

First Baptist Church Constitution and Bylaws

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First Baptist Church Regina Inc.
Bylaws as approved at the congregational Fall Business Meeting
November 27, 2016

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Constitution

NAME

The name of the church is First Baptist Church, Regina (the “Church”). The Church was incorporated under The Non-Profit Corporations Act (the “Act”) on the 11th day of January, 1980 and is legally First Baptist Church Regina, Inc. according to the Articles of Incorporation.

PREAMBLE

The Constitution defines the Purpose, Doctrine and Affiliations of the Church.

The bylaws may be cited as the Bylaws of First Baptist Church Regina, Inc. (the “Bylaws”). The Church is governed by the Bylaws, and by Policies and Procedures that are approved by the Board of Directors, copies of which are filed in the Church office.

PURPOSE

Doctrines: The Church shall hold and advocate the doctrines commonly held by the churches of the Baptist denomination namely:

- the sufficiency of the Holy Scriptures as the standard of belief and conduct;
- the doctrine of regenerate church membership;
- the right of freedom of conscience and liberty of worship for all people;
- the separation of church and state;
- baptism by immersion of believers;
- the competency of the soul before God;
- the priesthood of all believers;
- the right of democratic government, under Divine guidance, in the local church; and
- the evangelistic, missionary and educational task as primary in the life and program of the Church.

Purpose: The Church accepts the Holy Scriptures as its final authority in matters pertaining to belief and conduct. The Church exists to:

- proclaim the gospel of salvation through faith in Jesus Christ, the Son of God as Saviour;
- 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;
- witness to principles of Christian righteousness;
- render sacrificial Christian service; and
- teach and practise the evangelical doctrine of the Christian faith as commonly accepted by churches of the Baptist denomination and all activities in support of such purpose.

AFFILIATIONS

The Church shall be in affiliation with:

- Churches of like doctrine and purpose in the Heartland Area of the Canadian Baptists of Western Canada;
- The Canadian Baptists of Western Canada;
- The Canadian Baptist Ministries; and
- The Baptist World Alliance.

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STATEMENT OF FAITH

First Baptist Church, Regina, Saskatchewan, affirms wholeheartedly the revelation of God as given in the scriptures of the Old and New Testaments and confess the faith therein set forth.

COVENANT

A covenant of Fellowship of First Baptist Church, Regina, Saskatchewan:

We, the members of First Baptist Church, Regina, covenant together to walk with Christ and each other in the fellowship of Holy love, to gather together regularly for united worship, to search the Scriptures for understanding of the Christian way of life, to serve God and each other in love and humility.

We will recognize the worth of each individual within our community, regardless of age or circumstances, recognizing that we are all precious in God's sight.

We will uphold each other in prayer and will offer kindness, forgiveness, and mercy to each other as Christ has offered to us.

We will give cheerfully of our time, talents and finances so that God's work would prosper in this place.

We will recognize Christ's presence in every aspect of our lives and will seek to honour Him in all that we say and do – at church, in our homes, and at our places of employment. With the help of the Holy Spirit, we will seek to follow Christ throughout our lives.

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Bylaws

1. PREAMBLE

- 1.1. These bylaws may be cited as the Bylaws of First Baptist Church Regina, Inc. (the “Bylaws”).
- 1.2. Terms of Reference (ToRs) define the scope and limitations of the various Commissions, Committees, and other Functions of the Church, and are not contained within the Bylaws.
- 1.3. Policies and Procedures (P&P) define the operational practices and activities designed to fulfill the requirements of the Bylaws and provide guidance for the ongoing functions of the Church, and are not contained within the Bylaws.

2. DEFINITIONS

- 2.1. The definitions in the Act apply to these Bylaws.
- 2.2. The Bylaws are intended to provide the process for democratic governance of the Church.
- 2.3. Any reference to "Article" refers to articles contained within these Bylaws.
- 2.4. In the 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. MEMBERSHIP

- 3.1. The Church may admit to membership and receive into fellowship those who have:
 - (1) personally accepted Jesus Christ as Saviour and Lord;
 - (2) been baptized by immersion; and
 - (3) accepted the doctrines, purposes and affiliations of the Church as set out in the Constitution.
- 3.2. Subject to article 3.1, the Church may also receive into membership and receive into fellowship 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.
- 3.3. The “Active Roll” shall be maintained by the Pastors and shall include the members who are actively participating in the life of the Church, subject to the approval of the congregation annually.
- 3.4. “Adherents” refers to individuals who are actively involved in the life of the Church but who have not been formally admitted as members. Adherents may not serve in the capacity of a Director or Treasurer of the Church. However, other positions are not restricted, as per Article 5.1.7. Adherents are encouraged to participate and express their views in meetings of the Church, but are not extended voting privileges.
- 3.5. If a decision has been made to withdraw membership from a member after completion of due process according to the **Policy and Procedure for Membership Admission, Termination and Revision**, the Church membership, by majority vote by ballot of those present at a duly called meeting, must approve termination of membership.

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4. PASTORS

4.1. Appointment

- 4.1.1. The Board of Directors may create pastoral positions for the Church in addition to the position of Lead Pastor and may assign specific roles and obligations for each and every pastoral position, save as otherwise provided for in these Bylaws.
- 4.1.2. Appointment of a Lead Pastor will follow the **Policy and Procedure for Appointment of a Pastor**. As well, the matter shall be voted on at a Special Church Meeting in accordance with Articles 6.1.3 and 6.2.2 of the Bylaws.
- 4.1.3. Other pastors and staff appointments shall be made in accordance with procedures established by the Board of Directors and must be ratified by the Board of Directors.
- 4.1.4. Pastoral responsibilities will be defined in the specific **Position Descriptions**.

4.2. Termination

In addition to the standards prescribed by *The Saskatchewan Employment Act*, the termination of a Lead Pastor without cause shall be voted on at a Special Church Meeting in accordance with Articles 6.1.3 and 6.2.2 of the Bylaws.

5. CHURCH LEADERSHIP

5.1. Board of Directors

- 5.1.1. The Board of Directors shall consist of between 5 to 15 persons as per the Articles of Incorporation.
- 5.1.2. Directors 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. Directors shall be selected by the congregation and are persons who (Reference I Timothy 3):
 - (1) demonstrate considerable spiritual maturity;
 - (2) have wide experience in life;
 - (3) follow after Christ; and
 - (4) demonstrate respect for the principle of soul liberty.
- 5.1.3. The terms of office for Directors will normally be for periods of three years, renewable once. However, the congregation may choose to elect persons for a period longer than six consecutive years, if it so chooses.
- 5.1.4. The Board of Directors, as elected by and with responsibility to the membership, is given authority over all aspects of the business of the Church in cooperation with pastors.
- 5.1.5. The Board of Directors shall work in cooperation with pastors over all aspects of the ministry of the Church.
- 5.1.6. 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.
- 5.1.7. Membership of Commissions and 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.
- 5.1.8. Expectations of Directors, Commission members and 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 Board of Directors to locate a replacement as would normally occur in case of a vacancy.
- 5.1.9. The Board of Directors shall 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. Elected terms will not include time spent in a temporary vacancy.

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5.1.10. There shall be no remuneration for any position to which a member or adherent of the Church has been elected. However, they may be remunerated for their expenses incurred in that position on behalf of the Church.

5.2. Officers of the Church

5.2.1. The Board of Directors shall have four officers, namely Chair, Vice-Chair, and Secretary of the Board, and Treasurer, all of whom shall be elected by the congregation.

5.2.2. The Chair of the Board shall preside at all meetings of the Church and Board, while serving to provide leadership in consultation with the Lead Pastor.

5.2.3. The Vice-Chair of the Board shall function in place of the Chair of the Board 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.

5.2.4. The Secretary of the Board shall facilitate official record keeping of the Church and assist in the preparation of correspondence, reports and minutes as may be required.

5.2.5. 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 Board and annually to the Church.

6. CHURCH BUSINESS

6.1. Church Meetings

6.1.1. Unless exceptional circumstances prevent it, the **Annual General Meeting** (AGM) 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.

6.1.2. A **Fall Business Meeting** of the Church shall be held in November of each year. At this meeting, the congregation will deliberate the budget, the appointment of the auditor, and the proposed leadership candidates. The congregation shall vote on the motions as provided in the Bylaws so that the budget and leadership is in place for January 1.

6.1.3. Other Church meetings shall be called by the Chair of the Board of Directors at the request of the Board of Directors, or at the written request of at least 40 members whose names appear on the Active Roll.

6.1.4. 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, but not less than 14 days before 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.

6.1.5. Accepted parliamentary procedure shall govern all meetings, each of which shall be opened by prayer for Divine guidance.

6.1.6. The positions of Directors and Officers of the Church shall be filled by election at the Fall Business Meeting.

6.1.7. The Church Budget, in the form approved by the Board of Directors, shall be presented for approval by the Church at the Fall Business Meeting.

6.1.8. The Church shall appoint at least one auditor at the Fall Business Meeting 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.

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6.2. Quorums and Voting

6.2.1. Subject to article 6.2.2, the quorum of:

- (1) the Fall Congregational Meeting and the Annual Meeting of the Church shall be 20% of those members whose names appear on the Active Roll.
- (2) any special or other Church meeting (excepting the Fall Congregational Meeting and the Annual Meeting) shall be 10% of those members whose names appear on the Active Roll.
- (3) any meeting of the Board of Directors shall be 50% of those elected to the Board of Directors.

6.2.2. At any meeting dealing with the appointment or the termination of a Lead Pastor, or the acquisition, disposal or encumbrance of the real property of the Church, the quorum shall be 30% of those members whose names appear on the Active Roll, and the question concerning such action shall require an affirmation vote of 75% of those members whose names appear on the Active Roll and are personally present and voting at the meeting. The vote shall be by ballot.

6.2.3. Except as otherwise provided in the Bylaws, motions shall be passed by the approval of 50% plus one of those members whose names appear on the Active Roll and are personally present and voting at the meeting.

7. FINANCE AND RECORDS

7.1. Financial Affairs

7.1.1. 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.

7.1.2. The Directors shall place before the members at every Annual Meeting:

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

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

7.1.4. 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.

7.1.5. The Church shall, two Sundays immediately preceding, but not less than 14 days before each Annual Meeting, make available for distribution to members the financial statements and report of the auditor.

7.2. Use of Church Name and Seal

7.2.1. 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. The Seal of the Church may be affixed to any instrument only in the presence of the Chair and Secretary of the Board of Directors.

7.2.2. 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 Board of Directors, a comprehensive report of their activities and financial position to each regularly called meeting of the Church.

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- 7.2.3. Apart from the Board of Directors, 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.
 - 7.2.4. Proper records and accounts of all transactions of the Church shall be kept in the church office. Any member of the Church may have reasonable access to the books and records of the Church upon application to the Lead Pastor or Chair of the Board.
- 7.3. Dissolution
- The Articles of Incorporation 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.
- 7.4. Amendments to Bylaws
- 7.4.1. 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.
 - 7.4.2. Amendments to the Bylaws may be voted upon by those whose names appear on the Active Roll and shall require an affirmation vote of a majority of those personally present and voting at the meeting.
 - 7.4.3. Notwithstanding 7.4.2, any changes to Articles 3.1 or 3.2 of the Bylaws will require a quorum of 30% of those members whose names appear on the Active Roll, and the question concerning such action shall require an affirmation vote of 75% of those personally present and voting at the meeting.