

Constitution of King's Way Christian Fellowship

I. Name and Principal Office

The name of the Corporation is King's Way Christian Fellowship. This corporation will be further referred to in the bylaws as the "Church". The church maintains its principal office at 4 Brook Street, Montague, PEI. The elders of the Church shall have full power and authority to change the principal office from one location to another. Any change of this location may be amended in this section to state the new location.

II. Statement of Faith

We affirm the Holy Bible as the inspired Word of God and as the only basis for our beliefs and practice. This church accepts "The Baptist Faith and Message" (2000), as a general statement of our faith.

III. Mission Statement

The mission of King's Way Christian Fellowship is to lead people to be fully devoted followers of Jesus Christ.

IV. Purpose Statement

The purpose of the Church is to glorify God
by fulfilling the Great Commandment (Matthew 22:36-40)
and the Great Commission (Matthew 28:18-20).

This is accomplished through:

- Evangelism/Missions - To share the good news of Jesus Christ with as many people as possible in our community and throughout the world.
(Matthew 28:18-20, Acts 1:8, 2 Corinthians 5:20)
- Discipleship - To help members develop toward full Christian maturity and train them for effective ministry. To promote personal, spiritual growth and discipleship through Bible teaching and application. (Romans 8:29, 12:2; Galatians 4:19; Ephesians 4:11-13; Jude 1:9)
- Worship - To participate in public worship and prayer together (John 4:24)
and to develop a lifestyle of worship. (Romans 12:1)
- Ministry/Service - To serve unselfishly, in Jesus' name, meeting the physical, emotional, and spiritual needs of those in our church, community and in the world.
(Matthew 25:34-40; Luke 4:18-19; Romans 12:13; Galatians 6:10; 1 John 3:17-18)
- Fellowship - To encourage, support and pray for each other as members of the family of God, submitting to one another in love, sharing our lives together.
(Acts 2:44,46-47; Romans 12:10,15; 15:5; Galatians 6:2; 1 Thessalonians 5:11; Hebrews 10:24-25)

V. Affiliation

This church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing, however, the benefits of cooperation with other churches in world missions, this church voluntarily affiliates with the Canadian Convention of Southern Baptists in its international, national, and local expressions.

King's Way Christian Fellowship: By-Laws

Article 1: Membership

A: General:

This is a sovereign church under the lordship of Jesus Christ.

The membership reserves the exclusive right to determine who shall be members of the church and the conditions of such membership. Membership in this church shall consist of all persons who have met the qualifications for membership as described in these By-laws and in the "Policies and Procedures Manual" and whose names are listed on the membership roll.

B: Qualifications for Membership

1. A personal commitment of faith in Jesus Christ for salvation.
2. Believer's baptism by immersion as a testimony of salvation.
3. Completion of the church's membership class.
4. A signed commitment to abide by the church's membership covenant.

The elders shall determine each candidate's completion of these qualifications for membership.

C: Responsibilities of Membership

Each member shall be privileged and expected to participate in and contribute to the ministry and life of the church, consistent with God's leading and with the gifts, time, and material resources each has received from God.

The responsibilities of membership are described in the membership covenant.

D. Designations

In an effort to properly reflect the membership of the church, two rolls – the Current Active Membership Roll and the Inactive Membership Roll – shall be maintained. These rolls shall be updated periodically. It is understood that members who are physically unable to serve as active members may maintain their active status through regular contact with the church.

Inactive members are those who have had no regular contact with the church for a period of one year. These members shall be placed on the Inactive Membership Roll. Inactive members are non-voting members. To be reinstated as an active member, the inactive member must go through the "Qualifications for Membership" process.

If, after a period of five years,

- a) an inactive member has maintained no regular contact with the church or exhibited any interest in a further relationship with the church, and
- b) the elders have attempted to communicate with them and draw them back into active fellowship,
- c) their name shall be removed from the inactive membership roll and they will not be recognized as a part of the church body.

E: Voting Rights of Membership

Every active member shall have the right to vote on the following matters:

- 1) The calling of a pastor.
- 2) The addition of any new ministerial staff positions.
- 3) The hiring of any ministerial staff for a vacated or new position.
(Not support staff: secretaries, janitors, groundskeepers, etc.)
- 4) The election of elders, deacons and members of the church Leadership Team.
- 5) The adoption of an annual budget or any significant change to a previously adopted budget.
- 6) The purchase, rent, lease or sale of physical facilities including land and buildings,
either permanent or temporary.
- 7) Any purchase of such size to require financing through an outside lender.
- 8) The disposition of substantially all of the assets of the church or the assets
of the church in their entirety.
- 9) The merger or dissolution of the church.
- 10) Amendments to the constitution or bylaws of the church;
- 11) Additional matters at the discretion of the Elders.

Procedures for calling a pastor and other ministry staff, for the selection of elders and deacons, and for the affirmation of the Leadership Team are outlined in the church “Policy and Procedures Manual”.

F: Voting Limitations:

The privilege of voting on matters of church business will be limited to active members who are 18 years of age or older.

Voting by proxy is prohibited. In situations where an absence is unavoidable and only on matters on which a written ballot will be taken, a member may petition the elders for an absentee ballot. Absentee ballots may be obtained from the church office one week prior to a scheduled vote. An individual obtaining an absentee ballot must be an active member of the church, and must pick up and register that vote in one visit to the church office.

G: Discipline

Any member guilty of conduct by which the name of our Lord Jesus Christ may be dishonored and/or opposing the welfare of the church, shall be subject to the admonition of the elders and discipline of the church, following the teaching of our Lord in Matthew 18:15-17 and elsewhere in Scripture. Church discipline is always to be an act of love and restoration, not condemnation. The detailed process for church discipline is explained fully in the church’s “Policy and Procedures Manual”.

Waiver of Claim

Membership in this church shall be on the condition that disciplinary action of the member and termination of membership in the manner herein provided shall not give the suspended member cause for legal action against the pastor, elders, or any member taking part in the suspension proceedings or the Church; and the acceptance of membership in this local church shall be evidence of a waiver by the member of all rights of action, causes of action, and all claims and demands against the local church or any member or officer of the Church by virtue of suspension proceedings and termination of membership in this local church under the foregoing provision.

H. Termination of Membership

Members shall be removed from the church roll for the following reasons:

1. Transfer of membership to another church
2. Personal request of the member, via a written record of this request
3. Death
4. Dismissal by the Elders according to the procedure for Church Discipline as outlined in the church's "Policy and Procedures Manual".
5. Dismissal due to prolonged inactivity as described in section "D" above.

Article 2: Meetings of Members

A. Regular Business Meetings

A church business meeting will be held at least annually for the approval of the annual budget, election of elders and other officers as needed, and a report from the pastor and elders on the state of the church. Members will be notified of any other planned business according to the procedures in section (B) below. At no church business meeting, regular or special, will motions be taken from the floor for new business not previously placed on the agenda.

B. Special Business Meetings

The elders may call for a special business meeting to consider special matters of a significant nature. Notification of members for special business meetings shall include the time and location of the meeting, as well as the intended agenda for that meeting, and shall be given by any of the following methods:

- a. Distribution of written material to the congregation in attendance at Sunday worship for two weeks prior to the meeting.
- b. Oral announcement to the congregation at the Sunday worship service for two weeks prior to the meeting.
- c. Canada Post letter to all voting members mailed at 10 days prior to the scheduled meeting.

Such notice shall be given unless extreme urgency renders such notice impractical.

Special business meetings of the church may also be called by the clerk upon the written petition of any seven adult members specifying the purpose thereof, which notice shall be read at Sunday worship for two weeks prior to the meeting.

C. Quorum

The quorum consists of those members in attendance at regular or special business meetings and any action shall be determined by majority vote of those members present, except as otherwise provided in these by-laws.

D. Moderator

The pastor shall serve as moderator of the church and preside over business meetings. In the absence of the moderator, the chairman of elders shall preside, or in the absence of both, another elder may serve as moderator.

E. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure in all cases not covered by these by-laws for all business meetings of the church.

Article 3: Church Officers

A. Pastor

The church shall have as pastor one who feels called of God as an under-shepherd of Christ. His term of office is indefinite. He shall be a minister of the gospel of Jesus Christ, duly ordained by this church or by a Baptist church of like faith and order. He shall be characterized by the qualifications set forth in 1 Timothy 3:2-7 & Titus 1:6-9.

The pastor shall be responsible for leading the church to function according to the teaching of the New Testament. The pastor shall be in charge of the welfare and oversight of the church. He shall preside at all meetings of the church, except as otherwise stated. The pastor is directly responsible to the church elders. They hold the pastor accountable for conduct, vision, morality, and theological integrity.

Specific policies regarding the calling of a pastor, the pastor's responsibilities, and the terms and benefits of employment are found in the church's "Policies and Procedures Manual".

B. Elders

The authority of this church is Biblically invested in Scripturally qualified, spiritually mature, Godly men who are answerable before God in service to the Body of Christ--the Elders.

As overseers, they are responsible to:

- a) oversee the spiritual life of the church (Acts 20:28; 1 Peter 5:2; Hebrews 13:17)
- b) direct the affairs of the church; to rule (1 Timothy 5:17; 3:4-5; Hebrews 13:17)
- c) lead in prayer and teaching the Word (Acts 6:6; 1 Timothy 3:2; James 5:14)
- d) guard sound doctrine (Titus 1:9; 2:1-2)
- e) when necessary, exercise discipline (Matthew 18:15-17)

King's Way is an elder-led, not elder-ruled church. The Elders serve at the invitation and discretion of the congregation, which delegates leadership privileges to the Elders. The Elders are accountable to and under the authority of the congregation and may not serve without the congregation's approval and on-going consent.

Certain decisions of church-wide importance will be submitted to the congregation for their affirmation. These types of decisions are defined above in Article 5, Section E.

Otherwise, the on-going affairs of the church will be entrusted to the direction of the Elders.

It is the Biblical obligation of all church members to submit to the Biblical authority of the Elders as long as their leadership reflects Biblical integrity (1 Thessalonians 5:12; Hebrews 13:17).

The Elders will consist of a minimum of three (3) and no more than seven (7) men.

The actual number of elders will be determined by the elders according to the needs of the church.

The pastor serves at all times as an elder.

Only in extreme circumstances and with an 80% approval of the congregation may there be fewer than three Elders serving at any given time. In such a case, all due diligence must be given to fulfilling the quota as soon as possible. However, the failure to have a full quota should never mean that an unqualified man is appointed Elder simply to fulfill the quota.

The procedures for selection of elders and their terms of service are detailed in the church "Policies and Procedures Manual".

C. Deacons

Deacons are men and women who meet the Scriptural qualifications of 1 Timothy 3:8-13. The deacons serve as lay ministers to the members of the church. They administer the benevolence ministry of the church (Acts 6:1-6), assist the pastor with matters such as baptism and communion, and assist the elders as needed with other practical matters to facilitate the ministry needs of the church.

D. Leadership Team

The Leadership Team is made up of men and women who meet regularly in the context of community to facilitate the effective ministry of King's Way according to the needs of the church and its members. They should possess appropriate gifts, skills and experience to enable them to offer the church effective leadership in their particular area of responsibility. They should exhibit spiritual maturity and Christian character that reflects highly on the name of Jesus Christ and the reputation of this church.

The Leadership Team normally consists of members responsible for the following teams:

Worship, Ministry, Evangelism, Fellowship, Finance, Facilities,
Adult Discipleship, Youth Ministry, Children's Ministry,

The number of teams and their precise responsibilities may change as the needs of the church change. These changes are the prerogative of the Leadership Team in consultation with the elders.

An outline of the specific responsibilities and procedures for each of the leadership groups may be found in the church's "Policies and Procedures Manual".

E. Trustees

The church shall elect three or more trustees to serve as legal officers for the church. They shall hold in trust the church property. Upon a specific vote of the church authorizing each action, they shall have the power to buy, sell, mortgage, lease, sign legal documents, or transfer any church property. They will also oversee other business and legal matters of the church as described in the church's "Policies and Procedures Manual".

F. Clerk

At the annual business meeting, the church shall elect a church clerk. The clerk is responsible for maintaining all church records including:

- a) keeping a register of the names of members, with dates of admission, dismissal, or death, together with a record of baptisms;
- b) correspondence with other churches granting and requesting letters of membership,
- c) record and maintain a record of all proceedings of church business meetings,
- d) give legal notice of all meetings where such notice is necessary, as indicated in these bylaws.
- e) other records as requested by the Elders.

The church may delegate some of the clerical responsibilities to a church secretary.

All church records are church property and should be filed in the church office.

All church records are open to public inspection with these exceptions:

- a) Personal contribution statements of members.
- b) Specific discussions in elder or deacon meetings regarding sensitive issues pertaining to specific members. Minutes of such occasional discussions will be recorded as addenda to regular meeting minutes and filed separately and confidentially.

G. Treasurer

At the annual business meeting, the church shall elect a treasurer. The treasurer is responsible for:

- a) receiving, recording, and paying out, upon receipt of vouchers approved and signed by authorized personnel, all money, or things of value paid or given to the church, keeping at all times an itemized account of all receipts and disbursements.
- b) receiving the empty offering envelopes after the money has been removed and counted; and from these to record individual contributions, and annually to give an individualized receipt to all registered contributors over \$100 for the year.
- c) rendering to the church and elders a monthly an itemized report of the receipts and disbursements for the preceding month. The treasurer's report shall be audited annually by an auditing committee or public accountant.

Upon rendering the annual report at the end of each fiscal year, and its approval by the auditing committee and its acceptance by the church, all financial records shall be delivered by the treasurer to the church clerk who shall keep and preserve the account as a part of the permanent records of the church. All records shall be the property of the church.

Appropriate processes and practices shall be maintained to assure proper accountability and use of all church resources. These policies shall be developed by the elders in conjunction with the Finance Team and detailed in the church's "Policies and Procedures Manual".

Article 4: Finances

It is understood that membership in this church involves financial obligations to support the Church and its causes with regular and proportionate giving. Each member shall be encouraged in Scriptural giving, with tithing as the ideal minimum.

Special offerings may be sought by the Church, or by any of its organizations, with the approval of the Council of Elders. This shall not preclude individuals from making special offerings or designated gifts at any time as the Spirit of God may move them.

Article 5: Ordinances

1. Baptism

Christian baptism is the immersion of a believer in water in the name of the Father, the Son and the Holy Spirit (Matthew 28:19). It is an act of obedience symbolizing the believer's burial of the old life, and the resurrection to walk in newness of life in Christ Jesus (Romans 6:3). It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is a prerequisite to the privileges of church membership. Baptism shall be administered by the pastor or whomever the church shall authorize.

2. The Lord's Supper

The Lord's Supper is a symbolic act of obedience whereby members of the church through partaking of the bread and the fruit of the vine, commemorate the death of Jesus Christ and anticipate His second coming (Luke 22:19; 1 Corinthians 11:26; Revelation 19:7).

There is no restriction on the frequency of observance, but it should be often enough that members do not lose their appreciation for its multi-faceted symbolism and significance.

The Lord's table is open to all who have professed Christ as their Saviour and are members in good standing of any orthodox, evangelical church.

Article 6: Policies and Procedures Manual

Church policies and procedures shall be described in a church operations manual.

The manual shall be kept in the church office and made available to any member of the church.

The manual shall be maintained by the church clerk. Changes in policies and procedures may be initiated by any church member or organization according to the procedures described in these by-laws and the policies of the manual itself.

Policies and/or procedures may be added, revised, or deleted by:

- (1) recommendation of the appropriate officer or group, and
- (2) approval by the elders, and/or
- (3) approval of the church.

Article 7: Church Dissolution

In the event that this church ceases to function and disbands, all property, monies, or other real assets after payment of debts and obligations shall revert to the Canadian Convention of Southern Baptists or its successors and designated for church planting in Atlantic Canada.

In case of a division of the membership, the ownership of property and other assets shall remain with those members abiding by this constitution as determined by the Canadian Convention of Southern Baptists.

In the event that the church were to abandon its affiliation with the Canadian Convention of Southern Baptists, the property at 4 Brook Street, including all structures and attachments, would become the property of the CCSB, to be used or disposed of as that body deems fit.

Article 8: Amendments to the Bylaws

New by-laws may be adopted or these by-laws may be amended or repealed by the affirmative vote of a two-thirds majority of the votes represented at a duly held meeting of the members. Such vote may be by signed ballot as determined by the Elders.