

DRYDEN FULL GOSPEL CHURCH CONSTITUTION (Statement of Faith & General Bylaws)

ARTICLE 1 - PURPOSE

Dryden Full Gospel Church exists to love God and to lead people into a growing relationship with Jesus.

ARTICLE 2 - NAME

The name of our church shall be called the “Dryden Full Gospel Church” in the Province of Ontario and is affiliated with the Apostolic Church of Pentecost of Canada Incorporated, head office in Calgary, Alberta.

ARTICLE 3 - GOALS AND OBJECTIVES

1. To be a place where everyone will find grace, love, acceptance, help, hope, forgiveness, guidance and encouragement.
2. To share the Good News of Jesus Christ with the residents of Dryden and surrounding district.
3. To welcome people into the fellowship of our church family-loving, learning, laughing and living in harmony together.
4. To see people develop into spiritual maturity through worship and fellowship of God’s family where they are restored physically, emotionally and spiritually.
5. To equip every believer for significant ministry by helping them discover the gifts and talents God gave them.
6. To empower every member for a personal life mission in the world.
7. To have a facility that will enable us to fulfill our purpose.

ARTICLE 4 - STATEMENT OF FAITH

The Statement of Faith of Dryden Full Gospel Church shall be as follows:

We Believe:

- A. In the verbal inspiration of the accepted canon of Sacred Scripture as originally given. (2 Tim. 3:16-17; 2 Peter 1:20-21; 1 Cor. 2:13)
- B. In the existence of One True God who has revealed Himself to this world as the Father, as the Son, and as the Holy Spirit. (Matt. 1:18-21; Matt. 28:19; 2 Cor. 5:19)
- C. In the creation, test and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness. (Rom. 5:12,18)

- D. In the Saviour of men, the Lord Jesus Christ, conceived of the Holy Spirit, born of the Virgin Mary, very God and very man. (Luke 1:30; John 1:18; Isaiah 9:6)
- E. In the Gospel of the Grace of God, how that Christ died for our sins, was buried and rose again the third day for our justification. (1 Cor. 15:1-4; Rom. 4:25)
- F. In the Salvation of sinners by grace alone through faith in the perfect and sufficient work of Christ on our behalf upon the cross of Calvary. (Rom. 5:1, Eph. 2:8-9; Col. 1:14; Heb. 9:12)
- G. In the Water Baptism of believers by immersion in the Name of the Lord Jesus Christ. (Water Baptism is not a means of Salvation, but an obedience to the Word of God, as an outward sign and testimony of an inward work of Grace.) (Acts 8:16; Acts 10:48; Acts 19:5; Rom. 6:3-6)
- H. In the Baptism with the Holy Spirit as an experience subsequent to salvation, with the Scriptural evidence, namely speaking in tongues. (Acts 2:4; Acts 8:14-17; Acts 19:1-6)
- I. In the gifts of the Spirit as enumerated in 1 Corinthians, being exercised and practiced as manifest in the early church. (1 Cor. 12-14)
- J. In the Lord's Memorial, commonly called the Lord's Supper or Communion, for Believers- those who profess Christ Jesus as Saviour. (1 Cor. 11:23-32)
- K. In Divine Healing, in its many aspects as practiced by the early church. (Acts 4:30; Rom. 8:11; 1 Cor. 12:9; James 5:14; Exodus 15:26; Psalms 103:2-3; Isaiah 53:4,5; Matt. 8:14-17; Mark 16:17; Acts 3:6; Acts 28:8-9)
- L. In the eternal life of the believer (John 10:27-29) and the eternal punishment of the unbeliever. (Mark 9:43-48; 2 Thess. 1:9; Rev. 20:10-15; Rev. 21:8)
- M. In the Spirit-filled life, a life separated from the world, and the perfecting of holiness in the fear of God as an expression of Christian faith. (Eph. 1:13-14; Rom. 12:1,2; 2 Cor. 7:1; Eph. 5:18; 1 John 2:15-17; James 4:4)
- N. In the personal return of the Lord Jesus Christ for His Church. (John 14:2-3; 1 Cor. 15:51-54; 1 Thess. 4:13-18)
- O. In the sanctity of marriage, as a life long exclusive commitment between one man and one woman. (Gen. 2:24,25)

ARTICLE 5 - FINANCES

1. Non-Profit Sharing

The Dryden Full Gospel Church does not contemplate the distribution of gain, profits, or dividends to the members thereof. The property of the Dryden Full Gospel Church is irrevocably dedicated to Goals and Objectives set out in ARTICLE 3.

2. Borrowing

The Executive Committee may, from time to time, in keeping with what they know to be the principles and two-thirds (2/3) majority of the Voting Members present approval, raise or borrow any sum of money for the purpose of the church, and may raise or secure the payment of such monies in such a manner and upon such terms and conditions in all

respects as they think fit, and in particular, by the giving of promissory notes or mortgages on the personal or real property of the church.

3. Bank Signing

The treasurer of the church and/or anyone duly appointed by the Executive Committee is authorized to endorse cheques, money orders, and other negotiable papers for the deposit to account of the church in a chartered bank. That the treasurer and/or the appointees be authorized to sign cheques for the payment of all bills, accounts, other debts and current operating expenses.

4. Fiscal Year End

The fiscal year end of the church shall be from July 1 to June 30.

ARTICLE 6 - MINUTES

The Executive Committee shall cause minutes to be kept of all meetings of the Executive Committee, Annual and general meetings of the Membership and any Sub-Committee meetings, record all appointments of officers, and all vacancies, and all orders and resolutions passed, and in general, keep an accurate record of the proceedings. Such minutes and records, if signed by the recording secretary and presiding officer, shall be received as evidence without further proof.

ARTICLE 7 - ASSETS & PROPERTY

1. Assets Held in Trust

All properties, real or personal, and all monies or other assets acquired by, or in the name of, or for the purpose of the church, shall be vested in and be held by the Executive Committee in trust for the church.

2. Property Held in Trust for Local Churches or Affiliated Ministries

The Executive Committee and Members shall be governed by policy adopted for such property held in trust for local churches or affiliated ministries.

ARTICLE 8 GOVERNANCE & ADMINISTRATION

1. Annual Meeting:

That an Annual Meeting of the Membership shall be held as soon as possible after the budget has been approved for the upcoming fiscal year by the Executive Committee. Notice of the Annual Meeting shall be made from the pulpit at least 3 Sundays before the meeting/and or by bulletin inserts and posted announcements on the bulletin board of



the church.

a. **Presiding Officer**

The Lead Pastor shall be the chairman of the Annual Meeting and any other membership meetings, however in the event that the Lead Pastor is not able to fulfill this responsibility for whatever reason, one of his designated appointees or the Chairman of the Board of Directors shall be the presiding officer.

b. **Reports & Minutes**

Reports and minutes put together for annual meetings shall be available to the Membership of Dryden Full Gospel Church. The Executive Committee shall appoint a recording secretary to take minutes of annual meetings.

c. **Rules of Order**

In order to facilitate the conduct of business in an orderly and satisfactory manner, business meetings shall be governed by the accepted rules of parliamentary procedures, in keeping with the spirit of Christian love, courtesy and fellowship. It shall be recognized that the purpose of rules and forms of procedure is to sub serve the will of the membership rather than restrain it; to facilitate and not to obstruct the free expression of its deliberative sense.

d. **Quorum**

No business shall be transacted at any membership meeting unless a quorum of members is present. A quorum shall consist of one half (1/2) of the voting membership. If a quorum is not present at any membership meeting which has been duly called, the meeting shall stand adjourned for one week and a second meeting shall be called.

e. **Voting Procedures**

Voting on questions before the Annual Meeting shall be by the manner chosen by the chair. Any member may request a secret ballot on any question before the Annual Meeting in session. A majority vote of two-thirds (2/3) of voting members present at any meeting of the congregation is necessary to ratify any motions on the floor.

f. **Committees & Personnel**

The Executive Committee may appoint whatever committees or personnel that are necessary in order for the Annual Meeting to function in an orderly way.

g. **Amendments to Constitution**

The Constitution is the document which protects the fundamental rights of the membership of the congregation of Dryden Full Gospel Church in the City of



Dryden, Ontario. In it are the embodiment of fundamental principles through which the church is governed. To make changes, alterations or amendments to the Constitution of the Dryden Full Gospel Church is not to be embarked upon without much study as it is a very serious matter. The Constitution shall not be amended or added to at any other meeting except the Annual Congregational Meeting. All revisions and or amendments must be approved by the Executive Committee at least one (1) month before the Annual Meeting in order to be placed on the agenda of the Annual Meeting. That in order to carry, each motion for amendment or revision will require a two-thirds (2/3) vote of the voting members present and voting.

h. Extraordinary Membership Meetings

These meetings may be called at any time or date at the discretion of the Executive Committee. With the notification of the meeting there shall be a stated purpose as to why the membership is being called to attend such a meeting.

2. Executive Committee

The Executive Committee shall be the recognized governing body, and is responsible to establish and ensure the "Purpose" of the church.

a. Executive Committee Make-up

The Lead Pastor, Pastor(s), Elders and Board of Directors shall make up the Executive Committee.

Each Director shall have voting privileges on the Executive Committee.

b. Responsibilities

It shall be the responsibility of the Executive Committee to fulfill the regulations and duties listed within Executive Committee job description.

3. Lead Pastor, Pastors, Elders & Directors

a. The Lead Pastor:

The Lead Pastor shall at all times be the overseer and be recognized as the spiritual leader of the congregation. 1 Peter 5:1-3

i. Qualifications

The Lead Pastor must be male and hold valid credentials with or be approved by the Apostolic Church of Pentecost of Canada Incorporated. He shall be required to subscribe to the Constitution of the Dryden Full Gospel Church. He shall meet the spiritual requirements according to 2 Tim. 3:16,17. He shall have a Criminal Background Check completed



and handed into the Chairman of the Board of Directors.

ii. **Responsibilities**

He shall oversee all operations, departments and ministries of the Dryden Full Gospel Church.

He is to be guided by the job description established by the Executive Committee.

iii. **Selection Procedure**

When the Office of Lead Pastor is vacant, the Executive Committee shall meet to undertake the selection of a new Lead Pastor.

The Executive Committee may from a list of potential candidates made available to them by the Apostolic Church of Pentecost of Canada Incorporated and/or Church Membership, identify and list them in the order they will be contacted. Only one candidate at a time shall be presented to the membership.

The Executive Committee shall work in harmony and confidence with the District Director and the Head Office of the Apostolic Church of Pentecost in filling the Lead Pastoral office of the church.

The Executive Committee shall meet with a potential lead pastoral candidate in an open and free discussion and shall deal with all matters that are of concern to them, the potential lead pastor and the membership of the church. All such matters that are discussed and are of a personal nature of the potential lead pastor shall be held in strictest confidence.

A two-thirds (2/3) majority vote of the voting members present at a meeting of the church congregation shall be required to ratify the recommendation of the Executive Committee before a prospective lead pastor is invited to assume the office.

iv. **Term of Office**

The Lead Pastor shall serve in the will of God. The dissolution of the relationship between the Lead Pastoral office and the church shall be in writing to the Executive Committee at a regular committee meeting and shall be given at least sixty (60) days in advance if at all possible. There shall be no limit to the term the Lead Pastor shall serve.

v. **Temporary Absence**

When the Lead Pastor is for any reason temporarily unable to fulfill his role, the Executive Committee shall appoint someone from among the Committee to serve as acting Lead Pastor during the absence.

vi. **Removal**

This section shall apply to any situation that requires the investigation,



discipline or removal of Lead Pastor. If it is deemed necessary by the Executive Committee, they shall be guided by the policy and procedures manual.

vii. **Vacancy in the Office of Lead Pastor**

In the event that the Lead Pastor Office should for any reason become vacant, the Executive Committee has the authority to appoint another qualified individual in the position until such a time as the selection procedure is finalized, and new Lead Pastor is found.

b. **Pastors**

Pastors are to assist the Lead Pastor in giving spiritual direction to the congregation.

i. **Qualifications**

They are individuals who have a recognized ministry in areas of pastoring, teaching or evangelism.

They shall be mature, spiritual individuals of scriptural qualifications, able to instruct the Word of God (1 Tim. 3:1-7; Titus 1:5-9; 1 Peter 5:1-5). They shall be required to subscribe to the Constitution of Dryden Full Gospel Church.

They can be individuals who will be placed in full time, part time or non-paid positions within the church.

They must have a Criminal Background Check completed and submit it to the Lead Pastor.

ii. **Responsibilities**

Shall give oversight to a specific department or ministry of the Dryden Full Gospel Church.

Shall be guided by the job description established by the Executive Committee.

iii. **Selection Procedure**

The Lead Pastor in consultation with Elders will make recommendation to Executive Committee that the individual be considered for a specific Pastoral office. If pastoral office position was a budgeted item, then upon Executive Committee approval, individual will be brought before the congregation for acknowledgement and prayer of blessing.

If Pastoral office position is a non-budgeted item, then upon Executive Committee recommendation, the individual's name will be brought before the voting membership for approval and a prayer of blessing.



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- iv. **Term of Office**

The Pastor will serve in the will of God. There shall be no limit to the term the Pastor shall serve. The dissolution of the relationship between the Pastoral office and the church shall be in writing to the Executive Committee at a regular committee meeting and shall be given at least sixty (60) days in advance if at all possible.
 - v. **Temporary Absence**

When a Pastor is for any reason temporarily unable to fulfill their role of office, the Lead Pastor & Elders will make a recommendation to the Executive Committee, and subject to Executive Committee's approval, shall appoint approved individual to serve in the office during the absence.
 - vi. **Removal**

This section shall apply to any situation that requires the investigation, discipline or removal of a Pastor. If it is deemed necessary by the Executive Committee, they shall be guided by policy & procedure.
 - vii. **Vacancy in the Office of a Pastor**

In the event that a pastoral office should for any reason become vacant, the Executive Committee has the authority to appoint another qualified individual in the position until such a time as the selection procedure is finalized, and a new Pastor is found.
- c. **Elders:**
Elders are to assist the Lead Pastor and Pastoral Staff in giving spiritual direction to the congregation.
- i. **Qualifications**

They shall be Voting Members of the Dryden Full Gospel Church.

They shall be mature spiritual individuals of scriptural qualifications, capable of giving leadership to the church, able to instruct the Word of God (1 Tim. 3:1-7; Titus 1:5-9; 1 Pet. 5:1-5). They shall be required to subscribe to Constitution of the Dryden Full Gospel Church.

They must have a Criminal Background Check completed and handed into the Senior Pastor.
 - ii. **Responsibilities**

Are guided by the job description established by Executive Committee.
 - iii. **Selection Procedure**

As the giftings of Elders are developed within the local church body, the Lead Pastor in consultation with Elders shall make recommendation to Executive Committee that the individual's name be approved, and upon approval, the individual will be brought before the congregation for



acknowledgement and prayer of blessing.

iv. **Term of Office**

The term of office for an Elder shall be three (3) years.

v. **Removal**

This section shall apply to any situation that requires the investigation, discipline or removal of Elder. If it is deemed necessary by the Executive Committee, they shall be guided by policy and procedures.

vi. **Vacancy in the Office of Elder**

In the event that the Elder Office should for any reason become vacant, the Lead Pastor shall commence the selection procedure. The office will remain vacant until another qualified person is found.

d. **Directors:**

The Directors are Trustees of the church.

Directors shall serve in co-operation with the Lead Pastor and Elders, and are representative of and responsible to the Membership of the Church in the performance of their duties.

i. **Qualifications**

Any member of the congregation may qualify for the Board of Directors providing that:

1. They can meet the scriptural qualifications as referenced in Acts 6:2-6 and 1 Tim. 3:8-13
2. They freely give assent to the Statement of Faith
3. They have had a practical experience of the New Birth
4. They are baptized in water by immersion in the Name of the Lord Jesus Christ
5. They are or desire to be and are seeking Baptism with the Holy Spirit according to Acts 2:4 with the evidence of speaking in other tongues as the Spirit gives utterance
6. They are 21 years of age or over
7. They bear good report in the church and without
8. They are a Voting Member
9. They shall not be a paid employee of the church
10. They have shown loyalty in attendance and have tithed for a period of two years
11. They have had a Criminal Background Check and have submitted it to the Lead Pastor

ii. **Responsibilities**

It shall be the responsibility of the Directors to fulfill the job description established by Executive Committee.



iii. **Selection Procedure**

Ten (10) full weeks prior to date of the Annual Meeting the Chairman of the Executive Committee or their appointee, will announce that nominations are open for vacancies to be filled within the Board of Directors. The following passages of scriptures shall be read in the hearing of the entire congregation during this announcement. (Acts 6:1-3; 1 Tim. 3:7; 4:12; Titus 2:7; 1 Tim. 3:11,12)

The Executive Committee shall appoint a Nomination Committee of no less than four (4) members. Two (2) appointees must be members of the Board of Directors and two (2) must be church members not serving on the Executive Committee who are in good standing in the assembly.

The Nomination Committee shall endeavor to present to the Executive Committee the nominee names of no less than the number of vacancies to be filled. The Nomination Committee is to only submit names of qualified nominees to the Executive Committee. Nomination forms are to be supplied to Nomination Committee by the Chairman of the Board with qualifications listed on forms. All nominations for the office of a Director must be made through the Nomination Committee, and must be signed by the nominee, a nominator and a seconder who are Members of the Dryden Full Gospel Church.

Nominations must be placed into the hands of the Executive Committee no later than six (6) weeks prior to the Annual Meeting, at which time nominations will cease. As the nominations are received and ratified by the Executive Committee, they shall either be posted in the church or announced at the Sunday services.

No nominations for the office of a Director will be accepted at the Annual Meeting.

In the event that there are insufficient nominations submitted by the Nomination Committee at the end of the designated period, the Executive Committee shall have the right to nominate the sufficient members required.

If at the Annual Meeting there are more approved candidates than there are vacancies, the election shall be by secret ballot; if not, the candidate(s) shall be elected by acclamation.

iv. **Term of Office**

The number of Directors serving in office at one time shall be consistent with the needs of Dryden Full Gospel Church as determined by the Executive Committee. The Board of Directors shall consist of not less than five (5) Directors, but shall not exceed more than seven (7) Directors.



The term of office for a Director will be three (3) years. A retiring Director may be re-elected for another term of three (3) years.

The make up of the Board of Directors shall observe the arm's length rule pursuant to the Income Tax Act regarding relatives serving on the Board, to qualify as a Charitable Organization, therefore no more than thirty (30%) percent of the Board of Directors be arm's lengths relations.

v. **Removal**

This section shall apply to any situation that requires the investigation, discipline or removal of Director. If it is deemed necessary by the Executive Committee, they shall be guided by policy and procedures.

Any Director who is absent from three consecutive Executive Meetings or committee meetings without reasonable excuse automatically ceases to hold office.

vi. **Vacancy**

Any vacancy created by the resignation or removal of a Director may be refilled by an appointment of the Executive Committee as soon as possible. The appointed Director is to function in role only until the next Annual Meeting.

4. Departments & Ministries

Departments and Ministries will be established to fulfill the Purpose, Goals & Objectives of the Dryden Full Gospel Church. The Lead Pastor shall give oversight of Departments and Ministries, and in consultation with Elders, shall make recommendations to Executive Committee of Leaders for Departments and Ministries.

Specifics of each Department and Ministry can be found in policies & procedures.

ARTICLE 9 MEMBERSHIP AND ADHERENTS

Membership List and Adherents

The Dryden Full Gospel Church will recognize people from within the church on two levels:

- Those whose names are on a Membership List
- Those who desire to be an Adherent only.

1. Categories of Membership

There shall be three (3) categories of Membership recognized within the Dryden Full Gospel Church. These three (3) categories will make up our Membership List.

a. **Voting Member**

Voting Members shall be counted for establishing the quorum for Membership Meetings, receive all financial and business reports, and may participate in discussions and voting at all general business meetings of the church. Voting Members may serve in any area of ministry in the church for which Membership



is a requirement, providing they meet other qualifications for such positions.

i. **Qualifications of Voting Member**

Anyone who meets the following qualifications may apply:

1. has reached the age of eighteen (18) years
2. has been born again
3. has been baptized in water
4. is in agreement with the Statement of Faith
5. has made the Dryden Full Gospel Church their home church for a period of at least 6 months in the preceding year
6. must complete and duly sign a Membership Application
7. supports the Dryden Full Gospel Church spiritually, submitting to the leadership of the Church
8. supports the Dryden Full Gospel Church financially as much as his/her vision, knowledge, conscience and obedience to the Word of God allows
9. will endeavor to support the Purpose, Goals & Objectives of the church by serving in ministry in areas in which they qualify and are gifted
10. attends a Membership class

b. **Member**

Members shall not be counted for establishing the quorum for Membership Meetings, and will not have voting privileges. They shall receive all financial business reports, be encouraged to attend all business meetings and participate in discussions. Members may serve in any area of ministry in the church for which Membership is a requirement, providing they meet other qualifications for such positions.

i. **Qualifications of Member**

Anyone who meets the following qualifications may apply:

1. has reached the age of sixteen (16) years
2. has been born again
3. has been baptized in water
4. is in agreement with the Statement of Faith
5. has made the Dryden Full Gospel Church their home church for a period of at least 6 months in the preceding year
6. must complete and duly sign a Membership Application
7. supports the Dryden Full Gospel Church spiritually, submitting to the leadership of the Church
8. supports the Dryden Full Gospel Church financially as much as his/her vision, knowledge, conscience and obedience to the Word of God allows
9. will endeavor to support the Purpose, Goals & Objectives of the church by serving in ministry in areas in which they qualify and are gifted
10. attends a Membership class



c. **Honorary Member**

Honorary Members shall not be counted for establishing the quorum for Membership Meetings, and will have no voting privileges. They are unable to actively be involved in the work, ministry and business of the church because of physical aging or health-related limitations, but will receive all financial and business reports and may attend all Membership Meetings and participate in discussions.

i. **Qualifications of Honorary Member**

Anyone who meets the following qualifications will be recognized by the Executive Committee:

1. has reached the age of eighteen (18) years
2. has been born again
3. has been baptized in water
4. is in agreement with the Statement of Faith
5. has made the Dryden Full Gospel Church their home church for a period of at least 6 months in the preceding year
6. supports the Dryden Full Gospel Church spiritually, submitting to the leadership of the Church
7. supports the Dryden Full Gospel Church financially as much as his/her vision, knowledge, conscience and obedience to the Word of God allows

2. Membership List and Cards

Application for Membership will be reviewed by the Elders Committee and recommendations passed onto Executive Committee for final approval.

Membership List will be reviewed, names added, deleted or category adjusted as reviewed by Elders Committee and recommendations passed onto Executive Committee for final approval.

A Membership Card signed by the Lead Pastor and Chairman of Board of Directors will be issued to each Member and their names placed on the Membership List.

3. Discipline of Members

Any situation that requires the investigation, discipline or removal of a Member shall be carried out by the Executive Committee according to policy and procedures.

4. Withdrawal of Membership

Members may withdraw their Membership from the church by submitting a letter of resignation and their Membership Card to the Lead Pastor or any member of the Executive Committee

Members no longer residing in Dryden or surrounding area shall automatically cease to be members.

After a Member has been absent from the church for six (6) months, their Membership shall be reviewed. The Executive Committee shall make every effort possible to contact



the one who has been absent, as their desire to continue as a Member of Dryden Full Gospel Church. Following the review, the Executive Committee can remove the name from the Membership List.

5. Adherents

An Adherent is a faithful supporter of the Dryden Full Gospel Church who wishes to be a part of the church, and is a follower of our Lord and Saviour Jesus Christ, but who wishes not to apply for Membership. An Adherent has made the Dryden Full Gospel Church his/her home for a period of at least six (6) months in the preceding year.

An Adherent can take part in any ministry within the church to which present church policy allows.

ARTICLE 10 STATEMENT OF CHURCH POLICY & PROCEDURE

Church policy & procedure shall be arrived at by ascertaining the wishes of the members of the various departments of Dryden Full Gospel Church, so far as is possible. Policies and procedures may be upgraded, renewed, or otherwise changed at the discretion of the Executive Committee.

Church policy and procedure shall be binding upon all Members and Adherents of Dryden Full Gospel Church.

ARTICLE 11 DISSOLUTION

That in the event that Dryden Full Gospel Church be dissolved, properties held in the name of Dryden Full Gospel Church shall be dispersed as determined by the Executive Committee.

THE END

Subject to approval by the Minister of Department of Consumer and Corporate Affairs, Ottawa, Canada.

Signed this _____ day of _____, 20____, at the City of Dryden, in the Province of Ontario.

Chairman of the Board of Directors

Witness _____

Secretary of the Board of Directors

Witness _____