

The Constitution

of Priory Park Baptist Church

Proposal 2: Role Restructuring

CONGREGATION REVISION 1

February 14, 2026



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

Elders' Explanation of the Proposal

This proposal has two simple objectives:

- ▶ Convert the Moderator role into a new role: the Chair of the Board of Elders
- ▶ Absorb the Clerk role into the role of the Office Administrator

In most organizations the Moderator is the exact same role as the chair of the governing board (in our case, the Board of Elders). We see wisdom in that since A) we do not currently define a chair of the Board of Elders which can lead to leadership confusion, and B) having church business meetings led by an Elder enables our business meetings to be more effective. We believe this change will empower our leadership and thus enable us to be more effective for God's Kingdom work.

As for the Clerk, it does not make sense to us why we have a Clerk role that is separate from our Office Administrator role. We will gain greater operational efficiency and less confusion by absorbing that role into the role of the Office Administrator. This allows our volunteers to be freed up to use their gifts for the purpose of community, discipleship, and mission, rather than being burdened with administration. We are already effectively operating along these lines, so this restructuring simply aligns our governing document with our current practice which we have found to be effective.

Proposed Constitutional Amendments Follow

The following are the proposed revisions to the Constitution under this proposal. To view all the revisions from all the proposals in one document, see the document labeled "Complete Amended Constitution from Proposals #1-4".

- ▶ All major headings have been kept for context. If there is no text under a heading, that means there are no proposed changes for that section.
- ▶ 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 Name

2 Affiliation

3 Purpose

4 Statement of Faith

5 Membership

6 Congregational Meetings

7 Governance

7.1 Senior Pastor

7.1.1 Senior Pastor Responsibilities

7.1.2 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.

7.1.27.1.3 Senior Pastor Selection

7.1.37.1.4 Additional Pastoral Staff

7.1.47.1.5 Termination of Pastoral Staff

7.1.57.1.6 Non-Pastoral Staff

7.2 Board of Elders

7.2.1 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. Elders, excluding 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.

7.2.2 Board Responsibilities

7.2.3 Appointment of Elders

7.2.4 Board Review

7.3 Ministry Teams

7.4 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 annual meeting. Persons desiring to serve as Church Officers must meet scriptural qualifications for leadership and be 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.~~

7.4.1 ~~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 eCongregational bBusiness mMeetings, 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.~~

7.4.3 ~~Treasurer~~

7.4.4 ~~Trustees~~

8 General Regulations
