

## Regulations Concerning Name, Affiliation, Polity, Resolution of Ambiguity and Purpose

1. The name of this church is the New Minas Baptist Church.
2. New Minas Baptist Church is affiliated with the Convention of Atlantic Baptist Churches.
3. The government of this Church shall be vested in its membership.
4. When a conflict or ambiguity exists with regard to the by-laws or regulations of the church, deference is to be given to the Biblical reference to resolve the conflict or ambiguity.
5. This Church exists to bring glory to God and to advance the Kingdom of Jesus Christ. It seeks to attain this end through public worship, preaching of the Gospel, the study of God's Word, evangelism, fostering Christian fellowship, support of Convention and other missionary enterprises, Christian education, and the application of Christian principles to all social concerns.

The doctrinal beliefs of New Minas Baptist Church are as follows:

a. God

1. We believe there is one true, living, eternal, and personal God. He is an infinite Spirit, infinitely perfect and His perfection distinguishes Him from all His creation. He is self-existent, omnipresent, omniscient, omnipotent, good, kind, holy, just and merciful. He is longsuffering, loving, gracious, true and Sovereign.
2. God reveals Himself to us as Father, Son and Holy Spirit. Each person is co-eternal and co-equal. They are separate persons but the mystery remains that they are One. God, the Father: God is described in the Bible as the Father of Jesus Christ and the Father of those who believe in Him. We are created in His image and He is the Creator and sustainer of the universe.
3. God, the Son: Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the Virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself the demands and necessities of human nature and identifying Himself completely with humankind yet without sin. He honoured the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of humankind from sin. He was raised bodily from the dead and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, partaking of the nature of God and of humans, and in whose person is effected the reconciliation between God and humans. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present, Lord.
4. God, the Holy Spirit: Like Christ, the Holy Spirit is co-eternal and co-equal with God the Father. The Holy Spirit has existed from the beginning. His role is to “convict the world in regard to sin and righteousness and judgment.” In addition, He guides believers into all truth thus producing the fruit of the Spirit. He indwells the believer and brings comfort and peace in time of sorrow and distress. He gives a gift or gifts to each believer for their place of ministry in the body of Christ. (Deut. 6:4; Exodus 15:11; I John 4:16; Matt. 28:19; John 14:26; Eph. 2:18; Matt. 11:27; Luke 1:35; Philippians 2:5-11; Gen. 1:2; John 16:8-15; Gal. 5:22,23; I Cor. 12:7)

b. The Scriptures

1. We believe the Bible to be God’s written word. It is divinely inspired and therefore the final authority in matters of faith and practice. It is inerrant and infallible in its original manuscripts.
2. The Holy Scriptures were written under the inspiration and control of the Holy Spirit. The styles of the various writers were not suppressed by God, but were controlled by the Holy Spirit to achieve His good will and purpose. The Bible shows us who God is, why He created us, how our relationship with God was broken and how humans can be reconciled to God. (II Peter 1:20,21)

c. Sin

1. Humans were created by a special act of God in His own image and are the crowning work of His creation. In the beginning humans were innocent of sin and were endowed by the creator with freedom of choice. Sin entered the world when Adam disobeyed God by yielding to the temptation of Satan. All are sinners as we are born with a corrupt nature as descendants of Adam and are under the punishment of God for sin, which is physical and spiritual death. Therefore, sin is universal and extends to every part of humankind, finding its roots in the heart

of people. God is not the author of sin nor does He tempt any one. He is a Holy God. (Gen. 1:26-27; Psalm 51:5; Rom 5:12; Jer. 17:9; Job 34:10; Isaiah 6:3)

d. Salvation

1. We believe humans are unable to save themselves. Because of sin, we are separated from God but because of God's grace and love, He has provided a way for us to be saved. This salvation is only possible by grace through faith in Jesus Christ. There is no other way. As we repent and turn from our sin, we receive God's forgiveness and the fellowship between God and humans is restored. We are then born anew from on high and are given new life in Christ.
2. Believers can be declared justified through what Christ has done; therefore, we are declared not guilty as we stand before God.
3. Upon receiving Christ as our Saviour and Lord we are sanctified. This is a process in which the believer is set apart to God's purposes. Through the work of the Holy Spirit we progress towards moral and spiritual perfection. This will not be reached here on this earth. (Romans 3:23,24; John 3:16; Acts 4:12; I John 1:9; Eph. 2:8,9; Rom. 10:9-11)

e. The Church

1. The Church is described in the Bible as Christ's body, with Christ Himself being the Head. It is made up of all people who have accepted Christ as Lord and Saviour of their lives. Since the Church has one Lord, the Church is one. The Church is holy in that it is separated from the world unto God. In addition, the Church is universal and all who believe in the Lord Jesus Christ as their Lord and Saviour are part of His Church. The Church is also referred to as the bride of Christ and Christ gave Himself up for the Church.
2. The visible Church is a local body of believers who gather together for worship, instruction, fellowship and evangelism. As a local body, believers practice the ordinances of baptism and the Lord's Supper. We seek to follow Christ's teachings and be a witness to the world of Christ's saving power. We believe in regenerate church membership and therefore only those who have a personal faith in Christ should be baptized and accepted into local church membership.
3. We believe that all members of the Church have an important role to play in the Church. However, God has gifted individuals to be pastors "to prepare God's people for works of service, so that the body of Christ may be built up..." All believers are given spiritual gifts that are to be used for the edification of the Church. We also believe the Church must be concerned and involved, where appropriate, in the social concerns of the world. (Col. 1:24; Eph. 5: 25-27; I Cor. 12:12,13,27,28; Eph. 4:11,12)

f. Ordinances

1. Baptism is a confession of a new relationship with Christ. It is the immersion of a believer in water in the name of the Father, Son and Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour; the believer's death to sin; the burial of the old life; and the resurrection to walk in newness of life in Christ Jesus. The baptism of infants and non-believers is contrary to the expressed teaching of the Word of God.
2. The Lord's Supper is an ordinance of Christ and is to be observed by believers until Christ comes again. The bread and the cup symbolize the sacrificed body of our Lord and His shed blood. Christ is spiritually present and there is fellowship with Him and other believers. (Matt. 28:19; Rom. 6:4; Acts 8:38-39; I Cor. 11:23-28)

g. The Christian Life

1. Christians are to love God with all their heart, soul and mind and are to show love and kindness to their neighbours. The Christian must follow Christ's example of baptism, love, faithfulness, forgiveness and perseverance.
2. The Christian life should consist of daily surrendering to the will of God. The study of God's word and prayer should be a vital part of the Christian lifestyle.
3. As Christians, we need to gather regularly for worship, instruction, prayer, fellowship, and encouragement. Christians should endeavour always to exercise their spiritual gifts in order that the body of Christ might be built up.
4. Having received the instruction from Christ Himself, Christians are to witness throughout the world the Gospel message of Christ's saving power. Christians need to be a light in the world and the salt of the earth. This involves actively seeking to bring others to salvation, discipling them in Christ and working to bring about social justice and equality. (Luke 10:25-37; Philippians 4:6-8; Heb. 10:25; Rom. 12:4-8; Matt. 5:13-16)

#### h. Last Things

1. History is not simply repeating itself, instead it is moving towards a final outcome. God is in control. He has not set this world in motion and then abandoned it. Nor has He been thwarted because sin has entered the world. God does have a plan. Some day Jesus will return and usher in a new era, when every knee shall bow to the Lord.
2. We do not know the specific time when Christ will come again, but we have been instructed to be ready, filled with anticipation. His return will be visible and we are told in Scripture that those Christians who have already died will be raised first and then those believers who are alive will be caught up to meet Jesus in the air.
3. In addition, there will be a final judgment and a new heaven and a new earth will be created. Those who are believers will be received into heaven obtaining eternal life. Those who have rejected Christ will be banished from the presence of God forever. (John 5:25-29; Phil. 2:8-11; Matt. 25:13& 26:41; Acts 1:11; I Thess. 4:16,17; II Peter 3:3-13; Rev. 20:11-15)

## Regulations Concerning Membership

1. Persons may be received into membership by any of the following methods, subject in each case to the candidate: (1) completing the requirements for membership, (2) being interviewed by the Senior Pastor or his delegate and one other member of the senior ministry team, (3) being recommended to the Senior Pastor by the interviewers (or in a case where the Senior Pastor is one of the interviewers, by mutual agreement of the two interviewers that the candidate is a suitable candidate for membership), (4) being affirmed by the Senior Pastor and (5) being announced as members to the church congregation at a congregational service.

- a. By Baptism: Any person who confesses Jesus Christ as Saviour and Lord and who is in agreement with the doctrines and practices of this Church may be received into membership following his or her baptism by immersion (immersion can be waived for sufficient health reasons by the Senior Pastor).
- b. By Letter: A person who professes a commitment to Christ and is in accord with the doctrines and practices of this Church may be received on the basis of a letter of dismissal and recommendation from another Baptist Church or from any evangelical church which practices believer's baptism by immersion.
- c. By Experience: Members of Baptist Churches, who for sufficient reason cannot present a letter of dismissal, immersed persons who never joined a church, and members of any other denomination which practices believer's baptism by immersion may be received into full membership upon a statement of commitment to Christ and a statement of baptism by immersion.
- d. By Restoration: Any person who has lost membership for any reason may be restored to membership upon the passing of an ordinary resolution per by-law 11(f).

2. Persons may be dismissed from membership by any of the following methods:

- a. By Letter: Any member on the membership roll may receive, upon request, a letter of dismissal, which will be reported at the next ordinary (not special) business meeting. A letter of recommendation to any other church may be sent upon approval by the Senior Pastor. The letter shall include the name of the church to which membership is being transferred. Letters addressed to other Baptist Churches shall include information about the member's standing where applicable.
- b. By Exclusion: Should any member become an offense to the Christian cause, and efforts to bring about repentance and amendment should fail, the Church has the right to exclude such a person from its membership.

## Regulations Concerning the Conduct of Church Business Meetings

1. Staff members (both administrative and pastoral staff) will be required to leave any portion of a duly called church business meeting that deals with the selection of another staff member to whom they would be responsible (i.e. senior pastor or department head).

2. *[Revoked by May 2015 business meeting]*

3. Consensus of members (i.e. all members in consensus) shall be the primary mode of decision making for the Congregation, the Governance Board and all ministries, working groups, task forces, and committees. The ultimate goal in the consensus process is to make discerning judgments that are faithful to the Holy Spirit and to the dynamic Biblical and Baptist heritage of which we are a part. The process calls for the awareness of the precious value of both people and time. Consensus is arrived at through a process whereby issues are fully aired, participants are given a voice and listened to, and no individual or subgroup shall influence the group unduly. The consensus process requires participants to be emotionally present and engaged, frank in a loving and respectful manner, sensitive to each other, and to discipline personal passions and views for the sake of inclusive conversation.

4. The Moderator (or a designated moderator) will be responsible for enabling the group to quiet and ready itself for yielding to the Holy Spirit and to each other. Attitudes of yieldedness, vulnerability, openness to joy, pain, the unknown, and the unexpected are encouraged. The spirit of the meeting should assure participants that they are in a safe place where they may speak freely and where they may receive and give love, forbearance, and forgiveness. A period of silence, a spoken prayer, a meditation, a reading from Scripture or other written material, or combination of the above can be helpful in developing the group's sense of preparedness.

5. At the meeting, the Moderator presents the agenda, including:

- (a) A review of the meeting norms and guidelines.
- (b) Clearly stated topic(s) for discussion.
- (c) The action to be taken for each topic, ie. an announcement, a report, a discussion, or decision.
- (d) The estimated time needed for each topic.
- (e) The name of the person responsible for introducing each topic.

6. When introducing a topic, the person responsible includes:

- (a) A clear definition of the topic.
- (b) A clear statement of what has to be decided, i.e., what needs must be filled or what problem must be solved by the decision.
- (c) Any necessary background information.

7. Following the introduction of the topic, any individual so led may respond with an idea for discussion. This may be an opinion, a further definition of the problem, a suggested approach to the issue, or a proposal for decision. Any other person may respond in an orderly manner; each new respondent must address the issue bearing in mind how the comments made by the previous speaker(s) influence his or her own.

8. The meeting Moderator with the help of all present, is primarily responsible for:

- (a) Keeping the discussion focused on the topic.
- (b) Providing clarification or re-phrasing as needed.

- (c) Summarizing underlying agreement and difference.
- (d) Identifying new issues as they arise.
- (e) Ensuring that all viewpoints are heard and understood by the group as a whole.
- (f) Identifying problems with a group process and attempting to remedy them.

9. When most viewpoints have been expressed and/or some part of the discussion begins to be repeated, the meeting Moderator or someone else states the conclusion toward which the members appear to be moving. At this point it is essential that objections and ambivalence be heard. Ideally, members will readily voice their opinions. If the consensus is not clear, the meeting Moderator or another member may suggest a polling that proceeds around the circle, soliciting each member's response to the stated conclusion. Members may pass if they choose. Though cumbersome, polling may help to confirm the conclusion and move the group into the decision phase, or it may reveal that more discussion is needed.

10. If the tenor of the discussion becomes unruly, unfocused, or otherwise undesirable, the meeting Moderator may suggest a period of silence and re-centering and clarify possible options for continuing the process.

11. The Moderator states the conclusion arrived at above and asks the members if there are objections or if consensus has been reached.

12. Final concerns are discussed and the process of developing agreement continues until participating members endorse the decision. Final endorsement occurs when the meeting Moderator ensures that all pertinent details comprising the decision are recorded in full view of the participants (flip charts, blackboard, etc.) and there are no further objections or suggested changes by the members.

13. The group will sit in silence while the Secretary-Treasurer (or Recording Secretary, if the task is delegated) records the decision in the minutes.

14. Finally, the Secretary-Treasurer (or delegate) will read the decision out loud to test if it is indeed the "sense" of the group. If there are no final objections, the meeting Moderator will declare that consensus has been reached.

15. If the decision requires action, responsibilities are clarified and some method for ensuring action is developed. This may require reporting back to the group when the task is complete or writing down the outcome and distributing it to the members. Implementation plans should be recorded in the minutes.

16. If the group cannot agree:

(a) The group may not have enough information to make a good decision. A decision may need to be deferred until more facts can be gathered and/or participants have more time for prayer and reflection.

(b) Disagreement and dissent: Consensus does not imply unanimous enthusiasm for a decision. Rather, one must be able to live with, support, and commit oneself not to undermine the decision. When the process has fully run its course and an individual does not agree with the decision being endorsed by the group, there are two possible responses:

(1) Standing aside: The member disagrees but will not prevent the group from endorsing the decision.

(2) Principled objection: The dissenting member states that passage of the decision that would be a violation of deeply held values and convictions and asks the group not to

endorse the decision. In such instances, two options remain: (a) continued processing under the consensus model or (b) a formal vote by members called at the discretion of the meeting Moderator and/or the Senior Pastor in accordance with the decision rule of the New Minas Baptist Church.

**Note:** *Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger[s] the organization or its participants, or violate[s] the mission of the organization" (i.e., a principled objection). The distinctions between less-than-enthusiastic consent and "standing aside", between extreme personal preference and "principled objection" may be slight. The process should help an individual reach some degree of clarity. Unconsidered use of the dissent categories can only serve to decrease their meaning and seriousness.*

(c) In the event of a prolonged deadlock as declared by both the Moderator and the Senior Pastor, written ballots may be used to reach a decision. If a deadlock has been declared, a vote of members present (16 years or older) shall be called; the required for confirmation shall be as stated in by-laws 9-11. A vote on a topic not listed in by-laws 9 to 11 shall be considered an ordinary resolution.

In matters relating specifically to calling or dismissal of any ministry staff, changes in the by-laws, the sale or purchase of property, the borrowing of money and the encumbrance of property, the congregation shall make the final decision by way of a "Yes/No" vote; but not before the matter has been fully discussed in accordance with the procedures outlined in these regulations.

17. Meeting Closure - Whether a decision is reached or deferred to another meeting, formal closure is important. A hymn, for example, is quite suitable. The facilitator shall give special attention to closure of meetings in which the decision has been made by voting.

18. Proxy and Presence - By definition, the consensus process assumes presence; thus, the concept of proxy is not applicable to this model. However, in order to ensure communication of all ideas and positions on a particular issue, any member may submit a statement to be read at such meeting at the reasonable discretion of the Moderator. If an issue is tabled for later discussion, while it is good to continue discussion, the group must not confuse what may seem like consensus among the smaller group (such as the discussion in community groups, e-mail, or other smaller forums) as a consensus of the larger group. Final consensus must come back to the larger congregational setting before final agreement can be reached.

19. The Moderator shall appoint tellers to receive and count ballots, as necessary, at any meeting of members.



## Regulations Concerning the Governance Board

1. The Governance Board (hereafter “the board”) shall be responsible for the spiritual welfare of the Church and its members. It shall have the general oversight over all aspects of the church and its ministries and shall prayerfully implement God’s will for the church.
2. The board derives its authority from the congregation, represents the membership in its relationship with its Senior Pastor and is ultimately responsible to the membership. As such, its decisions may be modified at a business meeting of the congregation in accordance with by-law 9(j).
3. The board has six responsibilities:
  - a) The board is responsible for defining the “ends” of the church. An end is defined by the following question: “What outcome is the church trying to achieve for what beneficiaries at what cost?” An end is distinguished from the “means” used to achieve an end. Means are the responsibility of the Senior Pastor.
  - b) The board is responsible for defining “executive limitations”. “Executive limitations” are limitations on the freedom of the Senior Pastor, preventing him from using certain means even if they would help achieve the ends of the church. Executive limitations are always stated as prohibitions.
  - c) The board is responsible for setting the criteria by which the senior pastor’s performance will be evaluated and for performing the actual evaluations. The senior pastor is responsible for achieving the ends of the church while avoiding means prohibited in the executive limitations. The board shall evaluate the senior pastor on this basis alone and shall choose criteria which are suitable for making this determination.
  - d) The board is responsible for designing and governing its own operation as a board in any areas not addressed by the by-laws or regulations.
  - e) The board is responsible, in consultation with the property and finance coordinator and as part of the budgeting process, for determining the senior pastor’s compensation.
  - f) The board is responsible for such other decisions, approvals, confirmations or actions as are delegated to the board by the bylaws or regulations.
4. Any matters not stated as board responsibilities in paragraph 3 are the responsibility of the senior pastor (or of the senior pastor and the congregation, for matters listed in paragraphs 9 to 11 of the by-laws). The senior pastor is presumed to have authority to make any decisions or perform any actions not listed in paragraph 3 of this regulation, in paragraphs 9 to 11 of the by-laws or which are not prohibited in the written executive limitation policies passed by the board. If the office of senior pastor is vacant, the board will exercise not only the powers outlined in paragraph 3 but those listed in this paragraph which are ordinarily delegated to the senior pastor. An interim senior pastor appointed under paragraph 20 of this regulation shall be considered a senior pastor for the purposes of this paragraph.
5. Where the senior pastor requires congregational approval for any decision or action (as laid out in paragraphs 9-11 of the by-laws), the senior pastor shall seek that approval directly and not through the board.
6. The board is prohibited from advising or directing the senior pastor in his choice of means except by way of written executive limitations policy.

7. The Moderator, or in his/her absence, the Vice-Moderator, may speak to the Senior Pastor on behalf of the board. Individual board members are not permitted to speak to the Senior Pastor on behalf of the board except with the approval of the board.

8. All communications with the board from staff must come through the Senior Pastor.

9. Board policy is binding only if in writing and included in the policy manual.

10. All board policy will be drafted and organized in order from the general to the specific, the broad to the detailed and the global to the particular.

11. If the board has not drafted more specific policies, it is deemed to be content with any reasonable interpretation of its more general policies in that area.

12. The board is authorized to request of the Senior Pastor such reports as are necessary for the carrying out the board's responsibilities. The board is not to request information which is irrelevant to the performance of its oversight responsibilities or which consumes excessive amounts of staff or volunteer time.

13. The Governance Board shall be made up of seven individuals nominated by the Nominating Ministry and affirmed by the congregation. Three of these individuals will also serve as officers in the roles of Moderator, Vice-Moderator and Secretary-Treasurer. The Nominating Ministry will present individuals to fill the role of officer and director as vacancies arise.

14. The pastors (including the Senior Pastor) of the church and their spouses will not be eligible to serve on the Governance Board.

15. The members of the Governance Board shall all be members of the Church for a minimum of one year, shall be at least 25 years of age, shall be actively involved in ministry in the Church and shall meet such other qualifications as set forth by the congregation. In their private and public lives they shall strive, by the power of the Holy Spirit, to conform to the principles of Christ and right relationship with the Lord as stated in the Scriptures including, but not limited to, the following: Romans 12:1-2; I John 3:16-18; Psalm 15; II Corinthians 5:17; Galatians 5:13-16; Ephesians 4:22-32, 5:1-33; Philippians 2:1-8; Colossians 3:5-11; I Peter 3:8-12, 5:2-3; Titus and I Timothy 3:1-13.

16. The Governance Board shall hold such meetings as are necessary for the fulfillment of its responsibilities. The board may, at its discretion, invite the pastors and other members of the congregation to attend a portion or the whole of any board meeting for the purpose of consultation on members' views and receiving advice on matters under consideration.

17. If a member of the Governance Board is absent for three consecutive regularly scheduled meetings of the board, the position shall be considered vacant at the discretion of the Governance Board.

18. Twenty or more members of the congregation may request the removal of a member from the Governance Board. Notice of such a request of removal must first be given to all members of the Governance Board in writing and received two weeks prior to the next scheduled Governance Board meeting. If the situation cannot be resolved to the satisfaction of both parties, the Governance Board must refer the situation to the Ombudsman Ministry. Failing resolution with the Ombudsman Ministry,

the complainants along with the Ombudsman Ministry may refer the issue to the Church to be dealt with by special resolution in accordance with the by-laws.

19. A member of the Governance Board may resign by giving written notice to the Moderator or Vice-Moderator and the resignation shall be effective upon receipt.

20. When the senior pastor position is vacant, the Governance Board shall make provision for interim leadership or pastoral supply as necessary with the authority to incur reasonable expenses in this regard.

21. The Nova Scotia Societies Act requires the existence of a Secretary-Treasurer on the board. The day to day financial management of the church will be delegated to the Controller, who will be accountable to the board through the Senior Pastor. The financial position of the church remains the concern of the entire board, who will hold the Senior Pastor accountable for the sound financial administration of the church in accordance with the executive limitation policies. The secretarial responsibilities of the position will be delegated to the Church Clerk. The Controller and Church Clerk positions are defined in the regulations on the Senior Ministry Team.

## Regulations Concerning the Senior Ministry Team

1. The Senior Ministry Team (hereafter "SMT") is selected from paid staff and congregation members who support the Senior Pastor in his ministry by serving as an advisory body to the Senior Pastor and by leading particular ministries.
2. The Senior Pastor is the leader of the SMT and is responsible for determining the frequency, timing and agenda of the SMT meetings. The Senior Pastor shall determine the structure of the team, the individuals who will serve on the team (apart from the controller and the property and finance ministry coordinator), the ministries overseen by members of the team and all other matters related to its operation. The Senior Pastor is responsible for the effective and efficient operation of the team.
3. The SMT is an advisory body. The Senior Pastor may consult with the team on matters of church-wide significance to obtain the benefit of the wisdom of spiritually mature individuals. However, the SMT will not have the power to overturn any decision of the Senior Pastor, whether taken before, after or without consultation. No SMT member shall publicly criticize the Senior Pastor, any decision taken by him or action performed by him without first resigning his/her position on the team.
4. Each member of the SMT is responsible to the Senior Pastor for the decisions taken and actions performed by individuals involved in the ministries which he/she oversees.
5. Each member of the SMT will prepare for the Senior Pastor such reports as are required of the Senior Pastor by the Governance Board for that SMT member's area of ministry.
6. The Senior Pastor will ensure that all SMT ministry position job descriptions are current, that reporting relationships are clear and shall conduct performance appraisal and give feedback and encouragement as necessary for the development of the members of the team.
7. The number of SMT members from year to year shall be determined by the Senior Pastor based on the availability of qualified individuals and the needs of the Church.
8. The members of the SMT shall all be members of the Church for a minimum of one year (unless the individual is paid pastoral staff), shall be actively involved in ministry in the Church and shall meet such other qualifications as set forth by the congregation. In their private and public lives they shall strive, by the power of the Holy Spirit, to conform to the principles of Christ and right relationship with the Lord as stated in the Scriptures including, but not limited to, the following: Romans 12:1-2; I John 3:16-18; Psalm 15; II Corinthians 5:17; Galatians 5:13-16; Ephesians 4:22-32, 5:1-33; Philippians 2:1-8; Colossians 3:5-11; I Peter 3:8-12, 5:2-3; Titus and I Timothy 3:1-13.
9. A member of the SMT may resign from the SMT by giving written notice to the Senior Pastor and the resignation shall be effective upon receipt.
10. The Senior Pastor shall appoint a Church Clerk to the SMT. Church Clerk shall act as recording secretary of the church (as provided for in paragraph 48 of the by-laws). He/she will be responsible for recording the minutes at all meetings of members and meetings of the SMT (if requested by the Senior Pastor) but not at meetings of the Governance Board. The secretarial responsibilities of the Secretary-Treasurer as outlined in the by-laws shall be deemed to have been delegated to the Church Clerk unless

he/she is otherwise instructed. For greater clarity, the following list of duties expand on or clarify the briefer list contained in the by-laws:

- (a) The Church Clerk shall keep or cause to be kept a register of members and adherents in which shall be noted the name, occupation, last known address, date of admission and other changes which may occur or be pertinent, such as date of termination, etc.
- (b) The Church Clerk shall keep, or cause to be kept, a permanent record of all business meetings of the Church, which shall be filed at the principal office of the church, along with the Corporate Seal.
- (c) The Church Clerk shall, via the church office, notify in writing all officers, members of the Governance Board and any other appointed positions of their affirmation by the Church.
- (d) The Church Clerk shall forward to the custody of the Church historian any records of the church and documents relating to current events in the life of the church as are likely to be of historical value.
- (e) The Church Clerk shall report on the Church membership at each Annual Meeting.
- (f) The Church Clerk shall forward or cause to be forwarded the following to the Registry of Joint Stock Companies in Nova Scotia:
  - (i) Copies of financial statements;
  - (ii) Copies of any special resolutions passed in a meeting of members;
  - (iii) A list of the current directors (Governance Board members) of the Church;
  - (iv) The annual payment of the registration fee.
- (g) The Church Clerk shall deliver immediately to the successor all records, past and present.

11. The only members of the SMT who will not be appointed by the Senior Pastor will be the Controller and the Property and Finance Coordinator. Prospective candidates for the positions will be selected by the Nominating Ministry and affirmed annually by the church at a meeting of members. If affirmed by the members annually, individuals may serve in these ministries indefinitely.

12. The Property and Finance Coordinator shall be a member of the SMT and is the ministry leader for the Property and Finance Ministry. See the Regulations Concerning the Property and Finance Ministry for details on the members of that ministry and its duties.

13. The Controller shall be a member of the Property and Finance Ministry and the SMT. The treasurer responsibilities of the Secretary-Treasurer as outlined in the by-laws shall be deemed to have been delegated to the Controller. The Controller is the chief financial adviser to the church and is responsible for interpreting the meaning of the church's financial statements and data, as well as ensuring accuracy.

For greater clarity, the following list of duties expand on or clarify the briefer list contained in the by-laws:

- (a) The Controller is entrusted with the receipt, care and disbursement of all church funds.
- (b) *[Revoked by Feb. 2020 business meeting]*
- (c) The Controller shall keep or cause to be kept adequate and accurate accounts of the properties and business transactions of the Church. The accounts shall be open to inspection by the Senior Pastor and members of the Governance Board at all times.
- (d) The Controller shall oversee deposits of all money and valuables received by the Church in such depositories as may be designated by the Property and Finance Ministry in the name of and to the credit of the Church.
- (e) The Controller shall render account of all transactions and shall provide a summary of the financial condition of the church to the Governance Board and the congregation as required.

- (f) The Controller shall ensure that the benevolent fund is properly administered by suitable individuals and that adequate controls over the expenditures are maintained.
- (g) The Controller shall prepare and submit monthly financial statements to the Senior Pastor and the Governance Board for review.
- (h) The Controller shall complete and submit the Annual Charity Information Return (T3010) to the CRA.
- (i) The Controller ensures adequate financial procedures and internal controls are in place to safeguard church assets and provide accurate financial information for decision-making.
- (j) The Controller ensures the GST/HST Public Service Bodies rebates are submitted bi-annually or as otherwise prescribed by CRA.
- (k) The Controller ensures the T4 Information Return and any other statutory filings prescribed by CRA are submitted annually.
- (l) The Controller shall perform such other duties as may be required by law, the by-laws, the regulations or as may be assigned by the Senior Pastor.

## Regulations Concerning the Properties and Finance Ministry

1. The members of the Properties and Finance Ministry shall consist of the Property and Finance Coordinator, the Controller, the Property Manager, the Financial Secretary and up to four (4) other members of the Church as approved by the Senior Pastor. Paid staff (apart from the Senior Pastor and the Bookkeeper) or their spouses are ineligible to serve on the Property and Finance Ministry.
2. The Properties and Finance Ministry shall have the following duties:
  - (a) The Properties and Finance Coordinator, the Controller, the Property Manager, the Moderator and Vice-Moderator shall have signing authority for all church property. The Bookkeeper will have the authority to co-sign cheques on behalf of the church (provided the related invoice, receipt, etc. is attached to the cheque prior to the 2<sup>nd</sup>. signature) but not to sign in respect of other matters. No pre-signing of blank cheques shall be permitted.
  - (b) This Ministry on behalf of the Church shall be responsible for administering any trust funds, negotiating the borrowing and lending of money and the mortgaging and selling of property. Where the by-laws require the passing of a special or two-thirds resolution in connection with a certain power, the members of the Ministry shall obtain such a resolution before taking any action in regards to the matter in question.
  - (c) This Ministry shall be responsible for the financial stewardship of the Church, for the tabulation and expenditure of all Church funds.
  - (d) They shall present a statement of receipts and expenditures of all Church funds including the Benevolent Fund and Challenge at the Annual Meeting of the Church.
  - (e) They shall, in consultation with the Senior Pastor, prepare the annual budget for presentation to the congregation for final approval, clearly indicating the financial aims, the expected sources of income and the anticipated demands based on submissions by the Property Manager and the SMT coordinators for the coming year.
  - (f) They shall ensure fair and adequate compensation for all salaried staff, both internally and in comparison with other churches.
  - (g) They shall, in consultation with the Senior Pastor, prepare recommendations to the congregation for the long-range planning and forecasting of the financial and physical needs of the Church.
  - (h) They shall be responsible for all upkeep and maintenance and shall oversee the use of the facilities for all functions.
  - (i) They shall retain the services of the custodians and shall engage service contractors when necessary.
  - (j) They shall approve or deny, in consultation with the Senior Pastor, budgeted expenditure increases of up to \$10,000 per year.
  - (k) In the event of an emergency requiring expenditure in excess of the budget, the Properties and Finance Ministry shall have the authority to act on behalf of the Church upon consensus decision of the ministry members present and the Senior Pastor.
  - (l) They shall ensure that adequate numbers of tellers are recruited, trained and scheduled to cover the task of counting the offering each week.
  - (m) They shall meet no less than four (4) times each year and all meetings will be called by the Ministry Coordinator (the Chair), with notice given to all ministry members providing the date, time, place and purpose of the meeting.
  - (n) Quorum shall consist of greater than 50% of the ministry team. No business shall be conducted at any meeting of Properties & Finance Ministry unless a quorum is present to open the meeting.

3. A Financial Secretary shall be appointed by the Properties and Finance Ministry to carry out the following:

- (a) To reconcile the weekly offerings from the Teller's sheets.
- (b) *[Revoked by Feb 2020 business meeting]*
- (c) *[Revoked by Feb 2020 business meeting]*
- (d) *[Revoked by Feb 2020 business meeting]*
- (e) Overseeing the work of tellers and providing such assistance as is requested.
- (f) Assist the Controller and the Bookkeeper as needed.

4. A Property Manager shall be appointed by the Properties and Finance Ministry to develop and manage a property team to carry out the following duties, in addition to such other duties as may be required by law, the by-laws, the regulations, or as may be assigned by a majority decision of the Property and Finance Ministry.

- a) Shall be responsible for the hiring of the following services on behalf of the church:
  - 1. Cleaning
  - 2. Garbage pick-up
  - 3. Security
  - 4. An insurance company
  - 5. Snow removal
  - 6. Lawn care and landscaping
- b) Shall be responsible for the care and replacement of the following equipment, as needed;
  - 1. The office photocopier
  - 2. The phone system
  - 3. The roadside sign
  - 4. The purchasing & installing of the Internet system
- c) Shall be responsible for the care, all repairs and renovations as needed inside and outside of the buildings, including painting, purchasing all cleaning supplies, purchasing all equipment to maintain building & grounds (lawn mowers, snow blower, etc.) and getting them serviced when necessary.
- d) Shall oversee the use of the facilities by inside/outside groups.
- e) Shall ensure the church has adequate Insurance coverage.
- f) Shall carry out monthly checks to meet Fire Marshall's requirements (fire extinguishers, emergency lights, magnetic doors, etc.)
- g) Locking and alarming the buildings on Sundays.

5. A Bookkeeper shall be hired by and be directly accountable to the Senior Pastor; subject to any provisions otherwise stated in the By-Laws, Regulations or Executive Limitations and shall be a member of the Properties and Finance Ministry to carry out the duties as prescribed in a Job Description as prepared by the Properties and Finance Ministry; in addition to the following duties:

- a) The Bookkeeper shall process the receipts and disbursement of all church funds.
- b) The Bookkeeper shall reconcile deposits of all money and valuables received by the Church in such depositories as may be designated by the Property and Finance Ministry in the name of and to the credit of the Church.
- c) The Bookkeeper shall keep adequate and accurate financial accounts of the properties and business transactions of the Church.



- d) The financial accounts shall be open to inspection by the Senior Pastor, the members of the Property & Finance Ministry and the members of the Governance Board at all times.
- e) The Bookkeeper shall prepare and distribute annual charitable giving receipts.
- f) Keep records of the Memorial Fund and ensure that acknowledgment cards are sent to the bereaved and the donor.
- g) The Bookkeeper shall perform such other duties as may be required by law, the by-laws, regulations, or as may be assigned by the Senior Pastor.

## Regulations Concerning the Pastoral Staff

1. The church shall have one Senior Pastor and any number of additional Pastors as the membership may approve.
2. The Senior Pastor shall be an ordained Baptist Minister, either accredited by or willing to pursue accreditation with the Convention of Atlantic Baptist Churches, who is spiritually and emotionally mature with proven leadership skills, demonstrated ability as a team leader and academic training as required. Additional Pastors may be ordained, licensed or be lay-pastors as approved by the congregation.
3. The Senior Pastor shall oversee the congregation as spiritual, executive and operational leader of the Church. He is responsible for ensuring that the church attains its ends while not violating the executive limitations placed on him (as defined by the Governance Board in the policy manual). This responsibility requires him to oversee every aspect of the ministries and operations of the church except those reserved to the board in the Regulations Concerning the Governance Board. He is accountable to the Board for everything which occurs in the church apart from those areas which are reserved to the congregation or the board in the by-laws or regulations.
4. The Senior Pastor has authority to make all decisions and to take any action which is not proscribed by law, the by-laws, the regulations or the executive limitations written in the policy manual.
5. All other paid staff shall serve under the supervision of the Senior Pastor.
- 6(a). A pastor shall terminate the pastoral relationship by presenting the senior pastor (or in the case of a resignation of the senior pastor, the Moderator) with a letter of resignation.
- 6(b). The termination of a senior pastor shall be initiated in accordance with the rules contained in by-laws 17-20 and decided by the congregation in accordance with by-law 10(a).
- 6(c). The termination of an assistant pastor shall be recommended to the Governance Board by the Senior Pastor. A decision to terminate an assistant pastor requires the concurrence of the Senior Pastor and five of the seven members of the Governance Board. This concurrence will be noted in the minutes of the Governance Board and the Governance Board will grant the Senior Pastor written permission to proceed with termination. Upon receipt of such permission, the Senior Pastor will give the assistant pastor notice of termination in such form as is required by Nova Scotia labour law. The Senior Pastor shall notify the congregation of the decision no later than the Sunday worship services on the Sunday immediately following the giving of notice, unless the Senior Pastor decides that it is necessary to communicate the information to the congregation at an earlier time and by different means.
- 6(d). A resigning/terminated pastor's duties as a pastor cease upon presentation of a letter of resignation or the notice of termination as described in paragraphs 6(a), (b) and (c), unless both the resigning/terminated pastor and the senior pastor (or the Governance Board, in the case of the resignation/termination of the senior pastor) mutually agree to a later date for the resigning/terminated pastor's duties to cease. A decision by the church to waive the right of the church to further service from the resigning/terminated pastor will not impact the rights of the resigning/terminated pastor to benefits under paragraph 6(g).
- 6(e). The termination of other staff is at the discretion of the senior pastor.

6(f). Whether the termination of a pastoral relationship occurs as a result of resignation or termination, the resigning/terminated pastor is expected to make every effort to smoothly transition the pastor's leadership responsibilities to others and to preserve the unity of the church during the period following the resignation or termination.

6(g). In all cases, any staff person (whether senior pastor, assistant pastor or non-pastoral staff) who resigns or is terminated will be entitled to such benefits on resignation or termination as are mandated by Nova Scotia labour law or as are offered by the church beyond those benefits required by Nova Scotia labour law.

7. In the case of the resignation, removal or death of a Pastor, a search committee shall be recommended by the Governance Board and approved by the congregation. The search committee shall consist of three (3) members from the Governance Board, five (5) members from the congregation, and the Senior Pastor, unless it is his office that has been vacated. In the case of a search for a new senior pastor, the Governance Board shall revise the senior pastor job description (if necessary) and present the revised job description to the congregation for approval per by-law 9(k). The search committee shall assemble a budget for the purpose of completing their responsibilities. Funds are to be made available to support the work of this committee as necessary on the recommendation of the Senior Pastor or the Governance Board.

8. The search committee shall make a recommendation of a candidate to the Church congregation for affirmation by consensus. No consideration shall be given to any candidate who is not first recommended to the Church by the search committee.

9. Only one name shall be presented to the Church for consideration at any one time.

10. If the first recommendation is rejected, further recommendations may be made until the Church is satisfied to extend a call.

11. When the Church extends a call, the Church shall make clear the financial support it will afford the candidate.

12. The Senior Pastor will oversee the hiring process for all non-pastoral staff.

13. The Senior Pastor may delegate any of the tasks assigned to him in the by-laws and regulations. He remains responsible for the decisions and actions of his delegate and as accountable to the Governance Board as if he had made the decision or carried out the action himself.

## Regulations Concerning the Nominating Ministry

1. The Nominating Ministry shall be comprised of seven members, three members of the congregation, three members of the Governance Board and the Senior Pastor. The Senior Pastor may delegate his place on the team to another church member. They will be responsible for nominating Church directors and officers, the Controller and Property and Finance Ministry Coordinator, the next year's nominating ministry, and members of the Mediation Ministry to serve in the upcoming calendar year. Leadership selection and nominations shall be based on the procedures and forms as outlined in the Nominating Ministry Handbook. The report of the nominating ministry shall be filed with the Moderator and published to the congregation at least 30 days before the October business meeting.
2. Seven members of the Church may make an alternative nomination with that alternative nominee's approval, to fill a vacancy. Such a nomination shall be submitted to the Moderator in writing, over the signature of the seven nominators, with the nominee's approval indicated by an affixed signature, at least 15 days before the October business meeting. The Moderator will publish the nomination to the congregation. No nominations will be accepted from the floor of the meeting.
3. Nominations from the Nominating Ministry to fill vacancies occurring during the year may be made at any regular or special business meeting of the Church.
4. Congregational members of the Nominating Ministry serve a single three-year term, after which they will not be eligible for reappointment for a period of one year. Governance board members of the Nominating Ministry may serve for as long as they serve on the governance board. The Senior Pastor may serve indefinitely.
5. Paid staff or their spouses (apart from the Senior Pastor) are ineligible to serve on the Nominating Ministry.

## Regulations Concerning the Financial Examining Ministry

1. *[Revoked by May 2015 business meeting]*

2. *[Revoked by May 2015 business meeting]*

## Regulations Concerning the Mediation Ministry

1. The Mediation Ministry will mediate conflict between congregants, between employees, and between employees and congregants. The ministry will follow the following guidelines:

- (a) Requests can be given to the mediators in writing, or verbally.
- (b) All interactions will be carried out with care and sensitivity.
- (c) Everything must be kept in strictest confidence.
- (d) Notes taken must be destroyed at the end of each meeting.

2. The nominating ministry shall recommend to the congregation a maximum of three individuals who are either trained as mediators or willing to be trained. Such individuals begin their service on January 1 of the year following nomination and serve a five-year term. Individuals are eligible for an additional five-year term immediately upon completion of a prior term, if nominated by the nominating committee and approved by the congregation in accordance with by-law 11(g).

## Regulations Concerning the Personnel Support Team

1. *[Revoked by Feb 2018 business meeting]*