

**PARKSVILLE FELLOWSHIP**  
**BAPTIST CHURCH**

**Constitution and Bylaws**

**Originally approved September 23, 2015**

**Our Statement of Purpose**

We are here to glorify God and advance the kingdom of Jesus Christ.  
We seek to bring people from the community and beyond into a personal relationship with the Lord Jesus Christ and, through the teaching and living out of his word, encourage them to become a part of a praying, caring and worshipping Church.

**Sixth Revision: May 13, 2024**

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*The definitions in the Societies Act of BC effective November 28, 2016 apply to these Bylaws.*

# Definitions

## of terms appearing in the Bylaws of Parksville Fellowship Baptist Church (PFBC)

**Articles of Faith:** The beliefs and practices of PFBC, adapted from Fellowship of Evangelical Baptist Churches of British Columbia and Yukon, (Fellowship Pacific) recorded in Appendix A which form an integral part of the Bylaws.

**Bylaws:** The statements and articles set out in this document as the Bylaws of PFBC.

**Congregant:** Any person who attends PFBC, whether or not he or she is a Member.

**Consensus:** Consensus decision making is a group decision-making process in which all committee Members have the opportunity to express their views with a focus of discussion among the group. Consensus seeks the agreement of participants with minority objections.

**Directors of the Society:** The Directors of the Society of PFBC are the Lay Elders.

**Elder:** **Lay Elder:** An Elder, elected by the Membership, who is not employed by PFBC.  
**Vocational Elder:** A Pastor, employed by PFBC, appointed to serve on the Elder Board.

**Elder Board:** The Lay and Vocational Elders meeting together form the Elder Board.

**Elder Emeritus:** A retired Lay Elder who has served a full term as an Elder, who is recommended by the Leadership Team and formally approved by the Membership, to serve at the pleasure of the Elder Board. Primarily he prays for the Church, prays with the Staff, the Elders, and the congregation, and assists the Elders with administrative functions as needed.

**Leadership Team:** The Leadership Team is the governing body of the Church and is comprised of the Elder Board and Deacon Board.

**Meetings:** **Annual General Meeting (AGM)** The yearly meeting of all Members of the Church to undertake the business specified in these Bylaws to be conducted at an AGM. All such business is considered ordinary business. Any other business brought to an Annual General Meeting is deemed to be special business. This meeting shall be held within seventy-five days of the end of the fiscal year, or within fifteen months of the last Annual General Meeting.

**Business Meeting** Any meeting of Members called by the Leadership Team for the transaction of Church business. If no Business is transacted it is a **Congregational Meeting** or an **Information Meeting**. When there is a Special Resolution or under specific circumstances a **Special Business Meeting** may be called.

**Parliamentarian** A person with knowledge of the proper processes and procedures for the conduct of a Church meeting who may act as a consultant or advisor to the Chairman.

**Proposed Candidate List** The list of potential nominees for positions of responsibility within the Church that is prepared by the Nominating Committee to be presented to the congregation two weeks prior to the AGM.

**Special Resolution** A motion brought to the Membership for the resolution of some specific or extraordinary circumstance. The passing of such a resolution requires a seventy-five percent approval.

**Valid Ballot** is one in which each Member marks one ballot, the paper of the ballot is not left totally blank, has marks only in the designated space(s), is only marked once for each item and has no other written marks or words on it. Any ballot not fulfilling these criteria will be deemed to be “spoiled” and will not be counted.

**Voting** at any Business Meeting may be made by a show of hands. However, wherever a **Secret Ballot** is specified in these Bylaws the vote must be taken by paper ballot.

**Voting Procedure** Anywhere in the Bylaws where a secret vote is required and a needed majority is specified, that majority shall be from the actual number of Valid Ballots cast at that meeting.

**Membership: Member** A person who has agreed to the conditions of Membership outlined in these Bylaws, has been approved by the other Members and whose name appears on the Membership Roll of PFBC.

**Church Membership or Membership** Those current Active Members in good standing who may vote at a Church Business Meeting. A Member in good standing is one who complies with the requirements for Membership and is not under discipline.

**Scriptures:** The Holy Bible is our only Scriptural authority and is the foundation of our faith and our laws.

**Societies Act:** Means the Societies Act of British Columbia in force on the date these Bylaws come into effect and all amendments to it.

**The Church:** The Society recognized under the Societies Act as Parksville Fellowship Baptist Church (also referred to as PFBC and the Church, formerly known as Parksville Regular Baptist Church and/or Parksville Baptist Church).

**Trustee Act** Means the Act of the Province of British Columbia titled: **Trustee (Church Property) Act [RSBC 1996] Chapter 465** which governs the selection and responsibilities of the Trustees of a Christian Church.

**Trustees:** The Trustees of the Church shall be the Chairman, Vice Chairman and Secretary of the Lay Elders. They are responsible to hold the title of all land and buildings associated with the Church and to act in legal matters on behalf of the Members.

**Staff:** **Lead Pastor** The man who is employed by the Church to provide pastoral and organizational leadership to the whole staff, Leadership Team, ministry teams, Members, and congregants.

**Associate Pastor** A man who is employed by the Church to work directly under the Lead Pastor, to stand in place of the Lead Pastor when required, and to perform those areas of pastoral and organizational leadership as shall be designated to him by the Lead Pastor.

**Titled Pastor** A man who is employed by the Church to have pastoral concern for the people of the Church and to concentrate his ministry in a specific area, or to a specific group of people (example of the title: Pastor to Seniors, Youth Pastor, etc.).

**Director of Church Ministry** A person employed by the Church who is responsible for, and who oversees, a designated area of ministry.

**Staff Leadership Team** A group of staff members appointed by the Lead Pastor as **Ministry Team Leaders** (also referred to as **Lead Staff**), because of their significant responsibility in ministry leadership.

# Parksville Fellowship Baptist Church

## Constitution

### Name:

**The name of the Society is  
'Parksville Fellowship Baptist Church'  
hereinafter referred to as 'the Church' or 'PFBC'**

### Purpose:

The purpose of the Church is:

- a. To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of Christian Scripture.
- b. To preach, teach and advance the teachings of the Christian faith and religious tenets, doctrines and observances associated with that faith.

*(Conclusion of the Constitution)*

## Preamble to the Bylaws

### Sphere of Operations:

The primary operations of the Church are to be carried on in Parksville and Qualicum Beach in the province of British Columbia and areas adjacent thereto, and to such areas as the Lord directs.

### Affiliation:

This Church will maintain active affiliation with Fellowship of Evangelical Baptist Churches in British Columbia and Yukon and Fellowship of Evangelical Baptist Churches in Canada. This provision is alterable.

The activities and purposes of the Church shall be carried on without purpose of gain for its members. Any income, profits or other accretions to the Society shall be used in promoting the purposes of the Church.

# **Bylaws of Parksville Fellowship Baptist Church**

## **Article I Governance**

### **Section 1:**

**The Church recognizes Jesus Christ as its head  
and the Holy Bible as its only authority.** (Col 1:18 and II Tim 3:16)

The Leadership Team and Staff of PFBC believe the Biblical premise that God created man and woman, giving each to the other to unite in marriage under God, hence forming the foundation of the family. Thus, Leadership and Staff counsel and teach that – “The term ‘marriage’ is reserved for the formalized covenant relationship between one man and one woman who commit themselves through legal declaration to exclusive, intimate companionship and sexual union with the intention of permanence. Marriage is monogamous, heterosexual, and intended for life.”

(The quotation is from the 2018 Policy Statement of the Fellowship of Evangelical Baptist Churches in Canada.)

### **Section 2:**

#### **Organization**

The organizational structure of the Church is shown in Appendix C.

### **Section 3:**

#### **Elders**

The Elders of the Church are charged with being the overseers of the Church body. When meeting as an Elder Board they are responsible for the spiritual direction, teaching, guidance and governance of the corporate body and those who minister in it. When necessary, they undertake the spiritual correction and restoration of an individual. (See Article VI Sections 2 and 3) The Elder Board shall include Vocational and Lay Elders. The Lay Elders are the Directors of the Church in accordance with the Societies Act.

### **Section 4:**

#### **Deacons**

The role of the Deacons is to be ministering servants of the Church. (Article VI, Section 4) When meeting as a Deacon Board they are responsible for the overall functioning of the Church and those who work and minister in it. They oversee the administration of the budget and are responsible for the safe management, accounting, and disbursement of funds.

### **Section 5:**

#### **Leadership Team**

The Elders and Deacons shall form two Boards which together constitute the Leadership Team. (Article VI).

## **Section 6: The Membership**

The Membership meeting corporately may, but is not limited to:

- a) Affirm applications for Membership. (Article II Section 1.2f)
- b) Elect Lay Elders, Deacons, Church Officers, and Committee Members.
- c) Approve the Church's annual budget.
- d) Approve disbursal of non-budgeted Church funds as recommended by the Deacon Board.
- e) Approve the acquisition or disposition of material assets.
- f) Approve revisions and amendments to the Church's Constitution and Bylaws.
- g) Elect Members of a search committee for a Lead Pastor. (Article V Section 1.2)
- h) Approve the calling of Pastoral Staff. (Article V Section 2.1d)
- i) Approve the recommendation of the Elders regarding removal or restoration of a Member. (Article II Section 5)

## **Section 7: Church Year**

The Church's fiscal year shall be April 1 to March 31.

# **Article II   Membership**

## **Section 1: Membership**

### **1.1   The Members** of this Church are those who:

- a) Confess Jesus Christ as their personal Lord and Saviour.
- b) After conversion have been baptised by immersion, in the name of the Father, Son and Holy Spirit.
- c) Accept the Articles of Faith (Appendix A), and Declaration of Values (Appendix B)
- d) Indicate a desire to live in harmony with this body of believers and be governed by its Constitution and Bylaws.

### **1.2   The Process** of becoming a Member:

- a) Attend a Membership class.
- b) Complete an Application for Membership Form and submit it to the Elders.
- c) Participate in a Membership interview by at least two (2) Elders during which the candidate's testimony will be heard.
- d) The application will be reviewed by the full Elders Board and after the agreement of the Elders, the names of candidates will be published for congregational response at least fourteen (14) days before the next Business Meeting.
- e) Current Members having any reservations concerning candidates may communicate privately to the Church Elders at least three (3) days before the Business Meeting.
- f) New Members will be affirmed by the other Members at the Business Meeting and be welcomed into Membership.

### **1.3 Other Information:**

- a) Membership cannot be automatically transferred from another Church.
  - i) A letter may be received from the previous congregation recommending Membership.
  - ii) Prospective Members must follow the process outlined in 1.2 above.
- b) All Members shall have access to the Leadership Team in writing via signed communication and/or in person, with the assurance that their communication will be considered.
- c) All Active Members who are eighteen (18) years and older shall be eligible to vote at the Business Meetings of the Church.

### **Section 2: Active Members**

- a) Each Member must be in agreement with the Articles of Faith, the Declaration of Values and agree to abide by the Constitution and Bylaws of the Church.
- b) A Member's conduct is to be in accordance with the Holy Scriptures.
- c) Members shall seek to ascertain their own spiritual gifts, with the assistance of the Church, and use them in the advancement of God's Kingdom.
- d) Each Member shall regularly and cheerfully give to the Lord for the expenses of the Church, its missions, and its ministries.
- e) Members will maintain private devotions and encourage their family in Christian living. They shall commit to work for the advancement of the Kingdom of our Saviour through personal and corporate evangelism.
- f) Members shall not be intentionally and consistently absent from worship services.
- g) Members shall attend Church Meetings as often as possible.

### **Section 3: Inactive Members**

- a) Inactive Members will be identified when the Membership Roll is reviewed by the Elders prior to the Annual General Meeting and six months thereafter.
- b) In the event of unexplained absences of over three months, Members will be contacted by the Elders to discern the cause of their absence and to caringly discuss ways in which the Member may wish to re-establish community with the congregation.
- c) Members who have given no evidence of attendance in worship services of the Church for a period of six months will be contacted by letter stating that they will be offered a personal visit by an Elder to determine the reason(s) for being absent. At the discernment of the Elders these individuals may be transferred to Inactive Membership status and advised by written communication that the action has been taken.
- d) Inactive Members may not vote at the Church Business Meetings.
- e) An Inactive Member who resumes fellowship with the Church shall be returned to Active Membership status when their request for active status is reviewed and approved by the Elders and ratified by the Church Membership.

## **Section 4: Membership Roll**

### **4.1 Removal**

Members may be removed from the Membership Roll for the following reasons:

- a) Death.
- b) Inactivity: refer to the above section 'Inactive Members'.
- c) By personal written request of the Member.
- d) Through disciplinary action by the Elders (See Section 5).

Any Member who ceases to be a Member of the Church forfeits all rights, claims, privileges, or interests arising from Membership in the Church.

### **4.2 Restoration of Membership**

A former member wishing to restore their Membership must apply to the Elders. The Elders will usually require that person to complete the Membership process.

### **4.3 Review of the Membership Roll**

The Membership Roll shall be reviewed by the Elders every six months, prior to the end of March and October. Their report will be brought to the Annual General Meeting for affirmation.

## **Section 5: Discipline of Members**

### **5.1 Preamble**

At times it may be necessary for the Elders to discipline Members who refuse to observe basic principles of Christian faith and conduct as found in the Scriptures to such an extent as to bring discredit upon the name of Christ, the Church, and its ministry. The New Testament gives clear instructions about discipline. On one hand it is necessary for the sake of the Church's holiness, and on the other it has a constructive purpose, namely, to win over and restore, if possible, the offending member. Jesus made it abundantly plain that the object of discipline was neither to humiliate nor alienate the person concerned, but rather to reclaim him. He laid down a procedure as recorded in Matthew 18.

### **5.2 Process**

The scriptural process below applies to a dispute between individual Members as well as those who cause offence to the Name of Christ, the Church, or its ministry. *(Scriptures from ESV)*

*Matt 18:15 "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."*

- a) A private, one-to-one discussion between two individual Members. They should meet face to face to discuss the issues, during which there may be mutual resolution and repentance.

*Matt 18:16 "But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses."*

- b) If there is no agreement, take others along in order to establish the facts.  
*Matt 18:17 "If he refuses to listen to them, tell it to the Church. And if he refuses to listen even to the Church, let him be to you as a Gentile and a tax collector."*
- c) If there is still no agreement the Elders may become involved. The parties concerned will be called before the Elders and a resolution sought. The Elders shall meet with the Member(s) whose conduct is being questioned and shall seek repentance and restoration through loving counsel.

Where repentance and restoration does not take place, the Elders may recommend to the Membership at a Business Meeting that the offending Member(s) be removed from Membership in the Church. Removal by the Membership, where the individual does not want to be removed, shall require a two thirds majority of the Members present at the meeting. (Matthew 18:15-20 and 1 Corinthians 5)

### **5.3 Restoration**

*Galatians 6:1-2 Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted. Bear one another's burdens, and so fulfill the law of Christ."*

The Apostle Paul states that a Church member 'caught in sin' is to be 'restored' in a spirit of gentleness and humility; this would be an example of bearing each other's burdens and so fulfilling Christ's law of love. (Gal. 6:1-2) Thus all disciplinary action is to exhibit the love and justice of the cross.

Former Members removed through the discipline process, who are repentant, may be restored to Membership on recommendation by the Elders. They will follow the same steps as those for new Members. (Article II, Section 1.2)

## **Article III**     **Meetings of Members**

### **Section 1:**     **Types**

- 1.1 Annual General Meeting (AGM):** The Annual General Meeting shall be held within seventy-five (75) days of the end of the fiscal year, or within fifteen (15) months of the last Annual General Meeting. At this meeting financial statements for the previous fiscal year will be presented and reviewed. The budget for the next year will be presented, discussed and voted on. The results of the review of the Membership Roll will be presented and new Members approved. Elders, Deacons, Church Officers, and Ministry Committee Members will be presented and voted on. Reports from ministries will be provided, along with such other business as is deemed necessary. The agenda and reports will be available to the Membership in advance of the meeting.
- 1.2 Congregational Meeting:** A meeting may be called from time to time by the Leadership Team. Such a meeting may be either a **Business Meeting** which may include matters requiring a vote, or an **Information Meeting** where formal motions and subsequent votes will not take place.
- 1.3 Special Business Meeting:**
- a) A Special Business Meeting may be called at the request of the Leadership Team.
  - b) A Special Business Meeting may also be called on receipt of a written request signed individually by ten (10) percent or more of the Membership. Such a request shall state the purpose of the meeting. It shall be delivered by hand or sent by registered mail to the address of the Church, for the attention of the Leadership Team. Such a request will be processed through the Leadership Team.
  - c) Circumstances requiring a Special Business Meeting include -
    - i) the calling of a Pastor,
    - ii) the acquisition, disposal, or encumbrance of real property of the Church,
    - iii) the amending of the Constitution or Bylaws
  - d) Approval of a Special Resolution shall require a seventy-five (75) percent affirmative vote in a secret ballot by Members at the meeting.

### **Section 2:**     **Notice of Meetings**

- 2.1 AGM:** Notice of the Annual General Meeting shall be given from the pulpit and published for at least two (2) consecutive Sundays prior to the date of the meeting and allowing at least fourteen (14) days before the meeting.
- 2.2 A Congregational Meeting or a Special Business Meeting** may be called at any time by the Leadership Team. Notice of the meeting must be given to the Membership for at least two (2) consecutive Sundays prior to the date of the meeting and allowing at least fourteen (14) days before the meeting.

The notice of meeting must include any Special Resolution(s) to be dealt with at the meeting.

When a Special Business Meeting is requested by Members under Article III: 1.3b) then that meeting must be convened within twenty-one (21) days to be held within the subsequent sixty (60) days. (See Section 75 of the Societies Act)

**Section 3: Voting Privileges**

Those Members eighteen (18) years of age and older, who are Active Members, who are in attendance at the meeting, shall be eligible to vote on all matters of Church business. There is no provision for voting by proxy.

**Section 4: Quorum**

Twenty-five (25) percent and not being fewer than three (3) people of the eligible Members shall constitute a quorum for the Annual General Meeting and for any Business Meeting. If there is no quorum thirty (30) minutes after the scheduled start time of the Business Meeting, the meeting will be rescheduled. A quorum is not required for an Information Meeting.

**Section 5: Conduct of Meetings**

**5.1** A Church congregation is not just an organization of people, it is the Body of Christ, and those in a Church are parts of that body, not merely Members of a society.

Therefore, unlike in the secular world, Church meetings are more than places to make decisions. They are occasions for worship, fellowship, deepening of relationships, encouragement, and accountability. (Philippians 2:1-4, 14-16; Ephesians 4:29-32)

The relational health of the Church requires that we take time to truly listen, share calmly and patiently, allow a conversation to move at a natural pace. The more important purposes of a Church meeting, such as worshipping God, building up the Body of Christ and advancing the Kingdom of God, are not aspects covered in the rules normally used in parliaments and businesses. Thus, the rules that govern secular Business Meetings (Roberts Rules of Order) are not the only things that should govern the conduct of a Church Business Meeting.

**5.2** In the conduct of Business Meetings the Members of PFBC are expected to show a Christian attitude of mutual respect.

**5.3** Roberts Rules of Order shall be used as a means of providing structure surrounding motions, discussion, amendments to motions, and voting.

- 5.4 The Chairman of the Deacons, the Chairman of the Elders, or a Leadership Team member nominated by the Team, will chair meetings of the Membership.
- 5.5 The Chairman may appoint one or more Members to act as “Parliamentarians” (Consultants or Advisors) to ensure that the meeting is conducted in the spirit of 5.1 and according to 5.2 and 5.3. That person may act as an interpreter or arbitrator if needed.

## **Article IV**      **Pastors**

### **Section 1:**      **Description**

Pastors shall be godly men and Members of the Church, who are dedicated to being shepherds of the Church of God through preaching, praying, caring and oversight. They shall show spiritual leadership by being trustworthy, blameless and beyond reproach, teachers of the Word, and encouragers through prayer and love to all those in need.

The responsibility of Pastors is defined in the following Scriptures: Acts 14:21-23, 20-28; 1 Tim. 3:1-7; Titus 1:5-11; James 5:14-15, 1 Peter 5:2-3.

### **Section 2:**      **Lead Pastor**

- a) The Lead Pastor shall be the spiritual leader of the Church, providing spiritual leadership and communicating vision for the Church to all persons who participate in the worship of Jesus Christ and those who are serving the Lord through the various Church ministries.
- b) The Lead Pastor shall be a non-voting member of the Deacon Board.
- c) The Lead Pastor shall be a voting member of the Elder Board, except on matters pertaining to his own employment.
- d) The Lead Pastor shall be an ex-officio member of all committees with full voting privileges. He may delegate that responsibility.
- e) The Lead Pastor shall be responsible for the developmental and annual reviews for all Church staff.
- f) The Lead Pastor will, in accordance with Article V, Section 2, oversee the engagement of all staff members. He will also oversee the release process of all staff members.
- g) The Lead Pastor shall be a member in good standing of the Church and shall be in full agreement with, uphold, and be subject to the Articles of Faith, the PFBC Constitution and Bylaws.
- h) The Lead Pastor shall be subject to the authority of the Membership through the Elder Board.

**Section 3: Pastors**

- a) Pastors shall be men of God and Members of the Church, who have the scriptural qualifications as set out in 1 Tim. 3:1-7; Titus 1:5-11; James 5:14-15; 1 Peter 5:2-3.
- b) Pastors shall give spiritual leadership to the Church by providing oversight and equipping to those ministries to which they are appointed by the Lead Pastor.
- c) They shall be subject to the authority and direction of the Lead Pastor and shall assist him and the other Pastors in all ministries of the Church.
- d) Pastors shall be in full agreement with, uphold and be subject to the Articles of Faith, the PFBC Constitution and Bylaws.

**Section 4: Pastoral Changes**

**4.1 Resignation**

Should a Pastor wish to resign, he shall first notify the Lead Pastor and then the Leadership Team in writing, providing no less than thirty (30) days' notice prior to the effective resignation. Should the Lead Pastor wish to resign he shall notify the Leadership Team in writing, providing no less than thirty (30) days' notice prior to the effective resignation. Such a resignation shall be deemed to be a resignation as an ex-officio member on all committees.

**4.2 Removal**

A Pastor may be removed from his position with the Church by the Leadership Team. This decision shall be communicated to the congregation.

**Article V Staff Vacancies**

**Section 1: Calling of Pastors**

**1.1 Vacancy**

- a) When a vacancy occurs for the Lead Pastor, a Search Committee shall be formed. This process will be initiated by the Leadership Team and follow the process outlined below in 1.2 and 1.3.
- b) When a vacancy occurs for another Pastor then a search process will be initiated by the Leadership Team and follow the process outlined below in 2.1. The Elders will decide the title for the required pastoral position. (Ex. Youth Pastor, Associate Pastor, Pastor to Seniors, etc.)

**1.2 Search Committee for Lead Pastor**

The Committee shall consist of two Lay Elders appointed by the Elder Board, two Deacons appointed by the Deacon Board, and three Members elected by the Membership at a Business Meeting called for that purpose. No Member employed by the Church shall sit on this Search Committee, except the Director of Administration, who shall serve ex-officio in a consultative capacity.

### **1.3 Process for Lead Pastor**

- a) The Search Committee shall elect a Chairman (man or woman) for their Committee; the Chairman shall be a member of the Search Committee.
- b) The Human Resources Advisory Committee of the Deacon Board shall provide a job description and salary range for the vacant pastoral position.
- c) The Search Committee shall seek and interview candidates who fit the profile for the Lead Pastor as described in Article IV, Sections 1&2 and recommend a candidate to the Leadership Team. The recommended candidate shall be brought to the Church to meet with the Leadership Team and with the congregation. The Leadership Team will meet and affirm the candidate by a vote of at least seventy-five (75) per cent.
- d) A Special Business Meeting of the congregation will be called where Members will vote on the recommended candidate. An affirmative vote by secret ballot of at least seventy-five (75) per cent shall be required to approve a call to a Lead Pastor.
- e) In the event that the recommended candidate does not receive the necessary approval by the Membership, or the candidate does not wish to accept the call of the Church, the Search Committee shall resume their search and make further recommendations to the Leadership Team. The work of the Search Committee shall continue until such time as a suitable candidate is found, recommended by the Leadership Team, and called by the Church.

## **Section 2**

### **Search for other Lead Staff Members**

The Elder Board will make the decision whether a position should be filled as a Pastor, Director or as another title for the Ministry Staff Member. When the position is for a Pastor, the Elders will also decide the title for the pastoral position. (Ex. Youth Pastor, Associate Pastor, Pastor to Seniors, etc.) The search process will be initiated by the Leadership Team and will be headed by the Lead Pastor or his designate.

### **2.1 Process for a Pastor**

- a) The Lead Pastor will use the resources of the Elders, Deacons, the Church Staff and the Human Resources Advisory Committee to create a job description and to choose a Selection Committee, which may include staff, elders, deacons or other congregants with interest or expertise in the area of the Pastor being sought.
- b) When the search has identified a candidate who fits the profile for Pastor as described in Article IV, Sections 1&3, and who has the skills and qualifications to fulfil the job description, then that candidate will be interviewed by the Elders.
- c) The recommended candidate shall be brought to the Church to meet with all the Leadership Team and with the congregation. The Leadership Team will meet and affirm the candidate by a vote of at least seventy-five (75) per cent.
- d) A Special Business Meeting of the congregation will be called, and Members will vote on the recommended candidate. An affirmative vote by secret ballot of at least seventy-five (75) per cent shall be required to approve a call to a Pastor.
- e) In the event that the recommended candidate does not receive the necessary approval by the Membership, or the candidate does not wish to accept the call of the Church,

the Lead Pastor will resume the search and make further recommendations to the Leadership Team. The Search will continue until such time as a suitable candidate is found, recommended by the Leadership Team, and called by the Church.

## **2.2 Process for Other Staff**

The hiring of every staff member is subject to the approval of the Leadership Team. The Human Resources Advisory Committee, with the approval of the Deacons, set the salary in the context of the Budget and set the parameters of the position. The congregation will be kept informed of the need, the process, and the decisions.

## **2.3 Ministry Staff**

- a) The Elder Board will make the decision whether a position should be filled as a Pastor, Director or as another title of Ministry Staff Member. The Deacon Board will be consulted and give their approval of the position.
- b) The selection and appointment of all ministry staff (other than Pastors) shall be at the discretion of the Lead Pastor with the involvement of a Selection Committee approved by the Lead Pastor. The Lead Pastor may appoint one of the committee to act as his designate. He will appoint a Chairman of the Selection Committee or may serve in that position himself. The Selection Committee may include staff, elders, deacons or other congregants with interest or expertise in the area of the ministry person being sought.

## **2.4 Process for Ancillary Staff**

The Human Resources Advisory Committee, with the approval of the Deacons, set the salary in the context of the Budget and set the parameters of the position.

In consultation with the Lead Pastor, the appropriate Lead Staff member shall hire Ancillary Staff. (administrative, technician, caretaker etc.)

## **Article VI    Leadership Team**

### **Section 1: Preamble**

#### **The Elders and Deacons form the Leadership Team of the Church.**

- a) This follows the Biblical model in which Elders (Gr. Presbuteros - overseers) were appointed in each new congregation and Deacons (Gr. Diakonos - servant) assisted those elders in the day-to-day work in the Church. (Acts 14:23, Acts 6:1-7, Phi 1:1)
- b) Elders and Deacons must be spiritually qualified as outlined in 1 Timothy and Titus.
- c) Elders and Deacons are supportive of one another, working together in the Leadership Team to accomplish God's purposes for the Church. They work together for the good of the Church through communication, consideration, and commitment.
- d) Both should give input to one another concerning problems, needs and ideas for accomplishing the goals of the Church.
- e) The Elders are to support the Deacons through encouragement, instruction, leadership, guidance, and proper delegation. The Deacons support the Elders by allowing them to carry on their primary ministry.
- f) God holds the Elders responsible to see that things are done according to the principles of Scripture for the ministry of the Church. Deacons are under the oversight of the Elders. Deacons have the right and responsibility to evaluate the suggestions of the Elders and give input. Elders must give serious consideration to this input.
- g) The primary ministry of the Elders is the responsibility for the preaching and teaching of the Word. Additionally, they will pray, care for, and support the people of the Church (Prayer, Purpose, and People). There are both Vocational Elders and Lay Elders. They meet regularly to give praise, adoration and rejoicing for God's goodness to His Church and to pray for the needs of the Church, both corporately and for individual Members and Congregants.
- h) The ministry of a Deacon is to serve the needs of the people of the Church. Collectively they oversee benevolence, facilitate implementation and functioning of ministries. They are responsible for the overall functioning and safety of the Church building and property, and those who work in it. They oversee the administration of the budget and are responsible for the safe management, accounting, and disbursement of the funds. They maintain liaison with Church staff and with personnel involved in the various ministries of the Church.
- i) Under the guidance of the Lead Pastor, the Leadership Team is to examine God's Word and seek the Lord's vision and direction.
- j) The Leadership Team shall meet a minimum of three (3) times per year. These will not necessarily all be Business Meetings.
- k) The Leadership Team appoints members of the Governance Advisory Committee.

### **Section 2: Vocational and Lay Elders**

The Elders shall be men who fulfill the Scriptural qualifications for leaders as stated in 1 Timothy 3:1-7 and Titus 1:3-7. All Elders shall be Members of the Church.

## **Section 3: Lay Elders**

### **3.1 Nomination, Election and Absence**

- a) Lay Elders shall be Members of the Church prayerfully nominated by the other Elders, with consideration of recommendations and suggestions from the congregation.
- b) The selection process is outlined in the Policies and Practices. No candidate shall be considered for Eldership who has not followed this process.
- c) Neither a regular employee of the Church nor a member of his immediate family, nor the spouse of a Deacon, may be considered to serve as a Lay Elder. (Some Pastors are appointed as Vocational Elders by the Elder Board.)
- d) The Lay Elders shall be elected by secret ballot of Members present at the Annual General Meeting. At least seventy-five (75) per cent approval of each nominee is required.
- e) Lay Elders are elected for a three (3) year term and may be re-elected for subsequent three (3) year terms. There is no limit to the number of terms.
- f) Absence, resignation or removal of a Lay Elder:
  - i) In consultation with his fellow Elders, a Lay Elder may take a period of absence for personal or professional reasons.
  - ii) A Lay Elder may permanently resign at any time.
  - iii) The Leadership Team may remove a Lay Elder.
  - iv) Should any of these events significantly affect the ability of the Leadership Team to function effectively, the Leadership Team may appoint a qualified person to serve in the required role until the next AGM. Said appointment shall require approval at a Business Meeting with a secret ballot by Members present of at least seventy-five (75) per cent.

### **3.2 Process**

- a) Each Elder will individually pray, care for and support the people of the Church. When they meet together as a group, they constitute the Elder Board which is part of the Leadership Team and the governance structure of the Church.
- b) The Elders shall number not fewer than five (5) and not more than nine (9) in total. The exact number shall be determined by the Leadership Team according to the needs of the Church and the availability of exceptionally qualified men. The number of Lay Elders shall always exceed the number of Vocational Elders.
- c) There shall usually be no more than three (3) Vocational Elders serving and voting on the Elder Board, one of whom shall be the Lead Pastor.
- d) The Elders shall meet at least nine (9) times per calendar year.
- e) At their first meeting following the Annual General Meeting, the Lay Elders shall elect a Chairman, a Vice Chairman and a Secretary from among their number.
- f) At an Elder Board meeting a quorum for enacting business shall be a half or more of the combined total of Vocational and Lay Elders, excluding from that total any on leave of absence. When a recorded vote of the Elders is required then the quorum shall consist of at least two (2) more Lay Elders than Vocational Elders. Any Elder may request a recorded vote.
- g) The Chairman, or failing him the Vice Chairman, shall preside at all meetings of the Elders.

- h) Decisions should generally be reached by prayerful consensus. Where a recorded vote is required a majority plus one is needed for the motion to be carried (subject to the quorum requirements in f) above). Each Elder (both Lay and Vocational) shall have one vote and the Chairman will vote only where there is an equality of votes.
- i) Vocational Elders may need to be recused from a vote if there is a perceived conflict of interest, especially if the matter pertains to their own conditions of employment.
- j) The Lay Elders shall be the Directors of the Church under The Societies Act, and their Chairman, Vice Chairman and Secretary act as Trustees for the Church.

**3.3 The Elders shall be responsible for, but not limited to:**

- a) Being accountable to each other as men who fulfill the scriptural qualifications for leaders as shown in 1 Timothy 3:1-7 and Titus 1:3-7.
- b) Meeting regularly for prayer.
- c) Seeking, with the Lead Pastor and Deacons, God’s guidance on the policies and vision for the Church.
- d) Holding one another accountable before God.
- e) Teaching and instructing the congregation as they are gifted.
- f) Preparing individuals for baptism and Membership.
- g) Reviewing and updating the Membership Roll semi-annually.
- h) Considering and interpreting theological issues.
- i) Being men able to “hold firm to the trustworthy word as taught, so that he may be able to give instruction in sound doctrine and also to rebuke those who contradict it” (Titus 1:9 ESV).
- j) Sharing in the care and counsel of Members and Congregants through interviewing, pastoral care and discipleship, which may include discipline of Members (see Article II, Section 5)
- k) Responding to requests from Members in times of sickness, for prayer and anointing (James 5).
- l) Consulting with the Deacons regarding the health of ministries and the planning and implementation of any new ministries.
- m) Serving on Committees of the Church (see Article VIII) but not acting as chairman of a committee, unless such committee is Leadership Team appointed.
- n) Appointing, at the first meeting following the AGM, Elders to serve on the Benevolent Committee, the Nominating Committee, the Missions Committee, and the Human Resources Advisory Committee.
- o) Nominating a Lay Elder, when required, to serve on a search committee for a Lead Pastor.

## **Section 4: Deacons**

Deacons shall be Members of the Church, godly women and men with a servant's heart, who fulfil the scriptural qualifications for leaders as found in 1 Timothy 3:8-13 and Acts 6.

### **4.1 Nomination, Election and Absence**

- a) The number of Deacons shall be no fewer than five (5) and no more than nine (9).
- b) Suggestions for potential Deacons may be made to the Nominating Committee by Members of the congregation as well as by the Leadership Team.
- c) Neither regular employees of the Church nor Members of their immediate families, nor spouses of Elders or Deacons may be nominated to serve as Deacons.
- d) Election of Deacons shall take place at the Church's Annual General Meeting by secret ballot. At least seventy-five (75) per cent approval of each nominee is required.
- e) Deacons are elected for a three (3) year term and may be re-elected for subsequent three (3) year terms. There is no limit to the number of terms.
- f) Absence, resignation or removal of a Deacon:
  - i) In consultation with fellow Deacons, a Deacon may take a period of absence for personal or professional reasons.
  - ii) A Deacon may permanently resign at any time.
  - iii) The Leadership Team may remove a Deacon.
  - iv) Should any of these events significantly affect the ability of the Leadership Team to function effectively, the Leadership Team may appoint a qualified person to serve in the required role until the next AGM. Said appointment shall require approval at a Business Meeting with a secret ballot by Members present of at least seventy-five (75) per cent.

### **4.2 Process**

- a) Each Deacon is a ministering servant of the Church. When they meet together as a group, they constitute the Deacon Board which is part of the Leadership Team and the governance structure of the Church.
- b) The Deacons shall meet at least ten (10) times per calendar year.
- c) At their first meeting following the Annual General Meeting each year, the Deacons shall elect a Chairman (man or woman), a Vice Chairman (man or woman) and a Secretary from among their number.
- d) At a Deacon Board Meeting a quorum shall be a simple majority of the Members. Decisions should generally be reached by prayerful consensus. Where a recorded vote is required a majority plus one is needed for the motion to be carried, each Deacon having one vote. The Chairman will vote only where there is an equality of votes.

### **4.3 The Deacons shall be responsible for, but not limited to:**

- a) Fulfilling their role as ministering servants of the Church.
- b) Initiating the preparation of the Church's Annual Budget by the Treasurer and Finance Committee. They shall receive, review and recommend the budget to the

Elders. Upon recommendation of the Leadership Team, the Church Treasurer shall present the budget to the Membership for their approval at the Annual General Meeting.

- c) Meeting at least ten (10) times per year to conduct the business of the Church and to receive and discuss reports from Church Staff and Committees.
- d) Seeking, with the Lead Pastor and Elders, God's guidance on the policies and vision for the Church.
- e) Overseeing all aspects of the Church's buildings and property and its uses.
- f) Approving expenditures not covered in the budget (up to the amount of the Deacons' predetermined discretionary spending limit as established by the Membership).
- g) Presenting unbudgeted expenditures in excess of the Deacons' predetermined discretionary spending limit to the Membership for approval at a Church Business Meeting.
- h) Ensuring adequate insurance coverage is in place for all operations and ministry activities (on and off site) including use by outside groups and individuals.
- i) Organizing and supervising administration of Church Ordinances.
- j) Appointing members of the Human Resource Advisory Committee which functions in accordance with its approved terms of reference.
- k) Providing oversight, approving the members, and receiving reports from the Benevolent Committee on the administration of the Benevolent Fund.
- l) Appointing, at the first meeting following the AGM, Deacons to serve on the Benevolent Committee, the Nominating Committee, Missions Committee, and the Human Resources Advisory Committee.
- m) Annually assigning Deacons to act as Liaisons between Church Committees and the Deacons. Such Liaisons may not chair the committees to which they are assigned unless it is a Leadership Team appointed Committee.
- n) Participating in the care of the congregation.
- o) Consulting with the Elders regarding the health of ministries and the planning and implementation of any new ministries,
- p) Nominating, when required, two Members to serve on a search committee for a Lead Pastor.

## **Article VII: Officers of the Church**

### **Section 1: Church Directors and Trustees**

- a) The Lay Elders are the Directors of the Church.
- b) The Trustees of the Church shall be the Chairman, Vice Chairman and Secretary of the Lay Elders. They shall, in accordance with provisions of the Trustee (Church Property) Act, serve as Trustees in all legal matters covering the real property of the Church. They shall have no power to buy, sell, mortgage, lease or transfer any property without a specific vote of the Membership authorizing such action. Deeds, transfers, licenses, contracts, and engagements on behalf of the Church shall be signed by two (2) of the Trustees.

## **Section 2: Treasurer and Assistant Treasurer**

### **2.1 Treasurer**

The Treasurer:

- a) Shall be an Active Member of the Church.
- b) Shall be nominated through the Nominating Committee and elected for a two-year term at the AGM.
- c) May not be a paid staff member at PFBC.
- d) May be a Deacon.
- e) May not be an Elder.
- f) Shall be a member of the Finance Committee.
- g) Is responsible to the Deacon Board and Leadership Team.
- h) Can act as the Chairman of the Finance Committee (if not a Deacon).
- i) Shall be a signing authority of the Church for banking related purposes.
- j) Assumes the responsibilities of the Assistant Treasurer in their absence.

### **2.2 The Treasurer shall be responsible for:**

- a) Disbursing Church funds from the annually approved budget.
- b) Disbursing funds at the direction of the Deacons for non-budgeted items up to the Deacons' discretionary limit.
- c) Disbursing non-budgeted funds approved by the Membership.
- d) The accurate accounting of receipts and disbursements.
- e) Presenting the monthly financial statements and budget information in person at meetings of the Deacon Board and, when required, to the Elders.
- f) Presenting a financial report to the Membership at Business Meetings.
- g) The preparation and presentation of the annual budget to the Leadership Team.
- h) The presentation of the recommended annual budget to the Membership for approval.
- i) Ensuring that the "Registered Charity Information Return" (Canada Revenue Agency form T3010) is prepared and filed annually as required.

Duties in 2.2 a) through i) will be performed cooperatively with the Bookkeeper, the Director of Administration, the Finance Committee, and the office Staff.

### **2.3 Assistant Treasurer**

The Assistant Treasurer:

- a) Shall be an Active Member of the Church.
- b) Shall be nominated through the Nominating Committee and elected for a two-year term at the AGM.
- c) May not be a staff member at PFBC.
- d) May be a Deacon.
- e) May not be an Elder.
- f) Shall be a member of the Finance Committee.

- g) Can act as the Chairman of the Finance Committee (if not a Deacon).
- h) Shall be a signing authority of the Church for banking related purposes.

- 2.4** The Assistant Treasurer shall be responsible to the Treasurer and be responsible for:
- a) Being prepared and available to step into the Treasurer role, on an acting temporary basis, if the Treasurer is absent or unable to report to either the Deacons/Leadership Team or the Membership.
  - b) Other duties as assigned either from the Treasurer or through the Finance Committee.

**Section 3:**            **Offering Secretary and Assistant**

The Offering Secretary and Assistant Offering Secretary shall be Active Members of the Church, nominated through the Nominating Committee and elected for a two-year term at the Annual General Meeting. Only these two people are privy to the records of individual giving.

- 3.1** The Offering Secretary and Assistant shall:
- a) Be responsible to the Church Treasurer.
  - b) Liaise with the Director of Administration.
  - c) Distribute offering envelopes to Congregants upon request.
  - d) Maintain a confidential record system to:
    - i) list the names and envelope numbers of those who have been issued envelopes.
    - ii) record all individual donations.
  - e) Annually issue receipts to those who have made tax deductible donations to PFBC.

**Section 4:**            **Church Clerk**

The Church Clerk shall be an Active Member of the Church, nominated through the Nominating Committee and elected for a two-year term at the Annual General Meeting. The Church Clerk shall serve as Recording Secretary to take minutes, maintain complete records of agendas and minutes for all Church Business Meetings.

**Article VIII: Committees of the Church** *(See Policies and Practices and Terms of Reference for details)*

If the number of active members of any appointed or elected committee should fall below the minimum number of members that allows the committee to remain effective, then the Leadership Team may appoint a person or persons to serve on that committee until the next AGM. The Membership of the Church will be kept informed of any such appointments.

**Appointed Committees**

**Section 1: Leadership Executive Committee**

The Leadership Executive Committee shall be composed of the Lead Pastor, the Chairman of the Elders, and the Chairman of the Deacons. The purpose of this committee is for information sharing and it shall have no power independent of the bodies represented.

**Section 2: Human Resources Advisory Committee**

The Human Resources Advisory Committee is appointed annually by the Deacons. Its Terms of Reference are as approved by the Deacons.

**Section 3: Benevolent Committee**

The members of the Benevolent Committee are appointed by the Deacon Board for a renewable two-year term. The primary purpose of the Benevolent Committee is to oversee the distribution of the Benevolent Fund.

**Section 4: Governance Advisory Committee**

Members of the Governance Advisory Committee have experience in church leadership and governance and are chosen by the Leadership Team to serve on this Committee on an as-needed basis. They are charged to research specific aspects of organizational structures of the Church and advise the Leadership Team on possible changes to the Bylaws, Policies and Practices, and Committee Terms of Reference as required.

**Section 5: Ad Hoc Committees**

The Leadership Team may recommend formation of, or appoint, an ad hoc committee for any specific purpose or task.

**Elected Committees**

**Section 6: Nominating Committee**

Members of the Nominating Committee are elected at the Annual General Meeting for a renewable two-year term. The Proposed Candidate list is posted two (2) weeks prior to the Annual General Meeting. For this committee, there will be no nominations from the floor.

The Nominating Committee shall:

- a) Prepare a full slate of nominees for Leadership Team, Church Officers and Ministry Committees and present it to the Leadership Team for their consideration and approval.
- b) Publish the slate and display this Proposed Candidate List in the Church for at least two Sundays before the Church's Annual General Meeting.
- c) Present the Proposed Candidate List at the Annual General Meeting for action.

**Section 7:**        **Finance Committee**

Finance Committee members are nominated through the Nominating Committee process. They are elected for a two-year term by the Members at the Annual General Meeting.

**Section 8:**        **Missions Committee**

Missions Committee members are nominated through the Nominating Committee process. They are elected for a two-year term by the Members at the Annual General Meeting.

**Section 9:**        **All other Ministry Committees**

A list of current Church Ministry Committees is maintained by the Nominating Committee. Members of these committees are nominated and recommended to the Membership through the Nominating Committee process, with terms established as per each committee's approved Terms of Reference. These committees are approved and/or removed by the Leadership Team based on the needs of the Church's ongoing ministries.

**Article IX:**      **Borrowing**

- a) The Church may from time to time, raise or borrow any sum of money for the purpose of the Church by Special Resolution at a Business Meeting of the Church, provided that such sums so raised or borrowed are not secured.
- b) The Church may, by Special Resolution from time to time, raise or borrow and secure the payment of any sum or sums of money for the purpose of the Church and for that purpose may execute mortgages, debentures or bonds or give or execute any other form of security whatsoever of real property of the Church or any part thereof.

## **Article X: Disposition of Church Assets**

### **Section 1: Organic Division**

In the event of organic division within the Membership, the property shall belong to those Members who abide by the Constitution (including the Articles of Faith) and Bylaws of the Society. In the case where two or more parties claim to abide by the Constitution and Bylaws, the Leadership Team must request that Fellowship of Evangelical Baptist Churches in British Columbia and Yukon (or its successor by name change) arbitrate the dispute and its decision shall be final.

### **Section 2: Dissolution**

Upon dissolution of the Society the assets remaining after payment of all costs, charges and expenses properly incurred in the dissolution, and after payment to the employees of any arrears of salaries or wages including severances, and after payment of any other debts of the Society, shall be distributed to Fellowship of Evangelical Baptist Churches in British Columbia and Yukon, (or its successor by name change), a charitable organization registered under the provisions of the Income Tax Act.

## **Article XI:**

### **Section 1: Amendments to the Constitution and Bylaws**

Amendments or revisions to the Constitution and Bylaws of the Church shall be made by passage of a Special Resolution approved by a seventy-five (75) per cent majority vote of the Membership present at a Special Business Meeting or the Annual General Meeting. These amendments take effect once the bylaw alteration application has been submitted and filed with the BC Registrar of Companies and we have received the certified copies of the document.

Notice of the Special Resolution shall be posted in the Church building in a prominent place and made available to each Member through a notice in the Church bulletin sixty (60) days prior to the Special Business Meeting or Annual General Meeting.

### **Section 2: Amendments to the Articles of Faith**

The Lay Elders, as the Directors of the Church, working with the Pastors, are responsible for the Biblical and Spiritual Integrity of the Church. Before any change to the Articles of Faith is to be presented to the Leadership Team and to the Members and Congregants, the whole Elder Board, including the Vocational Elders, must be in consensus for the change to be considered. As a matter of responsible leadership, especially if there be any doubts or questions about the change, the Elders should consult an external authority to

gain spiritual and theological insight. Examples of such authority could be Fellowship Pacific, Fellowship National, Northwest Baptist Seminary.

The Articles of Faith form an integral part of the Bylaws and therefore the general process for amendments to the Constitution and Bylaws shown above will apply. However:

- i) If the rewording or amendment is to be made to a currently existing Article of Faith, then those amendments would come into full effect immediately upon acceptance by the Membership through the completed process stated in Article XI, Section 1.
- ii) If an entirely new Article of Faith is to be added, after initial acceptance by the Membership following the procedure in Article XI, Section 1, then it shall be added as an Appendix to the Statement of Faith for a period of two (2) years. At the end of the two years, the Membership may accept the changes for permanent inclusion in the Statement of Faith following the procedure in Article XI, Section 1.

Note: This will enable the Membership to fully understand the wording and implications of the Article. Clarifications may then be discussed and/or adjustments made if necessary.

### ***This is the conclusion of the Bylaws***

*The “Policies and Practices” and the “Appendices” (everything on the following pages) are **not** part of the Constitution and Bylaws of Parksville Fellowship Baptist Church as initially adopted in August 2015. However, they amplify the articles above and must be used in conjunction with them.*

*The Policies and Practices and Appendices may be altered by giving notice of intent for two consecutive Sundays prior to any Church Business Meeting.*

## **Policies and Practices**

### **Section 1: Preamble**

- 1.1 Oversight of Committees** - The Associate Pastor or his designate will provide oversight to all Church Ministry Committees.
- 1.2 Leadership of Committees** – Each Committee shall annually elect its Chairman (man or woman), along with a Vice Chairman (man or woman) and Secretary. All Chairmen of committees shall be Members of the Church in good standing.
- 1.3 Documentation** - Each Committee shall have Terms of Reference, approved by the Leadership Team. These shall be reviewed annually. Any amendments shall be referred to the Deacon Board for discussion and approval. They will keep minutes of all meetings.
- 1.4 Committee Liaisons** - A Deacon Liaison shall be assigned to each Committee during the first Deacons meeting following the Annual General Meeting. The Liaison will meet with the Committee Chairman to discuss the activities and Terms of Reference of the Committee and shall thereafter serve as a communication link with the Deacons. The Deacon Liaison shall not chair the committee.

### **Section 2: Committees of the Church**

*The first four Committees listed form an integral part of the management and administration of the Church.*

The Human Resources Advisory Committee and the Benevolent Committee are appointed by the Deacon Board.

The Nominating Committee and the Finance Committee are elected by the Membership. All elections are held at the AGM and committee members are elected for a two-year term, unless otherwise stated.

#### **2.1 Human Resources Advisory Committee**

The Deacon Board appoints three people on this Committee, an Elder, a Deacon and a Member. Their duties are to review all current Staff salaries and job descriptions, prepare documentation for new hirings, and submit salary recommendations to the Deacon Board.

#### **2.2 Benevolent Committee**

The Deacon Board appoints Congregants to serve with Pastors and Leadership Team to supervise the management and distribution of the Benevolent Fund. The members of this committee shall include the Lead Pastor (or his designate), the Associate Pastor, an Elder, a Deacon and up to seven congregants.

**2.3 Nominating Committee**

Four or five Members are elected to serve with an Elder and a Deacon to find suitable candidates to serve on the Deacon Board and every other committee of the church.

**2.4 Finance Committee**

Up to four Congregants with suitable expertise are elected to serve with the Treasurer and Assistant Treasurer to oversee all financial matters of the Church.

**2.5 Missions Committee**

Five or more Congregants are elected to plan and implement the Church vision for mission. They suggest new candidates for missions and recommend financial support. They empower our missionaries by encouraging active prayer and financial support.

**2.6 Harvest Ministry Committee**

At least two Congregants elected to serve the needs of the Church and its ministries by providing refreshments and meals for various Church-sponsored ministry activities. They oversee the use and maintenance of the kitchen and ensure that necessary supplies are on hand.

**2.7 Building and Property Maintenance Committee**

At least two congregants elected to work in conjunction with the Director of Administration in the care and maintenance of the Church property and buildings.

**2.8 Decorating Committee**

At least four Congregants elected to arrange and oversee all required decorating of the Church building as requested by the Ministry Staff and for special events.

**2.9 Library Committee**

At least seven Congregants elected to provide a resource for materials that support the Christian values of the Church.

**2.10 Women's Ministry Committee**

At least five congregants elected to help women experience changed lives through a relationship with Jesus Christ and to grow through the teaching of God's Word, prayer, and godly fellowship.

**2.11 Men's Ministry Committee**

At least five congregants elected to help men experience changed lives through a relationship with Jesus Christ and to grow through the teaching of God's Word, prayer, and godly fellowship.

**Note:** All of these Committees are required to have a detailed **Terms of Reference**, approved by the Leadership Team, to govern the structure, purpose and working method of that Committee. The document pertaining to each committee is kept on file in the office. A printed copy of these documents is available to any Congregant on request.

### **Section 3 - Policies for Elders and Deacons**

*Since the Lay Elders and Deacons have no maximum number of years of service then it is their individual and corporate responsibility to ensure that they are providing the most effective and diligent leadership to the Church. The following show some operational requirements as well as policies to avoid fatigue, burn out and other circumstances which affect the ability of Elders and Deacons to provide the best possible leadership to the Church and to the congregation.*

#### **3.1 Elders**

- a) The Elders of PFBC serve three specific roles within PFBC.
  - i) They are the spiritual guardians for the integrity of the Gospel in the Church. They oversee in broad terms the welfare of the staff and the overall governance of the Church. They are responsible for assessing potential Members and for the spiritual well-being of those Members. They regularly pray for everyone connected with the Church.

When they meet as an Elder Board in this function, consensus is expected in any decisions reached, but a recorded vote may be needed at times. Where there is no breach of confidentiality involved, all such decisions will be recorded in minutes.
  - ii) The Lay Elders are also the Directors of the Church under the Societies Act. When they are meeting in this capacity then all their decisions should be by recorded vote and the decision recorded in the minutes. (*see the section on quorum requirements in Article VI, section 3.2(f)*)
  - iii) The Chairman, Vice Chairman and Secretary are the legal Trustees of the Church. Their signatures confer legal status on behalf of the Church.
- b) Each Lay Elder will be encouraged, as part of their mutual accountability, to prayerfully consider when personal, professional, or family situations indicate that it is time to request a leave of absence from service on the Elder Board. The Elder Board may permit this Elder to withdraw for a sabbatical period. Should this Elder wish to return following such a sabbatical he may do so if his return is before the end of his current year in office. If the intended return is after the next AGM, then the Leadership Team may recommend him to the Members for re-affirmation at the next Business Meeting.
- c) The Elder Board, with the approval of the whole Leadership Team, may require that an individual Elder permanently retire from the Elders should he be deemed by his fellow Elders to no longer demonstrate the required personal or spiritual integrity or he is no longer adequately fulfilling the tasks of an Elder.
- d) The Lay Elders have a responsibility to constantly pray for, care for and encourage the Pastors and Staff. Should an Elder become aware of any staff member,

particularly a Vocational Elder, under undue fatigue, emotional or physical stress, or having other difficulties, it is the Elder's responsibility to bring this concern to the Lead Pastor and his fellow Elders and to seek a course of action to address the situation. A recommended sabbatical period may offer an appropriate solution.

### 3.2 **Deacons**

- a) Each Deacon will be encouraged, as part of their mutual accountability, to prayerfully consider when personal, professional, or family situations indicate that it is time to request a leave of absence from service on the Deacon Board. The Deacon Board may permit this Deacon to withdraw for a sabbatical period. Should this Deacon wish to return following such a sabbatical he or she may do so if their return is before the end of the current year in office. If the intended return is after the next AGM, then the Leadership Team may recommend that Deacon to the Members for re-affirmation at the next Business Meeting.
- b) The Deacon Board, with the approval of the whole Leadership Team, may require that an individual Deacon permanently retire from the Deacons should he or she be deemed by their fellow Deacons to no longer demonstrate the required personal or spiritual integrity, or he or she is no longer adequately fulfilling the tasks of a Deacon.

*(Conclusion of the Policies and Practices Document)*

## **Appendix A**

### **The Articles of Faith of Parksville Fellowship Baptist Church**

Adapted from the Articles of Faith of  
Fellowship of Evangelical Baptist Churches of B.C. and Yukon

#### **I. OF THE SCRIPTURES**

We believe the Holy Bible to be that collection of sixty-six books from Genesis to Revelation which, as originally written, was objectively the very Word of God; that it was written by men supernaturally moved; that it is verbally and plenary inspired, that it is truth without any admixture of error; and therefore is and shall remain to the end of the age, the only complete and final revelation of the will of God to men; the true centre of Christian union and the supreme standard by which all human conduct, creeds and opinions should be tried.

I. Thess. 2:13, II Tim. 3:16; II Pet. 1:19-21; II Sam. 23:1-2; John 17:17; Psa. 119:160; Heb. 1:1,2; Psa. 119:89; John 12:48; Isa.8:20.

#### **II. OF THE TRINITY**

1. We believe that there is one, and only one, living, eternal and true God; an infinite, intelligent Spirit, the Creator and the Supreme ruler of Heaven and earth inexpressibly glorious in holiness and worthy of all possible honour, faith and love; that in the unity of the Godhead there are three Persons, the Father, the Son and the Holy Spirit, equal in every divine perfection, executing distinct and harmonious offices in the work of redemption.

Deut.6:4; Jer.10:10; I Tim.1:17; Psa.147:5; John 4:24; Heb.1:2; Rev.19:6; Ex.14:11; Heb.1:3; Rev.4:11; Matt.28:19; Eph.4:4-6; John 15:26; Eph.1:13-14.

2. We believe that Jesus Christ is the only begotten Son of God; that He is truly and eternally God, equal with the Father and the Holy Spirit; that for our redemption He took upon himself the nature of unfallen man; that He was conceived by the Holy Spirit in a unique and miraculous manner, and was born of Mary, a virgin; that in the one Person of Christ there are two natures, the Divine and the human, each distinct, and indissolubly united; that being tempted in the flesh He lived a sinless life; that He was crucified under Pontius Pilate; that the third day he arose bodily from the tomb and manifested Himself for forty days to His disciples; that in His glorified body He ascended to the Father; that as High Priest He ever lives to make intercession for His own; that according to his promise He will come again in person, visibly, with power and great glory.

John 1:18; John 1:1; 10:30; II Cor.13,14; Rom. 8:3; Luke 1:35; Matt. 1:18-25; Phil. 2:6-8; Heb.4:15; John 19:13-16; Matt.28:6; John 20:27; Acts 1:3; Acts 1:8; Phil.3:20,21; Heb. 7:25; Acts 1:11; Heb.9:28; Rev.1:7; Titus 2:13,14; Matt.24:30; I Thess.4:13-18.

3. We believe that the Holy Spirit is a divine person, equal with God the Father and God the Son and of the same nature; that He was active in creation; that He convicts of sin, of righteousness and of judgment; that He bears witness to the truth of the Gospel in preaching and in testimony; that He is the agent of regeneration; that He dwells in every believer from the moment of his conversion; that every believer is baptized in the Spirit of Christ; that He fills the believer as control is yielded to Christ; that the evidence of the presence and power of the Holy Spirit is the fruit of the Holy Spirit in the life.

Acts 5:3; Eph.4:4-6; Gen.1:1-3; John 16:8-11; Acts 5:32; Titus 3:5; John 3:3-6; Rom.8:9; I Cor.3:16; I Cor. 12:13; Matt.3:11; Eph.5:18; Rom.8:3-8; Gal.4:22-23.

#### **III. OF THE DEVIL OR SATAN**

We believe that Satan is a person; that he is the malignant prince of the power of the air, and the unholy god of this world; that he is man's great tempter, the enemy of God and His Christ, the accuser of the saints; that he is the author of all false religions, the inspirer of all apostasy, and the chief of all the powers of darkness; that he with his principalities is overcome by our appropriation of Christ's victory on Calvary; that he along with his hosts is destined to final defeat at the hands of God's son, and to suffer eternal punishment in a place prepared for him and his angels.

Matt.4:3; Jas.4:7; Eph.2:2; II Cor.4:4; Gen.3:1-15; Zech.3:1-2; I Pet.5:8; Rev.12:1-9; II Cor.11:13-15; I John 3:8; Eph.6:12; I John 3:8; Col.2:15; Luke 10:17-19; Rev.19:11-16,20; Rev.20:10; Matt.24:41.

#### **IV. OF THE CREATION**

We believe in the Genesis account of creation and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not by evolution or change of species or development through interminable periods of time from lower to higher forms; that all animal life and vegetable life were effected by special creation, and God's established law was that they should bring forth only "after their kind".

Gen.1:1, 2,4; Heb.11:13; Acts 17:24-36; Gen.1:26-27; Gen.2:7; Gen.2:21-23; Gen.1:11, 12, 21, 24, 25.

#### **V. OF THE FALL OF MAN**

We believe that man was created in innocence under the law of his Creator, but by voluntary transgression fell from his sinless and happy state; in consequence of which all men are now sinful, and all are sinners not only by constraint but by choice; and therefore under just condemnation without defense of excuse; that man in his fallen state is in a condition of total depravity by which is meant his utter incapacity to receive the things of the Spirit of God apart from the quickening grace of the Holy Spirit.

Gen. 3:1-6; Rom. 5:12, 19; Rom.3:10-23; Eph.2:1-3; Isa.53:6; Rom.1:20, 28, 32; Gal.3:22; Rom.3:10; Rom.8:7; I Cor.2:14; John 6:44.

#### **VI. OF THE ATONEMENT FOR SIN**

We believe that the salvation of sinners is wholly by grace; that it is through the mediatorial office of the Son of God, Who by the appointment of the Father, freely took upon Him our nature, yet without sin, honoured the divine law by His personal obedience, and by His death made a full and expiatory atonement for our sins; that His atonement consisted in the voluntary substitution of Himself in the sinner's place bearing the penalty of God's Holy Law, shedding His precious blood; the Just dying for the unjust, Christ the Lord bearing our sins in His own body on the tree; that having risen bodily from the dead, He is now enthroned in heaven, and is in every way qualified to be a suitable, compassionate and all-sufficient Saviour.

Eph.2:8,9; Acts 13:38,39; Acts 15:11; Rom. 3:24; John 3:16; I Tim.2:5,6; II Cor.5:21; Gal 3:13; Heb.2:14; Rom.3:25; I Pet.2:24; John 10:17-18; Gal.3:10-13; I Pet.1:18,19; I Pet.3:18; Isa.53:5-7; Heb.10:12-22; I John 2:2; Heb.7:25,26.

#### **VII. OF ELECTION**

We believe that election is the eternal act of God's sovereign grace by which He chooses, calls, justifies and glorifies sinners; that it is effectuated by the Holy Spirit through God's Word in drawing sinners to Christ so that their wills are freely brought into compliance with God's elective purpose; that it excludes all human boasting; that it is demonstrated in believers by their personal faith in Christ, their love to God and their desire for holiness; that it is the ground of the believer's assurance and promotes humility and service.

Rom.8:28-30; Rom.9:16; Rom.11:5; John 6:37, 44; Acts 13:48; I Pet.1-2; Eph.2:8, 9; Rom.3:24-27; Eph.1:4; Col.3:12; I Thess. 1:3-7; II Pet. 1:5-11; Rom.11:27-36; Rom.8:33.

#### **VIII. OF THE NEW CREATION**

We believe that in order to be saved a sinner must be born again through personal faith in Jesus Christ; that the new birth is a new creation; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life as the gift of God; that such is kept by the power of God through faith unto eternal salvation and shall never perish; that the new birth is brought about in a miraculous manner above man's comprehension wholly and solely by the grace of God through the power of the Holy Spirit in connection with divine truth; that its proper evidence appears in the fruits of repentance, faith, and newness of life.

John 3:3, 5, 7; John 1:12; II Cor.5:17; II Cor.4:6; John 5:24; Eph.2:1; II Pet.1:4; Rom.6:23; I Pet.1:5; John 3:7, 8; John 1:12-13; I Pet.1:23; II Cor.7:1; Eph.2:10; Titus 2:11, 12; Eph.4:22-24.

#### **IX. OF JUSTIFICATION**

We believe that Justification is the great blessing by which God accepts, accounts and declares man as righteous; that it includes pardon from the guilt and condemnation of all his sin, the gift of eternal life on principles of divine righteousness; that it is bestowed by grace through faith solely upon the grounds of Christ's perfect life, and expiatory death whereby the righteousness of Christ is imputed to the believing sinner.

Rom. 3:24, 28; Eph.1:6; Rom.5:1; Acts 13:38, 39; Rom.1:17; Phil.3:9; Rom.4:4, 5; II Cor.4:21.

## **X. OF SANCTIFICATION**

We believe that sanctification is primarily the believer's position in Christ by the grace of the New Testament sealed to the believer by the blood of the everlasting covenant whereby he is set apart unto God as the recipient of all heavenly perfections; that it is also a process by which the believer sets himself apart from sin to God in the gradual attaining of moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in his heart and in obedience to the Word of God; that it will culminate in the glorious and eternal state of entire sanctification at the coming of the Lord Jesus Christ.

I Cor.1:30; Heb.10:10, 14; Heb.9:14, 15; John 17:17-19; II Tim.2:21, 22; Heb.13:12, 13; II Cor.3:18; I Thess.4:3, 4; Eph. 5:26; I Thess.5:23, 24;

## **XI. OF THE LOCAL CHURCH**

We believe that the Church is a congregation of baptized believers organized according to the New Testament pattern, associated by a covenant of faith and fellowship of the Gospel and observing the ordinances of Christ, governed by His laws, and exercising the rights, and privileges invested in it by His Word; that its officers are pastors (or elders or bishops) and deacons, whose qualifications and duties are clearly defined in the Scriptures; that the true mission of the Church is found in our Lord's commission, namely: to evangelize, to baptize, and to teach believers to observe all that the Lord commanded; that the Church has absolute right of self-government free from any outside interference, and that the one and only superintendent is Christ, acting through the Holy Spirit in harmony with the Word of God; that in all matters of Membership, of policy, of government, of discipline or benevolence, the will of the Church is final; that it is Scriptural for true Churches to co-operate with each other in the furtherance of the Gospel and in contending for the faith, and that each Church is the sole and only judge of the measure and method of its co-operation.

Acts 2:41, 42; I Cor.11:2, 23-26; Acts 1:1-2; Eph.4:11-16; Acts 20:27, 28; I Tim.3:1-13; Phil.1:1; Matt.28:18-20; Acts 1:8; Matt.18:15-17; Acts 14:22, 25, 28; Rev.1:12-20; Matt.18:15-17; Acts 4:1-11; II Cor.8:1-7; Acts 14:22-31; II Cor.8:23, 24.

## **XII. OF BAPTISM AND THE LORD'S SUPPER**

We believe that Christian baptism is the immersion in water of a believer into the name of the Father, the Son and the Holy Spirit; that it is the direct command of Christ; that it shows forth the believer's union with the crucified, buried and risen Christ, and his death to sin and resurrection to a new life; that confession of sin and belief in the resurrection of Christ should precede the observance of the Lord's supper in which disciples of Christ by the use of bread and wine after solemn self-examination are to commemorate together the death of Christ.

Mark 1:5, 9; Rom.6:4; Matt. 28:19; Mark 16:15, 16; Matt. 3:14, 15; Rom.6:3, 4; Col.2:12; Acts 2:41, 42; Matt.28:19, 20; I Cor.11:23-28.

## **XIII. OF CIVIL GOVERNMENT**

We believe that civil government is divinely appointed for the interests and good order of society; that the individual should fulfill faithfully his responsibilities as a good citizen; that magistrates should be conscientiously honoured and obeyed, except in things opposed to the revealed will of our Lord Jesus Christ, who is the only Lord of the conscience; that the Church should remain distinct and separate from the state, and that there should be no intrusion of the one into the affairs of the other.

Rom.13:1-7; Titus 3:13; I Pet. 2:13, 14, 17; I Tim.2:1-2; Acts 5:29; James 4:12; Acts 4:29; Matt.22:21.

## **XIV. OF THE RIGHTEOUS AND THE WICKED**

We believe that there is an essential difference in the nature, belief and practice of the righteous and the wicked; that those who through faith are justified in the name of the Lord Jesus and set apart by the Spirit of God, are truly righteous in God's esteem, and those who continue in impenitence and unbelief are wicked in His sight and under the curse; that this distinction holds even after death, that the righteous depart to be with Christ, and are in a state of conscious blessedness awaiting the resurrection of the just and the receiving of their glorified bodies; that the wicked depart to Hades where they are in conscious torment until the final resurrection and judgment; at which time the righteous enter into everlasting felicity in Heaven and the wicked into everlasting conscious suffering in Hell.

Mal.3:18; Rom.6:6, 8, 18; I Pet.4:18; Rom.1:17; Acts 10:34-35; I John 2:29; John 3:18, 36; II Cor.5:8; Phil. 1:21-23; Matt.7:14; Luke 16:19-31; I Pet.3:19, 20; Matt.25:46; Rev.20:15; II Thess.1:8, 9; Rev.22:3-5.

## Appendix B

### Declaration of Values

God has called us to love Him and to love our neighbour. We do this in many ways, primarily by allowing the Ten Commands to shape our thinking, our living, our speaking, our actions, and the motives behind those activities. Within that framework we intend to frame ministry and gospel-living by this biblical truth:

#### **GOD IS REAL...AND THAT CHANGES EVERYTHING**

The reality of God is declared in the first verse of the Bible: *“In the beginning God...”* The writer of Hebrews takes that reality and frames it in the context of faith: “But without faith it is impossible to please Him, for he who comes to God *must believe that He is*, and that He is a rewarder of those who seek Him.”

We contend that if we begin with the wrong conception of God, we will misconstrue the entirety of human existence! Or, said another way, “nothing else is more decisively consequential in our lives than understanding God rightly. Knowing God changes everything...for everyone!”

Rooted in the reasonable conviction that God is real, we will demonstrate through Scripture, again and again, how “that changes everything”.

#### Rationale

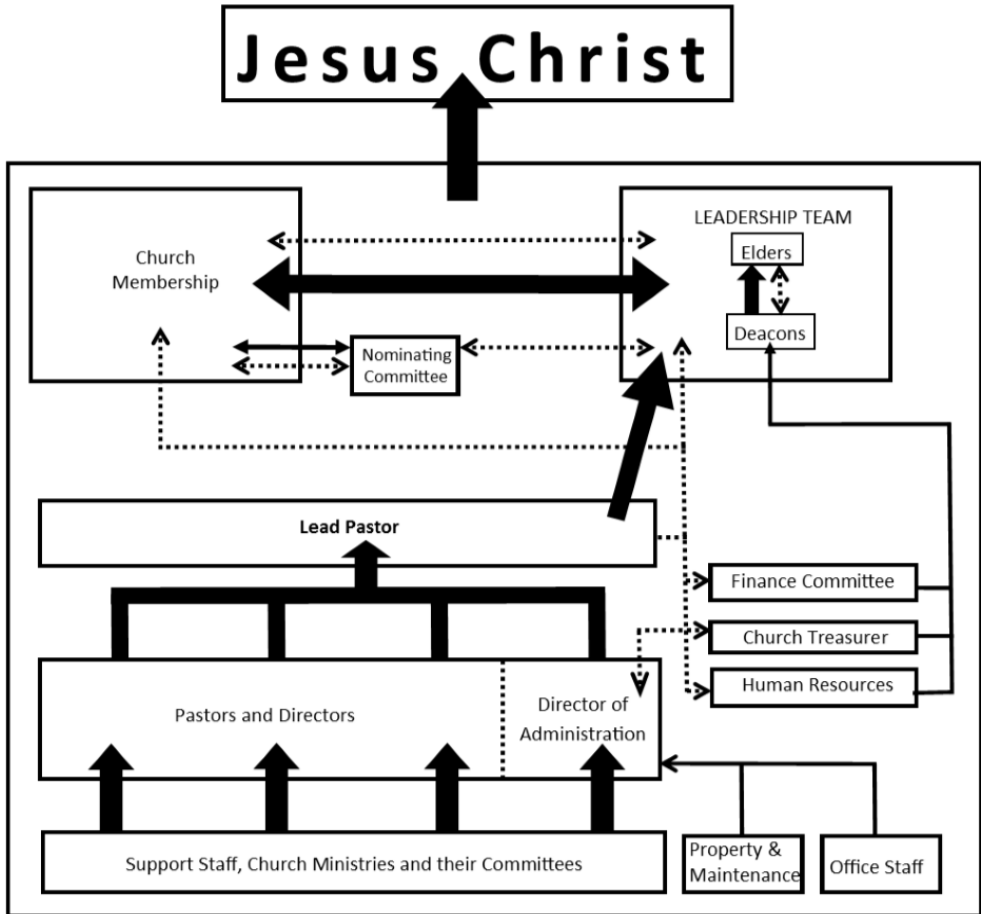
- Such a declaration takes a vision out of the realm of religion and doing and performing (we will do this, we will be that), and puts in the realm of Faith – ‘in the beginning God!’; “Without faith it is impossible to please Him, for whoever would draw near to God must believe that He exists and that He rewards those who seek Him.” (Hebrews 11:6)
- Such a declaration makes a statement to the one who is searching. **The starting place is not doing or even being, it is believing.** It assumes that God is knowable!
- Such a declaration sets the contours for the lives of the children of God. “For His divine power has given us everything required for life and godliness, through the knowledge of Him who called us by His own glory and goodness. By these He has given us very great and precious promises, so that through them you may share in the divine nature, escaping the corruption that is in the world because of evil desires.” (2 Peter 1:3-4)
- Such a declaration is our boast! “This is what the LORD says: The wise must not boast in his wisdom; the mighty must not boast in his might; the rich must not boast in his riches. **But the one who boasts should boast in this, that he understands and knows Me--** that I am the LORD, showing faithful love, justice, and righteousness on the earth, for I delight in these things.” *This is the LORD's declaration.* (Jeremiah 9:23-24)

#### Our Character

Parksville Fellowship Baptist Church is a group of people characterized by our:

- desire to worship our Redeeming God
- passion to be conformed into the likeness of our Saviour
- absolute dependence on the Holy Spirit
- love for one another

Parkville Fellowship Baptist Church Organizational Structure



1. The Elders are the overseers and they are charged with overall responsibility for the church; teaching, prayer and care for people are their main focus.
2. The Deacons are responsible for the business of the church and maintaining the church facility.
3. The solid lines indicate direction of accountability.
4. The dotted lines indicate the flow of communication.
5. The Church Trustees are the Church's Lay Elders.
6. The Lead Pastor will determine which *church ministries* and their *committees* report to each of the pastors and directors.

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