

CONSTITUTION OF ENDERBY EVANGELICAL CHAPEL

Section I: NAME

This organization shall be known as Enderby Evangelical Chapel.

This provision is alterable.

Section II: PURPOSES

The purpose of this Society shall be the advancement of the Kingdom of Jesus Christ. In accordance with our mission, the Enderby Evangelical Chapel, with Christ as its head, is a local church that seeks to disciple its members, to minister to all who attend its services, to evangelize its community, to promote the global mission of the church, and to present every person complete in the Lord Jesus Christ. Col. 1:28

This will be accomplished by engaging in the following endeavours:

- 2.1. The corporate worship of God
- 2.2. Instruction in the Word of God
- 2.3. Fellowship of believers in the unity of the faith
- 2.4. Consistent biblical living by its members
- 2.5. Ministry through the discovery, development and exercising of spiritual gifts
- 2.6. Training in evangelism

This provision is alterable.

Section III: OPERATIONS

The operations of the church are to be chiefly carried on in the City of Enderby from its registered office at 706 Mill St., Enderby, B.C.

Minutes will be taken for all AGMs, SAGMs, leadership team, elder and deacon meetings. All financial documents, minutes, records etc. will be kept at the Chapel office at 706 Mill Ave. Enderby, BC.

This provision is alterable.

Section IV: PROPERTIES AND TITLES

Notwithstanding the above, the church will acquire by purchase, gifts, lease or otherwise, such real and personal property as may be necessary for the realization of the objectives of the Society, pursuant to constitution and bylaws and may build buildings as may be necessary for the purpose of the Society. The titles to all properties, both real and personal, shall be vested in the name of the Society.

In the event of the dissolution of the Society, the congregation shall name an organization such as a mission, camp, conference centre, or other congregation as the recipient of the Society's assets upon dissolution and, upon receiving written permission from said organization, transfer all assets, properties, and titles to them.

This provision is alterable.

Section V: GOVERNMENT

This church shall be a self-governing (independent) body.

This provision is alterable.

**ENDERBY EVANGELICAL CHAPEL
BY-LAWS**

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ARTICLE I: MEMBERSHIP

A. Admission to Membership

A person who believes in the Lord Jesus Christ immediately becomes a member of the church universal, the body of Christ. God's will is that all who belong to Him commit themselves to a local church for worship, fellowship, instruction, service and discipline. Membership in the Enderby Evangelical Chapel (the Chapel) is open to anyone who:

1. Clearly confesses, that through faith in God's Son, our Lord Jesus Christ that they have been born again to a living hope. (John 3:16; Romans 10: 9, 10)
2. Has attended this church for a period of three months, desires to share in the fellowship and ministry of this church, and subscribes to its constitution.
3. Exhibits the fruits of the spirit in all their activities and relationships. (Galatians 5:19-26)
4. Is not under active discipline from another church.
5. Believes that God's word requires believer's baptism and regular participation in the Lord's Supper. (Matthew 28:19, Luke 22:19,20)

People who express a desire to become members of the Chapel will, upon completing a membership application, be interviewed by representatives of the elders. Upon approval of the elders they will be publicly presented to the congregation as members.

B. Types of Membership

1. Active Membership. Active membership is open to those believers 18 years of age and older who embrace the criteria set forth in Article I(A) and who involve themselves in the responsibility of being active and supportive members of the congregation. They are entitled to the privileges of full membership including the right to vote and hold church office. They will be expected to attend general meetings. If an active member fails to attend three consecutive general meetings a representative of the elders will meet with them to discuss their active involvement with the church.
2. Associate Membership. Associate membership is for those believers who embrace the criteria set forth in Article I(A) and who are committed to the fellowship at the Chapel but who:
 - a) desire to retain active church membership elsewhere for significant personal reasons

- b) are temporarily residing outside of the Enderby area
- c) by illness or infirmity are unable to participate actively
- d) are missionaries commended by the Chapel but reside elsewhere

Associate members shall be entitled to all the privileges of full membership including a full voice in matters affecting the congregation, but are excluded from the right to vote or hold a major church office.

Associate members who wish to become active members will be interviewed by representatives of the elders. Upon approval of the elders they may be publicly presented to the congregation as active members.

C. Release From Membership

1. Any person, upon written request to the Chapel leadership team, may have his/her membership transferred, by letter, to another church. Such transfer shall be issued after being enacted upon by the Chapel leadership team at the first succeeding meeting following receipt of the request.
2. Any individual upon written request to the Chapel leadership team may have his/her membership terminated from this church. Individual requests for such a decision are not encouraged but will be considered at the discretion of the leadership team.
3. Any individual who has displayed unwillingness to be corrected or to repent during the discipline process, as outlined in ARTICLE II, may have his/her membership terminated from this church.

ARTICLE II CHURCH DISCIPLINE

A. Church discipline is to be for the repentance, reconciliation, and spiritual growth of the individual disciplined, for the good of our corporate witness to non-Christians, as well as for the spiritual health and purity of the church. Discipline will be carried out in response to and in accordance with the following scriptures:

Psalm 119:115, Matthew 18:15-17, Luke 17:3, Romans 2:24, 1 Corinthians 5:6-7, 5:9-11, 15:33, II Corinthians 6:14-7:1, Galatians 6:1, I Thessalonians 5:14, I Thessalonians 3:6, I Timothy 5:20, Titus 1:13, Hebrews 12:11, and I Peter 2:12.

B. Any regular attendee of this church family who teaches or insists on holding false doctrine, or persistently conducts himself or herself in a manner inconsistent with biblical teaching, or who persists in disturbing the unity or peace of the church shall be brought to the attention of the elders, who, upon careful and prayerful investigation shall meet with the offending member and attempt to correct, seeking repentance and restoration.

C. Since one purpose of church discipline is to restore a fallen individual, it is the duty of the church to forgive and to restore to good standing a suspended or dismissed individual who gives satisfactory evidence of his or her repentance under the oversight of the elders. This will be done in a manner that would allow for any member who might have knowledge of anything which would prove contrary to what was told to the church, to make that known. If that were to occur, the restoration would be postponed until the facts could be established.

ARTICLE III STRUCTURE

A. Preamble

While ultimately the pastors, leadership team, and congregation work in partnership and are accountable to God, the leadership team administers the affairs of the Chapel under the authority of the church membership.

All persons serving on the leadership team, ministry committees, or in any other capacity shall subscribe to the constitution and by-laws of this church. All persons, with the exception of salaried employees deemed necessary by the leadership team, shall serve without remuneration. Each committee shall elect its own chairman and secretary unless otherwise noted.

B. Leadership Team

The leadership team, acting as directors, shall consist of elders and deacons. Elders and deacons shall be appointed to a three year term and may serve for a maximum of two consecutive terms, or six years, after which a member would have to wait for a minimum of one year before being eligible for reappointment. The deacons responsible for signing legal documents shall have their term of office ratified each year. In the event of an unscheduled termination and/or resignation of an elder or deacon, the leadership team, as it deems necessary to have a replacement, will be authorized to appoint a replacement until the next general meeting. At all elders and deacon meetings a quorum for the transaction of business shall be 75% of members.

Both the elders and deacons will appoint their respective chair, vice-chair, and secretary after each AGM from respective leadership teams.

When possible, leadership team meetings will be on a monthly basis. As necessary, elders and deacons will also each have separate meetings.

1. Elders

a) Preamble The elders are accountable to God and are responsible for the spiritual well-being of the congregation. The elders team shall be composed of not less than three men, plus pastoral staff.

A person must be a member of the Chapel as well as being an active participant for a minimum of one year to be eligible to serve as an elder.

b) Qualifications The qualifications of an elder are based on 1 Timothy 3: 2-7, 2Timothy 2:24 – 26, Titus 1:6-9, 1 Peter 5:1-3. These are:

- A mature believer
- Above reproach
- Just and holy
- Able to teach
- Obedient to God's will
- Not covetous
- Free from the love of money
- Faithful to his wife
- Has the respect and obedience of his children
- Manages his household well
- Not given to drunkenness
- Gentle
- Self-controlled
- Not quarrelsome
- Not overbearing
- Sober-minded
- Hospitable

c) Roles and Responsibilities

i) Serve The elder is to serve God by ensuring the church is spiritually well fed. He is to tend to their spiritual wounds, strengthen the spiritually weak, and he is to attempt to recover the spiritually lost.

ii) Pray This takes three forms:

- Each elder takes his turn in the "pastoral prayer" rotation during Sunday morning services.
- At the request of individual members of the congregation, the elder will join with that individual in prayer.
- The elder will continually seek God's guidance and direction in leading the church body and pray for the spiritual well-being of the church body.

iii) Teach As Paul says in his letter to Titus, the elder is to "...encourage others by sound doctrine and refute

those who oppose it.” to explain the gospel to the church members so they can grow spiritually. This can be in the form of preaching, leading small groups, individual discipleship, and/or mentorship. Therefore an elder is to have a working knowledge of the Bible.

iv) Protect The elder is to protect the spiritual health of the church from dangers both outside and inside the church.

v) Example As a group the unity and harmony of the church begins with the elders. Additionally, the individual elder is to be a visible example of a godly life.

vi) Oversee The elder is to oversee spiritual ministries of the Chapel. As such, elders shall be the overseer of all spiritual ministries.

d) Selection The congregation will submit to the elders the names of men whom they consider to be potential elders. The elders will prayerfully consider the names which have been submitted. Elders will then approach acceptable candidates. Upon acceptance by the candidate/s, the elders will present the names at a general meeting to be approved by the congregation by a 75% majority vote.

e) Unscheduled termination and/or resignation A man may cease to be an elder in the following ways:

i) Upon the acceptance, by the leadership team, of a written letter of resignation.

ii) As a result of Church discipline as outlined in ARTICLE II Church Discipline.

2. Deacons

a) Preamble. The deacons team shall be composed of not less than four men or women appointed from among the membership. A person must be a member of the Chapel as well as being an active participant for a minimum of one year to be eligible to serve as a deacon.

b) Qualifications. The biblical qualifications of a deacon are based on 1 Tim. 3:8-12. They are to be as follows:

- Respected
- Not given to drunkenness
- Faithful to their spouse
- Not prone to gossip or malicious talk
- Good managers of their household
- Honest and sincere
- Free from the love of money
- Beyond reproach

- Committed to the truth of the scriptures with a clear conscience

c) Roles & Responsibilities The responsibilities of the deacons are set forth as follows.

i) Assist elders by facilitating ministries.

ii) Ensure work of the Chapel is carried out decently and in order.

iii) Oversee the physical, practical needs of the church facilities.

iv) Be aware of members and non-members with physical or material needs and see that help is given where possible.

v) Oversee the finances of the Chapel.

vi) Act as the legal representatives in all corporate dealings of Enderby Evangelical Chapel. They must execute all legal documents, approve signing authorities on church bank accounts, and act as representatives in other legal matters before the government.

d) Selection The congregation will submit to the elders the names of people whom they consider to be potential deacons. The elders will prayerfully consider the names which have been submitted. Elders will approach acceptable candidate/s. Upon acceptance by the candidate/s, the elders will present the names at a general meeting to be approved by the congregation by a 75% majority vote.

e) Unscheduled Termination and/or Resignation

A person may cease to be a deacon in the following ways.

i) Upon the acceptance by the Leadership Team of a written letter of resignation.

ii) As a result of church discipline as outlined in ARTICLE II, Church Discipline.

C. Congregation

1. Preamble The congregation consists of the non-members, associate members, and members, including the leadership team.

2. Roles and responsibilities The responsibilities of the congregation are set forth as follows:

a) Express any concerns directly to the leadership team or pastors.

Additionally, for members:

b) Attend general and special meetings

c) Vote on motions brought forward at any general or special meeting.

D. Ministries

1. Preamble All ministries of the Chapel shall be considered as auxiliary to the congregation and therefore shall be subject to the leadership team in all their operations. Ministries of the Chapel shall be established according to ministry needs by the leadership team with members being ratified by the congregation. All ministries of the Chapel shall operate in accordance with its Constitution and By-Laws.

2. Elections

a) Timing Election of ministry leaders shall be held at the Annual General Meeting (AGM). The elected persons shall assume office immediately following the AGM.

b) Procedure The leadership team will obtain consent of ministry leader nominees prior to posting their names in the AGM notice. Nominations may also be made from the floor providing the consent of the nominee has been obtained. A majority of total votes cast is necessary for the election of any ministry leader.

c) Vacancies When a vacancy of a ministry leader occurs during the year the leadership team may appoint someone for the unexpired term.

d) Resignations Resignation of any ministry leader elected by the church shall be in writing to the leadership team member who oversees that ministry, who will in turn bring it before the leadership team.

E. Committees

1. Preamble Committees shall be struck by the leadership team from time to time as necessary to accomplish a set mandate over a finite period of time. All committees shall operate in accordance with the constitution and by-laws.

2. Structure The leadership team will appoint a team member for the Committee to report to. When striking a committee the leadership team will give written notice requesting the names of people willing to sit on the committee. The leadership team will select members from the list of names submitted. All committees will appoint a chairman and secretary. Some committees will require Chapel membership.

3. Procedure Committees will establish their own meeting schedule upon receiving their mandate and time frame from the leadership team. The committee shall submit monthly progress reports to the leadership team. The leadership team will review the final recommendations of the committee. Upon approval of the leadership team the recommendations will be presented to the membership for review and input before being presented for final ratification. Upon the completion of the mandate, the committee will be dissolved.

4. Quorum All meetings of a committee shall require a quorum of a simple majority of its members. In the event of a tie vote the chairman shall be entitled to cast the deciding vote.

F. Pastors

1. Preamble There may be a pastoral team of as many men as is deemed necessary for the administration and development of the Chapel's ministry. Each pastor shall be responsible for a specific area of the Chapel's ministry. The pastor(s) shall wholeheartedly subscribe to the constitution and shall, in ministry, labor for the maturity and unity of the believers in the bond of peace.

2. Hiring The elders shall be responsible for determining the need for additional pastoral staff. The elders shall appoint a search committee to seek out possible pastoral candidates. The committee will submit to the elders the names of people whom they consider to be potential pastors. The elders will prayerfully consider the names which have been submitted and will select one to be invited to candidate at the Chapel. If the candidate seems acceptable, the elders will give two weeks written notice for a

general meeting for the candidate to be approved by the congregation by a 75% majority vote.

- a) Only one candidate shall be presented to the Chapel at a time.
- b) The vote shall be by secret ballot.
- c) The pastor shall be called for an indefinite period of time.

3. Authority and Responsibility Each pastor shall be hired to direct a specific area of the Chapel's ministry and is directly responsible to the elders and ultimately the congregation for the carrying out of their duties.

4. Resignation Upon the acceptance, by the leadership team, of a written letter of resignation submitted not less than 60 days prior to the effective date of said resignation. Notwithstanding the foregoing, a shorter period of time may be mutually agreed upon by the resigning pastor and the elders.

5. Grievance Any grievance against a pastor that is to be considered by the Chapel must have followed the due process of Matthew 18:15-17 and other related Scriptures such as I Timothy 5:19. The person with the grievance must first seek to work it out with that pastor. If a satisfactory resolution cannot be reached then the person may bring it to the pastor and the elders for resolution. All parties shall make every reasonable effort to resolve the difference. If a settlement is not reached, the elders may then refer the matter to a properly called general meeting. In cases of extreme misconduct, the elders must be informed immediately.

6. Termination As indicated in Ezekiel 34:10, referring to the leadership of Israel, *"this is what the Sovereign Lord says: I am against the shepherds and will hold them accountable for my flock. I will remove them from tending the flock..."*. Because of his position, the Lord holds the pastor to a much higher standard than the rest of the church body. Therefore, if the elders determine that the relationship between the Chapel and the pastor is to be dissolved, the disciplinary steps outlined in ARTICLE II, Discipline, do not apply. Instead the following procedure shall be followed.

- a) Fourteen days written notice of a general meeting shall be given for the discussion and vote on the termination of the pastor.
- b) Voting shall be by secret ballot with a 75% majority vote of members present required to pass the motion to terminate.

c) Termination shall become effective immediately after the vote.

d) Severance pay shall be in accordance with British Columbia labor laws.

ARTICLE IV MEETINGS

A. Annual General Meeting

The Annual General Meeting shall be held within sixty (60) days of the fiscal year end. The annual budget shall be presented and approved by a 66% majority in accordance with ARTICLE IV(E)(1) of these bylaws.

B. Special General Meetings

Special meetings shall be held as required and shall be called at the discretion of the leadership team.

C. Notice of Meetings

Written notice of such meetings as mentioned above and the purpose for which they are called shall be given fourteen days in advance of the meeting.

D. Quorum

Forty percent and not less than three people of the congregation's active membership shall constitute a quorum.

E. Voting Majority

1) A 66% majority shall be required to decide any question presented unless otherwise provided for by these by-laws.

2) Special resolutions as defined by the Society Act shall require a 75% majority vote to be accepted.

F. Proxy Ballot

1) A member may vote in person or by proxy ballot.

2) A document appointing a proxy must meet the following conditions:

a) It must be in writing and be signed by the person appointing the proxy.

b) It must be for a specific meeting or a specific resolution.

c) The proxy holder must be a Chapel member.

3) A proxy may be revoked at any time by the person appointing the proxy.

4) The proxy holder may only bring one proxy to a meeting.

5) Proxy votes will be considered part of the quorum

ARTICLE V FISCAL YEAR

The fiscal year of the Chapel shall begin on the first day of September and end on the last day of August.

ARTICLE VI REVIEW & AMENDMENTS

A committee shall be struck every five years to review the constitution and bylaws. If, as a result of the review, any amendments are required, they shall be presented to the membership as a special resolution at a special or general meeting. Notice of the proposed amendments and vote shall be given fourteen days preceding such meeting, and approved by a 75% majority subject to the provisions of the Society Act and ARTICLE IV(E)(2) of these bylaws.

ARTICLE VII CHURCH PROPERTY

The purchase, sale, alienation, or mortgage any real property shall be presented to the membership as a special resolution at a special or general meeting. Notice of the proposed amendments and vote shall be given fourteen days preceding such meeting, and approved by a 75% majority subject to the provisions of the Society Act and ARTICLE IV(E)(2) of these bylaws.

ARTICLE VIII SPENDING AND BORROWING

Any spending or borrowing between \$5,000 and \$10,000 in excess of the annual budget must be presented at a special or general meeting and approved by a 66% majority in accordance with ARTICLE IV(E)(1) of these bylaws.

Any spending or borrowing over \$10,000 in excess of the annual budget shall be presented to the membership as a special resolution at a special or general meeting. Notice of the meeting and vote shall be given fourteen days preceding such meeting, and approved by a 75% majority subject to the provisions of the Society Act and ARTICLE IV(E)(2) of these bylaws.