

Constitution and By-laws Of Northside Community Church of Kitchener

55 Leonard Street,
Kitchener, Ontario
N2H 6C7

Incorporated: May 31, 2002

Constitution & By-laws Approved: June 8, 2014

Member Church of the
Associated Gospel Churches

Section One

Statement of Faith for the ASSOCIATED GOSPEL CHURCHES (June 2013)

THE SCRIPTURES

The Bible, both Old and New Testaments, is the complete Word of God. As originally given, it is verbally inspired, without error, and entirely trustworthy. The Bible constitutes supreme authority in all matters of faith, teaching, and behaviour. The Bible has Jesus Christ as its focus and fulfillment.

2 Peter 1:16-21, 2 Timothy 3:16-17, Luke 24:27, Matthew 5:17-18

GOD

God is the Creator and Sovereign Lord of all. The Lord our God is one God who eternally exists in three persons: the Father, the Son, and the Holy Spirit. These three have the same perfect nature and attributes. Each Person of the Godhead is worthy of the same worship, confidence, and obedience.

Genesis 1, Psalm 8, Psalm 2, Romans 8:28-30, Deuteronomy 6:4, Matthew 28:19-20

The Father– God the Father loves the world. He sent His Son into the world to save sinners. He raised Jesus from the dead, exalted Him – putting all things under his power -- and together with Him has sent the Holy Spirit.

Luke 3:22, John 3:16, 1 John 4:14, 1 Peter 1:21, Philippians 2:9-11, John 14:26

The Son– God the Son became God incarnate as Jesus the Messiah. Jesus is fully God and fully man. He was conceived by the Holy Spirit, born of the virgin Mary, and lived a sinless life. He was crucified, raised bodily from the dead, and ascended into heaven where He reigns as King and serves as our High Priest and Advocate.

He will return as King of kings and Lord of lords to set up His earthly Kingdom.

*John 1:1, John 1:14, Matthew 1:22-23, Isaiah 7:14, 2 Corinthians 5:21,
1 Corinthians 15: 3-4, Hebrews 1:3, Hebrews 7:25, Revelation 22:12-13*

The Holy Spirit– God the Holy Spirit glorifies the Lord Jesus Christ in all that He does. He convicts the world of sin, righteousness and judgment. At the moment of salvation He regenerates, baptizes, indwells, gifts and empowers for Christ-like living and service.

*John 16:8-15, Titus 3:5-6, 1 Corinthians 12:11,13,
Romans 8:9-14, Galatians 5:22-25*

ANGELS

God created angels for His glory and service. Some rebelled under the leadership of their fellow angel, Satan, and are opposed to God and His purposes. Though Satan is still active he has been defeated by the Lord Jesus Christ and will be committed forever to the lake of fire with all the fallen angels.

Hebrews 1:14, Jude 6, Hebrews 2:14-15, Revelation 20:10; Ephesians 6:12

MANKIND

Human beings are created in the image of God. The first humans, Adam and Eve, were disobedient to the will of God with the consequence that every aspect of their human nature became sinful and corrupt. Thus, being spiritually dead, they became subject to physical death and the power of Satan. The image of God is distorted in all humanity, with the exception of Jesus, as we inherit a sinful nature at conception. Therefore we are sinners by nature and by choice, alienated from God and under His condemnation.

Genesis 1:27, Genesis 2:16-17, Genesis 3:6, Ephesians 2:1-3, Romans 3:9-10, Psalms 51:5, John 3:36; Romans 5:12-14

REDEMPTION/SALVATION

Redemption is accomplished solely by the blood of our Lord Jesus Christ. He was made to be sin and died in our place as an acceptable sacrifice to God. His atoning death is sufficient for all and effective for every person who repents and believes in Him, resulting in a reconciled relationship with God.

Salvation is available by grace through faith. This salvation is not our own doing. It is the gift of God.

Salvation includes being declared righteous by God [justification], being transformed into the likeness of Christ [sanctification], and being fully restored to the image of God [glorification]. This Salvation which includes our new birth and eternal inheritance is kept by God's power. It is therefore impossible for the saved to lose their salvation.

Ephesians 2:8-9, Romans 5:6-10, Galatians 3:13, 1 Peter 1:18-19, 1 Peter 2:24, 2 Corinthians 5:21, Romans 5:1, John 17:17-19, 1 John 3:2, John 5:24, John 10:27-30, Romans 8:28-39, 1 Peter 1:3-5; 1 Timothy 4:10

THE CHURCH

The Church consists of all the redeemed who are united by the Holy Spirit in the Body of Christ, of which Jesus is the Head. Local assemblies of believers are visible representations of the Church that gather regularly for the purpose of worship, which includes instruction in the Word, fellowship, the breaking of bread, and prayer.

The Lord Jesus mandated two ordinances: Believer's Baptism and the Lord's Supper. Though not the means of salvation, these ordinances testify of the gospel.

The Church has been entrusted with the task of global discipleship as found in the Great Commission.

*Matthew 16:17-18, 1 Corinthians 12:13, Acts 2:42
1 Corinthians 11:23-28, Luke 22:19-20, Romans 6:3, Matthew 28:19-20*

END TIMES

At a time known only to God the Father, the Lord Jesus Christ will return bodily and in glory, receive His own, and establish His earthly thousand year reign.

God will raise the dead bodily and judge the world.

The unsaved will be cast into the lake of fire to suffer eternal conscious punishment. The saved of all ages will be forever with the Lord.

God will rule over His Kingdom in the new heaven and the new earth for all eternity.

Matthew 24:36, Acts 1:7, Mark 13:26, 1 Thessalonians 4:16-17, John 14:1-3, Revelation 20:1-15, Revelation 14:11, 1 Corinthians 15:50-54, Revelation 21:1, Revelation 22:1-5

Section Two

Covenant of Membership of the Associated Gospel Churches

We confess Jesus Christ to be our Lord and Savior in the presence of all. We give ourselves wholeheartedly to His service and take His Word as the guide for our life. Having been united by saving faith to Him, we now, as a church of Christ, unite with one another in this Covenant.

We will maintain regular private prayer and the reading of God's Word, earnestly seeking the help and guidance of the Holy Spirit.

We, who are the heads of families, will maintain Christian standards and devotions in our homes, and will endeavour to lead our children, or others committed to our charge, to faith in the Lord Jesus Christ and growth in the Christian life.

We will regularly attend the public worship of God on the Lord's Day as far as providence permits, and any other meetings for worship that the church may schedule, and we will observe together the ordinance of the Lord's Supper.

We will walk together in brotherly love and seek to be a practical help and encouragement to one another. We will not bring to the church a complaint against any member for personal offence until we have taken the first two steps pointed out by Christ. (*Matthew 18:15-17*). In this way we will endeavor to settle all private offences without making the matter a public issue.

We will financially support a faithful Christian ministry among us, as the Lord prospers us. We will seek also to send the Good News to the whole world. As we are given opportunity, we will seek, by personal example and spoken word, to lead people to faith in Jesus Christ as Lord and Savior.

We will endeavor to live authentic Christian lives in true godliness, abstaining from anything that is unworthy of Christ and His Gospel. As believer's baptism signifies death to sin and resurrection to holiness, so we will seek to walk in newness of life for God's glory.

Section Three

By-laws of

Northside Community Church of Kitchener

1. Name

This body being a member church of the Associated Gospel Churches, shall be known as “Northside Community Church of Kitchener”.

2. Purpose

The purpose of our existence as a body, shall be the assembling of ourselves together on a regular basis for the public worship of God the Father, to the praise of Jesus Christ, His Son and our Savior, through the enabling power of the Holy Spirit of God, the salvation of the lost, the edification of the believers and the propagation throughout the world of the Gospel as set forth in God’s Word.

3. Government

The governing body of Northside Community Church (the “Church”) shall be the members of the congregation (the “Congregation” or the “Membership”), and they shall have the authority for all matters pertaining to the life, business and ministry of the church.

4. Officers of the Corporation

The officers of the Corporation shall be comprised of the following persons:

4.1 **The President** of the Corporation shall be an Elder appointed by the Church Board.

- i. The President is the ‘Chairman of the Church Board’
- ii. The appointment is for a term of two (2) years. No President may serve more than three (3) consecutive terms as President.
- iii. Once a President has completed their term, the Church Board will appoint a President at their first meeting following the Annual Meeting of the Congregation.

4.2 **The Vice-President** of the Corporation shall be an Elder appointed by the Church Board

- i. The Vice-President is the ‘Vice-Chair of the Church Board’.
- ii. The Vice-President will assist or fill the role of President should the President not be able to continue in his position.
- iii. The appointment is for a term of two (2) years. No Vice-President may serve more than three (3) consecutive terms as Vice-President’.
- iv. At the completion of their term, the Church Board will appoint a Vice-President at their first meeting following the Annual Meeting of the Congregation.

- 4.3 **The Secretary** of the Corporation will be an Elder appointed by the Church Board.
- i. It will be the responsibility of the Secretary to ensure that the proper minutes of all Congregational and Church Board meetings are kept in an organized manner, in a permanent record book.
 - ii. The Secretary is appointed for a term of two (2) years, but may be re-appointed with no consecutive term limit.
 - iii. At the completion of their term, the Church Board will appoint a Secretary at their first meeting following the Annual Meeting of the Congregation.
- 4.4 **The Treasurer** of the Congregation shall be an Elder appointed by the Church Board.
- i. The Treasurer is entrusted with the receipt, care and disbursement of funds.
 - ii. If an Elder is unable to perform the role, another individual from the Congregation may be appointed by the Church Board.
 - iii. The Treasurer is appointed for a term of two (2) years, but may be re-appointed with no consecutive term limit.
 - iv. At the completion of their term, the Church Board will appoint a Treasurer at their first meeting following the Annual Meeting of the Congregation.
- 4.5 Elders may be appointed to multiple officer roles, however, the President & Vice-President must not be the same person, with the exception noted in 4.2.ii.

5. The Church Board

The Church Board is comprised of the Elders. They function as the Board of Directors of the Corporation.

- 5.1 There will be a minimum of three Elders with no maximum, as provided for in the Articles of Continuance.
- 5.2 They shall exercise executive authority and supervision of the spiritual care, ministry and administrative responsibilities of the Church.
- 5.3 The Church Board may create committees, who in turn will receive direction from, and be accountable to the Church Board.
- 5.4 The Church Board is accountable to the Membership of the congregation and to the Lord as Head of the Church.
- 5.5 The Church Board will meet regularly throughout the year
- 5.6 A quorum for the transaction of business at meetings of the Church Board shall be not less than seventy-five percent (75%) of the Elders
- 5.7 Meetings of the Church Board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time.
 - i. Notice of the time and place for the holding of a meeting of the board shall be given to every director of the Church not less than seven (7) days before the time when the meeting is to be held.
 - ii. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.

- iii. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.
 - iv. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) of the Act that is to be dealt with at the meeting.
- 5.8 The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named.
- i. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.
- 5.9 The Elders may invite the Lead Pastor to attend and to participate in, but not vote at, board meetings.
- i. Any invitation extended by the Elders to the Lead Pastor to attend board meetings shall remain in effect until specific notice in writing is given to the Lead Pastor that he is no longer entitled to attend board meetings.
- 5.10 At all meetings of the board, every question shall, unless otherwise provided by the articles or by-laws or by the Act, be decided by a majority of the votes cast on the question.
- i. In case of an equality of votes, the chair of the meeting in addition to an original vote shall not have a second or casting vote.

6. Duties and Qualifications of The Elders

The Elders are responsible for the spiritual care, ministry and administrative responsibilities of the Church.

- 6.1 The Biblical qualifications for Elders are expressed in Titus 1:5-9 and 1 Timothy 3:1-13.
- 6.2 Elders shall be elected to office by the members at the Annual Meeting, from:
- i. Nominations presented by the Church Board, or
 - ii. Through the process of members submitting further nominations in writing to the Chairman of the Church Board prior to the Annual Meeting, to give time for evaluation by the Church Board, as defined by Church policy and in accordance with the notice requirements for the holding of meetings of the Membership.
- 6.3 Elders will be elected for three (3) year terms of office, with no consecutive term limits.
- 6.4 The Church Board reserves the right to remove an Elder with just cause, as determined by the Church Board, in their sole discretion, or breach of 6.1.
- i. The approval of not less than two-thirds of the Church Board will be required to remove an Elder from office
 - ii. The Church Board will provide notice in writing to the Elder being removed that he no longer holds the office of Elder and is no longer entitled to attend board meetings.

- 6.5 In the event that an Elder cannot fulfil their term of office, the Church Board may appoint another person to complete the term of office.

7. Lead Pastor

The Lead Pastor will be chosen by no less than a seventy-five percent (75%) majority vote of the membership at a duly called Congregational Meeting. Approval of a Compatibility Questionnaire by the Regional Doctrine and Credentials Committee of the Associated Gospel Churches will be necessary before he, as a candidate, can be presented to the Congregation for approval.

8. Deacons

The role of Deacon is open to any qualified man or woman and is defined biblically as one who serves. Deacons are to be a cooperative, but subordinate aid to the ministry of the Church Board. They can relieve the Elders of many of the tasks that the church needs to maintain itself in a spiritual and physical capacity.

8.1 Duties of Deacons could include:

- i. various caring roles as required by the Elders
- ii. being in charge of benevolent activities such as ministering to the poor and aiding members in emergencies,
- iii. having charge of financial matters such as educating church members to support the church,
- iv. looking after the property of the church by keeping buildings and grounds in good condition,
- v. ensuring that sufficient insurance coverage is maintained on the building, property, contents and public liability.

8.2 The Scriptural qualifications for a deacon often are very similar to those of the Elder and expressed in Titus 1:5-9 and 1 Timothy 3:1-13.

8.3 Deacons shall be elected to office by the members at the Annual Meeting, from:

- i. Nominations presented by the Church Board, or
- ii. Through the process of members submitting further nominations in writing to the Chairman of the Church Board prior to the Annual Meeting, to give time for evaluation by the Church Board, as defined by Church policy and in accordance with the notice requirements for the holding of meetings of the Membership.

8.4 Deacons will be elected for two (2) year terms of office, with no consecutive term limits.

8.5 The Church Board reserves the right to remove a Deacon with just cause, as determined by the Church Board, in their sole discretion, or breach of 8.2

8.6 In the event that a Deacon cannot fulfil their term of office, the Church Board may appoint another person to complete the term of office.

9. The Nominating Committee

The Nominating Committee will be the Church Board.

- 9.1 The Nominating Committee will be responsible for nominating individuals for:
 - i. The election to office of the Elders
 - ii. The election of Deacons
- 9.2 They will prepare a list of names for election to office, and having received approval that individuals are allowing their names to stand, the list will be posted in two visible locations in the church not less than thirty (30) days prior to the Annual Meeting.
- 9.3 Additional nominations may be made in writing and signed by two members who are on the active Member's roll of the church, having received the consent of the nominee.
 - i. Such nominations are to be submitted in writing to the Chairman prior to the Annual Meeting, to give time for evaluation by the Church Board, as defined by Church policy.

10. Meetings

- 10.1 The Annual Meeting of the congregation for the receiving of annual reports, the election of Elders and Deacons and the transaction of general business, shall be held in the month of February each year, or such other date as may be fixed by the Church Board.
- 10.2 Special Meetings of the congregation may be called by the Lead Pastor or by the Chairman of the Church board and shall be duly constituted.
- 10.3 The Church Board shall call a special meeting of members in accordance with Section 167 of the Act, on written requisition of members carrying not less than five percent (5%) of the voting rights. If the directors do not call a meeting within twenty-one (21) days of receiving the requisition, any member who signed the requisition may call the meeting.
- 10.4 Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:
 - i. By mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of twenty-one (21) to sixty (60) days before the day on which the meeting is to be held; or
 - ii. By telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of twenty-one (21) to thirty-five (35) days before the day on which the meeting is to be held; or
 - iii. By affixing the notice, no later than thirty (30) days before the day on which the meeting is to be held, to a notice board on which information respecting the Church's activities is regularly posted and that is located in the main facilities of the Church.
 - iv. Pursuant to subsection 197(1) (Fundamental Change) of the Canada Not-for-profit Corporations Act, (the "Act") a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change the manner of giving notice to members entitled to vote at a meeting of members.
- 10.5 Members, non-members, directors and the public accountant of the Church are entitled to be at the meeting of members. However, only those members entitled to vote at the

members' meeting according to the Act, articles and by-laws are entitled to cast a vote at the meeting.

- 10.6 All Congregational Meetings will require a quorum of thirty-five percent (35%) of the active church membership present before any church business may proceed.
- 10.7 At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the question.
 - i. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall not have a second or casting vote.
- 10.8 Any reference in the By-laws to the election of someone to a position unless otherwise stated, means election by the members.

11. Membership

- 11.1 The Membership Committee shall consist of the Church Board.
- 11.2 A person desiring to unite with this congregation upon profession of faith shall be asked to complete an Application for Membership Form and give it to one of the Elders or to the Lead Pastor.
 - i. Upon receipt of the application, they will be required to attend a Membership Class, followed by an interview, with two representatives of the Church Board to interview the applicant.
 - ii. Those with letters of recommendation from other evangelical churches shall present them to the Church Board.
 - iii. An applicant whose interview is satisfactory and has completed the New Members class will be recommended to the Church Board for membership for approval. Approval will require a two-thirds majority of the Church Board.
- 11.3 The Church Board will regularly review and update the status of members in the membership record:
 - i. Those members that regularly attend services at the Church and strives to uphold the covenant of membership shall be entitled to vote at Membership meetings
 - ii. Those members who, in the sole discretion of the Church Board, are not attending services at the Church and are not striving to uphold the covenant of membership shall not be entitled to vote at Membership meetings ("Inactive" members).
 - a. The Church Board may choose to waive this if, in their sole discretion, there is good cause to do so. Such reasons may include, but are not limited to, college students, military personnel, shut-ins, missionaries, evangelists, or others who are legitimately unable to regularly attend church services.
 - iii. Removal of members will occur under the following situations:
 - a. By death of the member
 - b. By request of the member
 - c. By transfer of membership to another church
 - d. The member has become Inactive
 - e. As a result of church discipline

11.4 **Associate Membership** will be available to:

- i. Full-time Missionaries attending the Church on a regular basis. The reason for such distinction is that the Missionary may have Membership in his or her home church, and to remove that membership may mean a loss of financial and prayer support for their ministry. Application for membership will be as outlined above.
- ii. Individuals with extenuating circumstances will be considered by the Church Board.

11.5 **Membership Record** will be maintained by the Secretary and/or designate

- i. In a Membership Record Book listing the names, addresses, telephone numbers and the date individuals came into the Church as Members.
- ii. The record is kept in the Pastor's office.

12. Missions

Missions are an important segment in the life and ministry of the Church. As the Lord enables us, it is the desire of our church "to financially and prayerfully support those faith mission organizations and individual missionaries, whose aim and doctrinal position are compatible with our beliefs." As a congregation, we recognize that it is our Lord's mandate and command "to go into all the world", both locally, nationally and internationally, with the saving and life transforming power of the Gospel of Christ. To enable us as a congregation to be faithful in this resolve, we will:

- 12.1 Actively support the objectives of our Mission's Committee that will plan and maintain a visible presence of world missions in our church
- 12.2 Review regularly our mission's budget and endeavor by God's grace to maintain and increase our financial support of missions.
- 12.3 Encourage faithful prayer support.

13. Finances

The finances required to carry on the ministry of the Church shall be generated primarily by the voluntary offerings of its members and those who feel led to contribute as God has prospered them.

- 13.1 In this connection, the tithing system is recommended as a basis of proportionate giving on the part of individuals of the congregation.
- 13.2 To assist those giving to the ministry of the Church, envelopes are available from the Treasurer.
- 13.3 Any fund raising efforts will be in compliance with the CRA's laws for non-profit organizations.
- 13.4 Church Loans will only be undertaken, as is absolutely necessary, having first been presented to the Congregation for consideration, at a duly called business meeting. Approval to proceed will require a seventy-five percent (75%) majority vote.

14. Amendments

Proposed Amendments to the Constitution and By-laws must originate with the Church Board or be submitted through the Church Board

- 14.1 Approval of the Church Board will be required, as decided by a majority of votes cast in favour of the proposed amendment(s).
 - i. In case of an equality of votes, the chair of the meeting in addition to an original vote shall not have a second or casting vote.
- 14.2 If approved by the Church Board, a seventy-five percent affirmative vote at a Congregational Meeting of the membership present at the duly called meeting will be required before any such amendments can be adopted.

15. Policy Statements

The Church Policy Manual will be kept to deal with such issues as; job descriptions for ministry positions, social issues that arise on current contemporary topics, guidelines issued from time-to-time by the Associated Gospel Churches or the Evangelical Fellowship of Canada and items not covered in the Constitution and By-laws.

- 15.1 The manual will be kept in the Pastor's office and may viewed upon request.
- 15.2 It will be the responsibility of the Church Board to amend and approve any changes to the material on hand.

16. Annual Audit

The Church Board will appoint a public accountant to perform the financial review as required by the Act. Notwithstanding the provisions of the Act.