

# THE MAPLES EVANGELICAL CHURCH BY-LAWS

## ARTICLE I

### CHURCH GOVERNMENT

#### Section 1. General Statement

Jesus Christ is the Head of His Church. And as Head, He has ordained that the individual churches should be blessed with spirituality and ministries of church members and leaders. Therefore, it is the role of the church to seek and to discover gifts of leadership, and having recognized them by formal vote of the congregation, to set them apart by united prayer and to submit to their authority through their respective offices.

#### Section 2. The Offices of the Church

The general office of this church is that of the Trustees which is hierarchically composed of two sub-offices of the Elders and Deacons to delineate the spiritual and temporal responsibilities, respectively. These offices differ from each other in commission and responsibility, but support each other and remain in unity in service to the glory and honour of the Lord and Saviour, Jesus Christ. Only those who have been officially elected, ordained or installed shall hold and exercise office in this church.

##### A. Board of Trustees

1. Composition: The Board of Trustees shall consist of a minimum of ten (10) to a maximum of fifteen (15) members duly elected by the congregation all of whom must meet the requirements of an elder and deacon as set forth in I Timothy 3:1-7 and Titus 1:6-9. They must be members in good standing and must have served in this church for at least two full (2) years at the time they assumed their office. Each of them must be convinced of and must subscribe to the church By-Laws. The Board of Trustees shall consist of the Board of Elders and the Board of Deacons. They are responsible to the congregation. No member shall be elected to the Board of Trustees if his/her spouse or a parent or child is currently serving in the Board, and/or whose term will coincide with his/her term if elected. For purposes of this section, a member in good standing is defined as a member who participates regularly in church activities, such as worship services, Sunday school, cell groups, and related activities designed for his/her spiritual growth, and one who believes and practices tithing.
2. Officers: The Board of Trustees shall elect from among themselves a Chairman, Vice chairman, Secretary, and a Treasurer whose term of office shall be one (1) year. The positions of the Chairman and Vice Chairman shall be held by male trustees who shall automatically become members of the Board of Elders.
3. Powers and Duties: The Board of Trustees shall be responsible for the legal matters of the church specifically:
  - a. Shall be the policy-making body of the church in conformity with biblical norm;
  - b. Shall serve as the legal custodian and representative of the congregation;

- c. Shall represent the church in dealing with government or private institution;
- d. Shall approve the annual budget of the church to be presented to the congregation for final approval;
- e. Shall hire personnel recommended by the Board of Elders and Deacons and develop suitable salary scales and retirement plans for them;
- f. Shall audit all church accounts annually;
- g. Shall prepare and submit annual reports to the government regulatory agencies;
- h. Shall have authority to decide and implement decisions on the following matters:
  - 1. To enter into agreement or contract with other Christian Mission Organizations for financing social concern and community projects;
  - 2. To purchase or sell of real estate, equipment and materials for building projects costing not more than one percent of the approved congregational budget for the year or such amount as hereafter may subsequently be set by the congregation in a regular or special meeting;
  - 3. To disburse funds up to one percent of the approved congregational budget for the year or such amount as may subsequently be set by the congregation in a regular or special meeting;
- i. When necessary, the Board of Trustees shall call a special election to fill any vacant position(s) of trustee(s) who resigned prior to the completion of his/her term;

4. Meetings :

- a. The Board of Trustees shall meet at least once in every three months.
- b. A quorum shall consist of a simple majority (over 50%) of board members.
- c. A simple majority (over 50%) of those present is necessary to carry a motion.

5. Duties of the Officers of the Board of Trustees

**Chairman:** He shall preside at the Board of Trustees meetings and at the congregational business meetings of the church except in matters concerning himself, and shall faithfully fulfill all the normal functions of a responsible chairman.

**Vice Chairman :** He shall assume all the duties of the chairman in the latter's absence and shall exercise the same powers and duties.

**Secretary:** He/she shall keep accurate records of all business transactions of the Board and of all business meetings of the church.

**Treasurer:** He/she shall be responsible for the following:

- 1. Receive and hold in trust all the money of the church;
- 2. Keep all accounts in the name of the church in a bank selected by the Church Board;

3. Make all remittances (by cheques except when such would not be practical);
4. Keep account of the sources of the receipts of funds and of purpose of disbursements of same;
5. Make monthly and annual reports to be submitted to the Board of Trustees and to the congregation. He may be bonded in such sum and with such surety as may be fixed by the Board. For proper accounting of money and records, signatories shall be the Chairman of the Board of Trustees and the Treasurer and/or those duly authorized by the Board of Trustees by a resolution. A bookkeeper shall be appointed by the Board of Trustees when necessary.

## **B. Board of Elders**

1. Composition : The Board of Elders shall consist of the pastor(s) and a minimum of five (5) to a maximum of seven (7) male members duly elected to the Board of Trustees. All of whom shall meet the requirements of an elder as set forth in I Timothy 3:1-7 and Titus 1:6-9. They must be members in good standing and must have served in this church for at least two (2) years at the time they assume their office. They must be at least twenty-five years old. Each of them must be convinced of and must subscribe to the church By-Laws. The Board of Elders shall be responsible to the congregation. For purposes of this section, a member in good standing is defined as a member who participates regularly in church activities, such as worship services, Sunday school, cell groups, and related activities designed for his/her spiritual growth, and one who believes and practices tithing

2. Officers : The chairman of the Board of Elders shall come from the elected members of the Board of Trustees . A vice-chairman and secretary shall also be elected whose term of office is one (1) year. They can be re-elected to office. Other officers of the Board may be created if the need arises.

### 3. Powers and Duties

- a. The Board of Elders shall be responsible for overseeing the spiritual welfare of the church and its members, specifically:
  1. To interview all candidates for baptism and applicants for membership and to recommend suitable applicants to the congregation;
  2. To handle all spiritual ministries of the church such as baptism, leading the services, prayer meetings, and Bible studies, conducting funeral services and welcoming the visitors;
  3. To visit each member at least once a year, to pray for, to guide and to give counsel to anyone who may not be following the precepts of the Scriptures and by-Laws of the church;
  4. To administer any necessary discipline of the members and to recommend to the congregation regarding the kind of discipline to be administered to any member who has erred against the Lord and the church;
- b. The Board of Elders shall be the custodian of justice and righteousness in the church.
- c. The Board of Elders shall implement major programs approved by the congregation through its different ministries.
- d. The Board of Elders shall create functional ministries and appoint members and provide guidelines of the committees and church organizations, which are deemed necessary in the performance of its task;

- e. The Board of Elders shall promote the establishment of daughter congregations and the involvement of the church in home and foreign missions.
- f. The Board of Elders shall set guidelines and participate in the ordination of Pastors and missionaries of the church.
- g. The Board of Elders shall evaluate and approve all books sold to the congregation in the church, all Sunday school and other teaching materials used by the church and all hymns and anthems sung in the church services.
- h. The Board of Elders shall have an annual review of their ranks, all office bearers of the church, all Sunday school teachers and all who participate in any way in the ministry of the church. Pastoral guidance and proper discipline have to be exercised when necessary.
- i. When necessary the Board of Elders will seek pastoral candidates to be recommended to the congregation. The financial matter rests with the Board of Deacons.

#### 4. Meetings

- a. The Board of Elders shall meet at least once a month for study, evaluation, discussion and planning.
- b. A quorum shall consist of a simple majority (over 50%) of the members of the board;
- c. A simple majority (over 50%) of those present is necessary to carry a motion.

#### 5. Pastor(s)

- a. Office: The Pastor(s) is an elder who is set apart for full-time service to oversee the spiritual welfare of the church and its members and who is entitled to receive adequate financial support from the church. He is responsible to the congregation through the Board of Elders in the performance of his duties and responsibilities. For purposes of this paragraph and succeeding paragraphs and subparagraphs, the singular forms shall be interpreted as plural forms also.
- b. Powers and Duties:
  1. He shall be the spiritual overseer of the church and shall have general spiritual oversight of the congregation, the ministries and functions of the church.
  2. His task is to preach and teach the Word of God, conduct worship services and special services and with the other elders supervise the congregation and his fellow office bearers.
  3. He shall, with other elders exercise admonition and discipline and see to it that everything is done decently and in order.
  4. He shall, with the other elders exercise pastoral care over the congregation and engage in and promote the work of evangelism and missions.
  5. He shall strengthen the ties that bind the church members to one another by promoting understanding, mutual sharing and witness to the community.
  6. He shall provide general supervision for the work of different ministries under the Board of Elders and Deacons, which are charged with continuing administration of the specific activities of the church.

7. He is to be the ex-officio non-voting member of the Board of Trustees, Board of Elders, and Board of Deacons and different church ministries and committees.

### **C. Board of Deacons**

1. Composition: The Board of Deacons shall be composed of a minimum of five (5) to a maximum of eight (8) male and/or female members which includes the treasurer who have been duly elected to the Board of Trustees all of whom must meet the requirements of a deacon as set forth in I Timothy 3:8-13 and Acts 6:3. They shall be members in good standing and must have served in this church for at least two (2) full years at the time they assume their office. They must be at least twenty-five (25) years old. Each of them must be convinced of and must subscribe to the church By-Laws. For purposes of this section, a member in good standing is defined as a member who participates regularly in church activities, such as worship services, Sunday school, cell groups, and related activities designed for his/her spiritual growth, and one who believes and practices tithing.

2. Officers: The Board of Deacons shall elect from among themselves a Chairman, Vice Chairman and Secretary, whose term of office is one (1) year. They can be elected again to the office.

C. Powers and Duties: The Board of Deacons shall be responsible for the temporal matters of the church, specifically:

- a. To be responsible for the collection, handling, use and disbursement of all money and gifts received by the church and for all church's financial affairs including the preparation of the annual budget
- b. To administer Christian mercy toward those who are sick or materially in need, first of all toward those of the household of faith and also toward the others in general. In executing this task, they shall handle the sources of funds, administering and distribution of money and other gifts and shall serve the distressed with counsel and spiritual assistance. The Deacons shall actively seek to discover areas of need within the congregation and elsewhere.
- c. To be responsible for economic development and implementation of economic development programs;
- d. To be responsible to manage through its staff the operation of community projects approved by the Board of Trustees;
- e. To be responsible to design programs for community development projects in relation to the work of evangelism of the church which will strengthen its witness and ministry;
- f. To be responsible to promote projects for financial assistance;
- g. To be responsible for the care and maintenance of all church properties including books and equipment;
- h. To supervise all building and remodelling projects of the church;
- i. To disburse funds up to one percent of the approved congregational budget for the year or such amount as may subsequently be set by the congregation in a regular or special meeting

#### 4. Meetings

- a. The Board of Deacons shall meet at least once a month to evaluate, discuss, plan and decide issues

relating to the financial and material well being of the church.

- b. A quorum shall consist of a simple majority (over 50%) of the board members.
- c. A simple majority (over 50%) of those present is necessary to carry a motion.

### **Section 3. Qualifications of Church Officers**

#### **A. Board of Trustees**

- 1. Members of the Board of Trustees must meet the requirements of an Elder and Deacon as set forth in I Timothy 3:1-7 and Titus 1:6-9. They must be members in good standing and must have served in this church for at least two (2) full years at the time they assume office.
- 2. Members of the Board of Trustees must be at least twenty-five (25) years old. Each of them must be convinced of and must subscribe to the church By-Laws.

#### **B. Board of Elders**

- 1. Members of the Board of Elders shall meet the requirements of an elder as set forth in I Timothy 3:1-7 and Titus 1:6-9. They must be members in good standing and must have served in this church for at least two (2) full years at the time they assume their office.
- 2. Members of the Board of Elders must be at least twenty-five (25) years old. Each of them must be convinced of and must subscribe to the church By-Laws.

#### **C. Board of Deacons**

- 1. Members of the Board of Deacons must meet the requirements of a Deacon as set forth in I Timothy 3:3-13 and Acts 6:3. They must be members in good standing and must have served in this church for at least two (2) full years at the time they assume their office.
- 2. Members of the Board of Deacons must be at least twenty-five (25) years old. Each of them must be convinced of and must subscribe to the church By- Laws.

#### **D. Pastor(s)**

- 1. Qualifications
  - a. The Pastor(s) must meet the qualification of an elder as set forth in I Timothy 3 and Titus 1.
  - b. He must have the evidence, the gift and the ability to administer.
  - c. He should have completed a theological study in a Bible College or Seminary or have Bible training with equivalent experience.
- 2. Anyone who feels the Lord's calling to this office must be able to affirm conscientiously his agreement with the Articles of Faith and By-Laws of the church. Should he at anytime divert from this position, he is under spiritual and moral obligation to make this known to the church.

### **Section 4. Selection of Church Officers (Board of Trustees)**

#### **A. General Statement**

Selection of Church Officers is the responsibility of the church members under the guidance of the Holy Spirit. The Lord's appointment is recognized, both by the inward conviction of the individual involved and the approval of the congregation after observing the possession of those gifts and grace required by the Scripture for the office concerned.

The recognition of Church Officers is a matter of such importance that it should never be dealt with without much prayerful waiting upon God, an honest perusal of the relevant passages of Scripture and frank evaluation of those who are being considered as potential officers. Each member of the congregation has a spiritual responsibility to be intelligently informed regarding the above-mentioned matters.

It should be the desire of the congregation to come to one mind regarding those church officers to whom they must submit in the Lord, but should such unanimity not be fully realized, a simple majority vote of the required quorum for the selection of church officers shall be considered.

#### **B. Election and Term of Office of Church Officers (Board of Trustees)**

1. Nomination shall be made by the congregation through a nomination ballot on the second Sunday of September and election shall be held on the second Sunday of October.
2. The Electoral Committee headed by an elder appointed by the Board of Trustees shall oversee the procedures on elections. The members of the committee shall be composed of the remaining trustees whose term has not expired yet.
3. The Electoral Committee shall screen and interview the nominees before presenting them to the congregation as official candidates.
4. The election proceeding shall be conducted in the spirit of prayer and reverence. The election shall be by secret ballot. There shall be no campaigning for and on behalf of any candidate.
5. After the final list of nominees is announced by the chairman of the Electoral Committee at the day of the election, he will read I Timothy 3:3-13 and Titus 1:5-9 and lead in prayer for guidance for the proceeding after which the election may proceed. Each qualified/official member can only cast his/her vote once. A candidate or candidates who garner the highest vote is or are officially elected.
6. A member qualified to vote may apply to the Electoral Committee for advance voting not earlier than two (2) weeks before the actual scheduled voting. To avail of the benefit of advance voting, the member must have legitimate reason(s) such as prolonged sickness, scheduled work during voting time, prior important commitments, planned travels or vacations and other valid reasons as determined by the Electoral Committee. Advance voting procedures shall be announced by the Electoral Committee three (3) weeks before the scheduled voting.
7. In the case of a tie for the last position, a second balloting shall be conducted within two weeks after the first balloting.
8. Following the final recognition of church elected officers, installation shall be a portion of a regular worship service set aside at which time they shall be formally set apart for their responsibilities by the prayer of the whole congregation and the laying of hands of the existing officers.
9. The new elected officers shall commence their office effective 3<sup>rd</sup> Sunday of October.
10. Elected officers shall hold office for a two-year term, which should be staggered to insure continuity

and smooth transition of office.

**C. Calling of the Pastor(s) and Other Employees**

1. In the calling in of Pastor(s), the congregation shall diligently seek the guidance of the Holy Spirit. A pastor(s) who shall be male unanimously recommended by the Board of Elders shall be called upon a three-fourths (3/4) vote of the congregation of the required quorum in a duly called business meeting. The voting shall be by secret ballot. If however, in the first instance of the duly called congregational business meeting, the quorum is not constituted, no calling of a second congregational business meeting for that specific candidate shall be conducted and no further voting shall be held anymore for that candidate.

Each candidate shall be considered separately and a final decision shall have been made on one before another is considered. This may be done during the election of the church officers or during a special meeting called for this purpose.

2. Other employees hired/or appointed by the Board of Trustees may be terminated by a majority vote of the Board of Trustees.
3. Resignation: If any employee (except Pastors) of the church desires to resign, the person so desiring shall give not less than two weeks notice in advance. Pastor(s) shall give sixty (60) days notice in advance.
4. Termination: No employee including the pastor(s) shall be terminated without a cause, except that in the case of the pastor(s), he may be terminated if there is a serious disagreement in doctrine between him and the Board of Trustees as provided under Article V, Section 5, sub-section (L). Termination of pastor(s) shall require a three-fourth (3/4) vote of the Board of Trustees.

**Section 5. Vacation Leave and Sick Leave.**

Full-time salaried employees of the church shall be entitled to an annual vacation leave of ten (10) working days with pay after one year of service. After three (3) years of service, vacation leave shall be fifteen (15) working days. In case of dispute in interpreting this section, the provisions of the Manitoba Labour Standards shall apply.

## **ARTICLE II**

### **BUSINESS MEETINGS**

**Section 1. Meetings**

The annual business meeting of the church shall be held on the last Sunday of the Month of January. At this meeting, reports of the various officers, committees and organizations shall be given and the necessary business shall be transacted.

The Special Business Meetings of the church shall be called anytime by the Board of Trustees or the Board of Elders, or upon written request of a quorum of the regular church members entitled to vote. Such request shall



be submitted to the chairman of the Board of Trustees.

A simple majority (over 50%) of members qualified to vote who are in town shall constitute a quorum, for any business meeting of the church except in **electing the church officers, calling of Pastor(s), approval of the annual budget, amending of the church by-laws and constitution, and overruling the Board of Trustees' interpretation of church by-laws and constitution, of which two thirds (2/3) of members who are in town shall constitute a quorum.** For purposes of this paragraph, the phrase "members qualified to vote who are in town" shall mean members in good standing qualified to vote who are actually in Winnipeg. Furthermore, in arriving at the required quorum, the number of qualified members entitled to vote who cast their votes through the facilities of advance voting shall be considered also.

To pass a motion in any business meeting, over 50% of the quorum shall be required except in **approval of the annual budget, amending of the church by-laws and constitution, and overruling the Board of Trustees' interpretation of church by-laws and constitution,** of which two-thirds of the required quorum is needed. In the case of calling pastor(s), three-fourths of the required quorum is needed as provided for in Article I, Section 4, paragraph C, sub-paragraph 1.

Letter of notification and/or public announcement will be sent or announced to members at least two weeks before the business meetings.

From time to time and in special case and depending upon the urgency, the Board of Trustees may conduct congregational referendum(s) and/or survey(s) for the purpose of seeking the congregation's opinion on major issues affecting the church existence and or operations.

## **Section 2. Presiding Officer and Procedures**

The Chairman of the Board of Trustees shall preside at all business meetings of the Church. Robert's Rule of Order shall be the standard for conducting all business meetings of the church.

# **ARTICLE III FINANCIAL POLICY**

## **Section 1. Support**

This church shall be supported by the Tithes, Offerings and gifts of believers as an expression of their love for the Lord. Financial Support shall not be asked from non-believers and from any person who is aspiring for political position, business purpose and the like because on the basis of Malachi 3:10 and Philippians 4:19 there is confidence that all needs will be met by God's people.

## **Section 2. Budget**

The Board of Trustees shall oversee the preparation of annual budget for the congregation's approval on the second Sunday of December.

## **Section 3. Yearly Audit**

There shall be a yearly audit of the Financial Statements of the Maples Evangelical Church, on or before the fourth month of the following year. This shall be done by the Board of Trustees.

#### **Section 4. Handling of Funds**

For the sake of accuracy and for the protection of the officers themselves, there must always be two (2) church members present to count the offerings, who are appointed by the Board of Deacons. All collections shall be turned over to the Treasurer with proper documentation.

## **ARTICLE IV**

### **GENERAL PROVISION**

#### **Section 1. The Fiscal Year**

The Fiscal Year of the church shall follow the Calendar Year.

#### **Section 2. Interpretation**

In situations where the by-laws are not clearly defined, the decision of the Board of Trustees in interpreting these By-Laws shall prevail, unless overruled by the two-thirds vote of members present constituting a quorum in a duly called business meeting. For purposes of this Section, the quorum required shall be two-thirds of the sum of all members who are in town and are entitled to vote and those members not in town who availed the facilities of advance voting.

#### **Section 3. Dissolution.**

In the event of the dissolution of the corporation, all of its debts and liabilities shall be fully satisfied. All excess of its assets, holdings and properties shall be donated by corporate vote prior to its dissolution to another non-profit religious corporation of the same doctrines as found in the church constitution and in conformity with the requirements of the Canadian Government.

## **ARTICLE V**

### **MEMBERSHIP**

#### **Section 1. Qualifications**

Any individual who demonstrates repentance toward God and faith in Jesus Christ alone for salvation, who has given evidence of submission to Christ and to His Word of godly behaviour, who accepts and upholds the fundamental beliefs enunciated in the Bible, views, and practices of this church as stated in its constitution and by-laws, and who has received or is willing to receive the ordinances of baptism (by immersion) and the Lord's Supper, shall be eligible for membership. For purposes of this section, the fundamental beliefs, views, and practices of this church refer to its statements of faith on man's salvation by grace, the baptism by immersion, the observance of the Lord's Supper, the biblical recognition of the institution of marriage between man and woman, and the basic doctrinal statements and Christian principles promulgated by the Board of Elders in March 2008.

## **Section 2. Definition of Member**

A member is an individual who meets the qualifications mentioned in Section 1 of this Article. He/she must be convinced of and must subscribe to the church constitution and by-laws.

## **Section 3. Classification of Members**

- A. Regular member – is one who qualifies as above, who has been baptized by immersion, completed the required membership class and/or special class covering the Church doctrines and polity, has been personally interviewed by the Board of Elders, is 18 years old or over, and has signed the membership covenant.
- B. Associate member – is one who is either a child of a regular member or a child or adult who has been baptized by immersion and accepted by the congregation but who has not yet completed all of the other requirements of a regular member.

## **Section 4. Acceptance of Members**

Application of membership shall be made to the Elders of the church. The Elders shall interview him/her and if they find that he/she needs further Scriptural teaching, they will recommend this to the applicant. If the interview is satisfactory on the basis of Section 1, the applicant will be recommended to the congregation for acceptance into the fellowship. If no valid objection is received from any church member within one month, the candidate will become a member.

An associate member may become a regular member upon application and completion of all the other requirements of a regular member.

## **Section 5. Duties, Responsibilities and Privileges**

1. It shall be the duty of every member to attend regular worship service, fellowship and other related activities and to encourage one another in the up building of the church, its testimony and reputation.
2. It shall be the duty of every member to support this church financially. The minimum Biblical standard of giving is the Tithe; i.e. ten percent (10%) of income (Malachi 3:10), and the New Testament, give in the principles of love; i.e., giving according to their means and beyond their means of their own free will (2 Corinthians 8:3; 9:6,7; I Corinthians 16:1-2).
3. It shall be the duty and responsibility of every member to uphold the testimony of this church through spiritual and moral support to the ministries of the church and to the pastor(s), elected leaders, and to his/her fellow members.
4. It shall be the duty and responsibility of every member to exercise his/her spiritual gifts to be used in the ministries God entrusted to him/her for the expansion of God's kingdom through this church
5. It shall be the privilege of the regular members to vote. Associate members will not have any voting

rights but will have a voice to speak out in the church business meetings.

6. It shall be the privilege of members to use the facilities for weddings, funerals, and church related functions as determined by the Board of Trustees.

#### **Section 6. The Admonition and Discipline of the Church**

- A. The admonition and discipline of the church are spiritual in character and therefore require the use of spiritual means. These may include admonition, warning, restricting the use of membership privileges and removal from church membership.
- B. The purpose of the admonition and discipline of the church is to maintain the honour of God, to restore the erring members to fellowship with the Lord Jesus Christ, and to remove offence from the church. Love and firmness must be shown in the performance of this duty.
- C. All members of the church are subject in both DOCTRINE and LIFE to the admonition and discipline of the church. No misplaced pity for relatives and friends should ever keep the church from doing its full duty. All church members should be reminded that church discipline is not to hurt, but to benefit; not to reject, but to reclaim; not to cast out, but to save.
- D. The main responsibility for exercising church discipline rests with the Elders. No disciplinary action may be taken by the congregation without the approval of the Elders.
- E. Disciplinary measures shall be applied only after adequate investigation has been made by Elders and the member involved has had ample opportunity to present his/her case.
- F. Members who have offended in DOCTRINE or in LIFE, and who have responded favourably to the admonition of the Elders, shall be reconciled to the church upon sufficient evidence of repentance. The method of reconciliation is to be determined by the Elders. This may include public confession of sin and repentance.
- G. Members who have offended in DOCTRINE or in LIFE, and who obstinately reject the admonition of the Elders shall be barred from exercising his/her privilege.
- H. Members who have been barred from exercising their privilege and who after repeated admonition of the Elders still show no signs of repentance shall be removed from the membership roll of the church by three fourths (3/4) votes of the members present at the duly called meeting.
- I. The Elders may not remove anyone from the membership roll without the approval of the congregation. The following procedure should be followed. Before removing an offender from the membership, the Elders shall make three announcements to the congregation. In the announcements, the nature of the offence and the obstinacy of the offender are explained and the congregation shall be informed that unless the sinner repents the Elders recommend his removal from church membership on a specified date. If the congregation approves, the offending member shall be informed and the decision carried out.
- J. When any individual who has been removed from membership desires to become reconciled to the church, the Elders having satisfied themselves as to the sincerity of his/her repentance, will announce these developments to the congregation. If no valid objections are presented, he/she will be restored to the fellowship of the church.
- K. Trustees, Pastor(s), Elders, Deacons and other Christian Workers besides being subject to general

church discipline are subject to "special" discipline. This consists of suspension and/or complete removal from office.

- L. Special discipline will be applied to office bearers if they violate the By-Laws of this church, are guilty of neglect or abuse of office, immorality, vices, or in any way seriously deviate from sound doctrine and godly conduct.
- M. In the case of discipline involving an office bearer, the Elders will make a proper investigation using Matthew 18:15-17 and then present the case to the Board along with their recommendation for discipline. The Board of Elders will study the case and the congregation will then be asked for their approval of the course of special discipline recommended, whether suspension or final removal from office by a three-fourths (3/4) vote of the members present at the duly called meeting.
- N. The suspension of an office-bearer will be lifted by the Elders with the approval of the congregation only upon sufficient evidence of repentance. The church should ensure that when a suspended office-bearer is restored to office, he/she would be allowed to serve without being hindered in his work by the disability of his/her past sin.

#### **Section 7. Cancellation of Church Membership**

Membership may be cancelled by discipline, or death, or continuous absence without valid reason(s) for at least six (6) months, or a formal request for transfer to another church.

## **ARTICLE VI**

### **AMENDMENTS**

#### **Section 1. Order of Procedure**

- A. A Constitutional Committee shall be created by the Board of Trustees, which shall be composed of eight members consisting of two (2) elders, two (2) deacons, and four (4) members elected by the congregation from the general membership to study the By-Laws.
- B. Any proposed amendments of the committee must be submitted to the Board of Trustees for screening, study and recommendations to the congregation.
- C. Each member shall be furnished a copy of the proposed amendments and such amendments shall be presented by the Board of Trustees to the congregation for the purpose of explaining, clarifying, giving advantages and disadvantages as well as recommendation of the said amendments.
- D. The Board of Trustees shall set the date for the plebiscite of the members to vote for the proposed amendments. It shall be by secret ballots. The members must be notified one (1) month prior to the voting.
- E. At majority of the regular members constituting a quorum and majority of the Board of Trustees affirmative vote is necessary for the ratification of the proposed amendments.

## ARTICLE VII

### DEFINITION OF TERMS

#### Section 1. Definition of Terms

- A. *"Offices of the Church"* shall refer to the primary office of the Board of Trustees and two sub-offices of the Board of Elders and Board of Deacons.
- B. *"Member in good standing"* is a member who participates regularly in church activities, such as worship services, Sunday school, cell groups, and related activities designed for his/her spiritual growth, and one who believes and practices tithing.
- C. *"Members qualified to vote who are in town"* are regular members who are actually in Winnipeg during voting time.
- D. *"Child"* is any individual under 18 years of age. *"Adult"* is any individual 18 years of age or over.
- E. *"Quorum"* shall mean the minimum number of members qualified to vote necessary to conduct the business of the church. In computing the minimum number required, the sum of the total number of regular members qualified to vote who are in town and the total number of regular members outside Winnipeg who availed the facilities of advance voting shall be multiplied by the percentage or fraction to meet the required quorum. If the product obtained is not a whole number, then the product shall be rounded up to the nearest whole number.
- F. *"Tithing"* shall mean that principle of biblical giving or supporting the church consisting of ten percent (10%) of all income.
- G. *"Pastor"* is an elder who is set apart for full-time or part-time service and together with elected elders, to oversee the spiritual welfare of the church and its members and who is entitled to receive adequate financial supports from the church.
- H. *"Adequate financial support"* shall mean remuneration for services rendered to be calculated based on the prevailing labour standards as prescribed by the province of Manitoba.
- I. Nouns, pronouns, and verbs written in singular forms shall be interpreted also as plural forms in arriving at the correct meaning of a paragraph, sub-paragraph, clause, phrase, and section.
- J. *"Advance voting"* shall mean the mechanism and process by which a regular member can exercise his/her voting privilege in advance or ahead of the actual voting time. To avail of the benefit of advance voting, the regular member must have legitimate reason(s) such as prolonged sickness, scheduled work during voting time, prior important commitments, planned travels or vacations and other valid reasons as determined by the Electoral Committee.
- K. *"Church signatories"* refer to the Chairman of the Board of Trustees and Church Treasurer and those members specially authorized by the Board of Trustees by a board resolution to sign on behalf of the congregation.