

# **BY-LAWS**

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## **ARTICLE I: ORDER**

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In order to expedite the work of the church business meetings and to avoid confusion in its deliberations, the church shall be governed by the accepted Robert's Rules of Order in keeping with the spirit of Christian love and fellowship under the guidance of the Holy Spirit and biblical precedent. Where there is a question between biblical precedent and Robert's Rules of Order, biblical precedent shall have priority.

## **ARTICLE II: OWNERSHIP**

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### **SECTION 1: OWNERS**

All real and chattel property belongs to the membership of the McMurray Gospel Assembly, 10110 Main Street, Fort McMurray, Alberta, Canada, T9H 2G7. McMurray Gospel Assembly shall be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its objectives.

### **SECTION 2: PROPERTY**

Real or chattel property of the Assembly can be sold, leased, mortgaged, or otherwise alienated, only after having been authorized by at least two thirds majority vote from a 50% + 1 quorum of the resident membership at a regular or specially called business meeting of the Assembly which has been properly notified and called for the consideration of the proposal.

All property of the McMurray Gospel Assembly shall be held in trust by the elected Trustees of the church.

## **ARTICLE III: MEMBERSHIP**

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### **SECTION 1: DEFINITIONS**

- A. REGULAR MEMBERS: Persons 18 years of age and over who fulfill the requirements of ARTICLE III Section II, of the By-laws and are resident in a community served by this church shall be eligible for voting membership in this church.
- B. DUAL MEMBERSHIP: Dual memberships are restricted to ordained ministers of MGA. An ordained minister of the FCA is required to retain membership in their home church. The minister is morally and spiritually accountable to their home church for life. The minister may have dual membership.
- C. ADHERENTS: Are those Christian persons who are regularly attending this church, who consider this church their home assembly and who support its programs and enterprises but are not official members. Adherents may attend all meetings of the church, but do not qualify for voting privileges at

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membership meetings, nor shall they be eligible for election or appointment as a trustee or an elder or chairperson position of any committee.

### **SECTION 2: STANDARDS**

The standard for membership in this Assembly shall be:

- A. Evidence of a genuine experience in regeneration (the new birth). (John 1:12,13; I Peter 1:18-25).
- B. Evidence of a consistent Christian life. (Romans 6:4; 13:13,14; Ephesians 4:17-32; 5:1,2,15; I John 1:6,7).
- C. Credible professions of faith in the Lord Jesus Christ as Savior. They shall give evidence of compliance with the biblical standard of Christian practice and manifest spiritual growth by giving evidence of the fruit of the Spirit: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". (Galatians 5:22,23 NIV).
- D. Full subscription to the tenets of faith as set forth in the Constitution. (Ephesians 4:13; Jude 3).
- E. Willingness to support the Assembly with attendance, tithes and offerings. (Malachi 3:10; I Corinthians 16:2; II Corinthians 9:6-8; Hebrews 10:25).
- F. Baptism in water. (Matthew 3:5,6,13-16; 28: 16-20; Acts 2:37-39; 8:12,13; 10:46-48; I Peter 2:21).
- G. Demonstrated desire to live in harmony with this body of believers.
- H. Attendance for a minimum of six months prior to membership application.
- I. No person who belongs to any secret organization or who partakes in practices contrary to Christian ethics and church standards, in the light of the Word of God, shall be admitted as a member of this church. Members shall refrain from "acts of the sinful nature: sexual immorality, impurity and debauchery, idolatry and witchcraft, hatred, discord, jealousy, fits of rage, selfish ambition, dissension, factions and envy, drunkenness, orgies and the like" (Galatians 5:19-21 NIV). Sexual immorality shall be interpreted to mean common-law marital relationships, pre-marital and extra-marital sexual relationships (I Corinthians 6:15-18; 7:1-2; I Thessalonians 4:3-8; Hebrews 13:4), and all forms of homosexual activity, along with other practices deemed inexcusable for Christian conduct. (Romans 1:26-32)
- J. To remain in good standing, members shall be expected to attend the regular services of the church as well as duly called membership meetings.

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K. Members are expected to accept a role of service with the church.

## **SECTION 3: MEMBERSHIP COMMITTEE**

Shall be composed of or appointed by the Leadership Team. This committee shall actively maintain and review annually the membership records. The committee shall be responsible for the following:

- A. Ensure the membership initiation process is followed.
- B. Provide an annual review of members.
- C. Employ methods of encouragement to needy members.
- D. Recommend to the Leadership Team disciplinary measures regarding members where needed.

## **SECTION 4: APPLICATION FOR MEMBERSHIP**

Membership is defined as participation in the body of Christ and the mission of this church; therefore, preparation for membership is preparation for ministry. The process for membership is as follows:

- A. Enroll and complete Network 101 and 201 course.
- B. Complete the prescribed membership application.
- C. Complete an interview with a member of the membership committee on a prescribed interview form.
- D. The membership applicants are approved by the Leadership Team.
- E. Public recognition shall be given to new members of the church.
- F. Active participation follows this process.

## **SECTION 5: PROCEDURE FOR TRANSFER**

Members moving to or from another assembly shall receive a certificate or letter of transfer from the Church Board or Leadership of their previous home church.

- A. Procedure for transfer TO another church: Should a member in good standing in our church relocate or, for a valid reason, desire to transfer their membership, a letter of transfer shall be issued by the Membership Committee after receiving a formal request from the member.
- B. Procedure for transfer FROM another church: A member in good standing of another church may transfer membership to McMurray Gospel Assembly providing that:
  - i. The candidate qualifies according to Article III Section 2, of the By-Laws.
  - ii. A letter of transfer, or some acceptable means of communication, is received from the member's church.
  - iii. The transferee completes Network 101 and 201.

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### **SECTION 6: DISCIPLINE OF MEMBERS**

- A. The Leadership Team shall deal with church discipline and/or termination of membership on an individual basis according to the scriptures as found in Matthew 18:15-20; Galatians 6:1; I Corinthians 5:11-13; II Corinthians 2:6-11; I Timothy 5:20; II Timothy 4:2; Titus 2:15.
- B. Heresy and habits, practices or affiliations unbecoming a Christian and incurring reproach shall be grounds for discipline. Forms of discipline shall progress as required: 1) counsel 2) reproof 3) suspension from duties and 4) exclusion from membership. Discipline shall be administered in accordance with the redemptive principles laid down in Matthew 18:8-17.
- C. No public charge shall be made against any member until action has been pursued by the Leadership Team as outlined in the above Section 6A. Removal from membership shall occur only after scriptural action to restore the member has failed, and upon the failure of the disciplined member to respond to the Leadership Team within a prescribed probationary period, and after all reasonable means of restoration have been exhausted.
- D. Restoration: The person whose membership has been terminated shall be restored to membership at the discretion of the Leadership Team. Restoration to a church office or ministry shall not take place until completing a probationary period determined by the Leadership Team.
- E. Personal differences between members of this church shall be settled according to scripture (Matthew 5:23,24; 18:15-17).

### **SECTION 7: WITHDRAWAL OF MEMBERSHIP**

- A. Members who withdraw from the church should do so by submitting a letter of withdrawal to the Membership Committee.
- B. Upon receipt of the letter of withdrawal, the Membership Committee shall acknowledge the same and remove them from the membership roster.
- C. Members who withdraw or have been removed from the membership have forfeited their privileges and rights as members of the church.

### **SECTION 8: MEMBERSHIP/LEADERSHIP CONFLICT**

When membership perceives a loss of credibility in the Leadership Team:

When a minimum of one third of the membership loses confidence in the ability of the Leadership Team to lead the church, they shall request and receive a hearing with the Leadership Team. This request shall be presented by a petition signed by a minimum of one third of the membership. Should this hearing (and

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any subsequent meetings) produce satisfaction among the membership and the Leadership Team, the matter shall be rested. If there is not satisfaction on the part of the membership representatives, they shall approach the Sponsor Church (Richfield Christian Fellowship, Edmonton: see FCA Handbook) with a request to intervene in the dispute. The mediation process and its ultimate prescribed action by the Sponsor Church shall be binding upon all parties of the church. The prescribed action may include both interim and long term prescriptions.

### **ARTICLE IV: MEETINGS AND QUORUM**

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#### **SECTION 1: MEETINGS**

- A. The annual meeting of members of the Assembly shall be held in Fort McMurray, Alberta at its house of worship. The meetings shall be within 60 days of the fiscal year end.
- B. Notice of meetings shall be posted in a conspicuous place in the house of worship at least fourteen days before the date of the meetings and shall also be publicly read at one regular service on each of two Sundays immediately preceding the date of the meeting.
- C. Membership meetings of the Assembly may be held on a date called by at least 50% of the Leadership Team. Proper notice will be given of the meeting agenda and date.
- D. Special meetings of the Assembly shall be called by the Leadership Team whenever deemed necessary or advisable, or upon the written request of a simple majority, 50%+1, of the members of the Assembly. Notice shall be given as in paragraph (C) above.
- E. The regular membership meeting shall have authority to conduct any and all business necessary to carry out the function and operations of the church, within the limits of the powers vested in such a meeting by the Articles of Incorporation and By-laws.
- F. The Leadership Team shall appoint a secretary for congregational meetings.

#### **SECTION 2: VOTING**

- A. Only resident members may vote.
- B. No person's vote may be cast by proxy.
- C. Persons who choose to abstain from voting give silent consent to the decision of the voting members.

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- D. Advanced polling may be done by giving a ballot in a sealed envelope to the Chairperson before the meeting. The voter's name shall be recorded with the Church Secretary. This ballot is considered irretrievable.

## **SECTION 3: QUORUM**

Fifteen percent of the membership shall constitute a quorum, and a simple majority of the members present, unless otherwise stated, shall carry matters coming before the meeting.

## **ARTICLE V: OFFICES**

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### **SECTION 1: LEADERSHIP**

#### **A. STANDARDS**

The Bible outlines standards for leaders in the church. Leaders are especially chosen and recognized in the Body for their faithfulness

- i. to God and His people.
- ii. to personal and moral qualities.
- iii. to spiritual gifts and abilities.

#### **B. LEADERSHIP TEAM COMPOSITION**

- i. The Leadership Team of this church shall consist of the Pastor(s) and Elders.
- ii. The Leadership Team shall appoint a president and secretary from among its members.
- iii. The Leadership shall appoint a recording secretary. This person may be a Leader or a member of the congregation. It shall be his/her duty to keep a permanent and accurate record of the proceedings of the Leadership Team meetings of the church and to maintain such correspondence as may come within his/her jurisdiction.

#### **C. APPOINTMENT AND TERM OF OFFICE FOR ELDERS**

- i. The Leadership Team shall prayerfully choose leadership candidates.
- ii. Lay leaders on this team shall be recognized as the biblical elders in the church.
- iii. The candidate and spouse shall be interviewed with the aid of a prescribed interview form.
- iv. When the Leadership Team is satisfied with the candidate's eligibility, the candidate's name shall be published in the church bulletin for a one month period prior to appointment. The name shall be accompanied by an invitation for any of the membership to come forward with any concerns they may have regarding the candidate's eligibility.
- v. Following this period, the candidate shall be publicly and officially acknowledged as a member of the Leadership Team of this church.
- vi. The member shall commit to a five year term.

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- vii. The member may serve additional terms, providing there is unanimous consent among the members of the Leadership Team.
- viii. The Leadership Team shall determine the number of Elders required to serve the church. The minimum number shall be five members.
- ix. An elder who is absent for four consecutive regular leadership meetings may be removed from the Leadership Team, if they do not have just cause for not attending.

### **D. RESPONSIBILITIES**

The Leadership Team of this church shall have such powers and duties as stated in scriptures and in these By-laws. The following responsibilities shall be assigned to Leadership Member Portfolios:

#### *Church Ministry*

- i. Promote the spiritual well being of the church at all times.
- ii. Provide leadership and spiritual oversight of this church as described in 1Peter 5:1-11; 1 Timothy 5:17.
- iii. Set priorities, vision and direction for the church.
- iv. Prepare and approve the annual church budget.
- v. Develop ministry descriptions for all paid staff, and committee heads.
- vi. Initiate discipline proceedings for staff and volunteers.
- vii. Call and prepare for congregational meetings and appoint a secretary for such meetings.
- viii. Appoint ministry leaders to serve in ministry positions.
- ix. Initiate discipline proceedings with elders who lose their ability to serve due to moral, ethical or doctrinal reasons.
- x. Initiate discipline proceedings with members who fail to abide with Article II Section 2 and/or on the recommendation of the Membership Committee.

#### *Pastoral Staff*

- xi. Provide interim pastoral leadership in the event the assembly is temporarily without a Senior Pastor.
- xii. Contact, interview and present senior pastor candidates to the congregation.
- xiii. Provide pastoral care for church staff.
- xiv. Conduct annual pastoral reviews.
- xv. Recruit additional ministerial staff member candidates.

#### *Membership*

- xvi. Oversee the new member process and approve new members.
- xvii. Administer member discipline as required.

#### *Finances*

- xviii. Manage the church finances.
- xix. Create and implement financial policies.

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- xx. Set staff salaries and severance packages as per policy.

### **E. QUALIFICATIONS OF ELDERS**

Elder candidates must be members of this church, bearing the qualifications outlined in Timothy 3:1-7 and Titus 1:5-9. An Elder must be born again, baptized in water and baptized with the Holy Spirit (John 3, Acts 19:1-6). They shall seek to honor God, the scriptural teaching regarding church leadership, and the spiritual well being of the body of Christ at all times.

### **F. DECISION MAKING**

- i. Biblical teaching and precedent shall guide all Leadership meetings. If a procedural conflict arises, reference shall be made to these by-laws and/or Robert's Rules of Order.
- ii. Voting at Leadership meetings shall be by show of hands or consensus, however a secret ballot may be used if determined necessary by the chair or the majority of the leadership present. Each member of the Leadership Team shall have one vote. With the exception of pastoral staff, a simple majority shall determine decisions by the Leadership Team. Where financial or property decisions are being considered, the paid ministry staff shall be excluded from voting.

### **G. CONFLICT RESOLUTION**

Should the Leadership Team become divided so as to affect the health and unity of this church, the following process shall be followed:

- i. The MGA Leadership Team shall invite the leadership of the sponsor church (Richfield Christian Assembly in Edmonton) to assemble a team of FCA Leaders to mediate.
- ii. The MGA Leadership Team shall relinquish all leadership responsibilities to the Mediation Team during the mediation process.
- iii. The Mediation team shall have the authority to remove or appoint Leadership Team members at their discretion.
- iv. When the conflict is resolved to the satisfaction of the Mediation Team, the Mediation Team will transfer leadership responsibilities back to the MGA Leadership Team.
- v. Should the Leadership Team become divided and fail to address the situation, the members of the Assembly can initiate the conflict resolution process by requesting a special meeting of the Assembly by written request of a simple majority, 50%+1.

## **SECTION 2: SENIOR PASTOR**

### **A. APPOINTMENT AND CALL**

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The Senior Pastor candidate shall be recommended to the church by the Leadership Team. A call shall be extended to a pastor upon receipt of a minimum of three quarters majority of votes cast by written ballot at a quorum of the resident members at a meeting duly convened for that purpose.

### **B. DUTIES**

- i. The Senior Pastor and the Leadership Team shall set vision and direction for this church.
- ii. The Senior Pastor with the Leadership Team, shall give spiritual oversight and leadership to all church ministries (Acts 20:28; I Peter 5:1-11).
- iii. The Senior Pastor shall ensure that provision is made for all the services of the assembly, and no person or groups shall be invited to speak or minister in the assembly without the Senior Pastor's approval.
- iv. The Senior Pastor shall be a member of the Leadership Team and a member ex- officio of all other boards and committees.
- v. The Senior Pastor has the right to act as chairperson of business meetings of the assembly, or to appoint any church officer to act as chairperson of any church business meeting. The Senior Pastor or President of the Leadership Team shall call meetings. Congregational meetings shall be called by the Senior Pastor, or a Leadership Team member who has the full support of the majority of the Leadership Team.
- vi. The Senior Pastor shall be the spiritual overseer of all church staff.

### **C. QUALIFICATIONS**

The Senior Pastor must:

- i. Be a born again believer in Jesus Christ (John 3:5,6).
- ii. Be baptized in water subsequent to his conversion (Matthew 28:19; Acts 2:38-41).
- iii. Be baptized with the Holy Spirit (Luke 4:18; John 7:38,39; Acts 2:4; 6:5; 9:17).
- iv. Qualify according to I Timothy 3:1-7 and Titus 1:5-9.
- v. Have a Divine Call to the ministry and demonstrate suitable ministry gifting (John 15:16; Acts 9:15; 13:3; Ephesians 4:11).
- vi. Be an ordained minister of the Gospel
- vii. Subscribe to the statement of faith and biblical practices of this church.

### **D. VACANCY**

- i. In the event that this church should be without a Senior Pastor, or if the Senior Pastor should lose the confidence of the majority of the church membership, as specified in Section 2:E below, or if the Senior Pastor should lose the ability to continue the duties, the Leadership Team may call a special meeting for the purpose of directing the affairs of this church.

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- ii. Should the Senior Pastorate become vacant, the Leadership Team shall appoint an interim Senior Pastor. The Leadership Team shall be responsible for contacting, interviewing, and presenting the Senior Pastor candidate to the congregation.
- iii. As an act of courtesy to this church, in the event that the Senior Pastor should accept a call to another ministry, notification of the same shall be given to Leadership Team before giving the final decision to the church or ministry to which the pastor intends to serve. A minimum of ninety days notice is expected and appreciated. These requirements may be suspended by mutual agreement between the Senior Pastor and Leadership Team.

### **E. CARE AND SUPPORT OF SENIOR PASTOR**

The spiritual, professional and physical health of the Senior Pastor is very important to the Leadership Team of this church. With this in mind, the Leadership Team commits to an annual interview by a chosen member of the Leadership Team as to the Senior Pastor's personal sense of fulfillment, progress, health and vision. The Elders shall:

- i. Pray regularly for the Senior Pastor.
- ii. Provide adequate moral and spiritual support.
- iii. Ensure appropriate resources are available to the Senior Pastor in order to execute all responsibilities. The resources consist of the following:
  - a. Adequate study/prayer/envisioning periods.
  - b. Method of supply for books, media and other resources.
  - c. An annual refresh/renewal course or seminar.
  - d. Adequate administrative support.
  - e. Appropriate remuneration and benefits.
  - f. Continual encouragement of positive leadership relations.

### **F. PASTORAL REVIEW**

- i. The pastoral review shall normally be conducted to give positive spiritual support and counsel to the Senior Pastor. This shall always be conducted in an environment of Christian goodwill for the benefit of the church Leadership Team and Membership.
- ii. Should the Leadership Team deem that the Senior Pastor is losing credibility with the leadership and Membership of this church, they shall meet with the Senior Pastor to address their concerns. Should the meeting not resolve the issue, they shall:
  - a. Recommend the Senior Pastor's resignation.
  - b. Call for a congregational vote of confidence regarding the Senior Pastor. The Senior Pastor shall require a minimum two thirds majority vote of a quorum of the Membership at a duly called meeting to remain Senior Pastor. Should the Senior Pastor fail to obtain a majority

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vote, termination of services will be effective immediately. Severance pay will be left to the discretion of the Leadership Team.

- c. The MGA Leadership Team shall invite the leadership of the sponsor church (Richfield Christian Assembly in Edmonton) to assemble a team of FCA Leaders to mediate.

### **G. DISCIPLINE OF SENIOR PASTOR**

Counsel, correction and discipline of any church member shall always be motivated by love with a view of redemption and reconciliation. The Senior Pastor may be counseled and/or disciplined for change in the following two areas:

- i. When the preaching or teaching contradicts the fundamental doctrinal position of the McMurray Gospel Assembly.
- ii. Due to the deliberate practice of an immoral or unethical lifestyle.

#### *Procedure for Resolution*

- iii. Any accusation against the Senior Pastor shall only be considered when at least two credible witnesses testify of failure in one of the above two areas (I Timothy 5:19)
- iv. When a legitimate concern is established in one of the above two areas, the Leadership Team shall approach and advise the Senior Pastor of the issue and prescribe the required change(s). If the Senior Pastor hears these Elders, the Senior Pastor will agree to the appropriate counsel of the Leadership Team and the issue will be rested.
- v. If there is no conciliatory attitude on the part of the Senior Pastor, the Leadership Team will invite outside counsel of FCA Pastors/Elders, in order to attempt to achieve resolution. In the event that there is admission of need and there is a willingness to change, the Leadership Team shall determine the process of spiritual restoration.
- vi. When all efforts at achieving resolution have failed, the Leadership Team shall ask for the Senior Pastor's resignation. Severance pay will be left to the discretion of the Leadership team and Finance Committee.

### **SECTION 3: ADDITIONAL MINISTERIAL STAFF**

#### **A. ADDITIONAL STAFF**

- i. As the church grows and its needs change, the Pastor(s) and Leadership Team shall be responsible for identifying the need and recruiting additional ministerial staff member candidates. These candidates must have unanimous support from the Leadership Team to be called.
- ii. A ministry description and ministry title for a new staff member shall be determined by the Senior Pastor in consultation between the pastoral staff and the candidate for that position. Such descriptions shall be subject to periodic review by the Leadership Team.

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### **B. QUALIFICATIONS**

All ministerial staff, male or female, must:

- i. Be under the direction of the Senior Pastor.
- ii. Be a born again believer in Jesus Christ (John 3:5,6).
- iii. Be baptized in water subsequent to his/her conversion (Matthew 28:19; Acts 2:38-41).
- iv. Be baptized with the Holy Spirit (Luke 4:18; John 7:38,39; Acts 2:4; 6:5; 9:17).
- v. Qualify according to I Timothy 3:1-7 and Titus 1:5-9.
- vi. Have a Divine Call to the ministry and demonstrate suitable ministry giftings (John 15:16; Acts 9:15; 13:3; Ephesians 4:11).
- vii. Accept and submit to the philosophy of ministry, vision and leadership of this church.
- viii. Subscribe to the Statement of Faith and biblical practices of this church.

### **C. DISCIPLINE OF A MINISTRY STAFF MEMBER**

In the event that a Ministry Staff Member should appear to lose the confidence of the Leadership Team, or if the Ministry Staff Member should lose the ability to continue his/her duties through unscriptural practices, the Senior Pastor (in consultation with the Leadership Team) shall call a special meeting with the Ministry Staff Member in question, advising him/her of required changes. Should this advice not be heeded, the Ministry Staff Member in question may be asked to resign. The Ministry Staff Member shall leave office within a period of time as prescribed by the Leadership Team. Severance pay will be at the discretion of the Leadership Team.

### **D. CARE OF MINISTRY STAFF**

It is the primary responsibility of the Senior Pastor to provide pastoral care for all Ministry Staff; however, the Leadership Team shall share in this role in a similar fashion as described in the care of the Senior Pastor.

### **SECTION 4: SUPPORT STAFF**

The types and number of paid support staff members will be determined by the Leadership Team based on the needs of the Assembly. Compensation will be determined as per the active Policies and Procedures manual.

### **SECTION 5: MINISTRY LEADERS**

- A. The Leadership Team shall appoint/endorse leaders of the various ministries of the church.
- B. Ministry leaders must qualify according to 1 Timothy 3:8-18 and Titus 1: 5-9.
- C. Ministry leaders may be male or female.
- D. Ministry leaders shall be members of this church.
- E. Ministry leaders may be appointed by the Leadership Team from candidates from MGA members or adherents.

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- F. Ministry leaders who lose their ability to serve due to moral, ethical, or doctrinal issues, shall submit to counsel, and or discipline as prescribed by the Leadership Team.
- G. The term of office may vary according to the description of the leader of the ministry being served.
- H. Ministry leaders will be described by their ministry role.
- I. Lay ministry leaders are not considered part of the official Leadership Team of this church.

### **SECTION 6: TRUSTEES**

Trustees are chosen by the church Membership to hold in trust all land holdings and real estate owned by the church corporation. There shall be a minimum of three members on this committee. They shall be elected for a three year term. Each member's term shall end on a different year than the others.

#### **A. DESCRIPTION OF DUTIES**

- i. Ensure that all property holdings are properly documented.
- ii. Ensure a proper and safe location for church documents, such as titles, deeds, etc.
- iii. Maintain possession of the corporate seal.
- iv. Ensure that all church transactions having to do with real estate are conducted in accordance with the by-laws of this church.
- v. Support the ministry vision of the church leadership and membership.
- vi. Accept responsibilities for property as assigned by the Leadership Team.

#### **B. TRUSTEE QUALIFICATIONS**

- i. Candidates shall be Members of MGA.
- ii. Candidates shall be recognized for their prudence in matters of finance, property and accountability.

#### **C. ELECTION PROCESS**

- i. Candidates shall be nominated by the membership.
- ii. Candidates shall be interviewed by Leadership Team.
- iii. Candidate's eligibility for election shall be determined by the interview.
- iv. The prescribed number of candidates shall be installed following an election at a duly-called meeting of the membership.

### **SECTION 7: CHURCH TREASURER**

- A. The church Treasurer may be a volunteer position or a paid support staff member authorized by the Leadership Team.
- B. The Treasurer shall have the authority to receive, record, and deposit all the revenue of the church. The Treasurer shall be empowered to pay all the bills within the confines of the annual church budget and the MGA Policies and Procedures.

## **BY-LAWS**

This Revised Constitution was adopted by motion and majority vote at a duly called meeting of the congregation on the 22<sup>nd</sup> of February, 2009.

- C. The Treasurer shall provide monthly reports to the Leadership Team and written annual reports to members of the congregation.

### **SECTION 8: ELECTION TO OFFICE**

All elected officers of this church shall be declared elected upon receiving more than 50% of all votes cast. If the candidate is not elected on the first ballot, the name receiving the lowest number of votes shall be eliminated on each succeeding ballot until there is a candidate elected. If this procedure fails to elect a candidate, new nominations will be required.

### **SECTION 9: TERMINATION OF SERVICE**

Termination of membership automatically terminates tenure in an office of Leadership. Resignation from any office shall be explained in a letter submitted to the Leadership Team.

## **ARTICLE VI: ORDINATION**

The equipping ministries of Ephesians 4:11-16 are embodied in people whom God has chosen. They are recognized by the public act of ordination in a local church. The candidates for ordination must:

- A. Be born again, baptized in water, baptized with the Holy Spirit, and confess to a definite call of God for this ministry.
- B. Qualify according to I Timothy 3:1-7.
- C. Subscribe to the teachings of this Church.
- D. Have a minimum of three years of formal biblical training at a Bible College or comparable institution which is recognized as a valid biblical training institution by this church or, in lieu of the above, the candidate must have a minimum of five years of consistent biblical self-study together with practical and willing ministry involvement in/or with a local church.
- E. Have functioned for a minimum of two years in a proven biblical ministry subsequent to the above. The candidate must be presently practicing this ministry with intent to continue indefinitely.
- F. Be a member in good standing with this local church.

## **ARTICLE VII: COMMITTEES**

The Leadership Team shall authorize various committees to deal with needs as they arise. Ministry descriptions for these committees shall be determined by the appropriate Leadership Team Member, and each committee shall appoint a recording secretary that shall be accountable to the appropriate Leadership Team Member.

Heads of all committees shall be members of the church. Unless a committee is directly specified as a standing committee, the term of each committee shall be set by the appropriate Leadership Team Member. Standing committees shall be subject to a two year review.

# **BY-LAWS**

This Revised Constitution was adopted by motion and majority vote at a duly called meeting of the congregation on the 22<sup>nd</sup> of February, 2009.

## **ARTICLE VIII: MINISTRIES**

All Ministries of this church shall be under the direction of the Senior Pastor, accountable to the Leadership Team, and shall present reports to the Annual Congregational Meeting. Heads of all departments shall be members of this church and shall be appointed by the Leadership Team.

## **ARTICLE IX: FINANCIAL MANAGEMENT**

### **SECTION 1: CHURCH FINANCES**

- A. The church finances shall be managed by the Leadership Team.
- B. The Leadership Team shall appoint a Finance Committee to administrate the church funds as prescribed by the Leadership Team and the church budget. This shall be done in an honorable and acceptable manner in accordance with generally accepted accounting practices.
- C. The day to day administration of the budget shall be managed by the church Treasurer/Bookkeeper and/or administrator, who shall be answerable to the Finance Committee. This committee, in turn, shall be accountable to the Leadership Team.

### **SECTION 2: BUDGET**

- A. The Church budget shall reflect the projected ministry goals for the church in a given fiscal year.
- B. The Church shall have an annual budget compiled no later than November 31 for the following year.
- C. The budget process shall be the responsibility of the Finance Committee. The Leadership Team shall support the final budget draft which shall go to the membership for approval by simple majority.
- D. A quorum of the membership shall be required to increase the total budget amount within a fiscal year.

### **SECTION 3: AUDITORS**

Church accounts may be audited by auditors as the Leadership Team and/or church Membership directs.

### **SECTION 4: FISCAL YEAR**

The fiscal year of this church shall begin January 1st and end December 31st.

### **SECTION 5: SIGNING AUTHORITY**

All cheques, drafts, or other orders for payment of money or other evidences of indebtedness, issued in the name of or payable to the church, shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by resolution of the Leadership Team.

## **BY-LAWS**

This Revised Constitution was adopted by motion and majority vote at a duly called meeting of the congregation on the 22<sup>nd</sup> of February, 2009.

### **ARTICLE X: PROPERTY RIGHTS IN CASE OF DIVISION OR DISSOLUTION**

#### **A. IN CASE OF DIVISION**

- i. Should McMurray Gospel Assembly for some reason be divided, the property shall remain in the possession of the group which commits to maintain the constitution, doctrines and by-laws of this church under the jurisdiction of the current Leadership Team.
- ii. In case of division, the remaining Leadership Members (who abide by "i" above) shall carry out the fulfillment of these by-laws.

#### **B. IN CASE OF DISSOLUTION**

Upon dissolution of McMurray Gospel Assembly all assets, after payment of legal debts, will be turned over to a qualified donee described in subsection 149.1 [a] of the income Tax Act"

The property and proceeds shall be managed by the FCA sponsor church (Richfield Christian Assembly in Edmonton) with counsel from any remaining church leaders in the interests of a mission of the FCA. Where the sponsor church is unwilling, or unable to carry out the responsibility, it shall appoint another FCA church or churches to complete this task.

### **ARTICLE XI: BY-LAW AMENDMENTS**

Amendments may be made to these by-laws at a duly called meeting wherein notice of the meeting, together with the proposed amendment, is given in writing to the resident membership at least two weeks prior to the date of meeting. The amendments shall require a simple majority vote at the meeting in order for them to be carried.

- A. "Let all things be done decently and in order" (I Corinthians 14:40).
- B. "I, therefore, the prisoner of the Lord, beseech you that you walk worthy of the vocation wherein ye are called; with all lowliness and meekness, with long-suffering, forbearing one another in love; endeavoring to keep the unity of the Spirit in the bond of peace" (Ephesians 4:1-3).
- C. "Unto Him (the Father) be glory in the Church by Christ Jesus throughout all ages, world without end. Amen" (Ephesians 3:21).