
Manitou Evangelical Free Church

CONSTITUTION BYLAWS & POLICIES

Manitou Evangelical Free Church Constitution - November 2024

ARTICLE 1: NAME AND AFFILIATION

- 1.1 The name of this church is Manitou Evangelical Free Church of Neilburg SK (hereinafter referred to as the MEFC).*
- 1.2 MEFC is affiliated with the Evangelical Free Church of Canada (EFCC) and the Evangelical Free Church of Canada Prairie District. (EFCCPD)*

ARTICLE 2: CHARITABLE PURPOSE

The purpose for which the church is organized is the advancement of the Gospel of Jesus Christ.

ARTICLE 3: STATEMENT OF FAITH

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

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.

- 3.2 God's gospel is authoritatively revealed in the Scriptures.*

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.

- 3.3 God's gospel alone addresses our deepest need.*

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.

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

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.

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

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.

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

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.

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

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.

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

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.

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

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.

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

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 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.

ARTICLE 4: MEMBERSHIP

4.1 Membership Qualifications

MEFC shall receive members of not less than 18 years of age, who profess faith in Jesus Christ. It is the responsibility of all members to affirm the Statement of Faith of MEFC.

ARTICLE 5: CHURCH GOVERNANCE

We believe God is the final authority for the church. He has granted authority to the members of a local church. The members will elect from their membership a Board of Directors who will be responsible for leadership of the church.

5.1 Composition

The Board shall consist of at least 5 members elected by the membership at a duly called congregational meeting. The Board shall also contain an elected Elder representative as a voting member and the Pastor as a nonvoting member.

5.2 Elected Officers

The officers of the Board will be Chair, Vice-Chair, Secretary and Treasurer.

While all members of the Board are elected by the membership, the positions of the Chair and Treasurer will be also elected by the membership at the Annual General Meeting.

The positions of Vice-Chair and Secretary will be appointed by the newly elected Board at their first meeting.

5.3 Meetings

The Board will meet **at least** 8 times per year.

The quorum of the Board shall be a simple majority.

ARTICLE 6: CONGREGATIONAL MEETINGS

All meetings of the congregation shall be announced, in writing, at least fourteen (14) consecutive days prior to the meeting.

6.1 The annual meeting and election of officers shall take place during the month of April.

6.2 A Reports Night shall be held during the month of November.

6.3 The Board may, at its discretion, call a special business meeting of the congregation.

6.4 Except as otherwise stated, quorum shall be 40% of active voting members.

ARTICLE 7: RECORDS AND REPORTS

7.1 In keeping with the Freedom of Information and Protection of Privacy Act, the following records and reports will be maintained and made available to church members.

- Financial records and reports, except for the names of individual donors.*
- Written minutes of congregational and board meetings.*
- A record of members of the church.*

7.2 The financial records shall be audited or reviewed annually.

7.3 The Church's fiscal year shall be August 1st to July 31st. .

ARTICLE 8: AMENDMENTS TO THE CONSTITUTION

8.1 Proposed amendments to this Constitution must be presented in written form and passed with a 75% majority vote at two separate, duly-called congregational meetings. The second meeting must be at least three months subsequent to the first.

8.2 Any amendments will become effective immediately upon approval by the membership.

8.3 This Constitution shall allow for bylaws and policies that will outline the function and procedure of this Church.

ARTICLE 9: PROPERTY RIGHTS

9.1 The Church has the right to acquire and own by purchase, gift, lease or otherwise, title to such real and personal property as may be necessary for the realization of the objectives herein set forth.

9.2 In the event that MEFC votes to dissolve or cease to function as a church, it shall on majority vote name its beneficiary or beneficiaries who shall be a missionary organization or charitable organization that can wholeheartedly subscribe to the MEFC Statement of Faith.

9.3 In case of division within the church, the real estate and chattels of the organization shall belong to those who adhere to this constitution.

9.4 A vote on dissolution must be preceded by twenty-one (21) consecutive days written notice and can only occur at a duly called meeting of the congregation. The quorum for such a meeting will be at least 50% of eligible voters, with a $\frac{3}{4}$ majority vote required for approval.

MANITOU EVANGELICAL FREE CHURCH COVENANT

Having received the Lord Jesus as our Savior, being led by the Spirit of God into the fellowship of this local church and having been gifted by the Holy Spirit we do now in the presence of God in this assembly most solemnly and joyfully enter into this covenant.

We covenant to walk in the ways of God by daily seeking God's grace and truth in his Word and through prayer. We will lead our families in biblical truth. We will live circumspectly in the world by being just in our dealings, faithful in our engagements, and exemplary in our conduct. We will contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor and the spread of the gospel to our children, community and the world.

As a corporate body we covenant to walk in Christian love together. We will meet regularly together for worship, fellowship, discipleship, biblical instruction, communion and evangelism. We will remember each other in prayer and aid one another in sickness and distress. We will be slow to take offence and always be eager for reconciliation. If we move from this place, we will as soon as possible unite with another church where we can carry out the spirit of this covenant and the principles of God's Word.

Manitou Evangelical Free Church

BYLAWS

Manitou Evangelical Free Church Bylaws - November 2024

ARTICLE 1: MEMBERSHIP

1.1 Application procedure:

(a) The Board shall distribute the application form and pertinent materials to anyone interested in membership.

(b) Upon receipt of completed application the board shall post the applicant's name for at least 28 days prior to a duly called congregation meeting. During the first 14 days representatives of the board shall interview the applicant, and entertain any member concerns.

(c) If there are no outstanding issues the board shall recommend applicant to the Church body. This recommendation must be made at least 14 days prior to a duly called congregational meeting.

1.2 Application Acceptance:

(a) The procedure for membership acceptance at the Congregational Meeting is as follows:

- Applicants testimony of faith shall be shared.
- Existing members shall vote.
- The church covenant shall be read.
- By voting to accept new member, the church is expressing its commitment to support the new member in their walk with Christ.
- Time will be spent in prayer.

1.3 Membership Status:

(a) Active Members: Members shall be considered active who make MEFC their home church and aspire to uphold the church covenant.

(b) Inactive Members: Any member absent from all services, showing no interest and giving no response to communication from the board for one year will automatically be moved by the board to Inactive Member status and no longer have voting privileges. If

there is still no response from the member for one more year, the board may remove the member from the membership roll.

(c) Restoration of membership from inactive status shall be by the same procedure as for new members (including personal interview, and the presentation of names and testimonies) except that no written application is necessary.

1.4 Membership Withdrawal or Transfer:

A member wishing to withdraw or transfer membership shall submit a written request to the Board.

ARTICLE 2A: QUALIFICATIONS OF BOARD MEMBERS AND THEIR DUTIES

2A.1 All officers shall be born-again believers and of irreproachable character having a good reputation within the Church and within the community. Their lives should show evidence of being Spirit-filled (1 Timothy 3:1-13).

2A.2 Chair: The Chair shall preside at all general meetings and executive board meetings and

shall conduct proceedings in an orderly and businesslike manner. The Chair shall see that all stated and special business meetings are properly announced.

2A.3 Vice-chair: The Vice-Chair shall act in the absence of the Chair.

2A.4 Secretary: The Secretary shall keep accurate minutes of all general and board meetings.

The Secretary shall have the custody of the official seal, books, and records of the society which shall be opened any time for inspection to any member of the church.

2A.5 Treasurer: The Treasurer shall receive all funds, keep accurate accounts, and turn all all funds received into the Church's bank account. The Treasurer shall present an audit report or financial review to the annual meeting. The Treasurer shall make all disbursements and pay all bills as decided by the church or endorsed by the board. Financial records with the exception of the names of donors may be inspected by any donor upon request. The Treasurer shall be responsible for keeping the deeds and other valuable papers in a safe-deposit box.

ARTICLE 2B: QUALIFICATIONS OF ELDERS AND THEIR DUTIES

2B.1 Elders:

- (a) All Elders shall be men who are born-again believers and of irreproachable character having a good reputation within the Church and within the community. Their lives should show evidence of being Spirit-filled (1 Timothy 3:1-13). The membership shall elect three elders to each serve a three-year term with one term expiring annually.
- (b) They shall be mature Christians. The Elders along with the Pastor are entrusted with the spiritual welfare of the work and shall watch over the spiritual life of the flock.
- (c) They shall visit the sick and needy in the district and bring cases of special need to the attention of the respective committees.
- (d) In the absence of the Pastor the Elders shall be in charge of the services.

ARTICLE 2C: MINISTRY POINTS

All Ministry Point Leaders shall be appointed by the Board. The Point Leaders need to have same qualifications as of the Church Members and be responsible to the Board. They are as follows.

2C.1 Trustees: Trustees shall be responsible to see that maintenance and all improvements be made on all church grounds and properties. However, extensive alterations and repairs must be presented for approval by the church board, or church.

2C.2 Sunday School Superintendent: The Superintendent shall oversee the Sunday School and give a written report at reports night.

2C.3 Youth Directors: Shall be responsible to coordinate all youth activities within the church program related to their jurisdiction, and give a written report at reports night.

2C.4 Deaconesses:

- (a) To provide spiritual counsel for women and children.
- (b) To visit the sick and send cards and flowers to the sick and bereaved.
- (c) To provide assistance in special prayer for specific requests.
- (d) Prepare the Communion table and take charge of the set.
- (e) They will arrange the accommodation of guest speakers.
- (f) All Deaconesses must be members of the Church.

2C.5 Missions Committee:

- (a) They shall, in cooperation with the pastor, develop missionary awareness in the Congregation and coordinate prayer and correspondence with church missionaries.
- (b) They shall be responsible for the development of mission programs and conferences in the church.
- (c) They shall be responsible to screen all possible missionary candidates whom the church may wish to send and/or support for short-term or long-term service.
- (d) They shall be responsible to bring recommendations to the board for the financial support of present or future missionaries as the need arises, and give a written report on report night.

2C.6 Social Committee: They shall organize lunches, suppers, Adult fellowship events, programs when requested by any Department of the Church, and give a written report on report night.

2C.7 Women's Ministries: Organize women's fellowship events focused on Spiritual growth and community outreach and give a written report on report night.

2C.8 Men's Ministries: Organize men's fellowship events focused on Spiritual growth and

community outreach and give a written report on report night.

2C.9 Child Protection Committee: Child Protection Committee shall oversee implementation and maintenance of the Child Protection Policy.

ARTICLE 3: PASTOR

3.1 (a) CALL:

In the event of a vacancy, the church shall first seek the Lord regarding His man for this place. The Board shall then suggest possibilities to the church who shall in turn vote on the man of their choice. Three quarters of the ballots shall be necessary to issue a call to serve.

(b) PASTORAL QUALIFICATIONS:

We believe that a pastor is a gift from God to the Church (Eph. 4:12) for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ. We also believe that the qualifications set out in 1 Timothy 3:2-7 must be met and maintained.

3.2 (a) The Pastor shall devote his time to the work of the church; preaching the Word of God, leading devotional services, doing visitation in the community and among the sick and needy, and being aware of what is being taught in all Church Ministries.

(b) As one given for the perfecting of the saints, we feel it is required that a pastor be aware of the spiritual condition and needs of his flock. To this end, regular pastoral visits with a minimum of at least one per member per year would be expected.

(c) To maintain availability and accessibility some regular office hours would be expected.

3.3 The Pastor shall give a report at the annual meeting as to the work and condition of the church. By virtue of his position, he shall have power of address with no voting privileges in the church and all its branches and committees.

3.4 The Pastor shall be required to give reports on visitation contacts, conversions, or other activities as requested by the Board.

3.5 The Pastor receives four weeks of holiday with pay. He shall be permitted to attend two denominational conferences as well as one Bible School conference with expenses paid. This shall be reviewed annually.

3.6 (a) When a Pastor resigns for his own reasons and not because of a conflict with the Church's members or leaders, the resignation should be in writing to the Board and three months' notice is to be given.

(b) When a Pastor resigns due to conflict with the Members or Leadership the resignation should be in writing to the Board and the Board shall accept it immediately. The Pastor shall receive three months' pay.

(c) When the Board decides to terminate a Pastor's call due to unreconcilable differences, moral failure or other reasons, the Board shall put the Pastor on leave and call a special members-only congregational meeting, giving two weeks' notice. The Board shall present their reasons for termination to the Membership and ask the Members to vote by secret ballot as to yes or no to keep the Pastor on. If the Congregation wants to keep the Pastor a vote of 75% in favor of keeping him will be required. If terminated the Pastor is to be paid three months' wages starting on the day he was put on leave.

ARTICLE 4: VOTING QUALIFICATIONS

4.1 Voting age of members shall be 18 years and over, however the voting age on money matters shall be 21 or over.

4.2 Active members in good standing are qualified to vote.

ARTICLE 5: COMMITTEES

5.1 The nominating committee, of at least three, shall be elected by the church and they shall post their slate of officers two weeks prior to the election.

5.2 Other committees may be elected or appointed as the need arises.

ARTICLE 6: VACANCIES IN OFFICES

Vacancies in any elective offices (except Pastor), shall be filled for the unexpired term by election at any regular business meeting. Recommendations having been made by nominating committee or board. However, the board may appoint a replacement within itself until the next church business meeting.

ARTICLE 7: AMENDMENTS TO BYLAWS

Amendments and additions to these bylaws may be made by simple majority of the vote cast at any annual or church business meeting, after the said change or addition has been presented in written form at least one month prior to the time of its adoption.

Manitou Evangelical Free Church

POLICIES

Manitou Evangelical Free Church Policies - November 2024

ARTICLE 1: NOMINATING COMMITTEE

The nominating committee shall consist of at least 3 members and the Pastor. The committee shall approach potential candidates after being made aware of qualifications needed. The nominating committee has the latitude to explore various means to nominate and screen candidates. The nominating committee will give the list of nominees to the board for approval. The nominating committee will then approach the candidates on their willingness to let their names stand. The board will then post the list of nominees at least 2 weeks prior to the election. The election voting system would depend on number of candidates needed and number of candidates that have let their name stand.

ARTICLE 2: ELECTION & ELECTION PROCEDURES

Elections shall be held annually at the Annual General Meeting.

2.1 Board Positions

The Board shall consist of at least 5 persons elected by the Membership to serve two-year terms, with half the positions expiring annually.

(a) Nominating Committee to find nominees to fill vacant seats for two-year terms from the Membership.

(b) Nominating Committee shall find one extra nominee needed for vacant seats for voting purposes if possible.

(c) Nominating Committee shall, from the names of the nominees and the remaining sitting board members, find nominees willing to stand for Chair and nominees willing to stand for Treasurer for the following year.

(d) Congregation - vote by ballot to elect Chair

- vote by ballot to elect Treasurer

- vote by ballot to fill remaining vacant positions from the remaining nominees.

2.2 Elders Positions

The membership shall elect Three Elders to each serve a three-year term with one Elder term expiring annually.

(a) Nominating Committee shall find nominees to fill vacant seat for a three-year term.

(b) Nominating Committee shall find one extra nominee needed for vacant seats for voting purposes if possible.

(c) Nominating Committee shall, from the names of the nominees and sitting Elders, find nominees to take the position of Board Elder who sits as a voting Elder Representative on the Church Board the following year.

(d) Congregation – votes by ballot to elect Board Elder

- votes by ballot from remaining nominees for remaining position(s) required.

2.3 Nominating Committee Positions

The nominating committee of at least 3 members shall be elected by the membership at the annual meeting and shall sit on committee for a one-year term.

(a) Nominating Committee shall find nominees from the Membership to form the Nominating Committee for the following term.

(b) Congregation votes by show of hands.

ARTICLE 3: BALLOTS

3.1 The Chair will call for nominations from the floor for 3 scrutineers who will distribute and count ballots as required. Vote to elect will be by show of hands.

3.2 One ballot per position will be distributed to each eligible member present at the meeting.

3.3 Each member shall write one name from the nomination slate on each ballot.

The candidate receiving the highest number of ballots for each position shall be elected.

3.4 A vote by show of hands will be taken at the end of the election process to destroy ballots.

3.5 Records will indicate names of nominees elected to positions but not the number of ballots.

ARTICLE 4: CHURCH FACILITY POLICY

Manitou Evangelical Free Church is a distinctively Christian organization. Our policies are built on principles taken from the Bible. The Scriptures are the final authority guiding our faith and actions. Our understanding and interpretation of Scripture is consistent with the evangelical Christian tradition.

In offering our church building to others we wish to show respect and hospitality. In turn, we ask those who use our church building to be respectful of our stated positions and while on site not to individually or corporately or publicly practice or promote any beliefs or lifestyle that conflict with our principles and the purpose for which we exist. User groups will not engage in any extreme or controversial activities while on site and will not disrespect any individual or engage in any activity that will place someone at risk.

We retain the right to refuse any user group that we feel does not promote the purpose of this church.

Our purpose as a Church is to advance the gospel, glorify God, evangelize the lost, strengthen the family unit, edify and to equip the members/saints.

Requests for use of the MEFC facilities outside of normal church ministry activities must be submitted in writing to the Board and are subject to availability and approval of the Board. A written response will be issued to the guest group along with the following guidelines.

4.1 Facilities are not to be used as a place of commercial enterprise.

4.2 Conduct on the property must be in keeping with Christian values and standards of conduct.

4.3 Smoking/vaping of any kind and alcoholic beverages are not allowed on Church property.

4.4 Facility use is free of charge; however, the facility is to be left in a clean and orderly fashion as it was found. If extra janitorial services are needed, a donation to compensate the janitor for extra work is encouraged.

4.5 User groups must make arrangements with the Secretary to gain access to the building.

4.6 Observe all posted and otherwise communicated regulations and risk management measures, such as fire prevention, safety precautions etc.,

4.7 Keep away from areas and buildings on the property that are out of bounds. No defacing of property.

4.8 Any officiating Pastor must receive advance Church approval before planning to conduct a wedding or funeral on site.

4.9 The Sanctuary of the Church has a sacred value and is not to be used as a place to play.

ARTICLE 5: REGARDING USE OF MEFC EQUIPMENT

Church equipment is not for personal use but is for MEFC ministry groups only. When a church department uses church equipment off-site, the department leaders responsible for the church activity are responsible for its use and return. Tables and chairs from the sea-can storage unit may be rented.

The Trustees shall be responsible for the maintenance of all church equipment.

ARTICLE 6: CHILD PROTECTION POLICY

Manitou Evangelical Free Church (MEFC) is committed to the safety of all children and youth in our ministries. Anyone wishing to work in these ministries must acknowledge in writing that they have read this policy and agree to abide by these protocols.

6.1 Anyone working with children or youth must provide a Vulnerable Sector Criminal Record Check every 2 years. Any cost to attain this will be covered by the church.

6.2 No leader will be allowed to be in a room or vehicle alone with someone of the opposite sex.

6.3 All classrooms should have 2 adult leaders in each room. If this is not possible, then the door must remain open or have a window. Someone must be assigned to periodically check on each classroom.

6.4 If a child requires assistance in the washroom they must be attended to by someone of the same sex. This individual will stand outside the cubicle until such time as their assistance is required.

6.5 Physical touch between people of opposite sex shall be strongly discouraged. Where a child is in need of comfort, only someone of the same sex shall console through physical contact.

6.6 Any incidents that may occur will be fully investigated and reported as required.

Individual ministries are allowed to implement additional policies as they see fit. Examples include waiver forms, permission slips, and sign-in/sign-out requirements, provided they do not contradict the above protocols.