

CONSTITUTION

BOW VALLEY BAPTIST CHURCH

Preamble

We declare and establish this Constitution to preserve and secure the principles of our faith and to govern the body in an orderly manner. This Constitution will preserve the liberties of each individual church member and the freedom of action of this body.

I. Name

This body shall be known as Bow Valley Baptist Church of Cochrane, Alberta.

II. Purpose

To share Christ by the Holy Spirit so that every person on earth has opportunity to respond to Him, and to educate those who accept Christ so that they may become mature in Him.

III. Method of Operation

This church shall operate without purpose of gain for its members, and any profits to the Church shall be used in promoting its objective.

IV. Statement of Basic Beliefs

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. This church subscribes to the doctrinal statement of **The Baptist Faith and Message** as adopted by the Canadian Convention of Southern Baptists (now Canadian National Baptist Convention) in 1986.

1. **The Scriptures:** The Holy Bible was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ.

2. **God:** There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

God the Father: God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

God the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did

the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to his disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of man, and in whose person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

God the Holy Spirit: The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts of sin, of righteousness and of judgment. He calls men to the Saviour, and effects regeneration. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His Church. He seals the believer unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the Church in worship, evangelism, and service.

3. **Man:** Man was created by the special act of God, in His own image, and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence; whereby his posterity inherit a nature and an environment inclined toward sin, and as soon as they are capable of moral action become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that Christ died for man; therefore every man possesses dignity and is worthy of respect and Christian love.
4. **Salvation:** Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, sanctification, and glorification.

Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace. Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer into a relationship of peace and favor with God.

Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

5. **God's Purpose of Grace:** Election is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal judgments on themselves, yet they shall be kept by the power of God through faith unto salvation.

6. **The Church:** A New Testament church of the Lord Jesus Christ is a local body of baptized believers who are associated by covenant in the faith and fellowship of the Gospel, observing the two ordinances of Christ, committed to His teachings, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the Gospel to the ends of the earth.

This church is an autonomous body, operating through democratic processes under the Lordship of Jesus Christ. In such a congregation members are equally responsible. Its scriptural officers are pastors and deacons.

The New Testament speaks also of the Church as the body of Christ which includes all of the redeemed of the ages.

7. **Baptism and the Lord's Supper:** Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the Church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

8. **The Lord's Day:** The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from worldly amusements, and resting from secular employments, work of necessity and mercy only being accepted.

9. **The Kingdom:** The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.
10. **Last Things:** God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.
11. **Evangelism and Missions:** It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods in harmony with the Gospel of Christ.
12. **Education:** The cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of churches. An adequate system of Christian schools is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

13. **Stewardship:** God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the Gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

14. **Cooperation:** Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of the New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.
15. **The Christian and the Social Order:** Every Christian is under obligation to seek to make the will of Christ supreme in his own life and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Christ Jesus. The Christian should oppose in the spirit of Christ every form of greed, selfishness, and vice. He should work to provide for the orphaned, the needy, the aged, the helpless, and the sick. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.
16. **Peace and War:** It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teaching of Christ they should do all in their power to put an end to war.
The true remedy for the war spirit is the Gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations and the practical application of His law of love.
17. **Religious Liberty:** God alone is the Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The Church should not resort to the civil power to carry on its work. The Gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the

right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

18. Marriage:

- God's intention for marriage is established throughout the Scriptures of the Old and New Testaments;
- God ordained marriage as a voluntary union for life of one man and one woman;
- Sexual intimacy is legitimate only within the bounds of marriage;
- Christian marriage is not simply a contract between two persons, but is a covenant ratified in the presence of God;
- In Christian marriages, the Church acts as an agent of God's blessing, as a primary witness and as a supportive community; and
- A healthy marriage is the best foundation for families and the raising of children.

V. Reversion Clause

In the event this church ceases to be a Canadian National Baptist Convention Church, all property and assets will be given to the Canadian National Baptist Convention Denomination and/or the Midwest Baptist Association and their heir or assigned.

VI. Dissolution Clause

In the event this church is dissolved, all property and assets will be given to the Canadian National Baptist Convention Denomination and/or the Midwest Baptist Association and their heir or assigned.

VII. Church Covenant

Since we have committed ourselves to Jesus Christ and have experienced the acceptance, forgiveness, and redemption of God our Father, we covenant together as members of this church that with God's help through the guiding presence of His Spirit:

- We will walk together in brotherly love.
- We will show loving care for one another and encourage, counsel and admonish one another.
- We will assemble faithfully for worship and fellowship and will pray earnestly for others as well as for ourselves.
- We will endeavor to bring up those under our care "in the nurture and admonition of the Lord."
- We will seek, by Christian example and personal effort, to win others to Christ and to encourage their growth toward Christian maturity.
- We will share one another's joys and endeavor to bear one another's burdens and sorrows.
- We will oppose all conduct which compromises our Christian faith and will uphold high standards of Christian morality.

- We will prove the reality of our conversion by living godly, fruitful lives.
- We will maintain a faithful ministry of worship, witness, education, fellowship, and service.
- We will be faithful stewards of our resources and abilities in sharing the Gospel with the people of all nations.
- We will, if we relocate, as soon as possible, unite with some other church, where we can carry out the spirit of this covenant and the principle of God's Word.
- In keeping with this covenant relationship, we will seek earnestly to live to the glory of God who brought us out of darkness into His marvelous light.

VIII. Polity and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute the membership.

All internal groups created and empowered by the Church shall report to and be accountable only to the Church, unless otherwise specified by church action.

This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation which are common among Baptist churches. Insofar as it is practical, this church will cooperate with and support the association and the Canadian National Baptist Convention denomination.

IX. Amendments

Amendments to the Constitution may be made at any regular business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Proposed amendments shall require a two-thirds majority vote of the members present and voting. Items III, V, and VI shall not be subject to amendment or deletion.

BYLAWS
BOW VALLEY BAPTIST CHURCH

I. Church Membership

1. **General:** This is an autonomous and democratic Baptist church under the Lordship of Jesus Christ. The membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.
The membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership
2. **Candidacy:** Any person may offer himself as a candidate for membership in this church. All candidates shall affirm our church covenant. All such candidates shall be presented to the Church at any regular church service for membership in any of the following ways:
 - (1) By profession of faith in Jesus Christ and for baptism according to the Bylaws of the Church.
 - (2) By promise of letter of recommendation from another Baptist church of like faith and order.
 - (3) By statement of prior conversion experience and believer's baptism by immersion in a church of like faith and order.
3. **New Member Orientation:** New members of this church are expected to participate in a new member orientation.
4. **Privileges of Members:**
 - (1) The business of this church will be conducted in the Spirit of Christ. Members are privileged to seek the mind of Christ concerning all issues and implement these in accordance with His will and are eligible to vote at business meetings. All members are strongly encouraged to participate in all church business meetings when possible.
 - (2) Every member of the Church is eligible for consideration by the membership as candidates for elected offices in the Church.
5. **Termination of Membership:** Membership shall be terminated in the following ways:
 - (1) Death of the member
 - (2) Transfer of membership to another Baptist church
 - (3) Exclusion by action of this church, or
 - (4) Erasure upon request or proof of membership in a church of another denomination.
6. **Discipline:** The purpose of discipline is reconciliation rather than punishment. Should some condition exist which would cause a member to become a liability to the general welfare of the Church, the pastor, Leadership Team, and the Deacons will take every reasonable measure to resolve the problem in accord with Matthew 18. If it becomes necessary for the Church to take action to exclude a member, a two-thirds vote of the

members present is required; and the Church may proceed to declare the person no longer in the membership of the Church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

The Church may restore to membership any person previously excluded, upon request of the excluded person, and by amendment of the Church upon evidence of the excluded person's repentance and reformation.

7. Church Ordinances

1. **Baptism:** This church shall receive for baptism any person who has received Jesus Christ as Saviour by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord.
 - (1) Baptism shall be by immersion in water.
 - (2) Ministerial (pastoral) staff, or whomever the Church shall authorize, shall administer baptism. The Deacons shall assist in the preparation for and the observance of baptism.
 - (3) Baptism shall be administered as an act of worship during any worship service of the Church.
 - (4) A person who professes Christ and is not baptized after a reasonable length of time shall be counseled by ministerial staff or deacons.
2. **The Lord's Supper:** The Church shall observe the Lord's Supper at least quarterly.

II. Church Meetings

1. **Worship Services:** The Church shall normally conduct services on Sunday morning and other times throughout the week, as decided by the ministerial (pastoral) staff and Leadership Team, for worship and Bible study.
2. **Special Services:** Special services and any other church meetings essential to the advancement of the Church's objectives shall be scheduled as appropriate.
3. **Business Meetings:**

Regular Business Meetings: The Church shall conduct regular business meetings as required. At minimum, one business meeting will be held annually.

The Leadership Team shall schedule regular business meetings to vote on:

- the annual budget;
- hiring of ministerial (pastoral) staff;
- election of church officers, deacons, and teams as identified in Section I of the Policies;

- election of leaders and members of the Church Operational Teams and Church Ministry Teams in accordance with the Policies; and
- any other matters of special nature and significance that require discussion or voting by the Church members.

Special Business Meetings: The Church may conduct called business meetings to consider matters of special nature and significance.

Notice of Meeting: A minimum of one-week's notice must be given for all business meetings unless extreme urgency renders such notice impractical. The notice shall include the subject, the date, and time and place; and it must be given in such a manner that all resident members have opportunity to know of the meeting, and may be communicated in person, as well as by email or by telephone.

Virtual Meetings: Regular or special meetings of the congregation may be conducted using any means of communication by which all members participating in the meeting can hear each other simultaneously during the meeting. A member participating in a meeting by this means is deemed to be present in person. Voting, to include ballot votes, may be done in person, as well as by email and other electronic means.

4. **Quorum:** the quorum consists of those members who attend the business meeting, provided it has been properly called.
5. **Parliamentary Rules:** Robert's Rules of Order current edition, is the authority for parliamentary rules of procedure for all business meeting of the Church. However, this Constitution, and these Bylaws and Policies take precedence.

III. Church Finances

1. **Budget:** The Finance Team, in consultation with the Leadership Team, shall prepare and submit to the Church for approval an inclusive budget, indicating by items the amount needed and sought for all local and other expenses.
2. **Fiscal Year:** The Church's fiscal year shall run concurrently with the calendar year.

IV. Amendments

Changes in the Bylaws may be made at any regular business meeting of the Church provided each amendment shall have been presented in writing at a previous business meeting and copies of the proposed amendment shall have been furnished to each member present at the earlier meeting. Amendments to the Bylaws shall be by majority vote of the Church members present and voting.

POLICIES
BOW VALLEY BAPTIST CHURCH

I. Church Officers and Teams

All those who serve as officers of the Church and those who serve on church committees shall be members of this church.

1. **Church Officers:** The officers of this church shall be the Senior (Lead) Pastor, full-time ministerial (pastoral) staff, the Deacons, a Clerk, a Finance Team chair (Treasurer), and the Trustees.

- (1) **The Senior (Lead) Pastor** is responsible for leading the Church to function as a New Testament church. The Senior Pastor will lead the congregation, Church Operational Teams, Church Ministry Teams, and the Church Staff to perform their tasks. The Senior Pastor's role and responsibilities will be further outlined in his job description.

The Senior Pastor is leader of pastoral ministries in the Church. As such, he works with the Leadership Team, Deacons and Church Staff to:

- i. Lead the Church in the achievement of its mission
 - ii. Proclaim the Gospel to believers and unbelievers, and
 - iii. Care for the Church's members and other persons in the community.

A Canadian National Baptist Convention or Southern Baptist pastor in fellowship with the denomination shall be chosen and called by the Church whenever a vacancy occurs. The election shall take place at a meeting called for that purpose, of which at least one week's public notice has been given.

A pastor selection committee shall be elected by the Church to seek out a suitable senior pastor, and its recommendations will constitute a nomination. Any church member has the privilege of making other nominations according to the policy established by the Church. The committee shall bring to the consideration of the Church only one name at a time. Election shall be by ballot, with an affirmative vote of at least three fourths of those present being necessary. The Senior Pastor, thus elected, shall serve until the relationship is terminated by his request or the Church's request. He shall preside at meetings of this church, and shall typically serve as the moderator in all business meetings. The Senior Pastor may delegate the duty of moderator at a business meeting provided such person is agreed to by the majority of the congregation present.

A senior pastor may relinquish the Office of Senior Pastor by giving at least two weeks' notice to the Church at the time of resignation (however, a senior pastor is encouraged to give at least one month's notice to the Church). The Office of Senior Pastor shall then be declared vacant.

The Church may request that the Office of Senior Pastor be declared vacant according to the following process. Such action shall take place at a meeting called for that purpose, of which at least one week's public notice has been given. The meeting may be called upon the recommendation of a majority of the Leadership Team, Personnel Team and the Deacons or by written petition signed by not less than fifty percent of the resident church members. The moderator for this meeting shall be designated by the members present by two-thirds majority vote, and they shall be someone other than the Senior Pastor.

The vote to declare the office vacant shall be by secret ballot; an affirmative vote of 75% of the members present being necessary to declare the office vacant. Except where the Senior Pastor is terminated for gross misconduct, the Church will compensate him with not less than one-twelfth of his total annual compensation. The termination shall be immediate and the compensation shall be rendered in not more than thirty days.

Subject to the terms under any contract of employment with the Church, the Senior Pastor shall only be removed, by the affirmative vote of 75% of the membership of the Church present in person at a meeting for this purpose, duly called pursuant to Section III of the Bylaws. The Senior Pastor shall only be removed from office, for one or more of the following reasons:

- Falling into sinful and worldly practices without repentance,
- Teaching doctrines inconsistent with the Holy Bible,
- Gross neglect of duties,
- Resignation,
- Death or disability.

Functioning of Church if Office of Senior Pastor is Vacant

Should the Office of Senior Pastor be vacant, the following shall apply regarding governance and functioning of the Church:

- The Leadership Team and Personnel Team shall prayerfully consider and identify an individual to elect as Interim Senior Pastor.
- This individual shall be presented to the congregation upon recommendation of the Leadership Team and Personnel Team at a meeting called for that purpose, to function in the role of Interim Senior Pastor. Election shall be by ballot, with an affirmative vote of at least 75% of the members present being necessary.
- In the event of an interim period between the Office of Senior Pastor being vacant and the appointment of an Interim Senior Pastor, the Leadership

Team shall direct the affairs of the Church subject to all provisions of the Constitution, Bylaws, and Policies.

- The Church shall fill the role of Senior Pastor as soon as practicable by establishing a Pastoral Selection Committee as noted above and in accordance with the “Personnel Policies and Guidelines Manual, Bow Valley Baptist Church.”

- (2) **The ministerial staff** shall be called and employed as the Church determines the need for such offices. A job description shall be written when the need for a staff member is determined. This person shall be required to show evidence of a personal call of God to minister. This person shall be recommended to the Church by the Personnel Team and called by the Church action. At the time of resignation at least two weeks’ notice shall be given to the Church. The Church may vote to vacate such positions upon recommendations of the Personnel Team such termination being immediate and the compensation conditions being the same as for the pastor, except that the amount shall relate to the individual’s compensation.

Non-ministerial staff members shall be employed as the Church determines the need for their services. The Church Personnel Team shall have the authority to employ and to terminate services of non-ministerial staff members. Such employment and termination of services shall be with the recommendation of the supervising staff member and, as appropriate, with the consultation of related teams of the Church.

The “Personnel Policies and Guidelines Manual, Bow Valley Baptist Church” and the “Purpose, Roles, and Responsibilities of the Personnel Committee, Bow Valley Baptist Church” provide additional guidance on the roles, definitions, and employment of Church staff.

(3) Deacons The Church shall elect deacons by ballot at regular business meetings of the Church. Candidates will be presented through a process led by the Senior Pastor, Leadership Team, and ministerial staff.

Deacons shall serve on a rotation basis. Each year the assigned term of office of one third of the number of deacons shall expire, and election shall be held to fill vacancies and to add to the Deacons such numbers as the Church size warrants. In case of death or removal or incapacity to serve, the Church may elect a deacon to fill the unexpired term. After serving a term of three years’ assignment, a deacon shall be eligible for reelection only after the lapse of at least one year.

In accordance with the meaning of the work and the practice in the New Testament, deacons are to be servants of the Church. Their task is to serve with the Senior Pastor and staff in performing the pastoral ministries’ tasks of:

- i. Leading the Church in achievement of its mission,
- ii. Proclaiming the Gospel to believers and unbelievers, and
- iii. Caring for the Church’s members and other persons in the community

The biblical qualifications for deacons are found in 1 Timothy 3:8-12 and focus on the deacon's character and family life.

- (3) The Church shall elect annually a Clerk (Secretary). This Clerk shall be responsible for keeping a suitable record of all official actions of the Church, except as otherwise herein provided. The Clerk shall be responsible for keeping a register of names of members, with dates of admission, transfer of membership, death, or erasure, together with a record of baptisms. The Clerk shall issue letters of transfer of membership by the Church, preserve on file all communications and written official reports, and give required notice of all meetings where notice is necessary, as indicated in these Policies. The Clerk shall be responsible for preparing the annual letter of the Church to the association.

The Church may delegate some of the clerical responsibilities to Church staff who will assist the elected Clerk. All church records are church property and shall be kept in the Church office when an office is maintained.

- (4) It shall be the duty of the Finance Team chair to render to the Church at each regular business meeting a detailed Finance Report. The Finance Team chair's report and records shall be audited annually by an auditing committee or public accountant and presented for acceptance and approval by the Church. Annual tax returns will be at the level of a "Review Engagement" unless there are specific reasons presented whereby a higher level of independent review is recommended approved by the Church leadership and congregation or required by the Canada Revenue Agency. In consultation with the Senior Pastor and Leadership Team, the Finance Team may delegate various administrative duties to other individuals, including Church staff.
 - (5) The Church shall elect three trustees to serve as legal officers for the Church. They shall hold in trust the Church property. Upon a specific vote of the Church authorizing each action, they shall have the power to buy, sell, mortgage, lease, or transfer any church property. When the signatures of trustees are required, they shall sign legal documents involving the sale, mortgage, purchase, or rental of property, or other legal documents related to church-approved matters.
2. **Church Operational Teams:** Church Operational Teams are those that are essential for the minimum administrative and ministry functions of the Church. The Church Operational Teams shall be the Personnel Team, Church Building and Grounds Team, Finance Team, Missions Team, and such other regular and special teams as the Church shall authorize. The Church Building and Grounds team leader and the other Church Operational Team members shall serve on a three-year rotation basis with one-third to be elected each year. With approval of the Church, individuals may serve longer than three years if circumstances dictate.
- (1) **The Personnel Team:** assists the Church in matters related to employed personnel administration, including those called by church action. Their work includes such

areas as determining staff needs, employment, salaries, benefits, other compensation, policies, job descriptions, and personnel services. The role of the Personnel Team is further outlined in “Personnel Policies and Guidelines Manual, Bow Valley Baptist Church” and the “Purpose, Roles, and Responsibilities of the Personnel Committee, Bow Valley Baptist Church.”

- (2) **The Church Buildings and Grounds Team:** assists the Church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use, recommending policies regarding use of properties, consulting with the Personnel Team and the Church staff regarding the needs for, and the employment of, maintenance personnel, and regarding the assignment of supervisory responsibility to appropriate personnel.
- (3) **The Finance Team:** develops and recommends an overall stewardship development plan and a unified budget. It works with the Finance Team chair in preparation and presentation to the Church of required reports regarding the financial affairs of the Church.
- (4) **The Missions Team** assists the Church in matters related to all mission work undertaken or supported by the Church, local, regional, national, and international. It discovers opportunities for missions and assists the Church in prioritizing where its resources are best used to fulfill the mandate of BVBC.

II. Church Ministry Teams

Church Ministry Teams complement the Church Operational Teams and are essential for the healthy ministry, worship, and discipleship functions of the Church. The Church shall maintain, as it is able, programs of Bible teaching, church member training, church leader training, new member orientation; and music education, training, and performance. Church Ministry Teams may be headed by staff or team leaders as staffing levels and priorities of the Church evolve. Where Church Ministry Teams are not led by staff, all team leaders shall be presented to the congregation for approval by congregational vote. All Church Ministry Teams shall be subject to oversight of the Leadership Team. The Church shall provide the human resources, the physical resources, and the financial resources for the appropriate advancement of these programs.

Church Ministry Teams may include areas of ministry such as discipleship, children, youth, and family ministries, men’s and women’s ministries, music and worship, missions, and other such ministries necessary for advancing the purposes and vision of the Church.

III. Leadership Team

- 1. **The Leadership Team will work with the Senior Pastor, pastoral staff and ministry staff to provide:**

- (1) Affirmation and direction to the objectives and goals, both annual and longer term, as presented to the Leadership Team by the Senior Pastor, pastoral staff and ministry staff.
 - (2) Evaluation, prayer and input toward the objectives and goals will take place bi-monthly as well as an annual review of these for discernment of their effectiveness and for future planning.
2. **The Leadership Team will schedule business meetings for voting on and discussing:**
 - (1) The annual budget
 - (2) Hiring of Pastoral Staff
 - (3) Election of Church Officers, Deacons, and Teams as identified in Section 1 of the Policies
 - (4) Election of leaders and members of the Church Operational Teams and Church Ministry Teams in accordance with the Policies; and
 - (5) Any other matters of special nature and significance that require discussion or voting by the church members
3. **The Leadership Team's role in the Budget** – The Leadership Team shall act as consultants to the Finance Team on an as-needed basis in the preparation of the annual budget. The Leadership Team will then work with the Finance Team to prepare and submit a budget to the church for its affirmation.
4. **The Leadership Team's role in a pastoral vacancy**
 - (1) The Leadership Team has a significant role in relation to a pastoral vacancy. See section I.1.(1) in the pastoral section of the policies.
5. **The Leadership Team's role in the addition of worship services** The Leadership Team, along with the Pastoral and Ministry Staff, will discern God's leadership in adding additional worship services.
6. **Other governing guidelines for the Leadership Team:**
 - (1) Decision making of the Leadership Team shall ideally be by consensus. If consensus is not possible, a 75% majority vote shall be used for decision-making. Voting may be done by email if necessary.
 - (2) The chair of the Leadership Team shall normally be the Senior Pastor. For temporary absences, the Senior Pastor shall appoint a designate. If the office of Senior Pastor is vacant, the Leadership Team shall decide on a chair.
 - (3) The Leadership Team will appoint a secretary to take minutes at each meeting.
7. **The Leadership Team shall be comprised of the following:**
 - (1) Senior Pastor
 - (2) One other ministerial staff member as chosen annually by the staff
 - (3) The chairperson or one designated representative from each of the following teams:
 - i. Personnel
 - ii. Finance
 - iii. Missions Team
 - iv. Building & Grounds
 - v. Deacons
 - vi. Pastoral Advisory Team
 - vii. Worship Team

- viii. A representative-at-large may be appointed to the Leadership Team on an as-needed basis to provide specific knowledge or skills. The at-large member would be an active member of BVBC chosen by the Leadership Team in consultation with the church staff.

IV. Additions, Revisions, Deletions

Addition, revision, or deletion of church Policies include:

1. The consultation of the committee to whose areas of assignment the policy relates,
2. Discussion by the Leadership Team, and
3. Approval of the Church.

Procedures may be added, revised, or deleted

1. After consultation of the Church officer or organization to whose areas of assignment the procedures relate with the Leadership Team, and
2. By approval of the Church.