board and the Membership;
- (d) be task oriented;
- (e) require that a report be made to the annual meeting of Members through the Elders Board; and
- (f) require that membership on such committee shall be served without remuneration, provided that a committee member may be paid reasonable expenses incurred by him in the performance of his duties.

33.00 Meetings Of Standing Committees

33.01 Standing Committees shall meet at such times as are determined by the Chairman of each Standing Committee or as directed by the Chairman of the Elders Board.

34.00 Procedures For Meetings Of Standing Committees

34.01 The procedures to be adopted during meetings of each Standing Committee shall be the same as those set out herein for the Elders Board with modifications as necessary.

35.00 Removal Of Members From Standing Committees

35.01 The Elders Board of the Church may remove any member from any Standing Committee for any reason upon a two-thirds (2/3) majority vote of the Elders Board, in which event the Elders Board may fill such vacancy.

IX

SPECIAL COMMITTEES

36.00 Definition And Operation Of Special Committees

- 36.01 The Elders Board is authorized to appoint such Special Committees as are deemed necessary from time to time and to empower such committee or committees with such authority or directives as is deemed appropriate.
- 36.02 The members of such Special Committee or Committees shall be appointed by the Elders Board.
- 36.03 The term of office and the duties of such Special Committee as well as the appointment of a Chairman of such Special Committee shall be determined by the Elders Board unless specifically directed otherwise by the Members. Members of such Special Committees shall serve without remuneration, provided that such committee member may be paid reasonable expenses incurred by him in the performance of his duties.
- 36.04 The number and time of meetings of such Special Committee shall be determined by the Chairman of such Special Committee subject to the approval of the Elders Board or as directed by the Moderator.
- 36.05 All Special Committees shall report to the Members through the Elders Board.
- 36.06 The procedures to be adopted during meetings of such Special Committee shall be the same as those set out herein for the Elders Board with modifications as necessary.

X

GENERAL PROVISIONS

37.00 Corporation Seal

- 37.01 The Seal, an impression thereof, is stamped in the margin hereof or as changed by resolution of the Elders Board from time to time, shall be the seal of the Church.

38.00 Execution of Documents and Cheques

- 38.01 Documents, contracts or any instruments in writing requiring the signature of the Church shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without further authorization or formality. The Elders Board shall have the power from

time to time by Resolution to appoint officers on behalf of the Corporation to sign specific contracts, documents and instruments. The seal of the Church when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed.

38.02 All cheques, drafts or orders from the payment of money and all notes and acceptances and bills of exchange shall be signed by such officers or person, whether or not an officer of the Church and in such manner as the Elders Board may from time to time designate by Resolution.

39.00 Financial Year-End

39.01 Fiscal Year-End - Unless otherwise ordered by the Elders Board, the fiscal year end of the Corporation shall be December 31 of each year.

40.00 Head Office

40.01 The Head Office of the Corporation shall be in the City of Burlington, Province of Ontario.

41.00 Books and Records

41.01 Books and Records - The Elders Board shall see that all necessary books and records of a contractual and financial nature of the Church required by the General Operating By-law of the Church or by any applicable statute or law, are regularly and properly maintained.

42.00 Auditor

42.01 Auditor - The Elders Board shall recommend to the Members an auditor and the Members shall at each Annual Members Meeting appoint the auditor to hold office for the current year. The auditor shall audit the Financial Statements of the Corporation and report to the Members with respect to same. The auditor shall not be an officer, Elder or employee of the Corporation.

43.00 Amendments

43.01 Amendments

- (a) Notwithstanding the Act, the Letters Patent of the Church may be amended by seventy-five (75%) percent vote of the Elders Board voting at a meeting called for that purpose and sanctioned by an affirmative vote of at least seventy-five percent (75%) of the Voting Members present and in person at a meeting duly called for the purpose of considering the said amendment, provided that notice of such Membership Meeting is not given less than two Sundays before the said meeting, and provided further

that the notice shall state the proposed amendment and the purpose thereof.

- (b) The General Operating By-Law of the Church not embodied in the Letters Patent may be repealed or amended by by-law and enacted by a seventy-five percent (75%) vote of the Elders Board voting at a meeting called for that purpose and sanctioned by an affirmative vote of at least seventy-five (75%) of the Voting Members present and in person or represented by proxy at a meeting duly called for the purpose of considering the said By-law, provided that notice of such Membership Meeting is not given less than two Sundays before the said meeting and provided further that the notice shall state the proposed amendment and the purpose thereof.

44.00 Church Affiliations

44.01 The Church shall be affiliated with such associations and/or organizations as determined from time to time by a vote of seventy-five (75%) percent of the Voting Members present and in person at a meeting duly called for that purpose. Subject to the above, the Church shall be affiliated with the North American Baptist Conference.

45.00 Effective Date

45.01 This By-Law shall repeal all previously enacted organization by-laws of the Church and shall come into force without further formality upon its enactment.

PASSED the 31st day of March, 2004.

CHAIRMAN

SECRETARY

ENACTED as By-Law No. 3 by the Elders (directors) of the Church at a meeting duly called and regularly held and at which a quorum was present on the 31st day of March, 2004.

LARRY BLAINE SYLVESTER

WILLIAM DOUGLAS BECK

DOUGLAS ALAN PRESCOTT

BARRY REX STEDMAN

BARRY THORP

THOMAS GERARD RYAN

GERALD IRVING WILLARD

MICHAEL EDWARD BROWN

PATRICK JOHN MCLAUGHLIN

IAIN DAVID SOMMERVILLE

THE FOREGOING By-Law No. 3 as enacted by the Elders (directors) of the Church has been ratified, sanctified, confirmed and approved without variation by a majority vote of the Members entitled to vote at a meeting of Members duly called and regularly held at Burlington, Ontario, on the 31st day of March, 2004 and at which a quorum was present.

Secretary

APPENDIX A

STATEMENT OF BELIEFS

WHAT WE BELIEVE

1. We believe the Bible is God's Word given by divine inspiration, the record of God's revelation of Himself to humanity (II Timothy 3:16). It is trustworthy, sufficient, without error - the supreme authority and guide for all doctrine and conduct (I Peter 1:23-25; John 17:17; II Timothy 3:16-17). It is the truth by which God brings people into a saving relationship with Himself and leads them to Christian maturity (John 20:31, I John 5:9-12; Matthew 4:4; I Peter 2:2).

2. We believe in the one living and true God, perfect in wisdom, sovereignty, holiness, justice, mercy and love (I Timothy 1:17; Psalm 86:15; Deuteronomy 32:3-4). He exists eternally in three coequal persons who act together in creation, providence and redemption (Genesis 1:26; I Peter 1:2; Hebrews 1:1-3).
 - a. The Father reigns with providential care over all life and history in the created universe; He hears and answers prayer (I Chronicles 29:11-13; Matthew 7:11). He initiated salvation by sending His Son, and He is Father to those who by faith accept His Son as Lord and Saviour (I John 4:9-10; John 3:16; John 1:12; Acts 16:31).

 - b. The Son became man, Jesus Christ, who was conceived of the Holy Spirit and born of the Virgin Mary (John 1:14; Matthew 1:18). Being fully God and fully man, He revealed God through His sinless life, miracles and teaching (John 14:9; Hebrews 4:15; Matthew 4:23-24). He provided salvation through His atoning death in our place and by His bodily resurrection (I Corinthians 15:3-4; II Corinthians 5:21; Romans 4:23-25). He ascended into heaven where He rules over all creation (Philippians 2:5-11). He intercedes for all believers and dwells in them as their ever-present Lord (Romans 8:34; John 14:23).

 - c. The Holy Spirit inspired men to write the Scriptures (II Peter 1:21). Through this Word, He convicts individuals of their sinfulness and of the righteousness of Christ, draws them to the Saviour, and bears witness to their new birth (James 1:18; John 16:7-11; I Thessalonians 1:5-6; Romans 8:16). At regeneration and conversion, the believer is baptized in the Holy Spirit (I Corinthians 12:13). The Spirit indwells, seals and gives spiritual gifts to all believers for ministry in the church and society (Romans 8:9-11; Ephesians 1:13-14; Romans 12:5-8; I Peter 4:10). He empowers, guides, teaches, fills, sanctifies and produces the fruit of Christ-likeness in all who yield to Him (Acts 4:31; Romans 8:14; I Corinthians 2:10-13; Ephesians 5:18; II Thessalonians 2:13; Galatians 5:16; 22-23).

3. We believe God created an order of spiritual beings called angels to serve Him and do His will (Psalm 148:1-5; Colossians 1:16). The holy angels are obedient spirits ministering to the heirs of salvation and glorifying God (Hebrews 1:6-7; 13-14). Certain angels, called demons, Satan being their chief, through deliberate choice revolted and fell from their exalted position (Revelation 12:7-9). They now tempt individuals to rebel against God (I Timothy 4:1; I Peter 5:8). Their destiny in hell has been sealed by Christ's victory over sin and death (Hebrews 2:14; Revelation 20:10).

4. We believe God created man in His own image to have fellowship with Himself and to be a steward over His creation (Genesis 1:26-28). As a result, each person is unique, possesses dignity and is worthy of respect (Psalm 139:13-17). Through the temptation of Satan, Adam chose to disobey God; this brought sin and death to the human race and suffering to all creation (Genesis 3; Romans 5:12-21; 8:22). Therefore, everyone is born with a sinful nature and needs to be reconciled to God (Romans 3:9-18; 23). Satan tempts people to rebel against God, even those who love Him (Ephesians 4:27; II Corinthians 2:11; Matthew 16:23). Nonetheless, everyone is personally responsible to God for thoughts, actions and beliefs and has the right to approach Him directly through Jesus Christ, the only mediator (Romans 14:12; I Timothy 2:5).
5. We believe salvation is redemption by Christ of the whole person from sin and death (II Timothy 1:9-10; I Thessalonians 5:23). It is offered as a free gift by God to all and must be received personally through repentance and faith in Jesus Christ (I Timothy 2:4; Ephesians 2:8-9; Acts 20:21). An individual is united to Christ by the regeneration of the Holy Spirit (Galatians 2:20; Colossians 1:27). As a child of God, the believer is acquitted of all guilt and brought into a new relationship of peace (Romans 5:1). Christians grow as the Holy Spirit enables them to understand and obey the Word of God (II Peter 3:18; Ephesians 4:15; I Thessalonians 3:12).
6. We believe the Church is the body of which Christ is the head and all who believe in Him are members (Ephesians 1:22-23; Romans 12:4-5). Christians are commanded to be baptized upon profession of faith and to unite with a local church for mutual encouragement and growth in discipleship through worship, nurture, service and the proclamation of the Gospel of Jesus Christ to the world (Acts 2:41-42, 47; Luke 24:45-48). Each church is a self-governing body under the lordship of Christ with all members sharing responsibility (Acts 13:1-3; 14:26-28). The form of government is understood to be congregational (Matthew 18:17; Acts 6:3-6; 15:22-23).

The ordinances of the church are baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the name of the Father, and of the Son, and of the Holy Spirit (Matthew 28:18-20). It is an act of obedience symbolizing the believer's identification with the death, burial and resurrection of the Saviour Jesus Christ (Romans 6:3-5). The Lord's Supper is the partaking of the bread and of the cup by believers together as a continuing memorial of the broken body and shed blood of Christ. It is an act of thankful dedication to Him and serves to unite His people until He returns (I Corinthians 11:23-26).

To express unity in Christ, local churches form associations and a conference for mutual counsel, fellowship and a more effective fulfillment of Christ's commission (Acts 15; I Corinthians 6:1-3).

7. We believe religious liberty, rooted in Scripture, is the inalienable right of all individuals to freedom of conscience with ultimate accountability to God (Genesis 1:27; John 8:32; II Corinthians 3:17; Romans 8:21; Acts 5:29). Church and state exist by the will of God. Each has distinctive concerns and responsibilities, free from control by the other (Matthew 22:21). Christians should pray for civil leaders, and obey and support government in matters not contrary to Scripture (I Timothy 2:1-4; Romans 13:1-7; I Peter 2:13-16). The state should guarantee religious liberty to all persons and groups regardless of their religious preferences, consistent with the common good.

8. We believe Christians, individually, and collectively, are salt and light in society (Matthew 5:13-16). In a Christ-like spirit, they oppose greed, selfishness and vice; they promote truth, justice and peace; they aid the needy and preserve the dignity of people of all races and conditions (Hebrews 13:5; Luke 9:23; Titus 2:12; Philippians 4:8-9; I John 3:16-17; James 2:1-4).

9. We believe God, in His own time and in His own way, will bring all things to their appropriate end and establish the new heaven and the new earth (Ephesians 1:9-10, Revelation 21:1). The certain hope of the Christian is that Jesus Christ will return to the earth suddenly, personally and visibly in glory according to His promise (Titus 2:13; Revelation 1:7; 3:11; John 14:1-3). The dead will be raised, and Christ will judge mankind in righteousness (John 5:28-29). The unrighteous will be consigned to the everlasting punishment prepared for the devil and his angels (Matthew 25:41, 46; Revelation 20:10). The righteous, in their resurrected and glorified bodies, will receive their reward and dwell forever with the Lord (Philippians 3:20-21; II Corinthians 5:10; I Thessalonians 4:13-18).

Adopted by the North American Baptist Conference delegates, August 10-15, 1982, at Niagara Falls, New York.

APPENDIX B

Christian Lifestyle Statement on Marriage and Sexuality

Pineland Baptist Church

(Adopted by the Elders' Board and by the membership on March 31, 2004)

In view of the need for Christian churches to maintain biblical standards in a secular society, we the members of Pineland Baptist Church hereby affirm the following statement on Christian lifestyle:

1. **WE AFFIRM** that the Bible clearly reveals God's will for the lifestyle of His redeemed people.
WE DENY that biblical standards in such areas as the family and sexuality are outdated in modern times.

Deuteronomy 4:2; Psalm 119:89; Matthew 5:17-19; Mark 13:31; Romans 15:4, and 1 Corinthians 10:6-11

2. **WE AFFIRM** that human sexuality is a good gift from God to be received with thanksgiving.
WE DENY that sexual activity outside of marriage is necessary for the full development of human personhood.

Genesis 1:27-28; Genesis 2:18-25; Proverbs 5:18-19; Songs of Solomon; and Hebrews 13:4

3. **WE AFFIRM** that in the Bible, God defines marriage as a life-long, exclusive covenant between a man and a woman.
WE DENY that same-sex relationships constitute marriage in the biblical sense.

Genesis 2:24; Matthew 19:3-9; and Romans 7:2-3.

4. **WE AFFIRM** that only within marriage as defined in no. 3 above is sexual activity pleasing to God.
WE DENY that homosexuality, lesbianism, incest, bestiality, adultery, premarital sex or pornography are pleasing to God.

Exodus 20:14,17; Leviticus 18; Matthew 5:27-30; Romans 1:26-27; 1 Corinthians 5:1-2, 9-13; 1 Corinthians 6:9-10, and 13-20; 1 Corinthians 7:3-5, and 8-9; Ephesians 5:3-5; and 1 Thessalonians 4:1-8.

5. **WE AFFIRM** that the above four guidelines are clearly based on Scripture and therefore constitute the will of God for the members of Pineland Baptist Church and **WE FURTHER AFFIRM** that the above four guidelines shall serve as the basis for pastoral care and church discipline.

WE DENY that the use of the above four guidelines is motivated by anything other than a reverent fear of Almighty God our Maker, Redeemer and Judge; and our sincere desire to obey His commandments revealed in Scripture.

APPENDIX C

Pineland Baptist Church Ethical Conduct Policy

(Adopted by Elders' Board and congregation March 31, 2004)

Pineland Baptist Church is a Christian organization serving its members. The Church can effectively serve its community only if its pastoral staff and employees maintain a personal lifestyle and standards of morality consistent with Scripture and which provide a positive example.

The purpose of this policy is to put in writing the previously unwritten expectations and terms and conditions of employment relating to ethical conduct by pastoral staff and employees.

The Church holds life to be sacred and the family model as endorsed by Jesus Christ as fundamental.

Pastoral staff and employees are required to avoid conduct that is unethical or immoral or behaviour that is contrary to Biblical principles including, without limiting the generality of the above:

1. substance abuse including tobacco, alcohol and drugs;
2. extra-marital sexual relationships (adultery);
3. premarital sexual relationships (fornication);
4. reading or viewing of pornographic material;
5. homosexual relationships;
6. theft or fraud;
7. physical aggression;
8. abusive behaviour;
9. sexual assault or abuse;
10. harassment (see Non-Harassment Policy);
11. lying, deceit or dishonesty; and
12. criminal activity.

If a pastoral staff or employee violates or breaches these requirements, the church shall take whatever actions it deems, in its sole judgment, to be reasonable, lawful disciplinary action including, where appropriate, suspension or termination of employment

Pineland Baptist Church Non-Harassment Policy

(Adopted by Elders' Board and congregation, March 31, 2004)

Preamble: One of the fundamental tenants of evangelical Baptists is that we believe the Bible to be our final authority in both faith and practice. Scripture provides a higher standard than that expressed in this policy and pastoral staff and employees are expected to live by that higher standard. This policy provides minimal general guidelines and establishes a mechanism to permit someone to act if he or she feels they are being harassed and personal confrontation has not alleviated the situation.

Policy: Pineland Baptist Church is committed to providing employment free from harassment. The Church will take appropriate disciplinary action against any pastoral staff or employee who subjects anyone to any form of harassment. The name of a reporter or circumstances related to the report will only be disclosed to the extent that it is necessary for the purpose of investigating the report or taking disciplinary measures.

Definition: Harassment includes -

- The engagement in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome;
- suggestive or unwelcome remarks of a racial, ethnic, personal or similar nature;
- unwelcome sexual advances, solicitation or physical contact made by one person to another whether or not he or she is in a position to grant or deny a benefit to another, such as advances from a supervisor to an employee;
- a reprisal by a person against the person who rejected his or her advance, such as termination or demoting of an employee because the employee refused such an advance; and
- an act or course of conduct that would reasonably be regarded as harassment.

Procedures: If anyone believes that he or she is the subject of harassment of any nature, he or she should ask the harasser to stop the behaviour immediately and document the place, date and time the incident happened. They may also report the incident to the Senior Pastor or Chairman of the Elder Board.

Where a report of harassment is made, the appropriate senior authority (the "decision maker") shall attempt to meet with the reporter. If the reporter does not wish the matter to go further and if the matter does not warrant further action, the investigation shall end. If the reporter does wish the matter to go further or if the matter warrants further action, the decision maker shall fully investigate the matter including attempting to meet with the person against whom the allegation has been made. If the allegation is proven, the decision-maker shall initiate appropriate disciplinary action in accordance with the Church's ethical policy.

Summary: It is very important that all persons feel comfortable about the environment at the Church. All persons share in the responsibility of keeping the workplace and the

facilities free from harassment. To that end, every employee can be confident that any matters relating to proven harassment in any form will be handled in confidence and without fear of reprisal.

Acknowledgement by Pastoral staff or employee.

I have read, understand and have received a copy of the ethical and non-harassment policy statement. I understand that compliance with the policy statement is a term and condition of my employment at Pineland Baptist Church.

(Date) _____ (Signature) _____

APPENDIX D

Pineland Baptist Church

CHILDREN/YOUTH WORKERS PROTECTION POLICY

(Adopted by the Elders' Board and by the membership on March 31, 2004)

A. Preamble

Whereas we acknowledge that the abuse of children (sexual, physical and emotional) can happen anywhere, including in this Church or in other facilities used by our Church in children's and youth ministry;

And **Whereas** we understand that the effects of such abuse have a profound short-term and long-term impact on the victim;

And **Whereas** we understand that, as members of this Church, we must seek to ensure that children and youth who participate in any programmes offered through our Church, may do so without fear of abuse;

And **Whereas** we acknowledge that a person who would prey upon children may see this Church as a place where he/she may have access to children or youth;

And **Whereas** we understand that any abuse, or allegation of abuse, can seriously compromise our witness for Jesus Christ within our community and beyond;

We, the members of this Church, solemnly agree to adopt the following **Children / Youth Workers' Protection Policy**, effectively immediately and dated this 31st day of March, 2004.

B. Purpose

The Church has a legal obligation to provide a secure environment for children participating in Church programmes who are under the care and authority of the Church, as well as to give guidance to our workers in order to protect them from unfounded accusations of child abuse.

This policy is intended to further the above obligations by addressing the following issues:

1. The Church's responsibility to protect those under its care from possible harm.

2. The Church's responsibility to protect our workers and the Church from any unfounded accusations from those with whom they work and/or their parents.
3. The Church's responsibility under the law to report signs of child abuse.

C. Children's Ministry Personnel

1. All those who work with children and youth under the age of 18 years must have been members and regular attendees of Pineland Baptist Church for a minimum of 6 months.
2. Screening and approval of workers shall be done in accordance with separate "Procedure for Screening Children/Youth Workers".
3. Members' children who are between the ages of 12 and 17 years of age may assist with children and youth under the supervision of an approved adult.

D. Guidelines for Workers.

NOTE: Parents shall use discretion in the following, when supervising their own and relatives' children in church organized events.

1. All workers involved in children's ministry shall avail themselves of training opportunities directed at issues of child abuse, identification, and reporting obligations, as prescribed by the Church leadership
2. Up until the age of 9 years, children are to be picked up by the person who drops them off, or an authorized alternate(s).
3. More than one worker shall be present in a closed room whenever a child(ren) is present. It is preferable that the worker and assistant(s) not be members of the same family.
4. All classrooms will be modified so that, if there is no other way to view the room easily, a window will be installed in the classroom door.
5. Workers should try to avoid being "one on one" with a child or youth in a vehicle.
6. Workers should not be alone with children in washrooms. Washrooms should be checked prior to allowing a child in and waiting outside thereafter.
7. Consent forms are to be completed and signed for trips outside the Church.

8. Workers are to make themselves familiar with procedures in the area of their ministry.
9. Workers are not to administer medications except in case of emergency.
10. Discipline -
 - i) It is never permissible to use physical force for discipline, i.e. spanking, jerking, slapping, squeezing, pressure points, etc.
 - ii) Acceptable form of discipline is to separate a child from the group (i.e. sitting by themselves) until they are ready to re-enter the group situation.
11. Any unusual incidents (i.e. serious behavioral problems or confrontations, etc.) should be reported to the Ministry Elder in a written report.
12. Injuries are to be reported on, and in accordance with the "accident/near miss form".

E. Reporting Child Abuse

1. The Child and Family Services Act states that each person who believes, on reasonable grounds, that a child (under age 18) is or may be in need of protection must report promptly the belief and the information upon which it is based to a children's aid society. Professionals and officials are responsible in the same manner to report cases or suspected cases of abuse. The two situations are closely related for reporting purposes.
2. Abuse can take various forms:
 - a) Physical harm
 - b) Sexual molestation or exploitation
 - c) Lack of medical treatment
 - d) Emotional harm
 - e) Harassment
 - f) Mental, emotional, or developmental condition that could seriously impair the child's development.
3. Each person who has reasonable grounds to suspect that a child is, or has, suffered abuse shall forthwith report the suspicion and the information on which it is based to those in authority and ultimately the Senior Pastor or delegate. The Senior Pastor (or delegate) shall report the occurrence to the Children's Aid Society in compliance with the Child and Family Services Act

F. Policy for Those Alleged to Have Abused a Child

1. Those with concerns about possible child abuse are encouraged to express such concern to their Ministry Elder.
2. If there is no satisfactory resolution or if there is a written report alleging that any person has caused or has threatened to abuse a child, the Senior Pastor (or his delegate) shall be informed. As a matter of policy such person shall immediately be removed from any duties or responsibilities in the children's ministry pending the outcome of the investigation.
(The suspension from duties and responsibilities is not and shall not be seen or accepted as the "guilt" of the individual, but only as an indication of the priority given to the need to protect our children.)
3. As required under the Child and Family Services Act the incident shall be reported by the Senior Pastor (or his delegate) to the Children's Aid Society. Any notice of suspension from duties shall be given in such a way that no investigation of the Children's Aid Society or police will be put in jeopardy and shall be done in consultation with the civil authorities.

The Senior Pastor (or his delegate) shall be the Church's only spokesperson when dealing with outside agencies.

4. Any person, volunteer or employee, found to have abused a child or placed a child at risk of abuse shall, apart from any other discipline process, be prohibited from future participation in any children's ministry in the Church.

APPENDIX E

Pineland Baptist Church

CHILDREN/YOUTH WORKERS SCREENING PROCEDURE

A. Purpose

The purpose of this procedure is to outline, in detail, the method of approving those who work with children/youth under the age of 18 years. The "Children and Youth Workers Protection Policy" is a support document to this procedure.

B. Forms

The following attached forms are referred to and are a part of this policy:

- a) Approved Children/Youth Workers Log - a log book, accessible at all times the Church is open, which lists the names of all workers who have been approved to work with those under the age of 18 years.
- b) Children/Youth Worker Summary form - A summary page for each applicant which states under what criteria they have been approved to work. This is a front sheet for the Policy Receipt form, Application Form, Reference Check Form, etc. as used. This front sheet as well as any other background information is to be kept in a secure cabinet.
- c) Policy Receipt form- A form to be completed and signed by the applicant, to indicate their familiarity with the Children and Youth Workers Protection Policy. This form is attached to the Children/Youth Worker Summary form.
- d) Pineland Baptist Church Children/Youth Ministry Application form ("Application Form")- A form for use by those individuals from whom we require more information due to their duration of attendance.
- e) Reference Contact form - A form used to keep a written record of contact made where references are checked.
- f) Halton Police "Summary of Police Information Check" – A form completed by the Police, and picked up by the applicant.

C. Definitions

Church "Binder" - The individual at the Church who, in addition to meeting the requirements of a Policy Administrator, is the principal contact person for the Halton Regional Police. It is not intended that this person be the principal administrator of this procedure.

Policy Administrator - Individuals who are familiar with the requirements of this procedure and have been approved by the Church to administer the programmes to approve applicants and complete the Police screening checks.

Members refers to members of Pineland Baptist Church.

D. Applicant Screening Procedure

Based on the length of time the applicant has attended Pineland Baptist Church various levels of screening of children/youth workers is required as noted below.

Where there is a question of length of time of attendance, date of membership or other Church attendance records may be used.

All applicants are required to be familiar with the Children and Youth Workers Protection Policy and to sign the Policy Receipt form.

All applicants are required to have a Police Check completed by the Halton Regional Police department.

In addition applicants will fall into one of the following two categories and are to be approved accordingly:

a) Members who have worked in children/youth ministry at Pineland Baptist Church for 10 or more years require a signature to this effect by a current Ministry Elder on the Children/Youth Worker Summary form. Once this has been completed, and Police Check done, the individual's name may be entered in the "Approved Children/Youth Workers Log".

b) Members who have attended Pineland Baptist Church for less than ten years are required to complete a Pineland Baptist Church Children/Youth Ministry Application form.

Once the application has been completed, satisfactory reference checks made, and Police Check done the individual's name may be entered in the "Approved Children/Youth Workers Log".

Individual concerns should be brought to the attention of the Pastoral staff prior to approval.

E. Police Check Procedure:

Background:

Pineland Baptist Church has entered into an agreement with Halton Regional Police Services whereby they will conduct an information screening of employees and volunteers who are referred to them by Pineland Baptist Church.

Note: According to the agreement with the Halton Regional Police there is a charge of \$15 to volunteers for this service. Volunteers and employees required to be screened will be reimbursed by the Church.

The following steps outline the process to obtain a Police Check as part of the screening process:

1. The applicant is to complete the "Consent to Disclosure of Personal Information" form available from the Central Police Station on Locust St. or the Halton Regional Police Department on Bronte Rd. in person with two of the following acceptable forms of I.D. (at least one must be with a photo):

- Valid Driver's License
- Birth Certificate
- Canadian Passport
- Firearms Acquisition Certificate
- Citizenship Documents
- Immigration Documents
- Ontario Age of Majority Card

Current College/University/ High School Student ID card

Employment ID

3. After allowing for the turnaround time the applicant is to return to the above location to pick up the completed materials.

4. The applicant may contact a policy administrator to review the police report and proceed in the screening process. The police report, after review by the policy administrator, is to be photocopied and the original returned to the applicant.

PINELAND BAPTIST CHURCH
CHILDREN/YOUTH MINISTRY APPLICATION

Confidential Application Form

Name: _____ Date of birth: _____

Address: _____ (# years) _____

Previous Address: _____ (# years) _____

(City) _____ (Prov.) _____ P.C. _____

Telephone: Home _____ Bus. _____

Divorced: ____ Married: ____ Separated: ____ Single: ____ Widow/Widower: ____

Name of Spouse (if applicable): _____

Children's name(s) and age(s): _____

Ministry Information

a) Please identify any previous experience working with children, within the last 5 years (include organization, type of work, age-group, service year)

b) Why would you like to work in the Children's Ministry? _____

c) List all Churches you regularly attended within the last 5 years.

Church	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

d) Personal References (not a relative)

Name: _____ Telephone: _____

Address: _____ Relationship: _____

Name: _____ Telephone: _____

Address: _____ Relationship: _____

Name: _____ Telephone: _____

Address: _____ Relationship: _____

e) Confidential Information:

This form is to be fully completed and signed by an applicant at Pineland Baptist Church who is interested in working within the children's ministry. The information provided will be held in strictest confidence and will be used only to help provide a secure environment for children in our care.

- (1) Have you ever committed or been convicted of domestic violence, sexual assault, child pornography, child abuse, or other criminal offense? Yes No. If Yes please explain on a separate piece of paper.
- (2) I agree to make disclosure in the future if the answer to the above question changes.

Applicant's Statement and Release of Information

I have received and read the Children / Youth Workers Protection Policy and fully understand and agree to adhere to its contents.

I acknowledge the information contained within this application is correct to the best of my knowledge. I give Pineland Baptist Church permission to contact persons named as references as may be necessary to ascertain my suitability for volunteer ministry. I also release all such references from any liability for any damage that may result from giving information to you.

Signature: _____ Date: _____

Name (please print): _____

Reviewed by: _____ Date: _____

PINELAND BAPTIST CHURCH
CHILDREN/YOUTH WORKER SUMMARY

Applicant's Name: _____

Applicant's Address: _____

Date of first contact: _____ Administrator: _____

Forms given to applicant:

- Children and Youth Workers Protection Policy (includes Policy Receipt form)
- Children/Youth Ministry Application Form

Forms returned:

- Children and Youth Workers Protection Policy Receipt date: _____
- Children/Youth Ministry Application Form date: _____
- Halton Regional Police Check date: _____

Approved to work with children/youth by reason of (fill-in appropriate category):

a) Signed for by current Ministry Elder:

Have you known the applicant in a volunteer situation for at least 10 years?

yes no

Do you have any serious concerns as to their suitability for working with children/youth?

yes no

Comments: _____

Name: _____ Signed: _____ Date: _____

b) Completed Application, Reference Checks completed (attached) and Police Report reviewed by:

Administrator: _____ Signed: _____ Date: _____
(Police Report returned to Applicant)

Entered into "Approved Children/Youth workers Log"

Administrator: _____ Signed: _____ Date: _____

APPENDIX F

Pineland Baptist Church Facility Use Policy – February 2012

A. Preamble

Principal considerations for this policy have been:

- a) That the activities for which the church facility is used, are in keeping with the aims and objectives of the Church as expressed in the Letters Patent.
- b) That the ongoing ministry of the church is not compromised by the use of the facility by outside parties, and that church activities shall always take priority over other uses of the facility.
- c) That all uses of the facilities and property of Pineland Baptist Church shall be consistent with the church's Statement of Faith. Therefore, the Board of Elders reserves the right to refuse use of the church property to an individual or organization if the activities are deemed to be inconsistent with the Statement of Faith.

B. Provisions

1. Requests by Pineland Baptist Church ministries for use of the Church facility are to be made through the Church office for calendar and room use co-ordination. These requests should be made with a minimum of two week's advance notice.
2. All requests from individuals or organizations outside of Pineland Baptist Church will be referred to, and dealt with by the Senior Pastor in accordance with the conditions in this policy.
The senior Pastor may designate an elder or associate Pastor, to investigate and make a recommendation re: the above request.
3. Those ministries, missions, or organizations that the Church partners with may use the Church facilities for ministry functions consistent with advancing the mission of the church, subject to the approval of the Board of Elders, and subject to the rental fee schedule.
4. Church members only may book the use of the Church facility for private personal events (e.g. birthdays, anniversaries, etc.) No use of the Church facility shall include activities which are inconsistent with the values as expressed in the Statement of Faith, or the provisions and Operating By-Laws of the Church. The person making the booking must be in attendance for the duration of the event.
5. Only Church members, or those persons in good standing with the church, at the discretion of the Board of Elders, and approved by the Senior Pastor, as having met the standards of a Christian marriage as set out in the Christian Lifestyle Statement on Marriage and Sexuality (Appendix B), may use the Church facility for weddings, rehearsals, and receptions.

6. As the ministry of the church includes funeral services and help for the bereaved, the families of Church members and attendees may use the Church facility at no charge for funerals and funeral receptions given on behalf of their family member. Every effort shall be made to accommodate such requests, however scheduling for such uses shall be subject to the discretion of the Church office, acting under the direction of the Senior Pastor.
7. The Pastor may waive Church facility use fees in accordance with Church policy. Notification of any waivers shall be provided to the Chairman of the Church Board of Elders forthwith upon such waiver.
8. The Church Board of Elders reserves the right, from time to time and without notice, to review and change the Facility Use Fee Schedule.
9. The Pineland Baptist Church facility shall be a non-smoking facility at all times.
10. The Pineland Baptist Church facility shall be an alcohol-free facility at all times.
11. Proof of third party liability and property damage insurance shall be required for all bookings of Church facilities unless otherwise determined by the Church Board of Elders.
12. The Pineland Baptist Church has an abuse prevention policy for children which is applicable to all activities at the church. In accordance with that policy, those renting the facility (the "Licensees") who have children in their care shall be responsible for all children attending the event, and shall keep children with the group and under adult (18 years of age or older) supervision at all times. If so required by the Pineland Baptist Church, the Licensee must provide satisfactory proof of a children protection program that will include a police check of the adults in supervisory roles of children.
13. The Pineland Baptist Church is primarily a place of worship. Other uses to which the facilities could be put, can be classified as prohibited or permissible. Prohibited actions or omissions of a Licensee or its invitees include, but are not limited to, the following:
 1. Anything which may render void or voidable the insurance policies of the Church;
 2. Anything which may be contrary to the Federal, Provincial or Municipal laws or by-laws, rules or regulations;
 3. The consumption of alcohol and/or illegal substances;
 4. Smoking;
 5. Gambling.
14. A Licensee shall not engage in, nor permit any of the following activities without the prior written consent of the Church;
 1. The use of candles;
 2. Service of food not supplied by the Church;
 3. Re-arranging of plants, pictures, sofas and accent furniture;

4. The sale of merchandise, souvenirs, or any other articles;
 5. Commercial filming, or photography, or any kind of media coverage;
 6. Fundraising
 7. The use of the name 'The Pineland Baptist Church' or the name, logo, designs or marks of the Church in advertising and/or promotion;
 8. The use of mechanical equipment;
 9. The use of the kitchen;
 10. Taping, wiring, stapling or nailing to any wall, ceiling or floor.
15. Use of Church facilities shall fall within one of the following categories:
1. Church Ministry Functions;
 2. Private Functions; or
 3. Para church Ministries.
16. For Church Ministry Functions, there shall be no charge. Such activities include marriage ceremonies (and rehearsals) in the sanctuary, funerals and modest funeral receptions, bridal showers for congregants. (Honoraria for staff costs as appropriate)
17. For Private Functions, the Licensee shall be invoiced for Facility and staff costs. Private Functions include wedding or rehearsal receptions, anniversary celebrations, family events, birthdays, reunions, business luncheons, etc. With the approval of the Board of Elders, some functions may be sponsored by the church.
18. A Para church ministry requesting the use of the facility may apply to the Board of Elders for a waiver or partial waiver of fees. Such activities shall require a committee or church member to host the function and be responsible for the event.
19. A licensee shall indemnify and hold harmless, The Pineland Baptist Church from any and all losses, claims, suits and demands arising out of:
1. A non-performance, violation or breach of any term or condition of the usage agreements entered into by the licensee, and
 2. Any injury or damage to person or property during the Licensee's occupation or use of the facilities except when such injury, loss or damage is occasioned by the gross negligence of Pineland Baptist Church, its employees or agents.
20. The Church will not be responsible for any consequential loss, damage or theft, howsoever occasioned, to any property brought to the facility by the Licensee, its guests, contractors or other attendees.
1. All equipment or fixtures of whatever nature brought into the facilities by the Licensee shall be at all times the sole and exclusive risk of the Licensee. The Church makes no representation or warranties to the Licensee concerning liability for resulting loss or damage.

Appendix G

Pastoral Sabbatical Leave (Adopted July 24, 2011)

1. Definition:

Pastoral Sabbatical Leave is the time spent away from regular duties, available to Pastors of Pineland Baptist Church, (PBC) for the mutual benefit of the Pastor and the Church family. This Leave is intended to be used by the Pastor for physical, spiritual and emotional rest, rejuvenation and growth, along with an opportunity for professional development and study. The majority of the time should therefore be spent in pursuit of the goals stated above.

2. Eligibility:

A full time Pastor of PBC may apply for up to four months of Sabbatical Leave, after completing six or more years of continuous full time service at PBC.

For the Pastor in question, a subsequent period of Sabbatical Leave may be considered in the future, after an additional six years of continuous full time service at PBC.

3. Conditions:

- a) A Pastor will receive his regular wages and vacation accrual during the time of the Sabbatical Leave.
- b) Upon his return he will be required to remain in full time service at PBC for at least two more years, unless mutually agreed by the Pastor in question, and the Board of Elders.
- c) During the Sabbatical Leave, the Pastor will not engage in any other paid activities.
- d) During the Sabbatical Leave, he will be required to communicate directly with the chair of the Board of Elders, at least twice. These contacts serve to ease any concerns for the wellbeing of the Pastor and his family. The Pastor may use any convenient means of communication.
- e) No Pastor will be granted Sabbatical Leave during the two year period, beginning at the end of another Pastor's Sabbatical Leave.

4. Procedure:

If the request for Sabbatical Leave comes from the Pastor himself, then he must do the following:

- a) Submit a written request to the Board of Elders, no less than six months prior to the expected start of the Sabbatical Leave.
The letter of request must state the nature, duration, schedules and any other relevant details.
It should also include a general outline as to how his time will be spent, the perceived benefits to his personal growth, his physical and emotional health and his ministry at PBC.
- b) Develop a general plan as to how his role will be filled at PBC, during his absence.
As much as possible, remaining Pastoral staff will share the workload of the Pastor on Sabbatical Leave. But where needed, PBC will on occasion, employ 'guest preachers' to ease the workload of the remaining Pastors.

5. Board of Elders initiative:

If the Board of Elders senses that a Pastor is in need of rest or rejuvenation, they may do the following:

- a) Hold exploratory discussions with the Pastor, indicating to him, the benefits to his physical, spiritual and emotional health, rejuvenation and growth, along with opportunities for professional development and study.
- b) The Board of Elders may assist the Pastor in defining the commencement, duration, nature, schedules and any other details pertinent to the Sabbatical Leave.
- c) The same conditions as listed in item 3 above, would apply.
- d) The Pastor is not obliged to accept an offer of Sabbatical Leave that was initiated by the Board of Elders.

6. Assistance from other sources:

- a) To augment the commitment from PBC to a Pastor considering Sabbatical Leave, the Pastor is encouraged to seek assistance from other sources, prior to the start of the Sabbatical Leave.
- b) The Pastor may only accept assistance (consistent with the purpose defined in item 1), from individuals or organizations that embrace the same beliefs and teaching as PBC and its affiliate organizations. However, the Pastor must obtain the approval of PBC, prior to making contact with 'other sources'.
- c) Assistance from 'other sources' may be in the form of cash, scholarships, fellowships, books, travel, accommodation, food, child care, and the like.

7. Additional assistance from PBC:

PBC through the Board of Elders, may offer additional financial assistance to the Pastor, if costs such as study, travel expense, books etc., were to exceed the amount available to him, in PBC's 'Pastor's Conference and Education Budget'.

8. Conclusion:

- a) This document addresses only the essential elements of Sabbatical Leave available to the Pastors of PBC, because each Pastor's situation is unique.
Therefore, the individual Pastor and the Board of Elders are required to negotiate and agree upon the final terms for the Sabbatical Leave.

9. Church Family approval:

A business meeting will then be called, seeking the Church Family's acceptance of the Board of Elders recommendation, that the Pastor's Sabbatical Leave be approved.

APPENDIX H

Pineland Baptist Church (PBC) Accessibility Standards Policy – February 2012

Objective: To conform to provincially mandated access for ‘special needs people’

The ministry of PBC shall be available to all people, regardless of their physical limitations. The Pineland Baptist Church family (guided by the Worship Ministry) shall endeavor to do the following:

1. Ensure that Greeters and Ushers are trained and alert to the potential needs of those attending PBC, so that they (Ushers and Greeters):
 - Inform guests with limited mobility, of the access ramp or any other device that facilitates access in and around the church.
 - Assist by holding doors open.
 - Offer a helping hand if guests seem unsteady on their feet.
 - Guests with limited mobility should be politely made aware of the wheelchair accessible washrooms on the main floor.
 - Show willingness to help guest climb the stairs or ramp.
 - Stand ready to respond to the needs of the hearing impaired.
Offer one of the hearing assistance devices. Demonstrate its proper use, and retrieve the device at the end of the service.
 - Enquire of ‘special needs guests’, whether there is something else that can be presently done for their comfort, or upon their next visit to PBC.
2. Continually remind the Greeter and Usher teams of the above initiatives. This way, the responses outlined, will become the ‘norm’.
3. Encourage the entire Church family to become alert to ‘special needs people’, so that if unable to assist the person in need, at the very least, an Usher or Greeter will be called in to assist.
4. Advertise the availability of hearing assistance devices in the church bulletin.
5. Ensure that these devices are maintained in good working order.
6. Welcome the presence of personal support workers or seeing-eye dogs that may accompany a ‘special needs person’.

APPENDIX I

Pineland Baptist Church Missions Policy (June 2004)

1. Partner Missions

1. Any Mission organization that is supported in any way MUST adhere to a doctrinal position compatible with that of Pineland Baptist Church.
2. The goals and focus of the ministry in question must be compatible with that of Pineland Baptist Church and will be examined by the Outreach Team to ensure a diversified outreach ministry.
3. A background check will be done to determine that the Mission has both a plan in place and a good reputation for taking care of its missionaries in the areas of health care, emotional support, financial support, and spiritual support and direction.
4. The Mission must be willing to be accountable to the church in its dealings with the missionary to be supported.
5. A background check will be done to determine if the Mission conducts itself with integrity in its financial dealings.

2. Individuals to be Supported

1. The person(s) in question must presently be active in serving the Lord in their home church.
2. Support may include on-going financial support through the annual budget, a love-offering from the church family, prayer, and/or ministry opportunities at the discretion of the Outreach Team and Pastors, having been endorsed by the Board of Elders.
3. For those seeking support for either short-term or career ministry, advanced notice is required to give the outreach Team sufficient time to properly walk through this process. A period of six months' notice prior to departure is suggested.
4. When evaluating potential missionaries, members of Pineland Baptist Church will be given priority in the support budget, and should receive substantial support from the church (possibly being considered staff when home on furlough).

5. The Mission with which the individual desires to serve must be compatible with section one.
6. If a member of Pineland Baptist Church, the potential missionary should be willing to take some direction in choosing a ministry/Mission.
7. Every potential missionary being considered for support shall be interviewed by the outreach Team (or representatives) and pastor, and must fully complete the Application for Missions Support.
8. All missionaries supported by Pineland Baptist Church must be willing to be accountable to the church for their service and will report back during and after their service in a written and verbal report.

3. Ministry Preparation

1. A financial gift may, at the discretion of the Board of Elders, be given to those members of Pineland Baptist Church training for ministry (Bible college, seminary), provided that:
 - (a) The member is attending a School that is compatible with section one of this policy.
 - (b) The member is willing to adhere to section two of this policy.

Missions Support Application Form

Pineland Baptist Church

Name: _____

Address: _____

Phone: _____ E-Mail: _____

Current Church Membership: _____

Current ministry involvement: _____

Date of mission trip: _____

Length of trip: _____

Name of Mission Organization: _____

Mission Contact name and phone: _____

Purpose of Mission Trip: _____

Estimated Expense of Mission trip: \$ _____

Please answer the following questions in as much detail as possible:

1. What has led you to take this step to become involved in this particular ministry opportunity? How long have you been considering this?

2. How has God gifted you to be an asset to this ministry team and the people whom you are going to serve?

Missions Interview Guidelines

1. Share with us how and when you came to Christ.
2. What ministries have you been involved in?
3. Are you actively sharing the Gospel with those around you? How?
4. Why do you want to go on this trip and serve with this ministry?
5. What will you add to the team? How will you make a difference?
6. What are you hoping to take away from this ministry experience?
7. Who is praying with you about this ministry opportunity?
8. What level of involvement are you hoping to see from Pineland? (financial, prayer, other involvement)
9. What is your personal commitment to this ministry? (financial, prayer, preparation)