



# COUNTRYHILLS CHURCH

## Country Hills Church By-Law

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# GENERAL OPERATING BY-LAW NUMBER 1

A By-Law relating generally to the transaction of the affairs of COUNTRY HILLS CHURCH  
(an Ontario Corporation)

**BE IT ENACTED** as a By-Law of **COUNTRY HILLS CHURCH** (hereinafter referred to as the  
“Church”) as follows:

The leadership and government of Country Hills Church shall be focused on seeking and maintaining the Lordship and direction of Jesus Christ over His Body. All those in positions of leadership and authority shall continually seek His mind and will in all actions and decisions, through the guidance of the Word of God and the Holy Spirit.



## 1. SECTION 1 – GENERAL

### 1.1. DEFINITIONS

In this By-Law and all other By-Laws and Resolutions of the Church unless the context otherwise requires, the following definitions shall apply:

**“Act”** means the *Corporations Act (Ontario)* as amended from time to time and any statute enacted in substitution thereof, and in the case of such substitution, any references in the By-Law of the Corporation to provisions of the Act shall be read as references to the substituted provisions thereof in the new statute or statutes;

**“Articles of Faith”** means the Articles of Faith of the Church as set out in Section 1.03 of this General Operating By-Law;

**“Board”** or **“Board of Elders”** means the Board of Elders of the Church, which shall be deemed to be the Board of Directors of the Corporation pursuant to the Act;

**“Board Member”** or **“Board of Elders member”** means a member of the Board of Elders who shall be deemed to be a Director pursuant to the Act;

**“By-Law”** or **“By-Laws”** means any By-Law of the Corporation from time to time in force and effect, including the General Operating By-Law;

**“Church”** means the legal entity incorporated as a Corporation without share capital under the Act by Letters Patent dated the 7th day of October 2004, and named by Supplementary Letter Patent, County Hills Church, through which its Members may fellowship together as a New Testament church;

**“Church Constitution”** or **“Constitution”** means the Letters Patent, General Operating By-Law, all other By-Laws, and all Policy Statements adopted by the Church from time to time;

**“Church Elders”** means the Church Elders of the Church elected pursuant to this General Operating By-Law;

**“Committee”** means a Committee of the Church;

**“Committee Member”** means a member of a Committee of the Church;

**“Corporation”** means the Church as defined herein;

**“Director”** means a member of the Board of Elders who shall be a Director pursuant to the Act;



**“Discipline”** means seeking to reconcile Individuals to one another through mutual forgiveness and restoring offenders to fellowship with God and the Church;

**“Documents”** includes deeds, mortgages, hypothecates, charges, conveyances, transfers and assignments of property, real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfer and assignments of shares, bonds, debentures or other securities and all paper writing;

**“Elder”** means a member of the Church Elders;

**“EMCC”** means the Evangelical Missionary Church of Canada;

**“General Operating By-Law”** means this By-law, any amendments thereto, any other By-Laws of the Church intended to amend or replace the General Operating By-Law herein;

**“Individual”** means both Members as defined herein and persons who attend the Church but are not Members;

**“Letters Patent”** means the Letters Patent incorporating the Church, as from time to time amended or supplemented by Supplementary Letters Patent;

**“Meeting of Members”** or **“Membership Meetings”** means any Annual or special Meeting of Members;

**“Member”** means a Member of the Church as described in Section 2.02 and Section 2.03 of this General Operating By-Law;

**“Members”** or **“Membership”**, unless the context herein otherwise requires, means the collective Membership of the Church of those Members having the right to vote and as listed on the roll of Church Membership;

**“Member in Good Standing”** means a regular Member duly accepted as such in accordance with the foregoing who is not under Church discipline, and is habitually living a consistent Christian life as expressed in the Covenant of Church Membership and the Bylaws of the EMCC.

**“Objects”** means the charitable Objects of the Corporation as contained in the Letters Patent;

**“Officer”** means an Officer of the Church as described in Section 8.01 of this General Operating By-Law;





**“Person”** means an individual person, but does not include corporations, partnerships, trusts, or unincorporated organizations;

**“Policy Statements”** means any Policy Statements adopted as part of the Church Constitution from time to time concerning practical applications of biblical principles, doctrinal considerations and Christian conduct;

**“Resolution”** means a Resolution passed by either the Board of Elders or Members by a 51% majority vote of those voting who are present or are represented by proxy, unless the Act or this By-Law otherwise requires.

**“Special Resolution”** means a Resolution that is submitted to a special meeting of the Members of the Church duly called for the purpose of considering the resolution and passed, with or without amendment, at the meeting by at least two-thirds of the votes cast.



## 1.2. FUNDAMENTAL TERMS AND INTERPRETATION

### 1.2.1. Objects

This General Operating By-law and any other By-Laws of the Corporation shall be strictly interpreted at all times in accordance with and subject to the Objects contained in the Letters Patent of the Corporation, which for purposes of this General Operating By-Law are incorporated by reference and made part hereof. If any of the provisions contained in this General Operating By-Law are inconsistent with those contained in the Letters Patent or the Act, the provisions contained in the Letters Patent or the Act, as the case may be shall prevail.

### 1.2.2. Interpretation

In this General Operating By-Law and all other By-Laws and Resolutions of the Church, unless the context otherwise requires the following interpretations shall apply:

words importing the singular number include the plural and vice versa

words importing the masculine gender include the feminine and neutered genders unless this By-law otherwise specifically provides and

words importing or referring to Person or Persons shall include individual persons only and shall specifically exclude corporations, partnerships, trust and unincorporated organizations

### 1.2.3. Headings

Headings used in this General Operating By-Law are for convenience of reference only and shall not affect the construction or interpretation thereof.

## 1.3. ARTICLES OF FAITH

This congregation as a member church of the EMCC adopts and affirms the Articles of Faith of the EMCC.

- a) The Bible is the inspired, infallible, entirely trustworthy Word of God, the only authority for faith, worship and conduct (II Timothy 3:16; II Peter 1:20, 21).
- b) God is the Creator and Redeemer, eternally existent in the persons of Father, Son and Holy Spirit (Genesis 1; Colossians 1:14-17; Hebrews 1:1-4).
- c) We affirm the virgin birth, the sinless humanity and divine miracles of Jesus Christ, who died for the sins of all mankind, was buried, rose again and ascended into heaven from where He continues His ongoing mediatorial work (I



- Corinthians 15:3-4). He will come again to receive all believers to Himself (John 14:3; Acts 1:9-11).
- d) The Holy Spirit convicts men and women of sin, regenerates the believing sinner, indwells, fills, guides, instructs and empowers the believer to live a holy life. Through the impartation of spiritual gifts, as He wills, He enables the believer to live a life of service that is pleasing to God (John 3:5-8; Acts 2:8; John 14:26, 1 Corinthians 2; 1 Corinthians 12).
  - e) Man, created in the image of God, fell into sin and consequently incurred both physical and spiritual death which is separation from God (Genesis 1:26, 27; 2:7, 17; 3:6-24; Romans 3:9-23; Ephesians 2:1-3).
  - f) The salvation of lost and sinful humanity is found in no one else but Jesus Christ, His blood, righteousness, and resurrection and is received by grace through faith (Acts 4:12; Ephesians 2:8).
  - g) The church is a fellowship of all true believers who have been born again by the Holy Spirit into the family of God (John 3:1-8; Hebrews 10:5; I Corinthians 1:0).
  - h) Ultimately God will judge the living and the dead, those who are saved unto the resurrection of life, those who are lost unto the resurrection of damnation.
  - i) We affirm marriage as God's plan for the union of a man and a woman.
  - j) Members of our staff or clergy are permitted to arrange for, officiate at or take part in the solemnization or celebration of a marriage only when it conforms to the EMCC and the Church statements on marriage.



## 2. SECTION 2 – MEMBERSHIP

### 2.1. DENOMINATIONAL MEMBERSHIP

The Church acknowledges that it is a member church of the EMCC and shall continue to be so until such relationship is amended by a ninety percent (90%) affirmative vote of the Board of Elders voting at a meeting duly called for the purpose and subsequently approved by an affirmative vote of at least eight-five percent (85%) of the Members voting who are present in person or represented by proxy at a Membership Meeting duly called for the purpose of considering the said amendment, provided that notice of such Members Meeting shall be given in written communications in four (4) consecutive weeks prior to such Membership Meeting and provided further that the notice shall state the proposed amendment and the reasons therefore.

The Church shall maintain Articles of Faith and Practice and maintain other doctrinal positions which shall not be theologically inconsistent with the Articles of Faith and doctrinal positions of the EMCC.

### 2.2. DEFINITION OF CHURCH MEMBERSHIP

Membership in the Church is the personal commitment to actively support the ministry of the Church and such commitment shall be professed publicly. It is this personal and public covenant to be an active part of this living body (I Corinthians 12) which is fundamental to Church Membership.

### 2.3. REQUIREMENTS FOR CHURCH MEMBERSHIP

Membership in the Church shall consist only of those Persons who:

- a) give clear testimony to saving faith in Jesus Christ as their Saviour and Lord;
- b) have, upon profession of faith, covenanted to actively participate in the life and work of the Church;
- c) give evidence of that faith in discipleship and obedience;
- d) have evidenced agreement, in writing, with the Church's Articles of Faith as set out in Section 1.03;
- e) have committed themselves in writing to live in obedience to Scripture and are willing to be subject to the authority of the Church as expressed in the Church Constitution; and
- f) have been admitted into Membership in accordance with the Church Constitution.



## 2.4. QUALIFICATION FOR MEMBERSHIP

A Person shall qualify to be a Member of the Church if in the unanimous opinion of the Board of Elders such Person meets all of the following qualifications:

- a) the Person must be at least eighteen (18) years of age;
- b) the Person fulfills the definition of Membership as set out in Section 2.02 and Section 2.03 herein;
- c) the Person is not under the Discipline of the Church as set out in Section 3.04 herein; and
- d) the Person has completed the procedure for admission into Membership as set out in the membership procedures by the Board of Elders.

## 2.5. ADMISSION TO MEMBERSHIP

Application for Membership in the Church may be initiated by either a verbal or written request to the Lead Pastor or through an Elder to the Lead Pastor.

Once the Board of Elders is satisfied by Resolution that the applicant fulfills all the qualifications for Membership in the Church as set out in Section 2.04 herein, the Board of Elders shall approve such Person for Membership and thereafter such Member shall have full privileges, rights and duties of Membership.

## 2.6. RIGHTS AND DUTIES OF MEMBERSHIP

Membership results from both a personal and a public covenant made by the Person. With this covenant comes accountability (I Corinthians 12:12-27). Rights and Duties of Membership are conditional on maintaining this covenant.

Membership shall carry the following rights and duties (herein called "Covenant Privileges):

- a) to minister to one another's spiritual needs as part of the body of Christ;
- b) to participate in Church activities and ministries;
- c) to financially support the work of the Church through tithes and offerings;
- d) to respect and submit to the spiritual authority and procedures of the Church as expressed in the Church Constitution;
- e) to attend, speak and participate at all Meetings of Members; and
- f) to a single vote either in person or by proxy at all Meetings of Members.



## **2.7. MEMBERSHIP STATUS CHANGES**

A Member may withdraw as a Member of the Church at any time by following the procedures set out by the Board of Elders

A Member who does not fulfill the covenant responsibilities to the Church as set out in Section 2.06 for a period of one year, without just cause, places his or her Membership in jeopardy. After due consideration and prayer and appropriate contact with the Member, the Board of Elders may, at its discretion remove the Person from Membership, following the procedures set out by the Board of Elders.

## **2.8. MEMBERSHIP RECORD**

A record of Members of the Church shall be kept by a person designated from time to time by the Board of Elders.

## **2.9. RESOLUTION OF DISPUTES AMONG MEMBERS**

Disputes amongst Members should, as much as possible, be resolved in accordance with principles set out in Matthew 18:15-20, Luke 17:3, Galatians 6:1, and I Corinthians 5:1-5 and conform with dispute resolution procedures as set out by the Board of Elders.



## 3. SECTION 3 – STANDARDS FOR DISCIPLINE

### 3.1. SCRIPTURAL STANDARD FOR DISCIPLINE

#### 3.1.1. Discipline of Members

Every person who applies for and maintains membership in the Church consents to submit to the process of Church discipline described in the Bylaw of the EMCC, as it may be amended from time to time. A Member may be expelled by resolution of the Board for failing to live a consistent Christian life as expressed in the Church Constitution forming part of this Bylaw. In addition, membership may be revoked by the Board if the Member has moved away, or is no longer attending services of the Church.

As a matter of Church discipline, a Member may be suspended for such period of time as determined by the Board, and for the period of suspension the Member shall not be entitled to vote or speak at membership meetings and shall not be considered to be “in good standing”.

All Members are expected to conduct their lives according to the standards set forth in Scripture.

Such conduct includes moral purity, personal honesty, and biblical fidelity (I Corinthians 6:9-11, II Timothy 3:1-17). Members are to be consistent examples of authentic Christianity as they seek to emulate the character of Christ through the power of the Holy Spirit (Romans 8:28-29). Members shall promote the unity of the Church rather than seeking to divide it (Ephesians 4: 3-6, 25).

### 3.2. CIRCUMSTANCES GIVING CAUSE FOR DISCIPLINE

An Individual shall be deemed to be under the Discipline of the Church if the Church Elders determine by Resolution that any of the following circumstances have occurred:

- a) an Individual has evidenced unethical or immoral conduct or behaviour that is unbecoming of a Christian according to biblical principles;
- b) an Individual's conduct evidences an unwillingness to either comply with, adhere to or submit to the scriptural authority and procedures set out in the Church Constitution herein;
- c) an Individual has propagated doctrines and practices contrary to those set forth in the Articles of Faith or the general teachings of the Church;
- d) an Individual has wronged another Individual causing discord or dissension in the Church, with or without malicious intent, that is not repented of, nor has



been resolved through the mechanism for dispute resolution as set out in Section 2.9 herein.

### 3.3. PURPOSE OF DISCIPLINE

Discipline in the church is not intended for the purpose of punishment and will not be administered as such. Discipline, as referred to in the New Testament, has as its primary purpose the good of the person who has been taken in a fault. Other purposes of discipline include the following:

- a) encouraging the sinning member to repent and help him or her to overcome the problem, sin or fault, thus restoring him or her to fellowship with Christ and the Church (Matthew 18:15-18);
- b) warning other members and discouraging them from committing like actions or behaviour (II Corinthians 2:6-11, I Timothy 5:19,20); and
- c) maintaining the unity and moral purity of the Body of Christ in its local expression as the Church (I Corinthians 5:1-13).

The purpose of discipline in this Church is never to humiliate or embarrass; however, one who forces the Church to take disciplinary action may, in the process, be embarrassed or humiliated.

The purpose of discipline as well as the prayer and motive of the leaders of the Church is that discipline and correction will result first in the restoration of the one in error; second, the purifying of the Church either by restoration or separation; and finally, the edification of the Church and the exhortation to unity and purity by the example of discipline when it is necessary.

### 3.4. PROCESS OF DISCIPLINE

Should any Member depart from the standard of scripture and engage in conduct which conflicts with biblical principles of holiness, the steps of discipline outlined in scripture and as set out in the Church membership package will be taken by the Board of Elders in the process of enforcing church discipline (Matthew 18:15-18, Romans 16:17, I Corinthians 5:1-13, Titus 3:10).

### 3.5. ENACTMENT OF DISCIPLINE

The preliminary steps of discipline are intended to result in repentance on the part of the sinning Person. However, if there is no indication of repentance after these steps are taken, the sinning Person, if a Member, places his or her Membership in jeopardy. After due consideration and prayer and appropriate contact with the Member, the





Board of Elders may, at its discretion, remove the Person from Membership. If such change is made, the Board of Elders must notify the Member in written form of the change.

### **3.6. WAIVER, MEDIATION AND ARBITRATION**

Notwithstanding anything else contained herein, Membership in the Church is given upon the strict condition that disciplinary proceedings and the results thereof and any other proceedings or matters carried out in accordance with the Church Constitution shall not give a Member cause for any legal action against either the Church, the Lead Pastor, any Associate Pastor, any staff member of the Church, any Board of Elders member, any Officer, any Committee member or any other Member of the Church, and the acceptance of Membership in the Church shall constitute conclusive and absolute evidence of a waiver by the Member of all rights of action, causes of action, and all claims and demands against the Church, the Lead Pastor, Associate Pastor, any staff member of the Church, any Board of Elders member, any Officer, any Committee member, or any other Member of the Church in relation to disciplinary proceedings and the results thereof and any other proceedings or matters carried out in accordance with the Church Constitution or involving the Church in any manner whatsoever and this provision may be pleaded as a complete estoppel (i.e. the prevention of an action) in the event that such action is commenced in violation hereof.

In the event that a Member is dissatisfied with any proceedings or the results thereof, or any other matters arising out of the Church Constitution involving the Member and the Church, if the Member does not violate or circumvent the waiver contained in the aforementioned paragraph or attempt to do so, then that Member may seek to have his or her concerns resolved through a process of Christian dispute resolution in accordance with Matthew 18:16 and approved by the Board of Elders from time to time.



## 4. SECTION 4 – MEMBER MEETINGS

### 4.1. ANNUAL BUSINESS MEETING

There shall be an Annual Business Meeting of Members to be held at such time and place in Canada as determined by the Board of Elders to be no later than April 30 of each year. The purpose of the Annual Business meeting will be to:

- a) receive necessary reports from the Officers, Church Elders, Committee Chairpersons, the Pastors, and the Board of Elders;
- b) review and approve the financial statements for the immediately preceding year, including the Auditor's report thereon; and
- c) consider, and if deemed appropriate, indemnify and save harmless the Board of Elders with respect to any claims or causes of action that may be brought against any of the Elders in their capacity of directors pursuant to the Act and to use the assets of the Church for the purpose of such indemnification;
- d) authorize the Board of Elders to purchase Directors and Officers Liability Insurance at such limits as they consider necessary and to use the revenues of the Church to acquire such insurance; and
- e) transact any other necessary business.

### 4.2. ANNUAL ELECTION MEETING

An Annual Election Meeting of Members shall be held at such time and place as determined by the Board of Elders to be no later than December 15 of each year to do the following:

- a) hear necessary reports from the Treasurer, Nominating Committee, and Board of Elders;
- b) review and approve the budget for the upcoming year;
- c) act on the report received from the Nominating Committee, thereby electing all Church positions as required for the next fiscal year;
- d) appoint the Auditors for the upcoming audit; and
- e) transact any other necessary business.

### 4.3. OTHER SPECIAL MEETINGS

At the request of the Chairperson of the Board of Elders or a majority of the members of the Board of Elders, or upon the request of at least twenty-five (25) Members, other Special Meetings of the Members shall be called and convened by the Chairperson of the Board of Elders at the earliest convenience.



#### 4.4. NOTICE OF MEETING

Notice of all Membership Meetings shall be given to Members by oral notice from the pulpit and in the Church's written communications at least two Sundays prior to the date of the Membership Meeting. The notice for all Membership Meetings shall include the date, time, place and purpose of the meeting and shall contain sufficient information to permit the Member to form a reasoned judgment on the decision to be taken. Notice of each Meeting of Members must remind the Member that the Member has the right to vote by proxy.

#### 4.5. WAIVER OF NOTICE

A Member may waive notice of a Meeting of Members and attendance of any such Person at a Meeting of Members shall constitute a waiver of notice of the Meeting, except where such Person attends a Meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### 4.6. OMISSION OF NOTICE

The accidental omission to give notice of any Meeting of Members or any irregularity in the notice of any such meeting or the non-receipt of any notice by any Member or by the Auditor of the Corporation shall not invalidate any Resolution passed or any proceedings taken at any Meeting of Members, provided that no Member objects to such omission or irregularity.

#### 4.7. QUORUM

A quorum for an Annual Business, Annual Election, or other Special Meetings of Members shall be constituted by the presence of twenty percent (20%) of the total Membership of the Church immediately prior to the time of the meeting in question. No business shall be transacted at any Meeting of Members unless the requisite quorum is present at the time of the transaction of such business. If a quorum is not present at the time appointed for a Meeting of Members or within such reasonable time thereafter as the Members present may determine, the Members present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business and the provisions of Section 4.04 with regard to notice shall apply to such adjournment.



#### **4.8. CHAIRPERSON**

The Chairperson of the Board of Elders (or, if he so directs, the Vice-Chairperson of the Board of Elders) shall act as Chairperson of all Members Meetings and shall be entitled to an initial vote, but not a second or casting ballot.

#### **4.9. MAJORITY VOTE**

At all Annual Business, Annual Election and Special Meetings of Members, every question shall be determined by Resolution, being a 51% majority of votes of Members voting who are present or represented by proxy, unless otherwise provided for by the Act or elsewhere in the General Operating Bylaw.

#### **4.10. VOTING PROCEDURE**

Every question submitted to any Meeting of Members shall be decided by a show of hands, except where a ballot vote is provided for or requested as stated below. In the case of an equality of votes, the Chairperson of the Meeting has no second or casting ballot in addition to his or her initial vote. At any Meeting unless a ballot vote is provided, a declaration by the Chairperson that a motion has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact. A ballot vote may be held either upon the decision of the Chairperson or upon request of any Member and shall be taken in such manner as the Chairperson directs. The result of a ballot vote shall be deemed to be the decision of the meeting at which the ballot vote was held. A request for a ballot vote may be withdrawn.

#### **4.11. VOTING RIGHTS AND PROXIES**

Votes at Meetings of Members may be given either personally or by proxy, provided that the proxy appointed represents no more than one other Member at such meeting by proxy. At every meeting at which a Member is entitled to vote, every Member and/or Person present and appointed by proxy to represent one Member shall have one vote each for each Member present or represented by proxy. A proxy shall be executed by the Member or the Member's attorney authorized in writing.

The Board of Elders may, from time to time, make rules regarding the lodging of proxies at some designated location at which a Meeting or adjourned Meeting of Members is to be held and to determine particulars of such proxies being transmitted by existing written and electronic communication methods before the Meeting or adjourned Meeting to the Church.



The Chairperson of such Meeting of Members, may, subject to any rules made as aforesaid, in his or her discretion, accept existing written and electronic communications as to the authority of any Person, claiming to vote on behalf of and to represent a Member notwithstanding that no proxy form as stated above conferring such authority has been lodged with the Church, and any votes given in accordance with such electronic or written communication accepted by the Chairperson shall be valid and shall be counted.

#### **4.12. MINUTES**

At all Annual Business, Annual Election and Special Meetings of Members, the Secretary shall keep written minutes of the proceedings, unless otherwise provided for by the Act or elsewhere in the General Operating Bylaw. The minutes shall be made public and available for review by Members.

#### **4.13. PROCEDURAL CODE**

The rules of procedure for Members Meetings, Board of Elders meetings, and all Committee meetings shall follow the current edition Robert's Rules of Order provided they are not inconsistent with the General Operating By-Law, any other By-Laws of the Church or any special rules of order the Church may adopt, by the most current edition, except where varied by the General Operating Bylaw.

#### **4.14. ADJOURNMENT**

The Chairperson may with the consent of the Meeting adjourn the same from time to time to a fixed time and place in Canada and no notice of such adjournment need be given to the Members. Any business may be brought before or dealt with at any adjourned Meeting which might have been brought before or dealt with at the original Meeting in accordance with the notice calling the same.



## 5. SECTION 5 – BOARD OF ELDERS

### 5.1. DEFINITION

The administrative and temporal affairs of the Church shall be governed by a Church Board elected by the membership of the Church at the Annual Election Meeting. The Board of Elders shall be deemed to be the Directors of the Corporation.

### 5.2. 5.02 DUTIES OF THE BOARD

Duties of the Board of Elders include, but are not limited to the following:

- a) conduct its business on behalf of the congregation in keeping with the Bylaw of the EMCC and this Bylaw and any duly approved policies or procedures, being thoroughly conversant with both the Church Bylaw and the EMCC Bylaw;
- b) provide the Membership with considered recommendations for deliberation;
- c) report on its activity on behalf of the congregation at least once a year to a meeting of the local Church Membership;
- d) review the Church Membership Roll, or appoint a Committee to review it, at least every second year;
- e) prepare a Budget for the ensuing year for presentation to the Annual Election Meeting for adoption;
- f) may appoint other Committees as are deemed necessary;
- g) ensure adequate insurance coverage is obtained for all assets and against general and other liability;
- h) ensure that the Protection Plan for the safety of children, youth and vulnerable adults is implemented;
- i) cooperate with pastoral leadership in the formulation, revision, and articulation of the vision to be commended to the Membership;
- j) lead the congregation in the process of pastoral selection;
- k) model mature Christian leadership, showing respect for each other and for the pastoral office;
- l) lead in matters of discipline generally; and,
- m) ensure that the pastoral staff continues to meet the standards set out for EMCC Pastors.

### 5.3. NUMBER AND COMPOSITION OF THE BOARD OF ELDERS

The Board of Elders shall consist of five (5) Members of the Church who are elected to the position of Elder by the Members at the Annual Election Meeting. Additionally, the Lead Pastor shall serve with voice but not vote.



The Board, annually at the first meeting following the election of new Board Members, shall elect its own Chairperson, and Vice-Chairperson. No paid employee of the Corporation shall serve as a voting Member of the Board. Fewer than 50% of the Board Members can be related, with the term “related” being defined as any of the following: spouse, parent, grandparent, child, grandchild, sibling or in-law.

In addition to this Bylaw, the Board of Elders will also adhere to the Board of Elders policy and procedures that contain specific additional criteria not specified in this Bylaw. This Board of Elders policy shall agree with this Bylaw.

The number of Members of the Church who are elected to the position of Elder by the Members to serve on the Board of Elders may be increased or decreased by resolution of the Members.

The Lead Pastor shall be entitled to attend all Board of Elders meetings as an advisor. Any additional Person(s), at the invitation of the Board of Elders, may serve as Advisor(s) at a meeting of the Board as specified by the Board from time to time. Advisors do not have voting privileges and are not members of the Board of Elders but, when in attendance, shall otherwise be able to fully participate in the meeting.

#### **5.4. QUALIFICATIONS FOR BOARD OF ELDERS MEMBERS**

Board Members must fulfill the following qualifications:

- a) be Members in good standing
- b) be at least twenty-one (21) years of age
- c) exhibit the characteristics for overseers and deacons as set forth in the Bible (Titus 1 and 1Timothy 3)
- d) be of proven moral character;
- e) display exemplary conduct;
- f) have sound biblical beliefs, in agreement with doctrines and beliefs of Country Hills Church and the EMCC;
- g) demonstrate an ability to manage their own affairs;
- h) exhibit gifts of the Spirit suitable for the office to be held;
- i) embrace the values, vision, mission, and major policies of Country Hills Church;
- j) be respected in Country Hills Church and in the community

#### **5.5. PROPOSED SLATE FOR ELECTION OF BOARD OF ELDERS**

Prior to the Annual Election Meeting, the Board of Elders shall prepare a slate of candidates for the Board of Elders. Such nominees shall have the qualifications of Elders as set out in Section 5.04. In addition to the candidates nominated by the Board,



the Nominating Committee or any two Members of the Church, with the written consent of the nominees in both cases, may nominate a candidate(s) for Elder. Such nomination shall be in writing and be submitted to the Board not later than 6 weeks before the Annual Election Meeting. Upon receipt of written notice of nominees, the Elders shall verify that the Person so nominated is duly qualified to fill the position of Elder pursuant to Section 5.04. If so qualified and such qualification has been unanimously approved by the Elders, the Persons nominated together with the nominees of the Board of Elders shall be presented to the Members at the Annual Election Meeting as a slate of candidates for Elders.

#### **5.6. ELECTION OF BOARD OF ELDERS**

The Members of the Board of Elders shall be elected by ballot with an affirmative vote of seventy-five percent (75%) of the Members from a slate prepared as outlined in Section 5.05 herein. In the case where only the required number of Board Members is nominated, an election with majority support is required and not mere acclamation of the slate of candidates.

#### **5.7. TERM OF OFFICE**

The Board of Elders shall be elected annually to a maximum of six consecutive years (or in keeping with the Provincial statute) with at least one year of absence from the position before re-election thereafter. The Board of Elders shall be elected to hold office from the beginning to the end of the fiscal year.

There is no maximum number of terms for Individuals serving as advisors to the Church Board.

#### **5.8. RESIGNATION FROM THE CHURCH BOARD**

A Member of the Board ceases to hold office when he or she dies or resigns, or when he or she is removed in accordance with this Bylaw. Resignation shall be given by thirty (30) days' written notice delivered to the Chairperson of the Board.

#### **5.9. SUSPENSION AND REMOVAL OF ELECTED MEMBERS OF THE BOARD OF ELDERS AND OFFICERS**

The Members may at any time, by special resolution, suspend or remove an elected Member or Members of the Board from that position. In addition, any elected Board Member may, by unanimous resolution of the other Board members, be removed from serving if he or she fails to regularly attend Church services or Board Meetings, or becomes subject to disciplinary action of the Board of Elders, or otherwise fails to





maintain his/her Membership in good standing. As well, any Officer, upon a majority vote of the Board, may be removed from his or her Office for any cause which the Board may deem reasonable. Such a Board Member or Officer shall be given reasonable opportunity to respond to any allegations and to speak to the meeting at which such removal or discipline is to be considered. The person in question shall withdraw during the deliberation and discussion of the matter.

#### **5.10. VACANCY ON THE BOARD OF ELDERS**

A quorum of the Board may, by ordinary resolution, appoint an Individual to fill a vacancy on the Board. This Member is so appointed to hold office until the next Meeting of the Membership.



## 6. SECTION 6 – BOARD OF ELDER MEETINGS

### 6.1. CALLING AND NOTICE OF MEETINGS

Meetings of the Board of Elders shall be called and held at least six (6) times each fiscal year at such time and at such place as the Board, the Chairperson of the Board, or any three (3) Members of the Board may determine, and shall give notice of meetings. Notice of each meeting of the Board shall be given to each Member of the Board not less than forty-eight (48) hours before the time when the meeting is to be held. Notice of a meeting of the Board may be given verbally, in writing, by telephone, or any other means of communication. A notice of a meeting of the Board need not specify the purpose of or the business to be transacted at the meeting, except where required by the Bylaws. Notwithstanding the foregoing, the Board may from time to time fix a day or days during the year or in any month or months for regular meetings of the Board at a place and hour to be named. Emergency meetings may be held without notice. In the case of an emergency meeting held without notice, any decisions shall be subject to ratification at the next meeting called with due notice.

### 6.2. OMISSION OF NOTICE

The accidental omission to give notice of any meeting of the Board of Elders to, or any irregularity in the notice of any such meetings, or the non-receipt of any notice by any member of the Board shall not invalidate any Resolution passed or any proceeding taken at such meeting, provided that no Board member objects to such omission or irregularity.

### 6.3. PLACE OF MEETING

Meetings of the Board of Elders may be held at any place in Ontario. A Member of the Board who attends a meeting of the Board, in person, by telephone, or by video conference is deemed to have consented to the location of the meeting except when he or she attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully held.

### 6.4. MEETINGS BY CONFERENCE AND OTHER MEANS

The Board of Elders may meet by conference provided that either a majority of the Board Members consents to meeting by conference or meetings by conference have been approved by resolution passed by the Board of Elders.



The Board of Elders may meet by other electronic means that permits each Board Member to communicate adequately with each other, provided that:

- a) the Board of Elders has passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with the procedures for establishing quorum, and recording votes;
- b) each Board Member has equal access to the specific means of communication to be used; and,
- c) each Board member has consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

### 6.5. QUORUM

The quorum for the transaction of business at any meeting of the Board shall consist of the majority of the voting Members of the Board.

### 6.6. POSITIONS ON THE BOARD AND DUTIES

The Board of Elders shall elect a Chair and Vice Chair from among its members each to serve for a one year term.

The Board of Elders shall elect a Secretary and Treasurer who shall be Members but not necessarily Elders on the Board, each to serve for a one year term.

The Roles and Duties of Officers are described in Section 8.02.

The Lead Pastor is a Member of the Board with voice but no vote.

The Lead Pastor has the right:

- a) to be notified of all Board meetings;
- b) to attend all Board meetings, except the portion of a meeting where the pastor's performance, tenure or remuneration is discussed; and,
- c) to speak to all the issues, but not to make motions and vote. In the case where the Pastor's performance, tenure or remuneration is discussed it is the prerogative of the Board to ask the Pastor to withdraw. The Board has in its discretion the right to invite any other pastoral staff to be present as regular or ad hoc advisors to the Board.

### 6.7. VOTING RIGHTS

All members of the Board of Elders, including the Chairperson, shall each have one vote. The Chairperson shall not have a second or casting ballot and shall vote in the first instance when the question being considered is voted upon by the Board.



## 6.8. WRITTEN RESOLUTIONS

A resolution in writing, signed in person or digitally by all of the members of the Board entitled to vote on the Resolution at a meeting of the Board of Elders, is as valid as if it had been passed at a meeting of the Board.

## 6.9. ACTION BY THE BOARD OF ELDERS

Unless otherwise stated in this Bylaw, every question shall be decided by a majority of the votes cast by the Board Members on the question. The powers of the Board may be exercised by resolution passed at a meeting at which a quorum is present or by resolution in writing signed by all the Members of the Board who would be entitled to vote on that resolution at a meeting of the Board. Resolutions in writing may be signed in counterparts. All business sessions of the Board shall produce minutes of action taken and shall be circulated for approval at its next meeting.

The Board of Elders shall be responsible for the overall administrative and temporal affairs of the Church and shall make or cause to be made for the Church in its name any kind of contract which the Church may lawfully enter into, save as hereinafter provided, and generally may exercise such other powers and do such other acts and things as the Church is by its Letters Patent, the Act, or otherwise authorized to do.

## 6.10. REMUNERATION AND EXPENSES

The members of the Board of Elders shall serve as such without remuneration and no member of the Board shall directly or indirectly receive any profit from his or her position as such, nor shall any member of the Board receive any direct or indirect remuneration from the Church, provided that such member of the Board may be paid for reasonable expenses incurred by him or her in the performance of his or her duties.



## 7. SECTION 7 - STAFF

### 7.1. PASTORAL STAFF

The Bylaw for calling Pastors shall be in keeping with the Policy of the EMCC. There shall be one or more Pastors charged with leadership of the spiritual life and the work of the Church and in the ministry of the Word of God, who normally shall be remunerated based upon criteria established by the EMCC for licensed Pastors.

### 7.2. SELECTION PROCESS

Each Pastor is to be selected in accordance with the following guidelines:

- a) each Pastor shall be chosen, so far as is reasonably practical, following guidelines for the Pastoral Search Committee established by the EMCC;
- b) a Lead Pastor shall be selected, upon recommendation of the Board, by the Members at a duly convened meeting, by a vote of not less than 75% of the Members present. The Board of Elders will establish a Pastoral Search Committee who will work to recommend a candidate to the Board of Elders and will follow the policies and procedures for the Pastoral Search Committee; and,
- c) other Pastors may be added to the pastoral team as needed upon approval of the Lead Pastor and recommended to the Board for their approval.

### 7.3. THE LEAD PASTOR

The Lead Pastor shall be a Person called of God to serve the Church in an official leadership capacity, an ordained pastor of good reputation approved by the EMCC for pastoral ministry, and committed to the vision and values of the Church.

The Lead Pastor shall be subject to the authority and direction of the Board of Elders

### 7.4. DUTIES OF ALL PASTORAL STAFF

A Pastor shall be considered the spiritual overseer of the areas of ministry at Country Hills Church for which he or she is hired.

The duties of Pastoral Staff shall be defined in each of their respective job descriptions and shall be approved by the Board of Elders.

Pastoral Staff (other than the Lead Pastor) shall be subject to the authority and direction of the Lead Pastor and the Board of Elders.



### **7.5. REVIEW AND EVALUATION OF PASTORAL STAFF**

The Pastoral staff's ministry shall be reviewed and evaluated by the Board of Elders on an annual basis.

### **7.6. RESIGNATION OF PASTORAL STAFF**

A Pastor may resign by giving a minimum of 30 days written notice to the Board. Terms of separation shall be negotiated between the Board and the Pastor.

### **7.7. REMOVAL OF A LEAD PASTOR**

The following must be followed for the removal of a lead pastor:

- a) the Regional Minister of the EMCC shall be consulted first before any removal process;
- b) a Pastor may be removed from his/her position within the Church for any reason upon an 80% or more vote of the total Board;
- c) a Pastor may also be removed from his/her position within the Church for any reason upon a vote of confidence for the Pastor at a Special Meeting of the Members duly called according to the terms of this Bylaw, and that meets the quorum terms of this Bylaw. A vote of support of, at minimum, 80% for the Pastor at that Special Meeting will be required for the Pastor to continue in his/her position, and if less than that, termination of employment will be effective immediately. Additional terms and conditions of termination will be deferred to the Board of Elders;
- d) where the Pastor fails to maintain EMCC credentials in good standing and the EMCC has informed the Church Board of either the suspension or termination of credentials, the Board shall act to suspend or remove the Pastor as the situation may require;
- e) nothing contained herein shall preclude the Pastor from receiving whatever notice or equivalent monetary settlement as may be legally appropriate in the circumstances. In the event of a disagreement between Country Hills Church and the Pastor concerning the amount of notice or monetary settlement that is appropriate, before any legal action is commenced, the matter shall first be referred to a person or persons mutually acceptable to Country Hills Church and the Pastor to resolve such dispute through mediation in a spirit of conciliation worthy of maintaining a Christian witness in the Church and to the community; and,



- f) the removal of a Pastor from Country Hills Church shall be deemed to constitute his/her removal as a Member of Country Hills Church and, where applicable, as a Member on all Committees.

## **7.8. TERMS OF EMPLOYMENT OF STAFF MEMBERS**

All staff members are an integral part of the overall ministry of the Church. Staff members shall be deemed to include the Lead Pastor, Pastoral Staff, all other employees of the Church, and all ongoing contract or deputation workers, where applicable. Each staff member shall review and sign an engagement agreement with the Church. In addition to other applicable matters of duties and remuneration, that agreement shall provide, that the staff member recognizes and agrees that employment or ongoing contract work requires that the lifestyle of staff members must not evidence unethical or immoral conduct or behaviour that, in the opinion of the Board of Elders, is unbecoming of a Christian contrary to biblical principles. As a result, the staff member will be subject to the authority of the Church as expressed in the Church Constitution, including provisions dealing with Discipline, in the same manner as if such staff member was a Member of the Church.

All staff members herein who are in whole or in part involved in ministries of the Church shall be required to give evidence that they are personally committed to Jesus Christ as Saviour.

## **7.9. SALARIES**

The Pastors' salaries will be reviewed by the Board of Elders annually with the resulting recommendations being submitted to the Financial Monitoring Committee for consideration in preparing the annual budget. All other salaries will be reviewed by the Financial Monitoring Committee in cooperation with the Lead Pastor and the Chairperson of the Board of Elders in preparation of the annual budget.



## 8. SECTION 8 - OFFICERS

### 8.1. NAMES OF CHURCH OFFICERS

The Officers of the Church shall be:

- Chairperson of the Board of Elders
- Vice-Chairperson of the Board of Elders
- Secretary of the Board
- Treasurer

### 8.2. DUTIES OF OFFICERS

#### 8.2.1. Chairperson

The duties of the Chairperson of the Board of Elders shall be as follows:

- a) to prayerfully seek the guidance of Jesus Christ in all matters of the Church;
- b) to preside at all Meetings of Members as the Chairperson and to ensure the fairness, objectivity and completeness of matters occurring at such meeting;
- c) at any Meeting of Members, to have an initial vote, but not a second or casting ballot;
- d) to call all meetings of the Board of Elders in accordance with procedures set out in the Constitution;
- e) to preside at all meetings of the Board of Elders as the Chairperson and to ensure the fairness, objectivity and completeness of matters occurring at such meeting;
- f) to be permitted to express an opinion on any matter discussed at the Board of Elders;
- g) at any Board of Elders meeting, to have an initial vote, but not a second or casting ballot;
- h) to ensure that all directives and Resolutions of the Board of Elders are carried into effect;
- i) to carry out such other duties as are directed from time to time by the Membership of the Church or by the Board of Elders; and
- j) to be accountable to the Board of Elders.

#### 8.2.2. Vice-Chairperson

In the event that the Chairperson of the Board of Elders is not able to function in his position, then the Chairperson shall be replaced by the Vice-Chairperson of the Board





of Elders who shall exercise all of the authority and comply with all of the obligations of the Chairperson. The Vice-Chairperson shall be accountable to the Board of Elders.

### **8.2.3. Secretary of the Board**

The duties of the Secretary of the Board shall be as follows:

- a) to faithfully note and record all of the business of Members Meetings and present the minutes of previous Membership Meetings when called upon to do so;
- b) to cause to be published the time and place for all Members Meetings with due notice;
- c) to be the custodian of the seal of the Church which he or she shall deliver only when authorized by Resolution of the Board of Elders to do so and to such Person or Persons as may be named in the said Resolution;
- d) to be the custodian of all papers and documents of the Church;
- e) to carry out all detailed duties as contained within the ministry description for Church Secretary which shall be updated from time to time by the Board of Elders upon a Resolution of the Board of Elders;
- f) to be accountable to the Board of Elders; and
- g) in his or her absence, the duties of the Secretary of the Board shall be performed by such other Member who is acceptable to the Board of Elders upon a Resolution of the Board of Elders.

### **8.2.4. Treasurer**

The duties of the Treasurer shall be as follows:

- a) to oversee the financial matters of the Church;
- b) to ensure that no voting member of the Board of Elders receives any remuneration from the Church unless such monies are for purposes of reimbursing such Person for legitimate expenses incurred on behalf of the Church;
- c) to carry out all detailed duties as contained within the ministry description for Church Treasurer which shall be updated from time to time by the Board of Elders upon a Resolution of the Board of Elders; and,
- d) to be accountable to the Board of Elders through the Financial Monitoring Committee.



### 8.3. QUALIFICATIONS FOR CHURCH OFFICERS

A Person may be considered for appointment as an Officer of the Church if the Person fulfills all of the following qualifications:

- a) the Person must be a Member in good standing;
- b) the Person must be at least twenty-one (21) years of age;
- c) the Person must be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
- d) the Person must have an active involvement within the Church;
- e) the Person must be in full agreement with, uphold and be subject to the Church Constitution;
- f) the Person must desire to consistently work towards the fulfillment of the Objects listed within the Letters Patent and comply with the Church's Articles of Faith;
- g) the Person must recognize that appointment as Officer is a commitment to humble service, not a position of honour or status, nor a reward for past services; and
- h) the Person must desire to serve with faithfulness and effectiveness.

### 8.4. APPOINTMENT OF CHURCH OFFICERS

The Chairperson and the Vice-Chairperson of the Board of Elders shall be appointed by the members of the Board of Elders from amongst their members at the first meeting of the Board of Elders of each fiscal year.

The Secretary of the Board and Treasurer shall be appointed by the members of the Board of Elders. The Secretary of the Board and Treasurer may, but need not be, appointed from amongst the members of the Board of Elders and the Treasurer and Secretary of the Board may be an employee of the Church.

### 8.5. TERM AND MAXIMUM TERM OF CHURCH OFFICERS

The Chairperson and Vice-Chairperson of the Board of Elders shall serve for a one (1) year term of office.

The Secretary of the Board and Treasurer shall serve for a one (1) year term of office.

There shall be no limit on the number of consecutive terms of office that may be served by an officer.



## 8.6. 8.06 RESIGNATION OF CHURCH OFFICERS

If, for any reason, any Officer chooses to resign his or her position, a letter of resignation together with an explanation shall be directed to the Board of Elders and, if possible, shall be so directed at least thirty (30) days prior to the effective date of such resignation. The Board of Elders shall then have the power to accept such resignation on behalf of the Church.

A Person's resignation from his or her position of Church Officer shall not be deemed to be a resignation from any other Board membership or Committee membership, if any.

## 8.7. 8.07 REMOVAL AND VACANCY

The position of an Officer shall be automatically vacated if any of the following situations occur:

- a) such Officer resigns his or her office by delivery of a written resignation to the Board of Elders;
- b) such Officer no longer fulfills all the qualifications of an Officer as set out in Section 8.03 herein;
- c) such Officer is found to be mentally incompetent or of unsound mind;
- d) such Officer becomes bankrupt;
- e) such Officer ceases to be a Member of the Church;
- f) such Officer is determined by a seventy-five percent (75%) majority vote of the Board of Elders to be unfit to hold office as an Officer of the Church for any reason; or
- g) such Officer dies.

If a vacancy should occur for any reason, the Board of Elders may by Resolution appoint a qualified Individual to fill the vacancy during the remaining term.

Upon the existence and/or filling of any type of vacancy, the Church Membership shall be notified through the Church Bulletin at the earliest convenience.



## 9. SECTION 9 – INDEMNIFICATION

### 9.1. PROTECTION AND INDEMNITY TO BOARD OF ELDERS, ELDERS, PASTORS AND OFFICERS

#### 9.1.1. Protection of Board of Elders, Officers, and Others

Except as otherwise provided in the Act, no Board of Elders member, Lead Pastor, Associate Pastor or Officer of the Church shall be liable for the acts, receipts, neglects or defaults of any other Board of Elders member, Lead Pastor, Associate Pastor, Officer or employee or for any loss, damage or expense happening to the Church through the insufficiency or deficiency of title to any property acquired by the Church or for or on behalf of the Church or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Church shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any Person including any Person with whom or which any monies, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Church or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the Board of Elders member, Lead Pastor, Associate Pastor or Officer's respective office or trust or in relation thereto unless the same shall happen by or through such Person's willful neglect or default. The Board of Elders member, Lead Pastor, Associate Pastor and Officers of the Church shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Church, except such as shall have been submitted to and authorized or approved by the Board of Elders.

#### 9.1.2. Indemnity to Board of Elders, Officers, and Others

Every Board of Elders member, Lead Pastor, Associate Pastor, Officer or any other Member, Adherent or Person (with "Person" in this Section to include corporations, partnership, joint ventures, sole proprietorships, unincorporated associations, and other forms of business organizations) who has undertaken or is about to undertake any liability on behalf of the Church, its heirs and assigns, will respectively be indemnified and saved harmless out of the funds of the Church from and against:

- a) all costs, charges and expenses which such Board of Elders member, Lead Pastor, Associate Pastor, Officer or any other Member, Adherent of the Church or Person sustains or incurs in or about any action, suit or proceeding which is



brought, commenced or prosecuted against him or her in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of his or her office or in respect of any such liability, except such costs, charges or expenses as are occasioned by their own willful neglect or default;

- b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

The Church shall also indemnify any such persons as described above in such other circumstances as the Act or law permits or requires. Nothing in this Bylaw shall limit the right of any Person entitled to indemnity to choose indemnity apart from the provision of this Bylaw to the extent permitted by the Act or law.



## 10. SECTION 10 – CHURCH COMMITTEES

### 10.1. 10.01 COMMITTEE MEMBERSHIP QUALIFICATIONS

In order to be considered for election or appointment to any committee, a Person must fulfill all of the following qualifications to be a committee member:

- a) be a Member in Good Standing, except where Church membership is not required to serve on committees;
- b) be at least sixteen (16) years of age except when Church membership is required;
- c) be personally committed to Jesus Christ as Saviour and Lord and give evidence thereof;
- d) have an active involvement within the Church, and must maintain an active involvement within the committee to which he or she is elected or appointed;
- e) have the necessary qualifications to meet the requirements of the committee to which the Person is to be elected or appointed; and,
- f) be in full agreement with, uphold and be subject to the Church Constitution;

### 10.2. DEFINITION AND COMPOSITION OF STANDING COMMITTEES

The Board of Elders by Resolution may establish such Standing Committees as it determines necessary from time to time, setting out its role, expectations and minimum and maximum number of Committee Members in writing.

The number of Standing Committee members and the mandate of such Standing Committee shall be determined from time to time by the Board of Elders.

Members on each Standing Committee shall serve without remuneration, provided that a Committee member may be paid reasonable expenses incurred by him or her in the performance of his or her duties.

Except where otherwise noted, at least fifty (50) percent of Standing Committee Members shall be Church Members.

All Standing Committees shall be accountable to the Board of Elders.

Upon the creation of any Standing Committee, the Church Membership shall forthwith be notified of its creation and its purpose through a written Church communication at the earliest convenience.



### **10.3. ELECTION AND APPOINTMENT OF STANDING COMMITTEES MEMBERS**

The Nominating Committee will work with the current chair of each standing committee to confirm who will continue to serve on the given committee for the following year. They will also choose 1 church member from the committee to stand for election for the following year. If no suitable candidate can be found from within the standing committee, the chairperson and the Nominating Committee will find 1 suitable church member from outside the standing committee to be elected by the members to serve on the standing committee in the following year.

The Nominating Committee will submit a slate of prospective candidates (1 for each Standing Committee) to the Board of Elders for approval. The Board of Elders shall determine if such candidates are properly qualified to serve on the Standing Committees. A slate of qualified candidates then shall be submitted to the Church Membership for the purpose of electing a member to each of the Standing Committees at the Annual Election Meeting.

Subsequent to the Annual Meeting of Members, and in any event, not later than 45 days following that Annual Meeting, the Elders shall appoint such number of Persons as may be necessary to fill all remaining positions on the Nominating Committee provided at least a majority of the members on the Nominating Committee are appointed by the Board of Elders.

The appointed members of all Standing Committees shall first be nominated by the Nominating Committee in consultation with the existing members of such Standing Committee, if any.

The Chairperson of each Standing Committee may add other committee members in consultation with the Board of Elders.

Upon approval by the Board of Elders, the nominated appointees shall become Committee members, such appointments need not be ratified by the Church Membership.

### **10.4. TERM AND MAXIMUM TERM OF OFFICE ON STANDING COMMITTEES**

The term of Standing Committee membership shall be one year. The maximum consecutive number of one-year terms for membership on each Standing Committee, if any, shall be determined upon Resolution of the Board of Elders.



Upon the completion of the maximum number of terms as a member on a Standing Committee, a minimum of a one (1) year absence is required before being eligible for re-election to the same Standing Committee.

#### **10.5. CHAIRPERSON OF STANDING COMMITTEES**

The Chairperson of each Standing Committee shall be a Church Member in good standing and have attained at least twenty-one (21) years of age.

Except where otherwise noted, at the first meeting of each Standing Committee during each fiscal year, the Standing Committee shall elect from their Committee members one (1) Person to be Chairperson of the Standing Committee.

The Person appointed as Chairperson shall serve as such until the first meeting of the Standing Committee in the following fiscal year.

#### **10.6. SPECIFIC DUTIES OF STANDING COMMITTEES**

All Standing Committees shall be accountable to the Board of Elders. In addition, the specific duties of each Standing Committee shall include but not be limited to the following:

- a) specific duties shall be determined by such Standing Committee in writing and approved by the Board of Elders;
- b) each Standing Committee shall keep minutes of each meeting;
- c) each Standing Committee shall prepare an annual budget for presentation to the Financial Monitoring Committee and subsequent approval by the Board of Elders and the Membership;
- d) each Standing Committee shall report to the Members at the Annual Business Meeting of Members;
- e) the members of each Standing Committee shall serve without remuneration, provided that a committee member may be paid reasonable expenses incurred by him or her in the performance of his or her duties; and
- f) include that such Committees shall be accountable to the Board of Elders.

#### **10.7. MEETINGS OF STANDING COMMITTEES**

Standing Committees shall meet at such time and place and upon such notice as the Chairperson of each Standing Committee may determine necessary from time to time to fulfill their duty as provided for herein.





## 10.8. REMOVAL OF MEMBERS FROM STANDING COMMITTEES

In the event the Chairperson of the committee feels it is necessary to remove a member from the committee, he shall first consult with the Lead Pastor and then seek the approval of the Board of Elders, whereupon the Chairperson shall be entitled to remove a member from the committee.

The Board of Elders shall be entitled to appoint a qualified Person to fill any vacancy on the Standing Committee for the unexpired term of the Committee member whose vacancy is being filled. Upon filling a vacancy, the Church Membership shall be notified through the Church Bulletin at the earliest convenience.

## 10.9. VACANCY

If any vacancies should occur for any reason within a Standing Committee, the respective Standing Committee may appoint a qualified person to fill such vacancy in keeping with article 10.02, subject to ratification by a majority Resolution of the Board of Elders. If the vacancy filled is an elected position, then the Person so appointed shall fill the position only until the next Annual Election Meeting, whereupon the Church Members shall elect a qualified Person to fill the remainder of the unexpired term.

## 10.10. STANDING COMMITTEE EXCEPTIONS

All Financial Monitoring Committee members shall be Church Members in good standing.

The elected Member to the Financial Monitoring Committee should be approved by a majority of the Elders and then ratified by the Members at an Annual Election Meeting with at least a seventy-five percent (75%) majority vote.

The Financial Monitoring Committee shall meet at such time and place or electronically and upon such notice as the Chairperson may determine necessary from time to time to fulfill their duty as the Financial Monitoring Committee as provided for herein. At a minimum, the Financial Monitoring Committee shall meet quarterly.

The Lead Pastor, Treasurer, and Director of Administration and Finance of the Church shall be advisory members of the Financial Monitoring Committee and the Missions Committee but shall not be members of the Standing Committee or have the right to vote on matters coming before such committees.

Members of the Nominating Committee shall not be related to one another, with the term "related" being defined as being a spouse, parent, child or sibling.



More than one Church Member can be elected to the Nominating Committee, provided that a majority of the Nominating Committee membership is appointed by the Board of Elders.

#### **10.11. DUTIES OF NOMINATING COMMITTEE**

The Nominating Committee shall be responsible for:

- a) submitting a slate of nominations for approval by the Board of Elders which shall include fifty (50) percent of the minimum number of Church members of each Standing Committee;
- b) submitting a slate of nominations for elections at the next Annual Meeting of Members which shall include nominations for:
  - Elders;
  - Church Member-elected Nominating Committee member;
  - Church Member-elected Financial Monitoring Committee member;
  - Church Member-elected Missions Committee member;
  - Delegates for all denominational conferences; and
  - Such other positions within the Church for which Member elections are required.

Additional nominations for the office of Elder may be submitted in accordance with the provisions of Section 5.05

- c) The Nominating Committee shall obtain the consent of all nominees before presenting their names to the Board of Elders. The report of the Nominating Committee shall be presented to the Board of Elders no later than six (6) weeks prior to the Annual Election Meeting in each year for all positions except for the Delegates who will be nominated not later than six (6) weeks prior to the Annual Business Meeting in each year. Upon receipt of the Nominating Committee report of prospective nominees, the Elders shall determine that the Persons so nominated are duly qualified to fill the positions for which such Persons have been nominated. The Board of Elders shall present a slate of candidates for the consideration of the Members at the appropriate Annual Meeting and such slate shall include all Persons who have been nominated and who have the required qualifications for the positions for which they have been nominated.
- d) The Nominating Committee shall perform such other duties as assigned from time to time by the Board of Elders.



#### **10.12. ELECTION AND APPOINTMENT OF THE NOMINATING COMMITTEE**

The Elders Board shall annually determine the number of Persons to serve on the Nominating Committee. At least one (1) member of the Nominating Committee shall be elected by the Membership at the Annual Election Meeting of Members. The then current Nominating Committee shall submit a slate of prospective candidates to the Membership from which the election shall take place.

Upon the formation of the Nominating Committee, the Church Membership shall be notified through written Church communication at the earliest convenience.

#### **10.13. DUTIES OF THE FINANCIAL MONITORING COMMITTEE**

The Financial Monitoring Committee shall be responsible for overseeing the financial operations of the Church and the preparation of the financial statements and annual budget for consideration by the Board of Elders and approval by the Church Membership. All decisions, actions and recommendations by the Financial Monitoring Committee shall be subject to review and approval by the Board of Elders.

#### **10.14. REMOVAL AND VACANCIES OF THE FINANCIAL MONITORING COMMITTEE**

The Board of Elders shall be entitled to remove any member from the Financial Monitoring Committee, including the Chairperson of the said committee.

In the event the Chairperson of the committee feels it is necessary to remove a member from the committee, he shall first consult with the Lead Pastor and then seek the approval of the Board of Elders, whereupon the Chairperson shall be entitled to remove a member from the committee.

#### **10.15. DUTIES OF THE MISSIONS COMMITTEE**

The Missions Committee shall be responsible for overseeing the Missions Outreach of the Church, including submitting a proposed annual budget for missions and supported missionaries. All decisions, actions and recommendations by the Missions Committee shall be subject to review and approval by the Board of Elders.

#### **10.16. DUTIES OF THE PROTECTION PLAN TEAM**

The Protection Plan Team is a committee that reports to the Board of Elders, formed to oversee the Protection Plan Policies and Procedures at Country Hills Church. The Protection Plan Team acts as a Screening Committee for Protection Plan needs. All



decisions, actions and recommendations by the Protection Plan Team shall be subject to review and approval by the Board of Elders.

### **10.17. DEFINITION AND OPERATION OF SPECIAL COMMITTEES**

The Board of Elders is authorized to appoint or dissolve such Special Committees as are deemed necessary from time to time and to empower such Committee or Committees with such authority or directives as is deemed appropriate.

Upon the creation or dissolution of a Special Committee, the Church Membership shall forthwith be notified of its action and its purpose through the Church Bulletin.

The members of such Special Committee or Committees shall be appointed by the Board of Elders.

The duties of such Special Committee and the appointment of its Chairperson shall be determined by the Board of Elders unless specifically directed otherwise by the Members. The members of such Special Committees shall serve without remuneration provided that such Committee members may be paid reasonable expenses incurred by them in the performance of their duties.

The number and time of meetings of such Special Committee shall be determined by the Chairperson of such Special Committee subject to the approval of the Board of Elders.

The Chairperson of each Special Committee shall report to the Board of Elders.

A member on a Special Committee may be removed from his or her position on such Committee for any reason by a majority Resolution of the Board of Elders. If any vacancy should occur for any reason within a Special Committee, the Board of Elders may fill such vacancy.

All Special Committees are accountable to the Board of Elders.



## **11. SECTION 11 – FINANCIALS AND GENERAL PROVISIONS**

### **11.1. POLICY STATEMENTS FOR THE CHURCH**

In consideration of the ongoing need for the Church to provide guidelines and directions to its Members on practical applications of biblical teachings, doctrinal considerations and Christian conduct, the Church may adopt Policy Statements on such matters as are deemed necessary from time to time by the Board of Elders and such statements upon adoption as set out below shall be deemed to be a part of the Constitution.

A Policy Statement may be proposed or amended by either the Lead Pastor or the Board of Elders, but shall not become operative until first approved by a ninety percent (90%) vote of the Board of Elders voting and ratified by a seventy-five (75%) majority vote of the Members voting who are present or represented by proxy at a Membership Meeting duly called for that purpose.

### **11.2. FINANCIAL YEAR END**

The fiscal year end of the Corporation shall be December 31 of each year.

### **11.3. FINANCIAL STATEMENTS AND ANNUAL BUDGET**

The Financial Monitoring Committee shall prepare each year prior to the Annual Business Meeting of Members the financial statements for the preceding year prepared in accordance with the financial reporting standards of the Chartered Professional Accountants of Canada for Charitable and Non-Profit Organizations as may be in place from time to time. The financial statements shall be forwarded to the Board of Elders for approval at least two weeks prior to the Annual Business Meeting of Members and shall thereafter be made available to the Members for review at least one week (including one Sunday) prior to such Meeting of Members. The financial statements shall be presented at the Annual Business Meeting of Members for approval by the Members by Resolution.

The Financial Monitoring Committee shall prepare each year prior to the Annual Election Meeting of Members an annual budget for the upcoming year prepared in consultation with the Chairperson of the Elders, and the Chairperson of each Standing and Special Committee, and expenditures of at least the previous year. The annual budget shall be forwarded to the Board of Elders for approval at least two weeks prior to the Annual Election Meeting of Members and shall thereafter be made available to



the Members for review at least one week (including one Sunday) prior to such Meeting of Members. The annual budget shall be presented at the Annual Election Meeting of Members for approval by the Members by Resolution.

#### **11.4. AUDITOR**

The Members shall at each Annual Election Meeting appoint an auditor (who shall not be a director, officer or employee of the Corporation) to audit the accounts of the Church for report to the Members at the Annual Business Meeting. The auditor shall hold office until the next annual meeting, provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed by the Board. Notice of appointment shall be sent promptly to the auditor by the Secretary of the Corporation.

#### **11.5. CORPORATE SEAL**

The seal, an impression whereof is stamped in the margin hereof or as changed by Resolution of the Board of Directors from time to time, shall be the seal of the Church.

#### **11.6. EXECUTION OF DOCUMENTS AND CHEQUES**

Contracts, documents or any instruments in writing requiring the signature of the Church shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without further authorization or formality. The Board of Elders shall have the power from time to time by Resolution to appoint an officer or officers on behalf of the Corporation to sign specific contracts, documents and instruments in writing. The Directors may give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the Corporation. The seal of the Corporation when required may be affixed to contracts, documents, and instruments in writing signed as aforesaid by any officer or officers appointed.

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer(s) or Person(s) as are appointed from time to time by the Board of Elders by Resolution.

#### **11.7. BOOKS AND RECORDS**

The Board of Elders shall see that all necessary books and records of the Church required by the Bylaws of the Church or by any applicable statute or law are regularly and properly kept.



## 11.8. NOTICE

### 11.8.1. Computation of Time

In computing the date when notice must be given under any provision of the by-laws requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, included.

### 11.8.2. Omissions and Errors

The accidental omission to give notice of any meeting or any adjourned meeting of the Board or members or the non-receipt of any notice by any director or member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any director, member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

## 11.9. MENDMENTS TO THE LETTERS PATENT

Notwithstanding the Act, the Letters Patent of the Church may be amended by a ninety percent (90%) vote of the Board of Elders voting at a meeting duly called for that purpose and sanctioned by an affirmative vote of at least seventy-five percent (75%) of the Members voting who are present in person or represented by proxy at a Membership Meeting duly called for the purpose of considering the said amendment, provided that notice of such Members Meeting shall be given in the Church Bulletin on four (4) consecutive Sundays prior to such Membership Meeting and provided further that the notice shall state the proposed amendment and the purpose thereof.

## 11.10. AMENDMENTS TO THE BYLAW

The Bylaws of the Church not embodied in the Letters Patent may be repealed or amended by Bylaw and enacted by a ninety percent (90%) vote of the Board of Elders voting at a meeting duly called for that purpose and sanctioned by an affirmative vote of at least seventy-five (75%) of the Members voting who are present or represented by proxy at a Membership Meeting duly called for the purpose of considering the said Bylaw, provided that notice of such Members Meeting shall be given in the Church Bulletin on two (2) consecutive Sundays prior to such Membership Meeting and provided further that the notice shall state the proposed amendment and the purpose thereof.



### 11.11. DISSOLUTION OF THE CORPORATION

In the event of dissolution or winding-up of the Corporation, all its remaining assets, after payment of its liabilities, shall be distributed to the Evangelical Missionary Church of Canada (or its successors or assigns) if it is still then a charitable organization which is registered under the Income Tax Act (Canada), provided that if it is not, then the distribution shall be to one or more registered charitable organizations in Canada having cognate or similar objects to those of the Corporation, as designated by the Members at a meeting called for that purpose.





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