

Westgate Alliance Church Elders Board Policy Manual & Job Description

Purpose of the Board of Elders

The purpose of the Board of Elders is to envision the future and provide strategic leadership while maintaining biblical values this will be done through five major areas of responsibility.

The Board will accomplish this primarily through directing and protecting

The purpose statement is based upon the following statements found in the local church constitution of The Christian and Missionary Alliance:

“The highest functioning authority of the local church shall be the Board of Elders which may be called by another name and is herein referred to as the Board. Board members shall be elected, and along with the senior pastor, will provide oversight of the ministry and operation of the local church. Criteria for membership on the Board are the biblical qualifications of elder. The Board shall serve with the senior pastor in the oversight of the church.”

Elder’s Board Responsibilities

The Board has defined five key responsibility areas they are as follows:

1. Strengthening the church structure
 - a. Choosing the correct doctrine to follow
 - b. Creating policies and procedures for church development
 - c. Clarifying the roles in the church
2. Setting the spiritual tone
 - a. Devoting self to God through prayer and study of God’s Word
 - b. Desiring to be more Christ-like
 - c. Developing a close relationship to God and people
3. Stating the church’s vision
 - a. Establishing the plan
 - b. Enabling others to participate
 - c. Evaluating the process
4. Supporting the senior pastor
 - a. Finding the person God wants
 - b. Facilitating the pastor’s growth and development
 - c. Fostering a good working relationship
5. Serving the congregation
 - a. Gathering information on needs
 - b. Growing in love and concern for all
 - c. Giving clear communication of church direction

Values

We believe that there are basic values that shape and direct the things that we do.

A church's Core Values are the values that are fundamental to the church's approach to ministry. Core Values are the bottom-line values that help us as a church determine our priorities for ministry. So if you've ever wondered why so many churches can thrive in the same area, it's because they have different Core Values. One church may hold ministry to children as a fundamental value, while the church down the street finds one of their fundamental values is to demonstrate love and care for seniors. Neither one is wrong, and neither one is better than the other. They are both different, and equally important. The churches meet different needs, and are not trying to compete because they are responding to unique Core Values. Each church has a unique part in the overall accomplishment of Christ's purpose for His Church. Yet it is important to remember that it is only after these "bottom-line" Core Values are identified and communicated that a church can arrive at a unique Vision Statement

Because Core Values are the "bottom line" for churches, they usually remain constant over long periods of time. However, sometimes a church's Vision Statement can change over time. As the demographics of the congregation changes, or the community that the church is located in changes, adjustments can be made from time to time to accommodate the maximum potential for putting Core Values into practice.

Core values for Westgate are:

1. Worship -- Worship is a declaration of worth therefore it is an expression of our love, respect and admiration. We believe that we were created to worship our Creator (God) for all that He is and all that He does. Worship expresses our gratitude for our relationship with God by reminding us of our position in Christ. Worship is expressed in both corporate and personal settings and is to be a part of every aspect of the believer's life.

2. Service -- Service is a response to our relationship with God in worship. Jesus came the first time to be a servant and He taught us to follow His example. Jesus gave the ultimate act of servant-hood in dying to save a life. Our service is offered both within and outside the community of believers for the advancement of the Kingdom of God.

3. Truth -- We believe the Bible, God's revelation of Himself, the revelation of His relationship and will for humanity, and the revelation of Jesus Christ to be truth. The Holy Spirit will reveal the truth of God to humanity and apply it to our lives and the culture that we live in. As people who hold ourselves to truth, we will be honest in our words and actions, standing firm in our commitments, doing what is right even at a personal cost in an attitude of love as demonstrated by Jesus.

Expectations of Elders

1. Attendance

-If an Elder misses more than two consecutive mtgs. or four mtgs. in one calendar year they will present their resignation to the board.

2. Being prepared for meetings

-Elders will prepare themselves for the scheduled Board mtgs. by reading all reports received prior to mtg.

-Elders will prepare themselves for the scheduled Board mtgs. by submitting any business that they would like to have discussed at the upcoming mtg. to the chairperson one week prior to the scheduled date. The chairperson will respond prior to the scheduled mtg. to the Board member if the business presented is in keeping with the scope of the Board's mandate and as such when it will be presented.

-Elders will prepare themselves prior to the meetings through prayer

3. Potential Elders should be involved in ministry

-1 Tim 3:2

4. Out-going Elders should step into Leadership ministry positions

5. Current Elders should be involved in learning

6. Elders should be in a small group

Elder qualifications

A. In General

As a summary statement for all that follows in the qualifications, Paul says an elder is to be a man who is above reproach (1 Tim. 3:2; Tit. 1:7). His lifestyle is such that no one can legitimately accuse him of conduct which is unbefitting a mature believer. However, this does not mean he is perfect or without room for improvement. Why? Because none of us are perfect (Phil. 3:10-14; Ps. 143:2).

Generally speaking, an elder is to be a model of Christian maturity and the qualities of these passages are marks of maturity which normally characterize the qualified man. Note that these qualities may also be seen from the standpoint of a man's fundamental

relationships — to God, His Word, self, family, others including the outside world, and things.

B. As to God and His Word

- Not a new convert (1Tim. 3:6). Not a neophyte, novice, one newly converted. Does he truly know the Lord and has he shown definite progress in spiritual maturity?
- Devout (Tit. 1:8). Does he demonstrate a definite commitment to know, love, and walk with God?
- Holding fast to the faithful word ... able to exhort ... and refute ... (1 Tim. 3:2; Tit. 1:9). Is he a student of the Bible? Is he stable in the faith, sound in doctrine and practice? Does he know the Word well enough to teach it to others? Is he able to use the Word of God to exhort people with sound doctrine and to refute those who are antagonistic to the faith or the truth of Scripture?

C. As to Self

- If a man aspires to the office of overseer (1 Tim. 3:1). Based on biblical criteria and motives, does he have a strong desire to serve the Lord and the body of Christ as an overseer of the flock, or does he feel constrained by necessity (cf. 1 Pet. 5:2, "shepherd the flock of God among you, exercising oversight not under compulsion, but voluntarily according to the will of God")?
- Temperate (1 Tim. 3:2). In the everyday situations of life does he tend to react according to biblical principles so that he remains under God's control? Is he Spirit-controlled and disciplined rather than self-indulgent?
- Prudent (1 Tim. 3:2). Is he prudent or biblically minded to the extent that he walks wisely according to the wisdom of Scripture?
- Not quick tempered (Tit. 1:7). Does he have a short fuse? Is he emotionally stable and in control of his feelings?

D. As to His Family

- Husband of one wife (1 Tim. 3:2; Tit. 1:6). He is a man totally devoted and faithful to his own wife so that he is not distracted by other women
- One who manages his own household well (1 Tim. 3:4-5; Tit. 1:6). Does his wife love, respect, and follow his leadership, and are his children believers, under control, respectful of authority, and responding positively to God?
- The Manual of the Christian and Missionary Alliance in Canada under its "Statement

on Marriage-Divorce-Remarriage” article 4.12 states: “Discretion, however, must be exercised in the choice of divorced and remarried person for places of leadership in the church. While all believers are equal members of the Body of Christ, not all members are qualified equally for every office in the church. The offices of elder (spiritual leader) in the church are to be filled by those of high moral and spiritual qualifications, whose pattern of exemplary Christian living is so established that it may be followed.”

E. As to Others

- Hospitable (1 Tim. 3:2; Tit. 1:8). Literally, “a lover of strangers.” As he is able, does he share his home with others in order to minister to their needs?
- Able to teach (1 Tim. 3:2). Is he able to communicate the Word of God to others? Is he able to handle in a patient and gentle manner, those who disagree with him? Have others recognized in him the ability to teach and communicate the Word, at least in small group settings?
- Not self-willed (Tit. 1:7). A self-willed man is a self-centered man who demands his own way because he cares only for himself. As a servant, an elder must seek to please God and care for others. Is he able to set aside his own preferences in order to promote unity and care for the needs of others?
- Loving what is good (Tit. 1:8). Literally, “a lover of goodness”. He is a man who is devoted to that which is good or beneficial, either in things, deeds, or people (Ps. 15). Does he take advantage of opportunities to do good to all men (both Christians and non-Christians) in order to build them up rather than tear them down?
- Not pugnacious or a striker, i.e., anger out of control (1 Tim. 3:3; Tit. 1:7). Does he show a tendency to be either physically or verbally abusive? Has he shown a disposition to use a position of leadership to bully or push people around?
- Uncontentious (1 Tim. 3:3). He is not a quarrelsome person who struggles against others for self-seeking reasons such as jealousy or selfish ambition. He may strongly disagree, but he will state his case without being contentious.
- Gentle (1 Tim. 3:3). This word in the original Greek text refers to strength under control, like a powerful, but gentle horse. Does he handle others in a gentle, patient, and gracious way? Is he yielding, showing a mellow gentleness, or is he heavy-handed, insisting on the letter of the law?
- Just (Tit. 1:8). In his relationships with others, is he able to make just decisions, those that are wise, fair, impartial, objective, and honest according to the principles of Scripture?

- Respectable, orderly, balanced (1 Tim. 3:2). Is he respected by others because his life adorns the Word of God? The basic idea of this word is orderly. It describes a man whose behavior is good and blended harmoniously in a balanced manner.
- Having a good reputation with those on the outside (1 Tim. 1:7). Does he have a good reputation among unbelievers because he has a life-style of unquestioned integrity.

F. As to Things

- Free from the love of money (1 Tim. 3:3; Tit. 1:7). Does he have his priorities straight? Is he seeking his significance, security, and primary satisfaction from material wealth? Is he involved in dishonest business practices? Is the amount of salary he receives the most important thing about his occupation? Is he seeking the office of elder for personal gain?
- Not addicted to wine (1 Tim. 3:3; Tit. 1:7). Is he free from any form of substance abuse (alcohol, drugs, etc.) or any kind of addiction which might take control of his life, cause belligerent and irresponsible behavior, and cause weaker Christians to stumble (Rom. 14:13-21)?

Qualifications for Deacons

A. In General

- Tested ... beyond reproach (1 Tim. 3:10). Before a man is asked to serve as a deacon, he is to be observed over a period of time to see if he is qualified for that ministry. If he is found to be beyond reproach (if there are no violations in the qualities needed to serve), he may then be chosen to serve as a deacon. This is a warning against hastily choosing men for ministry for whatever reason (the pressure of needs, to fill a quota, etc.). Time is needed so his qualifications can become clearly apparent.
- This principle also applies to the selection of elders (see 1 Tim. 5:22). Because of context, some think I Timothy 5:22 deals with church discipline, but the only record we have of the laying on of hands in the New Testament and in early church history (before the third century) is associated with the selection and ordination of men for ministry (cf. Acts 6:6; 1 Tim. 4:14; 2 Tim. 1:6). Because of this, it is better to take this passage as a warning against hasty selection and ordination of elders.

B. As to God and His Word

- Holding to the mystery of the faith with a clear conscience (1 Tim. 3:8). "The mystery of the faith" refers to the body of Christian doctrine to which we hold (believe and

live by) through faith. "With a clear conscience" means he seeks to honestly live by the truths of Scripture. He keeps short accounts with God.

C. As to Self

- Men of dignity (1 Tim. 3:8). He is one who takes his life and work seriously as a part of his devotion to the Lord. He has a vision for his life's purpose.
- Not double tongued (1 Tim. 3:8). He is not a hypocrite who says one thing to one person and something contradictory to another. He speaks the truth, is honest. He does not destroy his credibility by words that are contradictory.

D. As to Family

- A husband of one wife (Literally, a one-woman man) (1 Tim. 3:12)
- Good managers of their children and their own households (1 Tim. 3:12). (See above under elder qualifications.)
- The Manual of the Christian and Missionary Alliance in Canada under its "Statement on Marriage-Divorce-Remarriage" article 4.12 states: "Discretion, however, must be exercised in the choice of divorced and remarried person for places of leadership in the church. While all believers are equal members of the Body of Christ, not all members are qualified equally for every office in the church. The offices of elder (spiritual leader) in the church are to be filled by those of high moral and spiritual qualifications, whose pattern of exemplary Christian living is so established that it may be followed."

E. As to Things

- Not addicted to much wine (1 Tim. 3:8). (See above under elder qualifications.)
- Not fond of sordid gain (1 Tim. 3:8). As with an elder, he must not use the office for personal gain, or be controlled by the desire for material wealth. Wrong motives kill a man's ability to serve the Lord and love others. He cannot serve God and mammon or self-seeking goals.

There is one word which truly summarizes these qualifications. It's the word SERVANT. A deacon, as an elder, is to be a servant of God and a servant of men (Mark 10:43-45).

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Execution of Job description

Role of Staff:

The senior Pastor is charged with implementing all policies of the board and oversees day-to-day operations of the church. All paid and volunteer staff are accountable only to him or someone designated by him. (A key component of the Governance model is that every person or group is only answerable to one individual or group.) Therefore, no member of the board of elders acting as an elder is authorized to give work assignments to staff or volunteers.

Ministry Advancement Plan

Vision

The ministries that take place at Westgate are to be transforming Ministry. The end results of these ministries are to be as follows:

- a. Love for one another within WAC
 - This translates into the following values
 - A unity within the church
 - Common goals
 - The sharing of resources
 - The existence of diversity but without division
 - A Family relationship model
- b. Love for Community (Westside of Saskatoon)
 - This translates into the following values
 - The community views Westgate as a refuge or safe place
 - The community views Westgate as a trustworthy place
 - The community views Westgate as a member of the community
 - The community views Westgate as a contributing member of the community
- c. Unashamed preaching from the whole Bible
 - This translates into the following values
 - Controversial
 - One way to God
 - all members of WAC preach on tough issues
 - creation, marriage, sexual purity

d. Ministry to community

i. Children

-Children's ministries that are relevant to today's culture and teach the values of God through the spoken word, by the demonstrations of love, and by leaders being active role models of God's character.

ii. Ministry to immigrants

-being family to them, cultural adaptations

iii. Ministry to youth

-a positive safe place, teaching of values

e. High expectations for church members

-commitment to vision

Consistent Church growth resulting from Focused Ministry

Purpose:

We exist to impact our world by being a loving community of fully devoted followers of Jesus Christ.

1. The primary target area of Westgate as verbalized by the Board of Elders and other key leaders is the Westside of Saskatoon.

First – north of 22nd street and West of Circle Drive

Second – south of 22nd street and West of Circle Drive

Third – inside west perimeter of Circle drive north and south of 22nd street

The above areas define “our world”

There is also the mission component of the entire world

2. “loving community” –

Speaking the Five Love Languages

Quality Time

Physical Touch

Words of Affirmation

Acts of Service

Gifts

Practicing Love – 1 Cor. 13

3. “fully devoted followers” –

God takes the highest priority

Elder's Board positions and Responsibilities

Manual of The Christian and Missionary Alliance in Canada, 2006
Local Church Constitution*
Article VIII -- Section 2 -- Officers

The officers of the church shall include, but not be limited to, the chair, vice chair, secretary and treasurer. Additional officers of the church may be designated by the bylaws of the church or laws of the province or territory in which this church is located. They shall be appointed from among the Board members, except in the case of the chair, when that post is filled by the senior pastor.

Chairperson

- The chair shall preside at regular and special meetings of the Board.*
- This position will be filled by the Senior Pastor unless he chooses to delegate this position to someone on the Board. (The senior pastor or a member of the Board appointed by him shall be the chair. – Article VIII Manual of The Christian and Missionary Alliance in Canada, 2006, Local Church Constitution)
- Ensures that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
- Limits Board business to those issues and decisions which according to the Board Manual, are clearly mandated to the Board and not to the Senior Pastor
- Maintains close communication with the Senior Pastor, offering advice and providing encouragement on behalf of the board

Vice Chairperson

- This position will be filled by the Senior Pastor if he delegates someone else to the Chairperson position.
- Performs Chairperson's duties in the absence of a chairperson or at the request of the chair

Treasurer

-The treasurer shall ensure that all funds of the church are received and disbursed as directed by the Board, shall ensure that proper records are maintained and shall report as required.*

Secretary

-The secretary shall keep the minutes of meetings of the Board and the membership. *

-Ensures that Board minutes are recorded, reviewed by the Chairperson, distributed within 10 days.

-Ensures that the Board policy Manual is kept current, updated and circulated

-Ensures that all agreed upon documents are preserved

-The secretary shall have the care of the corporate seal, if any, and ensure the safekeeping of the official records. *

-The secretary shall conduct the official correspondence of the church as directed by the Board.*

Manual of The Christian and Missionary Alliance in Canada, LOCAL CHURCH CONSTITUTION 2019

Local Church Constitution

A Policy of The Christian and Missionary Alliance in Canada

Preamble

The Local Church Constitution has been framed and adopted by the General Assembly of The Christian and Missionary Alliance in Canada, the denomination's highest legislative body.

Because each Christian and Missionary Alliance church is an integral part of the national and worldwide fellowship, it is united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Saviour, Sanctifier, Healer, and Coming King, thereby facilitating the spread of the Gospel at home and abroad under the guidance of the Holy Spirit. Each local church shall be governed by the following constitution.

This constitution has two objectives:

- 1) to state the purpose of this local church and to define the nature of the relationships of this local church to The Christian and Missionary Alliance in Canada and the district of which it is an integral part; and
- 2) to stipulate the enabling instruments, legal procedures, and the empowering conditions under which this local church is to carry out its local and worldwide work.

The local church is the fundamental unit of Christian fellowship as exemplified in the Scripture. Faithfulness in multiplying churches around the world that are nourished in the Bible and full of the Holy Spirit is the Scriptural pattern for carrying out the redemptive purposes of God and the Great Commission of our Lord and Saviour. The statement of our founder, A.B. Simpson, is as relevant today as when he gave it in his address to General Council in 1912:

"We need to be perfectly adjusted in our loyalty to Christ and at the same time in our responsibility to the special trust which he has committed to our hands. God does not want us to be afraid of losing our consecration by being true to The Christian and Missionary Alliance, by knowing how to keep rank and by marching loyally under our own standard.

"Further, we must have the right adjustment of our home and foreign work, and the interdependence each upon the other, the home work as the constituency of the foreign, and the foreign as the outlet and complement of the other.

“Our foreign work is not only the fulfillment of the supreme duty of the Church of Christ, but the loftiest inspiration and uplift of our whole Christian life at home.

“God grant that this work may never lose its old simplicity, self-sacrifice and separation, not only from the secular but from the religious world in its spirit and practice. But at the same time, we must keep abreast of the progress of our age and be men and women of today in our message and ministry to our generation.”

Article 1 – Name

The name of this church shall be _____ of The Christian and Missionary Alliance in Canada.

The church shall receive approval of the District Executive Committee of the district of The Christian and Missionary Alliance in Canada of which it is a part prior to the legal registration or use of the name.

LOCAL CHURCH CONSTITUTION

Article 2 – Purpose

The purpose of this church is to glorify God by proclaiming the Good News of Jesus Christ and persuading men and women to become His disciples and dependable members of His Church.

Certain principles condition the implementation of this purpose:

2.1. The church fosters spiritual maturation through participation of its members in worship and nurturing activities according to their maturity, gifts, and abilities in ministering to the needs of the body in her task of evangelization at home and abroad.

2.2. The church observes the ordinances of believer's baptism and the Lord's Supper and complies with the biblical qualifications for selection of church leadership. She considers the basic methods of communicating the Gospel to be through worship, preaching, teaching, witnessing, and example. She takes discipline and restoration of the offender seriously. She holds that the fullness of the Holy Spirit is essential for holiness of life and effective witness. She affirms the necessity for fervent prayer, faithful service and sacrificial giving as modeled by Christ Himself. She regards social service and good citizenship as outgrowths of the Gospel.

2.3. The local church is the visible, organized expression of the Body of Christ. She conducts her affairs decently and in order. She organizes herself so that all members can contribute according to their gifts and abilities to the total working of the body. She operates on the assumption that the congregation finds broader

meaning and outreach by fulfilling her biblical responsibilities within and beyond the life and witness of the denomination.

2.4. The church cultivates fellowship and not sectarianism. Her local and extended family seeks for common spiritual ground on which fellowship with other groups may be enriched and strengthened through an open and transparent relationship.

Article 3 – Statement of Faith

This church subscribes to the following statement of faith which is the statement of faith of The Christian and Missionary Alliance in Canada as amended from time to time.

1. There is one God,¹ who is infinitely perfect,² existing eternally in three persons: Father, Son and Holy Spirit.³

2. Jesus Christ is true God and true man.⁴ He was conceived by the Holy Spirit and born of the Virgin Mary.⁵ He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scriptures.⁶ He is now at the right hand of the Majesty on high as our great High Priest.⁷ He will come again to establish his Kingdom of righteousness and peace.⁸

3. The Holy Spirit is a divine Person, sent to indwell,⁹ guide, teach and empower the believer, and to convince the world of sin, of righteousness and of judgment.¹⁰

4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of his will for the salvation of people. They constitute the divine and only rule of Christian faith and practice.¹¹

5. Humankind, originally created in the image and likeness of God,¹² fell through disobedience, incurring thereby both physical and spiritual death. All people are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ.¹³ The destiny of the impenitent and unbelieving is existence forever in conscious torment, but that of the believer is everlasting joy and bliss.¹⁴

6. Salvation has been provided only through Jesus Christ. Those who repent and believe in Him are united with Christ through the Holy Spirit and are thereby regenerated (born again), justified, sanctified and granted the gift of eternal life as adopted children of God.¹⁵

7. It is the will of God that in union with Christ each believer should be sanctified thoroughly¹⁶ thereby being separated from sin and the world and fully dedicated to God, receiving power for holy living and sacrificial and effective service toward the completion of Christ's commission.¹⁷

This is accomplished through being filled with the Holy Spirit which is both a distinct event and progressive experience in the life of the believer.¹⁸

8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and anointing with oil as taught in the Scriptures are privileges for the Church in this present age.¹⁹

9. The universal Church, of which Christ is the Head, consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, regenerated by the Holy Spirit, and commissioned by Christ to go into all the world as a witness, preaching the Gospel to all nations.²⁰

The local church, the visible expression of the universal Church, is a body of believers in Christ who are joined together to worship God, to observe the ordinances of baptism and the Lord's Supper, to pray, to be edified through the Word of God, to fellowship, and to testify in word and deed to the Good News of salvation both locally and globally. The local church enters into relationships with other like-minded churches for accountability, encouragement and mission.²¹

10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life;²² for the latter, a resurrection unto judgment.²³

11. The second coming of the Lord Jesus Christ is imminent and will be personal and visible.²⁴ As the believer's blessed hope, this vital truth is an incentive for holy living and sacrificial service toward the completion of Christ's commission.²⁵

1 Isaiah 44:6; 45:5-6

2 Matthew 5:48; Deuteronomy 32:4

3 Matthew 3:16-17; 28:19

4 Philippians 2:6-11; Hebrews 2:14-18; Colossians 2:9

5 Matthew 1:18; Luke 1:35

6 1 Corinthians 15:3-5; 1 John 2:2; Acts 13:39

7 Hebrews 4:14-15; 9:24-28

8 Matthew 25:31-34; Acts 1:11

9 John 14:16-17

10 John 16:7-11; 1 Corinthians 2:10-12

11 2 Timothy 3:16; 2 Peter 1:20-21

12 Genesis 1:27

13 Romans 8:8; 1 John 2:2

14 Matthew 25:41-46; 2 Thessalonians 1:7-10

15 Titus 3:5-7; Acts 2:38; John 1:12;

1 Corinthians 6:11

16 1 Thessalonians 5:23

17 Acts 1:8

18 Romans 12:1-2; Galatians 5:16-

25

19 Matthew 8:16-17; James 5:13-16

20 Ephesians 3:6-12; 1:22-23

21 Acts 2:41-47; Hebrews 10:25; Matthew 28:19-20; Acts 1:8, 11:19-30; 15

22 1 Corinthians 15:20-23

23 2 Thessalonians 1:7-10

24 1 Thessalonians 4:13-17

25 1 Corinthians 1:7; Titus 2:11-14; Matthew 24:14; 28:18-20

Article 4—Relationship

This church is a constituent member of the district and national organizations of The Christian and Missionary Alliance in Canada as such organizations are defined in the Manual. The policies and regulations of this church shall be consistent with, and the church shall operate in accordance with, the Manual of The Christian and Missionary Alliance in Canada as amended from time to time.

Article 5—Ordinances

Believer's baptism and the Lord's Supper are recognized as the two ordinances of the Church as commanded by the Lord Jesus Christ. Baptism is an act of obedience for all believers. While other modes of believer's baptism are recognized, baptism by immersion is taught and practiced as the Scriptural mode. The Lord's Supper is administered regularly and offered to all believers.

Article 6 – Membership

6.1. Privileges and Qualifications

There shall be a voting membership and such additional types of association as may be defined in the bylaws.

The privileges of membership include eligibility to vote, to be considered for election to serve on the Board subject to Article 8, and such further privileges as may be specified in the bylaws.

The qualifications for membership include a credible testimony of faith in the Lord Jesus Christ before members of the Board; believer's baptism; a commitment to the principles of the Preamble; a commitment to the Purpose (Article 2), and statement of faith (Article 3) of this church; submission to the discipline procedures of The Christian and Missionary Alliance in Canada; and such further qualifications as may be specified in the bylaws.

While affirming the above as normative, the Board of Elders of the local church may discern on a case by case basis whether to extend membership to individuals who were baptized as infants and who now present a credible testimony of faith in the Lord Jesus Christ before members of the Board; a commitment to the principles of the Preamble; a commitment to the Purpose (Article 2), and statement of faith (Article 3) of this church; submission to the discipline procedures of The Christian and Missionary Alliance in Canada; and such further qualifications as may be specified in the bylaws.

6.2. Discipline

Discipline is an exercise of that spiritual authority that the Lord Jesus has given to his Church. The purposes of discipline are to maintain the honour of the Redeemer, the purity of the Church, the spiritual benefit of the members, and the restoration of the offender. The discipline of a member shall be the responsibility of the Board or its designates and shall be in accordance with the Discipline and Restoration Policy for Members of Local Churches adopted by The Christian and Missionary Alliance in Canada. It shall be a condition of membership that persons accept and comply with the Discipline and Restoration Policy for Members of Local Churches.

Article 7 – Government

There shall be an annual meeting of the membership to be held as specified in the bylaws. It shall receive reports from the senior pastor and the Board, receive financial statements, and shall conduct such other business as may be presented in keeping with the bylaws. Unless another process for election is stipulated in the bylaws, at the annual meeting the members shall elect a Board from among the voting membership to be responsible for the affairs of the church between annual meetings.

The Board is amenable both to the membership and to the district superintendent as constitutionally defined.

Meetings of the membership may be called by the Board by proper notice to the membership as specified in the bylaws. The senior pastor or his appointee shall act as the chair of meetings of the membership.

Article 8 – Board

8.1. Composition and Responsibilities

The highest functioning authority of the local church shall be the Board of Elders which may be called by another name and is herein referred to as the “Board”. Board members shall be elected, and along with the senior pastor, will provide oversight of the ministry and operation of the local church. Criteria for membership on the Board are the biblical qualifications of elders.

The church may, by a two-thirds majority of the members present at a duly called meeting of the membership, choose to have women serve on the Board.

The Board shall have a minimum number of four members, including the senior pastor, with the maximum number to be established by the bylaws.

With the exception of the senior pastor, who is a member ex-officio, the members of the Board shall be elected at the annual meeting unless another process for election is stipulated in the bylaws.

The senior pastor or a member of the Board appointed by him shall be the chair. The senior pastor shall have primary responsibility for oversight of the Board and the church and shall function within the job description approved by the Board.

The Board shall serve with the senior pastor in the oversight of the church. It shall have authority to fill vacancies between annual meetings. It shall hold regular meetings for prayer and business and shall report as the church membership may decide. Special meetings of the Board may be called by the chair or upon written request by a majority of its members. All other officers and organizations, except the Nominating Committee, are amenable to the Board.

Persons shall not vote on any matter that may directly or indirectly result in financial benefit to them, whether such benefit be in the nature of salary or other payment.

8.2. Officers

The officers of the church shall include, but not be limited to, the chair, vice chair, secretary, and treasurer.

Additional officers of the church may be designated by the bylaws of the church or laws of the province or territory in which this church is located. They shall be appointed from among the Board members, except in the case of the chair, when that post is filled by the senior pastor.

8.3. Duties

The officers shall carry out the following duties and such additional duties as directed from time to time by the Board:

8.3.1. Chair

The chair shall preside at regular and special meetings of the Board.

8.3.2. Vice chair

The vice chair acts in the absence or at the request of the chair.

8.3.3. Secretary

The secretary shall keep the minutes of meetings of the Board and the membership. The secretary shall have the care of the corporate seal, if any, and ensure the safekeeping of the official records.

The secretary shall conduct the official correspondence of the church as directed by the Board.

8.3.4. Treasurer

The treasurer shall ensure that all funds of the church are received and disbursed as directed by the Board, shall ensure that proper records are maintained, and shall report as required.

8.4. Trustees

Where required, trustees shall be selected in conformity with the laws of the province or territory. They shall be under the direction of the membership and the Board.

Article 9 – Pastor and Official Workers

9.1. Senior Pastor

The district superintendent shall suggest to the Board the names of such workers as in his judgment have proper qualifications for senior pastor of this church (who may be given

another title). The Board shall give consideration only to candidates approved by the district superintendent. The senior pastor of the church shall be called by the Board and appointed by the district superintendent. Upon his appointment by the district superintendent, the senior pastor and spouse become members of the church.

Churches, which by a two-thirds majority vote of the members present at a duly called meeting of the membership have affirmed to have women serve on the Board, may call a woman to serve as senior pastor in consultation with the district superintendent.

The senior pastor may resign from the church by giving due notice of his intention to the district superintendent and the Board. The Board may, with the written approval of the district superintendent, terminate the employment of the senior pastor in accordance with the policies of The Christian and Missionary Alliance in Canada.

The district superintendent may, after consultation with the Board and with the approval of the District Executive Committee, terminate the appointment of the senior pastor.

9.2. Pastors (other than senior) and Official Workers

The senior pastor shall consider for ministry staff only those candidates who in his judgment have proper qualifications for pastors or official workers in the church and are approved by the district superintendent. All official workers shall be nominated by the senior pastor, called by the Board, and appointed by the district superintendent. Upon appointment, the official worker and spouse become members of the church.

The official worker may resign from the church by giving due notice of intention to the senior pastor and the district superintendent and through the senior pastor to the Board. The senior pastor may, with the approval of the Board, and after consultation with the district superintendent, terminate the employment of workers covered in this section in accordance with the policies of The Christian and Missionary Alliance in Canada. The district superintendent may, after consultation with the senior pastor and Board and with the approval of the District Executive Committee, terminate the appointment of the official worker.

Article 10 – Organizations

The Board may establish organizations, committees, and teams strategic to fulfilling the purpose of this church. They shall be under the authority of the Board and shall fulfill the duties determined by the Board.

Article 11 – Missions

The biblical basis of missions and the current efforts to transform the world for Christ shall be emphasized and promoted throughout the year in conjunction with the district and national programs of The Christian and Missionary Alliance in Canada. The church

shall enlist prayer support, recruit workers, and raise financial support for the global work of The Christian and Missionary Alliance.

Article 12 – Property and Records

12.1. Property

This church will be operated without purpose of gain for its members, and any profits or other assets of the organization will be used solely to promote its objectives.

Real property may be acquired, disposed of, improved or encumbered by order of the Board, subject to the approval of the membership and the District Executive Committee. Except as otherwise provided herein, all real property shall be registered in the name of the district in which the property is situated and the district shall be deemed to be the legal and beneficial owner of all real property, appurtenances and effects. The district shall be entitled and authorized to mortgage, hypothecate, pledge, or otherwise create a security interest in, or charge on, all or any part of such property to secure payment of debt or performance of any other obligation of either the church or the district.

The above requirements may be waived by an incorporated church by a two-thirds majority of the members present at a duly called meeting of the membership and with the approval of the District Executive Committee.

In such cases, the church shall have a clause in its bylaws which states that, should the church cease to exist as a corporate body, or cease to be subject to the Manual, which includes the statement of faith of The Christian and Missionary Alliance in Canada, all of its real property, appurtenances, and effects then owned or held by it shall inure to the benefit of, and become the property of, the district corporation of The Christian and Missionary Alliance in Canada, within which jurisdiction this church is located or with which it is affiliated by law. Further, the church will assume full responsibility for all encumbrances with respect to the subject property and will obtain a full release for the district of any security interest provided by the district for the benefit of the local church.

Should the church cease to exist or cease to be subject to the Manual, which includes the statement of faith of The Christian and Missionary Alliance in Canada, all of its real property, appurtenances, and effects associated with the member church prior to its withdrawal shall inure to the benefit of and remain the property of the district corporation of The Christian and Missionary Alliance in Canada within which this church is located or with which it is affiliated by law.

Should the church cease to be subject to the Manual, which includes the statement of faith of The Christian and Missionary Alliance in Canada, but continue to abide by a similar statement of faith and promote similar purposes, the District Executive Committee of the district within which this church is located or with which it is affiliated

by law may allow the church to acquire ownership of some or all of the real property, appurtenances, and effects associated with the member church prior to its withdrawal.

12.2.Records

The official records of all officers of this church and all its departments are the property of the church. All financial records shall be prepared and maintained according to Accounting Standards for Not-For-Profit Organizations, and shall be subject to an audit, review, or other independent evaluation annually as prescribed by the bylaws.

In the event of the death or resignation of an incumbent officer or upon the election or appointment of a successor, the current records of the office shall be returned to the secretary of the Board. All records, other than the current ones, shall be kept in a secure repository designated by the Board.

Article 13 – Nominating Committee

The Nominating Committee, when required, shall consist of the senior pastor and a minimum of four members with equal representation from the Board and the membership, the number to be established in the bylaws. The senior pastor, or his appointee, shall chair this committee. They shall be elected by ballot by the respective bodies at least three months prior to the annual meeting and shall serve until the annual meeting. In cases where only the required number is nominated, the ballot may be waived by unanimous vote.

Article 14 – Elections

In preparation for elections at the annual meeting, the Nominating Committee shall present and post, at least three weekends prior to the annual meeting, one name for each office to be filled. Any procedures for receiving additional nominations from the membership shall be specified in the bylaws. Elections shall be by ballot and, in order to be elected to the Board, a nominee must receive a majority of the ballots cast.

Article 15 – Bylaws

Church bylaws may not be in conflict with this Constitution. Bylaws and subsequent revisions become valid upon adoption by a majority of the votes cast at a duly called meeting of members and approval of the District Executive Committee. A copy of the bylaws must be filed with the district.

Article 16 – Amendments

This constitution may be amended only by special resolution at any regular business session of General Assembly of, written notice having been given prior to the General Assembly.

Adopted – General Assembly 2004
Amended – General Assembly 2010

Amended – General Assembly 2014
Amended - General Assembly 2016
Amended – General Assembly 2018

Westgate Alliance Church
Bylaws
JANUARY 1, 1983
(Revised April 21, 2013)

1. MEMBERSHIP

1.1 Responsibility

The Elders shall be responsible for the membership of the church. They shall designate a Membership Committee from amongst their members to review annually the membership roll and publish a report for the annual meeting.

1.2 Interviews

1.2.1 The Membership Committee is responsible to interview all applicants for membership whether received on confession of faith or by letter of transfer. They shall assure themselves that the applicants are truly born again and that they fulfill the requirements for membership.

1.2.2 All candidates for membership shall have attended the required orientation class(es) prior to being interviewed, unless a majority of the Membership Committee deem it unnecessary.

1.3 The Membership Roll

The roll shall be kept in two parts:

1.3.1 Active Membership - resident members in good standing who actively attend and support this local church. These alone shall be eligible to hold office and vote at meetings of the membership.

1.3.2 Associate Membership - non-resident members who are so situated that they cannot be active members in an Alliance Church but desire to retain their membership in the Christian & Missionary Alliance. They will remain on the Associate roll for a maximum of two years. Exceptions to the time parameter will be made for home and foreign missionaries or others; those considered to be in unusual circumstances by the Membership Committee. Associate membership does not confer the right to debate or vote in the local church.

1.4 Members Who Move

1.4.1 When an individual or family (whether members or adherents) moves to another Alliance Church, the Pastor of the church shall notify the Pastor of the Alliance church where they have moved. If there is no Alliance Church where they have moved, referral may be sent to a suitable neighbourhood evangelical church.

1.4.2 When a member leaves the church to reside in a locality where there is an Alliance Church. The pastor responsible shall, at the request of the member(s) have a letter of transfer sent to the Pastor of that church.

1.5 Membership Certification

1.5.1 All membership shall continue in good standing until membership is terminated at the request of the member or by vote of the Elders Committee on Membership.

1.5.2 Should the ruling of the Membership Committee in any matter be disputed it shall be taken to the Elder's Board.

1.6 Discipline

1.6.1 If, in the majority opinion of the Elders Board, a person has broken fellowship by wrongful behaviour, or propagating teaching not in harmony with our statement of faith, or by withdrawing to another work for heretical or moral reasons, they shall be

disciplined.

1.6.2 The Elders shall proceed to discipline in accord with the teaching of Scripture in Matthew 18, culminating, if necessary, in removal from the membership roll.

2. GOVERNMENT

2.1 A congregational meeting shall be called in the month of November each year for the approval of the budget for the upcoming year.

2.2 The annual meeting shall be held before April 15th each year.

2.3 Due notice of any special business to be transacted shall be either by pulpit announcements on two consecutive Sundays immediately preceding the meeting, or by giving five days notice in writing to each active member of the church.

2.4 Any question of legal procedure not specifically covered by the constitution and bylaws shall be decided by an appeal to Robert's Rules of Order in all meetings of the church.

3. THE BOARD OF ELDERS

3.1 Composition

This board shall consist of the Senior Pastor and a minimum of 6 members to a maximum of 12 members who are prepared to lead in the ministries of the church.

3.2 Officers

The officers required by the Local Church Constitution shall be selected from among the Elders at their first meeting. The board will allocate signing authority to approved individuals and two signatures are needed on cheques.

3.3 Term

3.3.1 Elders shall be confirmed by election at the annual meeting.

3.3.2 Elders shall be elected for a two-year term, with the intent that half of the composition of the Board be subject to re-election each year.

3.5 Quorum

A quorum for the Elder's Board shall consist of a majority of its members

3.6 Finances

3.6.1 The Elder's Board Treasurer will be in charge of overseeing the finances of the church.

3.6.2 Offerings in all departments shall be counted by at least two properly designated persons and carefully checked by those persons.

3.6.3 Any payment made by cheque requires the signatures of two of the individuals designated in 3.2.

3.6.4 The board will grant up to two individuals the authority to initiate electronic payments. The monthly bank reconciliation, including all electronic payments, will be reviewed monthly by the Treasurer. The review will be documented in writing.

3.6.5 Receipts for monies given shall be issued only when there has been proper identification of the donor's name, address, and amount donated.

3.6.6 The Elder's Board chairman shall oversee the solicitation of offerings from the congregation.

3.6.7 The financial year shall be from January 1 - December 31. The church's financial records shall be audited annually by an accounting firm appointed by the congregation at the annual meeting.

3.6.8 The books and records of the church may be inspected by active members in good standing, on the premises of the church, upon written request to the Elder's Board. Such a request would be considered at their next regular meeting.

3.7 Appointments

The Elders shall be responsible to appoint and designate such deacons, deaconesses, organizations, committees, chairmen, and superintendents necessary for the effective ministry of the church.

4. NOMINATING COMMITTEE

4.1 The nominating committee shall consist of the Senior Pastor, two elders and two representatives from the membership.

4.2 In preparation for elections at the annual meeting, the nominating committee shall present and post, at least three weekends prior to the annual meeting, one name for each office to be filled.

4.2 Other nominations, if any, shall be made in writing, signed by two members in good standing and filed with the chairman of the nominating committee for posting before the public services on the Sunday prior to the annual meeting.

4.4 The nominating committee shall have the consent of all nominees before their names are posted.

5. BYLAWS

5.1 These bylaws may be amended at a properly called meeting of the membership. (See bylaw 2.2). A two thirds majority of the members present is necessary to amend the bylaws.

5.2 All bylaws shall be approved by the District Executive Committee before taking effect.