

**CONSTITUTION & BY-LAWS
and PROPOSED
AMMENDMENTS of**



**Affiliated with
The Pentecostal Assemblies of Canada**

Adopted May 25, 1975

Last Amendment October 2, 2001

Table Of Contents

PREAMBLE	4
ARTICLES.....	5
<i>ARTICLE I</i> <i>NAME</i>	6
<i>ARTICLE II</i> <i>PREROGATIVES</i>	6
<i>ARTICLE III</i> <i>TENETS OF FAITH</i>	6
<i>ARTICLE IV</i> <i>ORDINANCES AND PRACTICES</i>	7
<i>ARTICLE V</i> <i>MEMBERSHIP</i>	7
<i>ARTICLE VI</i> <i>OFFICERS</i>	8
<i>ARTICLE VII</i> <i>ELECTIONS AND BUSINESS MEETINGS</i>	9
<i>ARTICLE VIII</i> <i>PROPERTY</i>	10
<i>ARTICLE IX</i> <i>INSTITUTION OF DEPARTMENTS</i>	10
BY-LAWS.....	12
<i>BY-LAW I</i> <i>MEMBERSHIP</i>	13
<i>BY-LAW II</i> <i>OFFICERS</i>	15
<i>BY-LAW III</i> <i>ELECTIONS AND BUSINESS MEETINGS</i>	21
<i>BY-LAW IV</i> <i>DEPARTMENTS</i>	22
<i>BY-LAW V</i> <i>MEETINGS</i>	22
<i>BY-LAW VI</i> <i>RESPONSIBILITIES OF</i> <i>AFFILIATION</i>	23
<i>BY-LAW VII</i> <i>AMENDMENTS</i>	24

CONSTITUTION and BY-LAWS

PREAMBLE

For the purpose of establishing and maintaining a place for worship of Almighty God, our heavenly Father; to provide for Christian fellowship for those of like precious faith where the Holy Ghost may be honored according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the Gospel of Jesus Christ by all available means, both at home and in foreign lands; we, whose names appear upon the roster of Evangel Pentecostal Assembly, do hereby recognize ourselves as a local assembly in fellowship with The Pentecostal Assemblies of Canada, and shall adopt the following articles of church order and submit ourselves to be governed by them.

While recognizing its inherent rights to sovereignty in the conduct of its own affairs, this Assembly shall voluntarily enter into full cooperative fellowship with assemblies of like precious faith associated in the Alberta and Northwest Territories (Mackenzie) District Conference, and the General Conference of The Pentecostal Assemblies of Canada, with headquarters at Mississauga, Ontario; and shall share in the privileges and assume the responsibilities enjoined by that affiliation.

ARTICLES

CURRENT DOCUMENT

ARTICLE I NAME

This Assembly of believers shall be known as “Evangel Pentecostal Assembly”. The terms, “Church”, “Assembly”, and “Congregation” shall be considered synonymous in this Constitution.

ARTICLE II PREROGATIVES

Section 1

This Assembly shall have the right to govern itself according to the standards of the New Testament Scriptures, “endeavoring to keep the unity of the faith, and of the knowledge of the Son of God; unto a perfect man, unto the measure of the stature of the fullness of Christ” (*Ephesians 4: 3, 13*).

Section 2

In connection therewith, or incidental thereto, it shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purpose; all in accordance with its Constitution and By-Laws or as the same may be hereafter modified or amended.

ARTICLE III TENETS OF FAITH

We believe most assuredly that the Holy Scriptures are God’s final revelation and constitute our all-sufficient rule for faith and practice. This Church, by virtue of its affiliation with The Pentecostal Assemblies of Canada, shall accept “The Statement of Fundamental and Essential Truths” as approved by The Pentecostal Assemblies of Canada.

PROPOSED AMMENDMENTS

ARTICLE I NAME

This Assembly of believers shall be known as “Evangel Pentecostal Assembly”. The terms, “Church”, “Assembly”, and “Congregation” shall be considered synonymous in this Constitution.

ARTICLE II PREROGATIVES

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CURRENT DOCUMENT

ARTICLE IV ORDINANCES AND PRACTICES

Section 1 Ordinances

A. Baptism

The ordinance of baptism by immersion in water (Matthew 28:19) shall be administered to all those who have repented of their sins, who have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation. *(Romans 6:3-5; Colossians 2:12)*

The Lord's Supper

The ordinance of the Lord's Supper shall be regularly observed as enjoined in the Scriptures. *(Luke 22: 19, 20; 1 Corinthians 11: 23-36)*

Section 2 Practices

- A. Christian Worship
- B. Biblical Instruction
- C. Christian Fellowship
- D. Propagation of the Gospel for Evangelism
- E. Prayer for the Baptism with the Holy Spirit
- F. Prayer for the Sick
- G. Ministry to Areas of Social Concern
- H. Christian Marriage
- I. Christian Burial of the Dead

ARTICLE V MEMBERSHIP

Section 1

Persons desiring to become members of this Church shall give credible profession of faith in the Lord Jesus Christ as Saviour. 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)*.

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They shall refrain from "acts of sinful nature: sexual immorality, impurity and debauchery, idolatry and witchcraft; hatred, discord, jealousy, fits of rage,

CURRENT DOCUMENT

selfish ambition, dissension, factions and envy; drunkenness, orgies, and the like” (Galatians 5: 19-21). Sexual immorality shall be interpreted to mean common-law marital relationships, pre-marital and extra-marital sexual relationships, (1 Corinthians 6: 15-18; 7: 1,2; 1 Thessalonians 4: 3-8; Hebrews 13:4), and all forms of homosexual and lesbian activity, along with other practices deemed inexcusable for Christian conduct and that place a person under God’s judgment (Romans 1: 25-2:11).

They shall indicate a desire to live in harmony with this body of believers, shall accept the doctrinal standards asset forth in this Constitution, shall be eighteen years of age and over, and shall be encouraged to be regular financial supporters of this Church with tithes and offerings.

They shall have been in regular attendance at Evangel Assembly for a minimum of six months. The board of Deacons may waive this requirement:

- a. For those transferring membership from another church;
- b. Granting a special reinstatement for former members who return.

ARTICLE VI OFFICERS

Section 1 Officers

The officers of this Church shall be a Pastor, a Secretary, a Treasurer, a Board of Deacons, and such other officers as may be determined by this Church from time to time.

Section 2 The Pastor

- A. **Nominations**
Nominations for Pastor shall be submitted to the Church congregation by the Board of Deacons after consultation with the District Superintendent.
- B. **Qualifications**
The Pastor must be one who holds credentials with The Pentecostal Assemblies of Canada, or one who is approved by the Pentecostal Assemblies of Canada.

PROPOSED AMMENDMENTS

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ARTICLE VI OFFICERS

Section 1 Officers

The officers of this Church shall be a Pastor, a Secretary, a Treasurer, a Board of Deacons, and such other officers as may be determined by this Church from time to time.

Section 2 The Lead Pastor

- A. **Nominations**
The nominated candidate for Lead Pastor shall be presented to the Church congregation by the Board of Deacons, after the Pastoral Search Committee has made their submission to the Board of Deacons. The District Superintendent will be duly notified of the process.
- B. **Qualifications**
The Lead Pastor must be one who holds credentials with The Pentecostal Assemblies of Canada, or one who is approved by the Pentecostal Assemblies of Canada.

CURRENT DOCUMENT

PROPOSED AMMENDMENTS

Section 3 The Board of Deacons

The Board of Deacons shall consist of the Pastor and nine Board members who shall be elected for a two-year basis and be eligible to serve two consecutive terms. After a Board member has served for four consecutive years (two terms) that Deacon will not be eligible for re-election for a period of one year.

The Pastor shall act as Chairman of the Board of Deacons.

Section 4 The Board of Elders

The Board of Elders will consist of the Pastor and those members appointed to serve in the capacity of Elder. The Pastor will recommend to the Board of Deacons members who may be able to use their gifts effectively as an Elder. The Board of Deacons will then make the actual annual appointment. Elders will be appointed indefinitely with their services to be reviewed annually.

The Pastor shall act as Chairman of the Board of Elders.

ARTICLE VII ELECTIONS AND BUSINESS MEETINGS

Section 1 Annual Congregational Business Meetings

The Annual Congregational Business Meeting shall be held on a suitable date within three months of the fiscal year, unless otherwise decided by the Board of Deacons. The Annual Congregational Meeting shall be announced in the public services on two consecutive Sundays prior to said congregational business meeting.

Section 2 Special Business Meetings

Special Business Meetings may be called by:

Section 3 The Board of Deacons

The Board of Deacons shall consist of the Lead Pastor and a minimum of seven and maximum of nine Board members who shall be elected for a two-year basis and be eligible to serve two consecutive terms. After a Board member has served for four consecutive years (two terms) that Board Member will not be eligible for re-election for a period of one year.

The Lead Pastor shall act as Chair of the Board of Deacons.

Section 4 The Council of Elders

The Council of Elders will consist of the Lead Pastor or his designate and those members appointed to serve in the capacity of Elder. The Lead Pastor or designate will recommend to the Board of Deacons members who may be able to use their gifts effectively as an Elder. The Board of Deacons will then make the actual 2-year appointment. Elders will be reviewed annually.

The Lead Pastor or designate shall act as Chair of the Council of Elders.

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Section 2 Special Business Meetings

Special Business Meetings may be called by:

CURRENT DOCUMENT

- A. The Pastor;
- B. The Secretary of the Church Deacon Board upon written order of a majority of the Board of Deacons;
- C. By petition by no less than one-half of the regular members of the Congregation. Such petition shall be handed to the Board of Deacons whose duty it shall be to give notice of such meeting.

(Notice of such meetings shall be announced on two consecutive Sundays. Dates and purpose of meeting shall be posted on the Bulletin Board and published in the weekly bulletin of the Church. Where circumstances do not permit the former procedure, notice of the meeting shall be mailed to each member at least ten days prior to the date of meeting.)

Section 3 *Nominating Committee for Deacon Selection*

The Nominating Committee for Deacon Selection shall consist of the Pastor, the Board of Deacons, and two Board appointees from the membership.

ARTICLE VIII PROPERTY

All real estate owned by this Church shall be held by The Pentecostal Assemblies of Canada as trustees for the local Church, and in the case of an incorporated Church, may be held by the Church in its corporate names as a local assembly of The Pentecostal Assemblies of Canada.

ARTICLE IX INSTITUTION OF DEPARTMENTS

Section 1 *Institution of Departments*

The Board of Deacons shall have authority to institute such departments of this Church as deemed necessary to facilitate its ministry objectives.

PROPOSED AMMENDMENTS

- A. The Lead Pastor;
- B. The Secretary of the Board of Deacons upon written order of a majority of the Board of Deacons;
- C. By petition by no less than one-half of the regular members of the Congregation. Such petition shall be handed to the Board of Deacons whose duty it shall be to give notice of such meeting.

(Notice of such meetings shall be announced on two consecutive Sundays. Dates and purpose of meeting shall be published in the weekly bulletin of the Church. Where circumstances do not permit the former procedure, notice of the meeting shall be mailed to each member at least ten days prior to the date of meeting.)

Section 3 *Nominating Committee for Deacon Selection*

The Nominating Committee for Board of Deacon Selection shall consist of two outgoing members of the Board of Deacons, one Elder, and one Member of the congregation at large.

ARTICLE VIII PROPERTY

All real estate owned by this Church shall be held by The Pentecostal Assemblies of Canada as trustees for the local Church, and in the case of an incorporated Church, may be held by the Church in its corporate names as a local assembly of The Pentecostal Assemblies of Canada.

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CURRENT DOCUMENT

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ARTICLE X AMENDMENTS

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This Constitution may be amended at any Annual Congregational Business Meeting of this local Assembly or at any Special Congregational Business Meeting duly called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Board of Deacons, and to the District Superintendent, at least thirty days before the date of the Business Meeting and providing that notice of the said proposed amendment shall have been given in the announcements of the said Business Meeting.

This Constitution may be amended at any Annual Congregational Business Meeting of this local Assembly or at any Special Congregational Business Meeting duly called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Board of Deacons, and to the District Superintendent, at least thirty days before the date of the Business Meeting and providing that notice of the said proposed amendment shall have been given in the announcements of the said Business Meeting.

A copy of the proposed amendment or amendments shall be available to any voting member between the time of the announcement and the time of the Congregational Business Meeting on application to the Secretary.

A copy of the proposed amendment or amendments shall be available to any voting member between the time of the announcement and the time of the Congregational Business Meeting on application to the Secretary of the Board of Deacons.

An amendment to be adopted shall require a seventy five percent (75%) majority vote of the Members present and voting at the meeting. Such amendment shall not be contrary to the By-Laws of The Pentecostal Assemblies of Canada.

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BY-LAWS

CURRENT DOCUMENT

BY-LAW I MEMBERSHIP

Section 1 Membership Committee

A Membership Committee composed of the Pastor and the Board of Deacons shall receive applications for the membership, shall make investigation relating thereto as it deems proper, and shall recommend for admission into the Assembly those applicants who meet membership requirements.

Section 3 Transfer

Applicants moving from another locality should request a Certificate or Letter of Transfer from the Membership Committee of their former Church. Members moving to another Assembly shall be given, upon request, a Certificate or Letter of Transfer by the Membership Committee of this Church.

*Section 4 Termination of Membership***A. Grounds for Termination of Membership in this church shall include the Following:**

1. Voluntary withdrawal from membership in this Assembly;
2. Issuance of a Transfer Certificate;
3. Absence from the regular services of the Assembly for three months without valid reason;
4. Any proven act or conduct that, in the opinion of the Board of Deacons, after a full investigation of the evidence, may be regarded as immoral or unchristian;
5. The propagation of doctrines and practices contrary to those set forth in the Statement of Fundamental and Essential Truths of The Pentecostal Assemblies of Canada;
6. Any act or actions of a Church Member that, in the opinion of the Board of Deacons, is the cause of serious discord or dissention with or without malicious intent (*Romans 16: 17,18; Proverbs 6: 19*);
7. Membership in this Church will be terminated automatically without a hearing under paragraphs 1 and 2;
8. When, in the opinion of a majority of the members of the Board of Deacons, disciplinary action should be taken against a member of the Church under paragraphs

PROPOSED AMMENDMENTS

BY-LAW I MEMBERSHIP

Section 1 Membership Committee

A Membership Committee composed of the Lead Pastor or designate and the Council of Elders shall receive applications for the membership, shall make investigation relating thereto as it deems proper, and shall recommend for admission into the Membership of Assembly to the Board of Deacons those applicants who meet membership requirements.

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8. When, in the opinion of a majority of the members of the Board of Deacons, disciplinary action should be taken against a member of the Church under paragraphs

CURRENT DOCUMENT

3, 4, 5, or 6, the member in question shall be advised in writing by registered letter by the Secretary of the Board of deacons to which the member in question shall be invited to appear, with a copy of the aforementioned letter being sent to the District Superintendent. After due consideration of the evidence, at least a two thirds majority vote by secret ballot shall be necessary to terminate membership.

- 9. **9. Inactive Membership List**
A member may be placed on an Inactive Membership List if they are absent for more than three consecutive months with valid reason. Their membership status is to be reviewed in conjunction with the Annual Church Business Meeting. Inactive Membership forfeits the member's right to vote and shall not be added in quorum. A request to be on the Inactive List shall be made in writing to the Board of Deacons.

B. Discipline

- 1. In the event of a serious difference arising between members of the Congregation, if reconciliation cannot be affected by the parties involved, they should have the right to appeal to the Pastor and the Board of Deacons.
- 2. Should a member be alleged to be guilty of misconduct of a serious nature, or of an act justifying termination of membership, the Pastor may use his discretion in proceeding with an investigation.
- 3. No charges of misconduct or improper act shall be considered by the Church Board of Deacons unless made in writing and duly signed.
- 4. When formal charges have been laid against a member, and the Pastor has decided that disciplinary action may be taken, the member so charged shall be advised in writing and a date set for a hearing before the Pastor and the Board of Deacons in the presence of the one laying the charge, at which time the evidence shall be considered and a verdict shall be determined by secret ballot. At least two thirds majority vote shall be necessary to establish guilt.

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A member may be placed on an Inactive Membership List if they are absent for more than three consecutive months with valid reason. Their membership status is to be reviewed in conjunction with the Annual Congregational Business Meeting. Inactive Membership forfeits the member's right to vote and shall not be added in quorum. A request to be on the Inactive List shall be made in writing to the Board of Deacons.

B. Discipline

- 1. In the event of a serious difference arising between members of the Congregation, if reconciliation cannot be affected by the parties involved, they should have the right to appeal to the Lead Pastor and the Board of Deacons.
- 2. Should a member be alleged by two or three witnesses (2 Cor. 13:1) to be guilty of misconduct of a serious nature, or of an act justifying termination of membership, the Lead Pastor may use his discretion in proceeding with an investigation.
- 3. No charges of misconduct or improper act shall be considered by the Church Board of Deacons unless made in writing and duly signed.
- 4. When formal charges have been laid against a member, and the Lead Pastor has decided that disciplinary action may be taken, the member so charged shall be advised in writing and a date set for a hearing before the Lead Pastor and the Board of Deacons in the presence of the one laying the charge, at which time the evidence shall be considered and a verdict shall be determined by secret ballot. At least two-thirds majority vote shall be necessary to establish guilt.

CURRENT DOCUMENT

5. If guilt is established, the Pastor and the Board of Deacons shall decide what disciplinary action shall be taken. If contrition, sorrow and repentance are not evidence, temporary suspension of membership privileges may be considered as disciplinary action. Whenever any disciplinary action has been taken, it shall be considered remedial and every effort made to restore the offender.

Section 5 *Waiver of Claim*

Notwithstanding the provision herein before contained, Certificates of Membership of this local Church shall be issued upon the condition that suspension of the member and withdrawal of the Certificate of Membership in the manner herein provided, shall not give the suspended member cause for legal action against the Pastor, or any member taking part in the suspension proceedings; and the acceptance of the Certificate of Membership or Fellowship in this local Church shall be evidence of a waiver by the member, of all rights of action, causes of action, and all claims and demands against the local Church or any member or officer of The Pentecostal Assemblies of Canada, by virtue of suspension proceedings and withdrawal of the Certificate of Membership or Fellowship in this local Church under the foregoing provision.

BY-LAW II OFFICERS

Section 1 *Pastor*

A. **Appointment and Call.**

A call shall be extended to a pastor when he receives a two-thirds majority of the ballots cast by members at a meeting duly convened for that purpose.

B. **Duties.**

The pastor shall be considered the spiritual overseer of the Assembly and shall direct all of its activities. He shall arrange for all special meetings, missionary conventions, or revival campaigns in consultation with the Board of Deacons. He shall act as Chairman of all Business Meetings of the Assembly and of the Board of Deacons. He shall be, ex officio, a member of all committees and departments. He shall provide for all the services of the Assembly and no person shall be invited to speak or preach in the Assembly without his approval. No congregational or Board of Deacons meeting shall be held in his absence without his written authorization.

PROPOSED AMMENDMENTS

5. If guilt is established, the Lead Pastor and the Board of Deacons shall decide what disciplinary action shall be taken. If contrition, sorrow and repentance are not evidence, temporary suspension of membership privileges may be considered as disciplinary action. Whenever any disciplinary action has been taken, it shall be considered remedial and every effort made to restore the offender.

Section 5 *Waiver of Claim*

Notwithstanding the provision herein before contained, Certificates of Membership of this local Church shall be issued upon the condition that suspension of the member and withdrawal of the Certificate of Membership in the manner herein provided, shall not give the suspended member cause for legal action against the Lead Pastor, or any member taking part in the suspension proceedings; and the acceptance of the Certificate of Membership or Fellowship in this local Church shall be evidence of a waiver by the member, of all rights of action, causes of action, and all claims and demands against the local Church or any member or officer of The Pentecostal Assemblies of Canada, by virtue of suspension proceedings and withdrawal of the Certificate of Membership or Fellowship in this local Church under the foregoing provision.

BY-LAW II OFFICERS

Section 1 Lead Pastor

A. **Appointment and Call.**

A call shall be extended to a Lead Pastor when he receives a two-thirds majority of the ballots cast by members at a meeting duly convened for that purpose.

B. **Duties.**

The Lead Pastor shall be considered the spiritual overseer of the Assembly and shall direct all of its activities. He shall arrange for all special meetings, in consultation with the Board of Deacons. He shall act as Chair of all Business Meetings of the Assembly and of the Board of Deacons. He shall be, ex officio, a member of all committees and departments. He shall provide for all the services of the Assembly and no person shall be invited to speak or preach in the Assembly without his approval. No congregational or Board of Deacons meeting shall be held in his absence without his authorization.

CURRENT DOCUMENT

C. **Resignation.**

The Pastor may resign by giving one month's written notice to the Congregation or to the Board of Deacons by a letter addressed to the Secretary of the local Assembly. He must also immediately notify the District Superintendent of his resignation.

D. **Vacancy.**

When the pastorate becomes vacant, the District Superintendent, or his authorized representatives, shall be empowered to act in the full legal capacity of the Pastor who shall arrange to supply the Congregation with suitable pulpit ministry until such time as a new Pastor has been installed.

E. **Pastor / Congregation Relationship**

1. When difficulties have arisen between the Pastor and the Assembly that do not involve his credentials but only his position as Pastor, and that apparently cannot be resolved at the local level, the Pastor, the Church Board or a quorum consisting of not fewer than one-third of the regular members of the Assembly shall have the right to appeal

The refusal of a Pastor to call a meeting of the Church Board shall constitute the Board's right to appeal to the District Executive.

If a satisfactory settlement cannot be reached, the District Superintendent shall call a congregational meeting to be presided over by himself or his authorized representative. The Chairman may call for a vote of confidence in the Pastor. The vote shall require a simple majority in support of the Pastor for him to retain his position as Pastor. If such is not achieved, the Pastor's duties shall be terminated immediately, and he shall be given a minimum of one month's

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The Lead Pastor shall resign by giving one month's written notice to the Congregation and to the Board of Deacons by a letter addressed to the Secretary of the Board of Deacons of the local assembly. He must also immediately notify the District Superintendent of his resignation.

D. **Vacancy.**

When the Lead Pastor's position becomes vacant, the District Superintendent, or designate, with the Board of Deacons shall be empowered to act in the full legal capacity of the Lead Pastor who shall arrange to supply the Congregation with suitable pulpit ministry until such time as a new Lead Pastor has been installed.

E. **Lead Pastor / Congregation Relationship**

1. When difficulties have arisen between the Lead Pastor and the Assembly that do not involve his credentials but only his position as Lead Pastor, and that apparently cannot be resolved at the local level, the Lead Pastor, the Church Board or a quorum consisting of not fewer than one third of the regular members of the Assembly shall have the right to appeal

The refusal of a Lead Pastor to call a meeting of the Church Board shall constitute the Board's right to appeal to the District Executive.

If a satisfactory settlement cannot be reached, the District Superintendent shall call a congregational meeting to be presided over by himself or his authorized representative. The Chair may call for a vote of confidence in the Lead Pastor. The vote shall require a simple majority in support of the Lead Pastor for him to retain his position as Lead Pastor. If such is not achieved, the Lead Pastor's duties shall be terminated immediately, and he shall be given a minimum of one month's

CURRENT DOCUMENT

salary but not more than three month's salary with benefits and the use of the parsonage during that period; or the equivalent housing allowance if he is not living in the church parsonage. If he has served for a period of a minimum of two years and has failed to receive the required majority in the confidence vote, or has complied with a request from the Board to resign, he shall be given a maximum of three month's salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if he is not living in the church parsonage.

F. Charges Involving Credentials.

Charges in matters involving his right to hold credentials with The Pentecostal Assemblies of Canada, his morality, integrity, or doctrinal soundness must be made to the District Executive in writing and properly signed by one who is willing to appear in person and give testimony concerning the charges. Charges thus preferred against a credential holder shall be dealt with according to the provisions made in the General Constitution, *By-Laws and Essential Resolutions* of The Pentecostal Assemblies of Canada.

Section 2 The Board of Deacons

A. Qualifications.

The official Board shall be composed of members with at least two years of membership at Evangel and who have the necessary scriptural qualifications of deacons (*Acts 6:3; 1 Timothy 3: 8-13*). Where such persons are not available, persons of good report and sound judgment who are examples to the congregation in matters of stewardship, being regular supporters of the church with tithes and offerings, church attendance, and spiritual maturity, and seeking as sanctified vessels to be filled with the Holy Spirit (*Acts 2:4; Ephesians 5:8*) may be elected.

B. Duties

1. The Board of Deacons is chosen to serve the Church and therefore shall act in an advisory capacity to the Pastor in

PROPOSED AMMENDMENTS

salary but not more than three month's salary with benefits. If the individual has served for a period of a minimum of two years and has failed to receive the required majority in the confidence vote, or has complied with a request from the Board to resign, he shall be given a maximum of three month's salary with benefits.

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B. Duties

1. The Board of Deacons is chosen to serve the Church and therefore shall act in an advisory capacity to the Lead Pastor in

CURRENT DOCUMENT

matters pertaining to the Assembly and its spiritual life and financial affairs. The Board of Deacons shall assist in the ministry of its ordinances and shall act in the examination of applications for membership, and also in the administration of the discipline of the Assembly. The Board of Deacons shall appoint a recording secretary from among its members to record the minutes of its meeting.

A majority present in any meeting of the Board of Deacons shall constitute a quorum, provided that all members have been notified to be present.

It shall be the duty of the Board of Deacons to see that the Pastors and any employees of the church are adequately remunerated, taking into consideration the cost of living and the Assembly's financial ability.

A majority of the Board of Deacons shall have the right to ask the Lead Pastor to convene an official Board meeting.

Where there is need for trustees, the Board of Deacons shall name three of its members to act in that capacity.

The Board of Deacons, with the Lead Pastor, shall meet monthly for the transaction of routine business for the Assembly; the time and place to be announced by the Lead Pastor.

C. Rotation of Board Members.

Of the nine persons on the Board, at any given time either five shall be serving their first year, and four shall be serving their second; or four shall be serving their first year and five shall be serving their second.

If for any reason a person is unable to complete their term of office on the Board, their position shall be filled by appointment of the Board of Deacons until the next Annual Business Meeting at which time the position shall be filled by a congregational vote. The person appointed or elected will then serve the length of the vacant position he has filled

D. Termination of Office.

The term of office of all lay members of the Board of

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Of the minimum seven to maximum nine persons on the Board, at any given time either three to five shall be serving their first year, and three to four shall be serving their second; or three to four shall be serving their first year and three to five shall be serving their second.

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CURRENT DOCUMENT

Deacons shall be for two years. After a member has served four consecutive years, the person shall not be considered eligible for reelection for a period of one year.

1. **Removal**

Membership on the Board shall cease if any Board member shall resign during the term of the person's office, shall move away, cease to be a member of the Congregation or shall be disqualified according to the By-Law 1, Section 4, Sub-section A of these By-Laws. Provision is hereby made for the remaining members of the Board to appoint a successor until the next Annual Meeting.

E. Conflict of Interest.

Pastors, Deacons, Elders, Secretary/Treasurer and Officers shall not place themselves in a position where there is conflict of interest between their duties and personal interests. Every such person who is in any way directly or indirectly interested in, or may become interested in, an existing or proposed contract, transaction, or arrangement with the Church who otherwise has a conflict of interest by virtue of involvement of a family member or the involvement of an employer, partner, business associate, or a corporation in which the member is involved as either a director, shareholder, officer, employee, or agent, then such person shall declare a conflict of interest fully at a meeting of the Board and withdraw from any discussion or vote.

Section 3 Secretary, Treasurer, Officers

A. Qualifications.

They shall be capable of performing such clerical duties as the office requires, and shall be appointed annually by the Board of Deacons and may be some of its own members. The offices of Secretary and Treasurer may be filled by the same person who may, or may not, be a member of the Board of Deacons.

B. Duties of Secretary.

The Secretary shall be custodian of the records of the various congregational meetings and shall record the same into a

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B. Duties of Secretary.

The Secretary shall be custodian of the records of the various congregational meetings and shall record the same into a

CURRENT DOCUMENT

permanent record. The Secretary shall preserve the records of the Church and prepare reports as directed by the Board of Deacons.

C. Duties of Treasurer.

The Treasurer shall be the custodian of the general funds of the Church and shall deposit the same in a chartered bank in the name of the Church and shall disburse such funds as authorized by the Board of Deacons. The Treasurer shall keep an accurate record of accounts. The Treasurer shall present a financial statement at the Annual Congregational Business Meeting and at any other time when requested to do so by the Board of Deacons or the Church congregation. The Treasurer's books shall be audited before the Annual Congregational Meeting by an auditor or auditors appointed by the Board of Deacons.

D. Other Officers.

Departmental officers' terms of reference shall be outlined in the Departmental Constitution as adopted by this Congregation.

Section 4 The Board of Elders

A. Qualifications.

The Board of Elders shall be composed of members with the necessary scriptural qualifications of an Elder (1 Timothy 5, Titus 1:6). Elders are to be members of maturity, both in years and wisdom who are chosen by the Pastor and the Board of Deacons to serve the Pastor and the Assembly in various ministries.

B. Duties.

The Board of Elders is established to serve the Pastor and the Church by giving mature advice and service. Elders will attend the scheduled Board of Elders meetings, assist in the serving of communion, and prayer for the sick (James 5:14), assist in visitation, act as a liaison between the leadership and the congregation and assist the Pastor in matters of church discipline and counseling.

PROPOSED AMMENDMENTS

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The Treasurer shall be the custodian of the general funds of the Church and shall deposit the same in a chartered bank in the name of the Church and shall disburse such funds as authorized by the Board of Deacons. The Treasurer shall keep an accurate record of accounts. The Treasurer shall present a financial statement at the Annual Congregational Business Meeting and at any other time when requested to do so by the Board of Deacons or the Church congregation. The Treasurer's books shall be examined and reported on before the Annual Congregational Business Meeting by an independent designated accountant appointed by the Finance Committee of the Board of Deacons.

D. Other Officers.

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Section 4 The Council of Elders

A. Qualifications.

The Council of Elders shall be composed of members with the necessary scriptural qualifications of an Elder (1 Timothy 5, Titus 1:6). Elders are to be members of maturity, both in years and wisdom who are chosen by the Lead Pastor and the Board of Deacons to serve the Lead Pastor and the Assembly in various ministries.

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CURRENT DOCUMENT

BY-LAW III ELECTIONS AND BUSINESS MEETINGS

*Section 1 Nominations***A. Nominating Committee.**

The Nominating Committee shall invite nominations from members of the Congregation and the slate of nominations will remain open until three weeks prior to the Annual Meeting. The nominations shall be in writing, signed by the nominator, and submitted without the knowledge of the nominee.

B. Duties.

It shall be the duty of the Nominating Committee to receive nominations for each office to be filled and, after determining if such individuals are qualified and willing to serve, to present their names for consideration to the Congregation.

*Section 2 Voting***A. Procedures.**

All of the elective officers of this Church, except the Pastor, shall be elected by a simple majority (0.1%) of all votes cast at the Annual Congregational Business Meeting. If the candidate is not elected on the first ballot, voting shall continue until an election is declared. The name receiving the lowest number of votes shall be eliminated on each successive ballot.

B. Voting Bar.

When the Church congregation is voting on business matters, a definite voting bar shall be made between those who are entitled to vote and those who are not so entitled. A member of the Congregation wishing to challenge the right of another to vote may do so. In the event of such a challenge, a simple majority vote (50.1%) of the Congregation shall decide.

C. Advance Poll.

Provision shall be made for an advance poll for members who, in the opinion of the church Board, will be legitimately absent. A ballot shall be returned to the Secretary of the

PROPOSED AMMENDMENTS

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CURRENT DOCUMENT

Board at least one week prior to the meeting in a sealed envelope with the signature of the member on the outside.

The advance ballots will only be used for motions that propose to change the Constitution and By- Laws, or any other such motion, that requires notice to the membership.

Should the proposed motion be amended prior to the vote in a manner that, in the judgment of the Parliamentarian, materially alters the motion, the advance ballots may be disallowed.

Section 3 Appointed Officers

It shall be the duty of the newly elected Board of Deacons to fill all appointed offices for the ensuing year without delay.

Section 4 Quorum

Forty percent (40%) of the voting membership shall be required to be in attendance to constitute a quorum.

Section 5 Agenda

The agenda shall be prepared by the Pastor and Church Board. An agenda item may be submitted by the Board by a member of the congregation in good standing. It must be in writing, signed and in the possession of the Board at least 14 days prior to the meeting.

BY-LAW IV DEPARTMENTS

All departments of this Assembly shall be responsible to the Pastor and the Board of Deacons and shall present Annual Reports to the Annual Congregational Meeting.

BY-LAW V MEETINGS

Section 1 Regular Church Services

The time and place for the regular church services shall be

PROPOSED AMMENDMENTS

Board of Deacons at least one week prior to the meeting in a sealed envelope with the signature of the member on the outside.

The advance ballots will only be used for motions that propose to change the Constitution and By-Laws, or any other such motion, that requires notice to the membership.

Should the proposed motion be amended prior to the vote in a manner that, in the judgment of the Parliamentarian, materially alters the motion, the advance ballots may be disallowed.

Section 3 Appointed Officers

It shall be the duty of the newly elected Board of Deacons to fill all appointed offices for the ensuing year without delay.

Section 4 Quorum

Twenty-five percent (25%) of membership attending any business meeting shall constitute a quorum.

Section 5 Agenda

The agenda shall be prepared by the Lead Pastor and Church Board of Deacons. An agenda item may be submitted to be the Board of Deacons by a member of the congregation in good standing. It must be in writing, signed and in the possession of the Board of Deacons at least 14 days prior to the meeting.

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All departments of this Assembly shall be responsible to the Lead Pastor and the Board of Deacons and shall present Annual Reports to the Annual Congregational Business Meeting.

BY-LAW V MEETINGS

Section 1 Regular Church Services

CURRENT DOCUMENT

determined by the Board of Deacons and the Pastor.

Section 2 Meetings

No member, or any number of members, shall call any private, secret, business, or devotional meeting without the knowledge and consent of the Board of Deacons and the Pastor.

BY-LAW VI RESPONSIBILITIES OF AFFILIATION**Section 1 Missions Program**

Accepting our responsibility under the Great Commission of the Lord Jesus Christ, as stated in Matthew 28 and Mark 16, this Assembly shall support the Missionary Program and Policy of The Pentecostal Assemblies of Canada and shall take one missionary offering each month for this purpose.

Section 2 Pension Fund

The Pension Fund is a vital obligation of our fellowship in that it makes provision for our aged missionaries and ministers, their wives and orphans. This Congregation recognizes its responsibilities to contribute regularly, according to the recommendation of General Conference.

Section 3 Tithes Within the District

Recognizing the importance of affiliation with The Pentecostal Assemblies of Canada, and the principle of tithing, Evangel Pentecostal Assembly will, at regular intervals, give ten percent of its General Fund Income to affiliated Pentecostal Assemblies of Canada ministries within our District.

Section 4 Bank Loans

This Church, prior to the making of application for loan from any source or incurring indebtedness on a purchase plan or otherwise when repayment is not to be made in full within twelve (12) months of the date of the intended loan or where the intended indebtedness together with all other indebtedness

PROPOSED AMMENDMENTS

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CURRENT DOCUMENT

of the said Church in the aggregate will exceed five percent (5%) of the total amount of the previous year's gross revenues, shall then consult with and obtain the approval of the District Executive before preceding with the requirements of Sub-section B hereof:

B. This church shall then obtain the approval of its congregation to the proposed action by resolution passed at a duly called special or regular congregational meeting.

BY-LAW VII AMENDMENTS

These By-Laws may be amended at any Annual Congregational Business Meeting of this local Assembly or any Special Congregational Business Meeting called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Board of Deacons, and to the District Superintendent at least thirty days before that date of the Business Meeting, and providing that notice of said proposed amendment shall have been given in the announcements of the said Business Meeting.

A copy of the proposed amendment or amendments shall be available to any voting member between the time of announcement and the time of the Congregational Business Meeting on application to the Secretary.

An amendment to be adopted shall require seventy-five (75%) majority vote. Such amendments shall not be contrary to the By-Laws of the General Conference or the Constitution and By-Laws of the District Conference of The Pentecostal Assemblies of Canada.

PROPOSED AMMENDMENTS

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A copy of the proposed amendment or amendments shall be available to any voting member between the time of announcement and the time of the Annual / Special Congregational Business Meeting on application to the Secretary of the Board of Deacons.

An amendment to be adopted shall require seventy-five (75%) majority vote. Such amendments shall not be contrary to the By-Laws of the General Conference or the Constitution and By-Laws of the District Conference of The Pentecostal Assemblies of Canada.

Adopted	May 25, 1975
Amendments	January 22, 1980
	February 6, 1990
	February 9, 1993
	February 8, 1994
	February 7, 1995
	February 15, 1996
	October 6, 1998
	October 2, 2001