

Bylaws

Cowboy Trail Church

ARTICLE I. NAME - The name of this Church is: **Cowboy Trail Church**. The current meeting place of Cowboy Trail Church is: Cochrane Ranche House, 101 Ranche House Road, Cochrane, Alberta T4C 2K8. The mailing address of **Cowboy Trail Church** is: P.O. Box 783, Cochrane, Alberta T4C 1A9.

ARTICLE II. ASSOCIATION

Cowboy Trail Church is autonomous and maintains the right to govern its own affairs, independent of any denominational control. Recognizing however, the benefits of cooperation with other churches in world missions, Cowboy Trail Church voluntarily associates with the Canadian Convention of Southern Baptists in its international, national, and local expressions.

ARTICLE III. PARTNERSHIP

SECTION 1. PARTNER QUALIFICATIONS

- A partner is: an individual 16 years of age and older who regularly attends services of Cowboy Trail Church and supports the Constitution, Statement of Faith, Bylaws and ministry of Cowboy Trail Church.
- A junior partner is: an individual under 16 years of age who regularly attends services of Cowboy Trail Church and supports the Constitution, Statement of Faith, Bylaws and ministry of Cowboy Trail Church but does not have voting privileges.

SECTION 2. RIGHTS OF PARTNER

Each partner shall be entitled to one (1) vote on each matter submitted for a vote at any Church meeting. The right of a partner to vote shall cease upon the ending of one's partnership in the Church.

Partners have the right to vote on the following matters:

- The call of the Pastor and other professional ministerial staff
 - The annual Church budget
 - Indebtedness associated with cumulative indebtedness for all other aspects of Church business that exceeds 10% of the annual Church budget
 - The disposition of all or substantially all of the assets of the Church
 - The merger or dissolution of the Church
 - Any other matter submitted by the Pastor and/or Leadership Team to the Church for a vote.
- Approve the Leadership Team appointees at the Annual General Meeting.

SECTION 3. ENDING OF PARTNERSHIP

A person's partnership in the Cowboy Trail Church may be ended in one of the following ways:

A. Death

B. Removal: If a partner conducts oneself in a manner which brings the name of Christ and the Church into disrepute, it will be the responsibility of the Leadership Team, under the guidance of the Pastor, to attempt to restore the partner in a spirit of love according to the guidelines set forth in Matthew 18:15-17. If the partner fails to respond positively to these attempts, the partnership will then be concluded.

The goals of corrective discipline are always the glory of God, the welfare and purity of the Church (2Cor. 5:6), and the restoration and spiritual growth of the offender (1Cor. 5:5; 2 Cor. 5-8; 1 Tim. 5:20).

Since one purpose of Church discipline is to restore a fallen brother or sister, it is the duty of the Church to forgive and to restore a partner who gives satisfactory evidence of repentance.

(2 Cor. 2:6-8) This shall be done by the Pastor and Leadership Team and or other appropriate designated persons.

ARTICLE IV. MINISTERIAL LEADERSHIP

SECTION 1. PASTOR / LAY PASTOR

The Pastor shall be the spiritual leader of the congregation. In that capacity, under the Lordship of Jesus Christ and the leadership of the Holy Spirit, the Pastor shall:

- Have a personal, committed relationship with Jesus Christ.
- Preach and Teach the word of God.
- Lead the Church in regular worship services
- Administer the ordinances of the Church
- Act on matters of Church discipline
- Fulfill all his Pastoral duties as set forth in Scripture
- Conduct Baby Dedications
- Perform funerals
- Solemnize and/or perform marriages of heterosexual couples ONLY – that is, one man to one woman in the Biblical covenant called marriage (Eph. 5:31).

The Pastor must be a leader of high character, growing in his walk with God, and able to love genuinely the people of God. If married, his spouse must have a personal, committed relationship with Jesus Christ.

The Pastor's duties with the Church may be concluded by resignation, death, or dismissal. The Pastor may resign his office and should do so in an orderly fashion, for good and valid reasons (1Peter 5:2). The resignation together with its reasons and the date upon which he wishes his resignation to be effective, shall be submitted in writing to the Leadership Team a minimum of thirty (30) days prior to his effective date.

If the Pastor conducts himself in a manner which brings the name of Christ and/or the Church into disrepute, it will be the responsibility of the Leadership Team to attempt to restore the Pastor in a spirit of love according to the guidelines set forth in Matthew 18: 15-17. If the Pastor fails to respond positively to these attempts, the Pastor will then be dismissed. Such dismissal will require a three-fourths (3/4) vote of the partners present at a regular scheduled Church service by secret ballot. The moderator for such a meeting and vote will be a neutral party appointed by the Leadership Team.

Upon the Pastor or Lay Pastor's resignation or removal, the Leadership Team will elect a Pastoral search team. This team will:

- Consist of no fewer than three and no more than seven partners.
- Seek out and evaluate prospective Pastoral candidates until they achieve

- consensus on a single candidate.
- Report to the Leadership Team who will set a time and date for the candidate to be received by the Church.

On that date, a Church meeting shall be called and after a full discussion, a vote will be taken by secret ballot. A three-fourths (3/4) vote of the partnership present and voting is required to extend a call. If the Church does not extend a call to the candidate, or if the candidate declines to accept, then the Pastoral search team will begin a new search and come before the Church with a second recommendation. This method will proceed until a Pastor is secured.

SECTION 2. PROFESSIONAL MINISTERIAL STAFF

- A. Call Professional ministerial staff sufficient for fulfilling the Church's mission may be employed full or part-time by the Church
- B. Duties Professional ministerial staff persons will have specific job descriptions as outlined by the Pastor and Leadership Team.
- C. Withdrawal The service of professional staff persons may be ended by resignation, death, or by consent of the Leadership Team.

SECTION 3. LEADERSHIP TEAM

- A. Structure The Leadership Team will be comprised of a number (preferably between 4 and 12) of persons organized to carry out the necessary ministry and functions of the Church such as, but not limited to:
 - Pastor
 - Pastoral Care ministry
 - Treasurer
 - Secretary
 - Youth Leader
 - Worship Team ministry
 - Informational Technology ministry.
 - Singles ministry

As the Church grows and matures, Deacon or Elder ministries may be added to the Leadership Team. Duties to be determined upon selection.

The Pastor will be the Team Leader and is responsible for ensuring that the team functions properly. The Leadership Team will function by consensus, not majority vote. This means that the Team must arrive at decisions that can be supported by each member of the Team. If consensus cannot be reached, the matter shall either be tabled or decided by the Pastor.

At least three Leadership Team partners must be present at any Leadership Team meeting, which shall constitute a quorum for the transaction of business in accordance with the Alberta Religious Societies' Land Act.

Should a member(s) of the Leadership Team resign and a new member(s) be considered, the individual(s) must meet the Scriptural qualifications and their qualifications openly discussed in the fear of God and with due respect of the reputation of the individual. The Leadership Team should seek unity of mind concerning the individual(s).

B. Purpose and Function - The Leadership Team members shall:

- Have a personal, committed relationship with the Lord Jesus Christ
- Prayerfully discern the mind of God in all matters pertaining to Church business.
- Be organized to carry out the ministries of the Church and personally oversee the Church.
- Have specific functions and responsibilities as assigned or approved by the Pastor and/or Leadership Team
- Provide oversight of the Church's regular business affairs
- Assist in finding and providing the tangible resources necessary to effectively carry out The Church's ministries.
- Meet on a regularly monthly basis unless otherwise stated
 - Seek input from and identify needs within the congregation
- Set goals
- Evaluate the effectiveness of current ministries
- Initiate, refocus or discontinue ministries
 - Recruit, train, motivate and encourage ministry workers
- Equip God's people for spiritual growth and effective ministry through teaching and training.
- Enhance the life of the Church by fostering a sense of belonging and accountability through congregational events, small groups and personal relationships
 - Support the congregation in communicating the message of the gospel and making disciples at home and abroad.
 - Support the congregation in caring for one another as a whole person. Caring encompasses emotional, spiritual and practical support and the integration of persons into that support structure.
- Lead and support the congregation in the care, use, and maintenance of facilities and assets.

C. Treasurer

The Leadership Team shall recommend a partner of the Church to serve as Treasurer. The Treasurer shall remain in office as long as the Leadership Team desires or he / she resigns by giving thirty (30) days written notice to the Leadership Team.

The Church Treasurer must have a personal, committed relationship with the Lord Jesus Christ. The Treasurer shall serve as the Head of the Finance Team.

The duties of the Treasurer shall include:

- Keep an accurate account of all monies received by the Church
- Make prompt payments of all obligations incurred by the Church .
- Deposit all funds in a timely manner to the credit of the Church in such banks, trust companies, or other depositories as determined by the Finance Team
- Keep a record of individual offerings and be responsible for preparing and distributing annual receipts for Revenue Canada
- Prepare a written report of the receipts and expenses of the Church monthly
- Prepare a written report of the receipts and expenses of the Church for the Annual General Meeting
- Assist the auditor(s) in every way to perform their duties as designated by the Finance Team

- Annually organize and conduct the Annual General Meeting of the Church, and
- Present an annual budget to the Church congregation.

D. Finance Team

The Finance Team will be responsible to oversee the financial resources to effectively carry out the Church ministries. They shall also be responsible for the preparation of the annual budget, accounting of all financial records, and for assisting the Treasurer with planning and allocating of financial resources to meet future ministry needs. The Finance Team, in consultation with the Treasurer, shall prepare and submit a budget for review and approval by the Leadership Team prior to presenting the budget to the congregation for the final approval at the beginning of each fiscal year.

1. Qualifications:

Team members must be

- Partners of the Church
- In good standing with the Church
- Have a personal, committed relationship with Jesus Christ
- Love the Lord and have a desire to see his kingdom grow
- Have credibility with other partners
- Have a passion for the mission of the team
- Determined to make the team a top priority in their lives (this means that they are willing to rearrange their daily schedules or do whatever it takes to participate in team meetings and activities), and
- Desire to use their talents and abilities to accomplish the team's mission.

2. Selection and Term of Office: Partners of the Finance Team shall be selected by the Leadership Team. Team partners may serve multiple terms by mutual consent of the Leadership Team, and the team member involved.

3. Removal: If a team partner causes conflict, fails to carry out his or her responsibility to the team, or otherwise hampers the work of the team, every effort should be made by Leadership Team to rectify the issue in a positive redemptive manner. However, if the problem persists, a team partner may be removed by consensus of the Leadership Team and other Finance Team partners.

4. Meetings: The Finance Team will meet as often as necessary and / or directed by the Treasurer.

E. Secretary

The Leadership Team shall recommend a partner of the Church to serve as Secretary. The Secretary shall remain in office as long as the Leadership Team shall desire or he/she resigns by giving thirty (30) days written notice to the Leadership Team. The Church Secretary must have a personal, committed relationship with the Lord Jesus Christ.

The Church Secretary shall

- Serve as the assistant to the Pastor(s)
- Keep the Minutes of all Leadership Team Meetings
- Maintain all ongoing correspondence with partners and Team Leaders

- Be discreet and confidential in all Church matters
- Preserve and properly file all correspondence, reports, and documents, and
- Give all notices required to be given to partners.

F. VACANCIES

In the event, a vacancy occurs; the Leadership Team may select a successor to fill the remaining term.

ARTICLE V. CHURCH BUSINESS

Minutes shall be recorded for all business meetings by the Church Secretary, and shall be kept on file. Minutes shall include a list of those present. In accordance with Canadian law concerning charities, no individual is permitted to be a voting partner of the Leadership Team when determining and administering such individual's salary.

SECTION 1. FINANCIAL MATTERS

- A. Fiscal year
The fiscal year of the Church will be on a calendar year basis beginning on January 1 and ending on December 31 of each year.
- B. Accounting Procedures
A system of accounting that will adequately provide for the handling of all funds shall be the responsibility of the Finance Team.
- C. Cheques, Drafts, Etc.
All cheques, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Church shall be signed by two people, one of whom shall be the Treasurer and the other a designated partner of the Leadership Team.
- D. Deposits
All funds of the Church shall be deposited in a timely manner to the credit of the Church in such banks, trust companies, or other depositories as determined by the Treasurer.

SECTION 2 OFFICIAL BOARD

In order to fulfill the requirements of the Government of Alberta and Canada, Cowboy Trail Church shall have an Official Board. This Official Board shall consist of the partners of the Leadership Team. The Leadership Team partners shall serve as the legal representatives of the Church.

SECTION 3. CONTRACTS

A Leadership Team designee shall execute and deliver any contract or instrument in the name of the Church, which may be authorized by the Leadership Team to be so executed and delivered. In this connection, the Leadership Team shall be the ultimate authority for all actions taken by the Church and no other person or organization shall have any authority to contract or otherwise bind the Church without express authorization from the Leadership Team.

SECTION 4. PROHIBITION AGAINST SHARING IN CHURCH EARNINGS

No Partner or person connected with the Church, or any other private individual shall receive at any time any of the net earnings from the operations of the Church, provided that this shall not prevent the payment to any such person of a reasonable compensation for services rendered to or for the Church in effecting any of its purposes as shall be fixed by the Church; and no such person or persons shall be entitled to share in the distribution of any of the Church assets upon dissolution of the Church. All Partners of the Church shall be deemed to have expressly consented and agreed that upon such dissolution or winding up of the affairs of the Church, whether voluntary or involuntary, the assets of the

Church, after all debts have been satisfied, then remaining in the hands of the Church shall be distributed, transferred, conveyed, delivered, and paid over in such amounts as the Church may determine to another Cowboy Church ministry affiliated with the Canadian Convention of Southern Baptists.

ARTICLE VI. AMENDMENTS

The Constitution and Bylaws may be amended by a two-thirds (2/3) vote of the partners present at a regularly scheduled Church meeting or a special meeting called for that purpose. Amendments may be proposed by the Pastor(s), Leadership Team, or by written petition of 25% of the partners and presented to the Secretary. Proposed amendments shall be in written form and presented to the Church at least two weeks prior to the vote.

Witness (es)

Bryn Thiessen

Dee Doige

Evelyn Marinoski

Dated at Cochrane Alberta this _____ day of _____ 2007