

## CHURCH COVENANT

Having been led, as we believe, by the Spirit of God to receive Jesus Christ as our Lord and Saviour, and on profession of our faith having been baptized in the Name of the Father, and of the Son, and of the Holy Spirit, we do now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit, to walk together in Christian love, to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality; to sustain its worship, ordinances, discipline and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor and the spread of the Gospel through all nations.

We engage to maintain family and secret devotions; to educate our children in the Christian faith; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of destructive or mind altering drugs, intoxicating drinks as a beverage, to shun pornography; and to be zealous in our efforts to advance the kingdom of our Saviour.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offence, but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

We moreover engage that when we remove from this place we will, if possible, unite with a church where we can carry out the articles of this confession and the spirit of this covenant.

If anyone, at any time, feels that their commitment to this Covenant is in danger of being compromised, or has been compromised, please discuss the matter with the Pastor and/or Deacons. Truth, spirituality, common sense and fairness must always be the objective of the operations of Bytown Baptist Church.

**BY-LAWS OF BYTOWN BAPTIST CHURCH, OTTAWA, ONTARIO.**

1. Name.

The name shall be Bytown Baptist Church, Ottawa, Ontario.

11. Church Polity.

A. The polity of the Church is Baptist. All rights, power and authority within its bounds are vested absolutely and permanently in the local body. In any matters where this Church may share or cooperate with other Churches, or bodies whatsoever, it is clearly to be understood that we can be party to nothing more than advisory or suggestive measure. Findings derived from any such mixed source shall not commit this Church nor be binding upon it unless, and until, they are formally and properly adopted by the Church, in session as such, and for such purpose. This Church cannot delegate its authority or its autonomy to any one or anything, but is to live or die by this principle of complete local autonomy.

- B. 1. The only, all-sufficient, and final authority for faith and practice in this church has been, is now, and must always be God's Word, the Bible. The By-laws, Doctrinal Statement, and every action of this church must conform to that authority above all other.
2. The Bible of use for public reading, preaching and teaching in this church shall be the authorized King James Version. This does not rule out the use of other versions for the purpose of comparison, contrast, or to help bring out the meaning of any particular text. The version of regular use, however, will be that known as the king James Version.
3. The Revised Ostervald 1996 version will be the Bible used in all French speaking services.

111. Church Officers and Other Administrative positions.

A. Pastor.

B. Deacons.

C. Other Administrative positions:

1. Trustees

2. Treasurer

2. Church Clerk

4. Superintendent of Sunday School

IV. Election of Officers and other Administrative positions.

A. Pastor's Calling and Termination.

1. No one shall be called to the pastorate of this Church who is not in agreement with this Constitution and Doctrinal Statement.
2. No one shall be called to the pastorate of this Church except at a meeting called for that purpose, and which has been announced at the services on the preceding two (2) Sundays. The call must be carried by an eighty percent (80%) majority vote of the voting members present, and then an effort should be made to make the call unanimous.
3. The pastorate shall be for an unlimited time, but may be terminated by mutual consent, or by a written resignation by the pastor, or by written request by the church. In either case, two (2) months notice shall be given unless mutually agreed upon by both church and pastor, or in case of gross misconduct by the pastor.
4. A motion to dismiss a pastor must be presented at a special business meeting called for that purpose, and which has been announced at the services on the preceding two (2) Sundays. It must be carried by an eighty percent (80%) majority vote of the voting members present.

B. Deacons.

1. There shall be as many deacons as the church deems necessary and are qualified to fill the office.
2. A deacon shall be elected by an eighty percent (80%) majority vote of the voting members present at a regular business meeting or a specially called meeting. An announcement of the purpose of the meeting needs to be made on the preceding two (2) Sundays.
3. A man elected to the office of deacon shall be set aside by the Church for a period of observation for one year. Afterwards, he shall be ordained to the office of deacon providing he meets the Scriptural qualifications.
4. Deacons shall be ordained to a life long office, but may be terminated by mutual consent or by written resignation by the Deacon or by request of the Church. In either case, two (2) months notice shall be given unless mutually agreed upon by both Church and Deacon, or in case of gross misconduct by the Deacon.

C. Other Administrative positions.

1. Trustee.

- a. Trustees shall be elected at the annual meeting.
- b. There shall be no less than two (2) and no more than five (5).

2. Church Clerk, Treasurer, and Sunday School Superintendent.

The Church Clerk, Treasurer, and Sunday School Superintendent shall be elected at the annual business meeting.

D. Extraordinary Dismissal of Officers and other Administrative positions.

Notwithstanding the normal termination of office of pastor and deacon provided for above, any one filling an administrative position may be immediately dismissed for conduct that violates the moral, constitutional, or doctrinal standards of this church. Such action for dismissal must be taken by a vote of the church at a special business meeting called for that purpose at least one week in advance. Motion for dismissal must be carried by an eighty percent (80%) majority vote of the voting members present.

V. Duties of Officers and other Administrative positions.

A. Pastor.

1. It shall be the duty of the Pastor to preach the Word and administer the ordinances, to take and have charge of all services, and to watch over the spiritual interests of the local church.
2. The Pastor shall be an ex-officio member of every board and of every committee.
3. The Pastor shall moderate at all congregational meetings and Deacon's meetings, unless the Church deems otherwise.

B. Deacons.

1. It shall be the duty of the Deacons to co-operate with the Pastor in spiritual matters, and in administration of the ordinances, and in whatever other duties are required of them by the Church.
2. The Deacons shall elect from amongst themselves a clerk, to hold this position for a period of twelve (12) months.
3. The Deacons shall decide on the expenses necessary to the church property, such as repairs, maintenance, and upkeep up to Five Hundred Dollars (\$500.00) per project. The membership shall ratify all major matters of expense Five Hundred Dollars (\$500.00) or more.
4. The Deacons shall discuss the salaries to be paid by the Church with final approval thereof to be given by the Church.

5. The Clerk of Deacons Board shall keep a record of all the actions taken at the Deacon's meeting.
6. The Deacons shall present a slate of proposed officers at the annual meeting.

C. Other administrative positions.

1. Trustees.

- a. The Trustees shall have no power to buy or sell, improve, transfer or mortgage church property without church authorization.
- b. They must keep custody of all papers and documents pertaining to the church . Together with the keys to the safety deposit box.

2. Church Clerk.

- a. The Clerk must attend all Church business meetings or be represented by another person in the case of illness.
- b. He must keep an accurate record of all business transactions.
- c. He must conduct the correspondence of the church.
- d. He must keep custody of all papers and documents pertaining to the church with the exception of papers of vital importance which are kept in the safety deposit box.
- e. Upon termination, the Clerk shall release all records and Church documents in his possession to the Pastor or the succeeding Clerk.

3. Treasurer.

- a. The Treasurer shall receive, deposit in the bank, and disburse by cheque, all moneys. Exceptions to this procedure must be approved by the Deacon Board.
- b. He shall keep an accurate record of all receipts and disbursements of the Church.
- c. He must be able to report at any time the financial standing of the Church, and must submit an itemized account to the Church each quarter year.
- d. The treasurer is answerable, at all times, to the Pastor and Deacons.
- e. Upon termination, the Treasurer shall release all items belonging to the Church in his possession to the Pastor or the succeeding treasurer.

4. Superintendent of Sunday School.

- a. The Sunday School Superintendent shall with the Pastor appoint all Sunday School teachers. All permanent teachers of the Sunday School shall be active members of the Church.
- b. He is responsible to see that teachers of the Sunday School carry out the duties assigned to them, and to oversee the teaching program of the Sunday School.
- c. He shall call meetings, having first gained the support of the Pastor, and make recommendations for the improvement of the Sunday School.
- d. He shall promote an aggressive program of visitation and follow-up for absentees, engaging the participation of each teacher with relation to their own class.

V1. Qualifications of Officers and all other administrative positions - respectively.

The qualifications for Pastor(s) and Deacon (s) are of a higher standard (see Acts 6:3; 1 Timothy 3:1-12; Titus 1:5-9; 1 Peter 5:1-4), but all should exemplify the Christian character qualities set forth in the following Scriptures:

Galatians 5:18, 22-26  
1 Thessalonians 5:5-8  
1 Corinthians 16:1, 2

2 Corinthians 6:14-18  
1 Corinthians 6:18-20  
2 John 6-10

Matthew 28:18-20  
Hebrews 7:1, 2, 6-8

V11. Membership.

A. Membership shall be limited to those who give credible evidence of having received Jesus Christ as Lord and Saviour, and on profession of faith, have been baptized by immersion, and can subscribe to the doctrinal statement of the Church.

B. Membership shall also be by letter of transfer from their previous church, or by experience for those who, through no fault of their own, are unable to present such a letter, upon examination by the membership committee.

C. No person shall be received into the membership who is under discipline by a previous church. Any offenses outstanding involving the applicant and their previous church shall be reconciled and a proper dismissal obtained, if possible, before membership is considered in the church.

D. Any member who shows that he or she is no longer in sympathy with the Church's doctrinal standard, or any member whose conduct is an open breach of God's Word in such a way as to bring reproach upon the name of the Lord Jesus Christ, after being advised in writing by the Board of Deacons, and who refuses to rectify the matter, shall have his or her name brought before the Church for dismissal at the next regularly called business meeting of the Church: and any member who by wilful neglect or deliberate choice fails to attend the regular services of the Church for a period of one (1) month, unless rendering an excuse acceptable to the Church, shall have their name placed on a probationary list by the Board of Deacons, and shall be so notified in writing. If fellowship is restored before the next quarterly or annual business meeting, they shall be again considered a member in good standing. Failure to do so shall result in dismissal from the Church roll by a vote of the Church. It is understood, if possible, that a personal official visit be made before sending out a letter. Matthew 18:15-18.

#### V111. Congregational Business Meetings.

A. A quorum for holding a business meeting in Bytown Baptist Church shall be fifty percent (50 %) of the voting membership. A voting member is one who is in right standing with the local Church, not under probation or discipline, and is 18 years of age and older. A majority vote of eighty (80) percent shall carry a motion.

B. The annual business meeting shall be held each year during the month of January.

C. Regular business meetings shall be held once each quarter. Special business meetings shall be called by the Pastor, or a majority of the Deacon Board, and shall be announced beforehand to the Church.

D. New organizations in the Church shall first be subject to the approval of the Church membership.

#### 1X. Committees.

##### A. Finance Committee.

1. Personnel: Pastor, a member of the Deacon Board, Treasurer, and a representative appointed by the Church.
2. Duties: to formulate an annual budget and recommend it at the annual business meeting, and to supervise the expenditures as authorized by the Church budget duly adopted by the Church.

##### B. Membership Committee.

1. Personnel: Pastor, and no less than two (2) Deacons.
2. Duties: a. The examination and questioning of persons desiring to unite with the congregation, whether by profession of faith or by letter.  
b. The reviewing of the membership roll every six (6) months in order to comply with article V11, subsection D, as the need arises.

C. Other Committees.

As the need arises, other committees shall be installed by the Church membership.

X. Fellowship.

This Church cannot at any time or under any circumstances enter into association, constituting an unequal yoke, with organizations, churches or individuals which deny or pervert in part or in whole the Word of God, which is the Bible.

XI. Finances.

A. The finances of this Church shall be raised by free-will offerings only; not by any commercial means, such as suppers, bazaars, lotteries, etc.

Since it is clearly taught in Scripture that Christians should support financially the work of the Lord by systematic and proportionate giving made through the local church (1 Corinthians 16:1-2; 2 Corinthians 8-9). All members of this Church are exhorted to conform to this rule of New Testament grace giving (2 Corinthians 8:1-5).

B. This Church shall be carried on without purpose of gain for its members and any profits or other accretions to the Church shall be used in promoting its objectives.

1. Amendments.

No alteration shall be made to this constitution except after two (2) weeks posted notice of the proposed amendments, and then only with an eighty percent (80%) majority vote of the voting members present. An effort should be made to make the amendment unanimous.