

***CHAMPION LIFE CENTRE
CONSTITUTION AND BY-LAWS***

2021

CHAMPION LIFE CENTRE
INTERNATIONAL OFFICE
55 HEDGEDALE RD.
BRAMPTON, ONTARIO L6T 5P3

PREAMBLE

For the purpose of establishing and maintaining a place for the worship of Almighty God, our Heavenly Father; to provide for Christian fellowship for those of like precious faith where the Holy Spirit may be honoured according to our distinctive testimony; to assume our share of responsibility and the privilege of propagating the gospel of Jesus Christ by all available means, both at home and in foreign lands, we, whose names appear on the local church roster under the above date, do hereby recognize ourselves as a local church in fellowship with Champion Life Centre, and shall adopt the following articles of church order and submit ourselves to be governed by them.

All local churches are recognized as self-governing with the inherent right to sovereignty in the conduct of their own affairs. This local church shall voluntarily enter into full cooperative fellowship with churches of like precious faith associated with Champion Life Centre, with headquarters at Brampton, Ontario; and shall share in the privileges and assume the responsibilities enjoined by that affiliation.

CONSTITUTION

ARTICLE 1 **NAME:** This church shall be known as: **CHAMPION LIFE CENTRE**

- 1.1 The church maintains its principal office in the City of Brampton, Ontario Canada. The church pastoral and administrative leadership retains full power and authority to change the principal office from one location to another.
- 1.2 The purpose of Champion Life Centre is to reach a lost and hurting world with the hope of Jesus Christ, to bring new believers into His kingdom, and to help believers grow to be more like Him. This is accomplished by equipping and mobilizing believers to reach out with the relevant message of Jesus Christ and by expanding and reproducing the church as directed by the Holy Spirit (Matthew 28:18-20; Acts 11:19-26)
- 1.3 Champion Life Centre is one church in multiple locations. To reach communities with the gospel of Jesus Christ, Champion Life Centre establishes local churches in different locations to become self-governed churches.

ARTICLE 2 **DEFINITION - LOCAL SELF-GOVERNED CHURCH:** A local church desiring to be a self-governed church with Champion Life Centre shall:

- 2.1 Assume all financial obligations in providing a place of worship and its operation, and adequate salary for its pastor, together with provision for suitable housing and travel reimbursement. Suitable housing shall be understood to mean an adequate dwelling, together with utilities such as heat, water, hydro and telephone or financial provision for such services.
- 2.2 Assume responsibility in contributing to the support of the Champion Life Centre, International Resource Office.
- 2.3 Have properly qualified leadership of sufficient maturity available for selection, and be able to maintain standards of discipline and doctrine over its members.
- 2.4 Petition the Lead Pastor for status as a local self-governed church. To obtain this status, it is required that a duly called congregational meeting, presided over by the Lead Pastor or an appointee(s), be held, in which there shall be:
 - 2.4.1 an adoption of the *Statement of Faith*; and
 - 2.4.2 acceptance of the *Local Church Constitution and By-Laws*, as approved by Champion Life Centre, International Office.
- 2.5 Ensure that a credential holder of Champion Life Centre is established as Local Church Pastor of the local church.
- 2.6 Be duly registered as a charity under the *Income Tax Act*.
- 2.7 **Definition – Other**
In this document, the following terms:
 - 2.7.1 Local church, church, or satellite church are interchangeably used and shall mean the satellite church.
 - 2.7.2 Church Board shall mean the church board of the local or satellite church.
 - 2.7.3 Board of Directors shall mean the Board of Directors of Champion Life Centre at the International Office in Brampton, Ontario.

- 2.7.4 Leadership, governmental leaders, Leadership Council is interchangeably used and mean the same.
- 2.7.5 Champion Life Centre, resource church, or International Office shall mean the International Office of Champion life Centre at Brampton, Ontario, Canada.
- 2.7.6 Lead Pastor shall mean the overseer of the churches of Champion Life Centre.
- 2.7.7 Pastor or Local Church Pastor shall mean the spiritual overseer of the local church.

ARTICLE 3 PREROGATIVES

- 3.1 The local church shall have the right to govern itself according to the standards of the New Testament Scriptures, "endeavouring to keep the unity of the Spirit in the bond of peace ... till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ" (Ephesians 4:3, 13).
- 3.2 The local church shall have the right to govern itself according to the *Constitution and By-Laws of Champion Life Centre* in force.
- 3.3 The local church shall have the right to develop policies and procedures which guide its operation as determined by the Leadership Council and the Church Board
- 3.4 The local church shall have the right to purchase or acquire by gift, bequest or otherwise, either directly or as trustee, and to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of any real estate or chattels as may be necessary for the furtherance of its purpose; all in accordance with its constitution and by-laws or as the same may be hereafter modified or amended.
- 3.5 The local church shall have the right to borrow any sum or sums of money from a lender upon the credit of the local church either by way of overdraft, discount, loan, line of credit or otherwise, and upon such terms as they may think proper and as security for any money so borrowed or as security for any advances, reliabilities heretofore made or incurred or that may hereafter be made or incurred, to hypothecate, mortgage, pledge and give to the lender all or any stock, bonds, debentures, negotiable instruments, in action or other real property of the local church or other assets of the local church as they may see fit, or as may be required by or on behalf of the lender, and it is expressly declared that any security given pursuant to this article may be by way of chattel mortgage or in such other form as the lender may require, or as this local church sees fit.
- 3.6 The activities of the local church shall be carried on without purpose of gain for its members, and any profits or other accretions to the organization shall be used solely to promote its objectives, in accordance with its constitution and by-laws or as the same may be hereafter modified or amended.
- 3.7 In the event of dissolution or winding up of the local church organization, all its remaining assets after payment of liabilities shall be distributed to Champion Life Centre, International Office for its continuing ministries.

ARTICLE 4 TENETS OF FAITH: We believe most assuredly that the Holy Scriptures are God's final revelation and constitute our all-sufficient rule for faith and practice. This local church shall accept and practice the *Statement of Faith*, as approved by Champion Life Centre, and which is appended to this constitution.

ARTICLE 5 ORDINANCES AND PRACTICES

5.1 ORDINANCES

- 5.1.1 The ordinance of baptism by immersion in water (Matthew 28:19) shall be administered to all those who have repented of their sins and have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation (Romans 6:3-5; Colossians 2:12).
- 5.1.2 The ordinance of the Lord's Supper shall be regularly observed as enjoined in the Scriptures (Luke 22:19-20; 1 Corinthians 11:23-26).

5.2 PRACTICES

- 5.2.1 Dedication of children
- 5.2.2 Prayer for the baptism with the Holy Spirit
- 5.2.3 Prayer for the sick
- 5.2.4 Christian marriage (as defined by the *Statement of Faith* of Champion Life Centre)
- 5.2.5 Christian burial of the dead
- 5.2.6 Tithing

ARTICLE 6 MEMBERSHIP

- 6.1 Persons desiring to become members of the local church shall give credible profession of faith in the Lord Jesus Christ as Saviour. They shall give evidence of compliance with the biblical standard of Christian practice and manifest spiritual growth by giving evidence of the fruit of the Spirit: "love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control" (Galatians 5:22,23 NIV). They shall refrain from "acts of the sinful nature: sexual immorality, impurity and debauchery, idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like" (Galatians 5:19-21 NIV). Sexual immorality shall be interpreted to mean common-law marital relationships, pre-marital and extra-marital sexual relationships (1 Corinthians 6:15-18; 7:1-2; 1 Thessalonians 4:3-8; Hebrews 13:4), and all forms of homosexual activity, along with other practices deemed inexcusable for Christian conduct, and which place a person under God's judgment (Romans 1:26-2:11).

They shall indicate a desire to grow to maturity in sonship (Heb. 6:1-2; Eph. 4:11-14; Rom. 8:14-16) live in harmony with this body of believers, shall accept the doctrinal standards as set forth in the *Statement of Faith*, and shall be regular financial supporters of this local church.

- 6.2 Membership shall consist of the following:

- 6.2.1 *Regular Members.* Persons 18 years of age and over who fulfil the requirements of Article 6.1 shall be known as regular members.
- 6.2.2 *Junior Members.* Persons between the ages of 12 and 18 who fulfil the requirements of Article 6.1 may be eligible for junior membership. Such membership does not qualify for voting privileges at congregational business meetings.

ARTICLE 7 MINISTERIAL AND ADMINISTRATIVE GOVERNANCE

7.1 LEAD PASTOR

7.1.1 The Lead Pastor is an ordained minister and the overseer of all the local churches.

7.1.2 The Lead Pastor gives biblical vision and directional leadership for all the local churches.

7.2 LOCAL CHURCH PASTOR

7.2.1 The Local Church Pastor must be ordained with credentials recognized by Champion Life Centre.

7.2.2 The Local Church Pastor must be one whom the Lead Pastor of Champion Life Centre approve.

7.3 STAFF: The staff of the local church shall be the Local Church Pastor, secretary, treasurer, and such other officers as may be determined by the local church from time to time.

7.4 CHURCH BOARD: The Church Board shall consist of the pastor and not fewer than three (3) Board members (if more, the exact number and the resolution authorizing the same must be duly recorded in the church minutes). After the setting in order of the church and the creation of the Church Board, the members of the Church Board shall be selected in accordance with the resolution of this church. The pastor shall act as chair of the Church Board. When a pastorate becomes vacant, the Lead Pastor or the Lead Pastor's authorized representative shall be empowered to act in the full legal capacity of the pastor in consultation with the Church Board. The Lead Pastor shall arrange to supply the pulpit with suitable ministry until a new pastor has been duly installed.

ARTICLE 8 BUSINESS MEETINGS

8.1 STATE OF THE CHURCH ANNUAL MEETING: The State Of the Church Annual Meeting (SOCAM) shall be held in the month of February or March each year on a suitable date unless otherwise decided by the Church Board and the Leadership Council.

SPECIAL BUSINESS MEETINGS: Special business meetings may be called by:

8.1.1 The Local Church Pastor or Lead Pastor;

8.1.2 The secretary of the Church Board upon written order of a majority of the Church Board;

8.1.3 By petition by no less than one-half (1/2) of the regular members of the congregation. Such petition shall be handed to the Church Board, whose duty it shall be to give notice of such meeting.

8.2 NOTICE OF BUSINESS MEETINGS: Two weeks (14 days) notice shall be given of the state of the church annual and special business meetings with a public announcement in the main worship celebration as well as being posted and publicized in the local church. It shall include date, time, and purpose of the meeting.

8.3 AGENDA: The agenda shall be prepared by the Local Church Pastor and Church Board. An agenda item may be submitted for consideration to the Church Board by a member of the congregation in good standing. It must be in writing, signed, and in the possession of the Church Board at least 10 days prior to the meeting.

ARTICLE 9 CHURCH PLANTING AND SATELLITE CHURCHES

9.1 Every local church shall fulfill the great commission (Matthew 28:19-20) of discipling all nations through its mission programs and church planting efforts. Local congregations or assemblies established by Champion Life Centre shall be called satellite churches in this document and become an integral part of her forming “one church in multiple locations”.

9.2 The satellite or local church shall be accountable to the Lead Pastor of Champion Life Centre and the Board of Directors of the International Office in Brampton, Ontario, Canada. The local church shall conduct herself in accordance with the Constitution and Bylaws and policies and procedures of Champion Life Centre for Satellite Churches which may be revised from time to time as may be deemed necessary. The local church shall also abide by the *Statement of Faith* of Champion Life Centre, of the International Office in Brampton, Ontario, Canada.

ARTICLE 10 PROPERTY AND OTHER ASSETS: All real estate owned by the local church shall be held in the name of the trustees of the local church as a satellite church of Champion Life Centre or, in the case of an incorporated local church, may be held by the local church in its corporate name as a satellite church of Champion Life Centre.

The acquiring and disposal of real property shall be decided by a two-thirds (2/3) majority of the eligible votes cast by members present at a duly called congregational business meeting.

In the matter of disposing of any real property of this local church, this congregation shall be subject to the property regulations in force from time to time in the by-laws of Champion Life Centre, International Office and the applicable provincial laws.

All equipment and other material assets acquired by Champion Life Centre shall remain the property of Champion Life Centre.

ARTICLE 11 MINISTRIES: The ministries of the local church may be Youth Ministries, Men's and Women's Networks, and Champion Kids Ministries; Worship and Arts, etc. The Leadership Council shall have authority to institute such other ministries of the local church as deemed necessary from time to time.

ARTICLE 12 AMENDMENTS: This constitution may be amended at any state of the church annual meeting of this local church or at any special congregational meeting duly called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Board of Directors of the International Office and to the Lead Pastor at least 30 days before the date of the congregational meeting, and providing that notice of said proposed amendment shall have been given in the announcements of the said congregational meeting.

A copy of the proposed amendment or amendments shall be available to any voting member between the time of the announcement and the time of the congregational meeting on application to the secretary of the Church Board.

An amendment to be adopted shall require a two-thirds (2/3) majority vote of the members present and voting at the meeting. Such amendment shall not be contrary to the regulations of the *Local Church Constitution and By-Laws* of Champion Life Centre, International Office, and the applicable provincial laws.

BY-LAWS

BY-LAW 1 MEMBERSHIP

- 1.1 MEMBERSHIP COMMITTEE:** A membership committee composed of the Local Church Pastor and the governmental leadership shall receive applications for membership, shall make investigation relating thereto as it deems proper, and shall approve for admission into the local church those applicants who meet membership requirements.
- 1.2 PROCEDURE FOR APPLICATION**
- 1.2.1** Application for membership shall be received on a signed application form whereby the applicant agrees to abide by Statement of Faith and the provisions of the *Local Church Constitution and By-Laws* including the terms of membership as stated in Article 6.1.
- 1.2.2** Applicants who have been approved by the membership committee for membership in this local church shall be publicly received into the local church (Galatians 2:9) and may receive notification confirming membership. Membership may be reviewed annually by the membership committee.
- 1.3 TRANSFER:** Members who move from another local church and desire to have their membership transferred should request a certificate or letter of transfer from the membership committee of the former local church for presentation to the membership committee of this local church. Members who move to another local church shall be given, upon written request, a certificate or letter of transfer by the membership committee of the local church.
- 1.4 DISMISSAL OF MEMBERSHIP:** Grounds for dismissal of membership in this local church shall include the following:
- 1.4.1 VOLUNTARY RESIGNATION OF MEMBERSHIP**
- 1.4.1.1** Voluntary withdrawal from membership in this local church or reception into the membership of another congregation;
- 1.4.1.2** Issuance of a transfer letter;
- 1.4.1.3** Absence from the regular worship celebrations of the local church for three (3) consecutive months, upon issuance of a letter from the membership committee noting this voluntary withdrawal.
- 1.4.2 DISCIPLINARY DISMISSAL OF MEMBERSHIP:** Upon the conclusion of disciplinary procedures according to By-Law 6 of the *Local Church Constitution and By-Laws* which finds a member responsible for a failure under the causes of disciplinary action.

BY-LAW 2 PASTOR AND LEADERSHIP TEAM OF LOCAL CHURCH

2.1 PASTOR

- 2.1.1 APPOINTMENT AND CALL:** A Local Church Pastor shall be appointed by the Lead Pastor upon consultation with the local church Leadership Council team. The Local Church Pastor shall be an ordained minister recognized by Champion Life Centre. Upon acceptance of the Local Church Pastor and confirmation of the appointment, a ministry agreement shall be established.
- 2.1.2 DUTIES:** The Local Church Pastor shall be considered the primary spiritual overseer of the local church and shall, with the Church Board and Leadership Council, direct all its activities. (The pastor shall consult with the Leadership Council regarding the ongoing health and wholeness of the congregation and to ensure the appropriate ministries and programs are in place to accomplish the same.) The Local Church Pastor is responsible to:
- 2.1.2.1** Provide biblical vision and direction for the congregation;

- 2.1.2.2 Oversee and coordinate the day-to-day ministry of the congregation and administration of the church
 - 2.1.2.3 In collaboration with Lead Pastor and Leadership Council, enlist apostolic, prophetic, evangelistic, pastoral and teaching ministries for the healthy spiritual development of the Body of believers;
 - 2.1.2.4 Staff the church as the Pastor deems necessary to help administrate its affairs.
 - 2.1.2.5 The Pastor or designee may work with board members, governmental leaders, Ministers or anyone serving in the functions or offices as outlined in Ephesians 4:11-13 in whatever way the Pastor determines is biblical to serve the spiritual needs of the congregation. Additionally, the Pastor, in concert with the board members, may budget monies, hire staff, develop projects, and create ministries and programs according to the Pastor's convictions and biblical understanding. The Pastor shall have the authority to appoint and approve any assistants necessary to properly carry out the mission of the church.
 - 2.1.2.6 The Pastor shall officiate all religious ceremonies of the church such as dedications, baptisms, funerals, and marriages. Details are provided in the job description document.
- 2.1.3 The pastor shall arrange for all special meetings, missionary conventions or revival campaigns. The pastor shall act as chair of all the business meetings of the local church, Church Board and of the Leadership Council. The pastor shall be, ex officio, a member of all committees and departments/ministries. The pastor shall provide for all the services of the local church, and no person shall be invited to speak or preach in the local church without the approval of the Local Church Pastor. No congregational, Church Board or Leadership Council meeting shall be held in the absence of the Local Church Pastor without the written authorization of the Local Church Pastor.

2.1.4 QUALIFICATIONS FOR ORDINATION:

2.1.4.1 A PROVEN MINISTRY

A proven ministry shall be understood to mean that the candidate has a clear evidence of the following:

The call of God

The operation of ministry gifts according to Ephesians 4:11-12.

Discipline and maturity in personal life and effectiveness in preaching, teaching or other means communicating the gospel.

The manifestation of genuine spiritual concern for all people

2.1.4.2 TIME REQUIREMENT

Applicants who are engaged in part-time ministry which involves at least 20 hours of active ministerial responsibility per week shall be eligible for ordination after four years or the equivalent of a minimum of two full years of continuous ministry.

2.1.4.3 PERSONAL CHARACTER

All applicants for ordination shall have a personal experience of salvation and shall subscribe to the Statement of Faith of Champion Life Centre

Ordained pastors shall be expected to maintain biblical standards of holiness, guarding their lives against conformity to the world in appearance, in selfish ambition, in carnal attitudes and evil associations, and always, as ministers of the gospel of Jesus Christ, shall seek to conform to the positive virtues of love, mercy, and forgiveness as taught by the Lord.

Ordained pastors shall be expected to refrain from "acts of the sinful nature: sexual immorality,

impurity and debauchery, idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like” (Galatians 5:19-21 NIV). Sexual immorality shall be interpreted to mean common-law marital relationships, pre-marital and extra-marital sexual relationships (1 Corinthians 6:15-18; 7:1-2; 1 Thessalonians 4:3-8; Hebrews 13:4), and all forms of homosexual activity, along with other practices deemed inexcusable for Christian conduct, and which place a person under God’s judgment (Romans 1:26-2:11).

- 2.1.5 CONCLUSION OF MINISTRY AGREEMENT:** The Local Church Pastor may conclude their ministry agreement by giving a minimum of one (1) month written notice to the Lead Pastor or to the Church Board by a letter addressed to the secretary of the Church Board of the local church.
- 2.1.6 VACANCY:** When the pastorate becomes vacant, the Lead Pastor or the authorized representatives of the Lead Pastor shall be empowered to act in the full legal capacity of the Local Church Pastor, who shall arrange to supply the pulpit with suitable pulpit ministry until a new Local Church Pastor has been duly installed.
- 2.1.5 EXTENDED ABSENCE:** If the Local Church Pastor is or may be absent for an extended period due to inability or ineligibility to serve, the Lead Pastor or their authorized representative may, in conjunction with the board, assist in arranging for pulpit supply and chair the board.
- 2.1.6 PASTOR/CONGREGATION RELATIONSHIP:** When difficulties have arisen between the Local Church Pastor and the Leadership Council or congregation which apparently cannot be resolved at the local level, the Local Church Pastor, the Leadership Council, or a quorum consisting of not fewer than one-third (1/3) of the regular members of the local church shall have the right to appeal to the Lead Pastor for help in resolving the impasse.

The refusal of a Local Church Pastor to call a meeting of the Leadership Council shall constitute the Leadership Council’s right to appeal to the Lead Pastor.

If a satisfactory settlement cannot be reached, the Lead Pastor may call a congregational meeting, to be presided over by the Lead Pastor or the authorized representative of the Lead Pastor.

If the Lead Pastor, or their representative, calls for a vote of confidence in the pastor, the roster for the vote shall include only those members who held membership 60 days prior to the vote of confidence and shall exclude the pastor and members of the pastoral staff, as identified in the minutes of the Leadership Council, and their spouses, who shall not be included in the quorum necessary to have a congregational meeting. The vote shall require a simple majority in support of the Local Church Pastor, for the Local Church Pastor to retain the position as Local Church Pastor. If such is not achieved, the Local Church Pastor’s duties shall be terminated immediately, and the Local Church Pastor shall be given a minimum of one (1) month salary but not more than three (3) months salary with benefits. If the Local Church Pastor has served for a period of a minimum of two (2) years and has failed to receive the required majority in the confidence vote, or has complied with a request from the Leadership Council to conclude their ministry agreement, the pastor shall be given a maximum of three (3) months salary with benefits.

- 2.1.7 CHARGES INVOLVING CREDENTIALS:** Allegations leading to charges in matters involving the right of a credentialed staff member to hold credentials with Champion Life Centre must be made in writing, and properly signed by one who is willing to appear in person and give testimony concerning the charges. Charges brought against a credential holder shall be dealt with according to provisions made in the *Constitution and By-Laws* of Champion Life Centre.
- 2.1.8 CHARGES INVOLVING THE CRIMINAL CODE OF CANADA:** If ministry is restricted by the Lead Pastor because of a credential holder being charged under the *Criminal Code* of Canada, the credential holder shall continue to receive remuneration for a maximum of three (3) months.

2.2 OFFICERS

- 2.2.1 SECRETARY – TREASURER:** The secretary-treasurer shall be capable of performing such clerical duties as this office requires, and shall be appointed annually by the Church Board, and may be one (1) of its own members. The offices of secretary and treasurer may be filled by the same person, who may or may not be a member of the Church Board.
- 2.2.2 DUTIES – SECRETARY:** The secretary shall be custodian of the records of the various congregational meetings and shall record the same in record books provided for that purpose. The secretary shall preserve the records of the local church and prepare reports as directed by the Church Board.
- 2.2.3 DUTIES – TREASURER:** The treasurer shall be the custodian of the general funds of the local church and shall deposit the same in a chartered bank or credit union in the name of the local church and shall disperse such funds as authorized by the Church Board. The treasurer shall ensure that an accurate record of accounts is kept and shall present a financial statement at the annual congregational meeting and at any other time when requested to do so by the Church Board or the local church congregation. The books shall be reviewed before the annual congregational meeting by financially qualified individuals appointed by the Church Board.
- 2.2.4 DUTIES - OTHER OFFICERS:** Departmental officers' terms of reference shall be outlined in the departmental constitution, as adopted by this congregation.

2.3 CHURCH BOARD

2.3.1 QUALIFICATIONS: The qualifications for service on the Church Board shall be determined and approved in accordance with the policy of this local church, as guided by such scriptural provisions as are cited in Acts 6:3, 1 Timothy 3:8-13, and Titus 1:5-9. The official Church Board shall be comprised of members who are of good report and sound judgment, examples to the congregation in matters of stewardship, church attendance, and spiritual maturity, and seeking constantly, as sanctified vessels, to be filled with the Holy Spirit (Acts 2:4; Ephesians 5:18).

2.3.2 DUTIES

2.3.2.1 The Church Board is chosen to serve the church with the pastor in matters pertaining to the administrative operation of the local church. They shall appoint a recording secretary from among their members to record the minutes of their meetings.

2.3.2.2 A majority present in any meeting of the Church Board shall constitute a quorum, provided that all the members have been notified to be present.

2.3.2.3 It shall be the duty of the Church Board to ensure that an adequate compensation package is provided for the Local Church Pastor, together with suitable housing facilities. Suitable housing facilities shall be understood to mean an adequate dwelling in good repair, together with utilities such as heat, water, electricity and telephone or financial provision for such services, and a vehicle allowance. An annual salary review shall be made.

2.3.2.4 A majority of the Church Board shall have the right to ask the Local Church Pastor to convene an official board meeting.

2.3.2.5 Where there is need for trustees, the Church Board shall name at least three (3) of its members to act in that capacity.

2.3.2.6 The Church Board, with the Local Church Pastor, shall meet regularly for the transaction of routine business for the local church, the time and place to be announced by the Local Church Pastor.

2.3.2.7 The Church Board of the local church shall be accountable to the Lead Pastor and the

Board of Directors of Champion Life Centre, International Office and shall abide by the policies and procedures governing the satellite church.

2.3.3 ACCOUNTABILITY

2.3.3.1 TO THE LOCAL CHURCH PASTOR: To support the Local Church Pastor in his/her primary responsibility to his/her family; encourage and enable the Local Church Pastor to a continual growth in leadership through continuing education, development, courses, seminars, and resources; assure administrative excellence in financial reporting, strategic planning, communication, labour relations and other assigned duties; assist in creating and implementing a vision and strategy for the church; assist in the development of that church as a disciple-making, equipping community; ensure a global missions strategy and commitment; respect and understand mutual accountability (Rom. 1:8); and provide covering, care, and nurture for the Local Church Pastor.

2.3.3.2 TO OTHER MEMBERS OF CHURCH BOARD: Support the Board members in their primary responsibility to their family; encourage and enable the Board members to a continual growth in leadership through prescribed courses made available through Champion Life Centre; assume responsibility for areas of expertise and giftedness to assure administrative excellence in the church; fulfill assigned duties as directed by the Board; assist in creating and implementing a vision and strategy for the church; assist in the development of the church as a disciple-making, equipping community; ensure that adequate resources are available for touching, reaching and discipling the community; ensure a global missions strategy and commitment; respect and understand mutual accountability (Rom. 1:8); and provide covering, care, and nurture for each member of the Church Board. It is expected that the Church Board will function in confidentiality and loyalty, and model personal discipleship, which will contribute to the well being, reputation, and respect of the entire Church Board.

2.3.3.3 TO THE CONGREGATION: Model healthy family life and teach family values; ensure that adequate resources are available for touching, reaching and discipling the community; ensure clear communication of the vision, strategy and needs to the congregation; ensure that an adequate membership process is in place (including education, ministry, accountability and discipline); assist the congregation in understanding their spiritual responsibility to serve, give, share and be involved; assist the congregation in understanding their responsibility to support the leadership in its vision and direction for the future and health of the church; and assist the congregation to understand its role in, and commitment to, the community, as an agency of grace and spiritual light.

2.3.3.4 TO THE COMMUNITY: Understand their role of modeling Christian values of grace, love, and acceptance to the community; raising church awareness of the community's needs, and the responsibility of the church to the community; to pray for and encourage the leadership of the community; and uphold and communicate justice and truth in the community.

2.3.4 TERM OF OFFICE

2.3.4.1 The term of office of all lay members of the Church Board shall be for two years. After a member has served for six consecutive years, the member will not be considered eligible to serve on the board for a period of one (1) year.

2.3.4.2 Termination of membership on the Church Board shall occur if any board member, during the term of office, shall resign, move away, and cease to be a member of the congregation or be disqualified according to By-Law 1.4 of these by-laws. Provision is hereby made for the remaining members of the Church Board to appoint a successor until the next annual meeting.

2.3.5 CONFLICT OF INTEREST

2.3.5.1 Church Board members shall not place themselves in a position where there is conflict of interest between their duties as board members and personal interests. Every board member who is in any way directly or indirectly interested in, or may become interested in, an existing or proposed contract, transaction, or arrangement with the church or who otherwise has a conflict of interest by virtue of involvement of a family member or the involvement of an employer, partner, business associate, or a corporation that the member is involved with as either a director, shareholder, officer, employee, or agent, then such board member shall declare a conflict of interest fully at a meeting of the Church Board and withdraw from any discussion or vote.

2.3.5.2 The Local Church Pastor, who serves as a member of the Church Board, or any member of the pastoral staff, shall absent himself/herself from a Church Board meeting when salary and allowance review is being considered.

2.4 LEADERSHIP COUNCIL

2.4.4 DUTIES

The Leadership Council shall serve as elders and governmental leaders of the local church. The New Testament is clear that the church is to be led by a plurality of godly leaders under the oversight and watch care of elders. The elders are given ultimate responsibility and authority to see that the church remains on a true course biblically, that its members are being appropriately shepherded, that the body is being fed through insightful and accurate biblical teaching, and that the life of the church is being well-managed with the assistance of other competent and godly leaders.

2.4.4.1 The leadership council is chosen to serve the church with the pastor in matters pertaining to the spiritual health of the local church. They shall assist in the ministry of its ordinances and shall act in the examination of applications for membership, and in the administration of the discipline of the local church.

2.4.4.2 The leadership council is composed of selected community group leaders who oversee the LifeGroups and members within their community. They are appointed by the Local Church Pastor who serves as the chief elder.

2.4.4.3 They are to care about the spiritual and physical well-being of members, regularly praying for the sick. They are to guard the body against harmful influences, confronting those who are contradicting biblical truth or who are continuing in patterns of sinful behavior. In doing so, they are to keep closing potential entrances for the Adversary, so that the truth of Christ will remain credible to both the congregation and the community. (1 Pet. 5:1 – 4; Acts 20: 28 – 31; Titus 1:9; James 5:14).

2.4.4.4 The leadership council is empowered by the Local Church Pastor to equip the members of the church to spiritual maturity. They are involved in matters pertaining to: doctrine, discipleship, direction, discipline, dispute settlement, and duplication.

2.4.4.5 The Leadership shall meet regularly with the Local Church Pastor for mentoring, instruction, direction, accountability, evaluation, and assignment of duties.

BY-LAW 3 SELECTION OF CHURCH BOARD AND BUSINESS MEETINGS

CHURCH BOARD

3.1 SELECTION OR APPOINTMENT OF CHURCH BOARD: To inaugurate the Church Board, the pastor will appoint the first board member. Then the pastor and the first board member will appoint the second board member. Then the pastor and two (2) board members will appoint the third board member.

3.1.1 All subsequent board members will be appointed by the Church Board and Local Church Pastor. Any exceptions to this procedure would require the involvement of the Lead Pastor or a representative(s).

3.1.2 All members of the Church Board will be presented at the state of the church annual meeting for ratification.

3.2 VOTING: When the church congregation is voting on business matters, a definite voting bar shall be made between those who are entitled to vote and those who are not so entitled. A member of the congregation wishing to challenge the right of another to vote may do so. In the event of such a challenge, a majority vote of the congregation shall decide.

3.1 APPOINTED OFFICES: It shall be the duty of the newly appointed Church Board to assist the pastor to fill all appointed offices for the ensuing year without delay.

3.2 ORDER OF BUSINESS: The regular order of business for the State of the Church Annual Meeting (SOCAM) of this local church shall be determined by the Local Church Pastor and Church Board which may include such items as:

- Devotional
- Reading of previous minutes by the secretary
- Report of Champion Life Centre, International Office
- Report of Local Church Pastor
- Report of treasurer
- Report of ministries
- Unfinished business
- Selection of officers
- New business
- Adjournment

3.3 QUORUM: Twenty-five (25) percent of the voting membership shall be required to constitute a quorum. Those members who by reasons of health are unable to regularly attend church meetings may be omitted from the quorum calculation.

3.4 PARLIAMENTARY ORDER: In order to expedite congregational state of the church meetings this local church shall be governed by the spirit of Christian love and fellowship and by the accepted rules of parliamentary procedure as outlined in *Robert's Rules of Order*, or *Code Morin*.

BY-LAW 4 MINISTRIES: All ministries of this local church shall be responsible to the Local Church Pastor and the Church Board and shall present annual reports to the state of the church annual meeting (SOCAM).

BY-LAW 5 MEETINGS

5.1 REGULAR WORSHIP CELEBRATIONS: The time and place of the regular worship celebrations shall be determined by the Leadership Council and the Local Church Pastor.

5.2 No member or any number of members shall call any private, secret, business or devotional meetings without the knowledge and consent of the Leadership Council and the Local Church Pastor.

BY-LAW 6 DISCIPLINE AND RESTORATION

6.1 NATURE AND PURPOSES OF DISCIPLINE: Discipline is an exercise of scriptural authority for which the local church is responsible. The aims of discipline are that God may be honoured, that the purity and welfare of the local church may be maintained, and that those under discipline may be brought to repentance and restoration.

Discipline is to be administered for the restoration of local church members, while fully providing for the protection and advancement of the spiritual welfare of our local churches. It is to be redemptive in nature as well as corrective and is to be exercised as under a dispensation of both justice and mercy. The following shall be proceeded with only after all other avenues of Christian counsel and brotherly admonition have been attempted.

6.2 CAUSES OF DISCIPLINARY ACTION: Any proven act or conduct which, in the opinion of the leadership, after a full investigation of the evidence may be determined to be in contradiction of the actions and principles as stated in Article 6.1 of the *Local Church Constitution and By-Laws* may give just cause for disciplinary action by the leadership. Without limiting the generality of the foregoing, among such causes for action shall be:

6.2.1 Any moral failure involving sexual misconduct or sexual deviation (including, but not limited to adultery, homosexuality, incest, sexual assault, pornography, and improper contact with the opposite sex).

6.2.2 Any moral or ethical failure other than sexual misconduct or any conduct unbecoming to a local church member (including, but not limited to deception, fraud, theft, and assault).

6.2.3 Any act or action of a local church member, which is the cause of serious discord or dissension, with or without malicious intent (Romans 16:17, 18; Proverbs 6:19).

6.2.4 The propagation of doctrines and practices contrary to those set forth in the *Statement of Faith* of Champion Life Centre.

6.3 INITIATIVE

6.3.1 AUTHORITY: Occasions sometimes arise which make it necessary to deal with local church members who have reached the place where, in the opinion of the leadership, endorsement can no longer be given. The Leadership, which has the authority to approve church membership, also has the right to withdraw their approval and to dismiss church membership.

6.3.2 LEADERSHIP RESPONSIBILITY: The Leadership is responsible to deal with allegations of misconduct according to the *Local Church Constitution and By-Laws*.

In the event that the Leadership finds itself compromised in any manner, or appearing to lack impartiality, it shall have the right to appoint a substitute committee to hear charges against a church member.

6.3.3 STATEMENT OF CONDUCT: Should a local church member admit to, or confess to a wrongdoing or misconduct to the Leadership, such as should require disciplinary action, then the Leadership shall exercise discretion as to the appropriate form of discipline.

6.3.4 REPORTS, RUMOURS OR COMPLAINTS: Should there be reports, rumours or complaints, written or unwritten, which appear to be persistent, serious, becoming publicly known and posing a detriment to the testimony of the individual or church, then the Local Church Pastor shall use their judgment to discuss the matter with the member being accused, always in the presence of a member of the Leadership. The Local Church Pastor and Leadership member shall exercise their discretion as to whether or not to commence an official investigation.

6.3.5 INVESTIGATION OF REPORTS OR COMPLAINTS OF ALLEGED VIOLATIONS: Written and signed allegations of violations under By-Law 6.2 by a local church member shall be investigated. The pastor shall appoint two (2) members of the Leadership to investigate the allegation, having in mind that it is their responsibility to safeguard the member, the local church, and the fellowship. This shall be done to determine the credibility of the allegation.

6.3.5.1 Signed written allegations shall be filed with the Local Church Pastor and/or a member of the Leadership, by the complainant(s) describing the alleged violations.

- 6.3.5.2 The persons making the allegation shall be interviewed in order to ascertain the facts in the case and the reasons underlying the allegation.
- 6.3.5.3 The accused local church member shall be given an opportunity to be interviewed to discuss the allegation.
- 6.3.5.4 Should a local church member, when presented with the allegations, acknowledge a wrongdoing that requires disciplinary action, then the Local Church Pastor or the Local Church Pastor's designate shall report the acknowledgment of wrongdoing to the Leadership who shall initiate appropriate disciplinary action and a restoration program.
- 6.3.5.5 Should the local church member deny the allegations made, the investigators shall determine if the evidence merits a disciplinary hearing.
- 6.3.5.6 Where an accused local church member serves in a leadership capacity in the local church, such ministry may be restricted during the investigation at the discretion of the Local Church Pastor.

6.3.6 LEGAL CHARGES

- 6.3.6.1 Where a local church member has been legally charged under the *Criminal Code* of Canada:
 - 6.3.6.1.1 No disciplinary procedures will be followed until the legal proceedings, including appeal, have run their course.
 - 6.3.6.1.2 Continuing involvement in the local church leadership may be subject to restriction during the time of the legal proceedings at the discretion of the leadership.
 - 6.3.6.1.3 A guilty verdict of a local church member following the legal proceedings, including appeal, shall automatically precipitate disciplinary procedures by the Leadership.
 - 6.3.6.1.4 Local church members may be eligible for participation in a restoration program upon request for reconciliation.
- 6.3.6.2 Should the allegations against the local church member be one of a violation which is required by law to be reported (including, but not limited to, offences against minors), the Leadership shall report the accused to the appropriate legal authorities and delay their own investigation, until the appropriate legal authorities have opportunity to investigate.

6.3.7 PREPARATION AND FILING OF CHARGES: Allegations shall only be investigated when they have been made in writing, dated, and signed by the complainant.

If, after due investigation, it is determined that a disciplinary hearing should occur, charges should be filed with the Leadership.

The person against whom charges have been filed shall be informed by registered mail of the charges at least 15 days before being called to appear before the Leadership for a disciplinary hearing. The hearing shall take place within 40 days of formal charges being delivered to the local church member, or the entire proceeding shall be rescinded. A copy of the charges shall be sent to the Lead Pastor.

The said local church member may be relieved immediately from local church involvement upon being notified of the charges.

6.3.8 DISPOSITION OF ALLEGATIONS

6.3.8.1 If written allegations are made and signed, but the investigators conclude under the guidelines of the *Local Church Constitution and By-Laws* that no reason exists for a hearing, then the matter shall be dropped.

6.3.8.2 The Local Church Pastor, or the Local Church Pastor's appointee, may seek to counsel all parties involved and to bring to an end any continuation of rumours or conflicts related to the matter.

6.3.8.3 The complainant shall be informed in writing that the investigation has been concluded and the allegations dismissed.

6.3.8.4 There shall be no record of the investigation kept.

6.3.8.5 The church member shall be informed in writing that the investigation of the allegations has concluded, and no charges have been laid.

6.3.9 DISCIPLINARY HEARING: In the event the investigators find the charges merit a hearing they shall request the Local Church Pastor to arrange for a disciplinary hearing by the Leadership for the accused local church member. The local church member shall be requested to appear at the hearing.

To ensure the ability of the hearing committee to render an impartial judgment, no member of the Leadership of the local church may sit on the hearing committee when they have been party to the details of the investigation, or any event or incident related to the alleged offence.

The Local Church Pastor may attend the hearing as an observer but shall not participate nor be present when a vote is taken in the decision as to guilt or innocence. The role of the Local Church Pastor is to be redemptive to all parties involved.

If the accused local church member refuses to appear at the hearing to offer a defence, the hearing will proceed, and the accused member may be disciplined if found guilty of the charges preferred.

6.3.9.1 CHAIR: A member of the hearing committee shall be appointed by the Local Church Pastor to serve as chair.

The chair of the hearing committee along with the Local Church Pastor shall prepare an agenda and arrange for all matters of the hearing.

The chair shall appoint a recording secretary from the membership of the hearing committee.

6.3.9.2 ROLE OF INVESTIGATORS

6.3.9.2.1 The investigators shall bring a report to the hearing and offer evidence as discovered during the investigation procedures.

6.3.9.2.2 They shall not participate nor be present when a vote is taken in the decision as to guilt or innocence.

6.3.9.2.3 No evidence or comment regarding the evidence shall be given by the investigators or accusers in the absence of the accused local church member, unless the accused local church member has failed to, or has refused to, appear at the hearing.

6.3.9.3 LOCAL CHURCH MEMBER'S SUPPORT: The accused local church member shall have the right to have a member of this local church present for support but not as an active participant in the hearing process. The supporting person may be the spouse of the accused local church member.

Legal counsel shall not be present for either side at the hearing.

6.3.9.4 The agenda and proceedings shall provide sufficient opportunity for the complainant and complainee to speak, offer evidence, cross examine, present witnesses, and to make a summation statement. It will be the role of the hearing committee to question and make inquiry of the participants and to seek to have all the facts, evidence and testimony duly presented and examined to ensure an objective decision.

6.3.9.5 The verdict shall be made by secret ballot in the absence of investigators, the complainant, and the supporting member if present and the complainee. A two-thirds (2/3) majority vote shall be required to determine guilt.

6.3.9.6 If it has been determined that guilt has been established, discipline shall be administered prayerfully and in the fear of God, in accordance with the Scriptures and as set forth in the *Local Church Constitution and By-Laws*.

6.3.9.7 ANNOUNCEMENT OF THE VERDICT

6.3.9.7.1 The verdict shall be communicated to the pastor and placed in the minutes of the Leadership. If the verdict is one of guilt, then the minutes of the hearing and any other relevant documents shall be maintained in a confidential file until the disciplinary process has been completed.

6.3.9.7.2 The pastor shall communicate the verdict in writing to the local church member and the complainant within five (5) days of the decision of the hearing committee.

6.3.9.7.3 If a guilty verdict is reached, the local church member shall be informed in writing of the right and process of appeal.

6.3.9.7.4 If the verdict is one of not guilty, then no record of the hearing shall be maintained.

6.3.10 DISCIPLINE: A local church member who has been found guilty of violating or who has confessed in writing to having violated any of the principles set forth in the *Local Church Constitution and By-Laws*, shall be subject to disciplinary action by the Leadership. Said discipline shall be administered in brotherly love and kindness. The Leadership shall weigh decisions on the basis of the offence itself.

A local church member who has confessed to, or been found guilty of, the charges may have their membership placed on probation, or suspended.

A local church member who refuses to enter the restoration program and does not complete the same shall have their membership dismissed.

6.3.11 RIGHT OF APPEAL: The local church member shall have the right of appeal. The purpose of the appeal is to examine the process and the judgment rendered.

Any appeal of the decision by the hearing committee must be made in writing within 30 days of receiving the decision of the committee to the secretary of the Leadership. The Leadership shall request the Lead Pastor to appoint a committee to hear the appeal.

The appeal will be heard within 60 days of receiving the request for an appeal in writing.

The accused person will be present at this appeal, but if the accused person neglects or refuses to attend the hearing, it may proceed in the absence of the accused person. The decision of this appeal committee will be final.

The decision of the appeal committee will be communicated in writing to the church member by the chair of the appeal committee within five (5) days of the appeal hearing.

Legal counsel shall not be present for either side at the appeal hearing, nor in any other investigative or disciplinary hearing provided for in these by-laws.

If the church member has chosen to not attend the hearing, then the member will not be eligible to appeal the decision that has been rendered.

6.3.12 RESTORATION: In the event a local church member who has been found guilty of offence shows repentance and indicates a desire for continued fellowship with the local church, the Leadership shall determine an appropriate restoration program, which would have in view the completion of a suspension period or the reinstatement of membership as applicable.

The program of restoration shall be administered in brotherly love and kindness.

The restoration program may include limitations of ministry involvement during the term of restoration.

6.3.13 REINSTATEMENT OF MEMBERSHIP: Persons who have had their membership suspended and have successfully completed the restoration program may apply for reinstatement of membership by communicating their request to the secretary of the Leadership.

6.3.14 WAIVER OF CLAIM: Notwithstanding the provisions hereinbefore contained, certificates of membership of this local church shall be issued upon the condition that suspension of the member and withdrawal of the certificate of membership in the manner herein provided shall not give the suspended member cause for legal action against the Local Church Pastor or any member taking part in the suspension proceedings; and the acceptance of the certificate of membership or fellowship in this local church shall be evidence of a waiver by the member of all rights of action, causes of action, and all claims and demands against the local church or any member or officer of Champion Life Centre by virtue of suspension proceedings and withdrawal of the certificate of membership or fellowship in this local church under the foregoing provision.

BY-LAW 7 RESPONSIBILITIES AND PRIVILEGES OF AFFILIATION

7.1 Accepting our responsibility under the great commission of the Lord Jesus Christ, as stated in Matthew 28 and Mark 16, the local church shall support the missionary program and policy of Champion Life Centre through the Champion Life International Outreach (CLIO).

7.2 Recognizing the important services rendered to this congregation by the international office of Champion Life Centre, this local church shall support the ministry and fellowship services of the international office, and other responsibilities as may be determined by Champion Life Centre.

Each local satellite church shall forward an amount equal to ten (10) percent of its general fund offerings (does not include missionary offerings, building fund, or any other special fund) to the Champion Life International Outreach at the International Office of Champion Life Centre for ministry and fellowship services.

7.3 The local church assumes the responsibilities of paying the moving expenses of an incoming pastor and the appointed Local Church Pastor's expenses incidental to attending any Champion Life Centre - sponsored convention held for the benefit of its ministers.

7.4 FINANCES

- 7.4.1** The local church, prior to the making of application for loan from any source or incurring indebtedness on a purchase plan or otherwise when repayment is not to be made in full within 12 months of the date of the intended loan or where the intended indebtedness, together with all other indebtedness of the said local church, in the aggregate will exceed ten (10) percent of the total amount of the previous year's gross revenues, then the local church shall consult with and obtain the approval of the Lead Pastor before proceeding with the requirements of By-Law 7.4.2 hereof.
- 7.4.2** The local church shall then obtain the approval of its congregation to the proposed action by resolution, passed at a duly called special or regular state of the church annual meeting.

- 7.5** Champion Life Centre has the privilege to create policies which will allow local churches to request care and intervention from time to time.

BY-LAW 8 AMENDMENTS: These by-laws may be amended at any state of the church annual meeting of this local church or any special congregational business meeting duly called for that specific purpose, provided that a copy of the proposed amendment has been presented in writing to the Board of Directors in consultation with the Lead Pastor at least 30 days before the date of the business meeting, and providing that notice of said proposed amendment shall have been given in the announcements of the said business meeting.

A copy of the proposed amendment or amendments shall be available to any voting member between the time of announcement and the time of the congregational business meeting on application to the secretary of the church board.

An amendment to be adopted shall require a two-thirds (2/3) majority vote. Such amendment shall not be contrary to the regulations of the *Local Church Constitution and By-Laws* of Champion Life Centre.