

SCHEDULE “B”

BY-LAWS OF BROADVIEW EVANGELICAL FREE CHURCH

PART I (Amended 2019)

Doctrinal statement: We believe:

The Evangelical Free Church of Canada is an association of autonomous churches united in a common commitment to God's evangel--the gospel of Jesus Christ, who died and rose again to give us eternal life. To God's glory, the gospel is the power of God for the salvation of everyone who believes. Our essential theological convictions are vitally connected to this gospel.

God's gospel originates in and expresses the wondrous perfections of the eternal, triune God.

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

God's gospel is authoritatively revealed in the Scriptures.

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavour should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

God's gospel alone addresses our deepest need.

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

God's gospel is made known supremely in the Person of Jesus Christ.

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

God's gospel is accomplished through the work of Christ.

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

God's gospel is applied by the power of the Holy Spirit.

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in

the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

God's gospel is now embodied in the new community called the church.

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

God's gospel compels us to Christ-like living and witness to the world.

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

God's gospel will be brought to fulfillment by the Lord Himself at the end of this age.

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ with His holy angels when He will bring His kingdom to fulfillment and exercise His role as Judge of all. This coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

God's gospel requires a response that has eternal consequences.

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

PART II - INTERPRETATION

1. In these By-Laws, unless the context otherwise requires,
 - (a) "Full Member" means a member who is in good standing of the Broadview Evangelical Free Church, who is of the full age of eighteen years and who is resident in the district of Salmon Arm or adjacent territories.
 - (b) "Associate Member" means a member in good standing of the Broadview Evangelical Free Church who,
 - I) is under the full age of eighteen years,
 - II) Or is a resident in the District of Salmon Arm or adjacent territories and has been absent from the services of the church for a period of one year, but has expressed a desire to retain membership in the Broadview Evangelical Free Church.

III) or is not a resident of the District of Salmon Arm or adjacent territories but has expressed a desire to retain membership in the Broadview Evangelical Free Church.

- (c) “Adherent” means a non member who supports the Doctrine and Ministry of the Broadview Evangelical Free Church and is regularly in attendance at church services.
 - (d) “Good Standing” is deemed to mean living in accordance to the Word of God and the Doctrinal Statement of Faith of the Society.
 - (e) “Board” or “Church Board” means the directors of the society for the time being elected as provided in Part VIII of these By-Laws.
 - (f) “Auxiliary Organization” means any organizational body set up within the Society under the sanction or approval of the Board and subject to the Board in all its operations.
 - (g) “Societies Act” means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it.
 - (h) “Senior Pastor” means the pastor in the leadership role and may be referred to Lead Pastor or Head Pastor or any such term referring to his leadership. (Amendment registered August 15, 2010)
 - (i) “Volunteer Pastor” means a pastor who is not compensated for serving. (Amendment registered August 15, 2010)
2. The definitions in the Societies Act on the date these By-Laws become effective apply to these By-Laws.
3. Words imparting the singular include the plural and vice versa; and words imparting a male person include a female person and a corporation.

PART III - MEMBERSHIP

1. Membership in the Society is open to those of any age who:
- (a) Through faith in God’s Son our Lord Jesus Christ, have been born again to a living hope.
 - (b) Accept the Doctrinal Statement of Faith as set forth in Part I of these By-Laws.
 - (c) In their lives manifest the fruit of a true faith in God.
2. New Members may be received at any regular Church Board Meeting. The following procedure should be followed in the consideration of an application for membership.
- (a) All applicants shall first attend a Membership Class offered by the Elders. Application shall be made to any member of the pastoral staff or to any of the Elders. Application should be on the approved application form and, in the case of those who were formerly members elsewhere, be accompanied by a letter of reference from the former church.
 - (b) Elders will begin to investigate as to the faith and life and the applicant. The names of the applicants shall be published for two consecutive weeks in the church bulletin or published once in the Newsletter, for the purpose of allowing input from the membership of the society.

- (c) Any disclosure from a member as to the life and faith of an applicant shall be made in writing and addressed to the Elders within two weeks of the final publication of the applicant's names.
 - (d) The Elders shall meet no sooner than two weeks following the final publication of said names to follow-up and complete their investigation as to the faith and life of applicants.
 - (e) The Board will decide by vote the acceptance of any applicant.
 - (f) Accepted applicants shall be received and welcomed at one of the following public services.
3. The fundamental principles of this Society are based upon the Word of God: (The Bible). Therefore, every member of the Society is:
- (a) Expected to live according to Biblical teachings, to abide by the scriptural admonitions of Ephesians 4:3: "Endeavoring to keep the unity of the Spirit in the 'Bond of Peace', and avoid and refrain from that which is destructive to Christian life and dishonorable to God".
 - (b) Earnestly admonished to refrain from evil speaking of one another, and to pray constantly for the Church, its members and its ministry.
 - (c) Requested to materially support the Society according to their ability and the needs of the Society.
 - (d) Expected to attend the Church services insofar as possible.
4. If any Pastor or any other member of the Society is found to live or teach contrary to the Word of God, or the Doctrinal Statement of Faith of the Society, he shall be admonished in love. If there is no repentance, exclusion from the Society shall follow, according to Matthew 18:15-18, and 1 Corinthians 5:2-13. The object of this discipline should be to reclaim such a one. 2 Corinthians 2:5-11 and Galatians 6:1-2.
5. Any member, absent from all services, showing no interest in the church, and giving no response to approaches by any pastor and the Elders over a period of one year, shall cease to be a member provided that no membership shall be canceled until the Church Board approves by a two-thirds majority of the votes cast.
6. Any member, who ceases to be a member and wishes to be reinstated as a member must be received as a new member as outlined in Part III, Section 3 of these By-Laws.
7. Withdrawal from membership will be allowed where there is reasonable cause, and members in good standing will, upon request, receive a letter of recommendation when moving to other localities.
8. Anyone whose membership has been withdrawn, canceled, or who ceases to be a member for whatever reason, shall have no right in any business of the Society or in its property.

PART IV - MEETINGS OF MEMBERS

1. Regular general meetings of the Society shall be held as follows:
 - (a) The Annual General Meeting shall be held within 90 days of the fiscal year end of the Society.
 - (b) Other General Meetings shall be held as required.
2. Special General Meetings of the Society may be called at any time by the Board, or the Chairman of the Board in consultation with at least two other members of the Board.

3. (a) Notice of all regular general meetings of the Society shall be given by announcing the same at a regular worship service and by publishing the notice in a bulletin for distribution at the regular worship services immediately preceding the date of the meeting or by letter addressed to each member and mailed at least fourteen (14) days prior to the date of the proposed meeting.
- (b) Notice of all special general meetings shall be given as in (a) whenever possible. If a special general meeting is of an urgent nature, the above procedure in (a) may be waived, however as much prior notice as possible shall be given stating the general nature of the business.
- (c) Notice of a general meeting shall specify the place, the day, and the hour of the meeting.
4. Subject to Part IV, 1 and 2, the place, day and hour of the general meeting shall be fixed by the Board.

PART V - PROCEEDINGS AT GENERAL MEETINGS

1. A quorum shall consist of the members present at a duly called meeting of the Society.
2. (a) Full members who are present at meetings of the Society are entitled to have a voice and one vote.
- (b) Voting is by show of hands, except when otherwise specified in these By-Laws, or by secret ballot whenever duly decided by the meeting.
- (c) Voting by proxy is not permitted.
- (d) All matters shall be decided by a majority vote of the members present, except when otherwise specified in these By-Laws.
3. Associate Members and Adherents shall have a voice at any General Meeting of the Society but shall not have a vote.
4. Robert's Rules of Order shall be used to conduct all meetings of the Society.

PART VI - BOARD OF DIRECTORS

1. The Society shall set forth in a separate document known as the "Organizational Chart" a picture of the structure of the Society; the Boards, Committees and various Auxiliary Organizations. This chart along with the Job Description manual will show both the structural make up of the Board of Directors and its relationship to the Congregation, the Staff, the various committees and all the other auxiliary organizations of the Society.
2. The Board of Directors shall hold regular monthly meetings as required.
3. (a) Special meetings of the Board may be called at any time by the Chairman.
- (b) The Chairman shall call a special meeting of the Board upon the written request of any THREE members of the Board. Such meetings shall take place within SEVEN days from receipt of the request.

4. Notice of all Board Meetings shall be given as set forth in Part IV, 3(a), 3(b), and 3(c).
5. A quorum for a meeting of the Board is a majority of the directors. Questions arising at any meeting shall be decided by a simple majority of the votes cast.
6.
 - (a) The Board of Directors shall generally carry on the affairs of the Society, and seek the implementation of all resolutions and policies adopted by the Society.
 - (b) The Board may borrow money only upon the instructions of the Society.
7. The Chairman of the Board shall be ex-officio of all committees of the Society, excepting a Nominating Committee.
- 8..
 - (a) The Church Board shall set forth in a separate document know as a “JOB DESCRIPTION MANUAL”, the responsibilities and authority of the Pastor(s), the officers of the Society, the Chairmen of the various standing committees of the Society and the heads of the auxiliary organizations of the Society and any other they deem necessary.
 - (b) The job descriptions in the “JOB DESCRIPTION MANUAL” shall lay out the process for the election, appointment or hiring of all positions outlined in Part IX subsection 1.(a).
 - (c) Each job description in the “JOB DESCRIPTION MANUAL” must be approved by the members of the Board.
 - (d) The “JOB DESCRIPTION MANUAL”, may be amended by the Church Board from time to time.
2. The Church Board shall set forth in a separate document known as a “POLICY MANUAL” the various rules, regulations and policies that shall be followed in conducting the affairs of the Society.

The Elders shall be responsible for:

- (a) Membership - Part III
- (b) Approval of Job Descriptions and organizational chart

PART VII - PASTOR

1. The election and calling of any Pastor serving more than half time shall take place at a regular or special general meeting of the Society, in the following manner: (Amendment registered August 15, 2010)
 - (a) Several candidates or a single candidate shall be nominated.
 - (b) The final vote must be taken by secret ballot, and a two-thirds majority vote of the members must be given before a call can be issued.
 - (c) The Pastor shall be given a call for an indefinite period of time. At least one month notice shall be given by the Pastor or the Society in case of resignation or of dismissal.
2. No accusation shall be taken up by the Society, against any Pastor except by the complaint of two or three witnesses. A two-thirds majority vote of the members must be given to retain any Pastor when that issue is brought before the Society.
3. Any Pastor and his/her spouse, by virtue of their position, shall be members of the Society.

4. The Senior Pastor shall have power of address at all Board meetings, and shall be an ex-officio member of all committee and auxiliary organizations of the Society.
5. Any Ministry Staff serving less than half time shall be appointed by the Elders according to the policy in the Policy Manual. (Amendment registered August 15, 2010)

PART VIII - ELECTIONS AND APPOINTMENTS

1.
 - (a) The Board may appoint, at least thirty days prior to the annual meeting of the Society, a nominating committee consisting of three members of the Society, two of which shall be members of the Board or Elders. (Amendment registered August 15, 2010)
 - (b) At the annual meeting the Chairman of the Nominating Committee shall present to the Society a full slate of candidates who have expressed willingness to stand for election to various official positions.
 - (c) Members of the Nominating Committee may also stand for elections to the various official positions.
 - (d) The Nominating Committee is a select committee, and dissolves after the annual general meeting of the Society.
2. The society shall elect by ballots with a two-thirds majority vote a Board of Directors at the Annual General Meeting according to their terms of office outlined in the Organizational Chart and Job Description Manual. (Amendment registered August 15, 2010)
3. The Board or appropriate body shall appoint, at their first regular meeting following the Annual Meeting:
 - (a) Recording Secretary
 - (b) Members of the Finance Ministries Committee. Delete (Amendment registered August 15, 2010)
 - (c) Members of the Deacons Ministries Committee.
 - (d) Members of all other Ministry Committees as required by the Organizational Chart.
4.
 - (a) All persons elected to serve as members of the Board of Directors must be members in good standing of the Society. (Amendment registered August 15, 2010)
 - (b) Insofar as possible, all persons selected or appointed as heads of departments, committees, or auxiliary organizations of the Society, shall be members of the Society.
 - (c) No person shall be remunerated for being or acting as a member of the Board or as head of an auxiliary organization of the Society. This ruling however, will not disqualify paid staff from being members of the Board or heads of auxiliary organizations as may be required by their Job Description or the Society. Delete (Amendment registered August 15, 2010)

PART IX - DUTIES AND POLICIES

1. The Society shall be responsible for:
 - (a) Election & Calling of Pastors Part VII
 - (b) Election of Officers of Society Part VIII
 - (c) Appointment of Auditors - Part XI
 - (d) Approval of the Annual Budget
 - (e) Acquisition of Property & Funds Part X

2. The other tasks, as in the day to day operations of the Society, shall be delegated through the Board to the appropriate bodies. The Society shall grant all appropriate authority to the Board, the Committees and other auxiliary organizations to fulfill the purposes of the Society in compliance with this constitution. Any policy additions or changes must be added to or filed within the body of the Policy manual.

See Genesis 1:28; Matthew 28:18-20; Colossians 2:9-10.

PART X - PROPERTY AND FUNDS

Formerly Unalterable Provision: If the Society ceases to function and is dissolved, the property and funds shall become the property and funds of the Evangelical Free Church of Canada – Canadian Pacific District.

*This Provision Only **Part x – Property and Funds***

Formerly Unalterable Provision: as above, may be changed by a special resolution with a 95% in favor vote of the **total** membership of the Society; that is to say the **total** membership of the Society must be polled not just the members present at the duly called meeting of the Society.

1. The property and funds of the Society shall be used for the purpose of carrying out the purposes of the Society.
2. Titles of all the property belonging to the Society shall be vested in the name of the Society.
3. Any decision to buy, sell, or lease real estate or chattel property or to borrow such sums of money as may be required by the Society, and to secure the payment thereof, or to pledge any real or chattel property of the Society must be approved by a three-quarters majority vote of the members present at a duly called meeting of the Society.
4. If division occurs in the Society, the name of the Society and all property and funds are retained by those persons adhering to this Constitution and its By-Laws.

PART XI - AUDITORS

1. The books and accounts of the Society and its auxiliary organizations shall be audited at least once a year.
2. At each annual meeting of the Society two auditors shall be appointed, or only one auditor may be appointed if he is a member in good standing of the Canadian Institute of Chartered Accountants or the Certified General Accountants Association of British Columbia, and is not a member of the Society.
3. In the event of the resignation of the auditors or their inability or refusal to act, the vacancy thereby created shall be filled by an appointee of the Board's choosing.
4. The Auditors shall submit a written report to the members at each annual general meeting.

PART XII - MINUTES AND RECORDS

1. The Society shall cause minutes of all proceedings at general meetings, Board Meetings and Auxiliary Committee Meetings to be kept. (Amendment registered August 15, 2010)
2. The Society shall cause proper records in respect of all financial and other transactions of the Society to be kept.

3. The Society shall cause proper records of membership, names of those baptized, dedicated, married and buried to be kept.
4. All such minutes and records of the Society shall be kept at a place determined by the Board, and shall be open to the inspection of any member at all reasonable times.

PART XIII - STANDING

1. The Society shall be affiliated with the Evangelical Free Church of Canada.
2. The Society shall remain free and independent and shall not join itself to any other denomination or synod. It shall remain its own highest authority under God.
3. The Society shall cooperate with the Evangelical Free of Canada and its branches by sending delegates to conferences, support home and foreign missions, and unite in any mutual efforts for the furtherance of the gospel, as the Society may officially decide.

PART XIV - SEAL

The Society may have a suitable seal to be used in the transaction of its business, which seal shall not be affixed to any instrument except by the authority of the Church Board: the custody and use of the seal shall be by the Secretary, who may affix it only in the presence of the signing officers appointed by the Board.

PART XV - AMENDMENTS OF CONSTITUTION AND BY-LAWS

The Constitution and By-Laws of this Society shall not be rescinded, altered, or added to except by special resolution of the Society. Proposed alterations must be presented in written form and discussed at any business meeting at least three months prior to the time of its adoption. They may be made at any annual business meeting of the Society by a three-quarters majority of vote of the members present at a subsequently duly called meeting.