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By-Laws of Saanich Baptist Church

January 25, 2016

~~Strikethrough – portions of the bylaws to be deleted~~

Underline – portions of the bylaws to be added

INTERPRETATION

In these bylaws, unless the context otherwise requires:

- “Bylaws” means the Bylaws of the Church;
- “Church” means the society known as Saanich Baptist Church;
- ~~“Leadership Board” means the Leadership Board of the church who are elected by the members and who for all purposes serve as the directors (as defined and required by the Society Act) of the Church for the time being;~~
- “Leadership Board” refers to the Leadership Board of the church which is comprised of Servant Leaders, the Lead Pastor and the Executive Pastor;
- ~~“Servant Leaders” refers to elected members of the Leadership Board;~~
- “Servant Leaders” are elected members of the Leadership Board who for all purposes serve as the church directors, as defined and required by the Societies Act;
- “Officers” are elected members of the church, including Treasurer, Church Clerk, Deacons and Servant Leaders;
- “Executive Pastor” – see by-law 4.2 for the definition;
- “Business meeting” includes the Fall Business Meeting, the Spring Business meeting and any Special Business Meeting;
- “Society” means the society known as Saanich Baptist Church;
- ~~“Society Societies Act” means the Society Societies Act of the Province of British Columbia from time to time in force and all amendments to it.~~

1. Statement of Faith

The Statement of Faith of this Church is available on request.

2. Membership

2.1 Reception of Members

Those who have professed faith in the Lord Jesus Christ as personal Saviour and Lord, by word of mouth and through immersion baptism, and who have declared themselves to be in accord with the doctrines, principles, and practices set out in the Statement of Faith and By-laws of the Church may be received into membership.

Those desiring Church membership shall meet with two Servant Leaders, or a Servant Leader and their spouse, if applicable, who shall interview them and report to the Leadership Board. The name(s) of prospective member(s) shall be submitted for consideration to the church members. If no valid objections are made known to the Leadership Board, the name(s) of the applicant(s) shall be voted on at the next regular business meeting. Upon a majority vote the person(s) being considered shall be received into membership.

Candidates for membership previously dismissed as a result of church discipline will be considered for membership by the Leadership Board upon evidence of repentance and confession.

2.2 Resignation of Members in Good Standing

Upon resignation from membership, a member in good standing will on request receive a letter of reference/transfer.

2.3 Members Not In Good Standing

A member ceases to be in good standing for any of the following reasons, as determined by the Leadership Board following thoughtful and prayerful consideration:

- A. Consistent absence from worship services with no valid reason for a period of three months.
- B. Open consistent disagreement with established church doctrine to the point of disrupting the work and/or the unity of the church.
- C. Moral misconduct.

A member who is not in good standing is subject to the discipline of the Church.

2.4 Discipline of Members

Church discipline shall be the responsibility of the Leadership Board. The instruction and precedents of the Word of God shall in all cases be binding. Church discipline shall be administered in a spirit of love and concern and with the object of restoring the member.

3. Ordinances

3.1 Baptism

Those professing saving faith in the Lord Jesus Christ as personal Lord and Saviour shall, upon their own request, be baptized by one of the ministry staff or some other person designated by the Lead Pastor, by immersion in

water, according to the teaching of Scripture.

3.2 The Lord's Supper

The death of the Lord shall be remembered in the observance of the Lord's Supper normally once a month, and in such a manner as is in accord with the teaching of the Word of God.

4. ~~Pastor's~~ Pastors' and Ministry Directors' Duties

4.1 Lead Pastor

The Lead Pastor is responsible to the Leadership Board. The Lead Pastor's responsibilities include the pulpit ministry, the effective presentation of God's Word, the ministration of the ordinances, care of the congregation, the worship services of the church and any other function outlined in his job description as established by the Leadership Board.

With the Leadership Board, the Lead Pastor will give oversight and leadership to the spiritual life and welfare of the church and to the creation and fulfilment of a vision for the Church. The Lead Pastor is considered to be the Elder of the church except for matters relating to his own employment. ~~Pastoral and salaried ministry staff job descriptions will be approved by the Leadership Board.~~ The Lead Pastor's job description shall be approved by the Leadership Board.

4.2 ~~Director of Ministry Operations~~ Executive Pastor

~~The Director of Ministry Operations reports to the Pastor. He/she is a salaried ministry staff member who (a) supports the Pastor in his key~~

~~areas of responsibility (item 4.1 paragraph 2), (b) supervises the staff and deaconship functions of the Church, and (c) is responsible for the effective functioning of Church operations. His/her specific responsibilities shall be as outlined in relevant sections of these By-Laws and in his/her job description. He/she is a member of the Leadership Board.~~

The Executive Pastor reports to the Lead Pastor. He/she is a salaried ministry staff member who (a) supports the Lead Pastor in his key areas of responsibility (item 4.1), (b) supervises the ministry staff and deacons, and (c) along with the Administrator is responsible for the effective day-to-day functioning of all Church operations. His/her specific responsibilities shall be as outlined in relevant sections of these By-Laws and in his/her job description. He/she is a member of the Leadership Board.

4.3 Ministry Directors

A Ministry Director shall possess the scriptural qualifications of a Deacon (Section 6.2). There may be both ~~Salaried and Non-Salaried~~ paid and non-paid Ministry Directors.

A ~~Salaried~~ paid Ministry Director is a Church employee who oversees a specific major ministry area(s) of the Church for which it has been determined that because of the nature and scope of the work, remuneration will be paid. ~~Salaried~~ Paid Ministry Directors will oversee their specific areas of ministry and carry out other functions outlined in their job descriptions. They are responsible to the Lead Pastor or his designate.

A ~~Non-Salaried~~ Non-Paid Ministry Director (i.e. a Deacon) oversees a

specific ministry area of the Church for which goals can be accomplished by obtaining a reasonable component of volunteer leadership. He/she is responsible to the Lead Pastor or his designate.

~~As needed, Ministry Directors will assemble a team to help accomplish ministry objectives. Team members will be appointed for one year subject to ratification by the Leadership Board.~~

5. Leadership Board

The Leadership Board is the governing board of the Church and is directly responsible to the Church membership. Members of the Leadership Board shall possess the scriptural qualifications of a Servant Leader (Section 6.1).

The Servant Leaders, the Lead Pastor, and the ~~Director of Ministry Operations~~ Executive Pastor shall form the Leadership Board, which will meet a minimum of four times per year. The Servant Leaders will elect a chairperson, every September, to a 1 year term. ~~The chairperson can be removed by a 60% majority vote of the Servant Leaders.~~

The Leadership Board will work with the Lead Pastor and other Ministry Directors on the vision and long range plans of the Church, matters of church discipline, developing church policy on theological issues, giving spiritual oversight, ~~overseeing search committee(s) for staff hiring (see by law 8.1),~~ and shepherding the congregation.

The Leadership Board will also act as the search committee for the hiring of a new Lead Pastor (see 7.1) and is the nominating committee for the church.

Other duties of the Leadership Board may be determined by the Servant Leaders.

6. Elected Officers

All elected officers shall be members in good standing.

The elected Servant Leaders shall be the directors of the church as required by the ~~Society~~ Societies Act. They shall serve in this capacity without remuneration.

6.1 Servant Leaders

The qualifications of a Servant Leader shall be those that are spoken of in Scripture, Titus 1:5-9, I Timothy 3:1-7. Servant Leaders shall be elected for a term of two years. ~~The exact number of Servant Leaders shall be proposed by the Leadership Board and presented to the Church for approval at the Spring Business Meeting.~~ The minimum number of Servant Leaders shall be five.

6.2 Deacons

The qualifications of a Deacon are those set forth in I Timothy 3:8-13. Deacons shall be elected by the Church for a term not exceeding two years.

The exact number of Deacons shall be determined by the need for volunteer Ministry Directors as identified from time to time by the Lead Pastor in consultation with the Leadership Board. In the event, that a need for a Deacon/Deacons arises between Church Business Meetings, the position(s) may be filled by the Leadership Board subject to ratification at

the next Business Meeting.

6.3 Church Clerk

The Church Clerk will be elected at the Spring Business Meeting to a one year term.

He/she shall keep an accurate record of the proceedings of the Church and shall act as the Secretary of the Saanich Baptist Church Society.

6.4 Treasurer

The Treasurer will be elected at the Spring Business Meeting to a one-year term. ~~In the absence of a qualified volunteer Treasurer the position will be contracted out to a qualified individual or firm.~~

The Treasurer shall arrange the payment of all bills and expenses as authorized by the Ministry Directors, the Administrator, the Executive Pastor, Director of Ministry Operations or the Church, and shall cause to be kept a record of all receipts and disbursements. He/she shall submit regular statements of church finances to the Finance Committee and shall, upon request, present to a church business meeting a statement of receipts and disbursements. He/she shall prepare a detailed annual financial report in accordance with By-law 11.5.

7. Committees

7.1 Search Committees

The elected Servant Leaders will serve as the search committee when looking for a Lead Pastor. They may appoint additional church members to this committee.

The Lead Pastor in consultation with the Leadership Board will oversee the search committee(s) for the hiring of the ~~Director of Ministry Operations~~ Executive Pastor and paid Salaried Ministry Directors. ~~The Search Committee will present its~~ The Lead Pastor will present a recommendation to the Leadership Board.

The Leadership Board will hire full and part-time Ministry Directors. In the case of hiring a Lead Pastor or ~~Director of Operations or Director of Ministries~~ Executive Pastor the Leadership Board will present its nomination to a duly constituted meeting of the Church for ratification. The Church shall be advised of this meeting at least two weeks in advance. A vote of two-thirds majority of members present and voting will be authorization to the Leadership Board to proceed in hiring. Only one person at a time shall be asked to candidate for a ministry office.

7.2 ~~Operations Committee~~ Executive Committee

The ~~Operations Committee~~ Executive Committee of the Leadership Board shall consist of the Chair of the Leadership Board, the Executive Pastor ~~the Director of Ministry Operations~~, and the Lead Pastor. The Committee will interact as necessary between Leadership Board meetings to make significant operational decisions that require immediate action and are beyond the scope of ~~an individual's~~ staff's responsibilities. The Committee

will seek ratification of its decisions at the next Leadership Board meeting.

7.3 Nominating Committee

~~The Nominating Committee shall consist of the Chairperson of the Leadership Board or his/her designate, the Pastor or his designate, and two members elected by the Church at the Fall Business Meeting.~~ The Nominating Committee shall be the Leadership Board of the Church.

The Chair of the Nominating Committee will be the Chair of the Leadership Board or his/her designate.

The Nominating Committee will ensure that provisions are made for members of the congregation to make recommendations to them in regards to elected positions within the church.

On at least two successive Sundays prior to the Spring Business Meeting a list of nominations recommended by the committee shall be posted in the church for consideration by the members.

Every 2 years, ~~the Nominating Committee, in consultation with the Leadership Board~~ will review the Nominating Process to determine if it requires revision.

7.4 Finance Committee

The Finance Committee will consist of ~~the Finance Ministry Director the Director of Ministry Operations,~~ the Administrator, the Accountant, the Treasurer ~~if a volunteer~~ and other appointees as determined by the ~~Finance Ministry Director~~ Treasurer. They will oversee the managing of

church funds and ~~through the Director of Ministry Operations~~ will provide financial advice to the Leadership Board, the Lead Pastor, Ministry Directors, and the Church. In addition, they will annually appoint a head teller and envelope secretary.

8. Removal of Officers

Officers may be removed from office by a special resolution in accordance with ~~Section 31 of the Society Act~~ Section 50 of the Societies Act.

9. Interim Appointments

The Leadership Board may appoint interim Servant Leaders, Deacons, Treasurer, and Church Clerk to fill vacancies which may occur between annual elections. All such appointments are subject to ratification by the Church at the next business meeting following the appointment(s).

10. Business Meetings

10.1 Regular Business Meetings

~~There will be a minimum of two regular business meetings each year.~~

A. Fall Business Meeting:

This meeting will be held as soon after the close of the fiscal year as is feasible. The purpose of this meeting will be to:

- receive and approve the financial statements from the previous year.
- ~~-elect members to the Nominating Committee.~~

B. Spring Business Meeting:

This meeting will normally be held in May or June of each year. The purpose of this meeting will be to:

- review the ministry of the past year
- consider and approve (or reject) the budget for the next fiscal year recommended by the Leadership Board
- share future ministry plans and objectives
- elect Servant Leaders, Deacons, Treasurer and Church Clerk;
if requested these elections will take place by ballot vote.

10.2 Notice of Business Meetings

Notice of any business meeting of the Church shall be given both by written notice and by verbal announcement from the pulpit at regular services on three successive Sundays immediately prior to the meeting. Matters for presentation at any business meeting should normally be presented to the Church through the Leadership Board.

10.3 Electronic Meetings

Business meetings may be conducted, in whole or in part, by electronic means provided reasonable measures are taken to permit all participants to communicate adequately with each other during the meeting.

10.34 Voting

Members of the church in good standing and at least 18 years of age are eligible to have one vote.

Motions shall be considered carried if passed by a two thirds majority of members ~~present~~ participating and voting, except as noted in By-law 2.1

and By-law 12.

10.5 Digital voting

Voting at business meetings may be done by digital means providing all participants can be involved in any discussion regarding any motions being voted upon; there are adequate means of ensuring that only members entitled to vote are voting; and there are adequate means of ensuring confidentiality of secret ballot votes.

10.46 Quorum

The quorum required to conduct business shall be twenty-five percent of the members eligible to vote and never fewer than three members.

11. Finances

11.1 Fiscal Year

The fiscal year shall be from September first to August thirty-first.

11.2 Budgets

A budget for the next fiscal year shall be prepared by ~~the Finance Committee~~ the Administrator (after receiving submissions from the ministry directors of the church) in accordance with the Church's ministry goals and objectives.

Following review and acceptance by the Leadership Board the budget will be presented to the church members at the Spring Business Meeting for acceptance or rejection in whole. The approved budget will serve as a financial guide for the next fiscal year.

Specific Ministry Directors will have only those spending powers as outlined in the budget. Any non-budgeted items must be approved by the ~~Director of Ministry Operations Administrator~~ and brought to the ~~Finance Committee~~ Leadership Board for ratification. Any major non-budgeted expenditure(s) must be brought to the Church for approval.

11.3 Raising of Funds

Money will normally be raised by the Church by means of ~~tithes, offerings, giving,~~ special projects, ~~the latter approved by the Operations Committee~~ and other means that are approved by the Executive Committee.

11.4 Signing Officers

The Finance Committee will recommend annually the signing officers for the church. These names will be submitted to the Leadership Board for approval. The signatures of two signing officers are required to validate an instrument of finance.

11.5 Financial Review

The financial records of the Church shall have an annual comprehensive review carried out by a professionally designated accounting firm or individual appointed by the Leadership Board. The financial review will be presented at the Fall Business Meeting. Should any significant irregularity be identified in this review, the Leadership Board may request a professional audit.

11.6 Borrowing

Changes to the line of credit can be recommended by the Treasurer and

approved by the Leadership Board. The borrowing of monies, other than a line of credit, for any purpose shall be done with the approval of the members by special resolution at a duly called business meeting.

~~12. Auxiliary Organizations~~

~~Auxiliary organizations needed for the efficient accomplishment of Church objectives may be organized with the authority of the Church, either through direct voted action or through such channel of authority as may be designated by the Church. The officers of all such organizations must be members of the Church in good standing, and their appointment is subject to ratification by the Leadership Board.~~

132. Amendments

These by-laws may be amended by a 75% vote of the members ~~present participating and in good standing~~ at any business meeting, provided details of the proposed amendments(s) have been given to the membership at least three weeks prior to the meeting. The Statement of Faith may be amended only by a unanimous vote of the members ~~present participating at a Business meeting, called in the above manner, and with the above notice.~~

143. General

143.1 Records and Minutes

The Church Clerk, or delegate, shall record and maintain minutes from all business meetings of the church. If confidentiality is essential, minutes may be submitted to the ~~chairperson~~ Chair in a sealed envelope showing on the outside the date of the meeting, those in attendance and a general

comment on the topic discussed.

143.2 Seal

The directors may provide a common seal for the society and may destroy a seal and substitute a new seal. The common seal shall be affixed only when authorized by a resolution of the ~~Directors~~ Leadership Board and then only in the presence of the persons prescribed in the resolutions, or if no persons are prescribed, in the presence of two or more elected Servant Leaders.

154. Dissolution

If, for any reason, the Church cannot continue, the assets of the Church shall be transferred to the ~~Fellowship of Evangelical Baptist Churches in British Columbia~~ Fellowship Pacific.

165. Covenant of Faith

The following covenant shall be entered into by each new member upon the occasion of reception into membership, the covenant being affirmed by the new member, and re-affirmed by the members present:-

"Gladly confessing Jesus Christ as our Lord and Saviour, we hereby covenant before God, and with one another, by the enabling of the Holy Spirit, to live soberly, righteously and godly in this present world, abstaining from whatever is unbecoming to the doctrine of Christ or harmful to the effectiveness of our Christian testimony; to so walk together in Christian love as to present a testimony in the community which will demonstrate the power of the Gospel, to the glory of God; to strive for the advancement of this church, sustaining its ministry, ordinances, discipline, and doctrine;

to contribute regularly to the support of its ministry at home and abroad; and through personal effort, to seek the salvation of the lost. Further, when we remove from this place, we will as soon as possible unite with another local church where we can carry out, in the spirit of this covenant, the principles of the Word of God."