

SCC Members' Information Package

Annual General Meeting

Monday, February 24, 2025

7:00 PM

Shuswap Community Church

Annual General Meeting Agenda

Monday February 24, 2025 | 7:00pm

1. Opening Prayer
2. Call to Order
 - *Motion: To accept the meeting agenda.*
 - *Motion: To accept minutes from the AGM held February 26, 2024.*
3. Welcome New Members
 - Invite new members to come on stage. Kevin H. to pray.
4. Reports
 - Ministry Leaders Reports (Children's Min, Youth, Senior Adults, Worship)
 - Building Committee Report (Tim)
 - Board Report (Board)
 - Chase Report
 - Lead Pastor Report
5. Financial Report
 - *Motion: To accept the Financial Report.*
6. Budget 2025
 - *Motion: To approve the 2025 Budget.*
7. Nominating Report
 - Invite nominees up to introduce themselves.
 - *Motion: To approve the Nominating Report.*
8. Election of the 2025 Nominating Committee
 - *Motion: To elect the 2025 Nominating Committee: Glenn Johnson, Joyce Parkinson, Don Roy, Jennilee Vellacott (spare)*
9. Proposed Bylaw Amendments
 - Motion: to change the Constitution and Bylaws as proposed.*
10. Closing Prayer
11. Adjourn

Minutes of the SCC Annual General Meeting

DATE: February 26, 2024

Meeting Chairperson: Don Cundiff

Recording Secretary: Heather deVries

Opening Prayer: Jennifer Honecker

There were 107 members present - total attendance 131. With this representation we met our quorum.

The 2024 AGM was held at the Salmon Arm Campus of Shuswap Community Church.

MOTION: To accept the meeting agenda. MSC

MOTION: To accept the meeting minutes from the AGM held February 22, 2023. MSC

The following new members were welcomed:

Nadine Albrecht	Ben Baker	Crystal Baker	Edwin Bauer
Maureen Bauer	Olivia Cundiff	Carson deVries	Paul Duffy
Kelly Duffy	Mayanna Gehring	Les Harder	Dee Dee Harder
Jennifer Honeker	Connor Hyde	Nathan Jefferies	Levi Peterson
Luke Simmonds	Patti Trekofski	Terry Warden	Erin Warden
Ken Wright			

Presentation from Sunnybrae:

Tim Paquette shared an update

Pastors and Ministry Reports - highlights were shared

Board Report: was given by Matt Gienger

Andy deHoog shared the 2023 Year End Financial Statements

MOTION: To accept the financial report. MSC

Andy deHoog shared the 2024 Budgets

MOTION: To approve the individual 2024 Budgets for Salmon Arm, Sicamous, Sorrento and Chase. MSC

Nominating Committee Report

Presenting the following nominees: Steve Janz (Elder), Murphy Lucas (Board), Geoff Kroeker (Board), Dave Parkinson (Board), Colin Mayes (Board)

MOTION: To accept the Elder and Board nominees as presented. MSC

MOTION: To elect the 2024 Nominating Committee of Grace Fletcher, Dave Follack and Glenn Johnson. MSC

Proposed Bylaw Amendments:

Andy deHoog presented the two amendments required in our bylaws. These amendments come as a result of the motion carried at our November 2023 Special Business Meeting to dissolve SCC Central and establish our campuses as autonomous churches.

MOTION: To change Article II: Leadership 2.3 and 4.1 removing references to SCC Campuses and thereby adopting the proposed changes. MSC

Mellisa Cochrane closed in prayer.

MOTION: To adjourn the meeting. MSC

Web Display

FIRST NAME	LAST NAME	BECAME MEMBER DATE	BECAME MEMBER NOTE
Bill	Hodson	24 Nov 2024	
Brenda	Schallhorn	25 Feb 2024	
Christine	Hodson	24 Nov 2024	
Daron	Mayes	17 Nov 2024	
Helen	Olynyk	01 Dec 2024	
Jacob	Schallhorn	25 Feb 2024	
Jamie	Seiler	01 Dec 2024	
Janelle	Ratzlaff	15 Dec 2024	
Jesse	Seiler	01 Dec 2024	
Jessica	Schut	24 Nov 2024	
Juanita	Miller	01 Dec 2024	
Justin	Miller	01 Dec 2024	
Ken	Williams	24 Nov 2024	
Kim	Mayes	17 Nov 2024	
Lizanne	Williams	24 Nov 2024	
Micah	Schut	24 Nov 2024	

SHUSWAP COMMUNITY CHURCH

Financial Statements

December 31, 2024

SHUSWAP COMMUNITY CHURCH

December 31, 2024

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CHARTERED PROFESSIONAL CORPORATION

COMPILATION ENGAGEMENT REPORT

To Management of Shuswap Community Church

On the basis of information provided by management, we have compiled the statement of financial position of Shuswap Community Church as at December 31, 2024, the statement of operations and statement of fund balances for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Acuity Advisors LLP

Chartered Professional Accountants

Salmon Arm, BC
January 21, 2025

SHUSWAP COMMUNITY CHURCH

Statement of Financial Position

As at December 31, 2024

	2024	2023
Assets		
OPERATING FUND		
Cash	\$ 229,133	\$ 196,361
Cash - special purpose fund	134,934	132,842
Accounts receivable	22,156	27,542
	386,223	356,745
SPECIAL PURPOSE FUND		
Cash - Sicamous hub	30,259	10,593
CAPITAL FUND		
Property, plant and equipment (Note 2)	1,007,005	1,034,462
	\$ 1,423,487	\$ 1,401,800
Liabilities and Net Assets		
OPERATING FUND		
Accounts payable and accrued liabilities	\$ 27,491	\$ 26,365
Deferred revenue (Note 3)	3,608	3,608
	31,099	29,973
CAPITAL FUND		
Current portion of long-term debt	10,212	9,823
Long-term debt (Note 4)	147,407	179,629
	188,718	219,425
FUND BALANCES		
Operating fund	329,295	306,899
Special purpose fund	202,997	138,412
Capital fund	702,477	737,064
	1,234,769	1,182,375
	\$ 1,423,487	\$ 1,401,800

Approved by:

Director

The accompanying notes are an integral part of these financial statements

SHUSWAP COMMUNITY CHURCH

Statement of Operations - Campus

For the year ended December 31, 2024

	SCC Central		Salmon Arm		Sicamous		Sorrento		Chase		Campus Total	
	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023
Revenue												
Campus support (Note 5)	\$ -	\$ 177,910	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,910
Member contributions	-	-	755,974	874,866	192,116	162,268	91,602	100,250	44,421	47,963	1,084,113	1,185,347
Benevolent	-	18,913	19,300	-	-	-	-	-	-	-	19,300	18,913
Refugee	-	-	-	720	-	-	-	-	-	-	-	720
Rental and other income	-	-	16,952	21,012	-	-	-	-	-	-	16,952	21,012
	196,823	196,823	792,226	896,598	192,116	162,268	91,602	100,250	44,421	47,963	1,120,365	1,403,902
Expenses												
Wages and benefits	-	208,702	466,393	269,947	125,133	113,299	89,243	77,971	35,217	69,080	715,986	738,999
Fees and memberships	-	24,196	23,844	-	-	-	-	-	-	-	23,844	24,196
Administration and incidentals	-	13,417	3,477	-	-	-	-	-	-	-	3,477	13,417
Benevolent	-	15,387	15,596	-	-	-	-	-	-	-	15,596	15,387
FEB support	-	15,442	21,832	-	-	-	-	-	-	-	21,832	15,442
Missions	-	6,337	73,205	64,075	6,400	6,800	-	-	-	-	79,605	77,212
Maintenance and grounds	-	-	59,894	29,847	5,836	1,604	-	-	-	-	65,730	31,451
Department ministry	-	-	26,766	26,027	8,784	9,396	470	2,636	-	2,093	36,020	40,152
Ministry incidentals	-	-	18,539	16,446	5,632	4,031	612	425	2,027	797	26,810	21,699
Advertising	-	-	2,701	299	525	-	-	-	140	359	3,366	658
Insurance	-	-	18,907	17,984	3,424	1,462	-	-	-	-	22,331	19,446
Interest on long-term debt	-	-	-	-	6,958	8,788	-	-	-	-	6,958	8,788
Property taxes	-	-	2,329	2,252	-	-	-	-	-	-	2,329	2,252
Office and supplies	-	-	19,013	6,280	5,662	4,099	-	759	3,196	3,495	27,871	14,633
Rent	-	-	-	-	10,792	6,637	11,080	11,227	15,320	13,210	37,192	31,074
Telephone and internet	-	-	3,705	3,652	1,024	1,962	-	-	659	712	5,388	6,326
Utilities	-	-	18,678	18,658	3,825	4,417	-	-	-	-	22,503	23,075
Central support (Note 5)	-	-	-	131,338	-	24,340	-	15,037	-	7,195	-	177,910
	283,481	283,481	774,879	586,805	183,995	186,835	101,405	108,055	56,559	96,941	1,116,838	1,262,117
Net surplus (deficit) income from operations	\$ -	\$ (86,658)	\$ 17,347	\$ 309,793	\$ 8,121	\$ (24,567)	\$ (9,803)	\$ (7,805)	\$ (12,138)	\$ (48,978)	\$ 3,527	\$ 141,785

The accompanying notes are an integral part of these financial statements

SHUSWAP COMMUNITY CHURCH

Statement of Operations - Combined

For the year ended December 31, 2024

	Campus Total		Redemption Counselling		Total
	2024	2023	2024	2023	
Revenue					
Campus support (Note 5)	\$ -	\$ 177,910	\$ -	\$ -	\$ 177,910
Member contributions	1,084,113	1,185,347	-	-	1,084,113
Benevolent	19,300	18,913	-	-	19,300
Refugee	-	720	-	-	720
Counselling revenue	-	-	36,151	49,957	36,151
Rental and other income	16,952	21,012	-	-	16,952
	1,120,365	1,403,902	36,151	49,957	1,156,516
					1,453,859
Expenses					
Wages and benefits	715,986	738,999	-	76,145	815,144
Fees and memberships	23,844	24,196	-	-	23,844
Administration and incidentals	3,477	13,417	-	-	3,477
Benevolent	15,596	15,387	-	-	15,596
FEB support	21,832	15,442	-	-	21,832
Missions	79,605	77,212	-	-	79,605
Maintenance and grounds	65,730	31,451	-	-	65,730
Department ministry	36,020	40,152	-	-	36,020
Ministry incidentals	26,810	21,699	-	-	26,810
Advertising	3,366	658	-	-	3,366
Insurance	22,331	19,446	-	-	22,331
Interest on long-term debt	6,958	8,788	-	-	6,958
Property taxes	2,329	2,252	-	-	2,329
Office and supplies	27,871	14,633	1,542	3,943	29,413
Rent	37,192	31,074	-	-	37,192
Professional service contracts	-	-	15,740	23,550	15,740
Telephone and internet	5,388	6,326	-	-	5,388
Utilities	22,503	23,075	-	-	22,503
Central support (Note 5)	-	177,910	-	-	-
	1,116,838	1,262,117	17,282	103,638	1,134,120
					1,365,755
Net surplus (deficit) income from operations	\$ 3,527	\$ 141,785	\$ 18,869	\$ (53,681)	\$ 22,396
					\$ 88,104

The accompanying notes are an integral part of these financial statements

SHUSWAP COMMUNITY CHURCH

Statement of Fund Balances

For the year ended December 31, 2024

	2024	2023
Operating fund		
Fund balance, opening		180,088
Surplus (deficiency) of revenues over expenditures	\$ 306,899	\$ 88,105
Overflow contributions	22,396	38,701
Overflow interest revenue	-	5
Increase (decrease) in funds during the year	22,396	126,811
Fund balance, closing	\$ 329,295	\$ 306,899
Special purpose fund		
Fund balance, opening		112,803
Sicamous building contributions	\$ 138,411	25,609
Increase in funds during the year	64,586	25,609
Fund balance, closing	\$ 202,997	\$ 138,412
Capital fund		
Fund balance, opening		774,204
Capital asset depreciation	\$ 737,064	(37,140)
(Decrease) in funds during the year	(34,587)	(37,140)
Fund balance, closing	\$ 702,477	\$ 737,064
Increase (decrease) in funds during the year	52,395	115,280
Fund balances, beginning of year	1,182,374	1,067,095
Fund balances, end of year	\$ 1,234,769	\$ 1,182,375

The accompanying notes are an integral part of these financial statements

SHUSWAP COMMUNITY CHURCH

Notes to Financial Statements

December 31, 2024

1. Basis of Accounting

The basis of accounting applied in the preparation of the balance sheet of Shuswap Community Church as at December 31, 2024 and the income statement for the year then ended is on the historical cost basis, reflecting cash transactions with the addition of:

- Accounts receivable
- Accounts payable and accrued liabilities
- Current income taxes payable as at the reporting date

2. Property and equipment

			2024	2023
	Cost	Amortization	Net Book Value	Net Book Value
Land	\$ 433,493	\$ -	\$ 433,493	\$ 433,493
Building	1,317,809	774,075	543,734	567,002
Equipment	283,215	261,768	21,447	24,652
Paving	48,906	42,170	6,736	7,321
Fencing	23,437	21,842	1,595	1,994
	\$ 2,106,860	\$ 1,099,855	\$ 1,007,005	\$ 1,034,462

Property and equipment are recorded at cost and are amortized over their estimated useful lives on the diminishing balance method at the following rates, except in the year of acquisition when only one-half of the rate is applied:

Land	- NIL	diminishing balance
Building	- 5%	diminishing balance
Equipment	- 20%	diminishing balance
Paving	- 8%	diminishing balance
Fencing	- 20%	diminishing balance

3. Deferred revenue

Funds donated to a specific project that has not yet been completed in the current year are designated as "deferred revenue" and taken into revenue when the project is complete.

Benevolent

	2024	2023
	\$ 3,508	\$ 3,508

The accompanying notes are an integral part of these financial statements

SHUSWAP COMMUNITY CHURCH

Notes to Financial Statements

December 31, 2024

4. Long-term debt

	2024	2023
SASCU loan, repayable in monthly blended payments of \$1,566 including interest at 3.89%. Due August 2026.		
	\$ 157,620	\$ 189,453
Current portion	(10,213)	(9,824)
	\$ 147,407	\$ 179,629

5. Campus/central support

In prior years, a percentage of each local campus' income was used to support SCC centralized resources including but not limited to Redemption Counselling, administrative support, leadership development and church planting. This percentage was reviewed and evaluated on an ongoing basis and was adjusted from year to year if necessary. The percentage being reallocated for central support was 15% in 2023.

As of January 1, 2024, there was a change in accounting policy. At a November 2023 special meeting, a motion was passed to dissolve SCC Central as of January 1, 2024 as a central hub is no longer required going forward.

6. Subsequent event

As of December 31, 2024, all campuses run by Shuswap Community Church were established as autonomous churches.

The accompanying notes are an integral part of these financial statements

**Shuswap Community Church
2025 Budget**

INCOME	2025
General Fund	\$800,000
Building Fund	\$10,000
Benevolent Fund	\$10,000
Missions Fund	\$15,000
Rental Revenue	\$16,000
Counselling Revenue	\$25,000
TOTAL INCOME	\$876,000
EXPENSES	2025
Audio Visual	\$8,000
BBQs, Luncheons, etc.	\$3,000
Benevolent Expense	\$10,000
Board Expenses	\$2,000
Building Equipment Replacement & Upgrades	\$50,000
Building & Grounds Maintenance	\$25,000
Children's Ministry	\$5,000
Coffee	\$6,500
Communications	\$500
Communion Supplies	\$6,500
Counselling & Care Ministry	\$2,000
Counselling Contracts	\$17,000
Employer Expenses	\$40,000
External Advertising	\$2,200
Fees & Memberships	\$18,000
Fellowship Pacific Support	\$17,000
Garbage & Recycling	\$2,500
General Catering Expenses	\$500
Gifts	\$200
Graphic Design & Outsourced Printing	\$1,500
Guest Speakers & Worship Leaders	\$300
Health and Dental Benefits	\$25,000
Hydro	\$7,000
IMPACT Conference	\$5,000
Insurance	\$20,000

Janitorial Supplies	\$4,000
Leadership Development	\$2,000
Men-Women-Seniors Ministry	\$1,500
Miscellaneous	\$1,500
Missionary Support	\$60,000
Natural Gas	\$8,000
Office Equipment	\$1,500
Office Supplies	\$9,000
Outreach Events	\$1,000
Plan to Protect Fees	\$1,500
Pensions	\$18,000
Property Taxes	\$2,500
Resources (Bibles, books, etc.)	\$500
Discipleship / Teaching Ministry	\$2,000
Staff Care	\$1,500
Staff Hospitality	\$1,500
Staff Ministry Travel	\$1,500
Staff Professional Development	\$6,000
Staff Salaries	\$490,000
Staff Search Expenses	\$3,000
Sunnybrae Support	\$6,000
Telephone & Internet	\$3,700
Water & Sewer	\$3,500
Worship Ministry	\$2,000
Youth Ministry	\$8,000
TOTAL EXPENSES	\$914,400
TOTAL INCOME	\$876,000
	DEFICIT
	-\$38,400

NOTES:

Contingency Fund (Bal Dec 31, 2024)	\$134,934
Investment Savings Acct (Bal Dec 31, 2024)	\$100,037
Benevolent Fund (Bal Dec 31, 2024)	\$9,638
Operating Account (Bal Dec 31, 2024)	\$133,821
Total salary amount for current staff	\$380,000

Building Projects Approved by the Board - Oct 2024

\$30 000 for the roof and lighting in 2024 from Operating Account

\$50 000 from Contingency Fund for 2025 projects as needed

**Shuswap Community Church - CHASE
2025 Budget**

INCOME	2025
General Fund	\$45,000
TOTAL INCOME	\$45,000
EXPENSES	2025
Rent	\$16,000
Utilities	\$3,600
Phone / Internet	\$750
Advertising	\$200
Discipleship / Bibles	\$200
Equipment	\$500
Outreach	\$200
Pastoral Care / Hospitality	\$200
Youth / Children's Ministry	\$400
Men / Women's Ministry	\$500
Pastoral Salary / Guest Speakers	\$20,000
TOTAL EXPENSES	\$42,550
TOTAL INCOME	\$45,000
	<hr/>
SURPLUS	\$2,450

NOTES:

NOMINATING COMMITTEE REPORT

February, 2025

The Nominating Committee is pleased to recommend each of the following candidates for election by the members of Shuswap Community Church to the SCC Board at the Annual General Meeting on February 24, 2025. *If there are any concerns about the candidates please contact a member of the Nominating Committee by February 17, 2025.*

Recommended Candidates:

Wendy Badley	as Board Member
Terry Warden	as Board Member
Colin Mayes	as Elder (is currently serving on the Board)
Tim Walton	as Elder (is currently serving on the Board)

Nominating Committee:

Dave Follack	vfollack@hotmail.com
Grace Fletcher	gracefletcher52@gmail.com
Glenn Johnson	glenncaria@shaw.ca
Matt Gienger (Board Representative)	board@aplacetobelong.ca
Kevin Hardy (Lead Pastor)	kevin@aplacetobelong.ca

Constitution

1. NAME: The name of the society is “SHUSWAP COMMUNITY CHURCH,” hereafter referred to as the “church.”

 2. PURPOSES: The purposes of the church are:
 - 2.1. To preach, teach, and advance the teachings of the Christian faith and religious tenets, doctrines and observances associated with that faith.
 - 2.2. To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the Christian faith.
 - 2.3. To contribute to, cooperate with, and support registered Canadian charitable organizations locally, nationally, and internationally, which carry out activities that are consistent with the purposes of the society and are defined as qualified donees described in subsection 149.1(1) of the Income Tax Act (Canada).
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Bylaws

INTERPRETATION

1. In these bylaws, unless the context otherwise requires:
 - 1.1. “Bylaws” means the bylaws of the church;
 - 1.2. “Church” means the society known as Shuswap Community Church;
 - 1.3. “Board” means the board of the church who are elected by the members and who for all purposes serve as the directors (as defined and required by the Society Act) of the church;
 - 1.4. “Business meeting” includes the annual general meeting and any special business meeting;
 - 1.5. “Society Act” means the Society Act of the Province of British Columbia from time to time in force and all amendments to it;

2. The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

ARTICLE I: ORGANIZATIONAL BOUNDARIES

1. **AFFILIATION:** The church is affiliated with the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon, as well as with the Fellowship of Evangelical Baptist Churches in Canada.

2. **DOCTRINAL STATEMENT:** The church adheres to the statement of faith of the church as of this date.

3. **OPERATIONS:** The operation of the church are carried on primarily in the Shuswap area of British Columbia.

4. **CHARITABLE PURPOSES:** The church exists unalterably as a non-profit organization, so that neither the church nor its individual members can use the church for anything but charitable purposes.

5. **DISSOLUTION:** Upon dissolution of the Church, the assets remaining after all costs, charges, and expenses properly incurred in the dissolution, and after payment of any arrears of salaries or wages including severances, and after payment of any other debts of the Church may be distributed, under the discretion of the membership, to the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon by vote on a special resolution.

ARTICLE II: MEMBERSHIP

1. Membership Requirements: Those who desire to become members of the church must meet the following requirements:
 - 1.1. Trust Jesus Christ as Saviour and Lord.
 - 1.2. Publicly ~~express~~ **expressed** faith in Christ through **believer's baptism by immersion**.
 - 1.3. Agree with the Statement of Faith which will be provided to prospective members.

2. Membership Responsibilities: Members of the Church will strive to live out these responsibilities:
 - 2.1. To be committed to ongoing, personal, spiritual growth (Gal. 5:22:26).
 - 2.2. To express Jesus' love in deeds and words, in the world in which they live (Matt. 28:19:20).
 - 2.3. To meet regularly with the church family (Ps. 150:1, Eph. 5:19:20).
 - 2.4. To support the church financially (2 Cor. 9:6:15).
 - 2.5. ~~To be responsive and supportive to~~ **obey and submit to** the leadership of the church (Heb. 13:17).
 - 2.6. To love, encourage, support and pray for one another (Rom. 12:10).
 - 2.7. To grow as a servant (Mk. 10:45).

3. Receiving New or Restored Members
 - 3.1. Applications for membership must be made through the board, with the exception of pastors and their spouses who have consented to act for the church, and who, by nature of their call are granted membership.
 - 3.2. All applicants for church membership are given a copy of the church's constitution & bylaws and statement of faith.
 - 3.3. All applicants are interviewed by two of the board or by such members as are duly appointed by the board.
 - 3.4. Upon a satisfactory interview, the interviewers make a recommendation to the board regarding their acceptance into membership.
 - 3.5. Upon unanimous approval by the board, new members are presented to the church.

4. Status of Members:
 - 4.1. "Active members in good standing" include all members received into membership who have not been dismissed or placed on the inactive list. Only active resident members in good standing, who are 18 years and older, are eligible to vote.

January 2025 Amendment

- 4.2. “Non-resident members” are members in good standing who are living too far away to regularly attend the weekly services of the church, or for reasons of health cannot attend regularly, but who maintain contact with the church.
- 4.3. “Inactive members” are those who have been absent from the church for a period of twelve months or more.

5. Removing and Reinstating Members: Members may be removed from or reinstated to church membership under the following conditions:
 - 5.1. Removal: Members may be removed by a vote of the board and presented at the next business meeting under the following conditions:
 - 5.1.1. Assuming a new permanent residence out of the area.
 - 5.1.2. Requesting to be released from membership.
 - 5.1.3. Death.
 - 5.1.4. Inactive members who have not responded to efforts to re-establish them as active members.

 - 5.2. Discipline/Reinstatement of Members: Where sin is bringing reproach to the name of Christ, the church, or the church’s ministry, the procedure outlined by Christ in Matthew 18:15-20 is to be followed:
 - 5.2.1. A private meeting with the parties involved and a Pastor and/or Elder should be arranged to lovingly confront the member.
 - 5.2.2. If the member refuses to listen, then one or two witnesses will be taken along in an attempt to restore the sinning member. The desire is to keep the process of restoration in as limited a circle as is possible.
 - 5.2.3. If the member refuses to listen to the two or three, the board will request a meeting with all parties involved.
 - 5.2.4. If the member refuses to heed the counsel of the board, the board determines the appropriate action, which may include removal from membership by vote of the board. This information will be communicated to members. (Matt. 18:17; 1 Cor. 5:11:23; 2 Thess. 3:6:14).
 - 5.2.5. Any member thus removed may be reinstated to membership upon repentance and restoration as determined by the pastors/elders and board. The process for reinstatement follows Article I, 3. “Receiving New or Restored Members”.

ARTICLE III: LEADERSHIP

1. Pastors: It is the duty of pastors to pray, proclaim God’s word, and oversee the spiritual health, direction, and ministry of the church. The lead pastor provides leadership to the staff and church

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family in collaboration with the other pastors, elders, and the board so the church's purpose is being accomplished. All pastors are automatically elders but are not voting members of the Board.

- 1.1. Qualifications: Pastors must meet the character requirements of 1 Timothy 3:1-7 and Titus 1:5-9.
- 1.2. Duties: The particular duties of each pastor shall be specified by a job description. The job descriptions shall be reviewed at least annually by the board.
- 1.3. Selection:
 - 1.3.1. The Lead Pastor: A search team is elected by the members, at a special business meeting or the annual general meeting, to interview and select candidates. The search team consists of a minimum of five members, the majority of which are not from the board. However, at least one member of the search team is from the board. Once selected, the search team follows an agreed upon church policy for obtaining a candidate, resulting in the best available candidate being presented to the board. Upon approval of the board, the candidate is given opportunity to interact with the church, and to preach in all regular worship services. The members then vote on a special resolution at a business meeting on whether or not to extend a call.
 - 1.3.2. Other Pastoral Staff: Other pastoral staff are hired by a search team comprised of the lead pastor, one member of the board, and three members of the congregation who represent the ministry areas most affected by the pastoral staff being hired. The search team is appointed by the board. Information will be communicated to the church throughout the hiring process.
 - 1.3.3. Other Staff: **Ministry Directors**, Administrative staff, interns, and any other support staff or contractors will be hired or appointed by the pastor giving direct oversight to the position with the agreement of the lead pastor **and Board**, within the financial parameters of the annual budget as approved by the members.
- 1.4. Term: Any pastor or other staff may resign with at least one month written notice unless otherwise agreed to by the board. To dismiss a lead pastor, a special business meeting must be called to vote on an ordinary resolution. To dismiss any pastoral staff position other than the lead pastor, a majority vote of the board is required. Dismissal of any other staff is the responsibility of the pastor giving direct oversight to the position with the agreement of the lead pastor **and Board**. This information will be communicated to the church. Any staff member dismissed may appeal to the board according to an agreed upon policy.
- 1.5. Remuneration and Evaluation: Pastoral and other staff are remunerated according to terms mutually agreed on and worked out at the time of their call to ministry and employment at the church and reviewed on an annual basis.

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- 1.6. Accountability: The lead pastor is accountable to the board of the church. All other staff are accountable to the lead pastor or the ministry staff giving direct oversight to the position.
2. Board: The board is responsible for the effective operation of the church. The board affirms the vision, approves the goals, oversees membership, and has authority to act on behalf of the church on all matters not specifically reserved for the members, pastors, or other staff .
 - 2.1. Qualifications : Board members must be active members in good standing for at least one year, and demonstrate the character qualities outlined in 1 Tim. 3:8-13.
 - 2.2. Term: Each elected member of the board serves for three years, for no more than two successive terms, and must have a minimum of one year off the board following two successive terms. A reasonable attempt will be made to stagger the terms of the board in order to retain approximately half of the board in any given year.
 - 2.3. Composition: The board consists of no less than five and no more than eleven voting members. The lead pastor is a non-voting, ex-officio member of the board. The specific number of positions to be filled each year is determined by the existing board. The chair, vice-chair, secretary, and treasurer are selected by the board. The secretary and treasurer may cause to carry out their respective functions through church staff.
3. Elders : Elders oversee the spiritual care of the church. They ensure that the church is pursuing its Biblical purpose and remains true to essential Biblical doctrines. Together with the pastoral staff, elders pray for the spiritual growth and purity of the church and its members and provide counsel and discipline for church members when needed. Elders develop the vision of the church in collaboration with the pastors and board. All elders who are not pastoral staff are voting members of the board.
 - 3.1. Qualifications : Elders must be active members in good standing for at least one year, and **men who demonstrate the character qualities outlined in 1 Timothy 3:1-7 and Titus 1:5-9.**
 - 3.2. Term : Elders serve for three-year terms and may be elected for no more than two successive terms and must have one year off following two successive terms. Elders may resign with good reason by giving thirty days written notice unless otherwise agreed upon by the board.
 - 3.3. Composition : Elders constitute no less than three and no more than five voting members of the board.
4. Selection and Removal of Board Members and Elders:

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- 4.1. During the month of November, the nominating committee accepts nominations for board and elder positions. As required, the nominating committee may themselves place additional names of members into nomination for the board and elders.
- 4.2. During December and January, **all eligible** nominees are interviewed by the nominating committee for the purpose of evaluation. On the basis of this evaluation, the nominating committee presents to the board a list of board member and elder candidates. All those not chosen as candidates will be informed of the reason for the decision.
- 4.3. During the first three weeks of February, the names of board and elder candidates will be posted for the church to see. If there is a good reason why one of the candidates should not be in leadership, it is the responsibility of church members to inform a member of the nominating committee, which will meet with both individuals to attempt a resolution. If no resolution is forthcoming, the issue will be brought to the board, which will prayerfully consider an appropriate response.
- 4.4. At the annual general meeting held within the first 60 days of the year, members vote by ordinary resolution to elect the board members and elders.
- 4.5. Removal : A board member or elder may resign by giving thirty days written notice unless otherwise agreed upon by the board. Failure to perform duties is treated as a resignation including absence from three consecutive regular board meetings without reasonable cause. The board may request a formal resignation, or recommend that the members remove the person from the board by ordinary resolution.
- 4.6. Replacement: In the event that a board member resigns his/her position as a board member, or is unable to serve his/her term to completion, **and the minimum number of Board Members is unmet**, the nominating committee will recommend for board approval, a suitable person to fill the vacancy until the next Annual General Meeting.

ARTICLE IV: ORGANIZATIONAL AND BUSINESS MATTERS

1. Nominating Committee: At the annual meeting, a nominating committee is elected for a one-year term by ordinary resolution. It consists of the lead pastor, a member of the board and three active members in good standing who are not on the board.
2. Business Meetings
 - 2.1. Annual General Meeting – Within 60 days of the fiscal year end, a congregational meeting is held to celebrate what God is doing, to elect/affirm the board and elders, to conduct membership transactions, to accept the financial statements and approve the budget, to elect the nominating committee, and to conduct other business as needed. A parliamentarian may be appointed to preside over the meeting.

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- 2.2. Special Business Meetings – Special meetings may be called by the board as needed. At least two weeks written notice or an announcement for two successive weeks during worship services are required for a special business meeting. The board must call a special meeting upon receiving a written petition signed by ten percent of the resident voting membership, with a specific statement of the business intended.
- 2.3. Board Meetings : Board meetings are held monthly and additional meetings as needed.
- 2.4. Quorum – For all business meetings a quorum consists of 25% of active resident members in good standing. A majority forms a quorum for board meetings.
- 2.5. Ordinary resolutions require a quorum of at least 25% of active resident members and require at least a 50% plus one vote to pass.
- 2.6. Special resolutions require a quorum of at least 25% of active resident members and require at least a 75% vote to pass. A minimum of four weeks' notice must be given to members regarding the nature of a special resolution.
- 2.7. Voting : Voting at the annual general meeting and special business meetings is done by show of hands unless otherwise requested or determined by the board.
- 2.8. Proxy voting : Proxy voting is not permitted.
- 2.9. Rules of Order – The current version of “Robert’s Rules of Order” applies for all business meetings.
3. General Regulations
 - 3.1. Financial Regulations
 - 3.1.1. Fiscal Year : The fiscal year starts January 1st and runs until December 31st.
 - 3.1.2. Availability of Records : With the exception of the personal giving records of donors, all books and records including minutes of business meetings are available for inspection during regular office hours at the church office.
 - 3.1.3. Audit : The financial records of the church should be audited or reviewed prior to the annual meeting by an auditor appointed by the board.

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- 3.1.4. Borrowing Powers : In order to carry out the purposes of the church, the board may, on behalf of and in the name of the church, raise or secure the payment or repayment of money in the manner it decides, and in particular, but without limiting the generality of the foregoing, by the issue of debentures. No debenture, mortgage or other charge against the real property of the church shall be issued without the sanction of a special resolution vote.
- 3.1.5. Investing Powers
 - 3.1.5.1. The board may invest the money and manage the other property of the church in a manner that the Board considers to be prudent and in the best interests of the Church upon approval by special resolution vote.
 - 3.1.5.2. Subject to the provision of the Society Act, a member of the board is not liable for any loss which may result from any such investment.
- 3.1.6. Signing Authority : All cheques, bills of exchange or other orders for payment of money, notes, or other evidences of indebtedness issued in the name of the church are signed by any two of four members of the church designated by the board to have signing authority.
- 3.1.7. Board Members and Elders – Board members and elders who are not pastoral staff serve without remuneration nor receive any profit from their positions whether directly or indirectly, provided that they may be paid reasonable expenses incurred by them in the performance of their duties.
- 3.2. Amendments – The constitution and bylaws may be amended at any Annual General Meeting or Special Business Meeting of the church by a special resolution vote. Amendments to the constitution and bylaws cannot take effect until they have been filed with the BC Registry Services.
- 3.3. Organic Division – In the event of organic division within the membership, the property and assets will belong to those members who abide by the constitution (including the statement of faith) and bylaws of the society. In the case where two or more parties claim to abide by the constitution and bylaws, the board must request that the Fellowship of Evangelical Baptist Churches in British Columbia and Yukon (or its successor by name change) arbitrate the dispute and its decision will be final.

Adopted May 15, 2016

Amended November 12, 2024 (Added Article I: Organizational Boundaries, Added Article III: Section 2.4)

Amended January 21, 2025