

**Creekside Community Church of Pincher Creek  
Pincher Creek, Alberta**

**Bylaws**

**Version 1.4 – February 27, 2024**

## **1. Membership**

We believe the church is like a body, made of many parts and arranged by God. The different gifts are from the same Spirit. The different services are for the same Lord. The different works are through God's enabling. All are indispensable, special and to be valued (1 Corinthians 12). However, membership is required for participation in voting decisions and for persons to be considered for leadership positions in the church. Membership is recognized based on the following requirements:

### **1.1. Requirements**

- 1.1.1.** Upon request, membership will be open to any individual, 18 years or older, who makes a profession of faith in Jesus Christ as Savior and Lord and is baptized according to the church statement of faith.
- 1.1.2.** Such persons will accept the statement of faith of Creekside Community Church of Pincher Creek and submit to be governed by the constitution and bylaws of Creekside Community Church of Pincher Creek.
- 1.1.3.** Such persons will intend to live a Christ centered life, seeking unity and striving to love one another. They will endeavor to use their spiritual gifts, natural gifts and material blessings for the benefit of the church and the glory of God.
- 1.1.4.** Two of the Council of Elders will interview any individual desiring membership and will make a public recommendation for two weeks, after which the individual will be accepted as a member unless, in the interim, information is disclosed that would prevent the acceptance of said membership based on Creekside Community Church of Pincher Creek requirements. A woman member will be present when interviewing women

### **1.2. Termination**

Membership may be terminated by:

- 1.2.1.** Written request by the member.
- 1.2.2.** Absence from Sunday services for three consecutive months without reasonable cause.
- 1.2.3.** Disciplinary action by the Council of Elders of an unrepentant member. This action shall only be taken following a thorough examination of matters which are determined to be contrary to the Word of God or Creekside Community Church of Pincher Creek's statement of faith. The decision will be made public to the membership. The removal shall be given in writing. The removed person may be

restored to membership by recommendation of the Council of Elders as per Section 1.1.

#### **1.2.4. Waiver of Claim**

Notwithstanding the provisions hereinbefore contained, Certificates of Membership of this local church shall be issued upon the condition that suspension of the member and withdrawal of the Certificate of Membership in the manner herein provided shall not give the suspended member cause for legal action against the pastor or any member taking part in the suspension proceedings; and the acceptance of the Certificate of Membership or Fellowship in this local church shall be evidence of a waiver by the member of all rights of action, causes of action and all claims and demands against the local church or any member or representative of Creekside Community Church of Pincher Creek by virtue of suspension proceedings and withdrawal of the Certificate of Membership or Fellowship in this local church under the foregoing provision.

## **2. Leadership**

The leadership, believing that the same Spirit is in all believers, shall endeavor to ensure the voice of the congregation is heard, and recognizing that Christ is the head of the church, will bring concerns and decisions before God in prayer. Anyone serving in leadership must be a member.

### **2.1. Pastor**

- 2.1.1.** In this document the term “pastor” shall refer to the member(s) of the Council of Elders employed by Creekside Community Church of Pincher Creek for the position of pastor.
- 2.1.2.** A pastor shall be appointed who is filled with the Holy Spirit and wisdom, a man of prayer, a man of the Word and meets all the qualifications of an elder as set forth in 1 Timothy 3:1-7, Titus 1:5-9 and 1 Peter 5:1-4. The pastor will normally have graduated from an accredited seminary and/or a recognized Bible School, Institute or College and shall be able to achieve denominational accreditation. He will be recognized by the membership to have been called by God to this position following a prayerful search by the Council of Elders.
- 2.1.3.** The pastor(s), along with the other members of the Council of Elders, shall be responsible for the spiritual direction of the church and have oversight under God of all departments of the church.
- 2.1.4.** The pastor(s) shall be an ex-officio member of all committees and councils of the church.

**2.1.5.** In the event of a serious disagreement between a pastor and the remainder of the Council of Elders refer to Section 2.2.4.

**2.1.6.** The pastor shall regularly preach and teach the Word of God, conduct weddings, funerals, baptisms, the Lord's supper, liaise with the Canadian Baptists of Western Canada and be the public representative of the church within the framework that has been agreed upon between him and the Council of Elders.

## **2.2. Council of Elders**

**2.2.1.** The Council of Elders shall be of no less than four men, made up of the pastor(s) and those members of Creekside Community Church of Pincher Creek who teach and give doctrinal direction and have been approved by the membership. The word "elder" is also called an "overseer".<sup>1</sup> The role of elders is to work with the pastor(s) in the spiritual oversight of all aspects of the church services and presentations, Bible studies, curriculums, youth ministry and missional initiatives. These men shall be full of the Holy Spirit and wisdom.

**2.2.2.** Elder candidates shall be recommended by the Council of Elders, considering the voice of the congregation and after prayerful consultation with each other and an examination to ensure that the candidate(s) meet the spiritual qualifications set forth in 1 Timothy 3: 1-7, Titus 1: 5-9 and 1 Peter 5: 1-4. The Elder candidates will then be published before the duly-called congregational meeting where they will be recommended for approval by a motion from the Council of Elders. The standard for approval for any elder candidate will require a quorum with a minimum of 70% majority of those members present for approval.

**2.2.3.** The term of office of an elder will be three years and he may be reappointed as per Section 2.2.2.

**2.2.4.** The Council of Elders will endeavor to use consensus in determining leadership decisions. In any case that consensus cannot be attained; any elder may call in one of the pre-arranged external consultants, as per Section 5, to address the Council of Elders on the item of difficulty. If consensus still seems out of reach, any elder can force a vote after three months of prayer with fasting, study and discussion.

**2.2.5.** The Council of Elders, after prayerful consideration of (i) matters involving scriptural qualifications of the pastor, an elder or a deacon, or (ii) concerns regarding other leadership issues, (e.g. agreement with Church core values or the

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<sup>1</sup> 1 Timothy 3:1-7; Titus 1:7-9

direction of the church) may, after concerted efforts to resolve these matters scripturally, may require his or her resignation.

**2.2.6.** The Council of Elders will attempt to meet monthly and can establish task specific committees. The Elders Council will meet with committees, subcommittees or individuals as required.

## **2.3. Deacons and Church Clerk**

**2.3.1.** Deacons and Church Clerk may be recommended to the Council of Elders from the membership and shall be nominated by the Council of Elders, based on the spiritual qualifications set forth in 1 Timothy 3:8-13, for approval by the membership as per Section 3.8.

**2.3.2.** There will be five deacon positions and one Church Clerk. They will have the ability to delegate and establish committees as required.

**2.3.2.1.** Deacon of Finance: This individual will establish a finance committee as required in consultation with the Treasurer. The Deacon of Finance may also be the Treasurer.

The Deacon of Finance, together with the Church Clerk and Council Chair will ensure an annual memorandum of understanding with church employees is signed.

**2.3.2.2.** Deacon of Congregational Care: This individual will coordinate and/or delegate congregational assistance, church ministries and events.

**2.3.2.3.** Deacon of Christian Education: This individual will coordinate and/or delegate programs for children/youth.

**2.3.2.4.** Church Clerk: This person will be responsible for records, congregational and council meeting minutes, risk management and coordinate church policy.

**2.3.2.5.** Deacon of Missions and Evangelism: This individual will coordinate and /or delegate programs for Outreach, Evangelism, Missions, Camps, and the library.

**2.3.2.6.** Deacon of Property and Maintenance: This individual will coordinate and delegate the ongoing upkeep and maintenance of the church facility and surrounding property.

## **2.4. Treasurer**

The treasurer will be recommended and approved by the membership. The treasurer responsibilities are:

- Keep current records of all receipts and disbursements
- Reconcile all bank accounts
- Make disbursements on all approved budget items
- Supply reports required by all authorities or agencies
- Provide a summary of finances for the congregation and Church Council as required
- Work with the Finance Committee, Church Council, and committees to construct an annual budget
- Provide human resource support.

## **2.5. Church Council**

The Church Council will consist of Elders and Deacons and will meet every two months or as necessary for coordination, discussion, and exchange of reports. The Church Council will select a Chair from amongst them who will direct the meetings. The Church Council Chair will also call and direct church business meetings. Other committees, sub-committees or individuals may be invited to Church Council meetings as required.

## **2.6. Terms**

Each position, except Elders, will serve 2-year renewable terms as follows:

Even year terms: Chair, Deacon of Finance, Deacon of Missions and Evangelism and Deacon of Christian Education.

Odd Year terms: Treasurer, Church Clerk, Deacon of Congregational Care and Deacon of Property and maintenance.

### 3. Congregational Meetings

- 3.1.** A minimum of two regular Congregational Meetings shall be held at the location of public worship of the congregation of Creekside Community Church of Pincher Creek. These meetings are:
- The regular Annual General Meeting: It will be held within a month of completion of the previous year's financial preparation and review.
  - The regular Congregational Business Meeting: it will be held in November.
- 3.2.** Meetings will be called by the Church Council.
- 3.3.** The regular Congregational Meetings will include reports from the pastor, the Elders Council, the Deacons, and the Treasurer.
- 3.4.** Special Congregational meetings may be called by the Church Council when deemed necessary and their purpose must be advertised.
- 3.5.** Notice of all regular congregational meetings requires an announcement at the weekly service and posting in the bulletin for two Sundays prior to the meeting date.
- 3.6.** All regular church attenders may speak at meetings in order for their opinions to be heard; however, business will be voted on only by members of Creekside Community Church of Pincher Creek.
- 3.7.** A quorum will be considered minimum one half of Creekside Community Church of Pincher Creek membership and will require two thirds majority of those members present for approval of any regular business.
- 3.8.** Leadership position nominations or hiring of a Pastor will be posted, as per Section 2.2.2., and will require a quorum with a minimum of 70% majority of those members present for approval. Voting for leadership positions will be by secret ballot for each individual considered.
- 3.9.** Disbursements, outside of the approved budget scope, over \$5000.00 must be approved by the membership. Spending of up to \$5000.00 may be approved by the Church Council and will be communicated to the congregation.

### 4. Officers of the Church

The Officers of the Church shall be members in good standing. The Officers of the Church shall be the Church Council Chair, Deacon of Finance and Church Clerk.

## Mediation

The Council of Elders shall appoint no less than two respected external representatives of the global Christian church body. These will act as consultants for the Council of Elders in the event of unresolvable points of conflict. They will be The Canadian Baptists of Western Canada Mountain Standard Regional Minister and an as needed appointee of the Council of Elders.

## 5. Amendments to the Bylaws

Amendments to the bylaws will be conducted at a regular or special congregational meeting requiring announcement at the weekly service and posting in the bulletin for two Sundays prior to the meeting date.

Amendments will require a quorum with a minimum of two thirds majority of those members present for approval.

## 6. Dissolution

- 6.1.** In the event that Creekside Community Church of Pincher Creek herein mentioned ceases to function as a church body, then all financial assets shall first be used in payment of any outstanding indebtedness. Secondly, the remaining proceeds would be distributed by the Church Council towards qualified donees, as defined by Canada Revenue Agency, supporting home or foreign mission work, and cannot become the property of any one person.
- 6.2.** An administrator must be appointed by the Church Council to watch over the funds and see that this is carried out.
- 6.3.** Should there be a division, or the church split into factions, the property remains in the possession of those who abide by the Constitution, Statement of Faith and Bylaws of Creekside Community Church of Pincher Creek.
- 6.4.** In the event of a church split and the ensuing contestation of property assets, a panel shall be formed consisting of the entire Church Council and the two external representatives as per Section 5.
- 6.5.** The panel shall willingly give counsel and advice regarding any proposed action to the church membership at a special meeting called for that purpose. Any panel member may speak at this meeting.
- 6.6.** The church membership shall take the matter under consideration. Any motion on a panel recommendation must be considered at a duly-called and advertised



congregational meeting using regular procedures and meeting requirements as per Section 3.

## 7. Adoption

The amended bylaws shall be in effect immediately upon adoption.

Signed:

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Church Council Chair

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Date

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Deacon of Finance and Property

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Date

*Allison Reynolds*

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Church Clerk

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Date

### Document Version History

Date	Version	Changes	Author(s)
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November 12, 2019	1.0	Approved at Business Meeting on November 12, 2019	Randy Boldt
February 11, 2021	1.1	Name change of Church originally voted at Business Meeting December 1, 2019, became official on February 11, 2021 from First Baptist Church of Pincher Creek to Creekside Community Church of Pincher Creek	Barbara Proudfoot Allison Reynolds
February 23, 2021	1.2	Wording changed in Deacon section at AGM on February 23, 2021 as referenced in the AGM Minutes. Wording Changed to reflect the permanent name change from Creekside Community Church to Creekside Community Church of Pincher Creek.	Allison Reynolds
February 28, 2023	1.3	Mediation #5 wording change from annual to as needed.	Allison Reynolds
<b>February 27, 2024 AGM</b>	<b>1.4</b>	Wording to include Church Clerk 2.3 The term changes from three-year Deacon terms to two-year renewable terms and split into even and odd year rotations. 2.3.1 deleted and 2.6 Terms added to reflect change.  Finance and Property Deacon position split into Deacon of Finance and Deacon of Property. Wording change in the entire document to show this. Includes 2.3.2 , 2.3.2.1, 2.3.2.6 and Section 4	<b>Allison Reynolds</b>