
Fort Langley Evangelical Free Church BYLAWS

1.0 INTERPRETATION

Definitions – In these Bylaws, unless the subject or context is inconsistent therewith:

- (a) “Act” means the *Society Act* or the *Societies Act*, as each may apply to the Church from time to time;
- (b) “Active Member” is a Member who regularly attends the worship services of the Church and Congregational Meetings and contributes to the financial support of the church as God enables, as determined by the Elder Team;
- (c) “Adherent” is a person of age eighteen or older, who is not a Member, but who regularly attends worship services of the Church and contributes to the activities and ministries of the Church for at least the three previous months, as determined by the Elder Team;
- (d) “Annual General Meeting” is the annual General Meeting as required to be held under the Act;
- (e) “Associate Pastor” means a pastor employed by the Church that is not the Lead Pastor;
- (f) “Chair” means the chairperson of the Church Board under section 4.5 of these Bylaws;
- (g) “Church” means the society known as the Fort Langley Evangelical Free Church;
- (h) “Church Board” means the body responsible for directing the affairs of the church under section 4.1 of these Bylaws;
- (i) “Congregational Meeting” means a meeting of the Members as permitted or required by these Bylaws and includes a General Meeting. For clarity, not all Congregational Meetings are General Meetings and only those Congregational Meetings that are required to be held under the Act, or which conduct business that must occur at a General Meeting under the Act, will be General Meetings;
- (j) “Doctrinal Statement” means a statement of religious beliefs and teachings of the Church as determined by the Church Board and Elder Team, such statement to be fully consistent with the Statement of Faith;
- (k) “Elder” means a duly elected member of the Elder Team;
- (l) “Elder Team” means the group of elders under section 4.2 of these Bylaws;
- (m) “Employee” means an individual with whom the Church has an employment relationship;
- (n) “General Meeting” means a general meeting of the Members under the Act, including an Annual General Meeting as required by the Act;
- (o) “Inactive Member” is a Member who also maintains membership in another church or congregation, as determined by the Elder Team;

(p) "Lead Pastor" means the senior pastor of the Church as designated by, and who reports to, the Church Board;

(q) "Member" means a member of the Church under section 2.0 of these Bylaws;

(r) "Member's Covenant" means a statement that outlines the duties of members and the responsibilities of between the Church and its Members established by the Church Board and published as part of the Policies and Procedures Manual;

(s) "Ministry Staff" means all full and part time Employees involved in the spiritual and administrative ministries of the Church;

(t) "Non-Resident Member" is a Member who is unable to regularly attend worship services of the Church and Congregational Meetings, but wishes to retain his/her membership, as determined by the Elder Team;

(u) "Officer" means a member of the Church Board, Elder Team, and Ministry Staff, as the context dictates;

(v) "Organization Chart" means the organizational chart established by the Church Board from time to time that indicates reporting relationships and responsibilities among Employees and between Employees, the Church Board and Officers as found in the Policies and Procedures Manual;

(w) "Policies and Procedures Manual" means the operational policies and procedures established by the Church Board, which must in all circumstances be consistent with these Bylaws;

(x) "Statement of Faith" means the statement of faith referenced in section 11.0 of these Bylaws;

(y) "Team" means a group of Church Members to implement one or more ministries of the Church as set out in the Organizational Chart, Policies and Procedures Manual or otherwise by the Church Board;

(z) "Team Leader" means a person elected by the Members of the Church to direct a Team's work and is responsible to a designated pastor for the conduct of that ministry, except for the Team Leader of the Stewardship Team who is responsible to the Church Board; and

(aa) "Vice-Chair" means the person set out in section 4.1.2.5 of these Bylaws.

2.0 MEMBERSHIP ELIGIBILITY

A person is eligible to become a Member if he or she: (a) by faith has accepted Jesus Christ as their Saviour and Lord; (b) subscribes to the church's Doctrinal Statement and Member's Covenant; (c) in his/her life manifest the fruits of a true faith in God; (d) willingly, according to his/her ability, supports the Church by his/her personal participation, prayers and contributions.

2.1 Procedures

2.1.1 A person who wishes to become a Member should:

- (a) Indicate his/her desire to join to either a Pastor or a member of the Elder Team;
- (b) Complete an application for church membership;
- (c) Demonstrate good character and establish that he/she meets the eligibility criteria in section 2.0 of these Bylaws; and
- (d) Sign the Membership Covenant.

2.1.2 Applicants will be interviewed by a member of the Elder Team, who in consultation with the other

members of the Elder Team, will make a recommendation to the Church Board as to whether the person satisfies the eligibility criteria in section 2.0 of these Bylaws.

2.1.3 Upon receiving the recommendation of a member of the Elder Team, the Church Board will consider and either approve or disapprove the application, without reasons.

2.1.4 If the Church Board approves the application for membership, the application will be forwarded to a Congregational Meeting and, if approved at that meeting by a majority of Members present and eligible to vote, the person will become a Member.

2.2 Good Standing

A Member will be in good standing if he or she is an Active Member or Non-Resident Member, unless the Elder Team has determined that the Member does not meet all of the criteria for membership in section 2.0 of these Bylaws. An Inactive Member is not a Member in good standing.

2.3 Membership Classification

2.3.1 Members are Active Members, Inactive Members or Non-Resident Members.

2.3.2 Change of membership category on request

(a) An Active Member who is unable to regularly attend worship services of the Church but desires to maintain his/her relationship with the Church may, upon request to the Elder Team, transfer from an Active Member to a Non-Resident Member. The Elder Team will review and approve or disapprove such requests, without reasons. If the Elder Team approves the request, the Member shall become a Non-Resident Member. If the Elder Team disapproves the request, the Member will become an Inactive Member.

(b) A Non-Resident Members who desires to become an Active Member shall submit his/her request to the Elder Team for consideration. The Elder Team will review the request and, if approved, the Member shall become an Active Member.

(c) An Inactive Member who desires to become an Active Member may submit a request to the Elder Team. The Elder Team will review the request and, if the Elder Team determines that he/she meets all of the eligibility criteria for membership in Section 2.0 of these Bylaws, regularly attends the worship services of the Church and Congregational Meetings and contributes to the financial support of the church as God enables, the Elder Team may approve the request, without reasons. If approved, the Member shall become an Active Member.

2.3.3 Transfer of Members

Any Member in good standing who requests a letter of reference to another church will be given a letter if requested from the Elder Team and agreed to by the Elder Team. This letter may contain statements about the Member regarding attendance, participation, and other recommendations.

2.4 Member and Employee Grievances

In all cases of grievances or disputes between or among Members, Employees, Adherents and/or the Church, the parties involved will follow the principles outlined in Matthew 18:15-17; namely, they shall first privately seek to reconcile their differences. The Elder Team may provide counsel and direction to Members and Employees who are unable to resolve a grievance. The Elder Team may also outline a grievance resolution and restoration process, which the Church Board shall include in the Policies and Procedure Manual.

2.5 Termination of Membership

A membership may be terminated in accordance with the following:

(a) *Behaviour and lifestyle* - Should any Member be found deliberately living or teaching contrary to the Word of God, the church's Doctrinal Statement, or the Member's Covenant, a Pastor and/or the Elder Team shall request a meeting with the Member to admonish the Member in love and to encourage repentance and restoration to fellowship. If there is no repentance, the Elder Team shall then recommend disciplinary action to the Church Board. If the Elder's Team recommends termination of membership, the Member who is the subject of the proposed termination shall be given an opportunity to be heard at a subsequent meeting of the Church Board. After hearing the Member, the Church Board may terminate the membership of the Member. If the Member's membership is terminated, the Church Board shall inform the congregation of the action taken at the next Congregation Meeting.

(b) *Attendance and participation* - Active Members who do not attend any of the services of the Church for a period of one year (except with a reasonable cause as determined by the Elder Team) are to be contacted by a Pastor and/ or an Elder Team member to encourage their attendance. If that fails to restore them to regular attendance, a Pastor will notify the Active Member in writing, giving them the option to become a Non-Resident Member or an Inactive Member, subject to Elder Team approval. Should the Member not return to regular attendance or request to become a Non-Resident Member or Inactive Member, the person's membership may be terminated by the Elder Team followed by notification to the congregation at the next Congregational Meeting. If the Member requests to become a Non-Resident Member or Inactive Member, the Elder Team shall consider the request and: (i) if approved, the Member shall become a Non-Resident Member or Inactive Member, as applicable; or (ii) if not approved the person's membership may be terminated by the Elder Team followed by notification to the congregation at the next Congregational Meeting. The Elder Team is not required to provide any reasons for its decision.

(c) - *Resignation* - A Member may withdraw his or her membership through a written resignation delivered to the Elder Team.

(d) *Death* - A membership will be terminated upon the death of a Member.

2.6 Membership review

The membership roll will be reviewed annually by the Elder Team as outlined in the Policies and Procedures Manual.

3.0 MEETINGS

The church shall regularly conduct meetings for: public worship, bible study, prayer, outreach, Christian education, business and promotion of the social life of the congregation. Communion shall normally be observed on a monthly basis.

3.1 Congregational Meetings

3.1.1 The Annual General Meeting of the church shall be called by the Church Board and shall normally be held prior to February 15th of each calendar year, at which time the adoption of the budget and any other necessary business required by the Act shall be carried out. The Annual General Meeting shall be conducted as required by the Act and these Bylaws. If, for an extraordinary reason, the Church Board determines that the Annual General Meeting cannot be held prior to February 15, it must provide reasons for any delay and schedule the Annual General Meeting as soon thereafter as possible and in accordance

with the requirements of the Act.

3.1.2 The Church Board may call such other General Meetings and Congregational Meetings as it may determine. A Congregational Meeting that is not a General Meeting may also be called by any two of: Chair, the Vice-Chair and the Lead Pastor either in conjunction with the Church Board members or at the written request of a minimum of 10 percent of the resident members of the church.

3.1.3 In addition to the Annual General Meeting, the Church Board shall call at least two other Congregational Meetings for the dissemination of information and transaction of business shall be held each year as may be required or permitted by these Bylaws.

3.1.4 The election of those Elders, Team members, Team Leaders, the Church Board and the Chair to be elected as required by the Bylaws shall take place at a General Meeting no later than May 31 of each calendar year based on the calendar of events and the needs of the church as determined by the Church Board. Election of Elders and members of the Church Board will be by secret ballot. Newly elected persons shall assume their responsibilities immediately following the vote affirming their positions.

3.1.3 Subject to any additional requirements in the Act for General Meetings, notice of all Congregational Meetings shall be given in writing at least 14 days in advance in the Sunday bulletin and on the church bulletin board.

3.2 Order of Congregational Meetings

3.2.1 All Congregational Meetings shall follow an agenda as approved by those Members present.

3.2.2 All matters shall be determined by simple majority vote, except when otherwise specified in the Act, or the Bylaws.

3.2.3 A quorum shall consist of 25 Active Members or 40% of the Active Members, whichever is larger. Non-Resident Members who are present shall not be counted towards the quorum requirement. Should a quorum not be available at the scheduled start of meeting the chair of the meeting will declare a 30 minute waiting period. At the end of the 30 minute period the Members present will constitute a quorum as long as the number present exceeds 30% of the Active Members.

3.2.4 All Congregational Meetings shall be conducted according to Robert's Rules of Order except where procedure is already established by these Bylaws or in the Policy and Procedures Manual.

3.2.5 Any Active Member or Non-Resident Member in good standing of age 18 or more is entitled to one vote. Inactive Members do not have a vote but are entitled to speak on any issue.

3.2.6 Voting by proxy is not permitted.

3.2.7 Adherents are permitted to speak on any issue at the pleasure of the chair but do not have a vote.

3.3 Recording of Congregational Meetings

The Chair shall ensure that, at each congregational meeting, accurate minutes and records of the meeting are taken and made available to all church members before the next congregational meeting.

4.0 CHURCH GOVERNANCE

General Principles: These Bylaws shall be interpreted in accordance with the following general principles:

- a) This church structure is a congregational Team-based governance model as outlined in the

- Organizational Chart and the Policies and Procedures Manual
- b) The Elder Team is responsible for determining the spiritual direction and care of the Church, its Members and Adherents.
- c) The Church Board provides executive leadership to the congregation and provides coordination of the Teams and oversight of the decision-making related to the administration of the Church.
- d) The Church Board will review significant administrative decisions prior to a recommendation being submitted to the congregation, where required to be made by at a Congregational Meeting.
- e) The Chair provides leadership for the Church Board
- f) The Vice-Chair provides leadership to the Elder Team and acts in the absence of the Chair.
- g) Teams are responsible to provide leadership for specific areas of ministry and service under the direction of the Church Board.

4.1 Church Board

4.1.Composition

4.1.1.1 The directors of the society, as required by the Act, shall be the members of the Church Board.

4.1.1.2 The Church Board shall consist of the Lead and Associate Pastor(s) (ex-officio), the Chair, the Vice-chair, the Stewardship Team chair and up to four members at large. The Church Board may appoint up to two of the members at large and present them to the congregation for ratification at a Congregational Meeting.

4.1.1.3 Subject to s.4.1.1.2, the Church Board shall consist of Members in good standing elected by secret ballot at a Congregational Meeting for a term of two years.

4.1.1.4 No Member shall be eligible to serve on the Church Board for more than three consecutive two year terms. A sabbatical of one year must be taken before the Member can be re-elected.

4.1.2 Qualifications for a Church Board member are:

- (a) A growing and vibrant relationship with Jesus Christ evidenced by the fruit of the Spirit (Col 1:10; Eph 4:15; 2 Peter 3:18; 1 Peter 2.2; Gal 5: 22-26)
- (b) Evidence of servant leadership in Christ-likeness (Phil 2: 1-11; Matt 20: 25-28; Mark 9:35)
- (c) A love for the church of Jesus Christ specifically at FLEFC (Heb 10: 24-25; 1 John 4:7; Rom 12: 10-13)
- (d) An Active Member for a minimum of two years and, at the time of affirmation, a Member in good standing during which he/she has exhibited exemplary Christian character and conduct
- (e) Meets the Biblical qualifications listed in 1 Tim 3 and Titus 1
- (f) A commitment to team based ministry (Eph 4:1-16; 1 Peter 4:10)
- (g) Courage as reflected in the ability to maintain confidentiality, use healthy communication skills and demonstrate interpersonal skills
- (h) Mix of spiritual gifts combined with skills and training which allow the executive members to fulfill their function. Key spiritual gifts are discernment, wisdom, teaching, leadership and faith.
- (i) Agreement and support of the Statement of Faith and vision.

4.1.3 Responsibilities

4.1.3.1 The Church Board calls and prepares the agenda for Congregational Meetings and is responsible for carrying out administrative oversight of the Church and its personnel policies.

4.1.3.2 The Church Board will meet at the call of the Chair when issues of consequence to the church are under review or for disciplinary matters.

4.1.3.3 The Church Board is responsible for the development and dissemination of strategic plans for the

church and the Organizational Chart

4.1.3.4 The Church Board shall facilitate an annual strategic planning meeting to include the Church Board, Ministry Staff, and all Team leaders.

4.1.3.5 The Church Board is responsible for preparing a slate of Team members for the Congregational Meeting where the team members will be voted on by the congregation.

4.1.3.6 The Church Board shall be responsible for the calling of additional ministry staff beyond the Lead and Associate Pastor(s) and informing the congregation as appropriate.

4.1.3.7 The Church Board is responsible for the creation and update of the Policies and Procedures Manual. All policies and procedures are to be made available to a member who requests such access. The Policies and Procedures Manual will augment these Bylaws and should there be any conflict between them, these Bylaws will prevail.

4.1.3.8 The responsibilities of the Church Board for Ministry Teams can be found in by-law 4.3 and for Search Teams in by-law 4.3.5.

4.1.3.9 The Church Board normally meets monthly at the call of the Chair and once monthly for prayer, equipping and relationship building. Other responsibilities of the Church Board are outlined in the Policies and Procedures Manual.

4.1.4 Conflict of Interest

All members of the Church Board having an actual or potential conflict of interest or when there is a question of a conflict of interest which might affect his or her decision or action in any matter coming before the Church Board or congregation, shall disclose his or her conflict of interest to the rest of the Church Board and shall not vote, participate in the discussions or use his or her personal influence to effect the voting on such matters. The minutes are to reflect the member's disclosure and his or her abstention from discussion and voting.

4.1.5 Dismissal

Any Church Board member may be suspended from his/her duties by a majority vote of the Church Board pending an investigation or removed from office if ceasing to be a Member in good standing or failure to meet the qualifications outlined in these Bylaws. The person may also be suspended from duties by a majority vote of the Church Board pending an investigation or removed from office for failure to attend, without reasonable cause, three consecutive Board meetings, or for conduct impairing the member's leadership. The procedure for removal is as follows: first written admonishment by the Lead Pastor and Chair, or designate. If, after being admonished, there is no corrective action, the person shall be removed from office by a majority vote of the Church Board. The member has the right to appear before the Church Board to explain his/her conduct prior to the vote being taken. The Church Board shall then inform the congregation at the next Congregation Meeting of the action taken.

4.2 Elder Team

4.2.1 Composition

4.2.1.1 Elder Team members shall consist of Elders who are elected by secret ballot at a Congregational Meeting for a term of two years and shall be members in good standing.

4.2.1.2 No Elder Team member shall be eligible to serve on the Elder Team for more than three consecutive terms. A sabbatical of one year must be taken before the member can be re-elected.

4.2.1.3 Elections will occur on a rotating basis with the goal of at least three Elder Team members elected each year.

4.2.1.4 Any Elder Team vacancy occurring during a church year may be filled by appointment by the Church Board and ratified at the next Congregational Meeting. The partial fulfillment of a term shall be considered a full term.

4.2.1.5 The Chair of the Elder Team will be the Vice-Chair.

4.2.2 Qualifications for an Elder are:

- (a) A growing and vibrant relationship with Jesus Christ evidenced by the fruit of the Spirit (Col 1:10; Eph 4:15; 2 Peter 3:18; 1 Peter 2:2; Gal 5: 22-26)
- (b) Evidence of servant leadership in Christ-likeness (Phil 2: 1-11; Matt 20: 25-28; Mark 9:35)
- (c) A love for the church of Jesus Christ specifically at FLEFC (Heb 10: 24-25; 1 John 4:7; Rom 12: 10-13)
- (d) An active Member of the Church for at least one year in which he/she has exhibited exemplary Christian character and conduct
- (e) Meets the Biblical qualifications listed in 1 Tim 3 and Titus 1
- (f) A commitment to team based ministry (Eph 4:1-16; 1 Peter 4:10)
- (g) Courage as reflected in the ability to maintain confidentiality, use healthy communication skills and demonstrate interpersonal skills
- (h) Mix of spiritual gifts combined with skills and training which allow the executive members to fulfill their function. Key spiritual gifts are discernment, wisdom, teaching, leadership and faith.
- (i) Agreement and support of the Statement of Faith and vision.

4.2.3 Responsibilities

4.2.3.1 Every member of the Elder Team must demonstrate a spiritual concern for the Church and its Members and Adherents, in exercising general oversight and gifting in the ministry of the Church, and is willing to give his/her time wholeheartedly to the office (Acts 20:28). A more detailed explanation of the responsibilities of the Elder Team can be found in the Policies and Procedures Manual.

4.2.3.2 An Elder may also be a member of any ministry Team.

4.2.3.3 Reasonable free access to the Elder Team regarding any issue is a right of all Members.

4.2.4 Conflict of Interest

Any Elder having an actual or potential conflict of interest or when there is a question of a conflict of interest which might affect his or her decision or action in any matter coming before the Elder Team or congregation, shall disclose his or her conflict of interest to the rest of the Church Board and shall not vote, participate in the discussions or use his or her personal influence to effect the voting on such matters. The minutes are to reflect the member's disclosure and his or her abstention from discussion and voting.

4.2.5 Dismissal

Any Elder may be suspended from his/her duties by a majority vote of the Church Board pending an investigation or removed from office by majority vote of the Church Board if ceasing to be a Member in good standing or failure to meet the qualifications outlined in these Bylaws. The Elder may also be suspended from duties pending an investigation or removed from office for failure to attend, without reasonable cause, three consecutive Elder team meetings, or for conduct impairing the Elder's leadership. The procedure for removal is as follows: first written admonishment by the Lead Pastor and Vice-Chair, or designate, and one other elder. If, after being admonished, there is no corrective action, the Elder shall be

removed from office by a majority vote of the Church Board. The Elder has the right to appear before the Church Board to explain his conduct prior to the vote being taken. The Church Board shall then inform the congregation at the next regularly scheduled meeting of the action taken.

4.3 Ministry Teams

4.3.1 The ministries of the church will be organized into Teams by the Church Board and reflected in the Organization Chart.

4.3.2 Membership

4.3.2.1 The nominees for each Team and Team Leader will be submitted by the Church Board for ratification to the congregation at the congregational meeting designated for the election of team members.

4.3.2.2 The term of office for each Ministry Team position shall be one year.

4.3.2.3 Any vacancies occurring or additional members added during the term of office shall be filled by appointment by the Church Board in consultation with the respective Team and ratified at the next Congregational Meeting.

4.3.3 Qualifications

4.3.3.1 Team Leaders must be active Members of good character who demonstrate a calling to their ministry.

4.3.3.2 All Team members must be active Members in good standing or shall subscribe to the doctrinal statement.

4.3.3 Responsibilities

4.3.3.1 Each Team Leader will submit a report for the Annual General Meeting, outlining its activities over the previous year and the Team goals for the next year.

4.3.3.2 Each Team is responsible for the assignment of duties and responsibilities within their Team. The guidelines for volunteer positions will be submitted to the Church Board for review and approval.

4.3.3.3 Each Team is responsible and accountable for the budget assigned to the Team as approved at the Annual General Meeting.

4.3.3.4 The duties and scope of the Teams will be reviewed on an on-going basis. Where the Church Board and affected Teams believe there is opportunity for improved functionality, changes to the team responsibilities will be communicated at the next regular Congregational Meeting.

4.3.3.5 Where the Church Board believes changes or additions to the Teams (including the creation of new Teams) are necessary or desirable, the responsibilities, rationale and duties of the new team(s) will be presented to the next Congregational Meeting for discussion and information.

4.3.3.6 All Team Leaders report to a designated pastor as per the Organizational Chart.

4.3.4 Ad-Hoc Teams

4.3.4.1 Where the Church Board deems it appropriate, an ad-hoc Team can be appointed by the Church Board with notification to the congregation.

4.3.4.2 The mandate, rationale and scope of the ad-hoc Team assignment are to be submitted to the next

Congregational Meeting for information.

4.3.5 Search Teams

4.3.5.1 When it becomes necessary to call the Lead Pastor or an Associate Pastor, the Church Board will solicit names from the congregation and then shall recommend to the congregation a Team, including one Elder, one member from the Church Board, one Pastor, and two other Active Members, to form a Search Team.

4.3.5.2 The congregation shall approve the chair of the Search Team at a Congregational Meeting.

4.3.5.3 The Church Board shall establish the provisions of the employment contract offered by the church, including the amount of remuneration to be received by the Pastor.

4.3.5.4 A candidate for a Pastoral ministry staff position shall be extended a call by a minimum of 85% majority vote of the Members present and entitled to vote. Voting shall be by secret ballot.

4.3.5.5 A fuller description of the workings of a search team is to be found in the Policies and Procedure Manual.

4.4 Pastors

4.4.1 The Lead and Associate Pastor(s) shall subscribe to the church's Doctrinal Statement and the Constitution and Bylaws. If he is not presently licensed or ordained with the Evangelical Free Church, he shall proceed to seek such recognition within twelve (12) months of accepting an offer. He shall fulfill his divine calling by: discipling the Members so they may accomplish its purposes, collaborating with the Elder Team in the spiritual welfare of the Church, conducting the public services, preaching the Word of God, and administering the ordinances of the New Testament. Reporting relationships are indicated in the Organizational Chart.

4.4.2 The Lead and Associate Pastor(s) shall be available for counseling to groups within and members of the church and, insofar as possible, visit the membership and others in the community.

4.4.3 The Lead Pastor and Associate Pastor (s) shall give reports at the annual and regular business meetings. The Lead Pastor shall be a member of the Church Board (ex-officio), the Elder Team and ex officio on all other teams of the church. The Associate Pastor(s) shall be members of the Church Board (ex-officio) and ex-officio on all teams for which they have responsibility.

4.4.4 The Lead and Associate Pastor(s) shall serve for an indefinite term as determined by the congregation.

4.4.5 The Lead and Associate Pastor(s) will be recruited using search teams as outlined in section 4.3.5. Other part-time and full-time ministry staff will be recruited by or under the direction of the Church Board. Ministerial staff are accountable to the Lead Pastor or an Associate Pastor or a ministry staff member if so directed by the Church Board. In the absence of a Lead Pastor, ministry staff are accountable to an Associate Pastor or a ministry staff member, if so directed by the Church Board.

4.4.6 Written evaluations for all ministry staff, as per their job descriptions, will be carried out every two years under the direction of the Church Board. This evaluation will be based on representative congregational input.

4.5 Chair

4.5.1 Qualifications of the Chair are those of an elder as per section 4.2.2.

4.5.2 Election The Church Chair will be elected by secret ballot by the congregation for a term of two years. The Church Chair shall not be eligible to serve more than three consecutive terms. A sabbatical of one year must be taken before the Chair can be re-elected to the same position.

4.5.2.1 If the Church Chair position becomes vacant during his/her term of office, the Church Board will recommend a replacement at the next congregational meeting or the Elder Chair will act in the role until the next congregational election.

4.5.3 Responsibilities

4.5.3.1 The Chair serves as chairperson of the Church Board

4.5.3.2 The Church Chair will be responsible to maintain close liaison with the Lead Pastor and together with him, promote visionary leadership for the congregation.

4.5.3.3 The Chair will prepare a report for the annual meeting on his/her activities and that of the Church Board in the previous year.

4.5.3.4 The Chair may not serve as an Elder and Chair at the same time.

4.5.3.5 The Chair is ex-officio member of all Teams.

4.5.4 Dismissal

The Chair may be suspended by a majority vote of the Church Board pending an investigation or removed from office by a majority vote of the Church Board if ceasing to be a member in good standing or fails to meet the qualifications outlined in these by-laws. The Chair may also be suspended pending an investigation or removed from office for failure to attend, without reasonable cause, three consecutive Board meetings, or for conduct impairing his/her leadership. The procedure for removal is as follows: first written admonishment by the Lead Pastor and the Vice Chair or designated Elder. If, after being admonished, there is no corrective action, the Chair shall be removed from office by a majority vote of the Church Board. The Chair has the right to appear before the Church Board to explain his/her conduct prior to the vote being taken. The Church Board shall then inform the congregation at the next Congregational Meeting of the action taken.

4.6 Vice-Chair

4.6.1 Qualifications of the Vice-Chair are those of an elder as per section 4.2.2.

4.6.2 Election The Elder Team shall elect a chair of the Elder Team at their first meeting after the Congregational Meeting where the most recent members of the Elder Team were elected. The Elder Team chair will serve as Vice-Chair. The Vice-Chair shall not be eligible to serve more than three consecutive terms. A Sabbatical of one year must be taken before the Vice-Chair can be re-elected to the same position.

4.6.2.1 If the Vice-Chair position becomes vacant during his/her term of office, the Church Board will recommend a replacement at the next congregational meeting and chose an interim replacement in the interval.

4.6.3 Responsibilities

4.6.3.1 The Church Vice-Chair will be responsible to maintain close liaison with the Church Chair and the Lead Pastor and promote the spiritual well-being of the congregation.

4.6.3.2 The Church Vice-Chair will assume the duties of the Church Chair in the absence of the Church Chair

4.6.3.3 The Church Vice-Chair will prepare a report for the annual meeting on his/her teams' activities in the previous year.

4.6.4 Dismissal

The Vice-Chair may be suspended by a majority vote of the Church Board pending an investigation or removed from office by majority vote of the Church Board if ceasing to be a member in good standing or fails to meet the qualifications outlined in these by-laws. The Vice-Chair may also be suspended pending an investigation or removed from office for failure to attend, without reasonable cause, three consecutive Elder Team or Church Board meetings, or for conduct impairing his/her leadership. The procedure for removal is as follows: first, the Church Vice-Chair shall be admonished in writing by the Lead Pastor and another elder. If, after being admonished, there is no corrective action, removal from office by a majority vote of the Church Board. The Church Vice-Chair has the right to appear before the Church Board to explain his/her conduct prior to the vote being taken. The Church Board shall then inform the congregation at the next Congregational Meeting of the action taken.

5.0 Records

Minutes: The Church Board, Elder Team, and each Ministry Team shall each appoint its own secretary. A copy of their minutes shall be filed in the church office and be available for review by a member.

6.0 TERMINATION OF PASTOR(S) and MINISTRY STAFF

Termination of employment is a very serious and sensitive step and needs to be done only after proper care for due processes so as to minimize hurt for the individual(s) involved and the disruption of the unity of the body of Christ. Terminations of Pastors or other staff shall be done in accordance with their employment agreements and the Policies and Procedures Manual.

7.0 FISCAL RESPONSIBILITIES

7.1 In the issuing of cheques, the signing officers shall include two of the following:

- 1) Chair
- 2) Team Leader of the Stewardship Team or a designate approved by the board
- 3) Vice-Chair
- 4) A Church Administrator or a Pastor

7.2 In the case of legal documents, the designated signing officer(s) shall be any of the below as required:

- 1) Chair
- 2) Team Leader of the Stewardship Team
- 3) Vice-Chair

7.3 The custody of legal documents shall be in the control of the Chair with the knowledge and accessibility of the Church Board.

7.4 The Stewardship Team shall engage appropriate services to conduct a yearly fiscal review of the church books and submit a written report to the congregation.

7.5 The Stewardship Team shall ensure that all forms and submissions required under the Act and other regulatory bodies are completed and meet the necessary requirements.

8.0 BORROWING POWERS

8.1 Subject to the Act, the Directors as outlined in section 4.4.9 shall be authorized to borrow and repay money on behalf of the church only as directed by a special resolution (as defined in the Act) at a General Meeting.

9.0 Limitation of Liability

No Officer shall be liable for any error of judgment or oversight on his/her part, or for any other loss, damage or misfortune whatsoever which shall happen in the execution of the duties of his/her office or in relation thereto, unless the same are occasioned by his/her own willful neglect or default; provided that nothing herein shall relieve any Officer from the duty to act in accordance with the Constitution and Bylaws of the Church or the Act or from liability for any breach of the provisions thereof.

10.0 Indemnity

Subject to the limitations contained in the Act, the Church will indemnify an Officer or a former Officer and his/her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by him/her in respect of any civil, criminal or administrative action or proceeding to which he/she has been made a party by reason of being or having been an Officer, if:

1. he/she acted honestly and in good faith with a view to the best interests of the Church; and
2. in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he/she had reasonable grounds for believing that his/her conduct was lawful; and shall so indemnify such a person as aforesaid who has been successful in the defence of any civil, criminal or administrative action or proceeding to which he/she is made a party by reason of being or having been an Officer against all costs, charges and expenses reasonably incurred by him/her in respect of such acts or proceedings, notwithstanding subparagraphs 1 and 2 above.

11.0 EFCC STATEMENT OF FAITH

The Church is in agreement with the revised Statement of Faith (2008) of the Evangelical Free Church of Canada.

12.0 AMENDMENTS TO THE CONSTITUTION AND BY-LAWS

12.1 At no time can any amendment to these Bylaws be adopted that is contrary to the religious teachings or administrative instructions of the Evangelical Free Church of Canada.

12.2 Subject to the Act, amendments of these Bylaws may be made at any General by at least 75% majority of votes cast by Members entitled to vote, when said proposed amendments have been made available in written form to all Members at least thirty days in advance of said General Meeting.

12.3 The Bylaws are to be reviewed as deemed necessary by the Church Board but at least once every three years and any recommended changes brought to the congregation for consideration following the process outlined in by-law 12.2.

These by-laws were approved by a vote of the congregation on May 16, 2016.