

# Osler Community Church BYLAWS

## PREAMBLE

The "Constitution" of the Osler Community Church shall be the guiding principles of any and all bylaws.

## INTRODUCTION

The Mission of the Osler Community Church is to glorify God as a community of believers, empowered to develop mature disciples and serve others through dependence on the Holy Spirit and the Bible.

## DEFINITIONS

In these Bylaws, unless the context otherwise requires:

- a) **“Church”** shall mean Osler Community Church
- b) **“Board”** shall mean the Board of Elders
- c) **“Elders”** means the people elected to serve on the Board of Elders and **“Elder”** means any one of them
- d) **“Chairman”** means the Elder appointed to lead the Board of Elders, and **“Vice Chairman”** means the Elder appointed to lead the Board of Elders in the absence of the Chairman
- e) **“Members”** or **“the Membership”** means those persons accepted in membership by the church pursuant to these Bylaws and **“Member”** means any one of them. Their names will appear on the Active Members List; see Article 1.500 regarding inactive memberships
- f) **“Church Ministries”** means **“Ministries”** as those groups who implement the mission of the **Church**, and **“Ministry”** means any one of them
- g) **“Congregational Meeting”** means **“Congregational Business Meeting”** or **“Properly called Congregational Meeting”** or **“Special Business Meeting”**, and refers to any meeting open to the congregation for the discussion and decision of church business. The **“Annual Meeting”** and **“Semi-annual Meeting”** are both of this type.
- h) **“Conference”** shall mean The Evangelical Free Church of Canada (EFCC)

## ARTICLE I

### MEMBERSHIP

- 1.100 **Members** of this church will be composed of those individuals who, through saving faith in the Lord Jesus Christ, have been born again and are willing to support the church by their prayers, contributions, attendance, and acts of service
- 1.200 Steps to membership will be as follows:
  - 1.201 Application for membership will be made to the Pastor or **Elder**.
  - 1.202 Member applicants will be required to complete a membership orientation class.
  - 1.203 Member applicants will be visited by a Pastor and/or an **Elder** who shall make a recommendation to the **Board**, who will make a recommendation to the **Membership**.
  - 1.204 A member applicant’s name shall be presented to the congregation two Sundays in advance of a regular worship service where the member applicant would be affirmed by the **Membership**.
  - 1.205 If any objection is raised as to the acceptance of member applicants, the reason for doing so must be given in strict confidence to the **Board** prior to affirmation service. If validity is discovered by the **Board**, the applicant will be required to successfully complete a recovery period including counseling, prior to being further considered by the **Membership**.
  - 1.206 Member applicants will be required to share their personal testimony to the church body in some way of their faith in Jesus Christ.
  - 1.207 **The Membership** will affirm the acceptance of all new **Members** at a regular worship service of the **Church**.
- 1.300 **Members** in good standing wishing to transfer their membership to another evangelical church

- will be given a letter of release and recommendation upon written request.
- 1.400 **Members** requesting to have their names removed from **the Membership** of the **Church** may do so through a written request to the **Board**.
- 1.500 With regard to inactive memberships:
- 1.501 **Members** absent from regular church attendance for a period longer than six (6) months without communication of reason will receive a communication requesting their intent for continued membership with the **Church**, and will be moved to the Inactive Members List.
- 1.502 **Members** failing to respond within 45 days will have their names removed from the **Church Membership**.
- 1.600 Since membership does carry with it responsibility and accountability, the **Board**, in partnership with **the Membership** have the authority to discipline **Members** under the following steps: *{Discipline should always be administered in the spirit of love with the goal of restoring the offender. Gal 6:1; Luke 17:3; Heb. 12:5,6.}*
- 1.601 If someone believes a **Member** of the **Church** is actively and maliciously involved in sinful behavior, they should first approach that person with love, discipling them into the knowledge of and recovery from their sinful actions.
- 1.602 Should the identified **Member** continue in sin then an **Elder** or Pastor will follow-up with discipleship and recovery. (It is imperative for those involved in recovery to keep the **Member** accountable.)
- 1.603 If no positive resolution is found in the first two steps, then a final appeal will be made to the member involved by bringing together all individuals including the Pastor and the **Chairman**.
- 1.604 Should the **Member** continue to refuse acknowledgment of their sinful behavior, they will be informed their sinful condition will be presented to the **Membership** at a specifically called **Congregational Meeting** with the recommendation that they be removed from the **Membership** of the **Church**. (Matt. 18:15-17.)
- 1.605 Any disciplinary action will cease immediately following genuine repentance.
- 1.606 Throughout each step, it is imperative that those who are involved in the recovery process hold the errant **Member** accountable to all recovery requirements.
- 1.607 While under disciplinary action, the **Member** will not be allowed to vote or serve in **Church** ministries.

## **ARTICLE II:**

### **BOARD OF ELDERS**

- 2.100 Any prospective **Elder** will demonstrate a strong desire to move towards the following biblical qualifications (1 Timothy 3:1-7; Titus 1:6-9)
- Blameless; respectable
  - The husband of one wife
  - Manages his family well
  - Hospitable
  - Able to teach
  - Spiritually mature
  - Strong community respect
  - Self-controlled; disciplined; temperate
  - Not violent, but gentle; not quarrelsome; not overbearing; not quick-tempered
  - Not a lover of money; does not pursue dishonest gain; not given to drunkenness
  - Not a recent convert
  - Loves what is good; upright and holy
  - Keeps hold of the deep truths of the faith
- 2.200 The **Elders** are considered "Shepherds" of the **Church** and as such are responsible to give spiritual oversight to the life of the **Church**.
- 2.201 The **Elders** will also assist in the ministry of pastoral care, visitation, and counseling as needs arise.
- 2.202 **Elders** will be responsible to interview baptism and membership candidates, giving instruction on Evangelical Free Church doctrine.
- 2.300 It is the responsibility of the **Board** to keep all ministry activities accountable to the mission and doctrinal agenda of the **Church** according to Articles III and IV of the Constitution.
- 2.400 The **Board** is responsible for communicating their decisions to the **Membership**.
- 2.500 The **Board** will appoint and oversee any Pastoral Search Committee.

- 2.600 The **Board** is required to meet a minimum of 10 times annually.  
 2.700 The church will strive to have at least four **Elders** serving on the **Board**.  
 2.800 60% of **Elders** will constitute quorum at any meeting of the **Board**  
 2.900 Two **Elders** will hold signing authority, in addition to the Office Administrator and one **Member** of the Finance Ministry.

**ARTICLE III: CHURCH MINISTRIES**

- 3.100 The responsibility of all **Ministries** is to implement the mission of the **Church** within their specific ministry areas.  
 3.200 Ministry Leaders are responsible to the **Board** and the Pastor.  
 3.300 All **Ministries** will have an elected leader, who will appoint a leadership team for the **Ministry**.  
 3.400 Ad hoc **Ministries** may be appointed by the **Board** as the need arises.

**ARTICLE IV: ELECTIONS**

- 4.100 The **Elders** shall be elected during the **Elder** Selection Process (see Policy Manual)  
 4.101 The term of office for an **Elder** is three years. The terms will be staggered.  
 4.102 An **Elder** can serve for a maximum of two consecutive terms, and will again be eligible for election after a one year break.  
 4.103 Only adult males who have been **Members** for at least one year are eligible to be **Elders**.  
 4.104 An individual must be affirmed by the **Members** through a vote of affirmation before serving on the **Board**. 75% approval is required for affirmation.  
 4.200 Election of Ministry Leaders and the Nominations and Discernment Team shall take place at the **Annual Meeting**, with the exception of the Church Treasurer, which shall be a position appointed by the **Board**  
 4.300 All nominations for elected positions (with the exception of **Elders**) must come through the Nominations and Discernment Team at least thirty days prior to the **Annual Meeting**. No nominations for any elected positions shall be accepted “from-the-floor”.  
 4.400 All elections shall be by secret ballot. A simple majority shall be needed in deciding elections, with the exception of the **Elder** elections as per article 4.100.  
 4.500 The term of office for all Ministry Leader positions shall be three years.  
 4.600 The term of office for the Nominations and Discernment Team members shall be one year.  
 4.700 Any elected Ministry Leader position shall be limited to two full consecutive terms.  
 4.800 Only **Members** may be elected to be Ministry Leaders or members of the Nominations and Discernment Team.

**ARTICLE V: CONGREGATIONAL MEETINGS**

- 5.100 An **Annual Meeting** shall be conducted, within the legally required timeframe after the completion of the financial review, for the purpose of ministry reports, elections, **Church** mission, and the development and implementation of **Church** goals.  
 5.200 A **Semi-annual Meeting** shall be conducted in the Fall, for the purpose of budget approval, report updates, and clarification of goals and objectives.  
 5.300 Other **Congregational Meetings** may be called at the discretion of the **Board** for the purpose of affirmation of new **Church** business,  
 5.400 **Members** shall be notified in writing thirty days in advance of the **Annual Meeting**, and fourteen days in advance of any other **Congregational Meeting**.  
 5.401 A notice may be given to **Members**, either personally, by electronic means, or by mail  
 5.500 30% of **Members** will constitute a quorum.  
 5.600 Only **Members** shall have voting privileges in any **Congregational Meeting** of the **Church**.  
 5.700 Scrutineers will be appointed by the **Chairman** at **Congregational Meetings** as needed. Scrutineers may be non-members.  
 5.700 **Congregational Meetings** will be conducted according to the Constitution, the Bylaws, and Robert’s Rules of Order.

**ARTICLE VI:**      **FINANCIAL RECORDS**

- 6.100                      Financial records, with the exception of individual member contributions, may be examined by any **Member** upon written request to the **Board**.
- 6.200                      A copy of all previous years' financial records shall be kept on file at the **Church** office.
- 6.300                      A review engagement of financial records will be done annually, as per legal requirements

**ARTICLE VII:**      **AMENDMENTS**

- 7.100                      Amendments to these Bylaws may be made at any **Congregational Meeting** by a two-thirds majority vote.
- 7.200                      All proposed amendments to these Bylaws must be publicly posted at least fourteen days prior to the **Congregational Meeting**.

**ARTICLE VIII:**      **DUTIES OF OFFICERS**

- 8.100                      The **Chairman** will be selected by the **Board** from among their members
- 8.200                      The responsibilities of the **Chairman** include the following:
  - 8.201                      To preside at all **Congregational Meetings** and meetings of the **Board**.
  - 8.202                      To call a session of the **Board** which should meet not less than 10 times in a calendar year or at such times as the **Chairman** may consider necessary.
  - 8.203                      To be one of the **Church's** representatives, whenever possible, at the conventions of the EFCC Prairie District Conferences.
- 8.300                      The **Vice Chairman** must carry out the duties of the **Chairman** during the **Chairman's** absence.
  - 8.302                      The **Vice Chairman** will be selected by the **Board** from among their members
- 8.400                      The secretary's duties include the following:
  - 8.401                      To keep an accurate record of all **Church** business at **Congregational Meetings**.
  - 8.402                      To issue notices of all **Congregational Meetings** to the **Members**.
  - 8.403                      To have custody or monitor the safekeeping of all records and documents of the **Church** that are required to be kept for the prescribed length of time by the CRA.
  - 8.404                      To distribute the minutes of the previous meeting to all participants.

**ARTICLE IX:**      **DISCRETIONARY SPENDING**

- 9.100                      The **Board** is authorized to spend, per year, an amount no greater than 5% of the annual budget without a vote of the **Membership**.

**ARTICLE X:**      **INSURANCE**

- 10.100                      The **Church** shall hold such insurance, including but not limited to, third party liability, Director's liability, fire, theft, and property damage.

**ARTICLE XI:**      **STAFF**

- 11.100                      Ministry Staff hires will be approved by the **Members** through an affirmation vote.
- 11.200                      Support Staff hires will be chosen and hired by the **Board**.
- 11.300                      The Pastor is directly responsible to the **Board**, and indirectly responsible to the congregation.
  - 11.301                      The Pastor is a voting member of the **Board**.
  - 11.302                      The **Board** will complete an annual evaluation of the Pastor.

- 11.400 The Office Administrator is responsible for bookkeeping and communications for the **Church**.
- 11.401 The day-to-day work of the Office Administrator will be overseen by the Pastor
- 11.402 The **Board** will complete an annual evaluation of the Office Administrator.
- 11.500 The Custodial staff is responsible for basic cleaning of the church building. Any additional duties require the approval of the **Board**.
- 11.501 The day-to-day work of the custodial staff will be overseen by the Maintenance Ministry.
- 11.502 The **Board** will complete an annual evaluation of the custodial staff.
- 11.600 The creation of any additional staff positions requires approval of the **Members**.