

## **Governing Documents**

### **Lighthouse Baptist Church**

#### **ARTICLE I**

##### **Doctrinal Statement**

1.1 We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of God's will for the salvation of man, and the divine and final authority for all Christian faith and life. (2 Timothy 3:16–17; John 14:26; 16:12–15)

1.2 We believe in one God (Deuteronomy 6:4), Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit. (2 Corinthians 13:14; Matthew 28:19)

1.3 We believe that Jesus Christ is the true God (John 1:1) and true man (Hebrews 2:14), having been conceived of the Holy Spirit and born of the Virgin Mary (Luke 1:34, 35). He died on the cross, a sacrifice for our sins according to the Scriptures (1 Corinthians 15:3; 20:24–29), and ascended into heaven (Acts 1:1–9), where he is at the right hand of the Majesty on High (Colossians 3:1). He now is our High Priest and Advocate (Hebrews 7:25, 26; 1 John 2:1; Philippians 2:5–7).

1.4 We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ (John 16:14) and during this age to convict men (John 16:8), regenerate the believing sinner (John 3:5–8), indwell (1 Corinthians 12: 13), guide, instruct (John 14:26), and empower the believer for godly living and service (Ephesians 5:18–21).

1.5 We believe that man was created in the image of God (Genesis 1:27) but fell into sin (Genesis 3) and is therefore lost (Romans 5:12–21), and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained (John 3:5–8).

1.6 We believe that the shed blood of Jesus Christ and his Resurrection provide the only grounds for justification and salvation for all who believe (Hebrews 9:22–28; Romans 4:25), and only such as receive Jesus Christ are born of the Holy Spirit, and thus become children of God (John 1:10–13; 3:5–8).

1.7 We believe that Water Baptism and the Lord's Supper are ordinances to be observed by the church during the present age (Matthew 28:19–20; 1 Corinthians 11:23–26). They are, however, not to be regarded as means of salvation (Ephesians 2:8, 9).

1.8 We believe that the true church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in

the Body of Christ, of which he is the Head (Colossians 1: 18–22).

1.9 We believe that only those who are thus members of the true church shall be eligible for membership in the local church (1 Corinthians 1:2; Acts 2:47b).

1.10 We believe that Jesus is the Lord and the Head of the Church (Colossians 1:18) and that every local church has the right under Christ to decide and govern its own affairs (Matthew 18: 17; 1 Corinthians 6:4, 5).

1.11 We believe in the personal (Acts 1:11) and imminent (Mark 13:33–37; Revelation 22:20) coming of our Lord Jesus Christ and that this “Blessed Hope” has a vital bearing on the personal life and service of the believer (Titus 2:11–14).

1.12 We believe in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord (1 Corinthians 15:51–53; 1 Thessalonians 4:13–18), and of the unbeliever to judgment and everlasting punishment (Revelation 20:7–15).

## **ARTICLE II**

### **Period of Existence**

2.1 The period during which Lighthouse Baptist Church shall continue is perpetual.

## **ARTICLE III**

### **Membership**

3.1 **Classes.** There shall be three classes of membership: Active, Inactive, and Youth. “Inactive members” shall be all members who have not attended at least twelve (12) weekly worship services in any calendar year. “Youth members” shall be all members who have not as yet reached their eighteenth (18th) birthday.

3.2 **Rights, Preferences, Limitations, and Restrictions of Classes.** All members of the church shall have the same rights, preferences, limitations, and restrictions, except Inactive and Youth members shall have no voting privileges.

3.3 **Voting.** Each Active Member shall be entitled to one vote at all meetings of the members. There shall be no proxy or absentee votes.

3.4 The membership of this church shall be composed of those individuals who:

- Have accepted Jesus Christ as personal Savior.
- Have given evidence of this acceptance by public confession.
- Entered the waters of baptism
- Are in agreement with the Declaration of Trust and the Governing Documents of Lighthouse Baptist Church

3.5 Applicants shall be received into membership by the congregation after being affirmed by the Church Board of Elders regarding:

- Their acceptance of Jesus Christ as Savior.
- Have given evidence of this acceptance by public confession.
- Entered the waters of baptism
- Their acceptance of the Governing Documents and The Declaration of Trust of the Church.

#### **ARTICLE IV**

##### **Provisions for Regulation and Conduct of the Affairs of the Church**

4.1 This church shall be organized under a congregational form of government, and the membership shall have the right of final review of all church affairs.

4.2 The conduct of the affairs of the church are as stated in The Declaration of Trust Articles 8.1-9.3 inclusive; which is included with but not attached to this Document

#### **ARTICLE V**

##### **Non Amendable Articles**

5.1 The Doctrinal Statement, which must be in agreement with The Declaration of Trust Document, as outlined in Article I 1.1-1.12 inclusive, of Lighthouse Baptist Church may not be amended.

#### **ARTICLE VI**

##### **Church Board**

6.1 The Church Board consists of up to twelve 12 voting elders, which have been elected by the church membership and are not pastors. The Pastor has the right to notice of and attendance at all meetings with the exception of a board-initiated in-camera session. He has the right to speak to any issue. Because he is not a Board Member the Pastor has no voting privileges, and may not be elected as chair but may co-chair with an elected Board Member when deemed appropriate.

Church Board members who have served in the past, but are not currently serving, are still considered Board Members and are welcome to attend regular Church Board meetings, but do not have voting privileges; but may be utilized for consultation purposes.

6.2 The Church Board provides leadership to the congregation by overseeing the affairs of the church. It is accountable to the church membership for the spiritual welfare of the congregation, the oversight of its discipleship, the vision for the church and operational ministries, and the well-being of the staff and their families; which will include the Senior pastor and Associate (s)

6.3 A Church Board member must be male and a member of the church. His character will be governed by the biblical standards specified in1 Timothy 3: 1-13, Titus 1, and 1 Peter 5. He shall have served at least one term on a church ministry team (or have equivalent ministry experience).

6.4 The Church Board shall appoint committees to oversee appropriate ministries of the board or consider special issues and bring recommendations regarding those issues for action by the full board during the year. Other committees or task forces may also be appointed by the Church Board as special needs arise.

6.5 The Church Board shall meet regularly to conduct business. A quorum for conducting business at any meeting consists of 67% (2/3) of the current board voting membership. Meetings of the board may be held from time to time, with attendance by other than elected Church Board members by invitation only.

## **Article VII**

### **Election of the Board**

7.1 The Board shall be elected by a Resolution of the Members at the special election Membership Meeting to be held in **June** of each year from the slate of nominations presented by the Nominating Committee.

#### **7.2       TERM OF OFFICE AND THE ROTATION OF BOARD OF DEACONS**

7.3 A Deacon shall hold office for a term of two (2) years. The Deacons shall be elected and shall retire in rotation every two (2) years. At the first Membership Meeting, one half of the Deacons shall be elected to hold office until the end of the second full fiscal year after that date, and one half to hold office until the end of the first full fiscal year after that date. At each special election Membership Meeting thereafter, Deacons shall be elected to fill the position of those Deacons whose term of office has expired and any Deacon so elected shall hold office until the end of the second full fiscal year after his election.

#### **7.4.    MAXIMUM TERM OF BOARD OF DEACONS**

7.5 No Deacon shall be elected for more than three (3) consecutive two (2) year terms unless the Membership votes to permit a Deacon to be elected for one additional consecutive two (2)

year term, or part thereof, if applicable, where the Membership believes that extraordinary circumstances warrant such extension of the maximum term; provided, however, that no further extension of the consecutive term of office for such Deacon shall be granted.

7.6 Upon the completion of the maximum term on the Board, as set out above, a minimum of a one year absence is required before eligibility for re-election as a Deacon is restored.

## **Article VIII**

### **AUTHORITY OF BOARD OF DEACONS**

8.1 The Board shall be authorized to carry out the following duties and responsibilities:

- (1) overall responsibility for the day to day administration and operations of the Church and to oversee the expenditure of Church funds in general accordance with the approved annual budget.
- (2) formulate and recommend Policy Statements to the Membership and to implement those Policy Statements approved by the Membership;
- (3) To provide spiritual leadership for the Church and to assist in implementing such ministries and programs as are determined appropriate in support of such spiritual leadership;
- (4) to oversee the Discipline of Members in accordance with the procedures set out in Article XLI (41) in accordance with and following Matt.18:15
- (5) to ensure that all employed personnel of the Church, including Pastors, are accountable to the Board and are followers of the Christian faith, confessing Jesus Christ as their personal Saviour and Lord, and are in full agreement with, the Doctoral Statement of Lighthouse Baptist Church and subject to, the authority of the Church pursuant to the Declaration of Trust of Lighthouse Baptist Church
- (6) to examine the relationship of the Pastors to the Church and, if a change is deemed appropriate, to ensure that a Membership Meeting is called to discuss and authorize an appropriate change;
- (7) to serve at the ordinance of the Lord's Supper;
- (8) to take such steps as are necessary to enable the Church to acquire, accept solicit or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever for the purpose of furthering the Objects of the church;

- (9) to appoint such agents and engage such employees (with the exception of the Pastoral and office staff which shall require Membership approval) as it deems necessary from time to time, and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of such appointment; and
  - (10) to establish other offices and/or agencies elsewhere in Canada, or internationally, on behalf of the Church as may be approved by the Membership on the recommendations of the Board.
- 8.2 The remuneration for all employees and agents of the Church shall be fixed by the Board by Resolution. Such Resolution shall have force and effect provided that such remuneration does not exceed the current approved budget of the Church, otherwise such Resolution shall require the approval of the Membership before coming into force and effect.
- 8.3 The Board shall, through the Chairman, report to the Membership at the annual Membership Meeting and the Chairman or Co-chairman as may be applicable, shall be available to answer any questions by Members and to entertain any motion arising from the floor concerning the proceedings of the Board. In addition, the Board, when possible, shall either post, or distribute, a brief written report in a reasonable amount of time after each monthly meeting of the Board.
- 8.4 The Deacons shall serve without remuneration and no Deacon shall directly or indirectly receive any profit from his position as such, nor shall any Deacon receive any direct or indirect remuneration from the Church, provided that the Deacon may be paid for reasonable expenses incurred by him in the performance of his duties.
- 8.4 No Deacon shall place himself in a position where there is a conflict of interest between his duties as a Deacon and his other interests. Every Deacon who is in any way directly or indirectly interested in, or may become interested in a material way, in an existing or proposed contract, transaction, or arrangement with the Church, or who otherwise has a conflict of interest by virtue of involvement with a member of his family (with "family" defined as spouse, father, mother, child, or spouse of such family members), or by the involvement of his partner, business associate or Corporation that the Deacon is involved with as either a director, shareholder, officer, employer or agent, then such Deacon shall declare his conflict of interest fully at a meeting of the Board and shall withdraw from any discussion or vote thereon and if such proposed contract, transaction or arrangement is approved by the Board, such Deacon shall immediately resign from membership on the Board.

## **Article IX**

### **RESIGNATION FROM BOARD**

- 9.1 If the personal circumstances of any Deacon make it difficult for that Deacon to devote the necessary time or energy to the work of the Board, then that Deacon shall be free to resign from the Board without embarrassment or stigma regardless of the remainder of the term of that Deacon.
- 9.2 If, for any reason, a Deacon chooses to resign, then that Deacon shall give thirty (30) days written notice, if possible, to the Chairman who, in turn, shall call it to the attention of the Board, who shall then have the power to accept such resignation between Membership meetings. Such letter of resignation shall set out the reasons for the departure of the Deacon.

## **Article X**

### **VACANCY ON BOARD OF DEACONS**

10.1 The position of a Deacon shall be automatically vacated if any of the following situations occur:

- (1) he resigns as a Deacon by delivery of the written resignation to the Chairman;
- (2) he no longer fulfils all the qualifications of a Deacon set out in Article VI 6.3;
- (3) he is found to be mentally incompetent or of unsound mind;
- (4) he ceases to be a Member;
- (5) he, in the opinion of a two-thirds **majority** vote of the Board and confirmed by Resolution passed by a two-thirds majority of the Members present in person at a Membership Meeting called for that purpose, has evidenced unethical or immoral conduct or behaviour that is contrary to the Doctrinal Statement of Lighthouse Baptist Church and hence is unbecoming of a Christian, or is no longer willing to either comply with, adhere to, or submit to, the scriptural authority and procedures set out in these Governing Documents;
- (6) he is determined, by a two-thirds (2/3) **majority** vote of the Members present in person at a Meeting called for that purpose, to be unfit to hold office as a Deacon for non compliance with Article VIII 8.4; or
- (7) he dies.

10.2 If any vacancies should occur for any reason as set out in section 10.1 above, the Board may by a majority vote, fill the vacancy until the next annual Membership Meeting, at which time the Nominating Committee shall nominate a Person for election to the Board to fill the vacancy for the balance of the unexpired term caused by such vacancy. Upon the filling of such vacancy, the Board shall notify the Membership.

10.3 If the number of Deacons is increased during the year within the prescribed limit of Deacons, a vacancy or vacancies shall thereby be deemed to have occurred, which vacancy shall be filled in the manner provided above.

## **Article XI**

### **BOARD OF DEACONS MEETINGS**

11.1 Regular meetings of the Board shall be held at such times and places as shall be determined by the Chairman but not less than nine (9) times a year. The dates for regular meetings shall be published and distributed to all Deacons, as soon as possible.

11.2 Special meetings of the Board may be called by the Chairman or by request of any two (2) Deacons to the Chairman who shall then give notice of a special meeting of the Board as soon as possible thereafter.

11.3 All meetings of the Board and Congregational meetings shall be held on fourteen (14) days notice either addressed and mailed or delivered to each Deacon (Member) or published in the Church Bulletin for **two** consecutive Sunday mornings prior to such meeting or at the call of the Chair upon **24 hour telephone notice in the event of an emergency**.

11.4 A Deacon may waive notice of a meeting of the Board and attendance at such meeting shall constitute a waiver of notice, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

11.5 The accidental omission to give notice of any meeting of the Board to, or the non-receipt of any notice by, any Deacon shall not invalidate any Resolution passed or any proceeding taken at such meeting, provided that no Deacon objects to such omission or irregularity.

11.6 The Chairman shall be appointed by the Board from amongst the Deacons at the first Deacons' meeting of each fiscal year. The Chairman shall serve for a term of one (1) year and shall be an Officer. The duties of Chairman shall be those set out in Article XIX 19.1 herein.

11.7 The Vice-Chairman shall be appointed by the Board from amongst the Deacons at the first Deacons' meeting of each fiscal year. The Vice-Chairman shall serve for a term of one year and shall be an Officer. The duties of the Vice-Chairman shall be those set out in article 19.1-2 herein.

11.8 A quorum for a meeting of the Board shall be a majority of the Deacons.



- 11.9 With the exception of the Chairman, who shall only vote in the event of an inequality of votes, all Deacons shall have one vote.
- 11.10 The Board shall keep written minutes of each meeting. The Board shall appoint a Deacon or Deacons on a rotating schedule to prepare and maintain such minutes. Due to the potentially confidential nature of matters discussed at the Board, the minutes shall not be made public or available for review by Members, with the exception of matters dealing with financial considerations which shall be disclosed to a Member upon written request or such other matters upon the unanimous consent of the Board.
- 11.11 A Resolution, in writing, signed by all of the Deacons entitled to vote on the Resolution at a meeting of the Board, is as valid as if it had been passed at a meeting of the Board.
- 11.12 If all Deacons consent thereto generally, or in respect of a particular meeting, a Deacon may participate in a meeting of the Board by means of a conference telephone or other communication facility as permits all Persons participating in the meeting to hear each other, and the Deacon participating in such meeting by such means is deemed to be present at the meeting.

## **Article XII**

### **ELDERS, PASTORS AND STAFF**

#### **12. 01 DEFINITION**

- (1) In Scripture, the terms: Pastor, Elder and Bishop (overseer) are used interchangeably. These terms refer not to different offices but to different aspects of the same office (see Acts 20:17,28; 1 Peter 5:1-3)
- (2) Among the elders, one or more may be set aside by the church to give themselves in a special way to the regular and systematic teaching of the Word. They are to "labour in the word and doctrine" (1 Timothy 5:17). These men are the teaching elders. Where possible teaching elders should be supported financially by the church in order to be free from secular employment.
- (3) All elders must be "apt to teach" (1 Timothy 3:2) though not necessarily on a regular basis in public. Those elders not teaching consistently are the ruling elders. All elders are called to "rule" (1 Timothy 5:17), and all are to "feed" or "pastor" the flock (Acts 20:28), but some are called particularly to teach and others particularly to rule, hence the distinguishing titles.
- (4) Although teaching elders may exercise more influence in a church because they are consistently teaching the Scriptures; and while it may be said that the office of a pastor

belongs in a special way to them, yet all the elders possess equal authority and to all the elders is committed the spiritual care of the flock.

- (5) Elders are to "rule" the church (Hebrews 13:17), yet this rule is by the consent of the church and elders are not to lord it over the congregation (1 Peter 5:3).
- (6) All elders must evidence the personal, domestic and ministerial qualifications for this office as set forth in 1 Timothy 3:1-7 and Titus 1:5-9.
- (7) Elders shall continue in office until such time as they decease, resign or are removed by the church.

## **12.2 ELECTION OF ELDERS**

(1) (a) Elders may be nominated at any time by any two members of the church. Nominations should be given to the existing elders, who in turn will present the nomination to the church. The membership will receive written notification of the nomination, and at least one month will be allowed for prayerful consideration of the candidate's qualifications for the office.

(b) At a duly called business meeting the candidate will give an account of his conversion and of his doctrinal beliefs. The church will then vote on his appointment by secret ballot. A 67% (2/3) majority will be necessary for his election.

(c) No elder may be nominated unless he has been a member of the church for at least one year.

## **Article XIII**

### **DEFINITION AND DUTIES OF THE PASTOR**

13.1 The Pastor shall be the spiritual overseer of the Church and his duties and rights shall be as follows:

- (1) to provide spiritual leadership to the Church and to work in conjunction with the Board in implementing such spiritual leadership;
- (2) to work in conjunction with the Board in formulating and recommending Policy Statements to the Church as may be necessary from time to time;
- (3) to exercise general supervisory authority over all staff members of the Church, provided that the hiring or removal of staff members shall require the approval of the Board and/or the Members, in accordance with these Governing Documents as the case may be;

- (4) to continue to fulfill the qualifications for an Elder or Pastor as set out in Article 6.3 and to ensure that his lifestyle does not evidence unethical or immoral conduct or behaviour that is contrary to Biblical principles or the Doctrinal Statement of Lighthouse Baptist Church;
- (5) the right to be an ex-officio member of (without power to vote) or appoint a designate to (without power to vote) all committees and boards of the Church, with the exception of the Board; and
- (6) the right to receive notification and minutes of all meetings of the Board, to be present and fully participate at all such meetings, provided that the Pastor shall not be a Deacon, nor have a vote, and shall not be present, nor entitled to minutes, when the Board is discussing his position or salary or benefits.

## **Article XIV**

### **DEFINITION AND DUTIES OF OTHER MINISTRY STAFF**

- 14.1 If the Pastor and any existing other Pastors/elders together with the Board by Resolution determine it is necessary, subject to ratification by Resolution of the Membership, additional Pastors/elders may be called by the Church for the purpose of undertaking such ministries as the Pastor and the Board determine are necessary for the Church. The duties of additional Pastor/elder shall be as established in a job description approved by a Resolution of the Board, and ratified by the Members at a Membership Meeting.

## Article XV

### THE CALLING OF PASTORAL STAFF

15.1 When a vacancy in the position of Pastor occurs, or the Members determine that a Pastor/elder is to be called, a Pastoral Search Committee shall be established in the event that the Members determine that a suitable candidate is not available from within the existing staff or Members.

15.2 The Pastoral Search Committee shall consist of not less than four (4) Members to be appointed or elected in the following manner:

(a) Two (2) Deacons or shall be appointed by the Resolution of the Board.

(b) Two (2) to four (4) Members who are not Deacons nor spouses of Deacons shall be elected by Resolution of the Membership at a duly called Membership Meeting. The Members shall be nominated by the Nominating Committee, who shall obtain the consent of all nominees and shall post a list of its nominees at least two Sundays prior to the Membership Meeting to elect the Pastoral Search Committee. Members may add further nominations, provided that such additional nominees have first consented in writing and that their nomination have been handed to the Nominating Committee along with the nominators signature so that these names can be posted with the others two weeks in advance, in which event the two (2) nominees receiving the most number of votes shall be elected as members of the Pastoral Search Committee.

15.3 The Pastoral Search Committee shall be responsible to recommend to the Membership the calling of a Pastor or an **additional associate pastor/elder**. As much as possible, the Pastoral Search Committee shall make their recommendation to the Church on unanimous basis, but where that is not possible, a recommendation to the Church may proceed where at least seventy-five (75%) percent of the members of the Pastoral Search Committee support the recommendation.

15.4 The Pastoral Search Committee shall remain in effect until such time that the Board determines that its useful purpose has ended. Any elected member of the Pastoral Search Committee may be removed from such committee by a seventy-five percent (75%) vote of the Members present at a meeting called for that purpose and any appointed member of the Pastoral Search Committee may be removed by a seventy-five percent (75%) vote of the Board present at such meeting.

15.5 When the Pastoral Search Committee is prepared to make a recommendation, then the recommendation shall first be presented to the Board for approval. If the Board approves

the recommendation by a two-thirds majority vote of the Deacons present at such meeting, then the recommendation shall be placed before the Membership at a special meeting called for the purpose of hearing the report from the Pastoral Search Committee and voting upon such recommendation.

- 15.6 Only one name for the position of Pastor shall be presented to the Membership at any one time for consideration. Upon approval of seventy-five percent (75%) of Members present in person at the special meeting called for that purpose, a formal call will then be extended to the prospective Pastor. In the event that the recommended name does not receive the approval of seventy-five percent (75%) of the Members present at the said special meeting, or in the event that the prospective Pastor does not accept the call, then the Pastoral Search Committee shall resume its function in finding an alternative recommendation to be made to the Membership until such time that an acceptable Pastor is found; at which time the committee shall be dismissed from its duties.

## **Article XVI**

### **RESIGNATION OF PASTORAL STAFF**

- 16.1 If a Pastor wishes to resign, he shall notify the Board in writing together with an explanation, and shall provide no less than thirty (30) days' notice prior to the effective date of his resignation. Such resignation will be deemed to include a resignation by the Pastor as an ex-officio member on all committees.

## **Article XVII**

### **REMOVAL OF PASTORAL STAFF**

- 17.1 A Pastor may be removed from his position with the Church for any reason upon a seventy-five percent 75 % majority vote of the Members present in person, at a special meeting called for the purpose of authorizing the removal of a Pastor.
- 17.2 Nothing contained in the said procedure shall preclude a Pastor from receiving whatever notice or equivalent monetary settlement is legally appropriate in the circumstances, if any. In the event of a disagreement between the Church and the Pastor concerning the amount of notice or monetary settlement, if any, that is appropriate, then before any legal action is commenced the matter shall first be referred to a Person or Persons mutually acceptable to the Church and the Pastor to resolve such dispute in a spirit of conciliation worthy of maintaining a Christian witness to the Church and the community.

## **Article XVIII**

### **TERMS OF EMPLOYMENT OF STAFF MEMBERS**

18.1 All staff members of the Church (which shall be deemed to include all Pastors, and all other employees of the Church) shall be required to fulfill and maintain the following qualifications:

- (1) all staff members must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof; and
- (2) in recognition of the integral part that each staff member is to the overall ministry of the Church, each prospective staff member shall review and sign an engagement agreement with the Church that provides that the prospective staff member recognizes and agrees that employment or permanent contract work with the Church requires that the lifestyle of such staff member must not evidence unethical or immoral conduct or behaviour that in the opinion of the Board is contrary to Biblical principles and in contradiction to the Doctrinal Statement of Lighthouse Baptist Church and as such, the prospective staff member will be subject to the authority of the Church as expressed in these Governing Documents, including provisions dealing with Discipline, in the same manner as if such person is a Member.

## **Article XIX**

### **Officers of the Church**

- (1) Chairman;
- (2) Vice-Chairman;
- (3) Clerk; and
- (4) Treasurer

### **DEFINITION OF OFFICERS**

**19.1 The duties of the Chairman shall be as follows:**

- (1) to call and preside at all meetings of the Board and the Membership;
- (2) to ensure the fairness, objectivity and completeness occurring at such meetings;
- (3) to prayerfully seek the guidance of Jesus Christ in all matters of the Church;

- (4) to ensure that all directives and Resolutions of the Board are carried into effect;
- (5) to carry out such other duties as are directed from time to time by the Membership and/or the Board.

19.2 In the event that the Chairman is not able to function in his position, then the Chairman shall be replaced by the Vice-Chairman who shall exercise all of the authority and comply with all of the obligations of the Chairman.

**19.3 The duties of the Clerk shall be as follows:**

- (1) to faithfully note and record all of the business of Membership Meetings;
- (2) to conduct correspondence on behalf of the Church arising out of such meetings;
- (3) to publish the time and place for all Membership Meetings with due notice in accordance with procedures set out in the Governing Documents;
- (4) to be the custodian of all papers and documents of the Church and keep all such records on the church premises, or a location mutually agreed to by the board on approval of the congregation.
- (5) to carry out such other duties as directed from time to time by the Board or by the Membership; and
- (6) in his/her absence, the duties of the Clerk shall be performed by such other member who is temporarily acceptable to the Board upon a Resolution of the Board.

**19.4 The duties of the Treasurer shall be as follows:**

- (1) to be responsible for the receiving and disbursing of monies on behalf of the Church, provided that the Treasurer may not receive any remuneration or keep any envelope records;
- (2) to ensure that an accurate cheque register is kept;
- (3) to ensure cheques are issued and signed on behalf of the Church;
- (4) to ensure that payroll records are maintained and to provide for the remitting and reporting of taxes and contributions required by law;
- (5) to ensure accounts payable records are maintained;
- (6) to ensure that all accounts and authorized expenses are paid by cheque whenever practical and possible;

- (7) to ensure funds belonging to the Church are invested as directed by the Board;
- (8) to be responsible for the collection of monies received by the Church;
- (9) to ensure that monies received by the Church are deposited into the proper bank accounts;
- (10) to ensure that an account of all monies received by the Church and full and accurate account of all assets, liabilities, receipts and disbursements of the Church is kept according to accredited bookkeeping practices and the direction of the Board and the membership, including the following:
  - (1) recording the Church income and receipts;
  - (2) recording the Church fund disbursements;
  - (3) preparation of monthly bank reconciliations; and
  - (4) preparation of monthly financial statements.
- (11) to ensure that an accurate record of all contributions made through envelopes to the general, building and other funds of the Church as exist from time to time is kept;
- (12) to ensure that no Deacon receives any remuneration from the Church unless such monies are for purposes of reimbursing such Person for legitimate expenses incurred on behalf of the Church;
- (13) to ensure that such financial reports as governments may require from time to time are filed; and
- (14) to carry out such other duties as directed from time to time by the Board or the Membership.



## **Article XX**

### **QUALIFICATIONS FOR CLERK AND TREASURER**

- 20.1 A Person may be considered for election as Clerk or Treasurer if he/she meets the qualifications of a **Member** prescribed in **Article III** of these Governing Documents.
- 20.2 Unless otherwise specified, a Person may be considered for election as an Officer notwithstanding that such Person may also be either a member of the Board, the Auditor, or the Chairperson of the Budget and Finance Committee.

## **Article XXI**

### **ELECTION, APPOINTMENT AND TERM OF OFFICERS**

- 21.1 All Officers, with the exception of the Chairman and Vice-Chairman, shall be elected by the Members at the special election Membership Meeting to be held by June 30 of each year from a slate of nominations presented by the Nominating Committee.

## **Article XXII**

### **QUALIFICATION FOR MEMBERSHIP ON COMMITTEES**

- 22.1 Any Member in good standing may be considered for appointment to a Committee, provided however that a Member must be at least **21 years old** to be appointed to the Finance Committee.
- 22.2 Committee Members shall serve without remuneration, provided that a Committee member may be paid reasonable expenses incurred by him or her in the performance of his/her duties.

## **Article XXIII**

### **CHAIRPERSON OF COMMITTEES**

- 23.1 The Chairperson of the Finance Committee shall be the Deacon elected by the Membership to serve on such Committee.
- 23.2 The Chairperson of the Nominating Committee shall be appointed from among the membership of the Nominating Committee at the first meeting of the Nominating Committee for the balance of that person's term of office on the Nominating Committee.

23.3 The Chairperson of each Standing Committee shall be the Deacon elected by the Membership to serve on such Committee.

#### **Article XXIV**

### **MEETINGS OF COMMITTEES**

24.1 Committees shall meet at such times as are determined by the Chairperson of the Committee.

#### **Article XXV**

### **PROCEDURE FOR MEETINGS OF COMMITTEES**

25.1 The procedure to be adopted during the meetings of a Committee shall be the same as those set out herein for the Board with modifications as necessary.

#### **Article XXVI**

### **REMOVAL OF MEMBERS FROM COMMITTEES**

26.1 Any Committee member may be removed for failure to perform their assigned duties by a majority vote of the Members present in person at a Members meeting called for that purpose, if any vacancies should occur for any reason, the Board, by a majority vote, may fill the vacancy until the next special election Meeting of Members, at which time nominees will be presented for election to the Committee to fill the vacancy for the balance of the unexpired term caused by such vacancy.

#### **Article XXVII**

### **NOMINATING COMMITTEE DEFINITION AND DUTIES OF THE NOMINATING COMMITTEE**

27.1 The Nominating Committee shall prepare and submit nominations for elections at the **June** election Meeting of Members. The slate of nominations shall include nominations for Deacons, Officers and Committee members, provided however, that the nominations for the Board shall include, but not be limited to, such names as are submitted by the then current Board.

27.2 The Nominating Committee shall obtain the consent of all nominees before presenting their names to the Church. Unless otherwise provided in these Governing Documents, the Nominating Committee shall post a list of its nominees at least two Sundays prior to the special **June** Meeting of Members. Additional nominations may be made in writing and signed by two Members whose names are on the active Member's roll of the Church and

have the consent of the nominee and have provided such nomination to the Nominating Committee not later than the Sunday immediately before the special **June** Meeting of Members.

## **Article XXVIII**

### **ELECTION AND TERM OF NOMINATING COMMITTEE**

28.1 The Nominating Committee shall be comprised of five (5) members. The Board shall appoint one (1) Deacon to the Committee. The remaining four (4) members of the Nominating Committee shall be elected at the **June** Meeting of Members.

28.2 At the Special Election Meeting of Members, the Membership shall vote to elect the remaining members of the Nominating Committee and in the event that the slate of nominees exceeds four (4), an election shall be by secret ballot. Each Member present at the Meeting may vote for a number of candidates up to the number of positions being filled at the time of the election. The positions will be filled by the nominees receiving the most number of votes, to the point of filling the number or positions to be elected.

28.3 The term of membership on the Nominating Committee shall be for a period of one year.

28.4 The maximum term of an elected member of the Nominating Committee is two years and thereafter a minimum of a one year absence is required before eligibility for re-election to the Nominating Committee is restored.

## **Article XXIX**

### **FINANCE COMMITTEE**

#### **COMMITTEE DEFINITION AND DUTIES OF THE FINANCE COMMITTEE**

29.1 The Church may establish, as required, a Finance Committee consisting of not less than three (3) Members and to include the Treasurer, The Treasurer of the Building Committee, if any, and not less than two members elected by the Members. Subject to the provision hereinafter set out, the Finance Committee is responsible for overseeing the financial operations of the Church and the preparation of the financial statements and annual budget for consideration by the Board and approval by the Membership, and any such forms or documents as required by governments. All decisions, actions and recommendations by the Finance Committee

shall be subject to review and approval by the Board. In the event that a Finance Committee is not separately established, the Board shall assume the duties of a Finance Committee.

## **Article XXX**

### **ELECTION AND TERM OF OFFICE ON THE FINANCE COMMITTEE**

- 30.1 The members of the Finance Committee elected by the Membership at the special election Meeting of Members or appointed by the Board, shall be ratified by the Elders, prior to the beginning of the new church year, and shall serve for a term of two (2) years.
- 30.2 No Finance Committee member shall be a member thereof for more than three (3) consecutive terms unless the Elders vote to permit the Finance Committee member to be a member thereof for one additional consecutive term where it is believed that extraordinary circumstances warrant such extension of the maximum term, provided that no further extension of the consecutive term shall be granted.
- 30.3 Upon the completion of the maximum terms on the Finance Committee, a minimum of a one year absence is required before eligibility to membership on the Finance Committee is restored.

## **Article XXXI**

### **STANDING COMMITTEES**

#### **THE SPECIFIC DUTIES OF STANDING COMMITTEES**

- 31.1 The number of members for each Standing Committee and the mandate of such Standing Committee shall be determined by the Board from time to time.
- 31.2 The specific duties of each Standing Committee shall:
- (1) be determined by such Standing Committee in writing and approved by the Board.
  - (2) include the keeping of minutes of each meeting;
  - (3) include the preparation of an annual budget for presentation to the Finance Committee and subsequent approval by the Board and by the Membership;
  - (4) be task oriented; and
  - (5) require that a report be made to the annual meeting of Members through the Board.

## **Article XXXII**

### **SPECIAL COMMITTEES**

#### **DEFINITION AND OPERATION OF SPECIAL COMMITTEES**

- 32.1 Special Committee members shall be appointed by the Board subject to ratification by the Membership at a Membership Meeting to be held as soon as possible thereafter, with the appointment to become effective upon ratification by the Members.
- 32.2 The term of office and the duties of Special Committees as well as the appointment of a Chairperson of such Special Committee shall be determined by the Board unless specifically directed otherwise by the Members.
- 32.3 All Special Committees shall report to the Members through the Board.

## **Article XXXIII**

### **AFFILIATION**

#### **CHURCH AFFILIATION**

- 33.1 The Church shall be affiliated with such associations and organizations as the Members may determine from time to time by a vote of two thirds of the Members present in person at a meeting called for that purpose.
- 33.2 Subject to the above, the Church shall be affiliated with the \_\_\_\_\_

## **Article XXXIV**

### **POLICY STATEMENTS**

#### **POLICY STATEMENTS FOR THE CHURCH**

- 34.1 In consideration of the ongoing need for the Church to provide guidelines and directions to its Members on practical applications of Biblical teachings, doctrinal considerations and Christian conduct, the Church may adopt Policy Statements on such matters as are deemed necessary from time to time by the Board and such statements upon adoption as set out below shall be deemed to be a part of the Governing Documents of Lighthouse Baptist Church.
- 34.2 A Policy Statement may be proposed or amended by either the Pastor, or the Board, but shall not become operative until first approved by a (90%) vote of the Board and ratified by a two thirds (2/3) vote (67%) of the Members present in person at a meeting duly called for that purpose.

## **Article XXXV**

### **EXECUTION OF DOCUMENTS AND CHEQUES**

- 35.1 Contracts, documents or any instruments in writing requiring the signature of the Church shall be signed by any **two** officers (Article XIX) and all contracts, documents and instruments in writing so signed shall be binding upon the Church without further authorization or formality. The Board shall have the power from time to time by Resolution to appoint an officer or officers on behalf of the Church to sign specific contracts, documents and instruments in writing. The Board may give the Church's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities Of the Church.
- 35.2 All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such Officer or Officers or Person or Persons, whether or not an Officer, in such manner as the Board may from time to time designate by Resolution.

## **Article XXXVI**

### **FINANCIAL YEAR END**

- 36.1 Unless otherwise ordered by the Board, the fiscal year end of the church and the calendar year end of the church shall be December 31ST of each year, with a year end Business meeting called in February of each year.

## **Article XXXVII**

### **FINANCIAL STATEMENTS AND BUDGET**

- 37.1 The Finance Committee shall prepare each year prior to the **September** Membership Meeting the following:
- (1) financial statements for the preceding year prepared in accordance with the financial reporting standards of the Canadian Institute of Chartered Accountants for Charitable and Non-Profit Organizations as may be in place from time to time; and
  - (2) a budget for the upcoming year prepared in consultation with the chair of each standing and special committee, and to include the budget and expenditures of at least the previous year.

37.2 The financial statements and the budget shall be forwarded to the Board for approval at least two weeks prior to the **September** meeting and shall thereafter be made available to the Members for review at least one week (including one Sunday) prior to the **September** meeting.

37.3 The financial statements and the budget shall be presented at the **September** Membership Meeting for approval by the Members.

## **Article XXXVIII**

### **AUDITOR**

38.1 The Members shall at each **September** Membership Meeting appoint one or two of its Members as Auditors (save and except a Deacon or Officer) to hold office  
| until the next **September** Membership Meeting to do the following:

(1) report to the Members on the fairness of the financial statements presented by the Finance Committee at the **September** meeting;

(2) acquire the services of an independent auditor to undertake an audit of the financial statements, accounts, general fund of the Church and other general funds which may be in existence from time to time and to submit the results of such audits to the Membership at the next **September** Membership meeting;

(3) act as a liaison between the Church and any professional accountant retained by the Church and to ensure that the recommendations of such accountant are implemented; and

(4) to carry out such other duties as are directed from time to time by the Board or by the Membership.

## **Article XXXIX**

### **RULES, REGULATIONS AND GUIDELINES**

39.1 The Board may prescribe such rules, regulations and guidelines not inconsistent with these Governing Documents relating to the management and operation of the Church as the Board deems expedient, provided that such rules and regulations shall have force and effect only until the next **September** Meeting of the Members when they shall be confirmed, and failing such confirmation, shall cease to have any force and effect.

## Article XL

### AMENDMENTS TO THE GOVERNING DOCUMENTS

**40.1** These Governing Documents Articles III (3) through XL (40) can be amended by a two-thirds (**67%**) vote of the congregation at a Congregational meeting as described in **Article 11.3**, provided there has been at least a **one-month** period between the introduction of such an amendment and the congregational vote.

## ARTICLE XLI

### THE STEPS OF DISCIPLINE (Following Matt. 18:15–)

41.1 Church members must fully understand their exposure to church discipline as a member of the congregation. Those seeking membership must indicate their willingness to subject themselves to the authority of the church through church discipline, should the occasion arise. Meetings concerning church discipline are to be open to church **members** only.

**In progressing through these stages of church discipline, ample time for repentance must be allowed at each step.**

1. **Private confrontation.** The erring member should be directly approached in private by the concerned and informed fellow Christian and confronted with his or her sin. If repentance does not follow this step, the second step should be followed.
2. **Private conference.** If the erring member is unrepentant, then he or she should be confronted about his or her sin by two or three believers. If repentance does not follow this step, the third step should be followed.
3. **Public meeting.** After step two, the elders of the church should be made aware of the situation and should ensure that the biblical ideals of discipline, love, and concern have been communicated to the erring member. Care must be taken that fairness, evidence, and a right to be heard imbue all proceedings. If the elders determine that the erring member is guilty and remains unrepentant after being given ample evidence, warning and time, the elders shall present the matter of a meeting of the church (members only shall be in attendance since discipline is a



family matter within the Body of Christ). If the erring member refuses to listen to the church, step four should be followed.

4. **Public exclusion.** After the elders and members have made clear, fair, and consistent efforts to bring the erring member to repentance without results, they may then disassociate the erring member from church fellowship. The erring member will thus lose his or her membership in the church and will be asked to refrain from any church activity.