

THE CONSTITUTION OF CALGARY TRUTH BAPTIST CHURCH

ARTICLE I : NAME

The name of this church shall be known as Calgary Truth Baptist Church. This Church shall locate in the city of Calgary, in the province of Alberta, Canada. Under the church, currently there are Mandarin and English language speaking congregations. This Church is affiliated with The Canadian National Baptist Convention.

ARTICLE II : OBJECTIVES

This Church, with Christ as the Church's Head, shall follow Biblical principles to establish a New Testament Church, to lead people to Christ, to build up believers, to uphold the fundamental truth of Christianity, to unite members with the purpose of public worship, and to fulfill the commission of Jesus Christ.

ARTICLE III : DOCTRINE AND FAITH

1. We believe that the Bible, consisting of the Old and New Testaments, is the plenary inspired, infallible, and inerrant Word of God, and it is the final authority for Christian faith and life.
2. We believe in the one true and living God, eternally existing in three distinct Persons: the Father, the Son, and the Holy Spirit, that God is the Creator and Sustainer of all creation.
3. We believe that Jesus Christ, the only begotten Son of God, was conceived by the Holy Spirit, and was born of the virgin Mary; that in Him perfect humanity and deity is found in one personality; that He is the only mediator between God and man; that He was crucified on the Cross for the sins of all mankind. His Blood was shed to fulfill the requirement of God and Law.
4. We believe that Jesus Christ was bodily raised from the dead, ascended to Heaven; that on the last day, Christ will come personally to the earth as He has promised, to judge the living and the dead; that there will be a bodily resurrection of the dead, with the believers inheriting life, and the nonbelievers eternal condemnation.
5. We believe that the Holy Spirit convicts persons of their sins, leads sinners to salvation in Christ, transforms their lives, and continues to guide, teach, help, and comforts them as their counselor.
6. We believe that since that first man Adam, all mankind sinned against God, all need to repent of their sins and believe in Christ, or will suffer the eternal punishment of Hell.

7. We believe that Salvation of humanity depends solely on the finished work of Christ and for all as the Atonement for the sins of persons; that those who confess Jesus Christ as their Lord, and believe that God raised Him from the dead, shall be saved.

ARTICLE IV : ORDINANCES

1. BAPTISM

This is the total immersion in water administered as a testimony to identify with Christ's death, burial, resurrection, and an act of obedience.

2. COMMUNION

This is a communion service of partaking the Lord's bread and cup in remembrance of his sacrificial death for our sins and anticipating His second coming, a moment of meditation on the love of God and self-examination. The bread and cup are the symbolic elements of the Body and Blood of our Lord Jesus. Those who were baptized or believe in Jesus as their savior but have not been baptized shall participate in the communion.

ARTICLE V : NON-PROFIT STATUS

This Church is a non-profit charity organization. The Calgary Truth Baptist Church shall be carried on without purpose of gain for its members and any profit or other gain to the church shall be used in promoting its objective.

ARTICLE VI : DISSOLUTION

In the event of the dissolution of this church, all its remaining assets, after payment of liabilities, shall be distributed to the Canadian National Baptist Convention.

Dissolution of Calgary Truth Baptist Church can only be accomplished through a two-thirds majority vote that has been published by all reasonable means to the membership at least six weeks in advance.

THE BY-LAWS OF CALGARY TRUTH BAPTIST CHURCH

ARTICLE I: MEMBERSHIP

Qualification

Any person professing faith in Jesus Christ as their personal Lord and Savior, who aligns with the faith and practices of this Church, and assents to the church doctrines, may be admitted to membership.

Admission

Upon assurance of their faith and conduct, and approval by the Church leadership, any qualified person may become a member of this Church through one of the following:

- 1) Received Baptism conducted by this Church.
- 2) Letter of recommendation from another evangelical church if previously baptized by immersion, or
- 3) In the absence of a recommendation from former church, a statement of Christian experience and previous baptism by immersion, along with a letter of recommendation from two members of this Church.

Upon admission to this church, a letter will be issued to the member's former church, where applicable.

Duties and Privileges

Members shall strictly observe the teachings of the Bible, cultivate Christian virtues, and lead a Christ-like lifestyle.

Members shall attend church worship services regularly, wholeheartedly support or involve in church activities, and contribute to the church's finances.

Membership Types

Active Membership

Members who fulfill these duties and privileges shall be considered active members. They have the right to vote and be elected to office.

Inactive Membership

Upon review and approval by the Church Leadership, a member shall be regarded as inactive for any of the following reasons:

- 1) Having been absent from the Church for a period of six months without demonstrating interest through communication with Church small group leaders or contributing financially or in ministry.
- 2) Relocating to a distant locality or out of the country.

Inactive members do not have the rights and privileges of active members (voting and being elected to office).

An inactive member may be reactivated upon recommendation and approval by the Church Leadership.

Termination of Membership

Membership may be terminated upon approval of the Church Leadership for any of the following reasons:

- 1) Request of the member,
- 2) Death of the member,
- 3) The member disregards Biblical truths after counseling by the Church Leadership, and does not repent.
- 4) Being an inactive member for more than one and a half years.

ARTICLE II: OFFICERS AND CHURCH ORGANIZATION

Organization

The Church may have one senior pastor (only one), associate pastors, assistant pastors, administrative staff, spiritual growth team members (also called elders), administrative team members (also called deacons), small group leaders, and members.

Each Congregation has its own Spiritual Growth Team and Administrative Team. The number of Spiritual Growth Team members in each congregation shall be determined by the congregation size. The ratio of Spiritual Growth Team members to active members shall be the same across current Mandarin and English congregations.

The senior pastor is responsible for the entire Church. Each congregation may have its own pastor who leads the congregation, called the congregation leading pastor. The senior pastor could also serve as a congregation leading pastor.

The Church Leadership consists of pastors and Spiritual Growth Team members from all congregations. The Leadership could be chaired by a pastor or a Spiritual Growth Team member. The Chair shall be elected by the Church Leadership members.

Leadership of each congregation consists of the congregation leading pastors and Spiritual Growth Team. Each congregation has the flexibility to define the scope for making congregation-specific decisions.

Based on the source of payments, there are staff who are paid by the Church and those who are unpaid. Associate or assistant pastors including congregation leading pastors, ministers, and other officers shall report to the senior pastor annually and be under the senior pastor's supervision.

The senior pastor reports to the Church Leadership annually.

Decision Making

The Church Leadership discusses and decides on Church-related matters. Congregation Leadership makes decisions on congregation-related matters.

If consensus cannot be reached after discussions, majority rule shall be applied. At least 50% of the Church Leadership members shall participate in the voting.

The Church organization and decision procedure shall be revised according to needs.

Pastors

Qualifications:

The qualifications for pastor/minister shall be consistent with those listed in 1 Timothy 3:1-7. He should support and promote the church's Statement of Doctrine and Faith, and ministries of this Church.

Responsibilities:

- 1) These generally fall into the following areas: shepherding, teaching, casting Godly vision, equipping the believers for the work of ministry, and pastoral counseling. (Ephesians 4:11-12; 1 Peter 5:2-3)
- 2) Live a life of private and public integrity before his family and congregation. He must be a committed Christian leader and work closely with the Spiritual Growth Team and the Administration Team.
- 3) He shall lead and equip this Church and leaders in fulfilling this Church's values and practices and guide this Church to grow and fulfill its purposes.
- 4) The pastor/minister shall be an ex-officio member of ongoing teams, groups, or committees.

Spiritual Growth Team, also called Elder

Qualification

Team members must continue to grow in meeting the qualifications of elders listed in 1 Timothy 3:1-7 and shall demonstrate an exemplary Christian testimony in private, family, and public life.

They must be a committed Christian leader, supporter, and promoter of the church's Statement of Faith and ministries and will display Christian maturity.

Responsibilities

- 1) This team is responsible for church planning and development. The team coordinates the ordinances (Baptism and Communion), ministries, such as Worship, Outreach, Discipleship, Training, Bible Study Groups, Visitation, Children's Ministry, Student Ministry, Church Planting, and other similar ministries.
- 2) This team shall work closely with pastors, other staff, small group leaders, and Administrative Team as required.
- 3) This team shall appoint any special committee and committee members as necessary.
- 4) Initial term is 3 years and may be renewed.

Administration Team, also called Deacon

Qualification

Team members must (meet the qualifications listed) continue to grow in the qualifications of deacons listed in 1 Timothy 3:8-13 and shall demonstrate an exemplary Christian testimony in private, family, and public life. They must be a committed Christian leader, supporter, and promoter of the church's Statement of Faith and ministries and will display Christian maturity.

Responsibilities

- 1) This Team is responsible for Church general administration and activities, such as Financing, Facility Management (rental, insurance), Meals, Communication (social media such as email and website), Worship, Equipment, Caring, Outreaching, Adult Bible Study, Sunday School, special events, and other similar functions.
- 2) The Finance Team shall be responsible for church financial affairs. They shall keep a true book of accounts and prepare regular and annual financial statements for the Church, with the annual statement duly audited. They shall file all statements and reports to governments.
- 3) The Church Secretary shall keep minutes of all membership meetings of the church. He/she shall keep a complete, up-to-date membership file and shall issue all official church letters, and keep all official letters, reports, documents, and give legal notice of all meetings.
- 4) This Team shall engage and supervise staff as required.
- 5) Initial term is 3 years and may be renewed.

ARTICLE III: MEETINGS

QUORUM

A minimum of twenty-five percent of the active members shall constitute a quorum. A majority vote shall be conclusive unless otherwise stated in this Constitution.

PROCEDURE IF QUORUM IS NOT PRESENT

If after half an hour from the appointed time a quorum is not present, the meeting shall be dissolved. It shall stand adjourned to the second Sunday following worship. Notice of such adjournment shall be given at the service on the intervening Sunday. If at the adjourned meeting, a quorum is not present after half an hour after the appointed time for the meeting, the members present shall be considered a quorum.

GENERAL ASSEMBLY

The Church's General Assembly is the highest authority in the church organization. The General Assembly includes the annual meeting and special meetings. In all meetings, a church officer appointed by the Church Leadership shall preside and take the chair.

Annual Meeting

At the beginning of the fiscal year, there will be an annual meeting for receiving the financial report and approving the budget. Notice shall be given to the members of the Church two weeks prior to the meeting.

Special Meetings

Special Meetings may be called by pastors, Spiritual Growth Team, Administrative Team, or upon written petition to the Church Leadership by any ten active members from at least five families of the Church specifying the subject thereof. Notice must be given one week prior to the meeting.

ARTICLE IV: CALL OF LEADERSHIP

Call of a Pastor/Minister

- 1) The Church Leadership will initiate the search for a pastor/minister, if needed, with the approval of the church members, by appointing a Pastor Search Committee.
- 2) The pastor may be a lay or professional pastor/minister, part-time or full-time, paid, or unpaid.
- 3) The Pastor Search Committee will prayerfully consider and make a recommendation to the Church leadership. They will recommend only one candidate at a time.
- 4) Once the Church Leadership has affirmed the pastoral/ministerial candidate, the candidate will be invited to meet with the church for several activities that will allow the church members to get to know the potential pastor/minister and ask questions.
- 5) Following this, the church members will be asked to pray.
- 6) The pastor's/minister's election shall take place at a General Assembly called for that purpose, of which at least 10 day's notice shall be given to the members.

- 7) A vote of three-fourths (3/4) of those members who have the right and present is necessary to extend a call to the pastoral candidate.

Appointment of Senior Pastor

The Church Leadership will initiate to recruit senior pastor following the process of Call of a Pastor. Or the Spiritual Growth Team shall promote or appoint one among current pastors as senior pastor.

Terms of Service for Staff

- 1) All pastors and other staff are contract-based. The length of probation is one year. After the probation, the length of the contract shall be at most one year for the next two years. After the first three years since the contract began, the length of the contract shall be up to three years.
- 2) The chosen pastor shall serve until the relationship is terminated by either his request or the request of the church. For termination of staff including congregation leading pastors, the senior pastor shall initiate a request to the Church Leadership and decide together with the Leadership. For termination of the senior pastor, Spiritual Growth Team alone shall decide.
- 3) Should this Church terminate the relationship, early notice shall not be given. The staff will be compensated two weeks' salary for each year served up to a maximum of 8 weeks from the termination date. Should the staff terminate the relationship, a minimum 30-day written notice will be given.

Agreement and Review

- 1) There shall be a written covenant agreement made between the senior pastor and the Spiritual Growth Team outlining expectations and roles. The agreement should be reviewed by the senior pastor and the Spiritual Growth Team together on an annual basis.
- 2) There shall be a written covenant agreement made between the senior pastor and other pastors and staff. The agreement includes expectations and roles. The agreement should be reviewed by the senior pastor and the staff together on an annual basis. If necessary, the Spiritual Growth Team will participate in the assessment.

Call of Members of Spiritual Growth Team and Administration Team Election

All team members including new leaders shall be elected in a General Assembly with a simple majority.

Dismissal of any team member shall be decided by the Church Leadership.

This Church should hold a general election as required. The Church Leadership shall present the names of candidates to the General Assembly.

The procedure of the election

Ballot supervisors shall be selected when required. List of candidates shall be sent to the members at least two weeks prior to the General Assembly.

ARTICLE V: FINANCE

This Church shall trust God for its financial needs. All offerings shall be voluntarily given and shall not be obtained in an unbiblical manner.

All cheque disbursements shall be authorized by two of the following signing officers: the Treasurer and those appointed by the Congregation Leadership. All cash disbursements should be paid from petty cash with authorization by the Treasurer.

This Church shall have accounts in a Chartered Bank, credit union, and/or Trust Company as approved by the General Assembly.

Each Congregation shall have a financial officer or Deacon and propose its own annual budget. Both budgets need to be approved at the General Assembly. Quarterly financial statements from congregations shall be presented at each congregation.

ARTICLE VI: AMENDMENT

This Constitution and By-laws shall be officially written in English. A Chinese version is available. Any discrepancy between the two linguistic versions will be interpreted as in the English version.

This Constitution and By-laws may be amended by request in writing as per By-laws Article III sentence C.2, and shall be presented at the General Assembly to be approved by a three-fourths majority.