



YORKMINSTER PARK  
BAPTIST CHURCH  
**CONSTITUTION**

**May 26th. 2021**





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# INTERPRETATION

## DEFINITIONS

In this Constitution, the following terms, when capitalized, have the following meanings:

- “Adherents” means those persons who attend services at this Church on a regular basis, who are not Members but who may wish to receive notices from this Church or attend meetings or events held at this Church;
- “Adherents’ Roll” means the record maintained by the Church Clerk setting forth the names and addresses of Adherents, as amended from time to time;
- “Church” means Yorkminster Park Baptist Church;
- “Congregation” means Members and Adherents collectively;
- “Meeting” means any Annual Meeting, Spring Meeting, Fall Meeting or Special Meeting;
- “Member” means those persons who are members of this Church on the date this Constitution comes into force, and those persons who thereafter apply to become members, and who are accepted as members, in accordance with Article 7:2;
- “Members’ Roll” means the record maintained by the Church Clerk setting forth the names and addresses of the Members, as amended from time to time;
- “Ministerial Team” means the Minister of the Congregation and such other persons who are engaged in accordance with Article 8:1 with the duties and responsibilities prescribed in their respective resolutions, contracts, letters of understanding or similar instruments;
- “Trust Funds” means those gifts and bequests which are held and managed by the Board of Trustees in accordance with Article 17:3.

In this Constitution,

- the word “we” shall mean the Members of the Church;

- “present and voting “ means a Member who is either present in person, or, if authorized under this Constitution, is present by teleconference and/or by other electronic means, at a Meeting held or called for any duly authorized purpose.
- the Board of Trustees is sometimes referred to as “the Trustees”; and words used in the singular shall include the plural, words used in the plural shall include the singular, and words used in the masculine gender shall include the feminine and neuter genders and vice versa.

# ARTICLE I – COVENANT

## 1. Preamble

*We believe the New Testament Church was a voluntary organization of baptized believers meeting together to maintain the worship of God, to observe the sacraments, and to promote the interests of the Kingdom of Christ. We strive to follow the faith of the New Testament Church. We believe Christ to be the only Head of the Church, the Word of God is the final authority and the Holy Spirit is its only guide to all truth.*

## 2. Covenant

*As an organized group of Christian people, we enter into Covenant one with another to walk together in Christian love; to strive for the advancement of this Church in knowledge, grace and Godly living; to promote it's Christian spirit by sustaining its worship, sacraments, discipline, doctrine, and the maintenance of the Biblical norms and standards of conduct; to contribute to the support of the Ministry, to the expenses of this Church and to serve, as our respective talents and circumstances permit, the mission of the Church, which Covenant is made in the name of God the Father, Son and Holy Spirit. Amen.*

## 3. Statement of Purpose

*The purpose of Yorkminster Park Baptist Church is to offer an ongoing witness to the reality of the Risen Christ in our lives and in our world, through worship and service in word and deed. It is our purpose to be a place of sanctuary, prayer and peace in the heart of the city, and to be a caring community engaged in outreach and mission in response to needs within and beyond our walls, and around the world. It is our purpose to embody the teachings of Christ as a people engaged in planting the seeds of faith, hope and love. It is our purpose to engage our collective hearts, souls, minds and senses with the full gospel of Jesus Christ to the glory of God, the Father, Son and Holy Spirit.*

## **ARTICLE II - AFFILIATION**

This Church is a member of the Canadian Baptists of Ontario and Quebec. We agree to maintain this affiliation, support its programs, send delegates to its annual assemblies and cooperate with its officers, its boards and committees. We are also affiliated with Toronto Baptist Ministries, the Canadian Baptist Ministries, and the Baptist World Alliance.



# **ARTICLE III – SACRAMENTS AND PRACTICES**

## **1. Baptism**

The Sacrament of the Baptism of believers shall be administered to candidates who have professed their personal faith in Jesus Christ as the Lord and Saviour and have been duly approved for baptism by the Board of Deacons or a committee appointed by that Board.

## **2. The Lord's Supper**

The Sacrament of the Lord's Supper shall be observed at the conclusion of the Morning Service on the First Sunday in each of the months October to June, inclusive, and/or at such other times as the Board of Deacons may determine. All Members of this Church are expected to attend the Communion Services faithfully.

## **3. Practices**

This Church shall follow the practices of:

- a) the presentation of children to God, and the dedication of parents to Christian parenthood, and
- b) extending the Right Hand of Fellowship to all new Members when they unite with this Church.

## **ARTICLE IV – DEVOTIONAL SERVICES**

Public services of worship shall be held to the glory of God and His Son, our Saviour, not less than once each Sunday throughout the year and at such other times as may be designated by the Board of Deacons.

## **ARTICLE V – GENERAL RULE**

The affairs of this Church shall be conducted by its Members.

The Members present and voting at any Meeting are deemed to express the will of all the Members and shall have final authority for decisions and actions affecting the welfare and functioning of this Church.

The Members, by this Constitution, delegate authority to the Church Council, Boards, Committees or other organizations of this Church, as constituted from time to time, to act on their behalf in specified matters between Meetings of this Church, provided such delegation is not inconsistent with this Constitution.

The Members present and voting at any Meeting may not override the requirements of this Constitution with respect to notice of Meetings, a quorum or the required majority of votes needed in order to carry a resolution or motion except by way of an amendment to this Constitution in accordance with Article XXV.

# ARTICLE VI – MEETINGS

## 1. Timing of Meetings

Meetings shall be held in February, May and November of each year unless otherwise authorized by the Church Council. They shall be called:

- **Annual Meeting**, being the meeting of Members held on such day in February of each year as the Church Council shall determine for the purpose of, among other things, considering the unaudited financial statements for the preceding fiscal year and the annual plan and budget of this Church for the current fiscal year;
- **Spring Meeting**, being the meeting of Members held on such day in May of each year as the Church Council may determine for the purpose of, among other things, approving the audited financial statements, electing the members of the Boards, Committees and other organizations of the Church, as they are constituted from time to time; and
- **Fall Meeting**, being the meeting of Members held on such day in November of each year as the Church Council may determine, for the purpose of considering the matters specified in the notice of Meeting.

The Church Council shall determine the date and may authorize a change in the month for holding any Meeting. The Members or the Church Council may also determine that a Meeting be conducted shall do so only if a public health order or directions restrict the extent to which a Meeting can be conducted in person.

In addition to the foregoing, Special Meetings may be called at any time or from time to time by the Church Council for the purpose or purposes set forth in the notice of Meeting.

If the Church Council receives a written request for a Special Meeting signed by not fewer than 25 Members, the Chair of the Church Council shall call a Special Meeting for the purpose set out in the written request within 60 days of the

receipt of that request by the Chair or Recording Secretary of the Church Council.

## **2. Notice of Meetings**

Notice of all Meetings shall be printed in the weekly calendar of this Church for at least two Sundays prior to the holding of the Meeting.

In addition, written notice shall be sent to each Member at the Member's last known postal address as it appears on the Members' Roll, or the Member's electronic mail address, at least fifteen days before the date of the Meeting, if:

- 1) a Special Meeting has been called; or
- 2) any of the following matters is to be considered at a Meeting, namely:
  - a) the allocation of any Trust Funds in excess of \$25,000;
  - b) the acquisition or sale or other dealing with the real property of this Church;
  - c) the calling of a member of the Ministerial Team or the Director of Music; and/or
  - d) an addition or amendment to this Constitution.

All notices shall state the time, date, place and the purpose or purposes for which the Meeting has been called.

Whenever practicable, notices shall be sent to Members by electronic mail. A notice sent through the post office may be addressed to more than one person if the address of those to whom the notice is sent is the same on the Members' Roll.

The accidental failure to send a notice to one or more Members shall not invalidate the holding of the Meeting or the business conducted thereat.

## **3. Fiscal Year**

The fiscal year of this Church shall be the calendar year.

The unaudited financial statements of the General and Trust Accounts for the prior year, and the annual plan and budget for the ensuing year shall be presented at the Annual Meeting.

The audited financial statements of the General and Trust Accounts for the prior years shall be presented for approval by the Members at the Spring meeting.

#### **4. Quorum**

Fifty Members present either in person, by teleconference and/or by other electronic means shall constitute a quorum at any Meeting. With no quorum a meeting may be adjourned to a time and date within 60 days, chosen by the Chair. Notice of such adjourned meeting shall be given as set out in (2) above.

#### **5. Voting**

Only Members of this Church are entitled to vote at any Meeting. Each Member shall be entitled to one vote. Unless otherwise provided in this Constitution, a simple majority of the Members present and voting shall carry any motion or resolution.

#### **6. Conduct of Affairs**

The Chair of the Church Council, or in the absence of the Chair, the Vice-Chair of the Church Council shall act as Chair of all Meetings. In the absence of both, the Chair of the Board of Deacons shall act as chair.

If the Chair of the Meeting so stipulates, or if five or more Members present so request, a vote shall be taken by secret ballot; otherwise, all votes shall be by show of hands. The determination of the Chair of the Meeting as to whether any motion or resolution has passed shall be final and conclusive.

Any business or affairs relative to this Church may be transacted at any Meeting, duly called and constituted as provided herein, unless otherwise provided in this Constitution.

## **7. Participation at a Meeting conducted electronically by Telephone or Electronic Means.**

Under normal circumstances, the Church shall hold all Meetings on an in-person basis only. However, if the Church, as determined in the sole discretion of the Church Council in extenuating circumstances, or for any other reason(s) determined appropriate by the Church Council, chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a Meeting, any Member may participate in the Meeting by such alternative means. A person participating in a Meeting by such means is deemed to be present at the Meeting.

## **8. Meeting Held by Electronic Means**

Notwithstanding Section 7 of this Article, the Church Council may determine that the Meeting must be held entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the Meeting.

## **9. Voting by Electronic Means**

Voting carried out by means of a telephonic, electronic or other communication facility at a Meeting. Including those referred to in Sections 7 and 8 of this Article, is permitted only if that facility enables the votes to be gathered in a manner that permits their subsequent verification.

# **ARTICLE VII - MEMBERS**

## **1. Present Members**

Members of this Church on the date of adoption of this Constitution shall be Members of this Church until such time as they cease to be Members in accordance with the provisions of this Constitution.

## **2. New Members**

Any person acknowledging and agreeing to Article 1 may be considered as an applicant for membership through:

- 1) baptism as envisaged in Article 3.1; or
- 2) letter of transfer from another Baptist church, providing the person has a letter indicating good standing or commendation from such church;
- 3) or experience, providing the person:
  - a) is an immersed believer who, in consequence of any particular circumstance, has no regular letter of transfer or commendation; or
  - b) has made a confirmation or profession of faith in Jesus Christ as Lord and Saviour and, if possible, presents a letter of transfer or commendation from the church in which the person is, or was, a member; or
  - c) is unable to be baptized by immersion and has made a profession of faith in Jesus Christ as Lord and Saviour.

All applications to become a Member shall be made to one of the Ministerial Team or to one of the Deacons. The application shall be forwarded to the Board of Deacons.

The Board of Deacons, in consultation with the Ministerial Team, shall devise an application process which may involve the holding of classes for applicants and which shall include,

at a minimum, an interview of the applicant by a member of the Ministerial Team or the Board of Deacons.

The Board of Deacons, upon receiving a report that an applicant has completed the member application process and wishes to become a Member, shall vote on the application. The Board shall promptly inform the applicant and the Church Clerk of the results and the Church Clerk will in turn report the Board's decision to the next Meeting of this Church.

It is expected that all Members will conduct themselves in a manner that is consistent with the Covenant.

### **3. Termination of Membership**

Members desiring a letter of transfer commending them to another Christian Church shall apply to the Minister of the Congregation or to the Church Clerk. Such request shall be sent to the Board of Deacons who may authorize the Church Clerk to write the necessary letter and report this action to the next Meeting of this Church.

The Church Clerk, upon being notified by the Board of Deacons or by one of the Ministerial Team that a Member has died, shall remove the Member's name from the Members' Roll and report this to the next Meeting of this Church.

If a Member fails to attend any of the services of or make contact with this Church for a period of three years, the Board of Deacons, after satisfying itself as to the circumstances, may transfer the Member's name from the Members' Roll to an Inactive List and so advise the person wherever possible. If a Member has been on the Inactive List for a period of two years, he or she may be terminated as a Member by a vote of the Members at any Meeting upon the recommendation of the Board of Deacons, provided that the Member has not in the meantime indicated a desire to continue as a Member.

A Member whose name is on the Inactive List may be restored to the Members' Roll with the approval of the Board of Deacons. In the event of a request being made by a Member to have his or her name removed from the Members' Roll,



such request shall be referred to the Board of Deacons who will take action best suited to the circumstances.

# **ARTICLE VIII – THE MINISTRY**

## **1. Composition and Responsibilities**

The Ministerial Team shall be composed of the Minister of the Congregation, and such other persons, whether ordained clergy or not, who are engaged as such by this Church. The Ministerial Team shall be responsible to the Members, through the Board of Deacons, to provide spiritual leadership in achieving the goals agreed upon by the Members through the planning process.

## **2. Minister of the Congregation**

The Minister of the Congregation shall provide leadership to the Ministerial Team and shall have primary responsibility for conducting the services of worship held in the name of this Church and for the preaching ministry of this Church; and, in consultation with other members of the Ministerial Team, shall arrange for the conducting of weddings and funerals and shall perform such other duties as may be requested by the Members or the Board of Deacons. The Minister of the Congregation may attend all Meetings as well as the meetings of the Church Council, Boards, Committees and other organizations of this Church but shall not be present for any discussions concerning the terms and conditions of employment or engagement of any members of the Ministry Team or other employees of the Church.

## **3. Additional Members of the Ministerial Team**

Additional members of the Ministerial Team shall have responsibility for those ministries and programs as are set out in the resolution, contract, letter of understanding and/or other instrument associated with their engagement, and may attend all Meetings as well as the meeting of the Church Council and any Board(s) specified in the document(s) pertaining to their appointment, but shall not be present for any discussions concerning the terms and conditions of employment or engagement of any member of the Ministry Team or other employees of the Church.

## **4. Accreditation**

The Minister of the Congregation shall have been ordained as a minister in, or his/her ordination shall be recognized by:

1. a Baptist Convention in fellowship with the Canadian Baptist Ministries, or
2. a Baptist Convention of another country, whose ordination standards are acceptable to the Credentials Committee of the Canadian Baptists of Ontario and Quebec, or
3. the analogous ordination authority within another Christian denomination, whose ordination standards are acceptable to the Credentials Committee of the Canadian Baptists of Ontario and Quebec.

It is preferable that one or more additional members of the Ministerial Team be ordained. If ordained, they shall meet the requirements set out in Article 8.4.

## **5. Terms of Service**

The Minister of the Congregation, and other members of the Ministerial Team, shall, on the recommendation of the Board of Deacons, be engaged for such fixed or indefinite term of service as set out in the resolution passed by the Members at a Meeting, called and held in accordance with Article 6.2 and Article 8.6.6 below.

The Members, at a Meeting duly called for the purpose, on recommendation of the Board of Deacons, may terminate or extend the term of any or all members of the Ministerial Team.

## **6. Vacancies in the Ministerial Team**

The procedure for filling a vacancy in the Ministerial Team, shall be as follows:

1. Whenever a vacancy occurs in the Ministerial Team, the Church Council shall meet forthwith for the purpose of deciding, in consultation with the affected Boards, whether or not to fill the vacancy and shall report this decision to the Members as soon as is practicable by publishing this decision in the Church's weekly calendar. If the decision is made to fill the vacancy it will appoint

from among the Members a Ministerial Replacement Committee (MRC) and shall notify the Members of the MRC's membership as soon as is practicable by publishing this information in the Church's weekly calendar. If the decision is made to fill the vacancy, the terms of reference for the vacancy must be approved by the Church Council and shall be communicated to the Members in the Church's weekly calendar. Thereafter, the Church Council will appoint from among the Members a Ministerial Replacement Committee.

2. The MRC shall consist of not less than 7 Members, and shall be representative of the Board of Deacons, the Board of Finance and Administration, and of the men, women and young people of this Church. Once the MRC has been appointed, there shall be no changes to its composition or mandate unless such changes have been approved by the Church Council.
3. The MRC shall, in consultation with the Human Resources Advisory Committee, develop a job description, title, salary, and benefits package for the position to be filled, consistent with the vision of this Church and the long range plan, and shall report regularly to the Church Council on their deliberations.
4. The MRC shall confer with the Canadian Baptists of Ontario and Quebec, and may confer with other organizations as required, to obtain the names of suitable candidates to fill the vacancy.
5. The MRC shall have authority to interview and negotiate in confidence with prospective candidates until satisfied as to a candidate's suitability, and shall then report on its search to the Church Council. If the Church Council and the Board of Deacons approves of a candidate recommended by the MRC, the Members shall be notified in accordance with Article 8.6.6 below.
6. The Church Council, if and when recommending a candidate to become a permanent member of the Ministerial Team, shall first present such recommendation at a Meeting of the Members. Any resolution adopting the recommendation, in order to be

passed, will require the approval of at least 75% of the Members present and voting.

## **7. Engagement of Persons in an Interim or Part-time Capacity**

The Board of Deacons may make arrangements to engage persons as members of the Ministerial Team on an interim or part-time basis and shall report on any such arrangements to the Members at the next Meeting.

Where the Board of Deacons recommends that such an interim or part-time arrangement with any one person extend for longer than twelve months, it shall submit the recommendation to the Church Council for approval. If such approval is granted, the recommendation shall be presented at a Meeting of the Members. Any resolution adopting the recommendation, in order to be passed, will require the approval of at least 75% of the Members present and voting.

# **ARTICLE IX – CHURCH GOVERNANCE – GENERAL**

## **1. Eligibility and Elections**

Only Members are eligible to be elected or appointed as members of the Church Council, a Board, or a Committee. Any person may be appointed to a Sub-Committee.

No Member shall serve on more than one Board at the same time, except for a Member serving on the Board of Trustees or a Member who has been appointed a Life Deacon. A member of a Committee may serve on another Committee or Board of this Church.

One third of the elected members of a Board shall be elected annually at the Spring Meeting for a term of office of three years which shall commence on September 1, except for the Board of Trustees.

Except as otherwise provided in this Constitution, any person attending a meeting in an ex officio capacity shall be entitled to participate in discussions, and, except for the members of the Ministerial Team and other salaried employees of this Church, may make motions and vote.

The number required to constitute quorum at a meeting of the Church Council or a Board shall be not less than one-half of its total membership.

## **2. Term of Service and Vacancies**

1. The term of service on each Board shall be three years except for the Board of Trustees. A Member who has completed a term on a Board and wishes to seek re-election to that same Board for a second term shall express their interest in writing to the Nominating Committee before being eligible to stand for a second term. No Member, having served two consecutive terms on a Board shall be eligible for re-election or appointment to that same Board for a period of one year, except for the Board of Trustees.
2. In the Article 9.2.1, a “year” commences on September 1 and ends on August 31 of the subsequent calendar year.

3. When a vacancy occurs among the members of any Board, provided that Article 9.2.4 is not applicable, the remaining members of the Board shall appoint a member for the balance of the term of the person replaced and such appointment shall be reported immediately to the Chair of the Congregation and to the next Meeting.
4. When three or more vacancies among the elected members of any Board exist concurrently, the vacancies shall be filled only by election at a Meeting of this Church and the Church Council shall recommend persons to fill such vacancies.
5. The term of service for the Chair of the Congregation, Vice-Chair of the Congregation, Church Clerk and Church Treasurer shall be as defined in Articles 22, 23 & 24. In each case a “year” commences on September 1st and ends on August 31st of the subsequent year.

### **3. Conduct of Affairs**

Each Board shall elect a Chair and Secretary from amongst its members. The Chair of each Standing Committee shall be appointed in accordance with the terms set out herein.

The Church Council, a Board, and Standing Committee may enact rules covering procedural and administrative matters relating to the conduct of its affairs.

The Church Council and each Board shall keep minutes of all meetings and shall file a copy with the Church Office within ten days of their approval.

# **ARTICLE X – CHURCH COUNCIL, BOARDS AND STANDING COMMITTEES**

## **1. Church Council**

### **A. Responsibilities**

There shall be a Church Council which shall be responsible between Meetings of this Church, for:

- i. overseeing the activities of this Church, except where a Board, Committee, or other organization is specifically charged with a particular responsibility, either by this Constitution or by a resolution of the Members passed at a meeting;
- ii. the work performed by the Standing Committees listed in this Article;
- iii. maintaining close contact with and ensuring timely communication between and among the Boards, Committees, and other organizations of this Church and the effective prioritization and coordination of their respective activities;
- iv. reviewing and approving the annual budget submitted by the Board of Finance and Administration;
- v. presenting a proposed consolidated annual budget to the Members for approval. If the proposed consolidated annual budget reflects a deficit, and concerns regarding the proposed consolidated annual budget remain, after a meeting to discuss and seek resolution of those concerns has been held, the Church Council shall recommend to the Members measures to be considered prior to the approval of the proposed consolidated budget;
- vi. making all financial and other arrangements with the Ministerial Team and Church staff, in consultation with the Human Resources Advisory Committee;



- vii. selecting and recommending in consultation with the Board of Christian Education for approval, by 75% of the Members present and voting on such resolution at a Meeting, a Director of Family Ministries, specifying his or her duties and terms of engagement. The Director of Family Ministries shall be an ex-officio member of the Board of Christian Education and shall report regularly to that Board. The Board shall also act in the absence of the Director of Family Ministries.
- viii. selecting and recommending in consultation with the Board of Music for approval, by 75% of the Members present and voting on such resolution at a Church Meeting, a Director of Music, specifying his or her duties and terms of engagement. The Director of Music shall be an ex-officio member of the Board of Music and shall report regularly to that Board. The Board shall also act in the absence of the Director of Music.
- ix. preparing and maintaining a long-range plan, reviewed and updated on an annual basis;
- x. recommending annually to the Members a Member to be appointed Church Clerk and, in the case of a vacancy in the office, appointing a successor to perform the duties of the Church Clerk until the position is filled at the next meeting;
- xi. In consultation with the affected board appointing by resolution the Trustees of this Church and submitting their names for confirmation by the Members at the next meeting; and
- xii. recommending to the Members, as necessary, the names of the Members to act as delegates to the annual meetings of the Canadian Baptists of Ontario and Quebec and the Toronto Association of Baptist Churches.

## **b. Membership**

The Church Council shall be comprised of:

- i. Chair of the Congregation, who shall be the Chair of the Church Council;

- ii. Vice-Chair of the Congregation;
- iii. Chair of the Board of Deacons;
- iv. Vice-Chair of the Board of Deacons;
- v. Chair of the Board of Trustees;
- vi. Chair of the Board of Finance and Administration;
- vii. Chair of the Board of Christian Education;
- viii. Chair of the Board of Mission;
- ix. Chair of the Board of Music;
- x. Chair of the Yorkminster Park Women's Ministries;
- xi. Church Clerk, non-voting, who shall be the Recording Secretary of the Church Council; and\
- xii. Church Treasurer, non-voting.
- xiii. Boards will designate an alternative in the event the Chair is unable to attend a Council Meeting.

### **c. Meetings**

Commencing in October, the Church Council shall have a regular meeting at least once every sixty (60) calendar days and shall submit a schedule of its regular meetings to the Church office by October 1 of each year for the subsequent twelve month period.

Commencing in September, each of the Boards shall have a regular meeting at least once every sixty (60) calendar days and shall submit a scheduled of its regular meeting to the Church office by September 1 of each year for the subsequent twelve month period.

The Chair of the Church Council may call additional meetings of the Church Council as required.

## **2. Boards**

There shall be the following standing Boards, all of which shall report directly to the Church Council:

- a) Board of Deacons;
- b) Board of Finance and Administration;

- c) Board of Christian Education;
- d) Board of Mission;
- e) Board of Music; and
- f) Board of Trustees.

### **3. Standing Committees**

The following standing Committees shall report directly to the Church Council:

- a) Budget Committee
- b) Human Resources Advisory Committee; and
- c) Nominating Committee

### **4. Board Composition**

- 1) The number of elected members of each Board of the Church shall be as follows:
  - a) Board of Deacons - 18
  - b) Board of Finance and Administration - 9
  - c) Board of Christian Education – 9
  - d) Board of Mission - 9
  - e) Board of Music – 9
  - f) Board of Trustees - 8
- 2) One-third of the elected Board members shall be elected annually at the Spring Meeting for a term of office of three years commencing on September 1, except as otherwise provided in the case of the Board of Trustees.

# ARTICLE XI – BOARD OF DEACONS

The Board of Deacons shall be a permanent Board of this Church and shall be responsible for providing spiritual leadership, inspiration, encouragement and development of the spiritual life of this Church, the pastoral care of the Congregation, and the witness of this Church in the wider community.

## 1. Responsibilities

Reporting directly to the Church Council, the Board of Deacons is a permanent Board of this Church and shall:

- a) maintain close contact with the members of the Ministerial Team, aid and assist them with their duties and assist at worship services by serving Communion and in other ways that may be required;
- b) determine after consultation with the Ministerial Team when services of public worship will be held in this Church and, in addition, determine what other services, meetings or events will be held in the sanctuary, the Centennial Chapel or the Narthex;
- c) be responsible for the following functions and any committees or sub-committees assigned to carry out these functions:
  - i) Art Gallery;
  - ii) Audio-Visual;
  - iii) Baptism;
  - iv) Christmas;
  - v) Communications;
  - vi) Communion;
  - vii) Greeters;
  - viii) Health and Wellness;
  - ix) Holy Week;
  - x) Lester Randall Preaching Fellowship;
  - xi) Membership;
  - xii) Memorial Fund;
  - xiii) Pastoral Care;
  - xiv) Pulpit Supply;
  - xv) Special Events;

- xvi) Ushers; and
- xvii) Worship Committee
- d) prepare and recommend to the Church Council an annual plan of activities for the Board of Deacons, consistent with the long range plan of this Church, highlighting any new initiatives and their anticipated receipts and expenditures, and provide an explanation of any initiatives mandated under this Church's long range plan that are deferred in the current annual plan
- e) preparing and recommending to the Budget Committee detailed estimates of anticipated receipts and expenditures of the Board of Deacons for the ensuing fiscal year;

## **2. Membership**

The Board of Deacons shall consist of 18 elected members and such Life Deacons as are appointed pursuant to Article 11.3, the Communications Director and the Chair of the Worship Committee, both of whom shall be ex-officio non-voting members. Total membership in the Board of Deacons shall not exceed 28 members, excluding ex-officio members.

The Board of Deacons shall appoint annually from among its members one representative to the Budget Committee and two representatives to the Nominating Committee.

## **3. Life Deacons**

In recognition of Christian leadership and service, the Members, upon the recommendation of the Board of Deacons, may appoint any Deacon or former Deacon to be a member of the Board of Deacons during the life of such person provided he or she remains a Member of this Church.

The number of Life Deacons may vary from time to time but may not exceed ten.

Any person appointed a Life Deacon after the effective date of this Constitution shall hold an ex officio position on the Board of Deacons and shall therefore be entitled to participate in discussions, provide guidance and advice, but shall not serve

in an executive role of the Board of Deacons, make motions, or vote.

A Life Deacon may serve on any other Board or Committee of this Church.

# **ARTICLE XII – BOARD OF FINANCE & ADMINISTRATION**

The Board of Finance and Administration shall be a permanent Board of this Church and shall be responsible for administering the business and financial matters relating to this Church and its properties.

## **1. Responsibilities**

Reporting directly to the Church Council, the Board of Finance and Administration shall:

- a) establish, co-ordinate, maintain and monitor the financial and human resources policies and practices of this Church and to administer the business matters relating to this Church and its properties;
- b) employ and supervise a Director of Operations and ensure his/her terms of employment and duties are documented, in consultation with the Human Resources Advisory Committee. With the approval of the Board of Finance and Administration, the Director of Operations may hire salaried or contract employees within the budget and terms mandated by the Church Council. The Director of Operations shall ensure that their respective terms of employment and duties are documented in accordance with policies and practices established in consultation with the Human Resources Advisory Committee;
- c) be responsible for the keeping of adequate financial records, the timely filing of all reports required by law and regulation, the maintenance of confidential records of all donations to this Church, the appointment of a Director of Operations and the safekeeping of all Church funds other than the Trust Funds;
- d) prepare and recommend to the Church Council an annual plan of activities for the Board of Finance and Administration, consistent with the long range plan of this Church, highlighting any new initiatives and their anticipated receipts and expenditures, and provide an explanation of any initiatives mandated under this

Church's long range plan that are deferred in the current annual plan;

- e) prepare and recommend to the Budget Committee detailed estimates of anticipated offerings and other revenues of the Board of Finance and Administration for the ensuing year;
- f) provide the Budget Committee with the estimated expenditures which are not the direct responsibility of the Church Council or another Board or Standing Committee;
- g) receive from the Budget Committee the proposed consolidated annual budget submission for the ensuing year and assess both the assumptions and any concerns expressed therein and present its assessment to the Church Council;
- h) request a meeting of the Church Council, if the proposed consolidated annual budget reflects a deficit or there are other concerns in order to discuss and seek a resolution of those concerns;
- i) recommend annually to the Members a person to be appointed Church Treasurer and, if a vacancy in that office occurs, appoint a successor to perform the duties of Church Treasurer until the position is filled at the next Meeting;
- j) Recommend a Member to serve on the Audit Committee, such that the Members may vote on the appointment of the said Member to the Audit Committee at the Spring Meeting.
- k) recommend to the Members independent professionals to serve as auditors or accountants for the ensuing year;
- l) recommend annually to the Members a Member to be appointed chair of the Property Committee, and in the case a vacancy occurs, appoint a successor Member to perform the duties of the Chair until the position is filled at the next Meeting. In addition, the Board of Finance and Administration shall appoint annually the members of the Property Committee, all of whom shall be Members. The Board of Finance and Administration shall designate the duties of the Property Committee pertaining to the repair and maintenance of Church property, which shall include land, buildings, furniture, fixtures and equipment,



excluding only items of property which the Church Council may specify to be the responsibility of another Board or the Yorkminster Park Women's Ministries;

- m) approve and control the use of all Church property with the exception of the sanctuary, Centennial Chapel and the narthex;
- n) report to the Board of Trustees whenever any material change occurs to any of the real property of this Church, whether by construction, repair or damage, and in any event no less frequently than twice yearly, and to provide a copy of each such report to the Church Council; and
- o) prepare and submit annually to this Church the financial statements, accompanied by the signed report of the auditors or accountants.

## **2. Membership**

The total membership of the Board of Finance and Administration shall be 12, consisting of 9 elected members, and, as ex officio members, the Church Treasurer, the Chair of the Property Committee and the Director of Operations. The addition of a Life Deacon to the Board of Finance and Administration shall increase its membership by 1.

The Board of Finance and Administration shall appoint, from among its members, 3 representatives to the Budget Committee, excluding its Chair or Vice Chair who serve on the Budget Committee as part of their position, and two representatives to the Nominating Committee.

One elected member of the Board of Finance and Administration may be designated to attend the meetings of the Board of Trustees, as an ex-officio member, without the right to vote.

## **3. Committees**

The Audit Committee and the Property Committee shall report to the Board of Finance and Administration.

# **ARTICLE XIII – BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education shall be a permanent Board of this Church and shall be responsible for providing programs and activities for education and Christian development in conjunction with the Ministerial Team.

## **1. Responsibilities**

Reporting directly to the Church Council, the Board of Christian Education shall:

- a) supervise the Director of Family Ministries and ensure his/her terms of employment and duties are documented, in consultation with the Human Resources Advisory Committee. The Chair of the Board of Christian Education may assist, as needed, the Director of Family Ministries with the hiring of other salaried or contract employees, within the budget and terms mandated by the Church Council and shall ensure that their respective terms of employment and duties are documented in accordance with policies and practices established in consultation with the Human Resources Advisory Committee;
- b) set and approve the curriculum of the Church school in collaboration with the Director of Family Ministries, which curriculum will be supportive of Article I (Covenant);
- c) provide for the training of all teachers and staff responsible to the Board;
- d) provide programs and activities for education and development of the children, youth and adults of this Church, having regard for the needs and gifts of all;
- e) sponsor and promote special projects and programs which the Board may from time to time support;
- f) provide local and international mission education for the Church school children and youth in collaboration with the Board of Mission;

- g) have joint responsibility with the Board of Music for the activities of any and all youth and children's choirs or musical groups;
- h) supervise the use and care of accommodation, equipment and furnishings acquired for, or assigned to, the Board;
- i) prepare and recommend to the Church Council an annual plan of activities for the Board of Christian Education, consistent with the long range plan of this Church, highlighting any new activities and their anticipated receipts and expenditures, and provide an explanation of any initiatives mandated under this Church's long range plan that are deferred in the current annual plan;
- j) prepare and recommend to the Budget Committee detailed estimates of anticipated receipts and expenditures of the Board for the ensuing year; and
- k) provide, maintain and supervise a suitable resource centre.

## **2. Membership**

The total membership of the Board of Christian Education consists of 9 elected members. The Director of Family Ministries may be required by the Board of Christian Education to attend meetings of the Board of Christian Education to report on their work. The addition of a Life Deacon to the Board of Christian Education shall increase its membership by 1.

The Board shall appoint one representative to the Budget Committee and two representatives to the Nominating Committee.

## **ARTICLE XIV – BOARD OF MISSION**

The Board of Mission shall be a permanent Board of this Church and shall be responsible for coordinating and promoting the Mission and Outreach programs of this Church, and to encourage and develop interest in all branches of Canadian and International missionary endeavour.

### **1. Responsibilities**

Reporting directly to the Church Council, the Board of Mission shall:

- a) assist and advise the Board of Finance and Administration in the collection and disbursement of funds for missionary and denominational purposes in accordance with the budget approved by the Members;
- b) recommend annually the amount to be budgeted for the Canadian Baptists of Ontario and Quebec and the Toronto Baptist Ministries;
- c) co-operate with the Yorkminster Park Women's Ministries and the Board of Christian Education in promoting missionary education in the Church and the Church school;
- d) keep this Church informed respecting the missionary program of the Canadian Baptists of Ontario and Quebec and of the Canadian Baptist Ministries, and other mission programs supported by this Church;
- e) review and research areas in which this Church should be creatively engaged in mission and outreach;
- f) develop programs of outreach, including overseeing the sponsorship of Government of Canada approved refugees;
- g) prepare and recommend to the Church Council an annual plan of activities of the Board of Mission, consistent with the long range plan of this Church, highlighting any new initiatives and their anticipated receipts and expenditures; and provide an explanation of any initiatives mandated under this Church's long range plan that are deferred in the current annual plan; and

h) prepare and recommend to the Budget Committee detailed estimates of anticipated receipts and expenditures of the Board for the ensuing fiscal year.

## **2. Membership**

The total membership of the Board of Mission shall be 9 elected members. The addition of a Life Deacon to the Board of Mission shall increase its membership by 1.

The Board shall appoint, from among its members, one representative to the Budget Committee and two representatives to the Nominating Committee.

# ARTICLE XV – BOARD OF MUSIC

The Board of Music shall be a permanent Board of this Church and shall be responsible to provide the music for the worship services in the Sanctuary of this Church and for other musical events related to worship and other programs.

## 1. Responsibilities

Reporting directly to the Church Council, the Board of Music shall:

- a) supervise the Director of Music and ensure his/her terms of employment and duties are documented, in consultation with the Human Resources Advisory Committee. The Chair of the Board of Music may assist, as needed, the Director of Music with the hiring of other salaried or contract personnel, including paid soloists and choristers, within the budget and terms mandated by the Church Council and shall ensure that their terms of engagement are documented in accordance with policies and practices established in consultation with the Human Resources Advisory Committee;
- b) develop a program of music for regular Sunday services and special services of the Church in consultation with the Minister of the Congregation, the Ministerial Team, the Director of Music, and the Board of Deacons;
- c) establish policies and maintain musical standards for all services and performances in the sanctuary, the narthex, the Centennial Chapel and Cameron Hall in consultation with the Director of Music, the Minister of the Congregation and the Board of Deacons;
- d) prepare and recommend to the Church Council an annual plan of activities for the Board of Music, consistent with the long range plan of this Church, highlighting any new initiatives and their anticipated receipts and expenditures, and provide an explanation of any initiatives mandated under this Church's long range plan that are deferred in the current annual plan;

- e) prepare and recommend to the Budget Committee detailed estimates of anticipated receipts and expenditures of the Board for the ensuing fiscal year;
- f) support the Director of Music in recruiting and reviewing the performance of choir members and soloists, as well as the services of other musicians;
- g) have joint responsibility with the Board of Christian Education for the activities of any and all youth and children's choirs or musical groups; and
- h) supervise the use, maintenance and care of the organ, and all equipment and furnishings acquired for, or assigned to, the Board, including all pianos and other musical instruments within this Church.

## **2. Membership**

The total membership of the Board of Music shall be 9 elected members, and, as ex-officio non-voting members, two members from the choir. The Director of Music may be required by the Board of Music to attend meetings of the Board of Music to report on his or her work.

A member of the choir may not at any time be an elected member or officer of the Board of Music.

# **ARTICLE XVI – YORKMINSTER PARK WOMEN’S MINISTRIES**

The Yorkminster Park Women’s Ministries are to cultivate a spirit of Christian fellowship among the women of this Church and provide opportunities to become acquainted with and participate in the total ministry of this Church at home and abroad. These opportunities are open to all women of this Church, and in affiliation with the Canadian Baptist Women of Ontario and Quebec.

## **1. Responsibilities**

The Yorkminster Park Women’s Ministries shall establish its own long-range plan consistent with the vision of this Church. It shall establish procedures and shall report annually to the Church.

The Yorkminster Park Women’s Ministries may appoint, from among its members, one representative to the Budget Committee and one representative to the Nominating Committee.

Any member of the Yorkminster Park Women’s Ministries who is also a member of the Church Council, a Board, or a Standing Committee must be a Member.



# **ARTICLE XVII – BOARD OF TRUSTEES**

## **1. Responsibilities**

Reporting directly to the Church Council, the Board of Trustees shall be a permanent Board of this Church and shall hold the real property of, and all Trust Funds acquired through gifts or bequests by this Church.

## **2. Membership**

The Board of Trustees shall consist of the Church Treasurer and as Trustees, seven Members of this Church, appointed by resolution of the Church Council and confirmed at a Meeting of the Church

Each Trustee shall hold office for a term of 7 years and shall be eligible for re-appointment for one additional term of 7 years. Having served two successive terms, a member shall not be eligible for re-election or appointment for one year.

A Trustee shall not be eligible for appointment after reaching the age of 75 but may complete his or her current term of appointment.

Vacancies on the Board of Trustees shall be filled by a resolution of the Church Council and confirmed at a Meeting of the Church but a serving member who has reached the age of 75 is ineligible to be appointed as a member of this board.

One elected member of the Board of Finance and Administration, so designated by that Board, shall be entitled to attend the meetings of the Board of Trustees without the right to vote.

The Board of Trustees shall elect from among its members a Chair and a Vice-Chair and may appoint a Secretary who need not be a Trustee. The Board of Trustees may appoint such committees, including an Investment Committee, as the Board may decide.

The Church Treasurer shall be the Treasurer of the Board of Trustees.

### **3. Trust Funds**

Trust Funds are gifts and bequests donated to, or for, this Church and shall be delivered to, and held by, the Trustees in trust for this Church subject always to any terms, conditions or trusts imposed by the donor or the testator, or by law. Unless otherwise directed by the donor, these bequests or gifts shall be added to and managed within the Endowment Fund of this Church.

### **4. Designated Funds**

If the donor or testator has specified that a gift or bequest shall be used for a specific project or program or for the operating expenses of this Church, unless such gift or bequest is specifically stated to be “in trust”, the capital of the gift or bequest is not a Trust Fund but is a Designated Fund.

If the capital of the gift or bequest and the likely duration of the Designated Fund warrants, a named Designated Fund may be established for the purpose of the gift or bequest, by resolution adopted by the Members at any Meeting of this Church, provided the resolution has been recommended by the Church Council.

The resolution establishing the named Designated Fund may provide that the Board of Trustees shall manage such fund in accordance with the Board of Trustees’ investment policy, as it is from time to time. Disbursements from a named Designated Fund shall be made in accordance with the resolution establishing the fund.

### **5. Authority to Invest Trust Funds**

The Board of Trustees shall invest all monies held by them in trust in securities, and may vary such securities from time to time. These monies shall be managed by the Trustees in accordance with investment policies, standards and procedures conforming in all respects to those which would be applied by a prudent trustee administering the property of another person, in order to avoid undue risk of loss and obtain a reasonable return.

The Board of Trustees may hold securities in nominee form in the name of the Trustees at any investment dealer owned and controlled by a Schedule 1 Canadian Chartered Bank, and are authorized to pay fees for related investment, audit, and accounting services from the income of the respective Trust Funds.

## **6. Signing Authority**

Unless otherwise required by law, at least two Trustees shall sign on behalf of the Trustees.

## **7. Building Contingency Fund**

The Trustees shall set aside, out of the securities held by them and available for the purpose, securities having a market value of a minimum of \$750,000 to be designated the Building Contingency Fund. All income derived from the securities comprising the Building Contingency Fund shall be added to, and form part of, the capital thereof. Whenever the underlying market value of the securities comprising the Building Contingency Fund falls below \$750,000, the Trustees shall make up such deficiency as soon as possible from other monies or securities held by them and available for the purpose.

The monies and securities of the Building Contingency Fund may be applied from time to time only for the purpose of alterations, additions to, renovation or restoration of the buildings and fixed equipment on the real property held by the Trustees for the Members, on the authority of a resolution passed by at least 66⅔% of Members present in person and voting at a Meeting duly called for the purpose, provided that no such resolution shall be passed unless:

- a) the Church Council has recommended it; or
- b) written notice of the resolution has been given to the Board of Trustees, by the Church Council at least 30 days prior to the holding of such Meeting; and
- c) notice of the resolution has been printed in the weekly calendar of the Church for at least two Sundays prior to the holding of such Meeting. Such notice shall indicate the

general nature of the resolution but need not specify the actual wording.

## **8. Endowment Fund**

Money and securities held by the Trustees from time to time, and not otherwise designated, shall be held in the Endowment Fund and used and applied by them for such purposes of this Church as may from time to time be approved and authorized by resolution passed by at least 66⅔% of the Members present in person and voting at a Meeting duly called for the purpose, provided that no such resolution shall be passed at any time when the market value of the securities comprising the Building Contingency Fund is less than \$750,000, and provided further, that no such resolution shall be passed unless:

- a) the Church Council has recommended it;
- b) written notice of the resolution has been given to the Board of Trustees, by the Church Council at least 30 days prior to the holding of such Meeting; and
- c) the amount proposed to be used exceeds \$25,000 and notice of such resolution has been printed in the weekly calendar of this Church for at least two Sundays prior to the holding of the Meeting.

## **9. Confirmation of Securities**

The money and securities held by the Trustees may be confirmed at any reasonable time by any of the Trustees, or by the auditors or other independent professionals, duly appointed by the Members in accordance with Article 12.1 (j) of this Constitution.

## **10. Real Property**

All real property belonging to this Church, or acquired from time to time, shall be vested in the Trustees “in trust” for the benefit of the Church and its charitable purposes and shall be registered in the name of the Trustees of this Church. The Trustees shall exercise their duties in accordance with the Religious Organizations Land Act, R.S.O.1990 .c.R.23, No

part of such real property shall be sold, exchanged, encumbered or otherwise dealt with by the Trustees except in accordance with a resolution passed by at least 66⅔% of the Members present and voting at a Meeting duly called for the purpose, provided that no such resolution shall be passed unless:

- a) the Church Council has recommended it; or
- b) written notice of the resolution has been given to the Board of Trustees and the Church Council at least 30 days prior to the holding of such meeting ; and
- c) notice of such resolution has been printed in the weekly calendar of this Church for at least two Sundays prior to the holding of such Meeting.

## **11. Obligation to Insure Real Property**

The Trustees shall insure and keep insured the buildings, fixed equipment and chattels on the real property held against loss or damage by fire and by or from other perils and risks and in such amounts as they consider reasonable. The Trustees shall also cause an appraisal of such buildings, fixed equipment and chattels to be made by an independent appraiser whenever they consider it necessary or desirable. The cost of such insurance and appraisals shall be paid by the Trustees out of Trust Funds.

The Board of Finance and Administration shall report to the Trustees whenever any material change occurs to any of the real property of this Church, whether by construction, repair, or damage, and in any event no less frequently than twice yearly. The Trustees may rely upon and be protected in acting on such reports.

## **12. Reporting to the Membership**

At each Annual Meeting and at such other Meetings as the Church Council may request, the Board of Trustees shall present a financial statement of the money and securities held by them and, if required, particulars of the insurance in force relating to the property of this Church.

# **ARTICLE XVIII – BUDGET COMMITTEE**

## **1. Function**

The function of the Budget Committee is to prepare a proposed consolidated annual budget of receipts and expenditures for the ensuing fiscal year for review by the Board of Finance and Administration and for subsequent presentation to the Church Council for approval prior to its first meeting in each calendar year.

The Budget Committee shall:

- a) request the submission, prior to November 30 of each year, of the estimates of general offerings, other receipts, expenditures, allotments and other commitments for the ensuing year from each Board in order to prepare an initial proposed consolidated annual budget;
- b) assess whether or not the estimated projections for all budget categories are financially sound and negotiate changes in these proposals in the context of the present and anticipated financial resources of this Church. However, the Budget Committee is not empowered to change or eliminate a proposed program from the budget without the agreement of the Board affected; and
- c) provide comments, in its submission to the Church Council, to be delivered no later than January 15 of each year on both the assumptions and any concerns related to the proposed consolidated annual budget.

## **2. Membership**

The Budget Committee shall consist of 9 members and shall be appointed before November 1 each year.

The Budget Committee shall consist of the Chair or the Vice-Chair of the Board of Finance and Administration, three other representatives of the Board of Finance and Administration and one representative of each of the Board of Deacons, the Board of Christian Education, the Board of Mission, the Board of Music and Yorkminster Park Women’s Ministries.

The Board of Finance and Administration shall designate the Chair of the Budget Committee from amongst its representatives to the Budget Committee.

# **ARTICLE XIX – NOMINATING COMMITTEE**

## **1. Function**

The function of the Nominating Committee is to prepare a list of nominees to be elected at the Spring Meeting and to obtain the consent of such persons to act, if elected, for:

- a) the positions of Chair and Vice-Chair of the Congregation; and
- b) all vacancies to the elected positions.

## **2. Membership and Tenure**

The Nominating Committee shall consist of 12 persons as follows:

- a) one Member-at-large, who will be proposed by the Church Council;
- b) two representatives from each of the Boards, except for the Board of Trustees; and
- c) the Vice-Chair of the Congregation, who shall be the Chair of the Nominating Committee.

The Nominating Committee shall be appointed at the Annual Meeting and shall continue to function until the close of the Spring Meeting.

## **3. Process**

In addition to its own deliberations, the Nominating Committee shall:

- a) invite nominations from the Members which must be submitted at least 30 days before the Spring Meeting. Such nominations shall be in writing, signed by the nominator and by the nominee to indicate consent to act if elected;
- b) not nominate themselves or a fellow member of the Nominating Committee, to any Board of this Church: and



- c) publish its report not later than the Sunday morning preceding the Spring Meeting by posting it in the Yorkminster Park Centre and the narthex, or in such other place or places or in such other manner as it may deem advisable. It shall submit its report, which shall also include its nominations and all proposed appointments by other boards on the nominations at the Spring Meeting.

When an election is required, the Nominating Committee shall make all the necessary preparations for holding the election by ballot.

# ARTICLE XX – AUDIT COMMITTEE

## 1. Function

The function of the Audit Committee, which reports to the Board of Finance and Administration, is to oversee the financial reporting process and ensure the objectivity of the independent auditors or accountants recommended to the Members by the Board of Finance and Administration pursuant to Article 12.1(k). The Audit Committee shall be responsible for:

- a) appointing a Chair from within its members;
- b) reviewing the scope of the engagement of the independent auditors or accountants and ensuring that costs are properly managed;
- c) ensuring that the timing of the engagement is reasonable;
- d) evaluating the results of the examination with particular emphasis on the strengths and weaknesses of internal controls;
- e) reviewing in detail the financial statements and annual report and any other financial information before presentation to the Board of Finance and Administration and the Board of Trustees for their approval; and
- f) recommending appropriate action to be taken to address any issues raised by the annual examination process.

## 2. Membership

The Audit Committee shall consist of at least 3 and no more than 4 Members, one of whom shall be appointed annually at the Spring Meeting, on the recommendation of the Board of Finance and Administration, two of whom shall be members of the Board of Finance and Administration. One of the Audit Committee's members shall be a Trustee.

# ARTICLE XXI – HUMAN RESOURCES ADVISORY COMMITTEE

## 1. Function

The function of the Human Resources Advisory Committee is to provide a forum for consultation and advice to the Church Council and Boards on employee matters. The Human Resources Advisory Committee shall advise and serve as a resource regarding the content and administration of employment arrangements in order to conform to both legal and reasonable employment policies and practices and to provide consistency for all employees of the Church.

The employment matters on which the Human Resources Advisory Committee are to be consulted include, but are not limited to:

- a) human resource policies and practices of this Church, in order to ensure their ongoing consistency, relevancy and currency;
- b) annual salary and benefits packages for all employees; and
- c) in advance of any Board commencing a search process for any employee, the proposed job description, title, salary and benefits package to be offered. Final drafts of all employment agreements are to be reviewed by this Committee.

## 2. Membership

The Human Resources Advisory Committee shall consist of 7 persons, as follows:

- a) two persons appointed annually by the Church Council. If Members, they may also serve on any other Board or Committee of this Church;
- b) the Chair or his/her designate from the Board of Deacons, the Board of Finance and Administration, the Board of Christian Education and the Board of Music; and
- c) the Director of Operations, as ex-officio, non-voting member.

The Human Resources Advisory Committee shall appoint a Chair from one of its members appointed by the Church Council, who shall report to the Church Council.

### **3. Meetings**

The Human Resources Advisory Committee shall meet not less than twice each year.

# ARTICLE XXII – CHAIR OF THE CONGREGATION

## 1. Position and Tenure

A Chair of the Congregation shall be elected by the members at the Spring Meeting and shall thereafter serve a term of three (3) years commencing on September 1st. of that year.

The Vice-Chair of the Congregation shall be elected by the Members at a Spring Meeting. The first Member elected as Vice-Chair of the Congregation pursuant to this Constitution shall serve a term of two years (2) commencing on September 1st of that year. Every subsequent Member elected to this position shall thereafter serve a term of three (3) years.

The Vice-Chair of the Congregation shall fulfill the duties of the Chair when requested or when directed to do so by this Constitution.

If the Chair of the Congregation or the Vice-Chair is no longer willing or capable of carrying out the responsibilities of their position, an election to fill the remaining term of their vacated position shall occur at the next Meeting.

## 2. Responsibilities

The responsibilities of the Chair of the Congregation are to preside at all Meetings of this Church and specifically to:

- a) prepare and publish, in cooperation with the Church Clerk, notices of all Meetings;
- b) prepare the agenda for all Meetings, in cooperation with the Chairs of Boards;
- c) ensure that the necessary reports are prepared and submitted; and
- d) preside at other functions of the Congregation when requested.
- e) preside at all meetings of the Church Council, and specifically to: The Church

- i) ensure that a secretary is appointed annually to record minutes; and
  - ii) convene and prepare the agenda for all meetings whether; in extenuating circumstances, or for any other reason(s) determined appropriate,
- f) determine in its sole discretion whether, in extenuating circumstances, or for any other reason(s) determined appropriate, the Church should make available at a Meeting a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a Meeting, or whether a Meeting must be held entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the Meeting.

The responsibility of the Vice-Chair of the Congregation is to ensure that a Nominating Committee is established no later than the Annual Meeting, and specifically to:

- a) call and attend the first meeting of the Nominating Committee;
- b) ensure that the members of the Nominating Committee are informed of their duties; and
- c) ensure that all those who are elected or appointed at the Spring Meeting to Boards or Committees are notified of their election or appointment.

# ARTICLE XXIII – CHURCH CLERK

## 1. Position and Term

The Church Clerk shall be appointed by the Members annually at each Spring Meeting, on the recommendation of the Church Council. The Clerk may appoint an Assistant Church Clerk if deemed appropriate, which appointment shall be ratified by the Church Council. If a vacancy in the office occurs, the Church Council will appoint a successor to perform the duties of the Church Clerk until the next Meeting.

## 2. Responsibilities

The responsibilities of the Church Clerk are to:

- a) prepare and publish notices of all Meetings of Members, in cooperation with the Chair of the Congregation;
- b) prepare and report minutes of such Meetings and notify the Boards, Committees or other persons or organizations required to carry out any matter referred to in such minutes;
- c) maintain the Members' Roll;
- d) report matters to this Church at a Meeting, relating to the Members' Roll, including additions, transfers, losses by death or resignation and removal of names of Members from the Members' Roll;
- e) maintain the Adherents' Roll;
- f) prepare and forward annual reports required by the Canadian Baptists of Ontario and Quebec and by the Toronto Baptist Ministries; and
- g) perform such other duties as may be requested by the Chair of the Congregation.

# **ARTICLE XXIV – CHURCH TREASURER**

## **1. Position and Term**

The Church Treasurer shall be appointed by the Members annually at each Spring Meeting, on the recommendation of the Board of Finance and Administration. In the event that a vacancy in the office occurs, the Board of Finance and Administration will appoint a successor to perform the duties of the Church Treasurer until the next Meeting.

The Church Treasurer shall be a member of the Board of Finance and Administration, ex officio with the right to vote, and the Treasurer of the Board of Trustees with the right to vote.

## **2. Responsibilities**

The responsibilities of the Church Treasurer are to:

- a) provide supervision over all Church funds;
- b) provide such financial reports as may be requested by the Board of Finance and Administration or the Board of Trustees;
- c) provide the external auditors, approved by the Members, with such information, documents and assistance they may require in order to produce audited financial statements to the Members at the Spring Business Meeting; and
- d) perform such other related duties as may be required by the Board of Finance and Administration or the Board of Trustees.



# ARTICLE XXV – CONSTITUTIONAL AMENDMENT

## 1. Conditions

This Constitution may be amended at any Meeting of this Church provided that:

- a) amendments to the Constitution are proposed by a Board or by not fewer than 25 of the Members by a requisition in writing signed by such Members;
- b) such proposed amendments to the Constitution are submitted first to the Church Council for its recommendation; and
- c) notice of the proposed amendments is given to the Members in the notice calling the Meeting to approve them.

## 2. Voting

Any amendment to this Constitution must be approved by a vote of at least 66 $\frac{2}{3}$ % of the Members present and voting.

## 3. Effective Date

This Constitution takes effect from the date of its adoption by the Members.

The former Constitution and all amendments thereto, are hereby repealed as of the date of adoption.

# **ARTICLE XXVI - DISSOLUTION**

## **1. Authorization**

The Members may, at any Special Meeting duly called for the purpose, by resolution authorize the dissolution of this Church by a vote of at least 75% of Members present and voting. Subject to Article 26.2 below, any such resolution may specify the manner in which certain of the property or assets of this Church shall be dealt with on dissolution.

## **2. Disposition of Property**

The Board of Trustees shall have responsibility for the orderly disposition of the property and assets of this Church upon its dissolution.

The Board of Trustees shall ensure that all of the debts, liabilities and obligations of this Church are duly paid, discharged or otherwise satisfied. Following such payment, discharge or other satisfaction, the remaining property and assets of this Church shall be distributed to one or more charitable institutions in Canada, having the same or substantially the same purposes or objects as this Church, that are registered as such under the Income Tax Act (Canada).

## **ARTICLE XXVII - TRANSITIONAL PROVISION**

Commencing with the election at the Spring 2021 Meeting, the number of Members elected to the following organizations shall be as follows:

1. Board of Deacons – 11
2. Board of Finance and Administration – 6
3. Board of Christian Education – 7
4. Board of Mission – 5
5. Board of Music – 7

The Members of these Boards elected or appointed for three-year terms that extend past May 2020 shall continue to serve until their term expires, but if a Member so elected or appointed resigns, no one shall be appointed to fill the remainder of that person's term, unless the number of members of the organization falls below the applicable number set out in this Constitution.

# Yorkminster Park

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## BAPTIST CHURCH

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