

Proposed By-Law Amendments

- 5.1.4.1. "Board of Deacons" to the Board
- 5.3.1. "Deacons" appointees to the Board Appointees
- 5.3.2. "Board of Deacons" to the Board
- 5.4.4. "Board of Deacons" to the Board

- 7.1.5. REMOVE completely
- 7.1.6. REMOVE completely
- 7.1.7. NEW 7.1.5.
- 7.1.8. NEW 7.1.6.
- 7.1.9. NEW 7.1.7.
- 7.1.10. REMOVE completely

- 8. **Board of Directors** The Board is legally responsible for the governance of the Church and is accountable to church members and appropriate legislation.
- 8.1 **Board Composition** Shall consist of six (6) persons and the Senior Pastor, in total seven (7) members. The composition of the Board aims to include representation from each language congregation with a minimum of one (1) individual per congregation. In case such representation is not possible, the Board has the discretion to determine the composition.
 - 8.1.1. **Number of Board Positions** Changes to the number of Board members must be made through amendment of by-laws duly approved by church members.
 - 8.1.2. **Ex Officio Board Position** The Senior Pastor serves as an *ex officio* member of the Board.
- 8.2. **Functions and Duties**
 - 8.2.1. Shall have full authority to decide on all Church matters, except with reference to Church affiliation, doctrine of faith, securing or discharging Senior Pastor or deacon/deaconess, purchasing of major property, and major expenditures other than those under normal or regular administration. These matters need to be presented to church members for approval by affirmative vote during a congregational meeting.
 - 8.2.2. Collaborate in the setting of mission and direction of the Church.
- 8.3 **Term** All elected positions hold a three (3) year term.
 - 8.3.1. **Mandatory Sabbatical** After serving two (2) consecutive terms, a sabbatical of at least one (1) year is mandatory.

8.4 Election

- 8.4.1. **Requisites** Other than the Senior Pastor, all Director positions can only be held by deacons/deaconesses.
- 8.4.2. **Vacancy** Election will be held only when vacancies become available. Each term requires election.
- 8.4.3. **Temporary Appointment** In the case a Director is unable to complete their term, the Board has the right to appoint a deacon/deaconess to fill the vacancy on an interim basis for up to six (6) months, thereafter a by-election must be held.
- 8.4.4. **Roster of Candidates** The Board, in consultation with the deacons/deaconesses, will present a roster of candidates eligible for vacancies to church members to vote upon.
- 8.4.5. **Voting Percentage** Election to the Board will be determined by affirmative vote of 75% from church members during a congregational meeting.

8.5 Meeting Procedure

- 8.5.1. **Quorum** The required quorum is four (4) persons including the Senior Pastor.
- 8.5.2. **Number of Meetings** There shall be not less than four (4) of meetings per year
- 8.5.3. **Virtual Meetings** Should the need arise, Board meetings can be conducted in a virtual or hybrid format.
- 8.5.4. **Voting** Each Board member has one (1) vote. Approval is obtained by 2/3 majority.

8.6 **Observers and Guests** At the discretion of the board, individuals may be extended an invitation to attend a Board meeting.

8.7 **Code of Conduct** Directors shall agree to and abide by the Code of Conduct, see Appendix A.

8.8 **Leave of Absence** For unusual reasons, such as illness, family emergencies, personal reasons, a Director may apply for a temporary leave of absence for up to six (6) months with extensions at the discretion of the Board. The Director will be reinstated upon returning from leave.

8.9 Dischagement

8.9.1. **Resignation** If a Director cannot fulfil his or her obligation due to personal or health reasons, a written resignation may be submitted to the Board with a minimum of thirty (30) days' notice. The resignation shall be effective upon the Board's approval.

8.9.2. **Serious Misconduct** Please see ss.11.7.4.

9. Officers of the Board

9.1. **Election** All Officers shall be elected by the Board.

9.1.1. **Requisites** Only Directors are eligible for Officer positions.

9.1.2. Term All elected Officer positions shall hold a three (3) year term.

9.2. **Chairperson**

9.2.1. **Duties** Shall call and preside over the General Annual Meeting, congregational meetings, Church Council meetings, and Board meetings.

9.3. **Treasurer**

9.3.1. **Duties** Shall record all receipts and disbursements of the Church. Shall issue offering tax receipts, file required government tax reports, and comply with government financial regulations.

9.3.2. **Annual Budget** The Treasurer shall prepare, according to acceptable accounting principles and regulations, the Annual Budget which consists of a balance sheet and a Statement of Revenue and Expense. The Annual Budget should be presented within ninety (90) days after the year's end.

9.3.3. **Monthly Financial Reports** The Treasurer shall prepare monthly financial reports that consist of a Statement of Revenue and Expense and financial highlights.

9.3.4. **Audit** The Treasurer is responsible for preparing financial statements for audit purposes. Audits should take place at least once a year and carried out by auditor appointed in the General Annual Meeting.

9.4 **Secretary**

9.4.1. Shall keep an accurate and unbiased record of congregational and Board meeting proceedings.

9.4.2. Shall maintain an archive of the Church's documents and correspondence.

9.4.3. Shall safeguard the Church's official seal.

9.4.4 Shall oversee all insurance matters for the Church.

9.5. **Leave of Absence** For unusual reasons, such as illness, family emergencies, personal reasons, an Officer may apply for a temporary leave of absence for up to six (6) months with extensions at the discretion of the Board. The Officer will be reinstated after returning from leave.

The Board will appoint a designate for the duration of the leave for the purpose of maintaining the Board's function.

11. **Deacons/Deaconesses** Leaders who assist the Pastors in the Church's mission to nurture and teach both believers and non-believers alike, on the basis of the teachings of the Holy Scriptures.

11.1. **Requisites**

11.1.1. Shall uphold the biblical standards in Acts 6:3 and 1 Timothy 3:1-13.

- 11.1.2. Be an active member of the Church for over five (5) years and have extensive ministry experience.
- 11.1.3. Must be in full agreement with and uphold the Church Constitution and By-Laws.
- 11.2. **Nomination**
 - 11.2.1. The Deacon/Deaconess Recruitment & Examination Committee (DREC) consists of the Senior Pastor and three (3) currently serving Directors, one from each congregation (if available), formed at the Board's guidance.
 - 11.2.2. The DREC on an annual basis, in consultation with respective language council and Associate/Lead pastors, DREC decides, according to church needs, whether new candidates for deaconship need to be sought.
 - 11.2.3. Nomination petitions made by DREC must be approved by the Board by simple majority affirmative vote before candidate examination process can proceed. Once the affirmative vote is obtained, the DREC will carry out the examination and present findings to the Board.
 - 11.2.4. Once the Board approves the examination findings by 60% affirmative vote, the Board will present the candidate at the next congregational meeting for approval by an affirmative vote of 75% from church members. If the candidate is successful, he/she will be designated as a Deacon/Deaconess.
- 11.3. **Ordination** A public declaration by the deacon/deaconess and commission by the Church of deaconship.
 - 11.3.1. **Requisite** A deacon/deaconess can be considered for ordination after serving a minimum of one (1) term on the Board.
 - 11.3.2. **Ordination Process** A review of the deacon/deaconess' progress will be carried out by the DREC and findings will be approved by the Board by a 60% affirmative vote. The deacon/deaconess will be presented to church members for acceptance by 75% affirmative vote in a congregational meeting.
- 11.4. **Duties**
 - 11.4.1. **Board Service** Has the duty to serve on the Board upon election.
 - 11.4.2. **Ministry Service** Work alongside pastoral staff and church leadership to support the spiritual welfare of the Church as needed when not serving on the Board.
 - 11.4.3. **Ordinances** Ordained deacons/deaconesses can administer ordinances and Benediction.
- 11.5. **Code of Conduct** Shall agree to and abide by the Code of Conduct, see Appendix A.
- 11.6. **Leave of Absence** For unusual reasons, such as illness, family emergencies, personal reasons, a deacon/deaconess may apply for a temporary leave of absence for up to one (1) year with extensions at the discretion of the Board. The deacon/deaconess will be reinstated upon returning from leave.

11.7. **Dischagement**

- 11.7.1. **Resignation** If a deacon/deaconess cannot fulfil his or her obligation as a deacon/deaconess due to personal or health reasons, a written resignation may be submitted to the Board with a minimum of thirty (30) days' notice.
- 11.7.2. **Honorary Retirement** Emeritus status is awarded to a deacon/deaconess who has served faithfully and with distinction but wishes to retire for the reasons of age or incapacitation. A written expression for retirement with a minimum of thirty (30) day's notice may be submitted to the Board for acknowledgement. The status recognizes a lifestyle of servanthood.
- 11.7.3. **Removal Due to Inactivity** Upon the cessation of active service and/or communications with the Church of six (6) months, the Board will recommend the removal of the individual's deaconship to church members. Removal will be decided by 75% affirmative vote from church members in a congregational meeting.
- 11.7.4. **Serious Misconduct** The Board will charge the Senior Pastor to appoint a committee to investigate the deacon/deaconess in question. The committee will be no less than three (3) persons. The committee will present the findings to the Board. The Board will present the findings to church members if the deacon/deaconess is found contravening biblical teachings, teaching false doctrine, maliciously destroying Church unity, or carrying out criminal activities. During the investigation period the deacon/deaconess will be suspended from service and/or Board duties. Termination will be decided by 75% affirmative vote from church members in a specially called meeting. In the case that a deacon or deaconess is found to be upright, the Board can opt to share the findings with church members.

12.1.1. "Deacons" to Directors

12.2.1. "Deacon(s)" to [Director(s), Deacon(s)/Deaconess(es)]

13.1.2.3.1. "Board of Deacons" to the Board

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13.1.2.3.1.2. "Board of Deacons" to the Board

13.1.2.6.1.3. "Board of Deacons" to the Board

13.1.2.6.2. "Board of Deacons" to the Board