

BY-LAWS OF THE WOLFFVILLE BAPTIST CHURCH

Preamble:

COVENANT: Wolfville Baptist Church

Having been led to believe in Jesus Christ as Saviour and Lord, having declared our faith in him, and having been baptized in the name of the Father, the Son and the Holy Spirit, we now earnestly and joyfully make this Covenant with one another:

That, with the help of the Holy Spirit, we will exercise love toward each other as brothers and sisters in Christ, showing Christian sympathy and kindness; we will cultivate Christian care and concern for each other, warning, encouraging and helping each other as occasion provides; we will be careful in conduct, just in our dealings, faithful in our engagements; we will endeavour to show Christian attitudes in our relationships and courtesy in speech; to share in one another's joys; to bear each other's burdens and sorrows; to be slow to take offence and ready to seek reconciliation;

That we will not neglect the services of the Church; and will make a habit of private prayer the reading of the Scriptures, earnestly seeking in this the help of the Holy Spirit;

That we will work for the temporal and spiritual advancement of the Church; and will maintain its services of worship, its ordinances of Baptism and Communion, its ministries of teaching and training, and the fellowship of its members; we will uphold its discipline and doctrines; and according to our ability we will contribute regularly to the financial support of the Church and its ministries, particularly in the spread of the gospel at home and abroad; and that we will try to lead our friends and acquaintances to Christ.

That we will cooperate with other churches and Christian agencies in the fight against all organized or unorganized evils;

That if we move away from this place we will, as soon as possible, unite with some other church, where we can carry out the spirit of this Covenant;

And through life, whatever good or evil may occur, we will seek to live it to the glory of our Lord, Jesus Christ.

March 1, 1996

A. Membership

1. Admission

a. Procedure

All applications for membership shall first be considered by the Diaconate [Board of Deacons and Pastor(s)], which shall satisfy itself by personal examination, or inquiry, of the Christian character and qualifications of the candidates, and shall then report to the Church the names of such persons it considers suitable. A copy of the Church Covenant and the Statement of Mission shall be given to each applicant as part of the application procedure.

b. Baptism

This Church practises baptism by immersion. When the candidate for believer's baptism is unable to be baptized by immersion on medical grounds, another mode of baptism may be used as approved by the Diaconate.

2. Transfer of Membership

- a. By letter from a Church substantially of the same faith and order; that is, practising believer's baptism.
- b. By experience, whereby the candidate has been baptized by immersion and gives satisfactory reasons for the candidate's failure to obtain a letter of dismissal from a Church of a like faith and order.

3. Associate Membership

There shall be an Associate Membership which shall be composed of those persons who may unite with the Church on a statement of membership from a Church of any other denomination or by presentation of some other evidence of membership. Associate members shall enjoy all the rights and privileges of regular members, except on any question affecting the status of the Church within the Convention or the Denomination. It shall be the right of the regular members to determine by majority vote whether or not a question affects the status of the Church within the Convention or the Denomination.

4. Dismission or Retirement or Restoration of Members

- a. Dismission or retirement will be approved by a vote of the Church. Any member who is in good standing shall be entitled to a letter of dismission to any Church of the same faith and order, or that member may be provided with a certificate of membership and Christian character if he wishes to unite with a Church of another denomination.
- b. Retirement may be effected in consequence of default. This Church may lose touch with a member who has moved to another community or who has failed to evidence any interest in this Church. This loss of contact may be due as much to the neglect of this Church as to that of the member. This Church may at such a time, place the member's name on a non-active list after losing contact for a period of three years. This list shall be reviewed annually by the Church and Deacons who shall decide what action shall be taken.
- c. Applications for restoration of membership such as when membership has been lost by withdrawal of fellowship or otherwise, shall be dealt with as other applications for membership.

5. Rights and Privileges of Members

Except in situations covered by the Constitution and By-Laws concerning Associate Members, all members shall be entitled to take part in all deliberations and to vote at any and all meetings.

B. Officers:

1. Pastoral Team

There shall be a Senior Pastor and other pastoral staff as determined by the Church from time to time.

a. Search Committee.

When there is a pastoral vacancy, the Church shall name a special Search Committee charged with seeking out a suitable candidate. The Search Committee shall consist of nine members including three Deacons nominated by the Board of Deacons, and six members at large of the Church selected by secret ballot at a special business meeting called for that purpose. In each instance when a pastoral vacancy occurs, the Church may also stipulate that there shall be a specific representation from a specific Board or Boards of the Church.

The Search Committee shall: (i) determine its own internal structure including the election of a chair, and the procedures by which it shall complete its task; (ii) present to the Church the particulars of the candidate so that the Church may call that person to its Pastoral Team as Senior Pastor, Associate Pastor, Assistant Pastor, or Director of Christian Education; (iii) draft a letter of appointment for the Church which shall include a description of responsibilities, accountability channels, and details as to salary, fringe benefits, and other conditions of appointment.

b. Termination

When one of the Pastoral Team desires to terminate ministry, notice shall be given in writing at least ninety days in advance. When the Church shall desire to remove a member of the Pastoral Team, notice shall be given in writing at least ninety days in advance.

2. Senior Pastor

There shall be a Senior Pastor. As the name signifies, the Pastor is a shepherd who leads, feeds, guides and guards the flock committed to the shepherd's pastoral care. As a minister, the Pastor serves. The Pastor has the oversight and superintendence of all interests of the Church and of all the departments of its work, and should feel responsible for the guardianship and watchcare of the people entrusted to the Pastor's care.

The Senior Pastor shall: (i) be a member of all Committees and Boards, except the Board of Trustees; (ii) be responsible for determining the responsibilities of the various members of the Pastoral Team.

3. Associate or Assistant Pastor

There may be an Associate or Assistant Pastor. The Associate or Assistant Pastor's role is much the same as that of the Senior Pastor, as a spiritual leader. The Associate or Assistant Pastor shall cooperate with the Senior Pastor in the work of the Church, and shall render assistance in the Church's program of Christian Education. A written statement of duties and accountability shall be agreed upon at the time of appointment.

4. The Director of Christian Education

The Director of Christian Education is a staff person appointed by the Church if there is no Associate Pastor or Assistant Pastor to carry out the following functions. The principal functions of the Director of Christian Education would be as follows:

- a. To provide leadership in developing, implementing, overseeing and evaluating a comprehensive program of Christian Education.
- b. To develop a personal ministry to Christian Education personnel: the Christian Education staff, members of the Board of Christian Education and all volunteer personnel involved in the Christian Education ministries.
- c. To work in consultation with and be accountable to the Senior Pastor and through the Senior Pastor to the Board of Deacons.
- d. To be an ex-officio member of the Board of Christian Education and be responsible for guiding the implementation of its policy decisions.
- e. To lead and supervise the employed and volunteer personnel assigned to the Christian Education ministries.

5. Moderator

The Moderator shall: (i) be elected annually; (ii) normally preside over all business meetings of the Church, including the annual meeting. *The chairpersons, presidents (or alternates) of any or all boards, committees or societies of the Church, may be called by the Moderator to act as an Advisory Council, at the request of any of them.*
(21 June 2000)

6. Assistant Moderator(s)

The Assistant Moderator(s) shall: (i) be elected annually; (ii) carry out the duties of the Moderator in the absence of the Moderator.

7. Treasurer

The Treasurer shall: (i) be elected for terms of three years; (ii) oversee the funds of the Church and ensure an accurate record of all receipts and expenditures; (iii) authorize payments according to the instructions of the Church, i.e. Board of Finance or Board of Trustees; (iv) supervise the investments of the Church on instructions from the Board of Trustees; (v) submit to the Annual Meeting of the Church financial statements which have been reviewed independently; (vi) provide provisional or summary statements to the congregation as requested; (vii) report to the Canada Revenue Agency CRA (federal government) with regard to the Church's charitable status; (viii) other duties as may be assigned by the Church. *(26 Sept 2012, 27 Jan 2017)*

All payments shall be made by cheque, normally drawn and signed by the Treasurer and countersigned by one other. In all instances cheques shall be signed by two of four persons designated by the Board of Finance. *(20 Sept.2000)*

8. Clerk of Membership

The Clerk of Membership shall: (i) be elected annually; (ii) be custodian of the Church Roll Book; (iii) keep an accurate record of membership, with its yearly additions and deletions; (iv) report on the state of the Church membership at each annual meeting; (v) be responsible for supplying denominational bodies with such data as they require.

9. Clerk of Record

The Clerk of record shall: (i) be elected annually; (ii) keep an accurate record of all decisions made at the Church Business Meetings; (iii) call to the attention of the Pastor(s) and the Church, matters of business which require attention.

10. Assistant Clerk of Record

The Assistant Clerk of Record shall: (i) be elected annually; (ii) give assistance to the Clerk of Record when necessary; (iii) carry out the duties of the Clerk of Record when the Clerk of Record is absent.

11. Church School Superintendent

The Church School Superintendent shall: (i) be elected annually; (ii) serve as an ex-officio member of the Board of Christian Education with voting privileges; (iii) be responsible in collaboration with the appropriate members of the Pastoral Team, and under the jurisdiction of the Board of Christian Education, to work with that member of the Pastoral Team in the provision of teacher training.

Duties of the Superintendent: (i) have general charge of the Church School, the supervision of its teachers, and the efficiency of its procedure; (ii) organize the Church School staff and conduct regular meetings thereof; (iii) enjoy the full support of the Board of Christian Education in supplying teachers, curriculum materials and equipment; (iv) present a report of the year's work in the Church School to the Secretary of the Board in sufficient time to be included in the Board's annual report to the Church.

C. Standing Boards:

1. Guidelines

- a. In the spirit of the Covenant, Boards and Committees shall be elected from amongst the regular worshipers and financial supporters of this Church.
- b. Except for the Boards of Deacons and Finance, as a general rule a person may serve on only one Standing Board or Standing Committee at any one time.
- c. No member of any Board or Committee shall participate in discussions or voting on any issue which shall result in a material benefit to that member or his/her family.
- d. Except when the Nominating Committee has named a chair of a Board or Committee, the first person named on that Board or Committee shall call the initial meeting. At that meeting the group shall choose its own Chair.
- e. The term of office for those elected to the Boards and Committees shall be three years with the option of re-election for a second or third three-year term. There shall be one-year interval after serving for the third term before eligibility for further re-election to this Board or Committee.
- f. One-third of the elected members shall retire each year.
- g. They shall elect their own Chair annually.
- h. One-third of the elected members shall constitute a quorum.
- i. Operating procedures will be found in the Manual of Procedures which may be added to from year to year.
- j. Each standing Board and Committee will annually carry out an evaluation of its past activity and undertake planning for the future, involving setting objectives for the upcoming year. The format for setting objectives is included in the Manual of Procedures.

- k. The evaluations will be presented for approval according to the following schedule:
 - for January meeting: Cluster for Spiritual Formation: Board of Deacons, Board of Christian Education, Music Committee;
 - for April meeting: Cluster for Compassion and Outreach: Board of Global Ministries, Social and Benevolent Society;
 - for June meeting: Cluster for Administration: Board of Trustees, Board of Finance, Personnel Committee, Nominating Committee.
- l. Each Board and Committee will submit its report to the annual meeting in September highlighting the objectives for the upcoming year.

2. Board of Deacons (or The Diaconate)

- a. The Board of Deacons shall consist of twelve members, all of whom shall be members of the church.
- b. The Deacons shall:
 - i. arrange for, and assist in, the administration of Baptism and of the Lord's Supper;
 - ii. act as counsellors and assistants to the Pastor(s) in advancing the spiritual interests of the Church;
 - iii. conduct a performance review annually with each member of the Pastoral Team, and review the financial and leave arrangements with each person;
 - iv. manifest an active interest in the sick and in the new and needy members of the congregation;
 - v. in the absence of the Pastor, or when the Pastorate is vacant, conduct religious services and provide pulpit supplies;
 - vi. nominate to the Church appointments of Honorary Deacons who would serve for life;
 - vii. administer the funds which have been collected for the needy, and submit a reviewed statement annually;
 - viii. be responsible for Education in Stewardship;
 - ix. consider all requests for Church membership and shall satisfy themselves as to the character of each applicant;
 - x. review all problems of conflict within the congregation that may arise, settling the same in the spirit of goodwill and Christian charity;
 - xi. co-operate with the Clerk of Membership in setting up and reviewing a non-active list of members annually;
 - xii. report quarterly to the Church.

- xiii. appoint representatives to the Board of Finance and the Personnel Committee.
- xiv. as required appoint deacons who shall act as liaison with the Boards of Christian Education, Global Ministries, and Trustees.

3. Board of Trustees:

- a. The Board of Trustees shall consist of six elected members, and the Curator.
- b. The Trustees are custodians of the Church property, holding the real and personal property of the Church in trust, and shall exercise the functions vested in them by the Provincial Statutes. (ref. Statutes of Nova Scotia 1857, Chapter 56, An Act to incorporate the trustees of the first Baptist Church at Horton) The Trustees shall hold and invest any trust funds of the Church. With the approval of the Church, in the manner prescribed by S.N.S. 1857, Chapter 56, they shall negotiate the borrowing and the lending of the Church's money, mortgage and sell its property and carry on the legal business of the Church.
- c. When alterations or additions are proposed, the Trustees are immediately concerned and involved. They shall meet at least twice a year to inspect all property owned by the Church, recommending such renovations, repairs, and cleaning as may be needed.
- d. The Trustees are responsible for the selection and establishment of the job descriptions of the Curator and Custodian.
- e. The Curator shall supervise the custodian and will liaise with the Board of Trustees and the custodian concerning the current maintenance needs of the Church property. The Board of Trustees shall assign and supervise the custodian's duties. The Curator shall advise the Board of Trustees of the conditions and structural needs of the Church property.
- f. The Board shall report quarterly to the Church, and present a reviewed financial statement to the Annual Meeting of the Church.

4. Board of Christian Education

- a. The Board of Christian Education shall consist of six elected members, the Church School Superintendent, and the Pastoral Team.
- b. Board members will be elected at the June Church Meeting, and will assume their responsibilities on July 1st. In the event that a Board member anticipates

being unable to fulfil the term, the member would be expected to resign in June of the preceding year, so that a new member may be elected to fulfil the position.

c. Subject to any exceptions or any qualifications approved by the Church, the duties of the Board shall be as follows:

- i. to work in close co-operation with the Pastoral Team toward a “shared vision” in developing and implementing an effective overall program of Christian education.
- ii. to oversee the educational ministries of the Church, giving such support as is necessary to those leading the various ministries such as: ministries to families, youth and children, small groups, college students, Daily Vacation Bible School, library, etc.
- iii. to discover, enlist and appoint all Church education workers, to be responsible for their continual training, and to be in regular contact with those leading our various educational ministries.
- iv. to make recommendations to the appropriate bodies concerning time, schedule, educational use of facilities and equipment, and the elimination or addition of classes or organizations.
- v. to ensure that those involved in leadership of our educational ministries are appropriately recognized,
- vi. to encourage leaders to evaluate programs, annually, and to conduct triennial evaluations of all programs including Church School curriculum, within the Board’s jurisdiction,
- vii. to ensure the Nominating Committee is advised of the needs of the Board through the Chair of the Board.
- viii. to co-ordinate and administer the educational budget of the Church. The Board of Christian Education shall prepare a proposed budget for educational ministries and present it to the Board of Finance for its consideration in preparing the proposed budget for the Church.

d. Summer Program:

The Board of Christian Education shall:

- i. work with the Pastoral Team in decision-making regarding the Summer Youth program;
- ii. review any application, before it is submitted for funding;
- iii. assure that the job description(s) are detailed prior to hiring;

- iv. assist in personnel selection and supervision;
 - v. participate in the selection of education/recreational activities, i.e. program.
- e. The organizational responsibilities of the Board shall be:
- i. to select from its own membership a Chair, a secretary and a representative who will also be a member of the Board of Finance. These officers shall be elected annually following the June Church meeting.
 - ii. to meet as a Board monthly, and at special times at the call of the Chair or by request of the Pastor(s); the Chair will prepare an agenda, including devotional and prayer for each meeting.
 - iii. to recognize as a quorum, four elected members.
 - iv. to liaise with the Board of Deacons and to report to the Church quarterly meetings and present an annual report to the Church.
 - v. to advise on the appointment of an educational associate or other professional staff in consultation with the Search Committee when it is considered appropriate.

f. The Church School:

The Church School shall be under the direction of the Board of Christian Education which shall give guidance and shall administer its affairs. The officers shall be:

- i. A Superintendent who shall be nominated by the Board of Christian Education and appointed by the Church.
- ii. An Assistant Superintendent who shall act in the place of the Superintendent in his/her absence and at other times, and shall be chosen by the Church School Superintendent.
- iii. A Secretary who shall keep the records of the members of the School and the meetings of the staff.
- iv. Treasurer who shall keep accurate records of the receipts of the Church School and be responsible for the giving of all receipts to the Treasurer of the Church.

5. Board of Finance

- a. The Board of Finance shall consist of six members, including the Treasurer of the Church who shall be a voting member.

- b. The functions of the Board of Finance shall be:
 - i. Short and long-range financial planning.
 - ii. Budget preparation and presentation. Other Boards of the Church may make recommendations to the Board of Finance regarding items for inclusion in the annual budget.
 - iii. Fund-raising.
 - iv. Superintend collection of offerings and contributions.
 - v. Monitor all the finances of the Church, and, except where otherwise provided for, approve all bills for payment.
 - vi. Arrange for the purchase of all supplies for the Church.
 - vii. Report to the Church quarterly.

6. Board of Global Ministries

- a. The Board of Global Ministries shall consist of nine elected members.
- b. The function of the Board will be to develop within the congregation awareness of Christian mission overseas and in Canada. The Board shall prepare a proposed budget for Missions, including apportioning of funds, and present it to the Board of Finance for its consideration in preparing the proposed budget for the Church.

D. Standing Committees:

1. Music Committee

- a. The Music Committee shall consist of six elected members, three Choir members elected by the Choir, and three members-at-large elected by the Church, each for a term of three years.
- b. The Committee shall have the general oversight of the music of the Church, and make recommendations to the Board of Finance of the financial needs.
- c. The Music Committee is responsible for the selection and establishment of the job descriptions of the Organist and Director of Music.

2. Nominating Committee

- a. The Nominating Committee shall consist of six elected members.
- b. The Nominating Committee shall:
 - i. nominate all Officers, Assistants, Standing Boards and Committees, and Special Assistants and Committees as listed under Article E. of these By-Laws, with the exception of ad hoc committees;

- ii. receive names of prospective nominees from Boards and Committees;
- iii. meet at least eight weeks before the November Church Business Meeting to prepare a slate of nominations;
- iv. consult its nominees before it posts its report;
- v. post a list of such nominations in the vestibule of the Church not less than one week before the November Church Business Meeting;
- vi. present its report to the November Church Business Meeting for approval;
- vii. name the Chairs of the Welcoming Committee, the Ushers and Collectors Committee, and the Tellers Committee.
- viii. normally nominate persons to fill such vacancies as may occur during the Church year.

3. Licensing Committee

- a. The Licensing Committee shall consist of six elected members of whom at least two shall be Deacons.
- b. This committee shall receive all applications for a license to ministry and shall make appropriate recommendations to the Church for action when deemed necessary. The Licensing Committee shall follow the Guidelines and Regulations of the Convention of Atlantic Baptist Churches.

4. Personnel Committee

- a. The Personnel Committee shall consist of the Moderator, a representative of the Board of Finance elected by the Board of Finance, a representative of the Board of Deacons elected by the Board of Deacons, and three others elected by the Church. The Senior Pastor shall serve as a voting member of this Committee. The Personnel Committee will appoint a chair from among its members annually. If there is a perceived conflict of interest the member will be asked by the Chair to withdraw from the discussion and voting.
- b. The Personnel Committee shall:
 - i. make the final appointments of all members of staff except the calling of the Senior Minister and other Pastoral Team which will be the sole responsibility of the Search Committee specifically elected for that assignment.
 - ii. consult with the Music Committee on the appointment and duties of the Organist and Choir Director;
 - iii. receive the recommendation of the Board of Trustees on the appointment and duties of the custodian;

- iv. issue the official letter of appointment for all staff members excepting the Pastoral Team, which shall include salary, vacation, group benefits and any other conditions of appointment.
 - v. recognize that the Administrative Assistant is responsible to the Senior Pastor in the performance of duties;
 - vi. consult with the Board of Finance regarding the financial remuneration and benefits for each member of staff;
 - vii. meet with staff members at least once a year to review all matters related to their employment by the Church (Note: The Pastoral Team shall participate in a process of evaluation with the Board of Deacons);
 - viii. receive in writing at any time issues of concern to staff members.
 - ix. report annually to the Church
- c. In the case of a dispute on the part of any staff member it will first be dealt with by the Personnel Committee (a quorum of at least 3 members) which will meet with the grievor(s) and in the event of no acceptable resolution will ask the chair of the Board of Deacons to appoint 2 independent Church members to join him/her to meet with the parties involved. Each party to the grievance may be accompanied by a representative. This grievance committee shall report back to the Personnel Committee within 30 days. A final decision of the Personnel Committee shall be binding.

E. Designated Entities:

1. Social & Benevolent Society

Annually the members of the congregation active in social and benevolent activities will choose an executive group to lead in ministries of compassion and hospitality. This shall be known as the Social and Benevolent Society. The details shall be outlined in the Manual of Procedures.

F. Special Assistants and Committees:

1. Visitation Committee

- a. The Visitation Committee shall consist of nine elected members. The term of office shall be three years, with the option of re-election for a second three-year term. After serving a second three-year term there shall be a one-year interval before being eligible for further re-election to this Committee. As a general rule one-third of the members shall retire each year. They shall elect their own chair annually. One-third of the elected members shall constitute a quorum.

- b. In co-operation with the Pastor and Deacons, the members shall be responsible for visiting the sick, the aged, and those in trouble and any in special need of Christian fellowship. The members of the Committee shall report all such cases at once to the Pastor(s) or any one of the Deacons. The Visitation Committee shall report to the Board of Deacons on a regular basis.

2. Newcomers' Committee

- a. The Newcomers' Committee shall consist of nine elected members. The term of office shall be three years, with the option of re-election for a second three-year term. After serving a second three-year term there shall be a one-year interval before being eligible for further re-election to this Committee. As a general rule one-third of the members shall retire each year. They shall elect their own chair annually. One-third of the elected members shall constitute a quorum.
- b. This Committee's members shall watch for strangers at Church services and welcome them. They shall visit new families that move into the community, and invite them to make this their Church home. As opportunity arises, such newcomers shall be introduced to the Pastor(s) and to other Church members. The members shall advise the Pastor(s) and one another of people in need of social attention and spiritual counsel. The Newcomers' Committee shall report to the Board of Deacons on a regular basis.

3. Welcoming Committee

Welcoming Committee is elected annually. The Nominating Committee shall name the chair. The duty of this Committee shall be to greet worshippers at the regular services and to encourage new worshippers to register in the Church's Guest Book. The Welcoming Committee shall report to the Board of Deacons.

4. Ushers and Collectors' Committee

Ushers and Collectors' Committee is elected annually. The Nominating Committee shall name the chair. The ushers shall assist in seating worshippers. During the worship, the collectors shall receive the offerings of the congregation. The Ushers and Collectors' Committee shall report to the Board of Deacons and the Board of Finance.

5. Tellers' Committee

Tellers Committee is elected annually. The Nominating Committee shall name the chair. The Committee is responsible for the moneys collected at each worship service being counted, recorded and deposited in the Bank to the Church's account. Collections should be tallied and the vouchers signed by at least two tellers. The Tellers Committee shall report to the Board of Finance.

6. Financial Reviewer(s)

- The Church shall elect the Financial Reviewer(s) annually. The Financial Reviewer(s) shall examine and verify the financial accounts of the Treasurer, the Board of Trustees, the Board of Christian Education, and the Deacons' Discretionary Fund which is administered by the Board of Deacons, and shall perform such other duties as properly belong to the office.
7. The Church shall elect three representatives to The Wolfville and Area Inter-Church Council.
 8. The Church shall elect a Hymn Book Steward annually. The Hymn Book Steward is responsible for the care of the hymnbooks.
 9. The Historian shall: (i) be elected annually; (ii) keep a journal and/or "scrapbook" of all major occurrences of interest to the Church; (iii) deposit historical documents with the Esther Clark Wright Archives of Acadia University.

G. Meetings:

1. Usually there shall be public worship each Sunday. On the first Sunday of each month the ordinance of the Lord's Supper shall be observed, unless otherwise provided for by the Diaconate.
2. An annual celebration of the Church's Anniversary shall be held on the fourth Sunday of October, or on a Sunday determined by the Diaconate.
3. November Church Business Meeting
 - a. There shall be a November Church Business Meeting for the election of Officers, Boards and Committees, for the approval of the Church Budget, and for the transaction of any other business pertaining to the Church. This shall be on the fourth Wednesday of November each year, unless at another time determined by the Diaconate.
 - b. The order of business shall be as follows:
 - (1) Call to order by the Moderator
 - (2) Devotional led by Pastor or Associate Pastor
 - (3) Minutes of previous meeting
 - (4) Unfinished business
 - (5) Report of the Nominating Committee
 - (6) Budget for the coming year
 - (7) Other business

4. Annual Meeting

- a. The Annual Meeting shall be in the fourth week of September, unless at another time determined by the Diaconate. The Annual Report of the Church for the previous year shall be available for distribution not later than the Sunday preceding the meeting, unless at another time determined at a regularly called Business Meeting of the Church.
- b. At the Annual Church Meeting the order of business shall be as follows:
 - (1) Call to order by the Moderator
 - (2) Opening worship led by the Pastor, or Associate Pastor
 - (3) Approval of the Agenda
 - (4) Minutes of the preceding Annual Business Meeting
 - (5) Business arising from the minutes
 - (6) Report of Church Clerk (membership and action there on)
 - (7) Pastors' reports
 - (8) Presentation of Annual Reports of Standing Boards and Committees:
 - (a) Board of Deacons (including Visitation Committee, Newcomers Committee, Welcoming Committee)
 - (b) Board of Trustees
 - (c) Board of Christian Education, including Church School, DVBS, youth ministries, other related activities,
 - (d) Board of Finance, including Ushers and Collectors Committee, Tellers Committee, Financial Reviewers
 - (e) Board of Global Ministries, including women's missionary societies
 - (f) Music Committee
 - (g) Nominating Committee
 - (h) Licensing Committee
 - (i) Personnel Committee
 - (9) Presentation of Annual Reports of other groups:
 - (a) Social and Benevolent Society
 - (b) Other committees, societies and ministries.
 - (10) Business arising from reports and other business

5. Regular Church Business Meetings

- a. There shall be three additional Church meetings for business on the fourth Wednesdays of January, April and June, unless at other times set by the Diaconate.

Each standing Board and Committee will annually carry out an evaluation of their past activity and undertake planning for the future, involving setting objectives for the upcoming year. The evaluations will be presented for approval according to the following schedule:

for January meeting: Cluster for Spiritual Formation: Board of Deacons,
Board of Christian Education, Music Committee;
for April meeting: Cluster for Compassion and Outreach: Board of Global
Ministries, Social and Benevolent Society;
for June meeting: Cluster for Administration: Board of Trustees, Board of
Finance, Personnel Committee, Nominating Committee.

- b. The order of business shall be as follows:
 - (1) Call to order by the Moderator.
 - (2) Devotional - led by the Pastor or Associate Pastor
 - (3) Minutes of previous meeting
 - (4) Report of the Clerk of Membership
 - (5) Reception and dismissal of members
 - (6) Annual Evaluations
 - (7) Report of Boards, Committees
 - (8) Unfinished business
 - (9) Other business
- c. Once the budget has been adopted for the current year, changes or additions to expenses can only be made after notice is given at least two Sundays previous.

6. Special Business Meetings

In addition to the regular business meetings of the Church, special business meetings may be called at any time by the Senior Pastor, or by the Moderator, or on the signed petition of at least ten Church members, provided that notice is given in the Bulletin at least two Sundays in advance of the meeting stating the main purpose of the special business meeting.

A special business meeting restricted to admission of new members may be called without notice, and may be held prior to or after the service of worship on Sunday morning. *(20 Sept.2000)*

7. **Twenty-five members** of the Church shall constitute a **quorum** for the transaction of Church business.
8. Every Office, Board, Committee, and Organization of the Church is urged to be represented by at least one appointed representative at each Church meeting.

H. Enabling Articles:

1. Books and Records:

All books, papers, records and correspondence relating to the Church and its transactions shall be the property of the Church and shall be available to members on request. For safekeeping and for easy access to historians, these may be placed in the Esther Clark Wright Archives of the Acadia University Library.

2. Auxiliary Organizations:

There may be auxiliary organizations, which shall be at all times subject to the approval of the Church.

3. Manual of Procedures:

The Church shall maintain a “Manual of Procedures” for Officers, Boards and Committees, including job descriptions, guidelines for Tellers, Ushers, Choir Assistants, Curator, and a template for goals and objectives.

I. Representation at the Association and Convention Assemblies:

Delegates and Alternate Delegates to the Convention and Association shall be elected annually, the number subject to the Convention and Association regulations.

J. Amendments:

These By-Laws may be amended at any regularly called Church meeting by a two-third vote of the members present, provided notice of the proposed amendment has been given in the call of the meeting, or has been given in writing at a previous meeting of the Church.

Adopted November 18, and December 16, 1998
Amended June 21, 2000, September 20, 2000. June 21, 2001
September 21, 2005, 1 October 2008, 26 September 2012, 30 January 2017.