

BYLAWS OF THE JOURNEY CHURCH

SECTION 1 – AUTHORITY AND FAITH

The Journey Church, also referred to as the Church, shall be committed to the historic belief of the Christian faith. This faith includes the full and final authority of the Bible, the Trinity of the Father, the Son, and the Holy Spirit; the deity of Jesus Christ; and the gospel of salvation by grace through faith in Christ alone. This faith affirms the dignity of all human life and the need of every person to experience forgiveness of sin through a new birth into the family of God. Biblical exposition of Christian teaching shall be a responsibility of the Lead Pastor.

SECTION 2 – MISSION OF THE CHURCH

The church shall be committed to the Great Commission recorded in Matthew 28:18-20:

¹⁸Then Jesus came to them and said, “All authority in heaven and on earth has been given to me. ¹⁹Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age”

and as such to an outward focus by placing the needs of those who are far from God ahead of the needs of those who are following Jesus. While the care of members and regular attenders shall be served, outreach to others who are outside or new to the Church shall be given priority in the spending plan, staffing, and scheduling of Church activities. Thus, the mission of this Church is to lead people to follow Jesus, love God and love others.

SECTION 3 – ASSOCIATION

The Journey Church shall be an/a affiliated/cooperating member of the Canadian Baptists of Atlantic Canada (CBAC). The only power this general body has over individual churches is to extend advice with the strongest moral motives. As such this Church shall participate in training and support programs, seek to achieve tithing of its total income to global/local missions initiatives, as a minimum standard, and help promote the regional ministry of the network of Christian witness.

Through membership, we have covenanted to work together with other members, under the Lordship of Jesus Christ, and under the authority of the Bible, which is the all-sufficient ground of faith and practice. Each church is independent, but the churches are interdependent. We are responsible to demonstrate competence under Christ to look after our own affairs and we have the freedom from coercion by other bodies. The CBAC recognizes the importance of cooperation with churches of “like faith and order.”

SECTION 4 – ORGANIZATIONAL STRUCTURE

It is the purpose of these Bylaws to provide a stable and effective organizational structure to aid this Church in accomplishing its mission. The sections that follow specify a model that keeps the roles of Lead Pastor (also referred to simply as the Pastor), Board, Staff, and Congregation distinct and effective for church health, church growth, and multi-site development. Congregation is a collective term to describe the members of the church. These Bylaws shall be reviewed annually for any changes to the structure that may increase the effectiveness of the Pastor and the Church.

- a) The role of the Congregation is to serve as the primary ministers of the Church.
- b) The role of the Board is to establish Guiding Principles for the Pastor's leadership.
- c) The role of the Pastor is to lead the Church to accomplish its mission.
- d) The role of the Staff is to manage the ministries of the Church, directed by the Pastor.

SECTION 5 – CHURCH MEMBERSHIP

The members of The Journey Church, as according to the official membership list of The Journey Church,¹ for purposes of these Bylaws, shall consist of people who have professed their faith in Jesus Christ as Savior and Lord through believer's baptism and who make the following promises to God and other members to learn to practise these commitments; that are rooted in living out the gospel and loving one another, as the Bible teaches, within the community of Christ's church:

- a) Promise to protect the **unity** of my church
 - i. By acting in love toward other members
 - ii. By refusing to gossip
 - iii. By supporting the leadership
- b) Promise to share in the **outward focus** of my church
 - i. By sharing in word and deed, local and global
 - ii. By inviting the unchurched to attend
 - iii. By warmly welcoming all
- c) Promise to **serve** in the mission of my church
 - i. By discovering my gifts and talents
 - ii. By being equipped to serve
 - iii. By developing a servant's heart
- d) Promise to support **the community** of my church
 - i. By attending faithfully
 - ii. By living at peace with others
 - iii. By giving consistently, proportionately, generously and joyfully
- e) Promise to grow **more like Jesus** within my church
 - i. By learning to love Jesus more
 - ii. By learning to live more like Jesus
 - iii. By learning to lead more people to Jesus

¹ Should a member choose to request removal from The Journey Church's membership, a written membership removal request can be made to the Board of The Journey Church.

SECTION 6 – MEMBERSHIP ROLE

The primary role of the members shall be to serve as the ministers of the Church, reaching out to unchurched people first and also caring for the needs of one another within the Church.

As ministers of the Church, members are also empowered to be involved in the decision making process of the Church. Church decisions shall be voted on at the Annual General Meeting (AGM) or any other Church wide meeting called by the Board. In addition to nominating and selecting Board members on an annual basis, the following decisions of the Church shall require the approval of the members by a two-thirds majority of those members present and voting:

- a) Calling or dismissing the Lead Pastor
- b) Approving amendments to Bylaws
- c) Ratifying the annual spending plan in broad categories
- d) Purchasing or selling the primary Church facilities
- e) Dissolving the church²

The Journey Church will use Robert's Rules of Order as a guide for conducting church member meetings. Robert's Rules provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should 'undue strictness' be allowed to intimidate members or limit full participation. Roberts Rules can be found online at www.robertsrules.org.

Church decisions may be voted upon provided the following requirements are met:

- a) The Congregation is given at least two weeks' notice of the vote by announcement at regular services. Notice may also be given by electronic or postal mail.
- b) The "members present" constitutes a quorum, which according to Robert's Rules, "should approximate the largest number that can be depended on to attend any meeting except in very bad weather or other extremely unfavorable conditions."³

The Chairperson of the Board shall call and preside at all regular or special meetings of the congregation. If the chair is unable to attend a previously called meeting, another Board member may serve as chair for that particular meeting.

The chair has a duty to declare the absence of a quorum when he/she believes requirement b) has not been met. This may occur when a meeting is called to order, or at any point during a meeting, at least before taking any vote.

The Secretary/Treasurer of the Board, or another Church Member designate, will take the minutes of all regular or special business meetings of the church and will be made available prior to subsequent meetings for vote of approval.

² Remaining assets to go to another non-profit organization or Canadian Baptists of Atlantic Canada (CBAC)

³ The chair will take into consideration attendance records of past, comparable church meetings.

Voting privileges shall be extended to active members who are 14 years of age and older and present at a congregational meeting. Inactive members shall not be entitled to vote.

An inactive member is defined as being consistently absent from their Journey Church family's life (which includes areas of worship, ministry, and giving) for a period of one year.⁴ Members who are homebound due to medical limitations or age are honored exceptions. Other exceptions may include college/university, shut-ins, or any other unusual circumstances.

If any member of The Journey Church has a grievance or just cause to believe a Boundary Principle is being violated, as outlined in the Guiding Principles, a written and signed letter of concern and/or complaint must be submitted to the Board who holds the Lead Pastor accountable. Upon review of this submission, the Board will determine the appropriate action steps which may include calling a church-wide meeting.

SECTION 7: CHURCH DISCIPLINE, RECONCILIATION AND RESTORATION

As part of the 'Body of Christ,' members of The Journey Church are instructed in Scripture to love and support one another. On occasion that support and love may need to be expressed through corrective or disciplinary measures when another church member's actions or conduct is not consistent with the covenant he/she affirmed at the time of joining our fellowship.

The Bible notes four common reasons corrective measures may be used: (1) to prevent division within the church (Titus 3:10-11); (2) to prevent the proclaiming of false teaching (Titus 1:9); (3) to challenge and correct immoral behaviour (I Cor. 5:1-2); and (4) to bring back an erring member into a stronger relationship with Christ (Matt. 18:15). Whatever the reason, however, the goal is always to reconcile and restore a member to a rightful relationship to God.

The first and primary response to any church member, whose action or behaviour is not in keeping with the covenant agreed to by him/her, is to emulate the process outlined in Matthew 18:15-17. This three-phased approach begins informally then moves incrementally toward increased levels of formality. The three phases are:

Phase One (Matt. 18:15): One to One - "If a brother or sister sins, go and point out the fault, just between the two of you. If they listen to you, you have won them over." This is the approach of correction that is most common between one church member and another. The vast majority of disciplinary/restorative actions within a healthy church family should be of this nature and no further intervention will be needed.

Phase Two (Matt. 18:16): Multiple Member - "But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." Sometimes a few extra members (and maybe even a few extra visits and exchanges) may need to occur if the one-to-one is unsuccessful. This still would most commonly happen with church

⁴ An inactive member's choice to not engage leaves the church's leadership and congregation unaware of how they are living out the five promises of church membership as defined in section 5 of this document. The action of the board in defining a member as inactive is a result of choices that the members themselves have taken. We believe that active membership is important for the following reasons:

1. Protecting the decision making and unity of the church.
2. Providing pastoral care for an inactive member in helping them to come to a place of declaration and decision in relationship to their Journey Church family.

members only, but could potentially include church staff, depending on the severity and/or duration of the ‘offense’ that is being raised.

Phase Three (Matt. 18:17a): ‘Church’ Involvement – “If they still refuse to listen, tell it to the church.” At this point in the process, the pastoral staff would definitely be involved in helping to deal with the non-repentant or non-responsive church member(s). They may even decide to inform and/or include the Church Board in the process depending on the type of transgression involved. Due to matters of privacy, it would not be normal for the church membership to be involved in the formal discipline of a member, however, if the transgression was public in nature and widely known there may be situations where this norm would not be the case.

Should persistent resistance continue at this point, a second dimension to Phase Three may need to be instituted (Matt. 18:17b). “. . . and if they refuse to listen even to the church, treat them as you would a pagan or tax collector.” On rare occasions, a member may refuse to repent of his/her actions, despite the clear direction of the church leadership. Such an occurrence will inevitably involve the Church Board who, after confirming that all appropriate steps were taken to provide restoration, will normally recommend the removal of the individual’s name from the church membership. Again, depending on the private or public nature of the transgression a formal motion may be made to the church membership at a formal meeting of The Journey Church.

Formal Restoration:

The ultimate goal of any disciplinary action is to first create renewed alignment of the member with God and His authority in his/her life through confession and repentance and then to work with the church member to mend and restore any hurt or damaged relationships within the church fellowship. This means as well that for situations when the pastoral staff and/or the Board of The Journey Church have become involved in a disciplinary process that is more public, it is reasonable to expect that a more formal restorative process should to be established and followed. Such situations would need to be worked out on a case-by-case basis, but the guiding principle involved here is that if hurt and damage has occurred in a public way within the Church, than it is crucial and necessary that formal steps also be taken by the Board and/or Pastoral Staff in achieving a public expression of reconciliation and restoration.

SECTION 8 – BOARD SELECTION

The Board shall consist of 5 or 7 members, based on the board selection process, including the Lead Pastor, who shall be the only Staff person on the Board. The other members shall be active Church members selected for annual terms by the following process:

- a) Any active member of the Church may submit a signed letter to recommend another member of good character and commitment to the mission of the Church to be a potential Board Member.
- b) Potential Members must successfully complete training and orientation led by the Board covering the mission, vision, values and structure of the Church.
- c) Potential Board Members must sign a covenant to uphold the highest standards of participation, service, supportiveness, and tithing with regard to the Church and will be added to the active candidate list.

- d) The Board shall present to the Congregation in attendance for approval a selection of candidates from the active candidate list that have let their names stand and have been certified by the Board as qualified to serve as Board Members.

It is the responsibility of the Board to ensure continuity of its Board membership from one year to the next. A rotation of Board Member terms is identified as a way to allow for new Members to join the Board while maintaining continuity. The Lead Pastor is a continuous Member of the Board and is exempt from the following process. To facilitate this rotation, and under normal circumstances, the following guidelines will be followed:

- a) Each Board Member may serve a maximum of six consecutive annual terms and may be nominated to serve again after a break of one year or more.
- b) Each year at least one of the active board members will be rotated out.
- c) At least half of the board members from the previous annual term will remain on the board.
- d) The chair will have served at least one annual term as a board member prior to being selected a chair.
- e) Nominations for new Board Members will be solicited each year in order to provide candidates for the board selection process.
- f) There may be unusual circumstances where an exception to these guidelines may be helpful. In that event, congregational approval is required.

In order to reduce the potential for a conflict of interest, Kaiser's Accountable Leadership Model requires that governance (Board) and management (Staff) do not overlap, either directly or indirectly. The Lead Pastor is the only one to be part of both.⁵ Therefore, immediate family members (defined as spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law and sons-in-law; adopted and step members are also included) of Board members, of the Lead Pastor, of the Staff, or of those providing senior leadership to established ministries shall not serve on the Board.

At The Journey Church, we value equipping and developing new leaders. It may happen that a new ministry or ministry leader may benefit from more active oversight and mentoring by the Lead Pastor during its launch, even if that person is somehow connected with a Board Member as listed above. In that case, the Board may allow this until the ministry or initiative is established, being mindful of both the development of the ministry or ministry leader and any potential for conflict of interest for both management and the Board.

The term of a Board Member may be vacated by resignation, by removal as a Church member, or by action of the Board. The remainder of a vacated term shall be filled by a candidate on the active candidate list, or, in the case of no existing candidates, by recommendation of the Lead Pastor and approval of the Board, and shall not be counted toward the limit of six consecutive terms. If the vacated role is filled outside of the active candidate list. The 'active candidate list' is defined as those members not currently serving on the board who meet one of the following criteria:

1. They have served on the board within the past four years.

⁵ John Edmund Kaiser, *Winning on Purpose: How to Organize Congregations to Succeed in their Mission* (Nashville: Abingdon Press, 2006), 124.

2. They have been board certified by the Board within the last 12 months.

In the event that there are no existing candidates on the active candidate list, the vacated term shall be filled by recommendation of the Lead Pastor and approval of the Board. If the vacated role is filled outside of the active candidate list, the appointee must go through the nomination process during the next Board Member selection process. In either case, when a vacated term is filled mid-year, this shall not be counted toward the limit of six consecutive terms for the new board member.

SECTION 9 – BOARD ROLE

The primary role of the Board shall be to provide accountability and support for the Pastor by writing, adding, and amending when necessary, concise Guiding Principles in three categories:

- a) Mission Principles shall define for the Pastor what ends the Church exists to achieve.
- b) Boundary Principles shall define for the Pastor what means may not be used in pursuit of achieving those ends.
- c) Accountability Principles shall define for the Chairperson how the Board is to establish the Guiding Principles and to monitor the Pastor's compliance with them.

The Board shall determine the compensation of the Lead Pastor based on achieving the mission principles and respecting the boundary principles. The Board shall influence all other operating and financial decisions through written policy in the Guiding Principles. The Board shall leave the leadership of the Church to the Pastor and shall leave the management of the Church to the Staff under the direction of the Pastor. In matters that require Board action by law, the Board shall routinely approve any motion of the Pastor or Chairperson without discussion unless a Board Member believes it violates the Guiding Principles, in which case the action shall be discussed before a vote. Action of the Board shall be by simple majority of all Board Members, whether or not present and voting. Voting shall be conducted in a similar manner as a member vote, described in Section 6 of these Bylaws, or as required by law. A majority of the Board present, which also includes participation by electronic means, shall constitute a quorum for action by the Board. Board meetings shall occur quarterly and at other times as needed when called by the Pastor or the Chairperson. All Members shall be sent at least 24 hours notice of every meeting by electronic, verbal, or written means. However, such notice may be waived by unanimous consent of all board members.

SECTION 10 – BOARD MEMBERS

Each year the Board shall appoint a Chairperson and Secretary. The Chairperson shall enforce the Accountability Principles and shall lead the Board when discussing the Pastor's performance and compensation; the Pastor shall lead the Board in all other discussion. The Secretary shall maintain and distribute the current edition of the Guiding Principles and other Board documents.

The Board will appoint signing officers, those being the Chairperson and Secretary, who may sign legal documents on behalf of the church if so directed by the Pastor in compliance with the Guiding Principles established by the Board, notwithstanding the delegation of financial

management above, and subject to congregational approval when required by Section 6 of these Bylaws.

SECTION 11 – LEAD PASTOR CALL AND DISMISSAL

In the event of a vacancy in the position of Lead Pastor, the Chairperson may invite the Canadian Baptists of Atlantic Canada (CBAC) to guide the Board in the process of finding and calling a new Lead Pastor who has demonstrated the ability to lead this Church to the next level of effectiveness in the achievement of its mission. The Board will be responsible for an interim plan to fill the Lead Pastor role until a new, permanent Pastor is in place. Calling a new Lead Pastor shall require a vote by the Board to propose the candidate, may request a letter from the CBAC to recommend the candidate, and will require approval by the Congregation to call the candidate. Dismissing a Lead Pastor shall require a vote by the Board to propose the action, nonbinding consultation by the CBAC with the Board and Congregation, and final approval by the Congregation. When a Lead Pastor is dismissed, the Board may provide a severance package in consultation with the CBAC based on the outgoing Pastor's past service, reason for leaving, and cooperative spirit. Severance shall not continue for less than one month or more than nine months. In the case of resignation, retirement or death, a gift or remembrance comparable to severance may be given to the Pastor or the Pastor's family.

SECTION 12 - LEAD PASTOR ROLE

The role of the Lead Pastor is to lead the Church to accomplish its mission. The Pastor shall lead the Congregation by teaching biblical truth, casting vision, and advancing the mission. The Pastor shall lead the Board by guiding its discussion of mission and boundary principles. In compliance with the Guiding Principles established by the Board, the Pastor shall hire, direct, compensate, and dismiss any and all Staff. The Pastor shall lead the Staff by directing them in their management of all Church operations. With regard to compensation based on performance, the Pastor shall be accountable to the Board. With regard to job retention and approval of major decisions, the Pastor shall be accountable to the Congregation as per the Membership Role section.

SECTION 13 – CHURCH STAFF

A Staff person appointed by the Lead Pastor shall manage each area of Church operation, as assigned, including property and finance. The term "Staff" shall apply to all ministry leaders appointed for this management purpose, whether they are unpaid, part-time or full-time with regard to compensation. Among these appointments shall be a person who oversees the financial process of disbursements and receipts. Staff positions shall be created, filled, vacated, or discontinued based on how effectively they accomplish designated parts of the Mission Principles within the means allowed by the Boundary Principles. All such decisions are the responsibility and prerogative of the Lead Pastor, who must answer to the Board for the effectiveness of the Staff.

The disciplinary measures for Staff for unsatisfactory performance will be met with the following escalating process: verbal warning(s), written warning(s), suspension, and/or dismissal.

The number of verbal and written warnings prior to dismissal may be determined by the degree of unsatisfactory performance or at the discretion of the supervisor and/or Lead Pastor. For verbal and written warnings, the areas of deficiency will be clearly described and the expected standard of performance, along with measurement criteria and a deadline date to accomplish the improvement, will be fully explained to the staff member by a supervisor. Dates of verbal warnings and copy of written warnings will be documented and kept in the staff member's file.

Immoral, unethical or illegal conduct may lead to immediate dismissal depending on the offense; otherwise, this type of conduct will be subject to the disciplinary measures outlined for unsatisfactory performance.

SECTION 14 – GRANTING OF CHURCH LICENSES

In the matter of granting or renewal of church licenses, the Board will adhere to the Canadian Baptists of Atlantic Canada (CBAC) governance documents regarding the regulations concerning the ministry, including, but not limited to General Regulations for Ordination, Educational Standards for Ordination, Process toward Ordination, Recognition of Prior Ordination, and Lay Ministry, all while following the Ministerial Professional Standards. Names raised to be considered for granting of church licensing or renewal must be submitted to the Board along with a general application which includes the person's name, background, resume, personal testimony, and plans for post licensing. In the case of renewal, resubmitting the general application may only be necessary where information on file is incomplete or out of date. All candidates will be interviewed by the Board. When deemed appropriate, the Board shall bring a recommendation to the congregation for a vote according to CBAC guidelines.

SECTION 15 – FINANCIAL PROCEDURE

With respect to finances, the Board will ensure that the spending plan, presented at the AGM, is based on desired missional outcomes. The Board will exercise indirect control so as to rule out poor financial management and to keep the Lead Pastor accountable to the outcomes and sound financial practices through the Guiding Principles. Executive authority to manage the money is then entrusted to the Lead Pastor who delegates to Staff. Staff will include a Finance Ministry team of qualified people to come alongside the Lead Pastor in order to do the work and give advice in the area of church finances.

Spending of funds is confined to Church approved programs and projects as outlined by the spending plan. Each contribution directed toward an approved program or project will be used as restricted with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason as determined by the Ministry leader(s), the remaining restricted contributions will be redirected to a similar ministry initiative as determined by the Executive Team.

Surplus funds from one budgetary line item or event may be transferred to another budgetary line item or event provided that the transfer of funds does not hinder or harm the budgetary line item or event from which it was taken.

The Journey Church shall be carried on without purpose of gain for its members, and any profits or other gains shall be used in promoting its purposes.

SECTION 16 – LIMITATION OF LIABILITY

- a) Board Members shall not be personally liable for the debts, liabilities, or other obligations of the Church.
- b) To the extent that a person who is, or was, a member, officer, employee or other agent of this Church has been successful on the merits on defense of any civil, criminal, administrative or investigative proceeding brought to procure a judgment against such person by reason of the fact that he or she is, or was, an agent of the Church, or has been successful in defense of any claim, issue or matter, therein, such person shall be indemnified against expenses actually and reasonably incurred by the person connection with such proceeding.
- c) If such person either settles any such claim or sustains a judgment against him or her, then indemnification against expenses, judgments, fines, settlements and other amounts reasonably incurred in connection with such proceedings shall be provided by this Church but only to the extent allowed by, and in accordance with the law.
- d) The Board may adopt a policy in the Guiding Principles authorizing the purchase and maintenance of insurance on behalf of any agent of the Church against any liability other than for violating provisions of law relating to self-dealing asserted against or incurred by the agent in such capacity or arising out of the agent's status as such, whether or not the Church would have the power to indemnify the agent against such liability under the provisions of the law.

SECTION 17 – AMENDMENTS TO THE BYLAWS

One of the main catalysts for amendments to the governing documents comes through Church Members input to the Board concerning items in the documents.

The Bylaws may be amended in whole or in part if the following requirements are met:

- a) Individual members who have proposed amendments to the governing documents are encouraged to share these with the Board or individual Board Members accompanied by a written statement.
- b) The amendment is proposed by the Lead Pastor, the Board, or a petition signed by one-third of Members of the Congregation.
- c) The Congregation is given at least two weeks notice of the vote by announcement at regular services. Notice may also be given by electronic or postal mail.
- d) The Congregation votes to approve the amendment in accordance with the voting procedures described in Section 6 of these Bylaws.