

Osler Community Church Inc

BY-LAWS

Revised 2018

PREAMBLE

The "Constitution" of the Osler Community Church Inc 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 Inc
- 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.
- f) **"Church Ministries"** means **"Ministries"** as those groups who activate the mission and vision 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 shall be composed of those individuals who, through saving faith in the Lord Jesus Christ, have been born again and manifest the fruit of a true Christian life (Galatians 5:22-23) and are willing to support the church by their prayers, contributions, attendance and acts of service
- 1.200 Steps to membership shall be as follows:
- 1.201 Application for membership shall be made to the Pastor or **Elder**.
 - 1.202 Member applicants shall be required to complete a membership orientation class.
 - 1.203 Member applicants shall be visited by a Pastor and/or an **Elder** who will make a recommendation to the **Members**.
 - 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 shall be required to give a personal testimony of their faith in Jesus Christ at a regular worship service of the **Church**.
 - 1.207 **The Membership** shall 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 shall 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, disciplining 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 disciplines.
- 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**, shall 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** shall also assist in the ministry of pastoral care, visitation, and counseling as needs arise.
- 2.202 **Elders** shall be responsible to interview baptism and membership candidates, giving instruction on Evangelical Free Church doctrine.
- 2.203 The Directors will serve as Directors without pay and will not directly or indirectly receive any profit from their positions. However the organization may reimburse them for the reasonable expenses they paid while performing their duties

- 2.300 It is the responsibility of the **Board** to keep all ministry activities accountable to the vision and doctrinal agenda of the **Church** according to Articles III and IV of the Constitution
- 2.400 The **Board** will carry the responsibility of assuring their decisions are communicated to the
- Membership.**
- 2.500 The **Board** shall appoint and oversee any Pastoral Search Committee.
- 2.600 The **Board** is required to meet a minimum of 10 times annually.
- 2.700 There shall be at least six **Elders** serving on the **Board**.
- 2.800 60% of **Elders** present will constitute quorum at any meeting of the **Board**
- 2.900 Two **Elders** shall 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 activate the vision of the **Church** within their specific ministry areas.
- 3.200 All **Ministries** shall have an elected leader, who will appoint a leadership team for the **Ministry**.
- 3.300 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 as follows:
- a) The term of office for an **Elder** is three years. The terms will be staggered.
 - b) An **Elder** can serve for a maximum of two consecutive terms
 - c) The commencement of the **Elder** selection process shall be announced to the congregation, ensuring that the process begins in prayer.
 - d) Six weeks prior to the Annual Meeting, the present **Board** shall appoint scrutineers for the selection process. Scrutineers shall be **Members**.
 - e) The **Board** shall provide the scrutineers with an Elder Election Ballot, which shall include: 1) Instructions, 2) a list of eligible candidates (all adult males who have been **Members** for at least one year), 3) a prayer checkbox, and 4) the Biblical qualifications of an Elder. The Elder Board shall also provide the scrutineers with a current **Membership** list.
 - f) The scrutineers shall make copies of the Elder Election Ballot to distribute to the **Membership**, being careful to ensure that each **Member** receives one ballot.
 - g) Upon receipt of the ballot, each **Member** is to: 1) pray through the list of eligible candidates using the Biblical qualifications as a guideline, 2) write down all the names of those candidates whom they endorse as **Elders**, 3) check the box confirming that they have prayed about the decision, and 4) return the ballot to the scrutineers.
 - h) After the distribution commences, the scrutineers shall allow two weeks for the collection of ballots. At the end of this period, the closure of the elections shall be announced. **Under no circumstances are any ballots to be received after the closure of the elections.**
 - i) Upon collection of the ballots, the scrutineers are to collate the results. They then approach the **Chairman** and the Pastor (collectively), with the confidential results. The Pastor and **Chairman** are not given any names, simply the results. The **Chairman** and the Pastor then instruct the scrutineers on how many of the top named candidates to approach.
 - j) The scrutineers approach each of the selected candidates in confidence, asking them to prayerfully consider the calling to Elder Ministry. Each potential candidate should return their answer after seven days of prayerful consideration.
 - k) The results of this process are shared with the **Chairman** and the Pastor. If necessary, the **Chairman** and the Pastor instruct the scrutineers to approach additional candidates, and steps 8 through 10 are repeated.

- l) The elected **Elders** are presented to the congregation and prayerfully dedicated to the service of the Lord and the service of the church for their term.

- 4.200 Election of Ministry Leaders 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 A nominating committee shall be appointed by the **Board** ninety days prior to the **Annual Meeting**. (This committee shall consist of one **Board** member and three additional **Members**.)
- 4.301 All nominations must come through the Nominating Committee 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 Any elected Ministry Leader position shall be limited to two full consecutive terms.
- 4.700 Only **Members** may be elected to be Ministry Leaders

ARTICLE V: CONGREGATIONAL MEETINGS

- 5.100 An **Annual Meeting** shall be conducted within ??? days of the financial review being completed, for the purpose of ministry reports, elections, **Church** vision, and the development and implementation of **Church** goals.
- 5.200 A **Semi-annual Meeting** shall be conducted in the Fall, for the purpose of 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** present shall constitute a quorum
- 5.600 Only **Members** shall have voting privileges in any **Congregational Meeting** of the **Church**.
- 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 ??? in addition to 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 shall be approved by the **Members** through an affirmation vote.
- 11.200 Support Staff hires shall 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 non-voting member of the **Board**.
- 11.302 The **Board** shall 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 shall be overseen by the Pastor
- 11.402 The **Board** shall 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** shall complete an annual evaluation of the custodial staff.
- 11.600 The creation of any additional staff positions requires approval of the **Members**.

