

# The Constitution

of Priory Park Baptist Church

## Complete Amended Constitution from Proposals #1-4

**CONGREGATION REVISION 1**

February 14, 2026

**Note:** This document does not contain the Elders' explanations of the proposals.



Priory Park Baptist Church  
8 Torch Lane  
Guelph, ON N1G 1V6  
Canada

# Table of Contents

---

1	Church Identity.....	2
1.1	Name .....	2
1.2	Affiliation .....	2
1.3	Purpose .....	2
1.4	Statement of Faith .....	2
2	Membership .....	3
2.1	Membership Qualifications .....	3
2.2	Membership Process.....	4
2.3	Duties of Active Membership.....	4
2.4	Active Membership .....	4
2.5	Associate Membership.....	4
2.6	Membership Termination .....	5
2.7	Church Discipline .....	6
3	Congregational Meetings.....	6
3.1	Sunday Services .....	6
3.2	Annual Meeting .....	6
3.3	Special Meetings.....	7
3.4	Quorum.....	7
3.5	Decision Making.....	7
3.6	Proxy Votes .....	7
4	Governance.....	7
4.1	Staff .....	7
4.1.1	Lead Pastor Responsibilities.....	7
4.1.2	Office Administrator Responsibilities.....	8
4.1.3	Pastor Selection.....	8
4.1.4	Termination of Pastoral Staff .....	8
4.1.5	Non-Pastoral Staff .....	8
4.2	Board of Elders.....	9
4.2.1	Board Structure .....	9
4.2.2	Board Responsibilities .....	9
4.2.3	Appointment of Elders.....	9
4.2.4	Board Review .....	9
4.3	Ministry Teams .....	10
4.3.1	Role of Ministry Teams.....	10
4.3.2	Responsibilities of Ministry Team Leaders .....	10
4.3.3	Appointment of Ministry Team Leaders.....	10
4.4	Church Officers .....	10
4.4.1	Chair of the Board of Elders .....	10
4.4.2	Treasurer .....	10
4.4.3	Trustees.....	11
5	General Regulations .....	11
5.1	Fiscal Year.....	11
5.2	Policies and Procedures.....	11
5.2.1	Policies .....	11
5.2.2	Procedures .....	11
5.3	Dissolution.....	11
5.4	Delegates.....	11
5.5	Amendments.....	12

# Proposed Constitutional Amendments Follow

The following are the proposed revisions to the Constitution under all proposals #1-4.

- ▶ Text in **BLACK** is exactly as it is in the current Constitution.
- ▶ Text in **RED** are the proposed amendments.
- ▶ Text in **BLUE** are section numbers that will be changed due to the proposals.
- ▶ **RED & BLUE TEXT WITH NO STRIKE THROUGH** is new text that is proposed to be **added**.
- ▶ **RED & BLUE TEXT WITH A STRIKE THROUGH** is current text that is proposed to be **deleted**.

## 1 Church Identity

### 1.1 Name

The name of this church shall be PRIORY PARK BAPTIST CHURCH.

### 2.1.2 Affiliation

In carrying out the wider ministry for which Christ has made His church responsible, Priory Park Baptist Church shall be a member of the South Central Association of Baptist Churches (SCABC) and the Canadian Baptists of Ontario and Quebec (CBOQ). This affiliation shall be voluntary, based upon a covenant relationship among likeminded congregations which remain legally autonomous while interdependent in mission.

### 3.1.3 Purpose

Our purpose is to let God's love and acceptance flow through us to each other and our neighbours so that we all may become whole-hearted followers of Jesus Christ. We acknowledge ourselves to be a local manifestation of the universal church in and through which Jesus Christ continues to minister to the world by His Holy Spirit. We shall seek to fulfill this calling through corporate worship services, through a program of Christian nurture by which our members may be built up in their faith and love, through proclamation of the gospel in word and deed, and through ministering to human need in the name of Christ.

This congregation shall function as a non-profit organization, with any profits or assets realized from its operation being used for the sole purpose of promoting its objectives. It shall be supported by the voluntary offerings of its members and adherents. It is expected that every member of the congregation will, by regular and systematic giving, support the total ministry and mission enterprise of the congregation.

### 4.1.4 Statement of Faith

We believe and affirm the following:

That the Bible is the authoritative, infallible, inspired, inerrant Word of God and, as such, is our only basis of direction in all matters of faith and practice. Ps.119:89, Ps.160; Prov. 30:5; 2 Tim 3:16-17; 2 Peter 1:19-21.

That our God is the one and only God, Eternal and Holy, existing in three equal persons, Father, Son, and Holy Spirit. Deut. 4:35; Deut. 6:4; Ps, 83:18; Matt.28:19; John 8:58; 10:30; Eph. 4:4-6; Col. 2:9.

That God the Father is all-loving, Almighty Creator and Sustainer of all things, and is bringing about the perfection of His purpose. Gen. 1:1; Deut. 34:6-7; Acts 17:25-28.

That God the Son, Jesus Christ, the Word of God Incarnate, is the only Saviour, Redeemer and Lord of His people. He is the Ruler of all creation. John 1:1-2, 14, 18; Col. 1: 15-20; 1 John 4:14.

That God the Holy Spirit is the Spirit of the Living Christ sent by the Father to be our Comforter, Helper and Seal of Salvation. John 14:16-17; 2 Cor. 1:21-22; Eph. 1:13-14; Titus 3: 5-7.

That Satan is the originator of sin and the conquered enemy of God and His people, and that he alienates man from God and man from man. At present his armies have great power on earth. He is the false accuser of God's people; tempting and deceiving, replacing God's Truth with his lies and bringing death to mankind. Gen. 3:1-7; John 8:44; Acts 5:3-4; 1 Tim 4:1; 5: 15; Hebrews 2:14-15; 1 Peter 5:8; Rev. 20:1-3, 7-10.

That man was created in the image of God, a sinless, physical and spiritual being. Choosing to disobey God, Adam alienated himself and all mankind from God, destroying the harmony of the created universe. Gen. 1:26-27; 3:1-7; Romans 3:10-12; 8:20-21

That God restored harmony through our Saviour, Jesus Christ. Jesus, conceived in Mary by the Holy Spirit, led a sinless life of perfect obedience to the Father's will. His lifestyle, filled and empowered by the Holy Spirit, is our example. Isaiah 9:6-7; Luke 1:35. His death by crucifixion has provided everlasting forgiveness of our sins and reconciliation with God. 1 Cor. 15: 3-4; Col 1:19-20. Buried for three days, He was resurrected by God. Thus He has triumphantly created His church and given us Eternal life. He ascended into Heaven and reigns with the Father. 1 Cor. 15:20; Heb. 1:3; In joyful expectation we, God's people, anticipate His triumphant, literal and physical return, when He will gather His followers (the church) to be eternally with Him, and when He will finally judge humanity and bring in the fulfilment of His Kingdom. John 14:1-6; Acts 1:11; 1 Cor. 15: 24-28; :19; Eph. 3: 20-21; 1 Thess. 4:14-18; Rev. 1:7, 21: 1

That the Universal Church is the living, holy and mystical Body of our Saviour, the fullness of God. Its members, through the work of the world, united into a priesthood of believers and empowered to carry out God's plan. Rom. 12:4-5; Eph. 3: 10-11, 4:4-6; 1 Peter 2:5; Rev. 1:6

That the local church is the manifestation of the Universal Church, the actual channel of God's grace. The Holy Spirit bestows gifts upon and motivates each individual in this church to serve, edify and love as Christ loves us in order that all shall come to the fullness of God. In this environment God regenerates His chosen ones. Thus emulating Christ, we strive both corporately and individually to proclaim the Gospel and to love our neighbour as ourselves. Matt. 28: 19-20; Rom. 12: 4-8; 1 Cor. 12: 7-11; Eph. 4: 7-13.

And thus, we are confident that He will keep us from falling and will set us in the presence of His glory, jubilant and above reproach. To the only God our Saviour be glory and majesty, might and authority, through Jesus Christ our Lord before all time, now and forevermore. Amen. 2 Peter 1:10-11; Jude 24-25.

## 52 Membership

---

### 2.1 Membership Qualifications

Membership in Priory Park Baptist Church shall have the following qualifications:

- a) Profess faith in Jesus Christ as their personal Lord and Saviour
- b) Be baptized as a believer or have been baptized as an infant and confirmed as a believer
- c) Be in general accord with the faith and practices of Priory Park Baptist Church
- d) Demonstrates a willingness to uphold the Duties of Active Membership
- e) To the best of their ability, settle any outstanding matters of reconciliation in previous churches

- f) Not a member of another church (membership can be transferred by submitting a letter of transfer)

## 2.2 Membership Process

The Board of Elders will assess if a candidate member meets the Membership Qualifications. The candidate member will then be presented to the congregation by the Board of Elders during a Sunday worship service or at a Congregational Business Meeting. Written objections to their membership shall be received by the Board of Elders during the week following the announcement of candidacy. If no Biblically valid objections are received, the candidate shall be received into Active Membership during a Sunday worship service or Congregational Business Meeting.

## 2.3 Duties of Active Membership

An Active Member of the church is someone who upholds the following duties:

- a) Demonstrate a faithful walk with God
- b) Exercise his/her God-given gifts for the mutual benefit of the church
- c) Participate actively in the fellowship and work of the church, including Congregational Business Meetings
- d) Give regularly to the church for its support and ministries
- e) Follow the leadership of the Lead Pastor and Elders
- f) Attend Sunday worship services in-person at least 50% of Sundays

## 2.4 Active Membership

Active Members are members who actively uphold the Duties of Active Membership. They have voting privileges in Congregational Business Meetings.

If an Active Member A) does not attend Sunday worship services in-person at least 50% of Sundays in the previous 6 months or B) has moved a driving distance more than 45 minutes from the church, an Elder will meet with the member to assess their willingness to remain an Active Member. If the member desires to remain an Active Member, they will be given a 3-month "demonstration period" to demonstrate at least 50% attendance. If the member either A) expresses no desire to continue in Active Membership, B) does not respond to a request to meet with an Elder, or C) fails to attend Sunday worship services in-person at least 50% of Sundays in the 3-month "demonstration period", they will be designated as an Associate Member with written notice (if reachable).

The Board of Elders are expected to exercise grace and discernment in holding Active Members to the 50% attendance requirement during exceptional circumstances. Active Membership can be maintained if the member is A) suffering a health condition that prevents them from attending or B) experiencing a personal or family crisis.

## 2.5 Associate Membership

Associate Members are former Active Members who are not upholding the Duties of Active Membership. They are welcome to participate in the fellowship and work of the church, including Congregational Business Meetings, but do not have voting privileges. They also cannot hold leadership positions where Active Membership is a requirement.

Associate Members may return to Active Membership if they return to fulfilling the Duties of Active Membership. If the member has been an Associate Member for less than 18 months, they may be immediately restored to Active Membership at the discretion of the Board of Elders. If

they have been an Associate Member for 18 months or longer, they will need to undergo the Membership Process to return to Active Membership.

## 2.6 Membership Termination

Those removed from membership for any reason shall receive written notice (if reachable) and may be restored to Active Membership by undergoing the Membership Process. Membership may be terminated in the following circumstances:

- a) By request: The member may request their membership be terminated
- b) By transfer letter: The member may request a letter of membership transfer to their new church.
- c) By death

## 5.1 Membership Qualifications

### 5.1.1 Confession of Faith

In accordance with the Word of God, all members are required to confess that Jesus Christ is Lord and believe in their hearts that He is risen from the dead. (Romans 10: 9,10)

### 5.1.2 Baptism

According to the principle revealed in Acts 21:17-26, candidates for membership must have been baptized as believers or have been baptized as infants and confirmed as believers.

### 5.1.3 Letters of Transfer

Members from other churches shall be asked to obtain letters of recommendation or dismissal from their previous churches.

### 5.1.4 Congregational Approval

Recommendations for membership shall be submitted to the congregation by the Elders' Board at a Sunday service or at a congregational meeting. Written objections to membership of a candidate shall be received by the Board during the week following the announcement of candidacy. If no biblically valid objections are forthcoming, the candidate shall be received into membership the following Sunday.

## 5.2 Privileges of Membership

- a) The primary role of the members shall be to serve as the ministers of the church as they reach out to unchurched people and care for the needs of one another within the church. Every member may participate fully in meetings that pertain to the membership of the church. Every member is entitled to one vote on all matters requiring a congregational vote. In some circumstances, the Elders may establish the appropriate process for voting. In such cases, the procedure outlined by the Elders shall be followed. Constitutional amendments which alter the meaning or intent of the constitution
  - b) the annual budget
  - c) the calling into office or extending of terms for pastors
  - d) the authorization of members to represent the church in any official capacity not within their prescribed portfolio

### ~~5.3~~ — Duties of Members

~~Members of the church are expected to live under and abide by the Statement of Faith, Constitution and Policies and Procedures of Priory Park Baptist Church, be faithful in their walk with God, habitually attend the services of the church, give regularly for its support and ministries, and participate actively in its fellowship and work. Every member shall be expected to exercise his or her God-given gift(s) for the mutual benefit of all the members of the church body, and to follow the leadership of the Senior Pastor and Elders.~~

### ~~5.4~~ — Membership Termination

~~Those removed from membership for any reason shall receive written notice from the Church Clerk and may be restored to full membership according to the procedures outlined in Section 5.1. Membership may be terminated under the following circumstances:~~

#### ~~5.4.1~~ — Inactivity

~~If a member is not active in the church body for a period of a year and does not demonstrate an interest in continuing as a member, it shall be the responsibility of the Elders to contact that person. If the member indicates that he or she no longer wishes to be a part of the body, his or her membership shall be transferred or terminated.~~

#### ~~5.4.2~~ — Request

~~Termination of membership shall be granted upon a member's request. A letter of dismissal or recommendation shall be provided if the departing member desires. This letter shall state the form of his or her admission to membership in Priory Park Baptist Church.~~

## 5.52.7 Church Discipline

### ~~5.5.1~~ — Discipline of Members

Priory Park Baptist Church shall make every effort to adhere to the principles of church discipline as set forth in the bible, particularly in Matthew 18:15-17. The guiding motivation behind church discipline is the commitment to love others in the context of truth. The threefold purpose of church discipline is to glorify God by maintaining purity in the local church, to edify believers by deterring sin, and to promote the spiritual welfare of the offending believer by calling, out of love, him or her to return to a biblical standard of doctrine and conduct. The aim of all church discipline shall be the full restoration of the believer in accordance with Galatians 6:1.

## 63 Congregational Meetings

---

### ~~6.13.1~~ Sunday Services

The church shall meet regularly each Sunday for worship, preaching, teaching, evangelism and fellowship, and additionally may meet on other days as the Elders so determine.

### ~~6.23.2~~ Annual Meeting

~~An~~ Annual Meeting is a Congregational Business Meeting that shall be held each year within sixty days of the fiscal year end for the purpose of enacting the following business:

- a) Approval of annual reports
- b) Approval of financial reports
- c) Approval of budget
- d) Dedication of church leadership

- e) Appointment Ratification of officers
- ~~f) Appointment of trustees~~
- ~~g) Appointment of delegates to CBOQ Convention~~
- ~~h) Amendments to governing documents~~
- f) Covenant renewal

Approvals and ratifications shall be done through a vote of the members of the church.

### 6.33.3 Special Meetings

Special eCongregational Business  ~~Meetings~~ may be called at the request of any committee or ministry team, after consultation with the Board of Elders, or by written request to the Elders by five  ~~church-Active~~  Members.

### 6.43.4 Quorum

Notice of eCongregational Business  ~~Meetings~~ shall be given at least two Sundays immediately preceding the meeting. The quorum shall consist of one-third of Active  ~~Members~~ at the time of meeting. Items requiring urgent attention may be dealt with at specially called meetings without two weeks' prior notice. Such meetings must have 50% of the Active  ~~Membership~~ present.

### 6.53.5 Decision Making

When making decisions, the body shall seek to reach biblical unity as illustrated in Acts 4:32 and 1 Corinthians 1:10. In order to do so, the body shall, individually and collectively, all humbly seek God's will for the church through prayer and the study of His Word. Members shall have the opportunity before and at eCongregational Business  ~~Meetings~~ to express any concerns about decisions brought before the body. After discussion and vote, it is the responsibility of the Elders to weigh all expressed opinions to determine the substantial agreement on the part of the congregation. For the sake of relational harmony and ministry progress, members are asked to work together in a spirit of Christian unity.

### 6.63.6 Proxy Votes

Because of the importance of bilateral discussion in decision making, proxy voting shall not be permitted.

## 74 Governance

---

We declare that the Head of Priory Park Baptist Church is Jesus Christ. Our organizational structures are a means of fulfilling His mandates of outreach and spiritual growth (Matthew 28:18-20). We are aware that we can only fulfill Christ's purposes as we work together in unified diversity and depend upon the Holy Spirit's guidance and power. Priory Park Baptist Church recognizes and values the leadership role of Elders, including the Pastor, to provide general care, oversight and equipping for Christ's Body. We also affirm the practical roles of Ministry Team Leaders to manage the church's specific operations. The Elders, Ministry Team Leaders and all other church members must work together, in a spirit of co-operation, mutual respect and servanthood in order to build Christ's church and glorify God.

### 7.14.1 Senior Pastor Staff

#### 7.14.1.1 Senior Pastor Lead Pastor Responsibilities

The Latin noun "pastor" is derived from the verb pascere – "to lead to pasture, set to grazing, cause to eat." Accordingly, the Senior Pastor Lead Pastor has overall responsibility for the spiritual nourishment and care of the church body. The Senior Pastor Lead Pastor is expected to

have a thorough knowledge of the Word of God, and to be able to build up the members of the church through teaching, preaching and pastoral visitation. The ~~Senior Pastor~~Lead Pastor lives as a follower of Jesus Christ in actions, attitudes and behaviours, recognizing a daily need for Christ's grace and forgiveness, both personally and in the lives of others. The ~~Senior Pastor~~Lead Pastor honours the high calling to Christian ministry and servant leadership, and endeavours to lead a godly and exemplary life. ~~The Senior Pastor is a non-voting member of the Board of Elders.~~ The ~~Senior Pastor~~Lead Pastor shall be accountable to the congregation through the Elders Board.

#### 4.1.2 Office Administrator Responsibilities

The Office Administrator provides administrative and communication support for the church. He/she will serve as church clerk, keeping accurate records such as minutes for Congregational Business Meetings and membership records. He/she shall serve as corresponding secretary of the congregation. The Office Administrator shall be responsible to the congregation through the Lead Pastor.

#### ~~7.1.2 Senior Pastor Selection~~

~~Upon receiving written notice of resignation from the Pastor, submitted at least thirty days prior to the effective date, the congregation shall elect a search committee with a minimum of five members. The committee shall, in consultation with the congregation, decide upon the type and qualities of the candidates to be considered.~~

#### ~~7.1.3 Additional Pastoral Staff~~

~~As the Elders' Board deems that an additional pastoral staff member is necessary, it shall develop, or cause to be developed, a job description and budget for the new position and present them to the congregation for ratification at a congregational business meeting. The congregation shall elect a search committee to solicit applicants and hire that individual who meets both biblical qualifications and the specific requirements of the position.~~

#### 4.1.3 Pastor Selection

As the Board of Elders deems that pastoral staff is necessary, it shall facilitate the selection of a Pastoral Search Committee, elected by the congregation. The Pastoral Search Committee shall have a minimum of five Active Members. The committee shall develop, or cause to be developed, a job description and budget for the position and present them to the congregation for ratification at a Congregational Business Meeting. The committee will then solicit applicants who meet both Biblical qualifications and the specific requirements of the position. The committee shall present their selected candidate to the church, and the church shall call the candidate into office through a vote at a Congregational Business Meeting.

#### 7.1.44.1.4 Termination of Pastoral Staff

Should the Elders' Board deem it necessary to terminate a pastoral staff member's employment, it shall present this decision to the congregation for ratification at a ~~e~~Congregational ~~b~~Business ~~m~~Meeting ~~called for the purpose.~~

#### 7.1.54.1.5 Non-Pastoral Staff

As the Elders' Board deems that a non-pastoral staff member is necessary, it shall develop, or cause to be developed, a job description and budget for the new position and present them to the congregation for ratification at a ~~e~~Congregational ~~b~~Business ~~m~~Meeting. Upon ratification, the Elders' Board or its designated body shall solicit applicants and hire a qualified individual.

## 7.2.4.2 Board of Elders

### 7.2.4.2.1 Board Structure

The Board of Elders shall consist of four to seven persons, one of whom shall be the Chair of the Board of Elders, and one of whom shall be the Senior Pastor/Lead Pastor. The Lead Pastor will be a non-voting member of the board. Elders, ~~(excluding the Lead Pastors),~~ are asked for a two year commitment to their position with yearly review and dedication. Elders may serve up to three consecutive terms but must step down for at least one year before seeking a fourth term. The Board of Elders shall be accountable to the congregation.

### 7.2.4.2.2 Board Responsibilities

The Board of Elders shall be authorized and responsible to see that the church remains on course biblically and is true to its mission statement, its members are cared for physically, that the church receives insightful teaching, and that the church is well-managed. Elders shall be responsible for the spiritual direction necessary for the Ministry Team Leaders to effectively carry out the practical activities of the church. The Elders shall be responsible for ensuring that the Ministry Team Leaders are trained and equipped. The Board shall meet regularly to plan and provide vision for the church. In developing this vision, the Board shall seek to listen to the leading of the Holy Spirit and the concerns of the congregation. The authority of the Elders is conditioned by the fact that they are themselves members of the church. While Elders are shepherds over the flock, they are also members of the flock. Therefore, each individual Elder is entitled to the same privileges, is obligated by the same responsibilities, and is subject to the same discipline as are all the other members of the church. Thus, each individual Elder is both under the oversight of fellow Elders and accountable to the church as a whole.

### 7.2.4.2.3 Appointment of Elders

At such time as new Elders are required to fill vacancies on the Board, existing Elders shall appoint a nominating committee of at least three ~~Active~~ ~~m~~M~~e~~mbers. The committee shall meet with the Elders to review qualifications for Elders. It shall then call a thirty day submission period during which the congregation may submit the names of candidates for the position. The nominating committee shall review these names and recommend a short list to the Elders. To be considered for the role of Elder, an individual must meet scriptural qualifications and be an ~~a~~ ~~n~~ ~~A~~ctive ~~m~~M~~e~~mber of Priory Park Baptist Church. Those whose names are submitted shall be so informed, and they shall be urged to engage in self-appraisal and personal evaluation in light of the scriptural qualifications for Eldership. Any person may withdraw his or her name at this point. After interviewing the candidates, the Elders shall make a final selection and present it to the congregation who shall be given thirty days to show cause why any one of the prospective Elders would not be qualified to serve. At the end of the thirty days, the prospective Elders shall be presented to the church for dedication. When, at any point during the selection process, a candidate is removed from the process, he or she shall be informed as to the reason by the nominating committee.

### 7.2.4.2.4 Board Review

During an annual review, the Elders shall be asked to evaluate themselves and each other for future service, considering both biblical qualifications and personal factors that may affect their service as an Elder. A person's service as an Elder may be terminated by their own decision or by the unanimous vote of the other Elders. This process shall take place prior to the ~~a~~ ~~n~~ ~~A~~nnual ~~c~~ongregational ~~m~~M~~e~~eting. Those Elders renewing their commitment shall present themselves to the congregation for dedication.

## 7.34.3 Ministry Teams

### 7.3.14.3.1 Role of Ministry Teams

The Elders' Board may appoint ministry teams or committees to assist in the practical work of the church in fulfilling its mission. These may be either permanent bodies to address ongoing needs of the church, or ad hoc bodies to address specific needs.

### 7.3.24.3.2 Responsibilities of Ministry Team Leaders

Ministry Team Leaders shall have the authority and responsibility to perform activities within their defined mandates. Ministry Team Leaders shall be responsible to the Elders' Board, and to the congregation through annual reports which must be submitted as part of the church's annual report, and by dedication at the ~~a~~Annual ~~m~~Meeting.

### 7.3.34.3.3 Appointment of Ministry Team Leaders

Ministry Team Leaders shall be identified and nominated by the Elders' Board, or a designated committee. To be considered for the role of Ministry Team Leader, an individual must meet scriptural qualifications for leadership and be an ~~n~~ Active ~~m~~Member of Priory Park Baptist Church.

## 7.44.4 Church Officers

Church Officers shall be nominated and selected by the Elders' Board or a designated committee appointed by the Board and ratified by the congregation at the ~~a~~Annual ~~m~~Meeting. Persons desiring to serve as Church Officers must meet scriptural qualifications for leadership and be ~~Active m~~Members of Priory Park Baptist Church. Church Officers will be asked to commit to a one-year term. ~~Church Officers, except the Treasurer and Clerk, may serve up to three consecutive terms, must step down for at least one year before seeking a further term. The Treasurer and Church Clerk shall be selected annually without limitation on numbers of consecutive terms. Exceptions to this policy may be made only with the unanimous approval of the Elders' Board, and any extension will be for a period of one year only.~~

### 7.4.14.4.1 ~~Moderator~~Chair of the Board of Elders

The ~~Moderator~~Chair of the Board of Elders (or their delegate) shall preside over all ~~meetings of the Board of Elders and e~~Congregational ~~b~~Business ~~m~~Meetings, ~~shall prepare an agenda for all such meetings in consultation with the Elders' Board, and~~ The Chair shall ensure that all matters of protocol regarding these meetings are duly observed. ~~The Moderator shall be accountable to the congregation through the Elders' Board.~~

### 7.4.2—Clerk

~~The Clerk shall keep an accurate record of all proceedings of congregational business meetings, shall keep a current record of members, shall receive and provide letters of transfer of church membership, shall serve as corresponding secretary of the congregation, shall call the attention of the church officers and congregation to such matters of business as require attention, and shall supply CBOQ agencies with such data as they may require. The Clerk shall be responsible to the congregation through the Elders' Board.~~

### 7.4.34.4.2 Treasurer

The Treasurer shall pay all bills that have been approved in the annual budget and/or authorized by the Elders' Board. All cheque payments prepared by the Treasurer shall be authorized by a Trustee. The Treasurer shall administer payroll on a bi-weekly basis and maintain proper payroll records. The Treasurer shall keep accurate records of all monies received through church

envelopes as needed, prepare and distribute annual receipts to contributors, and deposit all monies received. The Treasurer shall prepare quarterly and annual financial statements for the congregation, record all business transactions in proper ledgers, be available for an annual audit (if required) and complete all government forms. The Treasurer shall be responsible to the congregation through the Elders' Board.

#### 7.4.44.4.3 Trustees

The Trustees are the legal owners of the church and have signing authority concerning all real estate matters, contracts, banking matters (investments, loans, etc.) and new buildings. They shall be the official representatives of the congregation concerning all these matters. All cheque payments shall be authorized by signature of one or more Trustees. The Trustees shall be accountable to the congregation through the Elders' Board.

## 85 General Regulations

---

### 8.15.1 Church-Fiscal Year

The church fiscal year, ~~organizationally and fiscally~~, shall run from May 1 to April 30th.

### 8.25.2 Policies and Procedures

#### 8.2.15.2.1 Policies

When policies are written, and approved by the Elders, they shall immediately become the operating policy of the church. All policies shall be included in what is identified as the Policies and Procedures Manual and shall be accessible to all church members on proper notice. Major changes in policy shall be communicated to the membership at the ~~annual meeting~~ a Congregational Business Meeting.

#### 8.2.25.2.2 Procedures

Procedures may be written documents or generally understood operating procedures. Should they be written, they should be kept on file and accessible to all church members on proper notice. All procedures shall be included in what is identified as the Policies and Procedures Manual. However, since they may be construed to be generally understood operating procedures, should a question or dispute arise concerning a directive that cannot be resolved, the Elders shall be responsible for clarifying the procedure and preparing a notice to be communicated to the church at ~~the annual meeting~~ a Congregational Business Meeting.

### 8.35.3 Dissolution

In the event of the dissolution of the congregation, all assets remaining after payment of liabilities shall be transferred to a registered charity with a Statement of Faith and a purpose compatible with those of Priory Park Baptist Church, as the congregation shall decide. The procedure for making this decision shall be determined by the Elders holding office at the time.

### 8.45.4 Delegates

Delegates to ~~meetings where the church is to be represented such as~~ CBOQ ~~convention~~ aAssemblies and SCABC (South Central Association of Baptists Churches) meetings shall be appointed by the ~~Board of Elders~~ congregation at the annual meeting. The expenses of such delegates shall be paid from congregational funds.

### 8.55.5 Amendments

This constitution may be amended at any regular ~~e~~Congregational ~~b~~Business ~~m~~Meeting provided that notice of motion to amend is given at a previous ~~e~~Congregational ~~b~~Business ~~m~~Meeting, or that notice of the motion to amend, and the proposed amendment are publicly announced and distributed ~~by the Clerk~~ at least one month in advance of the business meeting which will deal with the proposal.