



CHURCH MEMBERSHIP MANUAL

RICHMOND ALLIANCE CHURCH
of the Christian and Missionary Alliance
in Canada



Christian & Missionary Alliance

Four-Fold Gospel

The fourfold gospel describes the historic emphasis of the C&MA on the person of Jesus Christ. Jesus is our Saviour, our Sanctifier, our Healer, and our Coming King. These aspects of the ministry of Jesus is what defined the C&MA more than 100 years ago and continues to lay out the foundation of our work today.

The Logo



Our Saviour

The cross typifies Jesus Christ our Saviour. He died on a cross for our sins, and only through him can we be made right with God. (John 3:16)



Our Sanctifier

The laver illustrates Christ as our Sanctifier. The laver, a large basin used in God's temple for washing, represents cleansing from sin by the power of the Holy Spirit. (1 Thessalonians 5:23-24)



Our Healer

The pitcher symbolizes Christ our Healer. It speaks of oil for divine life and physical healing. (Isaiah 53:4-5)



Our Coming King

The crown stands for Christ our Coming King. He will come back to this earth and reign forever. (Acts 1:11)

Local Church Constitution

A Policy of The Christian and Missionary Alliance in Canada

Preamble

The Local Church Constitution has been framed and adopted by the General Assembly of The Christian and Missionary Alliance in Canada, the denomination's highest legislative body.

Because each Christian and Missionary Alliance church is an integral part of the national and worldwide fellowship, it is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Saviour, Sanctifier, Healer, and Coming King, thereby facilitating the spread of the Gospel at home and abroad under the guidance of the Holy Spirit. Each local church shall be governed by the following constitution.

This constitution has two objectives:

- 1) to state the purpose of this local church and to define the nature of the relationships of this local church to The Christian and Missionary Alliance in Canada and the district of which it is an integral part; and
- 2) to stipulate the enabling instruments, legal procedures, and the empowering conditions under which this local church is to carry out its local and worldwide work.

The local church is the fundamental unit of Christian fellowship as exemplified in the Scripture. Faithfulness in multiplying churches around the world that are nourished in the Bible and full of the Holy Spirit is the Scriptural pattern for carrying out the redemptive purposes of God and the Great Commission of our Lord and Saviour. The statement of our founder, A.B. Simpson, is as relevant today as when he gave it in his address to General Council in 1912:

"We need to be perfectly adjusted in our loyalty to Christ and at the same time in our responsibility to the special trust which he has committed to our hands. God does not want us to be afraid of losing our consecration by being true to The Christian and Missionary Alliance, by knowing how to keep rank and by marching loyally under our own standard.

"Further, we must have the right adjustment of our home and foreign work, and the interdependence each upon the other, the home work as the constituency of the foreign, and the foreign as the outlet and complement of the other.

"Our foreign work is not only the fulfillment of the supreme duty of the Church of Christ, but the loftiest inspiration and uplift of our whole Christian life at home.

"God grant that this work may never lose its old simplicity, self-sacrifice and separation, not only from the secular but from the religious world in its spirit and practice. But at the same time, we must keep abreast of the progress of our age and be men and women of today in our message and ministry to our generation."

Article 1 – Name

The name of this church shall be Richmond Alliance Church of The Christian and Missionary Alliance in Canada.

The church shall receive approval of the District Executive Committee of the district of The Christian and Missionary Alliance in Canada of which it is a part prior to the legal registration or use of the name.

Article 2 – Purpose

The purpose of this church is to glorify God by proclaiming the Good News of Jesus Christ and persuading men and women to become His disciples and dependable members of His Church.

Certain principles condition the implementation of this purpose:

- 2.1. The church fosters spiritual maturation through participation of its members in worship and nurturing activities according to their maturity, gifts, and abilities in ministering to the needs of the body in her task of evangelization at home and abroad.
- 2.2. The church observes the ordinances of believer's baptism and the Lord's Supper and complies with the biblical qualifications for selection of church leadership. She considers the basic methods of communicating the Gospel to be through worship, preaching, teaching, witnessing, and example. She takes discipline and restoration of the offender seriously. She holds that the fullness of the Holy Spirit is essential for holiness of life and effective witness. She affirms the necessity for fervent prayer, faithful service and sacrificial giving as modeled by Christ Himself. She regards social service and good citizenship as outgrowths of the Gospel.
- 2.3. The local church is the visible, organized expression of the Body of Christ. She conducts her affairs decently and in order. She organizes herself so that all members can contribute according to their gifts and abilities to the total working of the body. She operates on the assumption that the congregation finds broader meaning and outreach by fulfilling her biblical responsibilities within and beyond the life and witness of the denomination.
- 2.4. The church cultivates fellowship and not sectarianism. Her local and extended family seeks for common spiritual ground on which fellowship with other groups may be enriched and strengthened through an open and transparent relationship.

Article 3 – Statement of Faith

This church subscribes to the following statement of faith which is the statement of faith of The Christian and Missionary Alliance in Canada as amended from time to time.

1. There is one God,¹ who is infinitely perfect,² existing eternally in three persons: Father, Son and Holy Spirit.³
2. Jesus Christ is true God and true man.⁴ He was conceived by the Holy Spirit and born of the Virgin Mary.⁵ He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures.⁶ He is now at the right hand of the Majesty on high as our great High Priest.⁷ He will come again to establish his Kingdom of righteousness and peace.⁸
3. The Holy Spirit is a divine Person, sent to indwell,⁹ guide, teach and empower the believer, and to convince the world of sin, of righteousness and of judgment.¹⁰
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of his will for the salvation of people. They constitute the divine and only rule of Christian faith and practice.¹¹

¹ Isaiah 44:6; 45:5-6

² Matthew 5:48; Deuteronomy 32:4

³ Matthew 3:16-17; 28:19

⁴ Philippians 2:6-11; Hebrews 2:14-18; Colossians 2:9

⁵ Matthew 1:18; Luke 1:35

⁶ 1 Corinthians 15:3-5; 1 John 2:2; Acts 13:39

⁷ Hebrews 4:14-15; 9:24-28

⁸ Matthew 25:31-34; Acts 1:11

⁹ John 14:16-17

¹⁰ John 16:7-11; 1 Corinthians 2:10-12

¹¹ 2 Timothy 3:16; 2 Peter 1:20-21

5. Humankind, originally created in the image and likeness of God,¹² fell through disobedience, incurring thereby both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.¹³ The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.¹⁴
6. Salvation has been provided only through Jesus Christ. Those who repent and believe in Him are united with Christ through the Holy Spirit and are thereby regenerated (born again), justified, sanctified and granted the gift of eternal life as adopted children of God.¹⁵
7. It is the will of God that in union with Christ each believer should be sanctified thoroughly¹⁶ thereby being separated from sin and the world and fully dedicated to God, receiving power for holy living and sacrificial and effective service toward the completion of Christ's commission.¹⁷

This is accomplished through being filled with the Holy Spirit which is both a distinct event and progressive experience in the life of the believer.¹⁸

8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil as taught in the Scriptures are privileges for the Church in this present age.¹⁹
9. The universal Church, of which Christ is the Head, consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, regenerated by the Holy Spirit, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.²⁰

The local church, the visible expression of the universal Church, is a body of believers in Christ who are joined together to worship God, to observe the ordinances of baptism and the Lord's Supper, to pray, to be edified through the Word of God, to fellowship, and to testify in word and deed to the Good News of salvation both locally and globally. The local church enters into relationships with other like-minded churches for accountability, encouragement and mission.²¹

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;²² for the latter, a resurrection unto judgment.²³
11. The second coming of the Lord Jesus Christ is imminent and will be personal and visible.²⁴ As the believer's blessed hope, this vital truth is an incentive for holy living and sacrificial service toward the completion of Christ's commission.²⁵

Article 4—Relationship

This church is a constituent member of the district and national organizations of The Christian and Missionary Alliance in Canada as such organizations are defined in the Manual. The policies and regulations of this church shall be consistent with, and the church shall operate in accordance with, the Manual of The Christian and Missionary Alliance in Canada as amended from time to time.

¹² Genesis 1:27

¹³ Romans 8:8; 1 John 2:2

¹⁴ Matthew 25:41-46; 2 Thessalonians 1:7-10

¹⁵ Titus 3:5-7; Acts 2:38; John 1:12; 1 Corinthians 6:11

¹⁶ 1 Thessalonians 5:23

¹⁷ Acts 1:8

¹⁸ Romans 12:1-2; Galatians 5:16-25

¹⁹ Matthew 8:16-17; James 5:13-16

²⁰ Ephesians 3:6-12; 1:22-23

²¹ Acts 2:41-47; Hebrews 10:25; Matthew 28:19-20; Acts 1:8, 11:19-30; 15

²² 1 Corinthians 15:20-23

²³ 2 Thessalonians 1:7-10

²⁴ 1 Thessalonians 4:13-17

²⁵ 1 Corinthians 1:7; Titus 2:11-14; Matthew 24:14; 28:18-20

Article 5—Ordinances

Believer's baptism and the Lord's Supper are recognized as the two ordinances of the Church as commanded by the Lord Jesus Christ. Baptism is an act of obedience for all believers. While other modes of believer's baptism are recognized, baptism by immersion is taught and practiced as the Scriptural mode. The Lord's Supper is administered regularly and offered to all believers.

Article 6 – Membership

6.1. Privileges and Qualifications

There shall be a voting membership and such additional types of association as may be defined in the bylaws.

The privileges of membership include eligibility to vote, to be considered for election to serve on the Board subject to Article 8, and such further privileges as may be specified in the bylaws.

The qualifications for membership include a credible testimony of faith in the Lord Jesus Christ before members of the Board; believer's baptism; a commitment to the principles of the Preamble; a commitment to the Purpose (Article 2), and statement of faith (Article 3) of this church; submission to the discipline procedures of The Christian and Missionary Alliance in Canada; and such further qualifications as may be specified in the bylaws.

While affirming the above as normative, the Board of Elders of the local church may discern on a case by case basis whether to extend membership to individuals who were baptized as infants and who now present a credible testimony of faith in the Lord Jesus Christ before members of the Board; a commitment to the principles of the Preamble; a commitment to the Purpose (Article 2), and statement of faith (Article 3) of this church; submission to the discipline procedures of The Christian and Missionary Alliance in Canada; and such further qualifications as may be specified in the bylaws.

6.2. Discipline

Discipline is an exercise of that spiritual authority that the Lord Jesus has given to his Church. The purposes of discipline are to maintain the honour of the Redeemer, the purity of the Church, the spiritual benefit of the members, and the restoration of the offender. The discipline of a member shall be the responsibility of the Board or its designates and shall be in accordance with the Discipline and Restoration Policy for Members of Local Churches adopted by The Christian and Missionary Alliance in Canada. It shall be a condition of membership that persons accept and comply with the Discipline and Restoration Policy for Members of Local Churches.

Article 7 – Government

There shall be an annual meeting of the membership to be held as specified in the bylaws. It shall receive reports from the senior pastor and the Board, receive financial statements, and shall conduct such other business as may be presented in keeping with the bylaws.

Unless another process for election is stipulated in the bylaws, at the annual meeting the members shall elect a Board from among the voting membership to be responsible for the affairs of the church between annual meetings. The Board is amenable both to the membership and to the district superintendent as constitutionally defined.

Meetings of the membership may be called by the Board by proper notice to the membership as specified in the bylaws. The senior pastor or his appointee shall act as the chair of meetings of the membership.

Article 8 – Board

8.1. Composition and Responsibilities

The highest functioning authority of the local church shall be the Board of Elders which may be called by another name and is herein referred to as the “Board”. Board members shall be elected, and along with the senior pastor, will provide oversight of the ministry and operation of the local church. Criteria for membership on the Board are the biblical qualifications of elders.

The church may, by a two-thirds majority of the members present at a duly called meeting of the membership, choose to have women serve on the Board.

The Board shall have a minimum number of four members, including the senior pastor, with the maximum number to be established by the bylaws.

With the exception of the senior pastor, who is a member ex-officio, the members of the Board shall be elected at the annual meeting unless another process for election is stipulated in the bylaws.

The senior pastor or a member of the Board appointed by him shall be the chair. The senior pastor shall have primary responsibility for oversight of the Board and the church and shall function within the job description approved by the Board.

The Board shall serve with the senior pastor in the oversight of the church. It shall have authority to fill vacancies between annual meetings. It shall hold regular meetings for prayer and business and shall report as the church membership may decide. Special meetings of the Board may be called by the chair or upon written request by a majority of its members. All other officers and organizations, except the Nominating Committee, are amenable to the Board.

Persons shall not vote on any matter that may directly or indirectly result in financial benefit to them, whether such benefit be in the nature of salary or other payment.

8.2. Officers

The officers of the church shall include, but not be limited to, the chair, vice chair, secretary, and treasurer. Additional officers of the church may be designated by the bylaws of the church or laws of the province or territory in which this church is located. They shall be appointed from among the Board members, except in the case of the chair, when that post is filled by the senior pastor.

8.3. Duties

The officers shall carry out the following duties and such additional duties as directed from time to time by the Board:

8.3.1. Chair

The chair shall preside at regular and special meetings of the Board.

8.3.2. Vice chair

The vice chair acts in the absence or at the request of the chair.

8.3.3. Secretary

The secretary shall keep the minutes of meetings of the Board and the membership. The secretary shall have the care of the corporate seal, if any, and ensure the safekeeping of the official records. The secretary shall conduct the official correspondence of the church as directed by the Board.

8.3.4. Treasurer

The treasurer shall ensure that all funds of the church are received and disbursed as directed by the Board, shall ensure that proper records are maintained, and shall report as required.

8.4. Trustees

Where required, trustees shall be selected in conformity with the laws of the province or territory. They shall be under the direction of the membership and the Board.

Article 9 – Pastor and Official Workers

9.1. Senior Pastor

The district superintendent shall suggest to the Board the names of such workers as in his judgment have proper qualifications for senior pastor of this church (who may be given another title). The Board shall give consideration only to candidates approved by the district superintendent. The senior pastor of the church shall be called by the Board and appointed by the district superintendent. Upon his appointment by the district superintendent, the senior pastor and spouse become members of the church.

Churches, which by a two-thirds majority vote of the members present at a duly called meeting of the membership have affirmed to have women serve on the Board, may call a woman to serve as senior pastor in consultation with the district superintendent.

The senior pastor may resign from the church by giving due notice of his intention to the district superintendent and the Board. The Board may, with the written approval of the district superintendent, terminate the employment of the senior pastor in accordance with the policies of The Christian and Missionary Alliance in Canada.

The district superintendent may, after consultation with the Board and with the approval of the District Executive Committee, terminate the appointment of the senior pastor.

9.2. Pastors (other than senior) and Official Workers

The senior pastor shall consider for ministry staff only those candidates who in his judgment have proper qualifications for pastors or official workers in the church and are approved by the district superintendent. All official workers shall be nominated by the senior pastor, called by the Board, and appointed by the district superintendent. Upon appointment, the official worker and spouse become members of the church.

The official worker may resign from the church by giving due notice of intention to the senior pastor and the district superintendent and through the senior pastor to the Board. The senior pastor may, with the approval of the Board, and after consultation with the district superintendent, terminate the employment of workers covered in this section in accordance with the policies of The Christian and Missionary Alliance in Canada. The district superintendent may, after consultation with the senior pastor and Board and with the approval of the District Executive Committee, terminate the appointment of the official worker.

Article 10 – Organizations

The Board may establish organizations, committees, and teams strategic to fulfilling the purpose of this church. They shall be under the authority of the Board and shall fulfill the duties determined by the Board.

Article 11 – Missions

The biblical basis of missions and the current efforts to transform the world for Christ shall be emphasized and promoted throughout the year in conjunction with the district and national programs of The Christian and Missionary Alliance in Canada. The church shall enlist prayer support, recruit workers, and raise financial support for the global work of The Christian and Missionary Alliance.

Article 12 – Property and Records

12.1. Property

This church will be operated without purpose of gain for its members, and any profits or other assets of the organization will be used solely to promote its objectives.

Real property may be acquired, disposed of, improved or encumbered by order of the Board, subject to the approval of the membership and the District Executive Committee. Except as otherwise provided herein, all real property shall be registered in the name of the district in which the property is situated and the district shall be deemed to be the legal and beneficial owner of all real property, appurtenances and effects. The district shall be entitled and authorized to mortgage, hypothecate, pledge, or otherwise create a security interest in, or charge on, all or any part of such property to secure payment of debt or performance of any other obligation of either the church or the district.

The above requirements may be waived by an incorporated church by a two-thirds majority of the members present at a duly called meeting of the membership and with the approval of the District Executive Committee. In such cases, the church shall have a clause in its bylaws which states that, should the church cease to exist as a corporate body, or cease to be subject to the Manual, which includes the statement of faith of The Christian and Missionary Alliance in Canada, all of its real property, appurtenances, and effects then owned or held by it shall inure to the benefit of, and become the property of, the district corporation of The Christian and Missionary Alliance in Canada, within which jurisdiction this church is located or with which it is affiliated by law. Further, the church will assume full responsibility for all encumbrances with respect to the subject property and will obtain a full release for the district of any security interest provided by the district for the benefit of the local church.

Should the church cease to exist or cease to be subject to the Manual, which includes the statement of faith of The Christian and Missionary Alliance in Canada, all of its real property, appurtenances, and effects associated with the member church prior to its withdrawal shall inure to the benefit of and remain the property of the district corporation of The Christian and Missionary Alliance in Canada within which this church is located or with which it is affiliated by law.

Should the church cease to be subject to the Manual, which includes the statement of faith of The Christian and Missionary Alliance in Canada, but continue to abide by a similar statement of faith and promote similar purposes, the District Executive Committee of the district within which this church is located or with which it is affiliated by law may allow the church to acquire ownership of some or all of the real property, appurtenances, and effects associated with the member church prior to its withdrawal.

12.2. Records

The official records of all officers of this church and all its departments are the property of the church. All financial records shall be prepared and maintained according to Accounting Standards for Not-For-Profit Organizations, and shall be subject to an audit, review, or other independent evaluation annually as prescribed by the bylaws.

In the event of the death or resignation of an incumbent officer or upon the election or appointment of a successor, the current records of the office shall be returned to the secretary of the Board. All records, other than the current ones, shall be kept in a secure repository designated by the Board.

Article 13 – Nominating Committee

The Nominating Committee, when required, shall consist of the senior pastor and a minimum of four members with equal representation from the Board and the membership, the number to be established in the bylaws. The senior pastor, or his appointee, shall chair this committee. They shall be elected by ballot by the respective bodies at least three months prior to the annual meeting and shall serve until the annual meeting. In cases where only the required number is nominated, the ballot may be waived by unanimous vote.

Article 14 – Elections

In preparation for elections at the annual meeting, the Nominating Committee shall present and post, at least three weekends prior to the annual meeting, one name for each office to be filled. Any procedures for receiving additional nominations from the membership shall be specified in the bylaws. Elections shall be by ballot and, in order to be elected to the Board, a nominee must receive a majority of the ballots cast.

Article 15 – Bylaws

Church bylaws may not be in conflict with this Constitution. Bylaws and subsequent revisions become valid upon adoption by a majority of the votes cast at a duly called meeting of members and approval of the District Executive Committee. A copy of the bylaws must be filed with the district.

Article 16 – Amendments

This constitution may be amended only by special resolution at any regular business session of General Assembly of, written notice having been given prior to the General Assembly.

Adopted – General Assembly 2004
Amended – General Assembly 2010
Amended – General Assembly 2014
Amended - General Assembly 2016
Amended – General Assembly 2018

RICHMOND ALLIANCE CHURCH BYLAWS

Preamble

These Bylaws, the Local Church Constitution, and the Manual of the Christian and Missionary Alliance in Canada constitute the governing documents of the church.

Definitions and Interpretation

In these bylaws, unless the context otherwise requires:

- “Annual Meeting”** means the Annual Meeting of the Membership
- “Board”** means the Board of Elders of the church
- “bylaws”** means the bylaws of the church
- “Constitution”** means the *Local Church Constitution* contained in the *Manual of The Christian and Missionary Alliance in Canada*
- “church”** means *Richmond Alliance Church of The Christian and Missionary Alliance in Canada*
- “ordinary resolution”** means a resolution that requires a simple majority of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board
- “special resolution”** is a resolution that requires a majority of no fewer than two-thirds (2/3) of the votes cast at a general meeting by the members eligible to vote or at a meeting of the Board. It is required to make fundamental changes to the organization and governance of the Church and decisions about major issues

Part 1 – Mission, Vision, and Core Values

1.1 The Board must ensure that a current statement of mission, vision, and values exists for the church and is communicated appropriately.

Part 2 – Membership

2.1 In the absence of any other structure they approve, the Board is responsible for all matters related to membership.

2.2 Qualifications for membership are stipulated in the Constitution and these bylaws.

2.3 There shall be three categories of membership:

2.3.1 Active Member

An Active Member is a member in good standing who has been officially confirmed as having met the requirements for membership outlined in the Constitution and these bylaws, and who regularly attends and actively supports the church in ways outlined in the membership covenant.

Active Members shall be eligible:

- a) to vote
- b) to give primary leadership to church ministries, and
- c) unless otherwise restricted, to be elected to the Board

2.3.2 Associate Member

An Associate Member is a former Active Member who is non-resident and/or for reasons acceptable to the Board, desires to retain membership in the church.

Associate Members may not vote at meetings of members, nor hold office in the church.

An Associate Member may be returned to Active Member status at the discretion of the Board.

2.3.3 Member not in Good Standing

All members are in good standing except:

- a) a member who, in the opinion of the Board, has failed to remain active in the church, meaning that the member has been absent from the normal activities of the church for a period of six (6) months or more and has not communicated an interest in remaining a member of the church
- b) a member who is under discipline

2.4 To become an Active Member of the church, an individual must participate in the church's application and orientation process. In addition:

- a) applicants for membership are expected to sign a membership covenant that identifies the commitments being made, and
- b) an applicant for membership becomes a member when officially confirmed by the Board

2.5 A person ceases to be a member of the church:

- a) by delivering their resignation in writing to the secretary of the Board by mail, email, or personal delivery to the address of the Board
- b) upon death
- c) by transfer to another church
- d) upon having not been an active member for twelve (12) consecutive months
- e) upon being expelled as the result of any disciplinary process
- f) by the Board passing a special resolution which terminates membership upon the person failing to maintain the qualifications for membership or having accepted membership in another church. The person who is the subject of the special resolution for expulsion must be given an opportunity to be heard by the Board before the special resolution is put to a vote

Part 3 – Government

- 3.1 The Annual Meeting of the members must be held within three (3) months of the end of the fiscal year on a date set by the Board.
 - 3.1.1 The proposed agenda and written reports for the Annual Meeting must be available on or before the Sunday prior to the Annual Meeting.
 - 3.1.2 The Board must recommend a financial reviewer to the membership. A financial reviewer must be appointed at the Annual Meeting.
- 3.2 Special meetings of members to consider special or urgent business may be called:
 - a) by the Board by majority vote when they see fit
 - b) by the Board upon a written request of 20% or more of the Active Members in good standing
- 3.3 Notice of the meeting must be given by verbal and/or print and/or electronic media (email, church website, etc.) at least fourteen (14) days and not more than sixty (60) days prior to any meeting of members. Such notice must indicate the purpose of the meeting.
- 3.4 The quorum for a duly called meeting of members is a majority of the Active Members.
 - 3.4.1. If a meeting is terminated for lack of quorum, the Active Members present at a meeting called for no earlier than one (1) day or later than ten (10) days following the terminated meeting, constitute a quorum.
 - 3.4.2. Business other than the election of a Chair of the meeting and the adjournment or termination of the meeting must not be conducted at a general meeting at a time when a quorum is not present.
 - 3.4.3. If at any time during a general meeting there ceases to be a quorum present, business in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

- 3.5 Each active member is entitled to one vote and voting by proxy is not allowed.
- 3.5.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
- 3.6 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the members unless another procedure is otherwise provided by these bylaws.

Part 4 – Board of Elders

- 4.1 The Board must consist of the Lead Pastor, and at least three (3), and up to a maximum of six (6), elected members. The number of Elders must be set annually by the Board.
- 4.1.1 If the number of Elders falls below three (3) plus the Lead Pastor, the Board must appoint an eligible Active Member to serve until the next Annual Meeting.
- 4.1.2 All active male members who have attained the age of majority are eligible to serve on the Board.
- 4.1.3 Board members must annually sign a declaration of not being ineligible as defined by the Canada Income Tax Act.
- 4.2 The length of term is two (2) years; however, an occasional term of one (1) year is acceptable.
- 4.2.1 A Board member may serve a maximum of three (3) consecutive terms and is eligible for election after a break of one (1) year.
- 4.3 The term of office begins on July 1st.
- 4.4 The Board must meet at least once per quarter.
- 4.5 The quorum for meetings of the Board is a majority of the serving members.

- 4.6 A motion proposed at a Board meeting need not be seconded and the Chair of a meeting may move or propose a resolution.
 - 4.6.1 The Chair must not cast a second vote in addition to the vote to which they may be entitled to as a member, and thus change the outcome of a vote.
- 4.7 The Board must elect the officers of the church – the Vice-Chair, Secretary, and Treasurer from among its members. The positions of Secretary and Treasurer may be held by one person, in which case the position shall be identified as Secretary/Treasurer.
 - 4.7.1 At the request of the Lead Pastor, the Board may nominate a Chair for consideration by the Lead Pastor.
 - 4.7.2 If the Lead Pastor is not the Board Chair, the position of being an officer of the church is retained.
- 4.8 Any two officers may sign documents on behalf of the church with the approval of the Board.
- 4.9 The Board may delegate any, but not all, of their powers to committees consisting of one or more Board members as they see fit.
 - 4.9.1 A committee so formed in the exercise of powers so delegated, must conform to any rules imposed on it by the Board, and must report every act done in exercise of those powers to the earliest meeting of the Board after the act has been done.
- 4.10 The Board must set and be the final interpreter of church policies.
- 4.11 Unless stipulated in higher precedence legislation or these bylaws, the Board must determine the requirement for a special resolution.
- 4.12 The Board must regularly review the Lead Pastor’s ministry and remuneration.
- 4.13 Every member of the Board and officer of the church or other person who has taken or is about to undertake any liability on behalf of the church and their heirs, executors, and administrators, and estate and effects, respectively, must from time to time, and at all times, be indemnified and saved harmless, from and against:

- a) all costs, charges, and expenses whatsoever which the Board member, an officer, or other person sustains or incurs in or about any action, suit, or proceeding which is brought, commenced, or prosecuted against them in respect of any act, deed, matter, or thing whatsoever made, done, or permitted by them in or about the execution of the duties of their office or in respect of any such liability
- b) all other costs, charges, or expenses which are sustained or incur in or about in relation to the affair thereof, except the costs, charges, or expenses occasioned by willful neglect or default

4.14 A Board member may be removed from office by special resolution of the Board if the member:

- a) is absent for three (3) consecutive meetings without sufficient reason
- b) becomes ineligible
- c) fails in their responsibilities as stipulated in the Constitution

4.14.1 If a Board member is removed from office under Part 4, 4.14, an Active Member may be elected or appointed, by ordinary resolution of the Board, to serve as a member until the next Annual Meeting.

4.15 Persons who are not Board members may be present at a Board meeting or portion thereof at the invitation of the Board.

4.16 The current edition of Robert's Rules of Order is the definitive resource on procedures at meetings of the members unless another procedure is otherwise provided by these bylaws.

Part 5 – Finances

- 5.1 The Treasurer and those appointed by the Board are the signing officers for the church bank accounts.
 - 5.1.1 The Treasurer must be one of the signing officers of all church-related accounts.
- 5.2 The church must not incur debt, with the exception of church credit card debt and capital leases not exceeding \$30,000, without the approval of the District Executive Committee.
- 5.3 The Board may, upon approval of the District Executive Committee:
 - a) borrow money upon credit of the church by obtaining loans or advances or by way of overdrafts or otherwise
 - b) issue, sell, or pledge securities of the church, including bonds, debentures, and debenture stock for such sums on such items and at such prices as they may deem expedient
- 5.4 Any non-budgeted proposed capital expenditure exceeding 10% of the annual budget must be approved by special resolution at a duly called meeting of the members.
- 5.5 The fiscal year of the church is from January 1 to December 31.
- 5.6 There must be an annual review conducted by an independent (non-church related) reviewer.
 - 5.6.1 The reviewed annual financial report must be presented at the Annual Meeting of the members.
- 5.7 The Board must establish a Financial Review Committee to provide oversight of the financial reporting process.
 - 5.7.1. Committee members must be at arms-length from each other – free of any relationship that could interfere with their independent judgment.

5.8 The Financial Review Committee must:

- a) be appointed by the Board and report to the Board
- b) consist of a minimum of three (3) Board Members (unless impractical), with the majority of Committee members being Board members
- c) meet at least annually
- d) review the reviewed financial statements and the findings letter
- e) if necessary, meet in camera with the Reviewer
- f) report its findings and recommendations to the Board following the end of the Fiscal Year, prior to the Annual Meeting
- g) review other matters assigned by the Board such as, but not limited to, larger projects and purchases, financial policies, and adequacy of insurance

Part 6 – Church Ministries

- 6.1 The Board must ensure that there is an effective organizational structure for the church and its ministries.
- 6.2 The Board must ensure that policies and procedures are established for the affirmation, appointment, and potential removal of leaders in all church ministries.
- 6.3 Each ministry leader or committee must function with a ministry description that describes both responsibilities and accountability. The group or individual that appoints the person or committee must be responsible to ensure the ministry description is in place.

Part 7 – Elections

Nominating Committee

- 7.1 The Nominating Committee must consist of the Lead Pastor, a minimum of two (2) Board members appointed by the Board, and an equal number of Active Members, who are non-Board members, elected at the Annual Meeting or another duly called meeting of the membership.
- 7.1.1 The Nominating Committee must serve until the next Annual Meeting.
- 7.1.2 The Board must appoint replacements for any vacancy that should occur in the Nominating Committee membership during the term of office.
- 7.2 The Board must annually inform the Nominating Committee of:
- a) the number of Elders desired and the length of each term, ensuring a continuity of leadership
 - b) the number of eligible members who are not Board members to be elected to the Nominating Committee
 - c) the positions and number of candidates for any other office that are established by the bylaws or the Board
- 7.3 The Nominating Committee must place in nomination, and report to the members, the candidates required for each position as specified by the bylaws or the Board.
- 7.3.1 If the Nominating Committee wishes to consider one of its members for nomination, that person must withdraw from the Nominating Committee meeting while the decision is being made regarding the nomination.
- 7.4 The Nominating Committee must establish its process for considering potential nominees.
- 7.5 The Nominating Committee must post its report via print and/or electronic media at least twenty-one (21) days prior to the date set for the Annual Meeting. Such report must include biographical information of each candidate.

Nominations by Members

- 7.6 Additional nominations may be made by any two (2) eligible members by submitting the name in writing on the approved Nomination Form to the Lead Pastor for posting at least (14) days prior to the Annual Meeting.
 - 7.6.1 The proposed nominee must consent to being nominated before the Nomination Form is submitted to the Lead Pastor.
- 7.7 Such nominations must be included on the ballot without being vetted by the Nominating Committee.

Part 8 – General

- 8.1 No offering for outside agencies is to be solicited without the approval of the Board.
- 8.2 Members may inspect the records of the church with the exception of the proceedings (minutes) of the Board and individual donor records other than the member's own.

Part 9 – Amendments

- 9.1 Bylaw amendments may be proposed by the Board and submitted to the District Superintendent for approval by the District Executive Committee.
- 9.2 Amendments are valid only after being approved by the District Executive Committee and adopted by special resolution of the Active Members present at a duly called meeting for such purpose.

Amended: March 2019

RICHMOND ALLIANCE CHURCH

(GUIDING VALUES)

OUR MISSION:

Helping people know & follow Jesus Christ.

OUR MANDATE:

Richmond Alliance Church is an evangelical, Bible-believing church, committed to helping people know & follow Jesus Christ through:

1. Meaningful Worship (We Look Upward)
2. The Transformational Word (We Grow Inward)
3. Relational Warmth (We Reach Outward)
4. Spiritual Witness (We Go Forward)

OUR MEANS:

1. **THE PREEMINENCE OF CHRIST:** The focus of the church will be the Lord Jesus Christ. To glorify Him in all we do is our reason for existing. (1 Cor. 2:2; Phil. 1:21; Col. 1:27-29)
2. **THE PRIORITY OF THE SCRIPTURES:** The Scriptures are the key to the life of the Christian and the church, and will be given the highest priority. (Josh. 1:8; 2 Tim. 3:16-17; Heb. 4:12)
3. **THE PROMINENCE OF PRAYER:** Prayer will be emphasized. We will at all times seek the Lord's guidance in all we do. (Acts 2:42; 6:4; Col. 4:2-4)
4. **THE POWER OF THE HOLY SPIRIT:** Since we are reliant on the Holy Spirit for direction and enablement (Zech. 4:6; Eph. 5:18)
5. **THE PATTERN OF OUR SERVICES:** Our worship services will be conducted in a way that is relevant to our culture without forgetting the rich heritage of our past. Teaching, praise, prayer, giving, communion and fellowship will be essential aspects of our times together. (1 Chron. 12:31; Acts 2:42; 46-47; 1 Cor. 9:14; 16:2; Eph. 5:19-20)
6. **THE PLACE OF COMMUNITY:** Small groups are the primary means by which community and caring will be fostered. (Acts 2:46; 12:12; 20:20)
7. **THE PROVISION OF LEADERSHIP:** The church will be led by elders who, discerned and affirmed by the body, are gifted and qualified leaders. (Rom. 12:8; 1 Tim. 3:1-10; Titus 1: 5-9)

8. THE PROMOTION OF INVOLVEMENT: Each member is a vital part of the church and will be encouraged to give of his/her gift(s), time, abilities and finances.

(Matt. 6:19-20; 25:14-30; Rom 12:4-8; 1 Cor. 12; 2 Cor. 8 & 9; 1 Peter 4:10)

9. THE PRINCIPLE OF EXCELLENCE: Excellence in all we do will be our standard. We will give of our best in our service to the Lord. (1 Cor. 10:31; Col. 3:17; 1 Peter 4:11)

10. THE PROFESSION OF ORTHODOXY: Our theological views will reflect the Statement of Faith of the Christian and Missionary Alliance Church of Canada. (Acts 17:11)