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**CONSTITUTION AND BY-LAWS  
OF THE  
BRIDGETOWN BAPTIST CHURCH**

**ARTICLE 1 Name, Affiliation, Purpose**

This Church shall be known as the “BRIDGETOWN BAPTIST CHURCH”, which is affiliated with the Canadian Baptists of Atlantic Canada.

The Church’s Purpose is:

“The Bridgetown Baptist Church is a welcoming community of Christians called to advance the kingdom of Jesus Christ. As followers of Jesus Christ we seek to attain this end both co-operatively and individually by:

- i. Proclaiming the Gospel locally and promoting its proclamation throughout the world.
- ii. Providing opportunities for all ages to study the Word of God, recognizing the authority of the Bible as our only standard of faith and practice. These studies are designed to challenge the uncommitted to accept Christ as Saviour and Lord and to encourage all members to develop a lifestyle that will reflect obedience to Christ as Head of the Church and Lord of all life.
- iii. Providing opportunities for public worship, Christian fellowship, and Christian service.
- iv. Supporting programs of the Canadian Baptists of Atlantic Canada, missionary endeavours, and other outreach efforts as agreed upon from time to time.
- v. Co-operating with other Christians in conducting joint projects, locally or on a wider basis, which further advance the Kingdom of Jesus Christ.”

**DEFINITION:**

**Conflict of Interest:** When a Board or Committee member has a conflict of interest, or may be perceived to have one, on a matter under discussion or vote that member needs to state the conflict and withdraw from the discussion or vote. The conflict may be due to personal, business, or family matters.

## **ARTICLE 2 Membership**

Section A. Anyone who professes faith in the Lord Jesus Christ, has accepted the Purpose of this Church and the Church Covenant (Appendix A), and is otherwise qualified to be a member may upon recommendation by the Deacons Board and by a majority vote of the Church be admitted to membership.

Section B. Persons qualified to be members of this Church are those:

- i. Baptized into this Church by immersion.
- ii. Baptized in another Baptist Church, or a Church which practices Believers' Baptism by immersion, and transferred by Church Letter.
- iii. Individuals without Church letters, who have given the Deacons Board or Pastor satisfactory evidence of Christian Experience and former Baptism by immersion, may be received on the basis of Experience.
- iv. Baptized and confirmed members of other Christian Churches who desire to transfer membership to this Church.

Section C All candidates offering themselves for membership either by Baptism, letter, or experience shall:

- i. Attend membership orientation classes presented by the Pastor or Deacon(s) on the beliefs, purpose, and structure of this Church fellowship.

Section D Privileges of members include:

- i. Taking part in the deliberations of all Church Business Meetings, voting on all questions, and being eligible for election to any office.
- ii. A member is entitled to a letter of transfer to another Church.
- iii. Only members of this Church who have been Baptized by immersion can be voting delegates at the Canadian Baptists of Atlantic Canada Annual Assembly, as stipulated by the C.B.A.C.

### **ARTICLE 3 Officers, Boards, Committees, and Individual Appointees**

Section A The Officers of this Church shall be the Pastor, Clerk, Church Treasurer, Chairperson of the Board of Leaders, Chairperson of the Deacons Board, Chairperson of the Management Board, Chairperson of the Christian Education Board, Chairperson of the Mission Board, and the Sunday School Co-ordinator. These officers shall be Church members.

Section B The Boards of this Church shall be: Board of Leaders, Deacons Board, Management Board, Christian Education Board, Mission Board.

Members of the Board of Leaders, Deacons Board, Management Board, Christian Education Board, and Mission Board shall be elected to serve for a term of three years, at which time they may be elected to three more years if they desire to serve and if the Church moves to appoint them. No member of these Boards shall serve on the same Board for a longer continuous period than six years. After a lapse of at least one year, they shall be eligible for re-election. These Boards are to be composed of Church members only. All Boards shall run from February to January with the exception of the Board of Leaders which will run from February to February.

Section C The Committees of this Church shall be: Greeters Committee, Tellers Committee, Music Committee, Visitation Ministry Committee, Decorating Committee, Social Committee, and Nominating Committee.

Members of Committees (except the Nominating Committee) shall serve for a term of one year after which they are eligible for re-election.

Members of the Nominating Committee must be Church members and shall serve for a term of three years, at which time they may be elected to three more years if they desire to serve and if the Church moves to appoint them. No member of this Committee shall serve for a longer continuous period than six years. After a lapse of at least one year they shall be eligible for re-election to the Nominating Committee.

The Church may appoint special committees from time to time as it deems necessary.

Section D Individual appointees of this Church shall be: Church Secretary, Church Treasurer, Clerk, Sunday School Co-ordinator, Financial Secretary, Envelope Secretary, and Memorial Fund Secretary. Other Appointees may be made as the Church deems necessary. Appointees are to be Church members. Appointments are for one year and Appointees are eligible for re-appointment.

- Section E The Church shall elect Appointees, Boards, and Committee members at the Annual Business Meeting or, if necessary, at other Business Meetings.
- Section F The duties of all Officers, Appointees, Boards and Committees are to be available from the Clerk at all times.
- Section G All Boards and Committees shall meet monthly or as required by their particular duties and any special duties assigned by the Church.

#### **ARTICLE 4 Organizational Meetings of Boards and Committees**

All Boards and Committees shall meet for organization within one month following the Annual Business Meeting, at the call of the previous Chairperson. At that time each Board or Committee shall elect its own Chairperson and Officers and report these names to the Pastor and Clerk.

#### **ARTICLE 5 By-Laws**

By-laws, providing rules and procedures regarding Business Meetings, may be established and modified by a majority vote of 50% plus one of members present at a Business Meeting of the Church.

#### **ARTICLE 6 Amendment of the Constitution**

Amendments to this Constitution may be made by a two-thirds majority vote of members present at the Annual Business Meeting of the Church, or a Business Meeting with a quorum of ten percent of the resident members present provided that Congregational notice which includes the addition or change has been given from the pulpit and/or in the Church Bulletin two weeks prior to the meeting.

## **ARTICLE 7 The Annual Business Meeting**

It shall be held on the last Wednesday of January, the hour to be announced yearly. The quorum for the Annual Business Meeting will be ten percent of resident members. The Order of Business for the meeting shall be as follows:

- i. Devotions.
- ii. Call To Order by the Board of Leaders Chairperson.
- iii. Minutes of the previous Annual Business Meeting and subsequent Business Meetings
- iv. Report of the Pastor
- v. Report of the Clerk.
- vi. Report of the Deacons Board.
- vii. Reports of all other Boards, Committees, and Organizations.
- viii. Report of the Church Treasurer.
- ix. Report of the Nominating Committee.
- x. Old and New Business.
- xi. Adjournment.
- xii. Closing Prayer.

## **ARTICLE 8 Church Business Meetings**

All meeting of the Board of Leaders shall be deemed Church Business Meetings at which all matters may be acted upon subject to any qualifications on notice and quorum in this constitution.

**ARTICLE 9           Duties, Responsibilities, and Composition of Boards and Committees; Duties and Responsibilities of Officers; Duties and Responsibilities of Individual Appointees**

**Board of Leaders**

The Board of Leaders which is responsible to the Church congregation has the function/purpose of assisting the Boards, Committees, Groups, and Ministries of the Church in carrying out the Purpose of the Church. The Board of Leaders shall fulfill its function/purpose by encouraging communication through the sharing of summary reports and plans, by reviewing and developing policies, by encouraging planning and evaluation, by dealing with Church business between Annual General Meetings, by developing and reviewing job descriptions for the Pastor(s) and Church staff, and by designing and reviewing a clear plan to carry out our Church's Purpose. Other duties of the Board of Leaders shall include the appointing of a Pastoral Search Committee when the need arises, overseeing the work of the Nominating Committee, and the appointing of a Personal Committee of three or four people to deal with issues of compensation, work performance, or job descriptions changes when deemed necessary.

The Board of Leaders shall consist of the Pastor, the Church Secretary/Clerk, the Chairperson of the Deacons Board or representative, the Chairperson of the Management Board or representative, the Chairperson of the Christian Education Board or representative, the Chairperson of the Mission Board or representative, and two Church members recommended by the Nominating Committee. No individual on the Board of Leaders may hold more than one seat on the Board. A quorum for the Board of Leaders is 50% plus one of the members of the Board, and a quorum on motions requires a 50% favourable vote from Church members attending the meeting in order to pass the motion. The congregation is encouraged to attend meetings at which all Church members have a vote.

The Board of Leaders shall appoint its Chairperson at the March meeting. The agenda for the Board of Leaders meetings shall be made available the Sunday prior the regular, scheduled meeting. If a special business meeting is called, the purpose of the meeting must be advertised for two Sundays before the meeting. A proposed agenda for the Board of Leaders meetings is the following:

- i. Welcome and prayer
- ii. Review and follow-up questions of the minutes
- iii. Presentations of Reports and subsequent questions
- iv. Discussions of Church business or policy development and review, job description development or review, and development or review of the plan for implementing our Church's Purpose.
- v. Announcing the date of the next meeting
- vi. Prayer and motion for adjournment



## **Deacons Board:**

The Deacons shall assist the Pastor in spiritual affairs of the Church, and arrange for and assist at the Communion Service and Administration of Baptism. In the absence of the Pastor, they shall provide leadership and provide pastoral supply. They shall discuss the admission and dismissal of members prior to recommending action to the Church.

The Board shall review the Membership List regularly and contact absent members. They shall take part in visiting Church families, with special attention to the sick, bereaved, needy, and new Church families. The Board may also, when they deem necessary and in co-operation with the Pastor, collect and administer a Benevolent Fund to help those in need, especially those within our own fellowship.

They shall assist, guide and encourage the Pastor and will conduct a performance review of the Pastor at least once a year and provide a summary to the Management Board for their consideration.

The Deacons shall develop programs and activities that will attract potential members and prepare them to become members and obedient disciples of Jesus. They shall also assist the greeters in welcoming people to worship services.

The Deacons Board shall consist of a minimum of six with one-third to retire each year.

The Church, from time to time, may appoint members as Honourary Deacons in recognition of exceptional service. Honourary Deacons have no specified duties but may assume any duty of a Deacon which they so desire. The appointment is for life unless the person or the Church decides otherwise.

Deacons are to be members in good standing, showing characteristics as outlined in 1 Timothy 3 and who give evidence of a sincere interest in the spiritual life of the congregation. Perspective Deacons are recommended by the current Deacons Board.

## **Management Board**

The Board shall be the legal custodians of and have complete charge of all Church properties. The Board shall be responsible for filing and safekeeping all legal documents including deeds, mortgage records, and insurance policies.

The Board shall prepare an Annual Church Budget to be presented at the Annual Business Meeting and shall approve and plan any financial campaign. The Board shall give periodic financial information to the congregation, and shall give an annual statement of receipts and expenditures at the Annual Business Meeting.

The Board shall be responsible to the Church for raising and disbursing Church funds. Within the context and the limits of the Budget, the Board shall be responsible to properly maintain the Church properties and for providing a safe environment for its members, adherents, and visitors. The Board shall be responsible to fund mission projects – both near and far – within the context and the limits of the Budget.

Expenditures exceeding 2.5% of the annual budget and which were not included in the Budget, require prior approval of the Board of Leaders. In the case of emergency situations such prior approval may be waived but ratification from the Board of Leaders must be sought as soon as possible thereafter.

The Memorial Fund Secretary shall report to the Management Board. Funds from the Memorial Fund will be managed by the Management Board. Undesignated Memorial Funds may be used for ongoing Church programs or projects.

The Board shall not be responsible for raising or disbursing special purpose funds established by Boards, Committees or Church Organizations, such as the Benevolent Fund. However, any special purpose fund established by other Boards, Committees or Church Organizations which propose to raise funds exceeding 2.5% of the annual Church budget requires prior approval of the Board.

Use of the premises by individuals or groups, other than normal use, shall require the permission of the Board but use of the Sanctuary shall require the additional approval of the Deacons Board. Rental of the facilities of the Church shall be coordinated with the Pastor and/or the Deacons Board whenever practical.

The Board shall be responsible for establishing the duties and for the supervision of the Clerk, Church Treasurer, Financial Secretary, Envelope Secretary, and the Church Secretary. The Board shall engage and supervise the Church Custodian.

The Board shall appoint an Auditor (which may be a lay person familiar with accounting practices) to review the Church's bookkeeping records and all other Church Boards, Committees, or groups that handle funds.

The Board shall consist of six members, one-third of which are to retire each year. Standing members (who have voting rights) shall be the Pastor, the Treasurer, and the Financial Secretary. After one term of three years, members may re-offer to serve on the Board. After two terms of three years of service, members shall absent themselves at least one year from the Board before re-offering.

## **Christian Education Board**

The Christian Education Board is responsible for the Christian Education programs and opportunities within the Church.

The Board shall work closely with the representatives and co-ordinators of all the educational programs and opportunities within the Church to provide programming, curriculum, support, guidance, and advice. These programs may include but will not be limited to: Sunday School, Junior Church, Global Adventures, Little Lights, Son Seekers Puppet Ministry, Vacation Bible School, Youth Group, and the Library. The Board will organize the Nursery Program when there is a consistent need to offer this program.

The Board will facilitate annual training opportunities for all youth leaders as outlined in the Child Protection Policy and ensure that all aspects of the Child Protection Policy are being met.

The Board will submit expenses as needed and a projected yearly budget to the Board of Management.

The Board shall consist of the Sunday School Co-ordinator and co-ordinators or representatives of the programs listed above, plus three additional members elected by the Church of which one retires each year, and one representative from each of the following: Deacons Board, Atlantic Baptist Women, and the Baptist Women's Fellowship.

## **Mission Board**

The Mission Board which is responsible to the Board of Leaders and shall hold a regular monthly meeting has the function/purpose of overseeing the mission work of the Church including congregational, local, and worldwide. The objectives of the Mission Board are to highlight missions in the Church, to prepare a proposed budget for mission work (i.e. Canadian Baptists of Atlantic Canada, Crandall University, Acadia Divinity College, Canadian Baptist Ministries), and to plan and carry out a yearly mission festival and/or local outreach event and/or a Mission Trip. The Mission Board shall consist of one representative from the Atlantic Baptist Women, one representative from the Baptist Women's Fellowship, and three members at large chosen by the Nominating Committee whose terms are subject to Article 3, Section 2 of this constitution.

## **Greeters**

There shall be one or two Greeters at each of the entrances to the Church, these being the front door and the back or parking lot door.

The Greeters shall greet each person who enters the Church, welcoming them to that day's service. If the person is a stranger, the Greeter(s) should invite the person to sign our Guest Book and answer any questions the person may have about the Church, the service, or other general inquiries.

A Deacon(s) may be part of the Greeters team but if not, then a Deacon(s) should circulate around the Church making sure to introduce themselves to strangers as well as greet regular attendees.

Greeters may assume duty for more than one Sunday but should rotate their duty throughout the year.

The list of Greeters shall be selected by the Nominating Committee.

## **Tellers**

The Church Tellers are responsible to the Financial Secretary. There shall be as many Tellers appointed as the Church deems necessary. The appointed Tellers shall, immediately following a service, go to a pre-arranged place such as the Pastor's office to count and record the offering.

At least two Tellers, or if not possible a teller and a selected Church member, shall be present throughout the counting and recording of the service's offering.

All monies are to be deposited by the Lead Teller immediately after leaving the Church and the empty envelopes are retained for the accounting breakdown.

All reports by the Lead Teller are to be generated as outlined in the "Procedures for Tellers" provided by the Financial Secretary and which has been established by the Management Board. These reports are to be generated as soon as possible after each service.

## **Music Committee**

The Music Committee shall report to the Deacons Board. This Committee shall be responsible for selecting and engaging a Music Director/Organist. The Committee shall be directly responsible for the supervision of the Music Director/Organist, and the Organ Assistant if one is required. All members of the Committee are voting members including the Music Director/Organist. The Committee is responsible for the purchase and storage of new choir gowns, all printed music, and the maintenance of the Church's Musical Library, all accomplished under the advisement and direction of the Music Director/Organist. The Committee shall meet twice a year, in the Spring and in the Fall, and any additional meetings as required. The Committee shall consist of at least three members in addition to the Music Director/Organist and a choir representative. The Committee is the liaison among the Pastor, the congregation, and the Music Director/Organist. The Committee, in conjunction with the Music Director/Organist and with consultation of the Pastor, is responsible for establishing a temporary, special committee to research sources, content, and costs of new congregational hymn books when required.

## **Visitation Ministry Committee**

All members of the Church should be visitors to each other, ministering to the people of the Church, and all brothers and sisters in Christ.

The Visitation Ministry Committee is responsible to the Pastor. Travelling with a partner, the members of this Committee shall make periodic visits to Church families. Committee members shall inform the Pastor of sickness and any pastoral needs encountered during visits and vice versa so that both the Committee and the Pastor are up-to-date regarding visitations. The Committee shall consist of a minimum of six members with the power to add other members as the Deacons Board deems necessary. The Visitation Ministry Committee shall select its own Chairperson. The Visitation Ministry Committee's major focuses are on the shut-in, ill, elderly, and new arrivals.

### **Decorating Committee**

The Decorating Committee is responsible to the Deacons. This Committee shall arrange for providing flowers for Church Worship Services throughout the year and for decorating the Church on special occasions. The decorations of the Church will maintain the holiness of the sanctuary. The Committee shall consist of as many members as the Church deems necessary.

### **Social Committee**

The Social Committee shall endeavour, whenever possible, to supply refreshments for Church functions as requested by the Pastor and/or Deacons Board. This Committee shall consist of as many members as the Church deems necessary.

### **Nominating Committee**

The Nominating Committee shall be established by and responsible to the Board of Leaders. The Nominating Committee shall elect its own Chairperson. The Nominating Committee shall nominate all Officers, appointees, and members of Boards and Committees, except as otherwise provided for in this Constitution, and shall post a list of nominations in the Church at least two weeks in advance of the Annual Business Meeting. Additional nominations may be made to the Chairperson of the Nominating Committee prior to the Annual Business Meeting provided the nominated person has previously had sufficient time to consider the nomination and is willing to serve. The Committee shall present a list of nominations at the Annual Business Meeting. If the list is contested and a vote is required, it shall be by secret ballot. The Nominating Committee shall also function on an as needed basis. The Committee shall consist of six members, two of whom will retire each year and be replaced by members selected by the Board of Leaders. Nominating Committee members will have no immediate family relationship.

## **Pastoral Search Committee**

When a (the) Pastoral position becomes vacant, the Board of Leaders shall nominate 7 (seven) members to the Pastoral Search Committee. Membership shall ensure broad representation of the Church and, as a guideline, should include:

- i. Chairperson or representative of the Deacons Board.
- ii. Chairperson or representative of the Christian Education Board.
- iii. Chairperson or representative of the Management Board.
- iv. Chairperson or representative of the Mission Board
- v. The Music Director/Organist
- vi. Two additional Church members, including a youth.

No immediate family relatives may serve on the Pastoral Search Committee at the same time.

Prayer and confidentiality must be observed at all times.

At their first meeting, the Committee shall select their Chairperson from within the Pastoral Search Committee through a nomination process.

The Committee shall follow the Canadian Baptists of Atlantic Canada's "Guidelines and Resources for Search Committees" (most recent edition) to select a Pastor.

When recommending a candidate, the Committee shall seek a unified decision. If consensus cannot be reached, a vote requiring at least 85% approval shall be held.

After the Committee has recommended a candidate to present to the congregation, the congregation shall vote by secret ballot. A quorum of members shall be established prior to the vote. A percentage of 75% or more of the cast votes shall be required to confirm the calling of a new Pastor.

## **Pastor**

The Pastor, in co-operation with Boards and Committees, shall be responsible for the general leadership of the Church. Duties shall include conduct of services of worship and prayer, the preaching of the Gospel, the exposition of the Scriptures, the administration of the Ordinances, the pastoral care of members and adherents and, in general, the spiritual interest of the Church. In addition, the Pastor has voting rights on all Boards and is a standing member on all Committees.

A yearly review of the Pastor will be completed by the Deacons Board.

The services of the Pastor may be terminated by the Pastor or Church with three months' written notice, or less by mutual agreement.

## **Music Director/Organist**

The Music Director/Organist shall be responsible to and accountable to the Music Committee. If an Organ Assistant is required and with the approval of the Music Committee, the Music Director/Organist will select this person. The Music Director/Organist and with the Music Committee's approval shall be responsible for the following:

- i. Leading congregational singing and providing musical leadership
- ii. Accompanying the Church's Regular Choir and Men's Choir and providing weekly rehearsals for both unless the Music Director/Organist has made alternate arrangements.
- iii. Supporting the Sunday services with appropriate music through preludes, offertories, and postludes.
- iv. Co-ordinating with the Pastor at regular, mid-week meetings appropriate musical selections for the Sunday service, other special services, and Sanctuary functions as a Church's music is part of its ministry.
- v. Providing the music and/or accompaniment for all weddings, funerals, special services, and all Church musical functions unless the Music Director/Organist agrees with or makes alternate arrangements.
- vi. Researching and recommending for purchase all musical instruments used in the Church.
- vii. Co-ordinating all tuning and repairs of the Church's musical instruments in conjunction with the Music Committee.
- viii. Organizing, selecting, accompanying, and directing the Church's Christmas Cantata.
- ix. The Sanctuary's organ and piano are under the supervision and control of the Music Director/Organist and as such, permission from the Music Director/Organist is necessary for alternate players or usage.



## **Church Secretary**

The Church Secretary shall be responsible for all stenographic duties in connection with Church activities. These shall include:

- i. Preparing the weekly bulletin in conjunction with the Pastor and Music Director
- ii. Copying the Easter, Thanksgiving, and Christmas letters as prepared by the Pastor for distribution to all the members and associate members of the Pastoral Charge
- iii. Preparing annual reports for both Bridgetown and Centrelea
- iv. Preparing Letters of Transfer for members wishing to relocate
- v. Preparing Baptismal, Membership, and Dedication certificates as needed
- vi. Daily, collect the mail from Post Office, sort and distribute to intended recipient
- vii. Assist the Clerk in keeping the membership list up to date.
- viii. Take minutes during Church meetings
- ix. Arrange for advertising of special events through posters, local advertising, or other forms of communication.

## **Church Treasurer**

The Church Treasurer shall keep an accurate account of all receipts and expenditures, be responsible for issuing cheques drawn on the Church's Current Bank Account for the payment of Church debts but is NOT responsible for the counting and depositing of funds to the Church's bank account, and has authorization to prepare payment for all approved salaries, utilities, and general operating expenses without prior approval provided that such expenditures have been budgeted for by the Church. All other expenditures must be authorized by the Board of Management prior to payment. The Church Treasurer shall keep accurate records of all Church Bonds and Certificates and make reports as the Board of Management deems advisable. The Church Treasurer shall issue to members and adherents receipts for their yearly givings. All Church issued cheques require two signatures. There shall be three Church members who have signing authority. These members will be the Chairperson of the Management Board, the Church Treasurer of the Management Board, and the Secretary of the Management Board.

## **Clerk**

The Clerk shall keep a record of all business transacted at Business Meetings of the Church including meetings of the Board of Leaders. The Clerk shall also keep an accurate Roll of the members of the Church, both resident and non-resident, with dates and manner of their admission and dismissal, issue letters of dismissal, keep a record of Baptisms performed by the Pastor, prepare denominational reports, keep on file a record of the important incidents in the Church's history, and deposit appropriate documents with the Baptist Archives, Acadia Divinity College. An Assistant Clerk may be appointed by the Board of Leaders on an as needed basis.

## **Sunday School Co-ordinator**

The Sunday School Co-ordinator reports to and receives support from the Christian Education Board.

The Sunday School Co-ordinator shall oversee the total operations of the Sunday School through the following procedures:

- i. The Co-ordinator will attend monthly meetings of the Christian Education Board.
- ii. The Co-ordinator will ensure that the procedures of the Child Protection Policy are followed as relevant to the Sunday School operations.
- iii. The Co-ordinator will ensure there is adequate teaching staff to meet the needs of the Sunday School.
- iv. The Co-ordinator will organize Sunday School teachers' and leaders' meetings on an annual basis and otherwise as necessary.
- v. The Co-ordinator will co-ordinate the annual activities of the Sunday School including but not limited to: Rally Day, Christmas Presentation, Summer Closing Service, and Family Picnic, as well as any other special events or activities as agreed to by the Board of Christian Education.
- vi. The Co-ordinator will review teaching curriculum on an annual basis and will arrange for new curriculum as required.
- vii. The Co-ordinator will supervise and be available for consult with the Sunday School teachers and leaders.
- viii. In the absence of a Sunday School Co-ordinator, the duties of the Co-ordinator will become the responsibility of the Christian Education Board.

### **Financial Secretary**

The Financial Secretary shall maintain an accurate account of all offerings made through envelopes and shall submit to the Church Treasurer for the issuing of receipts the statements of each contributor's annual givings.

### **Envelope Secretary**

The Envelope Secretary shall be responsible for ordering the required number of boxes of Church Envelopes, shall be in charge of the annual distribution of these Envelopes, and shall work in liaison with the Financial Secretary.

### **Memorial Fund Secretary**

The Memorial Fund Secretary shall be responsible for maintaining an accurate record of contributions and issuing receipts to contributors to the Memorial Fund. The Memorial Fund Secretary will also be responsible for issuing Memorial Donation cards to the families of the deceased person in whose memory the contribution was made.

The Memorial Fund Secretary will report to the Board of Management at their request, and to the congregation of Bridgetown Baptist Church annually by submitting a report to the Annual Report document.

All funds given to Bridgetown Baptist Church that are designated in memory of a person whether by notation on a cheque or by notation on an offering envelope will be maintained in the Memorial Fund ledger column as part of the general account of Bridgetown Baptist Church. The Board of Management shall have discretion over any undesignated funds held in the Memorial Fund Account. The undesignated funds may be used for the purchase of items which will remain the property of Bridgetown Baptist Church but not used for the purpose of day-to-day expenses. A record of purchases from the Memorial Fund should be maintained in the Annual Report.

## **ARTICLE 10 Ratification and Implementation of this Constitution**

This constitution shall take effect upon ratification by a two thirds majority at the Annual Business Meeting of the church with a quorum of ten percent of the resident members present. This constitution shall replace and supersede all prior constitutions. All current bylaws, policies, rules and procedures shall be incorporated in the church's policies, rules and procedures except where superseded by or in conflict with this constitution. All persons nominated and elected for any church office under the prior constitution shall be considered to hold that office under this constitution. Persons on or elected to the Boards of Trustees and Finance shall be considered to be members of the Management Board.

(Appendix A)

**Our Church Covenant (adopted 1987)**

*HAVING BEEN LED, as we believe, by the Spirit of God to profess our faith in Jesus Christ, and having been baptized in the name of the Father, the Son, and the Holy Spirit, we do now solemnly and joyfully affirm our covenant with God and with each other.*

*WE PLEDGE to serve Christ in the fellowship of this congregation. We shall endeavour to love one another, to remember one another in prayer, to share each other's joys, and to sustain each other in times of distress. We aspire to be a fellowship of the concerned, where the lost may find Jesus Christ, sinners may find welcome. We shall strive to be responsible church members, through faithful attendance, study and giving.*

*WE SHALL SEEK to be obedient to Christ in our daily living. Within our homes, in our labour and while at leisure we shall strive for attitudes and actions which will reflect God's Spirit working through us. We also engage to maintain family and private devotions, to teach our children the Christian truths, and to seek the salvation of our kindred and acquaintances. Believing that our bodies are temples of the Holy Spirit, we shall endeavour to avoid experiences and habits which defile the body and hinder our witness.*

*BOUND TOGETHER in a fellowship of faith with all who confess Jesus Christ as Lord and Saviour, we shall pray and labour for a spirit of unity among all Christians.*

*BELIEVING that our call to be a church is a call to witness in the world, we dedicate ourselves anew as servants of the Lord of all life. Whenever people are in bondage to ignorance, poverty, fear, or prejudice, we shall strive for justice, freedom, dignity, and peace. Whenever people are separated by barriers of hostility and distrust, we shall be ministers of God's reconciling love. As we pledge our support to the work of our missionaries throughout the world, we commit ourselves to the mission to which God calls us all.*

*WE AGREE that when we remove from this place, we will speedily unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.*

*ACKNOWLEDGING our human frailties and ever seeking forgiveness, we profess our need of the Holy Spirit, and commit our lives to Jesus Christ, and through Him to the care, the judgement, the deliverance, and the mercy of Almighty God. **AMEN.***

(Appendix B - Church Policies)

i. **Church License to Minister**

The Canadian Baptists of Atlantic Canada, at the 2004 Assembly, adopted regulations concerning the License to Minister granted by a local Church.

Persons wishing to receive a License to Minister from **The Bridgetown Baptist Church** need to apply to the Pastor indicating their desires regarding ministry. The Pastor and Deacons Board will review applications and make a recommendation to the Church on the granting of a License to Minister. It is important that the Church exercise utmost care in granting a License for this important ministry of the Church. The Church must be thoroughly satisfied the recipient has the personal characteristics and Christian experience suited for the desired ministry.

In keeping with the Canadian Baptists of Atlantic Canada regulations, **The Bridgetown Baptist Church** will base the granting of a **Church License to Minister** on the following criteria:

- i. Candidates should tell of their conversion, call to ministry and their faith in Jesus Christ.
- ii. A candidate must have been a member of the Church for at least 1 year.
- iii. Candidates are required to have preached or taught in the Church to determine if they have gifts in either or both of these areas.
- iv. Candidates should be able to demonstrate leadership ability.
- v. Candidates should be able to relate well to people.
- vi. Their lifestyles, including family relationships, ethics and faithfulness in work habits will be considered.
- vii. A candidate should demonstrate progress in Biblical knowledge and spiritual growth.
- viii. A candidate should demonstrate an understanding of the ministry of the Church and of Baptist beliefs.

A License remains valid as a local Church license, as long as the Church deems it appropriate. It may be rescinded by the Church at any time, for just cause, upon recommendation by the Deacons Board. It is the responsibility of the recipient to request a yearly endorsement by the Church prior to its Annual Business Meeting.

## ii. Church Policy Regarding Same-Sex Marriage

In view of recent judicial rulings in several Provinces that have opened the door to same-sex marriages, and the increasing acceptance and promotion of practicing homosexuality as a viable alternative lifestyle, and the apparent intent of the Government of Canada to redefine marriage to include same-sex unions, **The Bridgetown Baptist Church** affirms the following tenets.

- i. The Holy Scriptures of the Old and New Testaments have their authority from God and are the only perfect, supreme, infallible and sufficient standard of faith and practice for a Christian. 2 Timothy 3: 16, 17; 2 Peter 1: 20, 21; Psalm 119: 105
- ii. At creation God ordained marriage between a man and a woman to be a lifelong relationship to satisfy our natural desire for companionship and sexual fulfillment and to foster procreation. Genesis 1: 26-31; Genesis 2: 18-25
- iii. Jesus affirmed this in His teachings. Matthew 19: 4-6
- iv. Marriage is a covenant between a man and woman before God,
- v. Marriage is the foundation of family and societal stability.
- vi. Sin has disrupted God's design and led to various kinds of unnatural sexual acts and sinful behaviour. Romans 1: 18-32
- vii. Scriptures of both the Old and New Testaments condemn the practice of homosexuality. Leviticus 18: 22; Leviticus 20: 13; Romans 1: 24-27; 1 Corinthians 6: 9-11; Galatians 5: 19-21; 1 Timothy 1: 8-11; June 7
- viii. We need to reach out to homosexuals and compassionately share Christ's love with them.
- ix. The Church, its pastors and leaders have a responsibility to uphold the moral standards taught in Scripture.

Therefore, it shall be the policy of The Bridgetown Baptist Church that marriages in the Church, or on Church property, shall be for the purpose of celebrating the lifelong union between one man and one woman to the exclusion of all others, as pledged before God. No marriage, union, or blessing of same-sex partners is permitted in the Church or on Church property.

Further, in keeping with the policy of the Canadian Baptists of Atlantic Canada, no Pastor or Associate Pastor of The Bridgetown Baptist Church shall conduct any marriage, union, or blessing of same-sex partners.

Adopted May 26, 1996  
Revised January 26, 2005

### iii. Child Protection Policy

Effective Date: September 1, 2014

1. This policy replaces the Bridgetown Baptist Church Child Abuse Prevention Policy of January 31, 2001, revised in 2003 to reflect the change in church name.

#### Child/Youth Workers

2. All persons desiring to work with children/youth through any ministry of this church, must first meet the following qualifications:
  - a. Be a member or adherent in good standing of this church for at least 6 months;
  - b. Provide mandatory Criminal Records check and a Child Abuse Registry check. A record from the Child Abuse Registry involving any abuse of children will, in all cases, disqualify the individual from ever working with youth or children through this church;
  - c. Participate in an annual information session which will include the review of this policy.
3. As of the date of this policy, all future persons desiring to work with children/youth will be required to:
  - a. Complete an application form and supply references;
  - b. Be willing to participate in an interview if requested.
4. Individuals who work with children and youth need to be mindful of the importance of avoiding potentially compromising situations in which an allegation of abuse could be made.

#### Classroom

5. Teacher student ratios will be maintained at all times in the classroom. (Refer to Child Protection Procedures)
6. All classrooms are equipped with a window in the door. In the event there is a classroom without a window in the door, there will be dual supervision by unrelated child/youth workers.

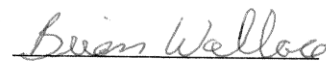
#### Offsite Events

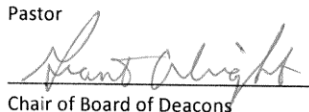
7. We strive to ensure that parents are aware of the precautions being taken to protect their children.
  - a. Parental consent forms will be used for all authorized special activities or events when children are not accompanied by a parent or guardian.
  - b. The private vehicle used to transport youth must carry sufficient insurance (as established in the "Travel Allowances and Other Expenses Policy, Bridgetown Baptist Church"), safety inspection and the number of youth will not exceed the number of working seat belts.
  - c. Driver of the vehicle will be over the age of 25.

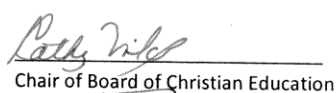
#### General

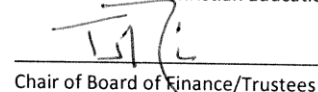
8. The congregation are annually informed of the importance of child safety and the church Child Protection Policy.
9. In the event that an allegation of abuse of a child or youth is made:
  - a. It will be reported immediately to the Department of Community Services and to the pastor;
  - b. The process will be carefully documented by the pastor including date(s), time(s) and content of all conversation pertaining to the alleged abuse.
  - c. If the pastor is accused of abuse the Associate Executive Minister of the Convention of Atlantic Baptist Churches (CABC) will be notified.
10. Prayer support and pastoral care will be provided for all involved.

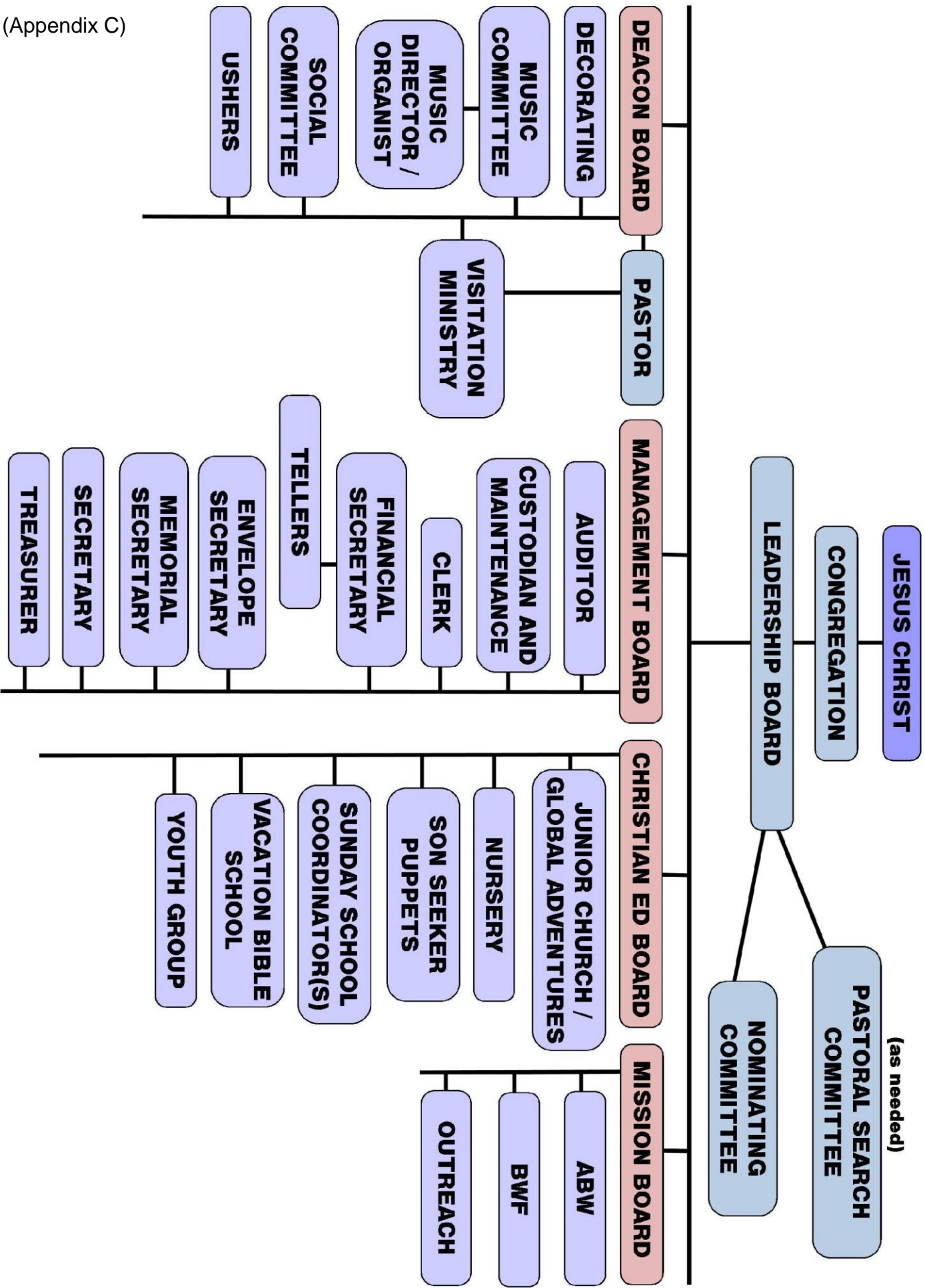
Signed:

  
\_\_\_\_\_  
Pastor

  
\_\_\_\_\_  
Chair of Board of Deacons

  
\_\_\_\_\_  
Chair of Board of Christian Education

  
\_\_\_\_\_  
Chair of Board of Finance/Trustees



(Appendix C)

This chart is not necessarily an authority chart, but more for clarity of reporting purposes - revised September 2016