

FAIRVIEW BAPTIST CHURCH

230 - 78 Avenue SE
Calgary AB T2H 1C4

BY-LAWS

**ADOPTED Feb. 24, 1999
REVISED Oct. 26, 2005
REVISED May 28, 2006
REVISED July 24, 2012
REVISED April 23, 2013
REVISED April 30, 2014**

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BYLAWS OF FAIRVIEW BAPTIST CHURCH

ARTICLE 1 PROVISIONS FOR BYLAWS

Rules and regulations governing the internal operations of the Church shall be known as the Bylaws. Bylaws may be amended or added to at any duly called general or special meeting of the membership by a two-thirds majority of a regular quorum of voting members. Notification of such changes or additions must be presented in writing personally or by mail to all active members at least four Sundays prior to that meeting.

ARTICLE 2 ADMISSION OF MEMBERS - RIGHTS AND OBLIGATIONS

2.1 MEMBERSHIP shall consist of baptized believers who agree with Article 2 of the Constitution and who seek to live in accordance with the Word of God, having been accepted according to the following paragraphs and who adhere to the Constitution and Bylaws.

2.2 RECEPTION

Application shall be made to the Pastor or an Elder by completing the duly approved application form (copy of this form attached to this document).

2.2.1 All applicants shall be interviewed by the Pastor and one Elder; or two Elders; or the Pastor or an Elder plus one active member regarding recommendation to the congregation. If acceptable, according to Article 2.1, their names shall be posted for at least two weeks before the applicants shall be voted into membership at a duly called business meeting unless valid objections in writing are received and dealt with by the Eldership.

2.2.2 The accepted applicant shall be welcomed into fellowship at a Sunday service, at which time the members will read aloud the covenant of membership.

2.3 TRANSFER

BYLAWS OF FAIRVIEW BAPTIST CHURCH

ARTICLE 1 PROVISIONS FOR BYLAWS

Rules and regulations governing the internal operations of the Church shall be known as the Bylaws. Bylaws may be amended or added to at any duly called general or special membership meeting by a two-thirds majority of voting members. Notification of such changes or additions must be presented to all active members at least four Sundays prior to that meeting.

ARTICLE 2 ADMISSION OF MEMBERS - RIGHTS AND OBLIGATIONS

2.1 MEMBERSHIP shall consist of a person who is a believer in Jesus Christ, who gives evidence of regeneration, and who wholeheartedly believes in the Christian faith as revealed in the Bible. They must agree to submit to the teaching of Article 2 ("Statement of Faith") of the Constitution, the teaching of the elders (defined by the creeds in 4.2.2), and seek to live in accordance with the Word of God, having been accepted according to the following paragraphs and who adhere to the Constitution and Bylaws.

2.2 RECEPTION OF MEMBERS

2.2.1 The application shall be made to the Elders by completing an application form.

2.2.2 The elders shall be responsible for determining each person's qualification for membership. In making this determination, they may rely on a person's profession of faith, or such other evidence, as the elders deem appropriate. All applicants shall be interviewed by two active members at least one of which will be an Elder.

2.2.3 If approved by the Elders, the applicant names shall be made public for at least two weeks before the applicants shall be received into membership at a members meeting unless valid objections are received by the Elders.

2.2.4 New members shall be received into membership upon the recommendation of the Elders and majority vote at a Members meeting.

If any member in good standing wishes to have a letter of recommendation to another church, it shall be granted.

2.3.1 An application from anyone wishing to transfer from another church will follow the procedures set down in the clause on "RECEPTION" (2.2 - 2.2.2)

2.3.2 A letter of reference will be sought and received as a recommendation only.

2.4 RESPONSIBILITY

It is expected that every member shall faithfully fulfil his/her Christian duties, regularly attend as far as possible the Church services, serve others and contribute consistently to the support of the Church as the Lord enables. The practice of tithing is encouraged.

Heb. 10:19-25, I Chron. 29, II Cor. 9

Women at Fairview are welcome to exercise their God-given gifts and spiritual authority subject to the provisions given in Scripture, while guarding against the usurping the husband's spiritual headship of the home if married, and refraining from taking spiritual teaching and ruling authority over adult men in the congregation. Deacons at their discretion may delegate some corporate diaconal duties to capable women in the congregation.

2.5 VOTING AGE

To be eligible to vote, a member must be eighteen years of age.

2.6 INACTIVATION

2.6.1 Any member known to be absent from all services for a period of time (not more than 6 months), shall be contacted by the leadership (at least two of the Pastor and/or Elders) for attempted resolution. Failure to find reconciliation, their membership will be placed on the inactive membership list upon the recommendation of the Eldership and the ratification of the voting membership and they shall be notified in writing. This

2.3 DUTIES AND RESPONSIBILITIES OF MEMBERS

The church covenant defines the duties and responsibilities of members. In accordance with the duties articulated in the church covenant, each member shall faithfully fulfill his or her Christian duties. Members are expected to regularly attend church services, serve others, and contribute consistently to the support of the church as the Lord enables.

Under Christ, this congregation is governed by its members and led by its elders. Therefore, it is the privilege and responsibility of members to attend members' meetings and to vote on the matters presented.

2.4 DISCIPLINE AND/OR EXPULSION

Members of this church and all other professing Christians who regularly attend Fairview Baptist Church who err in doctrine, who are consistently neglectful of his or her duties, or who engage in conduct that violates Scripture as determined by the Elders shall be subject to discipline. Church discipline can include admonition by the elders or congregation, deposition from office, and expulsion from the Church.

Before dismissal, there will be a four-step process in sequential order prior to dismissal according to Matthew 18:15-18:

A. It will be the duty of any member of this church who has knowledge of the erring individual's heresy or misconduct to warn and correct such erring individual(s) in private. The goal is to have them come to repentance and restoration.

B. Approaching the church member again with a warning by going to the erring individual, seeking their repentance, but accompanied by one or two individuals who shall confirm that the sin has occurred or is continuing to occur. There is no set time between the first and second warnings.

C. The matter of the erring individual(s) shall be brought to the attention of the Elders and through careful examination and investigation in accordance with the procedures prescribed by pertinent Scripture, that there is corroborating evidence that the erring individual demonstrates a continuing

removes that member's right to vote in the church meetings.

- 2.6.2** Members who are unable to continue to fulfill their role as members in the Church due to mental or physical illness shall be likewise added to the inactive members list upon the recommendation of the Eldership and ratification of the voting membership and they shall be notified in writing. This removes that member's right to vote in the Church meetings.
- 2.6.3** Reactivation of membership shall be upon the recommendation of the Eldership and majority vote of a regular quorum at a duly called Business meeting.

2.7 DISCIPLINE AND/OR EXPULSION

The Church shall exercise mutual watchfulness and correction, with a view to maintain spiritual vitality and/or to restoring the unrepentant sinner.

1 Thessalonians 5:14

- 2.7.1** A member whose faith or conduct has become contrary to scriptural instruction shall be warned and dealt with in accordance with Galatians 6:1; James 5:19-20; Matthew 18:15-17; 1 Thessalonians 5:14, Titus 3:10
- 2.7.2** A member who is unyielding and unrepentant shall be expelled from the Church.
Matthew 18:15-17
- 2.7.3** Members who have grievances against each other should prayerfully attempt to be reconciled according to Colossians 3:12-13 and Matthew 5:23-24.
- 2.7.4** Accusations against the Pastor and/or Church Leaders (Elders, Deacons and Pastors) should be dealt with according to 1 Timothy 5:19, Matthew 18:15-17
- 2.7.5** The Eldership shall oversee matters of Church discipline.

in sin, that he or she has been appropriately confronted with a refusal to repent, then the Elders shall inform the church and the congregation in order that the church may call the erring individual to repentance. If the erring individual demonstrates repentance, then notice to the effect may be given. If, however, the erring individual does not repent in response to the church in its collective call to repentance, proceed to step four.

D. He or she shall be publically dismissed from the fellowship and/or membership of the church and the congregation thereof. If the erring individual, after such dismissal, heeds the warning, demonstrates repentance, and requests reinstatement before the Elders, then he or she shall be publicly restored to all the rights, duties, privileges, and responsibilities of fellowship and/or membership.

Subject to the discretion of and approval by the Elders, the church member/regular attendee, or other individuals may be notified that he or she is not to be present upon church premises for such a period of time as is deemed necessary for the safety and wellbeing of others on church premises. Such required absence may, but not need, be concurrent with the church discipline of that person.

2.4 DISMISSAL OF MEMBERS

2.4.1 Members in good standing may resign their membership by notifying the Elders in writing.

2.4.2 Any member absent from all services for a prolonged period shall be removed from the membership upon the recommendation of the Elders.

2.4.3 After attempted resolution, any member known to be absent from all services, showing no interest, after a lapse of one year shall be notified by registered letter, if possible, that their name will be removed from the membership upon the recommendation of the Eldership and the ratification of the membership, as the specific situation may dictate.

2.4.4 Restoration of membership after dismissal shall be upon the recommendation of the Elder and majority vote at a Members meeting.

2.8 TERMINATION

Any member known to be absent from all services, showing no interest and giving no response to personal visitation, after a lapse of one year shall be notified by registered letter, if possible, that their name will be removed from the membership upon the recommendation of the Eldership and the ratification of the membership, as the specific situation may dictate.

ARTICLE 3 CONGREGATIONAL MEETINGS**3.1 ANNUAL BUSINESS MEETING**

- 3.1.1 This meeting shall be held in the latter part of January or as the Church Leaders may otherwise decide.
- 3.1.2 The agenda for the Annual Meeting shall be prepared by the Church Leaders and distributed at least two Sundays prior to the meeting.
- 3.1.3 Annual reports from Pastors, all officers and Committee leaders shall be presented in written/printed form at the Annual Meeting.
- 3.1.4 The Annual meeting shall review the written report of the Nominating Committee, and the officers for the following year will be elected. This report must be posted at least two Sundays prior to the annual meeting allowing members to add nominations to any post with prior consent from the nominee.
- 3.1.5 At the Annual Meeting a Nominating Committee shall be elected.
- 3.1.6 The next year's budget will be presented in writing at the Annual Meeting and voted on.

3.2 QUARTERLY BUSINESS MEETINGS

- 3.2.1 Where feasible, these meetings shall be held in January (Annual Meeting), April, July and October. Notice of

ARTICLE 3 CONGREGATIONAL MEETINGS**3.1 MEMBERS MEETINGS**

- 3.1.1 Church Members Meetings, where feasible, shall be held four times a year. Notice of each meeting shall be given at two consecutive Sunday morning services prior to the meeting.
- 3.1.2 The agenda for the meetings shall be prepared under the direction of the Elders and distributed at least two Sundays prior to the meeting.
- 3.1.3 Reports from Elders, all officers, and Committee leaders shall be presented in written/printed form at the Members' Meeting.
- 3.1.4 Matters to be voted on will be included on the meeting agenda that is distributed to the members in advance of the meeting.
- 3.1.5 At the first Members Meeting of the year, the annual budget will be presented in writing and ratified by the members.
- 3.1.6 An elder shall preside as moderator at all members' meetings of the church. The elders shall see that the stated meetings of the church are regularly held and that required reports are submitted to the church.

3.2 SPECIAL CHURCH BUSINESS MEETINGS

- 3.2.1 Special meetings may be called as required by the elders. A special meeting will be called with at least two Sunday's notice. The location, date, time, and purpose of any special meeting shall be announced.

3.3 VOTING PROCEDURES

- 3.3.1 Quorum. Provided all constitutional provisions and bylaws for notification have been met, a quorum shall be understood to be met by members present.

each meeting shall be given at two consecutive Sunday morning services prior to the meeting.

- 3.2.2 The agenda shall be prepared by the Church Leaders and distributed at least two Sundays prior to the meetings.

3.3 SPECIAL CHURCH BUSINESS MEETINGS

- 3.3.1 These meetings may be called at the discretion of the Pastor by announcing the meeting at two consecutive Sunday morning services stating the business to be conducted. No other business may be presented at the meeting.
- 3.3.2 These meetings may be called at the discretion of the Church Leaders by announcing the meeting at two consecutive Sunday morning services stating the business to be conducted. No other business may be presented at the meeting.
- 3.3.3 These meetings must be called by the Pastor and/or the Church Leaders in response to a petition of 20% of the voting membership of the congregation. Such a special meeting will be announced at two consecutive Sunday morning services, stating the business to be conducted. No other business may be presented at this meeting.
- 3.3.4 In the absence of Pastors and Church Leaders, the congregation under the direction of 10% of the voting members may call a special business meeting.

3.4 RULES OF ORDER

All business meetings of the Church shall be conducted by the standards of Robert's Rules of Order (Revised, Copyright 1971), except where they are shown to be in conflict with these Bylaws.

3.5 VOTING PROCEDURES

- 3.3.2 Voting. All votes tallied are based on the number of votes cast by members present. Online participation and voting will be available at the discretion of the Elders.

- 3.3.3 It shall be our goal to prayerfully act in accord with Scripture so that in all matters of church business it may be said of us, as it was said of that church meeting recorded in Acts 6.

- 3.4.4 The elders of the church have the discretion to cancel any previously announced members meeting of the church if an unusually large proportion of the members of the church cannot be present i.e. inclement weather.

ARTICLE 4 OFFICERS AND COMMITTEES

- 4.1 All Officers and Committee Heads must be members of the Church.

4.2 ELDER

4.2.1 ELDER QUALIFICATION

Pastor, Elder, Overseer, and Bishop are terms describing the same office in Scripture.

An Elder is a man who:

1. Meets the qualifications in 1 Timothy 3:1-7 and Titus 1:6-9
2. Is recognized by his congregation as an elder
3. Leads the congregation by teaching the Word (1 Tim. 3:2), being devoted to prayer (James 5:14), and overseeing the affairs of the church (1 Peter 5:2).

Watches over the members of his church as one who will give an account to God (Hebrews 13:17), instructing all, strengthening the weak ones, guarding the vulnerable ones, rebuking the obstinate ones, and bearing with the difficult ones (2 Timothy 2:24-25; Acts 20:28; 1 Thessalonians 5:14).

3.5.1 A simple majority (51% [fifty-one percent]) of a regular quorum of 25% (twenty-five percent) shall carry motions, change Bylaws, and decide all elections except for the calling or termination of a Pastor, the election of Church Leaders, or the amendment of the Constitution. The calling of a Pastor, or the amendment of the Constitution will require a quorum of 66% (sixty-six percent) and 80% (eighty percent) majority vote.

3.5.2 The election of Church Leaders shall be by secret ballot. A 66% (sixty-six percent) majority vote of a regular quorum will be required.

3.6 QUORUM

A quorum shall consist of 25% (twenty-five percent) of active voting members.

ARTICLE 4 OFFICERS AND COMMITTEES

4.1 All Officers and Committee Heads must be members of the Church.

4.2 PASTOR

4.2.1 The Pastors of this Church shall meet the qualifications outlined in I Timothy 3: 2 - 7, I Peter 5: 1 - 4 and Titus 1: 5 - 9.

4.2.2 The Sr. Pastor shall, in conjunction with the Eldership, oversee the teaching, evangelizing, and caring ministry of the Church. It shall be the Pastors' primary responsibility to guard the Gospel by commitment to the Bible, to guard the Church by developing godly leaders, and to guard the ministry by being good models for other Christians to imitate.

4.3 OTHER PASTORAL STAFF

Other pastoral staff may be called when deemed necessary according to Article 3.5.1 re calling a Pastor, pending approval

4.2.2 Doctrine. The elders must adhere to the Statement of Faith and teach in keeping within the spirit of the following ecumenical creeds, statements of faith, and other confessionals:

- The Apostles' Creed
- The Athanasian Creed
- The Nicene Creed
- The Chalcedonian Definition of the Faith
- 1689 London Baptist Confession of Faith
- Chicago Statement on Biblical Inerrancy
- Danvers Statement on Biblical Manhood and Womanhood
- Nashville Statement on Biblical Sexuality
- The Statement on Social Justice and the Gospel
- The Frankfurt Declaration of Christian & Civil Liberties

4.2.3 Plurality: In the New Testament, local churches have a plurality of elders (Acts 14:23, 20:17; Philippians 1:1; 1 Timothy 5:17; James 5:14). The church should always have a plurality of elders and work toward training future elders.

4.2.4 The senior pastor shall perform the duties of an elder in conjunction with the Elder Team, overseeing the teaching, evangelizing, and caring ministry of the Church. He shall be recognized by the church as particularly gifted and called to the full-time ministry of preaching and teaching. It shall be the Pastors' primary responsibility to guard the Gospel by a commitment to the Bible, to guard the Church by developing godly leaders, and to guard the ministry by being a good model for other Christians to imitate.

He shall have primary responsibility for the church's public services, including preaching and administration of the ordinances of baptism and communion and other duties as usually pertaining to that office.

The senior pastor shall have primary responsibility for the supervision and evaluation of staff members. This responsibility may, on a case-by-case basis, be delegated to another staff member.

by the voting membership. They shall work in conjunction with, and under the direction of the Sr. Pastor and Eldership.

In the absence of or the incapacity of the senior pastor the elders shall assume responsibility for his duties, any of which can be delegated.

4.3 OTHER PASTORAL STAFF

May be called when deemed necessary according to Article 4.4 with approval by the voting membership. They shall work in conjunction with, and under the direction of the senior pastor and elders.

4.3.1 Pastoral Staff/Associate Elders shall meet the qualifications in 1 Timothy 3:1-7 and Titus 1:6-9

4.3.1.1 An associate pastor shall be an elder. He shall perform the duties of an elder as described in 4.2.1. He shall be recognized by the church as particularly gifted and called to the full-time ministry of preaching and teaching. His call shall not be subjected to term limits. The associate's function shall assist the senior pastor in his duties and any other tasks required of a pastor that is within the constitution.

4.3.1.2 In the absence of or the incapacity of the senior pastor, for prolonged periods of time (i.e. sabbatical or illness), the associate pastor(s) shall assume the responsibility for his duties under the oversight of the elders.

4.3.2 Any non-pastoral or administrative staff shall meet the same qualifications stated in Acts 6:1-7; 1 Timothy 3:8-13.

4.3.2.1 The elders may hire additional staff to assist with pastoral ministry. These are not necessarily elders, though they may be recognized as elders, should they be nominated by the elders and elected by the congregation in accordance with these bylaws.

4.3.4.2 The elders shall assign the responsibilities of any non-pastoral staff or shall delegate the responsibility.

4.4 INSTALLATION

- Pastoral**
- a) **Search** When a pastoral office becomes vacant, or additional pastoral staff is required, the voting membership shall cause a Search Committee to be formed (one member must be a member of the Eldership) which shall prayerfully seek out, investigate and recommend to the Church the name of a Pastor to fill this office.
 - b) **Method** A quorum of 66% (sixty-six percent) of voting members and a vote of 80% (eighty percent) in favor shall be required to call a pastor to fill a pastoral office.

- 4.5 Term of Pastoral Office** The term of a pastoral office is indeterminate.

4.6 Termination of Pastoral Staff

- a) **Resignation** At such time as a pastor wishes to resign, he shall submit a letter of resignation to the Eldership. After consultation with the Eldership, a formal announcement shall be made to the Church by the Pastor or a member of the Eldership at a suitable time as determined by mutual consent of the Pastor and the Eldership.
- b) **Dismissal** Refer to Clause 2.7. Where a Pastor, in the opinion of the Eldership:
 1. Fails to discharge his duties in a competent manner;
 2. Conducts himself in a manner not in keeping with his office;

4.4 APPOINTMENT OF ELDERS**4.4.1 Calling of Elders**

The following procedure applies to paid elders (senior pastor or pastoral staff) and unpaid elders.

- a) **Search** When a pastoral office becomes vacant, or additional pastoral staff is required, the elders shall prayerfully seek out, investigate, and recommend to the church the name of a pastor to fill this office.

In the absence of elders, the membership shall appoint a search committee to perform the function of the elders in recommending a suitable pastor.
- b) **Method** New elders are appointed by the recommendation of the elders and a congregational vote of at least 80%.

- 4.4.2 Term of Elder Office** The term of an elder's office is indeterminate.

4.4.3 Termination of Elder

- a) **Resignation** At such time as an elder wishes to resign, he shall submit a letter of resignation to the Elders. After consultation with the Elders, a formal announcement shall be made to the Church by a member of the Elders.

3. Breaches any of the Articles of this Constitution;
the Eldership shall appoint at least 2 Elders who shall present the concerns of the Eldership to the Pastor. A written memorandum of the meeting shall be produced and provided to both the Eldership and the Pastor. If the misconduct which led to the first meeting continues, or the Pastor in any way fails to abide by the terms of any agreement reached during the first meeting, the Eldership shall constitute a panel which shall meet with the Pastor to discuss the Eldership's concerns and work towards a positive solution thereof. A written memorandum of the meeting and any resolutions reached will be produced and a copy provided to both the Eldership and the Pastor.

If, after meeting with the panel, the misconduct which led to the first two meetings continues, or the Pastor in any way fails to abide by any of the terms of any agreement reached with the panel referred to above, a motion shall be put before the active membership at large, calling for the dismissal of the Pastor. A quorum of 66% (sixty-six percent) of voting members and a vote of 33% (thirty-three percent) in favor shall be required to dismiss a Pastor from a Pastoral office.

4.7 ELDERS

4.7.1 The Eldership shall consist of a minimum of three men who consistently endeavor to meet the requirements of 1 Timothy 3, Titus 1:6-9 and 1 Peter 5:1-4; accept and agree with the Statement of Faith, Constitution, and

b) Dismissal:

1. Fails to discharge his duties in a competent manner;
2. Conducts himself in a manner not in keeping with his office;
3. Any two members with reason to believe that an elder should be dismissed should express such concern to the elders and, if need be, to the congregation.
4. The ultimate decision for dismissal comes from the elders themselves.

Any such action shall be done in accordance with the instructions in Matthew 18:15-17 and 1 Timothy 5:17-21.

4.5 DEACONS

4.5.1 The Deacons shall consist of men from the membership who meet the requirements of 1 Timothy 3 and Acts 6:1-7.

Deacons are task-oriented servants responsible to oversee the benevolent concerns of the church as well as its business affairs (Acts 6:1-4).

The Elders will nominate deacons to serve the church. The Elders shall post a written notice at the annual member's meetings each year of the deacons serving that year.

4.5.2 A deacon shall serve for an indeterminate amount of time.

4.5.3 The responsibilities of the Deacons will be:

Bylaws of this Church; and be responsible before God to lead as exemplary representatives of the congregation.

4.7.2 No Elder shall serve more than six consecutive years, at which time a minimum of one year's sabbatical is to be observed. Each election to the Eldership is for a period of three years. For the first time electing Elders, one Elder shall be elected for a one year term, another for a two year term, and still another for a three year term. All re-elections will then be for a three year term, thus maintaining staggered terms of office.

4.7.3 The responsibilities of the Eldership will be:

- To carry out the will of the congregational meetings.
- To oversee and administer Church affairs and ministries.
- To initiate the election of a Pastoral Search Committee when a pastoral office becomes vacant. Refer to 4.4a.
- Elders with the Pastor will be responsible for the spiritual oversight, discipline, teaching ministries, worship, Pastoral care, interviewing new members and candidates for baptism.
- Work with the Pastor and Deacons on the vision and long range plans of the Church, and development of Church policy.
- Pastor and Elders are not separate – a Pastor is a teaching Elder serving with ruling Elders. Elders and Bishops are the same.
- Elders pray over the sick.
- An Elder also has a teaching capacity. They are responsible for discernment of theological issues. They also watch for false doctrine and weed it out. They also need to be over the Sunday School Teachers to weed out those teaching falsely

- To carry out the will of the congregational meetings as delegated to them by the Eldership.
- To administer Church affairs and ministries of a practical nature.
- Assist with the accommodations for public worship
- Encourage and support those able to help others and those with gifts of administration
- The deacons, with the agreement of the elders, may establish unpaid and paid positions of members to assist them in fulfilling their responsibilities in the church.

4.5.4 INSTALLATION AND METHODOLOGY OF DEACON

4.5.4.1 DEACON

- | | | |
|----|-----------|---|
| a) | Search | When a deacon's office becomes vacant, the elders shall determine and inquire of a man who meets the qualifications of a deacon. The elders shall put their name(s) forward at the members' meeting for approval. |
| b) | Method | A vote of 66% (two-thirds) in favor shall be required to call a deacon to fill the office. |
| c) | Dismissal | Refer to Clause 4.4.2. Rules for Deacon dismissal will be aligned with elder dismissal. |

4.6 Women

Women at Fairview are welcome to exercise their God-given gifts and spiritual authority subject to the provisions given in Scripture while guarding against usurping the husband's spiritual headship of the home if married and refraining from taking spiritual teaching and ruling authority over men in the congregation. Deacons, and Elders at their discretion may

- Elders are to be holy, spiritual, wise, non-divorced men.
- Ruling Elders serve the church without financial profit or benefit.

4.7.4 Chairman of the Eldership

- Be a voting member of the Eldership.
- Facilitates or designates an Elder to chair and ensure proper procedures for the Eldership and Church Business meetings.
- Responsible for the agendas of the Eldership and Church Business meetings.

4.8 DEACONS

4.8.1 The Board of Deacons shall consist of a minimum of three men from the membership who meet the requirements of 1 Timothy 3.

4.8.2 No Deacon shall serve more than six consecutive years, at which time a minimum of one year's sabbatical is to be observed. Each election to the Board of Deacons is for a period of three years. For the first time electing the Board of Deacons, one Deacon shall be elected for a one year term, another for a two year term, and still another for a three year term. All re-elections will then be for a three year term, thus maintaining staggered terms of office.

4.8.3 The responsibilities of the Board of Deacons will be:

- To carry out the will of the congregational meetings as delegated to them by the Eldership.
- To administer Church affairs and ministries of a practical nature.
- To meet monthly with the Eldership.
- A female does not qualify to be a Deacon, nor does a divorced man.

delegate some diaconal duties to capable women in the congregation.

4.7 CHURCH CLERK

The Church Clerk shall be elected annually by the Church, He/She shall maintain the Church records, record the minutes of Church business meetings, and make available minutes of past meetings to members upon request.

4.8 TREASURER

The Treasurer shall be elected annually from the membership of the Church. He/She shall maintain the financial records of the Church and shall receive and pay out monies on behalf of the Church and to ensure it is safely transported to the Bank Depository. The Treasurer shall make monthly reports to the Church Leaders, and attend only the financial discussion portion of the Church Leaders meetings as required if they are not an Elder or Deacon.

4.9 ASSISTANT TREASURERS

The Assistant Treasurers shall be elected annually by the Church and shall assist the Treasurer in fulfilling his/ her responsibilities. This will include the oversight of tellers.

4.10 TELLERS (min. of four)

tellers are to be elected annually from the membership or as required at a regularly called business meeting. Each Sunday, the monies will be transported safely to the Bank Depository, by a teller and one other member where possible.

4.11 TRUSTEES (min. of two)

Trustees shall be the legal signatories of the Church corporate when it is necessary on behalf of the Church to sign papers pertaining to property rights, promissory notes, and/or any document which may require the signature of the Church. Such signatures when authorized by the Church shall constitute the legal subscription of the entire Church.

- Deacons are the 'servants' of the Church.
- A man needs to be a part of a committed service for the Lord before becoming a Deacon.

4.9 CHURCH CLERK

The Church Clerk shall be elected annually by the Church, He/She shall maintain the Church records, conduct correspondence on behalf of the Church and record and read the minutes of Church business meetings, and to make available minutes of past meetings to members upon request.

4.10 TREASURER

The Treasurer shall be elected annually from the membership of the Church. He/ She shall maintain the financial records of the Church and shall receive and pay out monies on behalf of the Church and to ensure it is safely transported to the Bank Depository. The Treasurer shall make monthly reports to the Church Leaders, and attend only the financial discussion portion of the Church Leaders meetings as required if they are not an Elder or Deacon.

4.11 ASSISTANT TREASURER

The Assistant Treasurer shall be elected annually by the Church and shall assist the Treasurer in fulfilling his/ her responsibilities. This will include the oversight of tellers.

4.12 TELLERS

A minimum of four tellers are to be elected annually from the membership or as required at a regularly called business meeting. Each Sunday, the monies will be transported safely to the Bank Depository, by a teller and one other member where possible.

Trustees are required to be members, and will be elected yearly

4.12 PROPERTY COMMITTEE (min. of two)

The Property Committee shall be elected annually by the Church to ensure the maintenance of the building and properties of the Church. This property consists of real estate, all buildings, furniture, and fixtures. The Property Committee Head may spend up to the amount budgeted for purposes coming under his/her jurisdiction upon his/her own authority and without reference to the Church. They shall recruit committee members as needed. The Property Committee shall have care of the Church property but shall have no power to buy, sell, mortgage, lease, or transfer any such property without the specific vote of the Church membership.

4.13 FINANCE COMMITTEE

The Treasurer, Assistant Treasurer, and Elders shall constitute the Finance Committee whose responsibility shall be to prepare and present a budget for the Annual Meeting of the Church. They shall also have signing authority. Any two members of the Finance Committee are authorized to sign cheques or other financial documents on behalf of the Church.

ARTICLE 5 FINANCIAL REVIEW

An independent Financial Reviewer shall be engaged at least every three years by the Finance Committee and shall conduct a review of the financial records of the Church. The Financial Reviewer's report shall be made available to the congregation at the Annual Business Meeting or the first duly called meeting subsequent to its completion.

ARTICLE 6 MARRIAGE

6.1 CIVIL MARRIAGE UNION

For the purpose of civil marriage union, Fairview Baptist Church will restrict itself to performing a civil marriage service for members in good standing as prescribed as within the Scriptures, considering that one member may

4.13 SUNDAY SCHOOL SUPERINTENDENT

The Sunday School Superintendent shall be elected annually by the Church. He/She shall have oversight of the Sunday School and together with the Pastor/Christian Education Director may appoint Sunday School officers and teachers.

4.14**4.14A TRUSTEES (min. of 2)**

Trustees shall be the legal signatories of the Church corporate when it is necessary on behalf of the Church to sign papers pertaining to property rights, promissory notes and/or any document which may require the signature of the Church. Such signatures when authorized by the Church shall constitute the legal subscription of the entire Church. Trustees are required to be members, and will be elected yearly (See Property Committee Stipulation)

be a member of another Christian Church.

6.2 USE OF CHURCH BUILDING AND PROPERTY

The church building and properties will not be made available to non-members for the purpose of a civil marriage union, the exception being the consent of the elders.

ARTICLE 7 DISPUTE RESOLUTION

Fairview Baptist Church believes that the Bible commands all Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (Matthew 18: 15–20; 1 Corinthians 6: 1–8). The church shall require its members to resolve ordinary civil disputes among themselves. If a situation escalates between church members, pastors, staff, or long-term adherents to any matter of spiritual teaching or practices, church finances, or title to property purchased with church contributions, the dispute shall be discussed amongst the elders and a decision shall be reached through the elders and members working together through prayer, in a spirit of humility and striving for unity in the bond of peace (Ephesians 4:1–3).

ARTICLE 8 DEVIATION OF PRACTICE

If a church member believes the church to be out of line with the current constitution, he or she will inform elders. The elders shall meet and determine that the church is out of accord with the constitution, and they will provide an update at the members' meeting until the situation is remedied.

ARTICLE 9 PREVIOUS AND EXISTING DOCUMENTS

- The latest revision of these bylaws shall supersede all previous versions.

4.14B PROPERTY COMMITTEE

The Property Committee, a minimum of 2, shall be elected annually by the Church to ensure the maintenance of the building and properties of the Church. This property to consist of real estate, all buildings, furniture and fixtures. The Property Committee Head may spend up to the amount budgeted for purposes coming under his/her jurisdiction upon his/her own authority and without reference to the Church. They shall recruit committee members as needed. The Property Committee shall have care of the Church property but shall have no power to buy, sell, mortgage, lease or transfer any such property without the specific vote of the Church membership. The lead of the Property Committee will be a Trustee.

4.15 CARE AND FELLOWSHIP COMMITTEE

The Care and Fellowship Committee, a minimum of 4, shall be elected annually by the Church, to choose their own chair. They shall be responsible for making preparations for baptismal and communion services, for the expression of the concern of the Church in a suitable manner to members or adherents who are sick and to arrange for social activities which are the responsibility of the entire Church and shall oversee that the Church building is appropriately decorated for seasons/special occasions. They shall recruit committee members as needed.

4.16 USHERS

A minimum of 4 Ushers shall be elected annually by the Church, to choose their own chair. They shall recruit ushers as needed. They shall be responsible to see to the proper seating of those attending the Church services for the comfort and welfare of those attending, for the distribution of visitor cards etc., keeping a count of Church attendance and for receiving of all offerings.

Amendments

The Statement of Faith and Church Covenant may be amended by a three-quarters vote of the members present at a members' meeting, provided the amendment shall have been offered in writing at the previous members' meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote. This constitution may be amended by a two-thirds vote of the members present at a members' meeting, provided the amendment shall have been offered in writing at the previous members' meeting, and shall have been announced from the pulpit at church services two successive Sundays prior to such vote. The revised version of this constitution shall be made available to all church members by the church clerk.

4.17 LIBRARIAN

A Librarian shall be elected annually by the Church and shall be responsible for overseeing and promoting the Library. He/She may recruit assistants as needed.

4.18 MUSIC COMMITTEE

A Music Committee of 3 or more shall be elected annually by the Church, to choose their own chair. They shall be responsible for the musical needs of the Church.

4.19 CHILDREN'S CHURCH COORDINATOR

A Children's Church Coordinator shall be elected annually by the Church and shall be responsible for organizing and carrying out a Children's Church program including recruiting and appointing teachers.

4.20 FINANCE COMMITTEE

The Treasurer, Assistant Treasurer, Chairman of the Eldership, and the Pastor shall constitute the Finance Committee whose responsibility shall be to prepare and present a budget for the Annual Meeting of the Church. They shall also have signing authority. Any two members of the Finance Committee are authorized to sign cheques or other financial documents on behalf of the Church.

4.21 YOUNG PEOPLE'S SPONSORS

Young People's Sponsors shall be spiritually mature adults elected annually by the Church to oversee the conducting of a youth ministry that is scripturally sound in all of its activities.

4.22 MISSIONS COMMITTEE

The Missions Committee, a minimum of 2, shall be elected annually by the Church, to choose their own chair. They will

be responsible to correspond with missionaries and to keep the Church abreast of the needs and concerns of these missionaries. They may recruit assistants as required.

4.23 NOMINATING COMMITTEE

The Church shall elect a minimum of four members for the Nominating Committee at the annual meeting. The Nominating Committee shall be elected for a one year term commencing the day elected and ending at the next Annual Business Meeting. They are responsible to present to the Church a slate of nominees to be voted on at the Annual Meeting. In the event of any vacancies they are also responsible to nominate someone to fill that vacancy until the next Annual Meeting to be ratified by the Church at the soonest duly called Business Meeting. The list of nominees for the Annual Meeting shall be presented to the Board of Elders for ratification and then be displayed at least two Sundays prior to the Meeting. Nominations are allowed from the floor for any position provided consent has been obtained prior to being nominated.

ARTICLE 5 FINANCIAL REVIEW

An independent Financial Reviewer shall be engaged at least every three years by the Finance Committee and shall conduct a review of the financial records of the Church. The Financial Reviewer's report shall be made available to the congregation at the Annual Business Meeting or first duly called meeting subsequent to its completion.

ARTICLE 6 APPEAL

Should any member of the Church not be satisfied with any decision of the Board of Elders or any other board, committee, or officer of the Church, the matter may be appealed to any business meeting of the Church provided notice of the nature of the appeal is filed in writing with the Chairman of the Board of Elders at least 2 Sundays in advance of such meeting.

ARTICLE 7 MARRIAGE

7.1 CIVIL MARRIAGE UNION

For the purpose of civil marriage union, Fairview Baptist Church will restrict itself to performing a civil marriage service for members in good standing as prescribed as within the Scriptures, considering that one member may be the member of another Christian Church.

7.2 USE OF CHURCH BUILDING AND PROPERTY

The church building and properties will not be made available to non-members for the purpose of civil marriage union, exception being by a unanimous consent of the membership.

ARTICLE 8 FUNDRAISERS

Fundraisers shall be presented to the Pastor, Board of Elders, Board of Deacons and membership, and shall be subject to a vote for approval or disapproval. If the Pastor is absent, the Board of Elders, Board of Deacons and membership can still act upon this By-law.

ARTICLE 9 PREVIOUS AND EXISTING DOCUMENTS

- Where Church officers i.e. Deacons are mentioned these references will henceforth be understood to refer to the Eldership and Deacons Board.
- The latest revision of these bylaws shall supersede all previous versions.