

# **Church Governance Policy**

## **Bonavista Baptist Church Fellowship**

### **February 21, 2010**

**This policy must be approved by BBCF membership.**  
**Approved by BBCF Members: <date>**

This document describes the church governance policy of Bonavista Baptist Church Fellowship (the "Church").

The purpose of this Policy is to define the current practice of the Church regarding:

- The responsibilities of the Elders, Staff, and committees in governing and operating the Church.
- The working relationship of the Elders and Staff
- The process of setting the annual Church Budget

This Policy defines these responsibilities, working relationships, and processes at a high level. Details are provided in Board Policies such as the Terms of Reference ("TOR") documents for specific groups and positions. For example, to see a complete description of the position of Church Clerk, consult section 2 of this policy plus the TOR for the Church Clerk. If there is any inconsistency between this policy and a Board Policy, this policy shall prevail. If there is any inconsistency between this policy and the By-Laws, the By-Laws shall prevail.

Terms such as "Active Member", "Church Board", and "Board" are defined in the By-Laws. To avoid confusion, the terms "Church Board" and "Board" refer to the Board of Directors of the Society rather than any board defined in this document.

All positions defined in this document must uphold and be subject to the authority of the Church, its By-Laws and Policies.

## **1 Elders**

### **1.1 Purpose**

- (a) As Directors of the Society, the Elders shall manage the affairs of the Church on behalf of the Church membership, in obedience to Jesus Christ.

### **1.2 Organization**

- (a) The Elders are the Directors of the Society.  
(b) The organization and numbers of Elders are as described in the By-Laws.  
(c) The Elders represent the Members of the Church and report to them.

### **1.3 Responsibilities**

- (a) In addition to their duties as Directors of the Society, the Elders shall:
- (i) Guard and oversee the spiritual health and well-being of the Church.
  - (ii) Pray and discern God's will for the Church.
  - (iii) Ensure that all ministries and activities of the Church adhere to the vision, values, doctrines, by-laws, policies, and directives of the Church, and comply with applicable laws.
  - (iv) Work with pastoral staff to develop a broad vision for the Church.
  - (v) Work with staff, ministry leaders, the Finance Committee, and the Treasurer to develop and oversee the annual budget. The Elders shall recommend the budget to the Church, and authorize moderate budget changes.
  - (vi) Ensure appropriate permanent and interim pastoral staffing, manage the pastors' contracts, oversee annual pastoral staff performance and planning reviews, and conduct term of office reviews for Pastoral Staff.
  - (vii) Each fiscal year, appoint an external auditor to audit the Church records as specified in the By-Laws.

## **1.4 Selection**

- (a) As part of the church leadership, Elders must be:
  - (i) Active Members of the Church.
  - (ii) At least 16 years old, or older if required by law.
  - (iii) Mature in their faith.
  - (iv) Supportive of the overall mission and ministries of the Church.
  - (v) Able to take on the responsibilities of their office as detailed in this Policy.
- (b) In addition to the requirements described in part (a), Elders must:
  - (i) Demonstrate a clear understanding of the truths of our faith.
  - (ii) Be able to teach.
  - (iii) Exhibit a kind, patient, and loving spirit.
  - (iv) Be people someone can confidently approach for spiritual help.
  - (v) Be supportive of the Pastoral Staff.
- (c) Elders are elected by the Church, according to the annual nominations process described in section 12.5.

## **2 Church Clerk**

### **2.1 Purpose**

- (a) The Church Clerk shall assist the Secretary of the Board to conduct Church correspondence, file annual reports, and maintain and secure non-financial Church records.

### **2.2 Organization**

- (a) The Church Clerk shall report to the Secretary of the Board.

### **2.3 Responsibilities**

- (a) The Church Clerk shall:
  - (i) Maintain the Church Membership Rolls.
  - (ii) Secure and maintain church documents and records, with the exception of the original financial records kept by the Treasurer.
  - (iii) Prepare non-financial annual reports and filings for the Canadian Baptists of Western Canada and the provincial and federal governments.

### **2.4 Selection**

- (a) The Church Clerk shall be appointed by the Board.
- (b) The Church Clerk shall serve a one year term. This term can be extended for one year periods without limit by mutual agreement of the Church Clerk and the Board.

## **3 Envelope Steward**

### **3.1 Purpose**

- (a) The Envelope Steward shall maintain confidential records of donations received by the Church, and issue receipts as required by the Church and in accordance with government regulations.

### **3.2 Organization**

- (a) The Envelope Steward shall report to the Treasurer.

### **3.3 Responsibilities**

- (a) The Envelope Steward shall:
  - (i) Maintain confidential records of donations received by way of official envelopes and other means, and preserve the confidentiality of these records as specified in the By-Laws.
  - (ii) Issue donation receipts as required by law, and provide semi-annual and annual reports to envelope donors.
  - (iii) Maintain and secure the donation records for such time periods as either Church policy or legal regulations require.

- (iv) Create and document offering collection controls, subject to approval by the Treasurer, and ensure compliance with these controls.

### **3.4 Selection**

- (a) The Envelope Steward is elected by the Church, according to the annual nominations process described in section 12.5.
- (b) The Envelope Steward shall serve a three year term. This term can be extended for one year periods without limit by mutual agreement of the Envelope Steward and the Board. After the term ends there shall be a mandatory absence from the position for one year.

## **4 Trustees**

### **4.1 Purpose**

- (a) The Trustees shall manage the Church property and facilities; maintain and protect the Church building, land, and other assets; manage Church liabilities and risks, and ensure that the Church complies with all applicable laws and regulations.

### **4.2 Organization**

- (a) The Trustees shall consist of four to seven Active Members.
- (b) The Trustees shall elect their own Chair and Secretary.
- (c) The Trustees are a committee of the Board and shall report to the Board.

### **4.3 Responsibilities**

- (a) The Trustees shall:
  - (i) Ensure that the building, property, records, and other assets are properly maintained. To this end, the Trustees may employ contractors and services as necessary, subject to the provisions of section 7.4(i) regarding hiring of contractors and consultants.
  - (ii) Ensure that Church officials and church assets are adequately protected and insured. In particular, ensure that the Church has adequate and cost-effective property insurance, liability insurance, and, if necessary, Director and Officer liability insurance.
  - (iii) Act on behalf of the Board in any dealing pertaining to the acquisition or disposal of property.
  - (iv) Plan and implement approved property improvements and major maintenance projects.
  - (v) Develop, maintain, and enforce risk management policies, subject to Board approval. Risk management policies shall include, but are not limited to, the following areas: Child Safety, Facility Use, and Facility Rental.

### **4.4 Selection**

- (a) Trustees shall be:
  - (i) Active Members of the Church.
  - (ii) At least 16 years old, or older if required by law.
  - (iii) Supportive of the overall mission and ministries of the Church.
  - (iv) Able to take on the responsibilities of their office.
- (b) Trustees are elected by the Church, according to the annual nominations process described in section 12.5.
- (c) A Trustee normally remains in office for a maximum of three consecutive years. After three consecutive years there shall be an absence from the position of Trustee for one year. The terms of office of all Trustees shall be staggered.
- (d) A Trustee's term can be extended for one year periods without limit by mutual agreement of the Trustee and the Board.
- (e) If a position of Trustee becomes vacant, the Board may:
  - (i) Appoint a person to hold the position on an interim basis until the next annual nominations; or
  - (ii) Call the Nominations Review Committee to select and present a candidate to the Church for voting, using the procedure described above. In this event the normal term of office will extend to a maximum of two years past the next annual nominations meeting.

- (f) A Trustee cannot be a currently serving Director or Officer of the Church.
- (g) Pastoral Staff cannot serve as Trustees.
- (h) The Board may at its discretion appoint one member of the General Staff to serve as an ex-officio Trustee (i.e., without voting rights). The General Staff member so appointed must be an Active Member of the Church.

## **5 Finance Committee**

### **5.1 Purpose**

- (a) The Finance Committee shall support the Board's duty to guard and manage the financial affairs of the Church.

### **5.2 Organization**

- (a) The Finance Committee shall consist of the Treasurer, a Board of Directors representative, and two members-at-large.
- (b) The Finance Committee shall elect its own Chair.
- (c) The Finance Committee shall report to the Board.

### **5.3 Responsibilities**

- (a) The Finance Committee shall:
  - (i) Manage BBCF loans and financial assets, and develop financial policies and strategies, on behalf of the Board.
  - (ii) Create and document adequate internal financial controls, subject to approval by the Board, and ensure compliance with these controls.
  - (iii) Oversee preparation of the annual Church budget, on behalf of the Board, as detailed in subclause (b).
  - (iv) Ensure that the financial records, procedures and policies of the Church comply with accounting standards, the laws of Canada and Alberta, and the requirements of the Canadian Baptists of Western Canada.
  - (v) Be responsible for annual financial filings required by the Canadian Baptists of Western Canada, and the laws of Canada and Alberta.
- (b) Annual Budget: The budget shall be prepared each year by the Finance Committee, the Board, the Pastoral Staff, and ministry leaders. The Board will present the budget at the last regular business meeting of the Fiscal Year for Church approval, as specified in the By-Laws.

### **5.4 Selection**

- (a) The Board shall appoint its representative and members-at-large of the Committee.
- (b) The members-at-large on the committee must be Active Members of the Church.
- (c) Church Staff may not serve on the Committee.
- (d) With the exception of the Treasurer, Committee members shall serve a three year term. This term can be extended for one year periods without limit by mutual agreement of the Finance Committee and the Board. After leaving the Committee, a Committee member cannot be re-appointed for one year.
- (e) To provide continuity, terms of office of Committee members should be staggered.

## **6 Personnel Committee**

### **6.1 Purpose**

- (a) The Personnel Committee shall provide human resource support to Church Staff and the Board of Directors.

### **6.2 Organization**

- (a) The Personnel Committee shall consist of a Director, a Trustee, the Sr. Pastor, and two other members-at-large.

- (b) The Sr. Pastor is an ex-officio (non-voting) member of the Committee.
- (c) The Committee shall elect its own Chair. The Sr. Pastor is not eligible to serve as Chair.
- (d) The Committee shall report to the Board of Directors.

### **6.3 Responsibilities**

- (a) The Personnel Committee shall:
  - (i) Regularly confer and pray with Church Staff with a focus on their personal well-being.
  - (ii) Work with Church Staff to ensure their professional development needs are met.
  - (iii) On behalf of the Board, ensure that annual performance and development reviews are carried out in accordance with Staff Policies.
  - (iv) In consultation with the Finance Committee, recommend the salary and benefits portion of the church budget to the Board.
  - (v) Ensure that employment contracts are in place for all Church Staff, and ensure those contracts are regularly reviewed. Present employment contracts to the Board for approval.
  - (vi) Develop personnel policies, including compensation policies, for approval by the Board.
  - (vii) Ensure proper provision of Church Staff benefits, including pension plans.

### **6.4 Selection**

- (a) The Board shall appoint the Director representative and Active Members of the Committee.
- (b) The Trustees shall appoint the Trustee representative to the Committee, on approval from the Board.
- (c) The members-at-large on the committee must be Active Members of the Church.
- (d) With the exception of the Sr. Pastor, Church Staff may not serve on the Committee.
- (e) With the exception of the Sr. Pastor, Committee members shall serve a three year term. This term can be extended for one year periods without limit by mutual agreement of the Personnel Committee and the Board. After leaving the Committee, a Committee member cannot be re-appointed for one year.
- (f) To provide continuity, terms of office of Committee members should be staggered.

## **7 General Staff**

### **7.1 Purpose**

- (a) The General Staff support the Pastoral Staff and volunteers in carrying out the work of the Church. General staff are paid employees of the church. They include but are not limited to paid ministry leaders, administrative staff, secretarial staff, and custodial staff.

### **7.2 Organization**

- (a) The General Staff members report to the Sr. Pastor or another member of the Pastoral Staff.
- (b) Notwithstanding any other provision of this Policy, General Staff may only serve as ex-officio (non-voting) members on committees or as Trustees.

### **7.3 Responsibilities**

- (a) Specific responsibilities of the General Staff will be defined by the Sr. Pastor and Church policy. The Sr. Pastor may consult the Board as appropriate.

### **7.4 Selection**

- (a) General Staff shall be:
  - (i) At least 16 years old, or older if required by law.
  - (ii) Supportive of the overall mission and ministries of the Church.
- (b) Together, the Sr. Pastor and the Board shall approve the hiring of all people in General Staff positions.
- (c) The Board shall approve all General Staff positions, in accordance with Finance controls and Budget approvals.
- (d) General Staff must uphold and be subject to the authority of the Church, its By-Laws and policies.

- (e) Each General Staff member shall have annual reviews of performance, performance planning, and salary and benefits, as specified in the appropriate Personnel Policy. The specifics of these annual reviews shall be kept confidential, except for recommendations that require sanction by the membership.
- (f) When a member of the General Staff leaves the church, his or her confidential files relating to performance reviews will be destroyed, except for financial records that must be retained in accordance with government regulations.
- (g) In recognition of the integral role he or she plays in the overall ministry of the Church, each General Staff person must sign an employment agreement with the Church. This agreement must ensure that the prospective employee recognizes that the employee's lifestyle must not evidence unethical or immoral conduct, or behaviour that in the opinion of the Board is unbecoming of a Christian and contrary to Biblical principles.
- (h) General Staff do not need to be Church Members, unless otherwise specified in this policy.
- (i) Together, the Sr. Pastor and the Board can dismiss a General Staff person for cause, or for economic reasons. Notwithstanding any other provision of this policy, the Church shall have the authority to dismiss a member of the General Staff for cause via a Special Majority Decision, as defined in the By-Laws.
- (j) Selection of Contractors and Consultants: In recognition of the role he or she may play in the overall ministry of the Church, a contractor and/or consultant must sign a pay-for-services agreement with the Church. This agreement must ensure that the prospective contractor recognizes that the contractor's work habits, while on Church property or while working with Church members, must not evidence unethical or immoral conduct, or behaviour that in the opinion of the Board is disrespectful of the Church and its standards and beliefs.

## **8 Pastoral Staff**

### **8.1 Purpose**

- (a) Members of the Pastoral Staff shall:
  - (i) Assist the Sr. Pastor in shepherding the Church.
  - (ii) Oversee specific ministry areas.

### **8.2 Organization**

- (a) Pastoral Staff consists of staff members who are Pastors, or are training to be pastors, or who are called by the Church to fulfill pastoral functions.
- (b) The Sr. Pastor is a member of the Pastoral Staff. All other members of the Pastoral Staff report to the Sr. Pastor.
- (c) Notwithstanding any other provision of this Policy, Pastoral Staff may only serve as ex-officio (non-voting) members on committees.

### **8.3 Responsibilities**

- (a) The Pastoral Staff shall:
  - (i) Oversee the spiritual health and well-being of the congregation
  - (ii) Provide pastoral care to the congregation. Listen to the congregation and strive to understand their needs.
  - (iii) Minister the Word, and Baptisms and Communion.
  - (iv) In conjunction with the Board, initiate and develop a broad vision for the church.
  - (v) Oversee all programs and ministries, lead selected ministries, and develop ministry policies.
  - (vi) Encourage, empower, exhort and equip the Church. Encourage members to initiate and implement ministries in their areas of giftedness and calling.
  - (vii) Manage the Church office.

### **8.4 Selection**

- (a) As part of the church leadership, Pastoral Staff must be:
  - (i) Active Members of the Church.
  - (ii) At least 16 years old, or older if required by law.

- (iii) Mature in their faith.
- (iv) Supportive of the overall mission and ministries of the Church.
- (v) Able to take on the responsibilities of their office as detailed in this Policy.
- (b) In addition to the requirements described in part (a), Pastoral Staff must:
  - (i) Demonstrate a clear understanding of the truths of our faith.
  - (ii) Be able to teach.
  - (iii) Exhibit a kind, patient, and loving spirit.
  - (iv) Be people someone can confidently approach for spiritual help.
- (c) Pastoral Staff must uphold and be subject to the authority of the Church, its by-laws and policies.
- (d) In recognition of the integral role he or she plays in the overall ministry of the Church, each Pastoral Staff person must sign an employment agreement with the Church. This agreement must ensure that the prospective employee recognizes that the employee's lifestyle must not evidence unethical or immoral conduct, or behaviour that in the opinion of the Board is unbecoming of a Christian and contrary to Biblical principles.
- (e) When necessary, the Church shall appoint a Pastoral Staff Search Committee to select a full-time candidate for Church approval. Church approval of a full-time Pastoral Staff candidate requires a Special Majority Decision, as defined in the By-Laws.
- (f) Part-time Pastoral Staff shall be selected by the Sr. Pastor and the Board, and be approved by the Church at a business meeting.
- (g) Before a part-time member of the Pastoral Staff can become a full-time member of the Pastoral Staff, he or she must go through the Search Committee and Church approval process described in (e). Consideration of alternate candidates is at the discretion of the Search Committee.
- (h) Each Pastoral Staff member shall have an annual review of performance, performance planning, and salary and benefits, as specified in the appropriate Personnel Policy. The specifics of these annual reviews shall be kept confidential, except for recommendations that require sanction by the membership.
- (i) When a member of the Pastoral Staff leaves the church, his or her confidential files relating to performance reviews will be destroyed, except for financial records that must be retained in accordance with government regulations.
- (j) The dismissal of a full-time member of the Pastoral Staff must be with cause and be presented to the Church at a business meeting. The dismissal of a full-time member of the Pastoral Staff, except for economic reasons, requires a Special Majority Decision as defined in the By-Laws.
- (k) The Sr. Pastor and the Board can dismiss a part-time member of the Pastoral Staff for cause.
- (l) The Board has the authority to dismiss a member of the Pastoral Staff for economic reasons. However, a decision to dismiss the Sr. Pastor for economic reasons must be approved by the membership as stated in section 9.4(f).
- (m) Notwithstanding any other provision of this policy, the Church shall have the authority to dismiss a member of the Pastoral Staff for cause via a Special Majority Decision, as defined in the By-Laws.

## **9 Senior Pastor**

### **9.1 Purpose**

- (a) The Senior Pastor (Sr. Pastor) provides overall spiritual leadership and shepherding to the Church.
- (b) The Sr. Pastor has overall responsibility for the Church's programs and ministries.

### **9.2 Organization**

- (a) All Pastoral and General Staff report directly or indirectly to the Sr. Pastor.
- (b) The Sr. Pastor reports to the Board of Directors and the Church.
- (c) The Sr. Pastor is an ex-officio member of the Board and all committees of the Board.
- (d) The Sr. Pastor is a member of the Pastoral Staff and subject to all policies governing the Pastoral Staff, unless otherwise noted in these policies.

### **9.3 Responsibilities**

- (a) The Sr. Pastor shall:
  - (i) Preach and teach.
  - (ii) Provide crisis counselling.
  - (iii) Provide overall spiritual leadership to the Church.
  - (iv) Oversee and supervise Pastoral and General Staff.
  - (v) Direct Church programs, ministries, and spiritual activities.
  - (vi) Approve and actively oversee operational ministry policies.
  - (vii) Approve all hiring and dismissal of people in General Staff positions.
  - (viii) Fulfill his or her responsibilities as a member of the Pastoral Staff.
- (b) If the position of Sr. Pastor is vacant, or the position is filled by an Interim Sr. Pastor, the Chair of the Board shall have the Sr. Pastor's authority in personnel matters.

### **9.4 Selection**

- (a) The Sr. Pastor must meet the qualifications for Pastoral Staff described in section 8.4.
- (b) When necessary, the Church shall appoint a Senior Pastor Search Committee to select a candidate for Church approval. Church approval of a new Senior Pastor requires a Special Majority Decision, as defined in the By-Laws.
- (c) The Sr. Pastor shall have an annual review of performance, performance planning, and salary and benefits, as specified in the appropriate Personnel Policy. The specifics of this annual reviews shall be kept confidential, except for recommendations that require sanction by the membership.
- (d) When a Sr. Pastor leaves the church, his or her confidential files relating to performance reviews will be destroyed, except for financial records that must be retained in accordance with government regulations.
- (e) The dismissal of the Sr. Pastor must be with cause and be presented to the Church at a business meeting. The dismissal of the Sr. Pastor for cause requires a Special Majority Decision of the Church. The Special Majority Decision is defined in the By-Laws.
- (f) The decision to dismiss the Sr. Pastor for economic reasons must be made by the Church through a Special Majority Decision, as defined in the By-Laws.

## **10 Senior Pastor Search Committee**

### **10.1 Purpose**

- (a) The Senior Pastor Search Committee shall review candidates for Sr. Pastor and present a preferred candidate to the Church for approval.

### **10.2 Organization**

- (a) The Sr. Pastor Search Committee shall consist of:
  - (i) Two Elders.
  - (ii) A young adult (the "Youth Representative"). The Youth Representative does not have to be a Church member.
  - (iii) Three members-at-large.
- (b) The committee shall select its Chair.
- (c) The committee shall report to the Church. In between Church business meetings, the committee shall report to the Board.

### **10.3 Responsibilities**

- (a) The Sr. Pastor Search Committee shall:
  - (i) Develop a desired profile, qualifications and a job description for a new Sr. Pastor.
  - (ii) Find a preferred candidate for the position and present that candidate to the Church for approval.
  - (iii) Provide reports to the Church and the Church Board on a regular basis.

#### **10.4 Selection**

- (a) The Elders shall appoint their representatives on the Committee.
- (b) Members-at-large on the committee shall be Active Members of the Church.
- (c) The members-at-large and the Youth Representative shall be elected by the Church at a Church business meeting. The Chair of the Board shall begin to collect nominations for these positions a minimum of two weeks before the meeting. At the meeting, nominations from the floor shall be accepted, and a vote by ballot will be taken.
- (d) Church Staff members are not eligible to serve on the committee.

### **11 Pastoral Staff Search Committee**

#### **11.1 Purpose**

- (a) A Pastoral Staff Search Committee shall review candidates for Pastoral Staff, except for the position of Sr. Pastor, and present a preferred candidate to the Church for approval.

#### **11.2 Organization**

- (a) A Pastoral Staff Search Committee shall consist of:
  - (i) The Sr. Pastor or designate, ex-officio (non-voting).
  - (ii) One or more Elders.
  - (iii) Two or more members-at-large.
- (b) The selection of the Elders and members-at-large will reflect the nature of the position to be filled.
- (c) No candidates shall be presented to the Church without the support of the Sr. Pastor. If the position of Sr. Pastor is vacant, the Chair of the Board shall have that authority.
- (d) The committee shall select its own Chair. The Sr. Pastor is not eligible to serve as Chair.
- (e) The committee shall report to the Church. In between Church business meetings, the committee shall report to the Board.

#### **11.3 Responsibilities**

- (a) A Pastoral Staff Search Committee shall:
  - (i) Develop a desired profile, qualifications and a job description for a new member of the Pastoral Staff.
  - (ii) Find a preferred candidate for the position and present that candidate to the Sr. Pastor and Church for approval.
  - (iii) Provide reports to the Church on a regular basis.

#### **11.4 Selection**

- (a) The Elders shall appoint their representatives on the Committee.
- (b) Members-at-large on the committee shall be Active Members of the Church. However, if one of the members-at-large is a Youth Representative (as defined in section 10.2(a)(ii)), he or she does not have to be an Active Member of the Church.
- (c) The members-at-large shall be elected by the Church at a Church business meeting. The Chair of the Board shall begin to collect nominations for these positions a minimum of two weeks before the meeting. At the meeting, nominations from the floor shall be accepted, and a vote by ballot will be taken.
- (d) With the exception of the Sr. Pastor, Church Staff members are not eligible to serve on the committee.

### **12 Nominations Review Committee**

#### **12.1 Purpose**

- (a) The Nominations Review Committee shall review Church nominations for Elders, Trustees, and other church officials, and recommend a slate of nominees to the Church for affirmation.
- (b) The Nominations Review Committee shall address all nominations needs that arise during their term of office.

## **12.2 Organization**

- (a) The Nominations Review Committee shall consist of:
  - (i) The Senior Pastor (or designate), ex-officio (non-voting)
  - (ii) The Chair of the Elders (or designate)
  - (iii) Another member of the Elders
  - (iv) Three or four members-at-large. Members-at-large must be Active Members of the Church, but not Pastoral Staff or General Staff.
- (b) The Nominations Review Committee shall elect its own Chair.
- (c) The committee shall report to the Church at regular intervals.
- (d) The Sr. Pastor will advise the Committee.

## **12.3 Responsibilities**

- (a) As necessary, the Committee shall review and make nominations for the following positions in accordance with the procedure specified in section 12.5:
  - (i) Elders
  - (ii) Trustees
  - (iii) Treasurer
  - (iv) Envelope Steward
  - (v) Other church positions as directed by the Board

Note that successful Elder candidates become Directors of the Society as per section 1.2(a).
- (b) The Committee shall ensure eligibility of all candidates presented to the Church.
- (c) Members of the Committee may submit nominations with the rest of the membership during the process described in section 12.5.
- (d) Members-at-large of the Committee are eligible to be nominated for any position, provided they meet all other eligibility requirements, including being nominated by the Church. A committee member may not vote upon his or her own nomination.
- (e) The Board at their discretion may ask the Nominations Review Committee to find and nominate church members for other positions.

## **12.4 Selection**

- (a) The Elders shall choose their representatives on the Committee.
- (b) Members-at-large on the committee shall be Active Members of the Church, and shall be elected by the Church at a business meeting. The Elders shall collect nominations for the member-at-large position a minimum of two weeks before the meeting. At the meeting, nominations from the floor shall be accepted, and a vote by ballot will be taken to elect members-at-large for the Committee.
- (c) The Nominations Review Committee serves for a one year term effective from the time of their approval at a Church business meeting.

## **12.5 Annual Nominations**

- (a) The Elders and the Nominations Review Committee will conduct the annual nominations process. This process will proceed as follows:
  - (i) The Elders will select their representatives to the Nominations Review Committee.
  - (ii) The Church will select the members-at-large and approve the Nominations Review Committee at a regular business meeting.
  - (iii) The Board will approve and distribute nominations forms to the Church several weeks in advance of the first meeting of the Nominations Review Committee.
  - (iv) One of the Elders representatives will collect the forms. At all times he or she will keep the returned forms confidential. The Elder who collects the forms shall tabulate all nominations from the returned forms.
  - (v) The Committee will then review the nominations, interview preferred candidates, and choose a slate of nominees for presentation to the Church. Interviews of candidates will follow a standard format.
  - (vi) Candidates for Elder must come from the list of Elder nominees provided by the Church. For all other positions, the Nominations Review Committee may select candidates from outside the original list of nominations provided by the Church.

- (vii) The Nominations Review Committee will publish the slates of proposed nominees at least three full weekends before the next Church business meeting.
- (viii) At that meeting, the Church will vote on the nominees for Elder as a slate and the nominees for Trustee as a slate. Voting for other positions will be conducted on an individual basis. The nominees may be asked to leave the meeting for any discussion of their candidacy, but the nominees shall always be allowed to vote.
- (ix) Shortly after the vote, the Church will consecrate all new and continuing Elders, Trustees, Officers, and other Church officials during regular worship services.

## **13 By-Law Review Committee**

### **13.1 Purpose**

- (a) The By-Law Review Committee shall review the Society By-Laws, and may recommend changes to these By-Laws to the Society.

### **13.2 Organization**

- (a) The By-Law Review Committee shall consist of:
  - (i) The Senior Pastor or designate, ex-officio (non-voting).
  - (ii) A representative from the Directors.
  - (iii) A representative from the Trustees.
  - (iv) One to three members-at-large.
- (b) The committee shall select its own Chair. The Sr. Pastor or designate is not eligible to serve as the Chair.
- (c) The committee shall report to the Church. In between Church business meetings, the committee shall report to the Board.

### **13.3 Responsibilities**

- (a) The By-Law Review Committee shall:
  - (i) Review the current By-Laws, noting variances from current Church practice, any legal requirements, and any requirements of the Canadian Baptists of Western Canada.
  - (ii) If necessary, prepare amendments to the By-Laws.
  - (iii) Ensure that the amended By-Laws are reviewed by the Canadian Baptists of Western Canada, prior to approval by the Church.
  - (iv) Present these amendments to the Church for approval.
  - (v) Ensure any changes to the By-Laws are filed in accordance with the Societies Act.
- (b) The Church shall review the By-Laws every five years, or when a major change is made in Regulations or current Church practices, whichever is the sooner.

### **13.4 Selection**

- (a) The Board shall convene the Committee when necessary.
- (b) If the Committee decides that no changes to the existing By-Laws are needed, the Committee's term shall end on acceptance of that decision by the Board.
- (c) If the Committee decides to recommend By-Law revisions to the Church, the Committee's term shall end at the close of the Church business meeting at which the By-Law revisions are accepted or rejected.
- (d) The Board shall appoint the Elders representative.
- (e) The members-at-large must be Active Members of the Church, and shall be elected at a Church business meeting.
- (f) With the exception of Sr. Pastor or designate, Church staff are not eligible to serve on the committee.

*(End of policy.)*