

Constitutional Amendment Package

For Annual Meeting, May 31, 2026

Presented by the Elders of Priory Park Baptist Church
April 8, 2026



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

Background

Earlier this year the Elders distributed four proposals (labeled “Congregational Revision 1”) for amending our church Constitution. In the four proposal documents we explained our rationale (included here below), and we held a Town Hall on Sunday, March 1 to discuss them.

Having considered feedback from the congregation, we are now presenting our final revision for the amended Constitution in this document. You will notice we have not split this revision into four parts like we did with the previous revision (you can still find the 4 separate proposal revisions at <http://prioryparkchurch.com/proposals>). There will be a motion to accept these revisions as a whole at our Annual Meeting on Sunday, May 31.

Changes from Congregation Revision #1 (March 1 Town Hall)

As you will see below there are very few changes from the revision presented at our March 1 Town Hall. All of the changes are merely for clarity. The elders did not hear any feedback from the congregation that would suggest we need to alter our main proposals.

- Section 3.2 Congregational Business Meetings. This section has both been moved and revised to add more clarity to our existing policy. No changes have been made from our current practice. Previously we had 3.3 Special Meetings which defined additional ways in which the congregation may call meetings (other than by the Elders). However, we noticed that there was no provision that clearly defined what Congregational Business Meetings were in general and that the Elders have the authority to call them. Thus, we moved the section from 3.3 to 3.2, renamed it to “Congregational Business Meetings” and added some language defining a Congregational Business Meeting, how they are typically called, and what makes them valid (i.e., quorum).
- Section 3.4 Quorum: The sentence that defines the notice period of meetings was moved to Section 3.2 Congregation Business Meetings.
- Section 4.2.1 Board Structure: changed “The Lead Pastor will be...” to “The Lead Pastor is...”

Elder Explanation of Proposal #1: Associate Membership

Overview

The proposal is to introduce 2 members subcategories: **Active Member** and **Associate Member**. The difference between the two are simple: Active Members uphold the duties of membership and are thus given voting privileges, and Associate Members are not.

The elders are proposing this change in direct response to some challenges we have been having in balancing the following two realities:

- ▶ We need to protect the integrity of our churchwide decision-making process by helping us have a quorum of members for our Congregational Business Meetings and ensuring only active participants in our church are speaking into the direction of our church.
- ▶ Simply removing inactive members from membership will almost always be felt by them as a rejection, cause hurt feelings, and almost certainly push them further away from the church and God.

Associate Membership is our attempt to balance these realities: removing voting privileges for inactive members while maintaining their feeling of belonging.

Key Analogy: A Leave of Absence

Associate Membership can be thought of as a “leave of absence.” In a workplace, an employee might take a leave of absence from their job due to extenuating circumstances. They are still considered an employee and are readily welcomed back to the job at any time, but their job privileges are temporarily suspended for the time they are away. Associate Membership is similar. We wish to retain someone’s status as a “member” if they are unable to fulfill the duties of membership. They are readily able to return to Active Membership at any time, but with the recognition that the privileges come with the duties.

50% Attendance

Our current Constitution states that a duty of membership is to “habitually attend the services of the church.” This wording is very much open to interpretation. Thus, we are proposing a more concrete standard. In our minds, “habitually” means 75% of Sundays on average, but for the purpose of the Constitution we have reduced the standard to only 50% of Sundays.

Exceptions

The proposed revision stipulates that members will remain Active in 2 circumstances even if they do not meet the duties of membership: 1) suffering a health condition that prevents them from attending and 2) experiencing a personal or family crisis. Furthermore, the revision also calls on the Elders to “exercise grace and discernment in holding Active Members to the 50% attendance requirement.” The spirit of this change is not to punish. It is to gracefully hold our members to a Godly standard.

Becoming an Associate Member

Members cannot be arbitrarily assigned Associate status. The proposed constitutional revision lays out a process whereby a member will need to show a pattern of less than 50% attendance of Sunday worship over 6 months. Even at that point Associate status is not immediate. The Elders will then discuss intentions with the inactive member and give them an additional 3 months return to active participation. Only then, after at least *9 months* of inactivity will people be assigned Associate status.

You will notice that the revised Constitution also stipulates that the discussion of intentions can happen after a member moves more than 45 minutes away. This is only to prevent us from needing to wait 6 months before we suggest Associate status to someone that moves far away (e.g., to another province or a city far away). If a member is still attending regularly after moving 45 minutes away, they will retain Active status.

What happens to Associate Members?

In short: very little. The only difference between Active Members and Associate Members is the ability to vote at Congregational Business Meetings. Associate Members can remain that way indefinitely, and if they ever return to active participation, they will be able to regain Active Membership status (details in the Constitution revision). *They are not “kicked out” or excluded from participating in church life!* It is important to keep in mind that at Priory even non-members have very few barriers to their participation. One’s official membership status is the last thing on our minds when we are living the Christian life together, visiting one another, caring for one another, praying for one another, etc.

Frequently Asked Questions

Will newcomers be eligible for Associate Membership?

No. Associate Membership is strictly for those who were once Active Members and can no longer uphold the duties of membership. The reason for this comes from our Biblical conviction that church membership means active engagement. It would be incompatible with the Bible’s teaching to expect nothing of those who want to officially join. We believe this will foster a culture of active engagement rather than a culture of passivity. Associate Membership, as described above, is more like a “leave of

absence.” You wouldn’t hire an employee for them to immediately begin an indefinite leave of absence. It is there as a response to circumstances that arise after having already been actively engaged.

What about someone who is otherwise active in other areas of the church (e.g., small groups, serving, etc.) but does not attend worship services 50% of the time?

Remember that Associate Members are still members! What is at stake is who gets a vote to steer the direction of our church. Our worship service is the central hub of our community. It is where we gather as a whole community to learn, worship, serve, etc. The very Biblical meaning of membership is found in actively participating in community. Even our current Constitution acknowledges this by stipulating that members must habitually attend worship services. We do not believe that someone should be permitted to steer the direction of our church if they are not actively participating in the core gathering of our community. It is the member’s responsibility to prioritize the gathering!

What if someone is unable to attend Sunday worship because of their job or some other circumstance?

First of all, remember that there are 2 explicit exceptions to the 50% attendance standard: a health condition that prevents attendance, and a personal crisis. Second, remember that the Elders are expected to implement this with grace and discernment. Beyond that, we will repeat that this proposal is not about who gets to call Priory home and who gets to belong. An Associate Member is free to participate in all elements of church life. We’re simply saying that steering the direction of the church must come with active participation in our core gathering. How can someone make decisions for the church if they are not even present?

How will 50% attendance be determined? Is someone taking attendance? Do we “throw the book at them” if they are at 48% and not 50%?

50% is meant to be a general guideline. There is absolutely zero intention to take attendance or be nit-picky about whether they are 5-10% below the threshold. We foresee that most cases will be when it is very clear that they are falling below 50%. For example, when we look back on the last few months and can only think of a small handful of times they attended (or not at all), those are the kinds of situations this new policy is designed for. If someone is participating enough that we notice them being around roughly once every two weeks, that will be enough to satisfy the requirement.

Why does the conversation of inactivity happen after 6 months? Why would we wait so long to check in with someone who is not attending?

This proposal is not speaking to spiritual or pastoral care. Absolutely, we expect that within the 6 months of inactivity the member will have been checked in on by a variety of people. That would be the case for anyone part of our community whether they were an official member or not. Pastoral care standards are important, they’re just not defined in the Constitution.

How does this proposal address people who are actively participating in the church and otherwise doing everything an Active Member would do, but not officially a member?

We hope you will agree that the requirements for membership are not burdensome. We expect that most believers who attend our church will find it very easy to become a member within their first few months. Thus, if someone does not become an official member, that will be their choice to forgo the opportunity to vote at Congregational Business Meetings and hold certain offices (e.g., Elder, Ministry Team Leader). We don’t even mind if they come to be colloquially referred to as “members,” especially if they are upholding the duties of membership. They’ll just have to understand that voting comes with becoming an official Active Member.

Elder Explanation of Proposal #2: Role Restructuring

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.

Elder Explanation of Proposal #3: Pastoral Search Process

The current constitution has two separate processes for the Lead Pastor and Additional Pastoral Staff. We are unsure why these processes need to be separate. Furthermore, the separate processes are inconsistent. There are items in one process that we believe should definitely be in the other, and vice versa. There are also provisions that are unnecessary or redundant.

For example, in the current Constitution...

- ▶ Neither process clearly states that the pastor must be voted in by the congregation. The only related provision is in an entirely different section under 5.2 Privileges of Membership where "calling into office or extending of terms for pastors" is listed as a privilege of membership. It is not clear that this "privilege" can be considered a requirement for all pastors to be voted on. Even if that is what was intended, it is out of place. It should be moved to the pastoral selection section for added clarity.
- ▶ Additional pastors require a job description and budget to be presented to and approved by the congregation, but for the Lead Pastor there is no such requirement. There is only a vague stipulation that the congregation be "consulted" on the requirements for the Lead Pastor.
- ▶ The Lead Pastor search team is stipulated to have a minimum of 5 members, but surprisingly there is no minimum for an additional pastor.
- ▶ The Additional Pastor search process asserts that the search committee seek someone who meets Biblical requirements for the position, but the Lead Pastor process has no such language.
- ▶ The Lead Pastor selection process stipulates a search process begin immediately when the previous pastor resigns, which presupposes that our church will be ready for a search process at that time. We believe it is unnecessary for us to mandate in our Constitution a timeline for our pastoral search process.
- ▶ The Lead Pastor process contains a parenthetical statement about the previous pastor submitting their resignation at least 30 days prior to the effective date. Not only is this redundant, since this will be covered in their job description, it also is out of place since our search process should be independent of how much notice a pastor gives.

Thus, we are proposing a single revised process that can be applied to any pastor.

Elder Explanation of Proposal #4: General Cleanup

In this proposal we lumped together a variety of small changes to add clarity to the document and some efficiencies in other areas.

Document Structure

- ▶ Sections 1-4 were reorganized as subsections of a new major section called “Church Identity”. Thus, Section 5: Membership is now Section 2: Membership.
- ▶ Renamed section 4.1.1 (formerly 7.1.1) Senior Pastor to be 4.1.1 Staff. This is to keep it in line with the actual content of the section which covers several staff position and not just the Lead Pastor.

Minor Edits Throughout to Improve Clarity

- ▶ Section numbers have changed in accordance with the above change in document structure.
- ▶ Changed “Senior Pastor” to “Lead Pastor”.
- ▶ Changed references to members to “Active Members” (assuming Proposal #1 is accepted).
- ▶ Removed references to the Clerk (assuming Proposal #2 is accepted).
- ▶ Changed any reference to “business meetings” or “congregational meetings” to a single term: “Congregational Business Meetings”.
- ▶ Changed any reference to our annual meeting to a single term: “Annual Meeting”.
- ▶ Other minor wording changes.

Selecting Assembly Delegates

The Constitution currently states that the congregation must vote on delegates to CBOQ Assembly and SCABC meetings. This is not only impractical, but it is unnecessary. The Assembly registration deadline is mid May, which is before our Annual Meeting. We cannot be waiting until our Annual Meeting to select delegates after the registration deadline. Furthermore, SCABC meetings happen throughout the year, and it is enormously inconvenient to have to convene a congregational meeting to select delegates for those meetings. Furthermore, even if practicality was not an issue, it still seems wholly unnecessary to put this kind of procedural decision in the hands of the whole church body. We think the congregation will be very happy to trust the Elders to make these selections, as they are the ones who have deep knowledge of the qualifications as well as the potential candidates that exist within our church for such delegates.

Cleaned up Section 3.2 (formerly 6.2) Annual Meeting

- ▶ Changed “Appointment of officers” to “Ratification of officers” to reflect the language in Section 4.4 Church Officers.
- ▶ Removed the redundant “Appointment of trustees” as trustees are officers.
- ▶ Removed “Appointment of delegates to CBOQ Convention” according to the above proposal.
- ▶ Removed the redundant “Amendments to governing documents.” Section 5.5 Amendments already permits Constitutional amendments during any Congregational Business Meeting, not just Annual meeting.

Cleaned up Section 4.1.1 (formerly 7.1.1) Lead Pastor

- ▶ Exposition of the Latin root of the English word “pastor” is not an ideal starting point for pastoral theology. Any basis for the role should come from Scripture and not analysis the English language.
- ▶ The voting status of the Lead Pastor has been moved to 4.2.1 (formerly 7.2.1) Board Structure. This will improve clarity since it allows the rules of their status on the board to be fully contained in one section.

The Constitution

of Priory Park Baptist Church

CONGREGATION REVISION 2
REDLINE VERSION (WITH CHANGES HIGHLIGHTED)
April 8, 2026

Legend for the Redline Version

- ▶ 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**.



Priory Park Baptist Church
8 Torch Lane
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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.

~~3.2 Congregational Business Meetings~~

~~A Congregational Business Meeting is a meeting where matters of church business are discussed and voted on. Notice of Congregational Business Meetings shall be given at least two Sundays immediately preceding the meeting. The Board of Elders shall have the authority to call Congregational Business Meetings. They may also be called at the request of any Ministry Team Leader, after consultation with the Board of Elders, or by written request to the Board of Elders by five Active Members. A quorum of Active Members must be present for motions and votes to be valid (see Quorum section). Anyone may be permitted to attend and speak at the meeting, but only Active Members may vote.~~

~~6.23.3 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~~
- ~~i) Covenant renewal~~

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

~~6.3~~ ~~Special Meetings~~

~~Special congregational 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 members.~~

~~6.4~~ ~~3.4~~ Quorum

~~Notice of congregational 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.

~~6.5~~ ~~3.5~~ 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 ~~e~~Congregational ~~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.

~~6.6~~ ~~3.6~~ 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~~

~~7.1.14.1.1~~ ~~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.

7.1.4.1.4 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.~~

7.1.5.1.5 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 is 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~~Members. 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 ~~n~~ ~~A~~Active ~~m~~Member 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~~Annual ~~c~~ongregational ~~m~~Meeting. 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.