



Constitution, By-Laws
and Membership Covenant
of

First Moncton United Baptist Church

Approved February 16, 2015

Effective January 1, 2016

Updated November 26, 2023

**CONSTITUTION, BY-LAWS AND MEMBERSHIP COVENANT OF THE
FIRST MONCTON UNITED BAPTIST CHURCH**

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CONSTITUTION OF THE FIRST MONCTON UNITED BAPTIST CHURCH

Approved February 16, 2015
Effective January 1, 2016
Updated March 20, 2022

Article I. THE LORDSHIP OF JESUS CHRIST

The First Moncton United Baptist Church (hereinafter referred to as “Church”) belongs to Jesus Christ, the Lord, “owner” and “Head” of the Church. Under the Lordship of Jesus Christ, the members (see Article VI) hold in trust resources for use in service of Christ.

Article II. MISSION STATEMENT

Connecting people’s spiritual hunger with the God who satisfies that hunger.

Article III. PURPOSE

The Church exists in the service of Jesus Christ for the following five primary purposes:

- A. Worship: To promote the worship of the Triune God of the Old and New Testaments.
- B. Evangelism: To promote the sharing of the good news of Jesus Christ with persons locally and globally.
- C. Social Action: To promote the physical, mental, emotional and spiritual health of persons in the Church, in the community, and throughout the world.
- D. Discipleship: To promote the development of people toward full Christian maturity and training for effective ministry.
- E. Fellowship: To promote camaraderie among Christians, encouraging support and prayer for one another as members of the body of Christ.

Article IV. INCORPORATION

The Church was organized June 8, 1828, and incorporated by an act of the Legislative Assembly of the Province of New Brunswick under Edward VII in 1906, CAP. LXXVII, as an Act respecting the union of the Baptist and Free Baptist Churches in New Brunswick. The Church was re-

incorporated under The New Brunswick Companies Act as “First Moncton United Baptist Church” in 2014.

Article V. CONGREGATIONAL AFFILIATION

The Church will be an active member of the Westmorland-Kent Baptist Association Inc. and the Canadian Baptists of Atlantic Canada and will be affiliated with the Canadian Baptist Ministries Inc. and the Baptist World Alliance, or successor bodies.

Article VI. MEMBERSHIP

- A. Definition: A member is a person who meets the qualifications for becoming a member as specified in Article VI.B, and who has committed, with God’s help, to carry out the Membership Covenant of the Church.
- B. Qualifications for Membership: The Deacons will interview potential members who request reception into membership (see By-Law VIII.J). Persons seeking membership must:
1. Give a personal testimony of their belief in, and relationship with, Jesus Christ as both Saviour and Lord.
 2. Give a personal account of their commitment to the teachings of Scripture, the Membership Covenant, and Christian life and witness.
 3. Under normal circumstances, be baptized by immersion in the name of the Father, and of the Son, and of the Holy Spirit. NOTE: In some cases, due to health issues or other appropriate reason, baptism by immersion may be substituted with another means of baptism.
- C. Admission of Members: Persons who have met the qualifications for membership, to the satisfaction of the deacons, may be welcomed into membership. A record of a member’s joining the church will be maintained in the membership record in perpetuity, and new members will be reported in the annual report. Potential new members will be admitted into membership by:
1. A special business meeting. A motion to receive a person into membership will require a seventy-five percent (75%) affirmative vote to be carried, and,

2. Receiving the Right Hand of Fellowship, normally from the senior pastor and the chair of the deacons.

D. Termination of Membership: There will be occasions whereby membership may be discontinued. In all cases, the membership change will be reported in the annual membership report, and recorded in the membership record of the church. This membership record will be maintained in perpetuity. Membership will be ended by death of the member. Membership may be removed by:

1. Release of Membership: A member may request, in writing, to cease to be a member of the Church, or may request in writing to join another church of the member's choosing. This request will be granted without need for Church vote. Where appropriate and requested, a letter of recommendation may be issued for the member to join another church.
2. Erasure: A member who has not attended Church events for a period of three years or more may have his or her name presented for vote of erasure from membership at the Annual Church Business Meeting (See By-Law XI & By-Law XII). A motion of erasure will require a seventy-five percent (75%) affirmative vote to be carried. Members who, due to health concerns or other appropriate reasons, are unable to attend Church events may be exempted from erasure. Before a member's name may be presented for erasure, there must be at least three documented attempts of reactivation of the member. One of these attempts will normally include an in-home visit by the senior pastor, together with a deacon.
3. Removal: In the case of serious and unrepentant moral failure, membership and fellowship with a member may be removed from the subject member. This will be done at a specially called Church business meeting for this purpose, requiring a vote of the membership (See By-Law XI & By-Law XII). A motion of removal will require a seventy-five percent (75%) affirmative vote to be carried.

Article VII. ORGANIZATIONAL RESPONSIBILITIES OF MEMBERS

The Church membership will exercise its responsibilities to Jesus Christ at duly called and constituted Church business meetings by:

- A. The election of a council which the membership empowers to undertake on behalf of the Church all powers and responsibilities not retained by the membership specifically.

- B. The dismissal of a member of the council, or calling for the dissolution of the Council, and appointment of a new council, should the Church members believe this to be necessary.
- C. The appointment of a nominating committee which is to be responsible for bringing forward nominations for new members of the council, and such other positions as defined in the By-Laws.
- D. The call or dismissal of the senior pastor or a member of the leadership staff.
- E. The approval of the annual Church budget.
- F. The approval of the annual Church reports and financial statements.
- G. The appointment of a qualified accountant to conduct a review engagement of the financial statements.
- H. The approval of any changes to the Church Constitution, Church By-Laws and Membership Covenant.
- I. The approval of the sale of any Church property of greater value than five thousand dollars (\$5,000).
- J. The approval of the borrowing of funds for capital and special projects not reflected in the approved budget.
- K. The approval of the annual plan for ministry for the Church.
- L. The approval of the acceptance and dismissal of members.

Article VIII. THE COUNCIL

There shall be a council that is responsible for the ongoing business of the Church.

Article IX. CHURCH YEAR

The Church financial year shall be from January 1 to December 31.

Article X. DISSOLUTION

In the event that the Church loses visibility, and the organization is dissolved, all assets remaining will become the property of the Atlantic Baptist Mission Board Inc., or successor body.

Article XI. REVISING THE CONSTITUTION

Changes to this constitution may be made at the annual business meeting of the Church, providing notice of the proposed changes has been provided in writing and made available for three Sundays prior to the meeting. Paper copies of a notice of proposed changes will be made available in the church office, as well as at visible areas near or in the main entrance to the church sanctuary. Electronic copies of the changes may also be provided. Changes to the constitution require a two-thirds majority vote for approval.

Whenever a duly authorized change to the By-Laws of First Moncton United Baptist Church is made that alters references to the By-Laws included in this constitution, the references will be updated automatically without need of further approval.

This Constitution was approved by the Church membership at a duly constituted Business Meeting held on February 16, 2015, to be effective as of January 1, 2016 and further updated and approved as of March 20, 2022.

The Church leadership of the year 2015 included:

Moderator:

Alison Toczko

Church Clerk:

Rupert Tingley

Chairman Board of Deacons:

Mike Robart

Chairman Board of Trustees:

Ellard Griffin

Chairman Board of Christian Education:

Heather Kelly

BY-LAWS OF THE FIRST MONCTON UNITED BAPTIST CHURCH

Approved February 16, 2015

Effective January 1, 2016

Updated November 26, 2023

Introduction.

The By-Laws of the First Moncton United Baptist Church (hereinafter referred to as “By-Laws”) serve as a companion document to the Constitution of the First Moncton United Baptist Church (hereinafter referred to as “Constitution”) and are secondary to the Constitution.

By-Law I. CHRISTIAN ORTHODOXY

The First Moncton United Baptist Church (hereinafter referred to as “Church”) is committed to Christian Orthodoxy, within the particular context of Baptist beliefs and practices. A more detailed understanding of the beliefs of the Church may be found in the Membership Covenant. This Church adheres to the practices and theological positions of the Canadian Baptists of Atlantic Canada, or successor body.

By-Law II. CONGREGATIONAL INVOLVEMENT

The Church will be involved in active partnership with the ministries of the Westmorland-Kent Baptist Association Inc., the Canadian Baptists of Atlantic Canada, the Canadian Baptist Ministries Inc., and the Baptist World Alliance, or successor bodies. This involvement may include but not be limited to:

- A. Supporting these denominational partners financially,
- B. Sending delegates to meetings,
- C. Encouraging congregants to be active in denominational ministries as volunteers, serving on councils, committees, short term missions, and in other volunteer possibilities,
- D. Cooperating, in partnership with the denominational partners, noted above, with programs, policies, and protocols such as: Association Licensing to Minister, Credentialing for Ordination, Regulations Concerning the Ministry, and Pension and Insurances,

- E. Providing expertise and resources for sister churches and ministry organizations as deemed appropriate and prudent,
- F. Promoting events and activities of these partners, noted above, in the Church and community.

By-Law III. ORGANIZATIONAL STRUCTURE

- A. The Church is under the Lordship of Jesus Christ, the Head of the Church (Article I), and is accountable to Christ.
- B. The membership of the Church, under the guidance and direction of the Holy Spirit, has ultimate authority in determining and approving the affairs of the Church (Article VI & Article VII).
- C. A council will be elected by the membership of the Church. This council is accountable to the Church for all issues of governance, leadership, and trusteeship of the Church, and other responsibilities as outlined in By-Law IV. The council is responsible for the oversight and direction of the senior pastor. The council will develop, or cause to be developed, policies and a Guiding Principles document which direct the performance of the senior pastor and staff.
- D. There will be a senior pastor of the Church. The senior pastor will be directly accountable to the council, and is responsible for the spiritual and organizational leadership of the Church. Further responsibilities are outlined in By-Law VII.
- E. There will be staff (paid and volunteer) who will oversee specific ministries of the Church. The staff is accountable to the senior pastor (either directly, or through a supervisory staff person). Staff is responsible, under the direction of the senior pastor, for recruiting ministry team volunteers to serve on the ministry team for which they are responsible, to help accomplish the goals and objectives assigned. Staff will normally work with the volunteer recruitment team for populating the ministry teams for which they are responsible.
- F. The congregation, will work with the staff to accomplish specific ministry objectives. The congregation will serve on ministry teams to accomplish specific goals, and they will be accountable to a staff person.

By-Law IV. THE COUNCIL

A council will be elected by the Church membership. Given the high regard the congregation has for pastoral ministry, the council, on behalf of the Church membership, will monitor the ministry of the senior pastor to the end that the senior pastor is encouraged to focus on preaching, teaching and pastoral care. The council also will be responsible for ensuring the Church's mission, mandate, and annual plan for ministry are being achieved. Further, the council will be the legal trustees of the Church, being accountable to the Church membership. The council will:

- A. Consist of nine (9) elected persons, including men and women, nineteen (19) years of age or older, drawn from the membership of the Church, as well as the senior pastor. The senior pastor will not have a vote on the council. One of the elected members must be nominated from the deacons (see By-Law VI.H & By-Law VIII.K).
- B. Be comprised of persons who meet the qualifications of the New Brunswick Companies Act. No person shall be qualified for election as a council member if:
 1. The person is of unsound mind and has been found to be so by a court in Canada or elsewhere.
 2. The person has a status of an undischarged bankrupt.
 3. The person has been convicted of an offence under the Criminal Code of Canada or the criminal law of any jurisdiction outside of Canada.
- C. Be free of conflicting interests. This means:
 1. The following will not be permitted to be members of the council: Paid staff members (other than the senior pastor), close family relations to any paid staff person (including the senior pastor), close family relations to any existing council member. For the purposes of this document, close family relations will consist of one's spouse, child, parent, grandparent, sibling, or in-law.
 2. In the event a council member believes he or she has a conflict of interest regarding an item being discussed by the council, he or she will declare such to the council and be excused from the meeting while the identified topic is discussed.

- D. Consist of members who meet the requirements as defined in scripture (1 Timothy 3:8-13).
- E. Normally have its members elected for a four (4) year term, with two (2) persons retiring each year. After the completion of a term, a member of the council will not be eligible for re-election for a period of one (1) year. The deacon nominated will serve one (1) year terms, renewable by Church vote as long as he or she serves as a deacon (see By-Law VIII). Service for a member of the council begins on January 1 of the year following election at the fall business meeting, and ends on December 31 of the retiring year.
- F. Determine if an immediate replacement is required in the event of the resignation, death, or dismissal of a member of the council, or if waiting until the next fall business meeting would be appropriate. Should the council determine an immediate replacement is needed, they will call upon the nominating committee to fill the vacancy (see By-Law VI). The appointee will serve in this capacity until the fall business meeting where this appointment will be presented for ratification by the Church membership. The new member elected will serve the remainder of the term of the council member they are elected to replace, and will not be eligible for re-election for a period of one (1) year following the completion of said term.
- G. Meet as a council at least quarterly. Council members will receive regular monthly updates between meetings, in a manner agreed upon by the council.
- H. The Council Chair may choose to hold meetings by one or a combination of the following means: remote conferencing, telephone, text, and in-person. These meetings will be conducted in the same manner and with the same effect as in-person meetings.
- I. Have an established quorum of six (6) voting members for an official meeting of the council.
- J. Elect annually, a chairperson, vice-chairperson, secretary and a financial officer.
- K. Name:
 - 1. One (1) member to sit on the nominating committee who will normally serve as the chairperson of the nominating committee.
 - 2. One (1) member to sit on the board of the First Baptist Childcare Centre Inc.

3. One (1) member to sit on any search committee elected by the Church, who will normally serve as the chairperson of the search committee.
- L. Be the trustees of the Church, fulfilling the duties and requirements of trusteeship.
 - M. Ensure Church compliance with the laws of the land.
 - N. Ensure that any responsibilities of the Church regarding First Moncton United Baptist Childcare Center Inc. are managed appropriately.
 - O. Develop, or cause to be developed, and approve appropriate policies, and enforce their compliance.
 - P. Hold the senior pastor accountable to operate within the limits of the Constitution, By-Laws, Membership Covenant, Church policies, job description, and the Guiding Principles from the council. Hold the senior pastor accountable for accomplishing the goals as approved in the annual plan for ministry.
 - Q. Develop and maintain a Guiding Principles document which will lay out the objectives, boundaries, and accountability principles for the leadership of the senior pastor. The council will be responsible for reviewing the Guiding Principles on a regular basis, and revising the Guiding Principles as needed to direct the performance of the senior pastor.
 - R. Review, prior to presentation at the appropriate Church business meeting, the annual vision plan, the Church budget, the financial review, the annual reports, and any proposed changes to the Constitution, By-Laws and/or Membership Covenant.
 - S. Facilitate all Church business meetings, normally with a member of the council moderating the meeting.
 - T. Evaluate the ministry needs of the Church and will cause a search committee (see By-Law VI.K) to be formed upon the resignation of the senior pastor or any leadership staff (see By-Law IX).
 - U. Be authorized in emergencies, without seeking Church membership approval, to spend the sum of up to ten thousand dollars (\$10,000) per emergency, with the total expenditures for emergency purposes in any one fiscal year not to exceed thirty thousand dollars (\$30,000). Any such expenditure must be approved by two-thirds affirmative vote of the full council. Any expenditure above stated limits must first be

approved by the Church membership at a special Church business meeting called for that purpose only.

V. Receive communication, in writing, from members of the Church who have questions or concerns. Any correspondence to the council by a Church member will be circulated and discussed by the council at a meeting of the council. The council will respond, in writing, to all correspondence from members of the Church. A member may request a meeting with the council. The council, or its designate, will respond to such a request within a reasonable timeframe.

W. Conduct, or cause to be conducted, an annual review of the Constitution and Bylaws and recommend any necessary changes at the annual church business meeting.

X. Be responsible for all other duties not specifically retained by the Church membership.

By-Law V. DISMISSAL OF COUNCIL MEMBER(S)

Council member(s) may be dismissed from the council by vote of the Church membership (see Article VII.B) at a duly called and constituted special business meeting, called for this purpose only (see By-Law XI & By-Law XII). The vote will be by secret ballot and will require a seventy-five percent (75%) affirmative vote for the motion of dismissal to be carried (see By-Law XII.F). Should a motion of dismissal be successful, the council, at its discretion, may request a new nominee to be provided by the nominating committee to fill the vacancy. Dismissal may be due to:

A. Conflict of Interest: Should a council member be found to be in a situation of ongoing conflict of interest (such as a close family member joining the Church staff (see By-Law IV.C)), the council will discuss the resolution of said conflict. Should the council be unable to resolve the conflict by other means, the council may call a special business meeting of the church to dismiss said member from the council. The council will ensure a fair hearing is held before a meeting for dismissal is called for by the council.

B. Ethical or Moral Failure: Should a council member be found to be in conflict with the teachings of Scripture, the spirit of the Membership Covenant, convicted of violating the laws of the land, or acts of moral or ethical failure, the council may call a special business meeting of the church to dismiss said member from the council. The council will ensure that the subject council member will have a fair hearing before a meeting for dismissal is called for by the council.

- C. Infrequent Attendance: Should a council member be absent from more than fifty percent (50%) of the meetings of the council in a one (1) year period, the council may call a special business meeting of the church to dismiss said member from the council. Grace should be exercised in seeking to remedy attendance issues on an ongoing basis, with the chairperson or designate having conversations with the absentee council member to improve attendance prior to it becoming an actionable issue. Exceptions should be issued in the case of medical conditions which make attendance impossible. At the discretion of the council, participation in meetings through teleconference or other technological means may be counted as attendance.
- D. Vote of Non-Confidence by the Church Membership: The Church membership reserves the right to dismiss individual members of the council, or to dissolve the council entirely, in the event of the membership having no confidence in the leadership or performance of an individual council member or the council (see By-Law XI.C).

By-Law VI. **NOMINATING COMMITTEE**

The Church membership shall elect a nominating committee at the fall business meeting of the Church. The committee will:

- A. Consist of eight (8) elected members of the Church, as well as one (1) member of the council, who will serve as chair, and one (1) deacon. Members will include men and women, nineteen (19) years of age or older.
- B. Be free of conflicting interests. This means:
1. The following will not be permitted to be members of the nominating committee: Paid staff members, close family relations to any paid staff person, close family relations to any existing nominating committee member. For the purposes of this document, close family relations will consist of one's spouse, child, parent, grandparent, sibling, or in-law.
 2. In the event a member of the nominating committee believes he or she has a conflict of interest regarding an item being discussed by the committee, he or she will declare such to the committee and be excused from the meeting while the identified topic is discussed.

- C. Be elected for a period of four (4) years, with two (2) persons retiring each year, after which time they are not eligible to serve on the nominating committee for at least one (1) year.
- D. In the event of the resignation, death, or dismissal of a member of the nominating committee, be at liberty to appoint a person who meets the requirements of a nominating committee member to fill the vacancy. The appointee may serve in this capacity until the fall business meeting where the incumbent will be presented for ratification by the Church membership. The new member elected will serve the remainder of the term of the member they are elected to replace, and upon completion of this term will not be eligible for re-election for a period of one (1) year.
- E. The Nominating Committee Chair may choose to hold meetings by one or a combination of the following means: remote conferencing, telephone, text, and in-person. These meetings will be conducted in the same manner and with the same effect as in-person meetings.
- F. Follow Biblical instruction on the qualifications of a Christian leader of the Church as found in 1 Timothy 3:8-13 and Titus 1:5-9 as they prayerfully seek God's will regarding whom they will approach to be on the council or to be deacons.
- G. Consider recommendations from the council regarding specific talents and abilities needed by the council, with the intent of best enabling the council to meet its diverse objectives.
- H. Nominate two (2) new council members each year.
- I. Nominate three (3) new members to be deacons each year.
- J. Nominate two (2) new members to the nominating committee to serve as required (see By-Law VI.B).
- K. Nominate members for the Board of First Baptist Child Care Center Inc. Members must be nineteen (19) years of age or older. These nominees will be presented for vote at the fall business meeting. The board of the First Baptist Child Care Center Inc. will have eleven (11) directors, appointed as follows:
 - 1. Six (6) Church members.
 - 2. One (1) each from the Church council and the deacons.

3. Three (3) members appointed by the Board of the First Baptist Child Care Center Inc., two (2) of which must be parents of the children attending the First Baptist Child Care Center, Inc., and one (1) other interested person from within or without the Church.

All board members are to be elected to a three (3) year term, renewable for a second three (3) year term, after which the person will not be eligible for reappointment for one (1) year.

- L. When called upon by the council, nominate the members of a search committee as required (see By-Law X).
- M. Bring its report to the council not less than one (1) month prior to the fall business meeting for inclusion in the report book.

By-Law VII. SENIOR PASTOR

There shall be a senior pastor of the Church who will be responsible for the spiritual and organizational leadership of the Church, and who will be accountable to the Council. The senior pastor will:

- A. Be called according to the search committee process (see By-Law X) and elected by the Church membership at a duly called business meeting for that purpose only (see By-Law XI). A minimum of a three-quarter (75%) affirmative vote by secret ballot is required for the call to be extended (see By-Law XII.F).
- B. Be accountable to the council and operate within the limits of the Constitution, By-Laws, Membership Covenant, Church policies, job description, and the Guiding Principles from the council and be accountable to the council for accomplishing the goals as approved in the annual plan for ministry.
- C. In the event of resignation, tender said resignation to the council, normally giving three (3) months notice. The council will accept this resignation, and cause an announcement to be brought to the Church body at the Sunday morning service(s).
- D. Be the primary "Pastor" of the church, providing active leadership in the preparation of worship services, and in the ministries of preaching, teaching, weddings, funerals, visitation, and general pastoral care.

- E. Provide appropriate leadership of, and delegation of responsibilities to, the staff (paid and volunteer) of the Church. This includes recruiting staff, holding staff accountable to policies and governing documentation, providing training opportunities as deemed prudent, and otherwise motivating the staff to accomplish the specific goals of the Church.
- F. Be in compliance with the Regulations Concerning the Ministry of the Canadian Baptists of Atlantic Canada, or successor body.
- G. Be ordained (or undergo the process for credentialing within a reasonable time frame) with credentials recognized and held with the Canadian Baptists of Atlantic Canada, or successor body.
- H. Be a responsible steward of the financial resources of the Church by working within the confines of the approved Church budget.
- I. Form, or cause to be formed, volunteer recruitment and development teams to aid in the recruitment, training, gift identification, and recommendation for changes in ministry assignments, for potential and currently serving volunteers. These teams will serve under the direction and mandate of the senior pastor. The primary mandate of these teams will be to help the congregants to grow in spiritual maturity, serving in ministries for which they are gifted, and experience the benefits of serving Christ.
- J. Designate a member of the pastoral staff of the Church, who will be a member of the First Baptist Childcare Center Inc. board, and who will not have a vote.

By-Law VIII. DEACONS

There will be deacons elected by the Church membership. The deacons will:

- A. Consist of ten to twelve (10 - 12) persons, including men and women, nineteen (19) years of age or older, drawn from the membership of the Church. The Senior Pastor shall be a member of the deacons, and will not have a vote.
- B. Meet the requirements as defined in Scripture (1 Timothy 3:8-13).
- C. Be free of conflicting interests. This means:
 - 1. The following will not be permitted to be a deacon: Paid staff members (other than pastoral staff), close family relations to any pastoral staff, close family

relations to any existing deacon. For the purposes of this document, close family relations will consist of one's spouse, child, parent, grandparent, or sibling.

2. In the event one of the deaconate believes he or she has a conflict of interest regarding an item being discussed by the deaconate, he or she will declare such to the deaconate and be excused from the meeting while the identified topic is discussed.
- D. Be elected for a four (4) year term, with three (3) persons retiring each year. After the completion of a term, a deacon will not be eligible for re-election for a period of one (1) year.
 - E. In the event of the resignation, death, or dismissal of a member of the deacons, the nominating committee will appoint a person who meets the requirements of a deacon to fill the vacancy. The appointee will serve in this capacity until the fall church business meeting where this appointment must be presented for ratification by the Church membership. The newly elected deacon will serve the remainder of the term of the deacon they are elected to replace, and will not be eligible for re-election for a period of one (1) year.
 - F. Organize appropriately in order to fulfill their mandate, and will report regularly to the council.
 - G. The Deacons Chair may choose to hold meetings by one or a combination of the following means: remote conferencing, telephone, text, and in-person. These meetings will be conducted in the same manner and with the same effect as in-person meetings.
 - H. Submit a report to the council for inclusion at the fall business meeting and the annual business meeting.
 - I. Be responsible for assisting the senior pastor in hands-on ministries such as serving the Lord's Supper, assisting in baptisms, conducting visitation ministries, mediating conflicts, and providing (at the request of the senior pastor) a confidential forum for the senior pastor to seek out guidance and direction in spiritual matters.
 - J. Be responsible for interviewing people seeking church membership. They will seek to confirm that interviewees meet the "Qualifications for Membership" (see Article VI.B). Following the interview, this team will make recommendations to the council for action.
 - K. Name:

1. One (1) deacon to sit as a member of the council.
 2. One (1) deacon to sit on the nominating committee.
 3. One (1) deacon to sit on the board of the First Baptist Childcare Center Inc.
 4. One (1) deacon to sit on any search committee elected by the Church.
- L. On occasion, recommend to the church membership that a former deacon who has served the Deaconate with distinction, be presented with the honorary title of “Deacon Emeritus.” The Church membership must vote to approve the bestowing of this title (see By-Law XII.F).

By-Law IX. PAID STAFF

In addition to the senior pastor, the Church may have leadership staff, and support staff, who are paid. The council will determine the designation that best applies to each paid position, based on the leadership requirements defined in the job description.

- A. Leadership Staff: These staff persons will occupy roles of significant leadership responsibilities within the Church. These “leaders” may be ordained persons or be laypersons. Leadership staff may include “ministers” and “directors” with varying portfolios. Leadership staff:
1. Will be called by the search committee process (see By-Law X), and elected by the Church membership at a duly called business meeting (see By-Law XI). A minimum of a three-quarter (75%) vote by secret ballot is required for the call to be extended (see By-Law XII.F),
 2. Will be accountable to the senior pastor,
 3. Will have a job description that has been approved by the council. Prior to final approval of the job description, council will make the proposed job description available to the congregation and invite comment and input from members of the congregation up to the time of the next council meeting, normally being a period of around four weeks.
 4. Will comply with all policies, the Constitution, the By-Laws, the Guiding Principles, and other such guiding documents, under the direction of the senior pastor,

5. Will comply with the Regulations Concerning the Ministry of the Canadian Baptists of Atlantic Canada, or successor body, as applicable,
 6. Will complete their term of employment by:
 - i. Resignation: A member of the leadership staff will resign, in writing, to the senior pastor, who will take this notice of resignation to the council. The council will cause this resignation to be appropriately communicated to the Church. Notice of the completion of the work term should be given three (3) months prior to completion, unless mutually agreed upon by both parties.
 - ii. Termination: A member of the leadership staff may have their employment by the Church terminated. Terms of the termination of employment are determined by the council, upon approval of the Church membership (see Article VII.D & By-Law XII).
- B. Support Staff: These staff persons provide support to the ministries of the Church, but normally in a limited leadership role. Support staff may include, but are not limited to, custodial staff, administrative staff, musical staff, and audio-video technicians. Support staff:
1. Will be employed under the authority of the senior pastor, who will act upon approval of the council. The senior pastor will utilize a Staff Search Team to assist in identifying a qualified candidate for filling a staff position. The Staff Search Team will consist of the senior pastor, a member of the Deacons, and at least two other ad hoc members of the Church congregation as determined by the senior pastor in consultation with the council. Ad hoc appointees to the Staff Search Team should have expertise and/or background appropriate to the position being filled. The senior pastor must appoint employees within the confines of the approved annual budget, approved annual plan for ministry, and the direction of the council.
 2. Will have a job description that has been approved by the council. Prior to final approval of the job description, council will make the proposed job description available to the congregation and invite comment and input from members of the congregation up to the time of the next council meeting, normally being a period of around four weeks.

3. Will comply with all policies, the Constitution, the By-Laws, the Guiding Principles, and other such guiding documents of the Church as directed by the senior pastor,
 4. Will complete their term of employment by:
 - I. Resignation: A member of the support staff will resign, in writing, to the senior pastor. Notice of the completion of the work term should be given one (1) month prior to completion, unless mutually agreed upon by both parties.
 - II. Termination: A member of the support staff may have their employment by the Church terminated. Terms of the termination of employment are determined by the council.
- C. Temporary Staff: Temporary staff shall be defined as persons serving in a contract position that ends within twelve months. Temporary staff may include, but are not limited to, student interns and summer student staff. Temporary staff:
1. Will be employed under the authority of the senior pastor, who will act upon approval of the council. The senior pastor, in consultation with other members of the leadership and/or support staff chosen by the senior pastor, will appoint qualified candidates to fill temporary positions. The senior pastor must appoint employees within the confines of the approved annual budget and/or government grants, approved annual plan for ministry, and the direction of the council.
 2. Will have a job description that has been approved by the council.
 3. Will have a written contract detailing the basic terms of employment including the period of time for which persons are employed.
 4. Will comply with all policies, the Constitution, the By-Laws, the Guiding Principles, and other such guiding documents of the Church as directed by the senior pastor,
 5. Will complete their term of employment by:

- i. Contract completion: Temporary staff shall have completed their term of employment once the end date as specified in their contract has been reached.
- ii. Resignation: Temporary staff may resign, in writing, to the senior pastor. Notice of early completion of the agreed term of employment is required two (2) weeks prior to completion, unless mutually agreed upon by both parties.
- iii. Termination: Temporary staff may have their employment by the Church terminated. Terms of the termination of employment are determined by the council.

D. Emergency Staff Appointments: Emergency staff appointments may be made when there is sudden loss of the services of support staff members for any reason and wherein the loss of employee services could result in significant issues related to the ongoing ministry of the church. Such appointments may include temporarily employing persons or contracting out services to an agency. Emergency staff appointments

1. Will be contracted under the authority of the senior pastor within the confines of the approved annual budget.
2. Will perform the essential duties of the job description approved by the council for the support staff person whose services have been suddenly lost.
3. Will have a written contract detailing the terms of employment or agency engagement including the period of time for which persons are employed or an agency contracted, a period not to exceed 90 days. The contract may be extended for up to an additional 90 days upon approval of council.
4. Will, in cases of employment, comply with all policies, the Constitution, the By-Laws, the Guiding Principles, and other such guiding documents of the Church as directed by the senior pastor. If engaging an external agency, the Senior Pastor will seek assurances that the values of the Church will be respected by employees of the agency.
5. Will be eligible as a person serving as an Emergency Staff Appointment to apply for a continuing position should the support staff position vacated due to sudden loss result in the need for an appointment to be made subject to Article IX – B entitled Support Staff.

6. Will complete their term of employment or engagement as per the terms of the contract for employment or agency engagement.
- E. Interim Leadership Staff: Interim appointees will fill a role until Leadership Staff can be called by the search committee process (see By-Law X).

Interim Leadership Staff appointments shall be subject to the following conditions:

1. Be employed under the authority of Council, who will act:
 - i. upon need caused by the absence of a Leadership Staff member,
 - ii. within the Church budget.
2. Be accountable to the Senior Pastor, or if replacing the Senior Pastor, to Council.
3. Be subject to a job description that has been approved by Council,
4. Comply with all policies, the Constitution, the By-Laws, the Guiding Principles, and other such guiding documents, under the direction of the Senior Pastor, or if replacing the Senior Pastor, of Council.
5. Comply with the Regulations Concerning the Ministry of the Canadian Baptists of Atlantic Canada, or successor body, as applicable.
6. Complete their term of employment as per the terms of an employment contract.
7. When an interim appointee replaces the Senior Pastor as the Interim Senior Pastor, the Interim Senior Pastor will not appoint any individual to an interim or long-term position as a Support Staff member without consulting Council and receiving the formal permission of Council. Such appointments will normally adhere to all conditions as established in By-Law IX. B, or, if an interim appointment, to whatever conditions are approved by Council for a specific interim support staff position.

Instead of employing Interim Staff, Council may delegate some or all the responsibilities of a Leadership Staff person to another Leadership Staff person, to Council members, and/or congregants.

By-Law X. SEARCH COMMITTEE

When required, there will be a search committee which will be appointed by the nominating committee (see By-Law VI) upon the request of the council to fill a vacant leadership staff position. The search committee will:

- A. Answer directly to the congregation.
- B. Consist of seven (7) members. One (1) of these members will be a council member, who will normally act as chair and one (1) will be a deacon. The remaining five (5) members will be drawn from the membership of the Church. In the case of a search for a position other than senior pastor, the senior pastor will be an additional member of the committee, and will have a vote.
- C. Be free of conflicting interests. This means:
 - 1. The following will not be permitted to be members of the search committee: Paid staff members (other than the senior pastor), close family relations to any paid staff person (including the senior pastor), close family relations to any existing search committee member. For the purposes of this document, close family relations will consist of one's spouse, child, parent, grandparent, sibling, or in-law.
 - 2. In the event a committee member believes he or she has a conflict of interest regarding an item being discussed by the committee, he or she will declare such to the committee and be excused from the meeting while the identified topic is discussed.
- D. The Search Committee Chair may choose to hold meetings by one or a combination of the following means: remote conferencing, telephone, text, and in-person. These meetings will be conducted in the same manner and with the same effect as in-person meetings.
- E. Receive from the council an approved job description for the vacant position, and will seek to follow the direction of the Holy Spirit as to who should fill the vacant position.
- F. Institute a search process that seeks to determine an individual's suitability for the position, appropriate spiritual maturity, appropriate moral and ethical convictions, and the appropriate gifts for the tasks described in the job description. The committee will follow the guidelines for search committees provided by the Canadian Baptists of Atlantic Canada, or its successor body.

- G. Unanimously agree upon a name to present to the Church membership for a vote. The committee will notify the council for the calling of a business meeting of the Church to receive and vote upon the recommendation made by the search committee.
- H. In the event that the Church membership at the business meeting, called to consider the recommendation of the search committee, does not approve said recommendation, or the recommended person declines to accept the call, the committee will return to active search.
- I. Upon Church membership approval of a recommendation from the search committee for filling a vacant position for which the committee was constituted, and the acceptance of the position by the recommended person, the search committee will disband.

By-Law XI. CHURCH BUSINESS MEETINGS

There will be at least two (2) business meetings of the Church each year. Additional church business meetings may be called as necessary. The chair or vice chair of the council, or their designate, will normally act as chair of the meeting. All Church business meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised*.

In any circumstance where it is not possible for the congregation to meet physically for a duly called business meeting, the meeting may be held electronically, or by other means. Such meetings shall be conducted in the same manner and with the same effect as in-person meetings.

- A. The fall business meeting will be held in October or November, as determined by the council, which will cause the date and time of said meeting to be published and promoted eight (8) weeks prior. The fall business meeting will deal primarily with:
 - 1. The election of new members to the council, to the deacons, and to the First Baptist Childcare Center Inc. Board, for the upcoming year,
 - 2. The election of new members to the nominating committee for the upcoming year,
 - 3. The presentation of a year-to-date financial update and progress report on the current year's annual plan for ministry,
 - 4. The hearing and approval of the annual plan for ministry for the upcoming year,

5. The approval of the proposed budget for the upcoming year,
 6. Other items as requested by the council.
- B. The annual meeting will be held in March or April, as determined by the council, which will cause the date and time of said meeting to be published and promoted eight (8) weeks prior. The annual meeting will primarily deal with:
1. The acceptance of annual reports from the preceding year,
 2. The acceptance of the Church's financial statements for the preceding year,
 3. The approval of any changes to the Church Constitution or Bylaws,
 4. Final report on annual plan for ministry from the preceding year,
 5. The appointment of a qualified accountant to conduct a review engagement of the financial statements,
 6. Other items as requested by the council.
- C. The draft agenda will be published three weeks in advance of the fall or annual meeting. Church members may submit additions to the agenda in writing to the secretary of the council at least two weeks in advance of the meeting.
- D. Notice of special church business meetings will be placed in the church bulletin as well as announced from the pulpit no less than two (2) Sundays prior to the meeting. Notice of meeting must include date, time, location and purpose of the meeting. No other business may be considered except the stated purpose(s) for which the meeting is called. Additional church business meetings may be called by:
1. The council on an as-needed basis,
 2. The Church membership. If a group of twenty-five (25) or more Church members appeal in writing to the chairperson of the council, or to the senior pastor of the Church, for the calling of a church business meeting, such meeting shall be called.

By-Law XII. QUORUM AND VOTING

For business meetings of the Church, the following will apply:

- A. The annual business meeting is open to the public for attendance; all other Church business meetings are limited to attendance by congregants.
- B. Any congregant may speak to motions, but only Church members may vote at a Church business meeting.
- C. For the purpose of determining a quorum for a Church business meeting, the quorum is set to be fifty (50) Church members or fifty percent (50%) of the Church membership, whichever number is smaller, for:
 - 1. The annual business meeting,
 - 2. The fall business meeting,
 - 3. The business meeting called for the purpose of calling a senior pastor or leadership staff,
 - 4. The business meeting called for the removal of a Church membership,
 - 5. The business meeting called to authorize the expenditure of Church funds,
 - 6. The business meeting called to make modification to the Church By-Laws,
 - 7. The business meeting called to make modification to the Church Membership Covenant.
- D. The quorum for special business meetings called for the purpose of accepting new persons into membership is set at twenty (20) members.
- E. The quorum for special business meetings not otherwise specified is set at thirty-five (35) members.
- F. To be carried, all motions require a simple majority vote of fifty percent (50%) plus one (1) of the total votes cast, unless a greater majority is required in the Constitution or By-Laws.
- G. The chair shall have a vote at all meetings and, in the event of a tie, the chair will have the casting vote.

By-Law XIII. THE CHURCH TREASURER

The council shall appoint a Church treasurer who will:

- A. Be a member of the staff (paid or volunteer) of the Church.
- B. Have an assistant treasurer (paid or volunteer) who is appointed by the council and who will assist the treasurer as needed, and serve as treasurer in his or her absence.
- C. Keep accurate and detailed records of all money transactions – deposits, payments, withdrawals.
- D. Pay all expenses in a timely manner.
- E. Deal only with a chartered bank, trust company, or the Foundation of the Canadian Baptists of Atlantic Canada as approved by the council.
- F. Report at least monthly to the council and to the senior pastor on the financial position of the Church, and work with the senior pastor to stay within the approved budget. Upon advice of the council, the treasurer will report to the Church congregation on a regular basis.
- G. Work with the council to prepare the financial presentations, and budget presentation, for the fall business meeting and the annual business meeting as appropriate.
- H. Be responsible, in cooperation with the council, for promotion and instruction regarding planned giving, trusts, estates and other forms of gifts in kind to the Church.

By-Law XIV. FINANCIAL SECRETARY

The council will appoint a financial secretary who will:

- A. Be a member of the staff (paid or volunteer) of the Church.
- B. Have an assistant financial secretary (paid or volunteer) appointed by the council who will assist the financial secretary as needed, and who will serve as the financial secretary in his or her absence.
- C. Keep a faithful record of the giving of each contributor.
- D. Provide each contributor with an annual receipt at year's end for his or her contributions.

- E. Be accountable to the council, and report to the council upon request.
- F. Ensure strict confidentiality relative to the individual contributions.

By-Law XV. SIGNING OFFICERS

The signing officers of the Church shall be one (1) from each of the following two (2) categories:

- A. The council, which shall appoint four (4) of their number to be authorized signing officers.
- B. The Church treasurer or, in his or her absence, the assistant Church treasurer.

By-Law XVI. FOR THE PROTECTION OF COUNCIL MEMBERS

- A. No council member of the Church shall be liable for the acts, receipts, neglects or defaults of any other council member, or employee, or for joining in any receipt or act for conformity or for any loss, damage, or expenses suffered or incurred by the Church through the insufficiency or deficiency of title to any property acquired by the Church, or on behalf of the Church, or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Church shall be placed or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm, or corporation, including any person, firm, or corporation with whom or which any moneys, securities, or effects shall be lodged or deposited, or any loss, conversion, misapplication, or misappropriation of, or any damage resulting from, any dealings with any moneys, securities, or other assets belonging to the Church, or for any other loss, damage or misfortune, whatsoever, which may happen in the execution of the duties of his or her respective office or trust, or in relation thereto, unless the same shall happen by, or through, his or her own wrongful act, or through his or her own wrongful neglect or default.
- B. The council members of the Church shall not be under any duty or responsibility in respect of any contract, act, or transaction whether or not made, done, or entered in the name or on behalf of the Church except such as shall have been submitted to and authorized or approved by the council of the Church.
- C. The Church shall maintain Directors' and Officers' Liability Insurance for members of the council.

By-Law XVII. INDEMNITIES TO COUNCIL MEMBERS

Every council member of the Church, or other person who has undertaken, or is about to undertake, any liability on behalf of the Church, and their heirs, executors, and administrators, and estate and effects, respectively, shall, from time to time, and at all times, be indemnified and saved harmless, as covered by the Directors' and Officers' Liability Insurance, from and against:

- A. All costs, including litigation costs, charges and expenses whatsoever which such council member, or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him for or in respect of any act, deed, matter or thing whatsoever made or permitted by him or her in or about the execution of the duties of this council or in respect of any such liability, and
- B. All other costs, charges and expenses which he or she sustains or incurs in or about in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own neglect or default.

By-Law XVIII. REVISING THE BY-LAWS AND MEMBERSHIP COVENANT

Changes to the By-Laws and Membership Covenant may be made at a duly called and constituted business meeting of the Church, providing notice of the proposed changes have been provided in writing and made available for three Sundays prior to the meeting. Changes to the By-Laws and Membership Covenant require a two-thirds majority vote for approval (see By-Law XII).

Whenever a duly authorized change to the By-Laws is made that alters cross-references within the By-Laws, such references will be updated automatically without need of further approval.

MEMBERSHIP COVENANT OF THE FIRST MONCTON UNITED BAPTIST CHURCH

What It Means To Be A Member

The difference between “attenders” and “members” can be summed up in one word: COMMITMENT.

At First Baptist we recognize the need for a formal membership. We ask you to commit to membership for four reasons:

I. A Biblical Reason: Christ is committed to the church

“...Christ loved the church, and he gave his life for it.” Eph. 5:25

II. A Cultural Reason: Membership is an antidote to our society

We live in an age where very few want to be committed to anything...a job...a marriage...our country. This attitude has even produced a generation of “church shoppers and hoppers”. Membership swims against the current of North America’s “consumer religion.” It is an unselfish decision. Commitment always builds character.

III. A Practical Reason: Membership identifies those upon whom the congregation can rely

Every team must have a roster. Every school must have an enrollment. Every business has a payroll. Every army has an enlistment. Even our country takes a census and requires voter registration. Membership identifies our family.

IV. A Personal Reason: Membership produces spiritual growth

The New Testament places a major emphasis on the need for Christians to be accountable to each other for spiritual growth. You cannot be accountable when you’re not committed to any specific church family.

What is expected of me as a member?

At First Baptist we never ask our members to do more than the Bible clearly teaches. We only expect our members to do what the Bible expects every Christian to do. These responsibilities are spelled out in the Membership Covenant.

Membership Covenant

“Having received Christ as my Lord and Saviour and having been baptized (normally by immersion), I now feel led by the Holy Spirit to unite with the First Moncton United Baptist Church family. In doing so, I commit myself to God and to the Church members to do the following:

I. I will protect the unity of my church

- ...By acting in love toward other members,**
- ...By refusing to gossip,**
- ...By following with discernment and through thoughtful process the church leaders.**

“So let us concentrate on the things which make for harmony, and on the growth of our fellowship together.” Rom. 15:19

“Live in complete harmony with each other — each with the attitude of Christ toward each other.” Rom 15:5

*“Have a sincere love for your fellow believers, love one another earnestly with all your hearts.”
1 Peter 1:22*

“Do not let any unwholesome talk come out of our mouths, but only what is helpful for building others up according to their needs...” Eph. 4:29

“Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be no advantage to you.” Heb. 13:17

II. I will share the responsibility of my church

- ...By praying for its growth,**
- ...By inviting the unchurched to attend,**
- ...By warmly welcoming those who visit.**

“To the church...we always thank God for you and pray for you constantly.” 1 Thess. 1:2

“Go out into the country...and urge anyone you find to come in, so that My House will be full.”
Luke 14:23

III. I will serve in the ministry of my church

“So, warmly welcome each other into the church, just as Christ has warmly welcomed you; then God will be glorified.” Rom. 15:7

- ...By discovering my gifts and talents,**
- ...By seeking out opportunities to minister,**
- ...By developing a servant’s heart.**

“Serve one another with the particular gifts God has given each of you...” 1 Peter 4:10

“God gave...some to be pastors and teachers to prepare God’s people for works of ministry, so that the body of Christ may be built up...” Eph. 4:11-12

“Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Jesus Christ...who took on the very nature of a servant...”
Phil 2:3-4, 7

IV. I will support the testimony of my church

- ...By attending faithfully and giving regularly,**
- ...By living a godly life,**
- ...By submitting to discipline in accordance with the Church’s policy,**
- ...By participating in the life of our city as “salt and light”.**

“Let us not give up the habit of meeting together...but let us encourage one another.” Heb. 10:25

“But whatever happens, make sure that your everyday life is worthy of the gospel of Christ.”
Phil. 1:27

“Each one of you, on the first day of each week, should set aside a specific sum of money in proportion to what you have earned and use it for the offering.” 1 Cor. 16:2

“A tenth of all you produce is the Lord’s, and it is holy.” Lev. 27:30

- V. **Finally, I engage that when I remove from this place, I will intentionally seek to unite with another church, where I can carry out the spirit of this covenant and the principles of God's Word.**

"Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching." Hebrews 10:25

To be Read by the Pastors and Deacons

With God's grace and to the best of our ability, we, the leadership of this church, commit:

- I ***To live our collective life in accordance with the Bible and in the power and fullness of the Holy Spirit.***

We will listen for and obey the direction and leading of the Holy Spirit.

We are committed to the development of your life in all areas: body, soul and spirit.

We will make available the sacramental ordinances of public worship, biblical teaching, the Lord's Supper, and baptism.

We will provide spiritual leadership by appointing pastors who meet the criteria assigned to these leadership roles in the Scriptures.

We will be on guard against false teachers.

We will exercise church discipline when necessary.

- II ***To nurture community of the Body of Christ at First Moncton United Baptist Church:***

We will value your service to God and others. We will help you discover and use your spiritual gifts, offer you practical care and respect, and pray for you. We will strive to be godly examples and join with you in fulfilling our responsibilities as church members.

We will be wise stewards of the time, talent, money and resources you entrust to us as a gift to God.

We will love you by affirming and encouraging you, by serving you, and by being direct and honest in all our communication with you.

We will submit to God and to one another out of reverence for Christ. We will watch over the teaching and practice of our community of faith.

III To participate together in God's plan of world-wide mission:

We will love and honour your family.

We will love and pray for your neighbors and treat them with respect regardless of race, gender, or faith.

We will strive for God-honoring excellence, purity and integrity in our work and in our leisure time.

We will serve and give to others in need.

We will lovingly proclaim Jesus Christ.

We will be good stewards of all the resources God has entrusted to us.

Signature of Member

Date

Signature of Pastor

Date

Signature of Deacon

Date