

FIRST BAPTIST CHURCH REGINA, INC.
(the "Church")

BYLAWS

WHEREAS the Church was incorporated under *The Non-Profit Corporations Act* on the 11th day of January, 1980;

AND WHEREAS the Church is empowered under the Act to make bylaws.

THEREFORE, the Church makes bylaws as follows:

1. TITLE AND GOVERNANCE

- 1.1 **BYLAWS:** These bylaws may be cited as the Bylaws of First Baptist Church Regina, Inc.
- 1.2 **GOVERNANCE:** The Church is governed by these Bylaws and by Policies and Procedures that are approved by the Diaconate, copies of which are filed in the Church office.

2. DOCTRINES, PURPOSE AND AFFILIATIONS

- 2.1 **DOCTRINES:** The Church shall hold and advocate the doctrines commonly held by the churches of the Baptist denomination namely:
 - .1 the sufficiency of the Holy Scriptures as the standard of belief and conduct (see 2.2.1);
 - .2 the doctrine of regenerate church membership;
 - .3 the right of freedom of conscience and liberty of worship for all people;
 - .4 the separation of church and state;
 - .5 baptism by immersion of believers;
 - .6 the competency of the soul before God;
 - .7 the priesthood of all believers;
 - .8 the right of democratic government, under Divine guidance, in the local church; and
 - .9 the evangelistic, missionary and educational task as primary in the life and program of the Church.
- 2.2 **PURPOSE:** The Church accepts the Holy Scriptures as its final authority in matters pertaining to belief and conduct (see 2.1.1). It exists:
 - .1 to proclaim the gospel of salvation through faith in Jesus Christ, the Son of God as Savior;
 - .2 to maintain services of Christian worship, including the observance of the New Testament ordinances and a ministry of Christian Education and Missionary effort at home and abroad;
 - .3 to witness to principles of Christian righteousness;
 - .4 to render sacrificial Christian services; and
 - .5 to teach and practice the evangelical doctrine of the Christian faith as commonly accepted by churches of the Baptist denomination and all activities in support of such purpose.
- 2.3 **AFFILIATIONS:** The Church shall be in affiliation with:
 - .1 Churches of like doctrine and purpose in the Saskatchewan Area of the Canadian Baptists of Western Canada;
 - .2 The Canadian Baptists of Western Canada;
 - .3 The Canadian Baptist Ministries; and
 - .4 The Baptist World Alliance.

3. BYLAWS

3.1 PRELIMINARY

3.1.1 In these bylaws:

- .1 “Act” means *The Non-Profit Corporations Act, 1995*, of Saskatchewan;
- .2 “Adherents” refers to individuals who are actively involved in the life of the Church but who have not been formally admitted as members. The only restriction on their capacity to serve within the church relates to service on the Diaconate or as Treasurer. Adherents are highly valued within the Church, are encouraged to express their views in Church Meetings and will normally be granted the right to participate in decision-making with the exception of certain types of decisions for which the formal membership must assume responsibilities.
- .3 “Annual Meeting” means the annual meeting of the members as provided in paragraph 3.34
- .4 “Appoint” includes “elect”
- .5 “Deacons” are members of First Baptist Church who:
 - a) demonstrate considerable spiritual maturity
 - b) have wide experience in life
 - c) follow after Christ
 - d) demonstrate respect for the principle of soul liberty
(Reference I Timothy 3)
- .6 “Diaconate” means the Board of Deacons of the Church;
- .7 “Church” means First Baptist Church Regina, Inc.
- .8 “Board of Directors” means the Diaconate and the Treasurer of the Church;
- .9 “Pastor,” unless otherwise explained, shall refer to the Senior Pastor of the Church.
- .10 “Chair of the Diaconate” shall mean the chairperson of the Diaconate;
- .11 “Vice-Chair of the Diaconate” shall mean the vice-chairperson of the Diaconate;
- .12 “Executive” means the Chair, the Vice-Chair, and the Secretary of the Diaconate;
- .13 “Officers” means the Executive of the Diaconate and the Treasurer of the Church.

3.1.2 In these bylaws, words importing the singular shall include the plural, and *vice versa*, and words importing the masculine gender shall include the feminine, and words importing persons shall include groups or bodies corporate.

3.2 MEMBERSHIP AND CONGREGATIONAL LIFE

3.2.1 The Church may admit to membership and receive into fellowship those who have:

- .1 personally accepted Jesus Christ as Savior and Lord;
- .2 been baptized by immersion; and
- .3 accepted the doctrines, purposes and affiliations of the Church as set out in paragraphs 2.1, 2.2, and 2.3.
- .4 The Church may also receive into membership and receive into fellowship, subject to 3.2.1.1 and 3.2.1.3, those whose forms of baptism have been other than immersion as believers and who have confirmed their baptism through a public confession of faith in Jesus Christ as Saviour and Lord.

3.2.2 The Church shall have the power to commend members in good standing to the fellowship of other Churches.

3.2.3 Subject to the approval of the Church, and under the regulations hereinafter established, membership may be withdrawn from members.

3.3 ADMISSION TO MEMBERSHIP

- 3.3.1 Candidates shall make application for Church membership upon the basis specified in bylaw 3.2.1.
- 3.3.2 Application may be made personally, or in writing, to the Senior Pastor or the Chair of the Diaconate and may be qualified on the basis of a letter of transfer or by Christian experience.
- 3.3.3 The Diaconate, or its designates, having been satisfied that the conditions for membership have been met, shall notify the church at least a week in advance of its intention to present candidates for membership.
- 3.3.4 <Deleted>
- 3.3.5 Notwithstanding the foregoing, an applicant for membership who, as certified by a physician, is physically incapable of receiving the ordinance of Baptism, but otherwise satisfies the conditions of Bylaw 3.2.1 may be recommended to the Church for acceptance into the membership by the Diaconate.
- 3.3.6 Upon reception into membership, the names of new members shall be entered upon the Active Roll and they shall thereupon be deemed to have relinquished membership in any other church.

3.4 MEMBERSHIP ROLL AND REVISION

- 3.4.1 The church roll shall be maintained by the Secretary of the Diaconate, and shall consist of three categories of members:
 - .1 the Active Roll shall include the names of all the members resident in the community who participate with frequency and support regularly the program and work of the Church;
 - .2 the Non-Resident Roll shall include the names of members who reside outside the bounds of the community, but who give evidence of their continued interest and support of the program and work of the Church;
 - .3 the Non-Active Roll shall include the names of those who are placed there by action of the Diaconate as hereinafter set forth.
- 3.4.2 The record of Former Members shall include the names of persons who have been removed from membership by death, transfer or for whatever reason together with the following information: last known address, reason for and date of removal.
- 3.4.3 The Membership Roll shall be reviewed annually by the Diaconate for purpose of considering and approving revisions.

3.5 WITHDRAWAL AND TERMINATION OF MEMBERSHIP

- 3.5.1 Membership may be terminated provided that:
 - .1 any issue that might give rise to such action is first made the matter of counseling or conflict resolution as may be deemed appropriate by the Pastor or Chair of the Diaconate;
 - .2 a formal proposal to terminate membership is prepared in writing, giving reasons for the proposed action, copies of which are to be given to the member in question at least ten days in advance of a Meeting of the Diaconate to which the matter is being referred;
 - .3 adequate opportunity is given for the member to challenge the allegation before the Diaconate;
 - .4 a report and recommendation is prepared for presentation to the Church at a duly called meeting of the church, to which the member in question will have the right of reply, and

.5 the Church, by majority vote by ballot of those present, approves termination of membership.

3.5.2 A person's membership is terminated when:

- .1 the member withdraws, resigns or dies,
- .2 assumes membership in another church,
- .3 the Church is liquidated or dissolved.

3.6 CONFLICT RESOLUTION

3.6.1 If a person has a grievance or otherwise finds him or herself in a conflict situation with another person, group, officer or employee of the Church on matters relating to the life of the Church, a request may be made to have the matter dealt with in accordance with established conflict resolution procedures.

3.6.2 A request to initiate the process shall be made in writing to the Pastor or Chair of the Diaconate of the Church.

PASTORAL MINISTRY SECTION

3.7 APPOINTMENT OF THE PASTORS

- 3.7.1 When a vacancy occurs in the Senior Pastor's position, the Diaconate shall appoint a Pastoral Search Committee to prepare a search plan in accordance with Church and denominational recommended procedures.
- 3.7.2 The Pastoral Search Committee shall take all steps necessary for identifying a suitable candidate and shall make a recommendation to the Diaconate when such a person is to be recommended for candidacy in the Church.
- 3.7.3 Following opportunity by the Church and the Diaconate to carefully consider the candidate, the Diaconate shall make a recommendation concerning the possible call of the candidate as pastor to the Church at a Special Church Meeting.
- 3.7.4 Other pastors and staff appointments shall be made in accordance with procedures established by the Diaconate. The Diaconate shall ratify all such appointments.

3.8 PASTORAL RESPONSIBILITIES

- 3.8.1 Pastors, in partnership with the Diaconate and Commissions, shall provide leadership to the life of the Church so as to enable the members to fulfill their mission in the world.
- 3.8.2 The Senior Pastor shall provide leadership and coordination of ministry within the Church in accordance with policy and ministry guidelines approved by the Diaconate. An important part of this will include supervisory and administrative responsibilities relating to other pastors and staff.
- 3.8.3 Pastoral responsibilities shall include the following:
- .1 preach the Gospel,
 - .2 conduct services of worship and prayer, expound the scriptures, administer the ordinances,
 - .3 provide leadership in teaching and discipling of believers, and
 - .4 ensure pastoral care of the members of the Church.

3.9 PASTORAL LIAISON

- 3.9.1 Pastors shall normally be represented at all meetings of the Diaconate, Commissions and Committees in an advisory and liaison capacity.

3.10 TERMINATION OF OFFICE

- 3.10.1 The term of office of a Pastor may be ended upon at least 30 days notice on the part of the pastor or of the Church or by mutual consent. The matter shall be voted on at a Special Church Meeting in accordance with bylaw 3.34.3 and 3.34.4.

3.11 ORDINANCES

- 3.11.1 ***The Lord's Supper:*** The ordinance of the Lord's Supper (Communion Service) shall be observed monthly in the Church Sanctuary preferably on the first Sunday, and at other times and places as may be determined by the pastors or Worship Commission.
- 3.11.2 ***Baptism:*** The ordinance of Baptism by immersion shall be administered to believers upon confession of faith and the decision of the Senior Pastor.

CHURCH GOVERNANCE SECTION

3.12 DIACONATE

- 3.12.1 The Diaconate, as elected by and with responsibility to the membership, is given authority to manage all aspects of the business and ministry of the Church in cooperation with pastors who are recognized as having primary responsibility for the spiritual leadership of the Church.
- 3.12.2 The Deacons, along with the Treasurer, shall also compose the Board of Directors of First Baptist Church, Inc. as registered with the Province of Saskatchewan.
- 3.12.3 The Board of Directors must meet at least twice per year, and at such other times as may be required to conduct the legal business of the church. The Diaconate shall normally meet monthly, excepting the months of July and August.
- 3.12.4 The Diaconate shall consist of 8 persons selected by the congregation who fit the description of deacons as found in the New Testament. Refer to 3.1.1.5.
- 3.12.5 The Diaconate shall delegate, change or withdraw authority and responsibilities of any officer or member of a Commission as required.
- 3.12.6 The Diaconate shall appoint other Committees and Special Groups, and delegate authority and responsibilities to Commissions, Committees and groups as required.
- 3.12.7 The Diaconate shall, in consultation with the Nominating Committee, fill vacancies in or add additional members to Commissions, Committees or other groups elected by the Church. Such members shall normally hold office until the next Annual Meeting.

3.13 OFFICERS OF THE CHURCH

- 3.13.1 The Diaconate shall have three elected officers, each of whom shall also be an officer of the church, namely Chair, Vice-Chair and Secretary of the Diaconate, all of whom shall be elected by the congregation from within the membership of the Diaconate. The church's fourth officer, the Treasurer, shall also be elected by the congregation.
- 3.13.3 Notwithstanding section 3.13.1, the terms of office for members of the Diaconate will normally be for periods of three years, renewable once.
- 3.13.3 The Officers of the Church are responsible to the Diaconate.
- 3.14 **CHAIR OF THE DIACONATE:** The Chair of the Diaconate shall preside at all meetings of the Church, the Diaconate, and the Executive while serving to provide leadership, in consultation with the Senior Pastor in the broad areas of ministry for which the Diaconate and related bodies have been given responsibility. The Chair would not normally serve as liaison to a commission.
- 3.15 **VICE-CHAIR OF THE DIACONATE:** The Vice-Chair of the Diaconate shall function in place of the Chair of the Diaconate as may be required from time to time and otherwise assume responsibilities as agreed upon in support of the leadership role of the Chair. It is understood that the Vice-Chair chosen by the congregation will, normally, replace the retiring Chair. The Vice-Chair would normally serve as liaison to a commission.
- 3.16 **SECRETARY OF THE DIACONATE:** The Secretary of the Diaconate shall facilitate official record keeping of the Church and assist in the preparation of correspondence, reports and minutes as may be required. The Secretary would normally serve as liaison to a commission.
- 3.17 **TREASURER:** The Treasurer shall assume oversight of all matters relating to the financial affairs of the Church, and shall ensure that a complete and accurate accounting is maintained and reported monthly to the Diaconate and annually to the Church.
- 3.18 **EXECUTIVE COMMITTEE:** The Executive Committee shall be responsible for dealing with matters that arise between meetings of the Diaconate, and such other matters as may be referred to it by the Diaconate. Actions of the Executive Committee shall be reported to the Diaconate and be subject to its ratification. Membership includes the Chair of the Diaconate (as chair), the Vice-Chair of the Diaconate, and the Secretary of the Diaconate.

3.19 COMMISSIONS:

- 3.19.1 The Diaconate will, from among its members, appoint one Deacon to serve as liaison and a full member of each Commission. A liaison deacon, while a full voting member, may not serve as Chair of the Commission to which he/she is liaison. Each Commission shall, normally, have a pastoral liaison as well.
- 3.19.2 <Deleted>
- 3.19.3 Commissions will have the right to create temporary committees not necessarily made up of members of the Commissions.
- 3.19.4 All Commissions and the Board shall normally meet a minimum of once per month with the exception of July and August.

- 3.19.5 Commission members are normally elected to serve a two-year term and are confirmed annually through reelection.
- 3.20 **CHRISTIAN EDUCATION/YOUTH COMMISSION:** The Christian Education/Youth Commission, in partnership with the pastors, shall give oversight and active support to all aspects of Christian education and youth ministries that promote spiritual growth and discipleship.
- 3.21 **PROPERTY COMMISSION:** The Property Commission is responsible for the maintenance and use of the properties owned by the Church, including buildings, grounds, major equipment and furnishings.
- 3.22 <Deleted>
- 3.23 **MISSIONS COMMISSION:** The Missions Commission shall keep the Church informed and challenged by missionary outreach both at home and abroad.
- 3.24 **WORSHIP ARRANGEMENTS COMMISSION:** The Worship Arrangements commission is responsible for the practical arrangements relating to the regular services of worship in the Church, including transportation, baptism, communion, greeters, ushers, flowers, audio/video ministry and elevator assistance.
- 3.25 **CONGREGATIONAL CARE COMMISSION:** The Congregational Care Commission is responsible for giving oversight to visitation ministries of various types including general pastoral visitation, visitation of shut-ins, hospital and nursing home visitation, and the benevolent fund.
- 3.26 <Deleted>
- 3.27 <Deleted>
- 3.28 <Deleted>
- 3.29 **PERSONNEL COMMISSION:** The Personnel Commission shall provide oversight of all matters relating to employment of pastors and other staff including policies and procedures that promote the effective working relationship among and between pastors, staff, and the Diaconate. The policy on Vulnerable People Safety shall also be administered by the Personnel Commission.

OTHER COMMITTEES AND ROLES

3.30 GOVERNANCE ADVISORY COMMITTEE

- 3.30.1 The Governance Advisory Committee, consisting of at least three members and elected by and responsible to the Church, shall advise the Diaconate and the Church on matters relating to good governance, liability and risk, legal matters, real estate transactions, and other matters that may be assigned through direction of the Church.
- 3.30.2 Notwithstanding the oversight identified in 3.30.1, members of this committee do not assume in anyway the legal responsibilities for which the Board, as directors of the registered Church, may have legal responsibility.
- 3.30.3 The Committee will make recommendations to the Church on appointment of auditors.
- 3.30.4 The Chair of the Governance Advisory Committee will normally attend all Diaconate meetings in a nonvoting, advisory capacity and any member of the committee may attend any meeting of a commission or committee in a nonvoting capacity at their own discretion.

3.31 **NOMINATING COMMITTEE:** The Diaconate is responsible for selecting the Chair of the Nominating Committee. This will normally be the immediate Past-Chair of the Diaconate, who shall serve as the chair of the Nominating Committee until such time as a new Past-Chair is created. The Nominating Committee, in close consultation with the senior pastor, shall be responsible for:

- .1 submitting a slate of nominations, normally at the November Church Meeting, for all elected positions (see 3.36.1)
- .2 promoting, in partnership with pastors on an ongoing basis, the effective integration of members and adherents into the life and activities of the Church on the basis of individual giftedness for service.

3.32 **ENVELOPE STEWARD:** The Envelope Steward is responsible to the Treasurer giving oversight to distribution of offering envelopes, recording of donations in a confidential manner received by envelope, and the issuance of receipts for donations.

3.33 QUALIFICATIONS AND EXPECTATIONS

- 3.33.1 Officers and Deacons shall be members of the Church, persons of high ideals, morals, and practices, settled in their religious faith, and able and willing to give of their time and talents in the performance of their duties.
- 3.33.2 Membership of Commissions and their committees shall be open to members or adherents of high ideals, morals and practices, settled in their religious faith, and able and willing to give of their time and talents in the performance of their duties.
- 3.33.3 Expectations of Officers, Deacons and Commission/Committee members include regular attendance at meetings and active participation in assigned roles. Failure or inability to meet expectations may result in action by the Diaconate to locate a replacement as would normally occur in case of a vacancy.
- 3.33.4 Normally, no person shall serve as a church officer, Deacon, or on a Commission for a period of longer than six consecutive years. Notwithstanding this expectation, the congregation may choose to elect persons for a period longer than six consecutive years, if it so chooses.

OPERATIONAL AND OTHER MATTERS

3.34 ANNUAL AND OTHER CHURCH MEETINGS

- 3.34.1 Unless exceptional circumstances prevent it, the Annual Meeting of the Church shall be held prior to the end of the first quarter of the fiscal year, at which meeting the Church shall receive the auditor's report and consider the financial statement, elect the deacons, appoint members to Commissions, Committees or other groups, and appoint the auditor.
- 3.34.2 A Fall Congregational Meeting of the Church shall be held in November of each year, at which time the budget shall be approved by the congregation, the Nominating Committee report presented and elections conducted as provided in Article 3.36.1.
- 3.34.3 Other Church meetings shall be called by the Chair of the Diaconate at the request of the Diaconate, or at the request, in writing, of at least 40 members.
- 3.34.4 Notices of each Church meeting shall be given by oral and by written announcement at the services for public worship on the two Sundays immediately preceding the date of each meeting. No special business may be transacted at a meeting of members unless the notice of meeting states the nature of the business in sufficient detail to permit members to form a reasoned judgment thereon.
- 3.34.5 Accepted parliamentary procedure shall govern all meetings, each of which shall be opened by prayer for Divine guidance.

3.35 QUORUMS AND VOTING

- 3.35.1 The quorum of the Fall Congregational Meeting and the Annual Meeting of the Church shall be 20% of those whose names appear on the Active Roll.
- 3.35.2 The quorum of any special or other Church meeting (excepting the Fall Congregational Meeting and the Annual Meeting) shall be 10% of those whose names appear on the Active Roll.
- 3.35.3 The quorum of any meeting of the Diaconate or Board of Directors shall be 50% of those elected to the Diaconate or Board of Directors.
- 3.35.4 Notwithstanding the provisions of by-laws 3.35.1 and 3.35.2, at any meeting dealing with the appointment of a pastor or the termination of a pastorate, or the acquisition, disposal or encumbrance of the real property of the Church, the quorum shall be 30% of those whose names appear on the Active Roll, and the question concerning such action shall require an affirmation vote of 75% of those present and voting. The vote shall be by ballot.
- 3.35.5 Except as otherwise herein provided, motions shall be passed by the approval of 50% plus one of those personally present at the meeting and those whose names appear on the Active Roll.
- 3.35.6 Except for the provisions under 3.5.1.5, 3.35.4, and 3.43.1 of the Bylaws, voting privileges may be extended to adherents of the Church at any Church Meeting by a motion receiving approval of 80% of those present and whose names appear on the Active Roll.

3.36 ELECTIONS

3.36.1 The following positions shall be filled by election;

- .1 Deacons
- .2 Treasurer
- .3 Commission Chairpersons
- .4 Commission Members
- .5 Governance Advisory Committee Members
- .6 Envelope Steward

3.37 **CHURCH BUDGET:** The Budget, in the form approved by the Diaconate, shall be presented for approval by the Church at the Fall Congregational Meeting.

3.38 **APPOINTMENT OF AUDITOR(S):** At each Annual Meeting the Church shall appoint at least one auditor who shall from time to time examine the books, records, accounts and vouchers of the Treasurer, reporting thereon to the Treasurer as required, and to the Annual Meeting of the Church.

3.39 FINANCIAL AFFAIRS

3.39.1 **Fiscal Year:** The fiscal year of the Church shall be from January 1 to December 31 inclusive, and the terms of those elected to office shall be in accordance with the fiscal year of the Church.

3.39.2 **Financial Disclosure:** The directors shall place before the members at every Annual Meeting:

- .1 financial statements for the year;
- .2 the report of the auditor; *and*
- .3 further relevant information respecting the financial affairs of the Church.

3.39.3 The Board of Directors shall approve the financial statements and shall evidence their approval by the signature of two or more officers.

3.39.4 No year-end financial statement shall be released or circulated unless it has been approved by the Board of Directors and is accompanied by the report of the auditor.

3.39.5 The Church shall, not less than 14 days before each Annual Meeting, make available for distribution to members the financial statements and report of the auditor.

3.39.6 **Funds to be in the Name of the Church:**

- .1 All funds of the Church shall be deposited in one or more accounts in the name of the Church at a chartered bank, trust company or credit union, designated by the directors.
- .2 All cheques, promissory notes, bills of exchange or other negotiable instruments shall be executed in the name of the Church and signed in accordance with resolutions passed by the directors for that purpose.

3.40 **SEAL OF THE CHURCH:** The Seal of the Church shall be under the control of the Board of Directors and its use from time to time shall be determined by a resolution of the Board of Directors. Provided always that the Seal of the Church may be affixed to any instrument in the presence of the Chair and Secretary of the Diaconate.

3.41 USE OF THE CHURCH NAME

3.41.1 The Church shall have the power to grant, refuse, or withdraw the use of the name of the Church used as part of the name of a subsidiary organization of the Church. Any and all such

organizations shall not engage in any activity that is considered inconsistent with the policy or program of the Church, and shall render either separately or through the Diaconate, a comprehensive report of their activities and financial position to each regularly called meeting of the Church.

3.41.2 No Member, Commission, Committee, or organization of the Church shall have the power to commit the Church to any contract, agreement or expenditure, save as it is authorized as part of the budget, or separately authorized by the Church at a regular or special Church meeting.

3.42 **CHURCH RECORDS:** The directors shall cause to be kept proper records and accounts of all transactions of the Church. Any member may have reasonable access to the books and records of the Church upon application to the Senior Pastor or Chair of the Diaconate.

3.43 AMENDMENTS TO BY-LAWS

3.43.1 The bylaws may be amended at any regular or special Church meeting, provided notice of such amendment, stating the proposed change, shall have been given by written announcement at the services for public worship on two Sundays immediately preceding the date of such meeting.

3.43.2 Amendments to the bylaws may be voted upon by members whose names appear on the Active roll and shall require an affirmation vote of a majority of those members present and voting.

3.43.3 Notwithstanding 3.43.2, any changes to 3.2.1 of the bylaws will require a majority of 75% of the members present to vote in the affirmative with a quorum of 30%.

3.44 DISSOLUTION

3.44.1 The remaining property of the Church shall, in the course of liquidation and dissolution, be distributed in accordance with the Articles of the Church.

3.44.2 The Articles provide that the remaining property of the Church shall, in the course of liquidation and dissolution, be transferred to the Canadian Baptists of Western Canada, a body corporate with offices in Calgary, Alberta.

As approved by the Annual Meeting of the Church on November 18, 2007