

Chetwynd Community Church Constitution

Note: The contents herein are transcribed from the official document and are intended for informational purposes only.

ARTICLE I NAME

The name of the fellowship shall be **Chetwynd Community Church**

ARTICLE II AIM

The aims of this church are to:

- Teach the Bible as the inspired Word of God.
- Direct people to accept Jesus Christ as their personal Saviour.
- Disciple and discipline believers to walk according to God's Word.
- Encourage prayer and fellowship.
- Lead in worship of God.
- Edify the Body of Believers.
- Promote missionary involvement.

ARTICLE III COVENANT

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

1. **We shall endeavour**, by the aid of the Holy Spirit:

- To walk together in Christian love.
- To strive for the advancement of this Church in knowledge of holiness.
- To promote its prosperity and spirituality.
- To sustain its worship, ordinances, discipline, and doctrines.
- To contribute cheerfully and regularly to the support of its ministry and general expenses, the relief of the poor and the spreading of the Gospel among all nations

2. **We also shall endeavour**:

- To maintain family and private devotions whenever possible.
- To teach our children the scriptures and how to apply them to their lives.
- To be actively involved in the salvation of family, friends, and neighbors.

- To walk circumspectly in the world, be just in our dealings, faithful in our engagements and be an example of Christian living.
- Be temperate in all things and refrain from everything that would bring discredit to God.
- To be zealous in our efforts to advance the Kingdom of our Saviour.

3. We further shall endeavour:

- To watch over one another in brotherly love.
- To remember each other in prayer.
- To aid each other in sickness and distress.
- To cultivate Christian sympathy in feelings, courtesy, and speech.
- To be slow to take offense but always ready for reconciliation and mindful of the rules of our Saviour to secure it without delay.

4. We moreover shall endeavour:

- That when we move from this church, we will, as soon as possible, unite with some other church, where we can carry out the spirit of this Covenant and the principles of the Word of God.

ARTICLE IV STATEMENT OF FAITH

- 1. Bible:** We believe the Old and New Testament scriptures were written by men divinely inspired and are the only perfect rule of faith and practice. They are free from error as translated from the original writings and include, in their entirety, the sixty-six books (from Genesis to Revelation). (II Timothy 3:16; II Peter 1:21; Matthew 5:16)
- 2. Trinity:** We believe there is one God, Creator of all, perfect in three persons: Father, Son and Holy Spirit. (Matthew 28: 19; Deuteronomy 6: 4, 5)
- 3. God the Father:** We believe God is the Father of the whole family of God. This speaks of our true relationship with God through salvation. (John 1: 12)
- 4. God the Son:** We believe Jesus Christ to be God’s only Son. He is absolute, divine, eternally existing in pre-incarnate glory with God the Father. Upon coming to earth, He was Virgin born and sinless in life. He died the substitutionary death, was resurrected bodily from the dead and ascended

triumphantly back to heaven. He is at present our Mediator between God and man. He will return personally for His believers in the future. (John 1: 14 – 29; Luke 1: 26 – 35; Colossians 1: 15 – 20; 1 Corinthians 15: 1- 4, 12 – 25; Matthew 24: 35)

5. **The Holy Spirit:** We believe in the absolute and essential deity and personality of the Holy Spirit who convicts of sin, righteousness, and judgement. He regenerates, sanctifies, illuminates, and comforts those who believe in Jesus Christ. (John 16: 7 -15; Matthew 25: 19; I John 5: 7; Ephesians 1: 13 – 14; Ephesians 4: 30; II Corinthians 1: 22; Ephesians 3: 16)
6. **Satan:** We believe that Satan, full of wisdom, was created by God a model of perfection in beauty and spirit. Because he wished to glorify himself instead of God, he was judged by God, cast out of heaven, and now exists as an evil spirit. (Ezekiel 28: 11 – 19; Isaiah 14: 12 – 15)
7. **Man:** We believe that man was created innocent in the image of God but by his disobedience became sinful, totally depraved and thereby incurred both physical and spiritual death. (Genesis 1: 27 – 31, 3: 1 – 6; Isaiah 53: 6)
8. **Salvation:** We believe that salvation is by grace through faith in the atoning death of Jesus Christ for the sins of all men. It is given according to God's sovereign grace as a free gift for which no human effort or virtue is meritorious. Those saved will be divinely kept and finally perfected in the image of the Son of God. (Ephesians 2: 8; I Peter 1: 2; Romans 3: 24; I Peter 1: 5)
9. **Future Things:** We believe in the personal and glorious return of the Lord Jesus Christ; in the eternal blessedness of the redeemed and in the judgement and eternal conscious punishment of the wicked. (John 14: 3 – 5, 25 – 29; Matthew 18; II Corinthians 5: 10)
10. **The Local Church:** We believe a New Testament local church to be a company of born-again believers, voluntarily associated together for: worship, the

ministry of the Word, mutual helpfulness and edification, the observances and spreading of the gospel of the Lord Jesus Christ. (Colossians 1: 18; I Corinthians 11: 2, 12: 25 – 27; Ephesians 19 – 21)

11. The Body of Christ: We believe that this includes the whole company of believers of whatever name, country, or era and is known only to God – The Invisible Church. (Ephesians 1: 22 – 23, 2: 19 – 20; Colossians 1:18)

12. Ordinances: We believe that the ordinances of the Christian church are Baptism and the Lord’s Supper. (Acts 2: 41 – 42)

A. Baptism is the believer in water, subsequent to his/ her conversion, in public testimony of the believer’s union of faith with Christin His death, burial, and resurrection. (Matthew 28: 19 – 20; Acts 3: 36 – 38; Romans 6: 4; Colossians 2: 12)

B. The Lord’s Supper is the partaking of bread and the fruit of the vine in testimony and memory of the Lord. The elements represent the Lord’s body which was broken and His blood proclaiming His death ‘til He comes. (Matthew 26: 26 – 30; Mark 14: 22 – 25; John 6: 51 – 58; I Corinthians 11: 23 – 29)

13. The Lord’s Day: We believe that the first day of the week is the Lord’s Day and is to be a day worship, spiritual exercise, and physical rest. (John 20: 19 – 26; Acts 20: 7; I Corinthians 16: 1 – 2)

14. Civil Government: We believe that civil government is established by God for the interests and good order of human society. Person in positions of authority are to be honoured and obeyed except only in matters opposing the will of God. It is the believer’s responsibility to pray for these people. (Romans 13: 1 – 17; Matthew 22: 21; Acts 4: 18 – 26, 29)

ARTICLE V..... MEMBERSHIP

1. Definition: A member is any person who is a truly born-again member of the family of God by accepting Jesus Christ as their personal Saviour, who is in

regular attendance at Chetwynd Community Church and who is in agreement with its constitution.

2. **Voting Privileges:** Anyone who consider himself/ herself a member of the church according to part 1 of this article, who has faithfully supported the ministry of the church for the year previous to any vote (except for some circumstances beyond their control) and who are 16 years of age or older, will be allowed voting privileges in this church.

ARTICLE VI.....CHURCH DISCIPLINE

Members (According to Article V) failing to observe the basic principles of the Christian faith and conduct as found in our covenant and statement of faith and to such a degree as to bring reproach upon the name of Christ, the church and its ministry, shall be interviewed by the Pastor and/ or elders who shall in turn make any necessary recommendations to the church as to what measure of discipline should be taken.

ARTICLE VII.....OFFICES

General Requirements

All officers shall be:

- Members in good standing
- Of good reputation
- Knowledgeable of the Word of God
- Examples of temperance, manners and understanding in their personal and family lives.

1. Pastor

The pastor shall be a man who has accepted Jesus Christ as his Lord and Saviour, is called of God to give leadership and shepherding to this local congregation and is in agreement with the constitution of this local church.

A. Biblical Expectations (I Timothy 3: 1 – 7; Titus 1: 5, 6, 10; Romans 1: 26 – 32)

- Above reproach
- Husband of one wife
- Temperate
- Self-controlled.

- Respectable
- Hospitable
- Able to teach.
- Not given to much wine
- Not self-willed
- Not quick-tempered
- Not violent
- Uncontentious
- Gentle
- Free from the love of money
- One who manages his own household well
- A good reputation with those outside the church
- Loves what is good.
- Just
- Devout
- Not a new convert
- Not a homosexual

B. Calling of a Pastor

A pastoral search committee of no more than five people from the membership (at least two of which shall be elders) will be elected by the membership to search for a pastor at such time as the need arises. When they have someone to present to the congregation, they will announce, three consecutive Sundays previous, that the candidate will preach for a call. Then the membership will move by secret ballot after discussion and prayer the Sunday following. This procedure may be repeated if the congregation deems it necessary. A man shall be called as pastor if he receives 70% or more of the vote and if he agrees.

Note: At this meeting at least 60% of the members must be present.

C. Duties of a Pastor

The duties of a pastor are to:

- Minister the Word to his flock
- Work of an evangelist to the unsaved
- Visit homes and members of his congregation.
- Provide counseling to those who require spiritual direction.

- Promote a spiritual atmosphere in the church as a whole.
- Be jointly responsible with the elders to discipline the members as required.
- Assume primary responsibility for substitutes when he cannot be available for a service.
- Disciple and encourage elders and others in the ministry of the Word.

D. Registration of the Pastor

The pastor shall be appointed by the congregation of Chetwynd Community Church to perform marriage ceremonies according the Marriage Act of the Province of Ontario.

E. Term of the Pastor

The pastor's term of office shall be for four years. Continuation beyond the four years is dependent on a vote of confidence from the membership. If a vote of 70% is received in favour of the pastor, then his ministry shall continue for another four years. This procedure will continue until such time as either the pastor or members, by due process, deem it necessary for him to resign.

The pastor may resign before his term has expired if he has been given definite direction from the Lord. If his resignation is a desire of the members, the proper representation must be made to the elders. If the elders decide action should be taken, then a vote of confidence will be duly called.

F. Relief for the Pastor

At the time of appointment, the number of weeks holidays shall be negotiated between the church and the pastor. The number of weeks shall not exceed four. He will also be given the opportunity to be relieved from responsibilities for one Sunday each quarter. The pulpit supply will be co-operatively arranged between the pastor and elders.

G. Remuneration for the Pastor

The pastor, in agreement with the elders and members shall have expenses and/or salary provided by the church in amounts mutually agreed upon.

2. Church Board

The church board shall consist of the pastor, elders, treasurer, secretary, trustees, youth leader and Sunday school superintendents. They shall be members of the church board by virtue of their office described later under this article.

Duties

The church board shall meet monthly (unless there is a need for more frequent meetings) to discuss the total work of the church and make decisions for the ongoing work of the church. They shall be the major decision-making body of the church reporting to the congregation at business meetings and making recommendations and proposals for the church membership to consider. They shall allocate monies to each department of the church.

Each member will be responsible to act on behalf of the board for decisions that relate to their office.

After the annual business meeting each year, the board shall select a chairman for the year. Selection shall be made from the pastor or elders.

3. Elders

There shall be elders, each of whom shall be a man who has accepted Jesus Christ as his personal Saviour, is willing to provide spiritual leadership and is in agreement with the constitution of this local church.

A. Biblical Expectations (I Timothy 3: 1 – 7; Titus 1: 5, 6, 10; Romans I 26 – 32)

- Above reproach
- Husband of one wife
- Temperate
- Self-controlled.
- Respectable
- Hospitable
- Able to teach.
- Not given to much wine
- Not self-willed
- Not quick-tempered
- Not violent
- Uncontentious
- Gentle
- Free from the love of money
- One who manages his own household well

- A good reputation with those outside the church
- Loves what is good.
- Just
- Devout
- Not a new convert
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B. Selection and Review of Elders

The serving elders and the pastor shall be considered to be the selection committee for the appointment of new elders. When after prayer and mutual consent of both the prospective elder and the committee, it is decided that he should be recommended as an elder, then a report will be brought to the church membership at the close of a designated morning service. The following Sunday, a vote will be taken by the church membership and if 70% of the vote is affirmative, he shall be called to be an elder.

A review of all elders will take place each year. A 70% vote of confidence is required for an elder to continue service. The elder may resign before his term is expired if he has been given definite direction from the Lord. If his resignation is desired by the members, the proper representation must be made to the elders. If the other elders decide action should be taken, then a vote of confidence will be duly called.

C. Responsibilities

The elders shall meet with the pastor when necessary to discuss and make decisions about the teaching ministry, church discipline, new elder appointment, and welfare of the pastor. They shall be actively involved in the church board and act on behalf of the spiritual welfare of the church.

They shall be supportive of the pastor unless they find his behaviour and teaching to be contrary to the Word of God and are able to support their dissatisfaction with scripture.

4. Treasurer

The treasurer shall be elected by the church membership at the annual business meeting each year.

A. Responsibilities

The Treasurer shall:

- Collect all the money from offerings.
- Keep accurate records of all the monies received and distributed.
- Carry on banking business for the church.
- Pay all accounts and remunerations.
- Prepare financial statements for annual and semi-annual business meetings.
- Supply the auditor with such records as may be required by the government or church membership.

5. Secretary

The secretary shall be elected by the church at the annual business meeting each year.

Responsibilities

The secretary shall:

- Keep an accurate record of the church business meetings in the "Church Record Book."
- Keep an accurate record of all church board meetings in a "Minutes of Church Board" book.
- Attend board meetings and report minutes of each previous meeting as well as record minutes of meeting in progress.

6. Trustees

There shall be three trustees for the church.

A. Term of Office

Each trustee shall be elected for a three year term and be elected on a rotation basis of one each year.

B. Responsibilities

The trustee shall:

- Hold in trust for the church all deeds and legal documents.
- Be responsible for insurance policies being updated to cover church property.

- Prepare suggestions for the board and in turn the church for considerations of any renovations or additions to the church buildings or properties.
- Act on behalf of the church whenever purchases or sales of property are necessary.
- Be appointed directors of the organization responsible to the government.

7. Sunday School Superintendent

The Sunday school superintendent shall be a person who shows leadership and ability and who is willing to share their talents with others. It is preferable that the superintendent has some Sunday school teaching experience.

There shall be an assistant to be available to relieve the superintendent and learn the responsibilities for possible future leadership in this area.

A. Term of Office

The Sunday school superintendent and assistant shall be elected at the annual business meeting for a two-year term.

B. Responsibilities

The superintendent shall:

- Arrange for the opening sessions of every Sunday school meeting.
- In cooperation with the assistant and pastor, staff the Sunday school for September 1st of each year.
- Present the staff list to the board for approval before September 1st of each year.
- Organize any special presentations by the Sunday School.
- Assign someone to act as treasurer for the Sunday school.
- Be sure all materials are adequately supplied for each class.
- Make recommendations to the board for any major changes in the Sunday School or any requests for better facilities.

8. Youth Leadership

The youth leadership can be assumed by a person or persons who are interested in youth work. They shall be elected each year at the annual business meetings.

Responsibilities

They shall arrange for an adequate program to meet the needs of the church youth.

9. Head Usher

A head usher shall assume the responsibility for recruiting, scheduling, and training ushers to provide service to the church on a regular basis. The head usher shall be elected each year at the annual business meeting.

ARTICLE VIII.....NOMINATING COMMITTEE

At the semi-annual business meeting each year, a nominating committee shall be appointed. The committee shall consist of three members, one of whom shall be an elder. It shall be the duty of the committee in cooperation with the pastor to prepare a list of suggested candidates, who have consented, for all church offices. The list shall be posted at least two weeks prior to the annual business meeting and each office will be voted on at the meeting. Other names may be nominated before the final vote if desired by a member of the congregation. Any additional nominations must be directed through the nominating committee prior to the annual meeting.

ARTICLE IX.....GOVERNMENT

The government of this church and the administration of its affairs shall be by the church membership and such officers as it may direct.

- A.** There shall be an annual business meeting of the membership of the church in January when full reports from all departments of the church shall be given and accepted by the membership. Elections of officers shall take place at this meeting and new business introduced for consideration by the chairman of the board or his designate
- B.** There shall be a semi-annual business meeting in July of each year. A report shall be presented at this meeting for the half year and new business will be introduced for consideration by the chairman of the board or his designate.
- C.** The chairman of the board or his designate shall preside as chairman for all business meetings.
- D.** Other meetings may be called from time to time by the board as deemed necessary.
- E.** Each business meeting must be announced at least two Sundays before the meeting in the best attended service of the church

- F. This organization shall be carried on without purpose of financial gain for its members and any profits to the organization shall be used in promoting its ministry.
- G. In the event of a dissolution or termination of this organization, all of its remaining assets, after payment of liabilities, shall be distributed to one or more recognized charitable Canadian Evangelical Christian organizations as determined by the church membership.

ARTICLE X.....AMMENDMENTS

This constitution may be amended upon a 75% vote taken at a properly called business meeting. The proposed amendments shall be publicized at least two weeks prior to the business meeting.

This constitution was approved as amended on July 18, 1993 at Chetwynd Community Church, Lot 18, Concession 6 in the Township of Armour, District of Parry Sound, Ontario.

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