



2450 Milltower Court, Mississauga, Ontario L5N 5Z6

# **General Constitution and By-Laws**

## **2022**

(Authorized by Charter and Letters Patent 1919.  
Amended and adopted by General Conference 1968  
with amendments, as authorized by General Conference, May 2022.)

REGISTERED AS A CHARITABLE ORGANIZATION

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# GENERAL CONSTITUTION AND BY-LAWS

The Pentecostal Assemblies of Canada

## PREFACE

The Pentecostal Assemblies of Canada was established by letters patent issued by the Secretary of State of Canada on May 17, 1919, and is registered as a charitable organization with Canada Revenue Agency.

The General Conference has adopted the *General Constitution and By-Laws* as hereinafter printed.

## CORE VALUES: September 1999

We value God: His Word, and His creation, His redemptive purpose in Christ for the world, and His presence through the Holy Spirit.

We value people without Christ to whom we owe the compassion of Christ and an opportunity to receive the gospel and enter into Christian fellowship.

We value individual believers and their personal commitment to Christ, the baptism in the Holy Spirit, discipleship, Christian family life, and fulfillment of the will of God.

We value local churches worldwide which are marked by sound doctrine, Pentecostal worship, every-member ministry, loving relationships, Holy Spirit-empowered evangelism, anointed proclamation and practical expression of Christian faith.

We value a cooperative fellowship that enhances the church's ability to fulfill its mandate, through servant leadership, a shared vision, flexible structures, and strategic mobilization of its resources.

## MISSION STATEMENT: November 2009

To glorify God by making disciples everywhere by proclaiming and practicing the Gospel of Jesus Christ in the power of the Holy Spirit.

## PREAMBLE

WHEREAS it is the express purpose of God, our heavenly Father, to call out of the world a saved people, who shall constitute the Church of Jesus Christ, built and established upon the foundation of the apostles and prophets, Jesus Christ Himself being the chief cornerstone, and

WHEREAS the members of the body, the Church of Jesus Christ, were enjoined to assemble themselves together for worship, fellowship, counsel and instruction in the Word of God, the work of the ministry and for the exercise of those spiritual gifts and offices provided for the New Testament church order, and

WHEREAS it is evident that the early apostolic church came together in such fellowship as a representative body of saved, Spirit-filled believers who ordained and sent out evangelists and global workers, and who, under the supervision of the Holy Spirit, set over the church pastors and teachers, therefore,

BE IT RESOLVED we recognize that we are a cooperative fellowship of Pentecostal, Spirit-baptized saints from local Pentecostal assemblies of like precious faith throughout Canada, whose purpose is to exercise scriptural direction over the various local assemblies, but not to deprive them of their scriptural rights and privileges, to recognize and promote scriptural methods for worship, unity, fellowship and work for God, and to disapprove unscriptural methods, doctrines and conduct, endeavoring to keep the unity of the spirit in the bond of peace "until we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect person, unto the measure of the stature of the fullness of Christ" (Ephesians 4:13).

## **ARTICLE 1 THE NAME AND SEAL**

The name shall be The Pentecostal Assemblies of Canada. The seal (an impression whereof is stamped in the margin of the original copy of the by-laws) shall be the seal of the corporation.

## **ARTICLE 2 TERRITORIES**

The operation of The Pentecostal Assemblies of Canada shall be carried on throughout Canada and all parts of the world from the International Office of the corporation in the City of Mississauga in the Regional Municipality of Peel and the Province of Ontario.

## **ARTICLE 3 NATURE**

The Pentecostal Assemblies of Canada is a cooperative fellowship based upon mutual agreements entered into by its membership.

## **ARTICLE 4 PURPOSES**

- 4.1** To conduct public worship.
- 4.2** To provide places of worship.
- 4.3** To provide a basis of fellowship among Christians of like faith, approving all scriptural teaching, method and conduct.
- 4.4** To organize and conduct schools of religious instruction.
- 4.5** To support the global and local mission of the Pentecostal Assemblies of Canada for the spread of the gospel.
- 4.6** To carry on charitable and philanthropic work of every kind.
- 4.7** To publish, sell and distribute Christian literature.
- 4.8** To collect, solicit and accept funds or other subscriptions for the carrying on of the work of the corporation, and for any other religious or benevolent purposes.
- 4.9** To exercise any of the powers usually conferred on duly incorporated benevolent societies by either federal or provincial authorities.
- 4.10** The right to own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or personal, as may be needed for the prosecution of the work, and to invest and keep invested such funds as may be placed at its disposition for the furtherance of the objectives of The Pentecostal Assemblies of Canada, and to dispose of the entire undertaking of the corporation.

## **ARTICLE 5 STATEMENT OF ESSENTIAL TRUTHS**

### **PREAMBLE**

This version of the Statement of Essential Truths represents the result of an extensive collaborative process to rephrase and refresh what is most essential to us. As before, we make no claim that this statement covers all biblical truth, nor that the human phraseology employed here is inspired. We recognize as we did at the outset of our movement that there is some diversity of theological thought among us, but we remain committed as a Pentecostal community to the historic creeds of the church, to evangelical convictions of faith, and to the Full Gospel that Christ is Saviour, Healer, Spirit-Baptizer, and Soon Coming King.

### **TRIUNE GOD**

There is one God, the creator, who exists eternally in unity as three equal persons: Father, Son, and Holy Spirit.<sup>1</sup> The triune God is loving, holy, infinite, just, and worthy of all worship.<sup>2</sup>

The Father accomplishes his plan of salvation through both redemption and judgement.<sup>3</sup> All things will be subject to him, and his kingdom will have no end.<sup>4</sup>

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1 Matt 28:19; 2Cor 13:14

2 Exod 34:6-7; Psa 99:4-5

3 Exod 6:6; Rom 1:16-18

4 Psa 103:19; Rev 11:15; Eph 1:10

The Father sent the Son, the Lord Jesus Christ, who was conceived by the Holy Spirit and born of Mary when she was a virgin.<sup>5</sup> Jesus became fully human while remaining fully God.<sup>6</sup> Anointed by the Spirit, Jesus revealed the Father and the kingdom of God by his sinless life, teaching, and miracles.<sup>7</sup> After he died for our sin, God raised him from the dead, and he is now at the right hand of the Father.<sup>8</sup>

The Holy Spirit proceeds from the Father through the Son and gives life throughout creation.<sup>9</sup> The Spirit draws people to repentance and new life in Jesus Christ.<sup>10</sup> Through the Spirit's indwelling, the Father and the Son are present to all believers, making them children of God.<sup>11</sup>

## **BIBLE**

The Bible, both Old and New Testaments, is the written revelation of God's character and saving purposes for humanity and for all creation.<sup>12</sup> As God's revelation, the entire Bible is true and trustworthy, and is the final and absolute authority for belief and conduct.<sup>13</sup> The Holy Spirit who inspired the Bible enables its interpretation and application.<sup>14</sup>

## **CREATION**

God created and sustains the heavens and the earth,<sup>15</sup> which display God's glory. Formed in the image of God, both male and female, humankind is entrusted with the care of God's creation as faithful stewards.<sup>16</sup> As a result of human rebellion, sin and death entered the world, distorting the image of God and all of God's good creation.<sup>17</sup>

Angels were created as supernatural beings to worship and serve God.<sup>18</sup> Along with Satan, some angels chose to rebel and oppose the purposes of God.<sup>19</sup> Christ gives believers victory over Satan and these demons.<sup>20</sup>

## **SALVATION**

Salvation is available to all people by the loving, redemptive act of the triune God.<sup>21</sup> Through obedience to the Father,<sup>22</sup> Christ gave himself as a ransom.<sup>23</sup> Christ, who had no sin, became sin for us offering himself and shedding his blood on the cross so that in him we might become right with God.<sup>24</sup> The life, death, resurrection, and ascension of Christ<sup>25</sup> provide the way of salvation for those who, by God's grace, repent from their sin and confess faith in Jesus Christ as Lord.<sup>26</sup>

Salvation means to receive the Spirit, to be forgiven, reconciled with God and others, born again, and liberated from sin and darkness, transferring the believer into God's kingdom.<sup>27</sup> Our experience of liberation includes healing — whether spiritual, physical, emotional, or mental — as a foretaste of our future, complete restoration.<sup>28</sup> Those who remain in Christ and do not turn away are assured of salvation on judgement day by the indwelling Holy Spirit,<sup>29</sup> who sanctifies and empowers believers for Christ-like living and service.<sup>30</sup>

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5 Matt 1:18-25

6 John 1:1, 14; Col 1:19; Heb 2:17

7 John 1:32; 14:7-10; Luke 4:18-19

8 Acts 2:32-33; Rom 8:34

9 Psa 104:21-30; Acts 2:33

10 John 16:7-15

11 Rom 8:14-17; 1John 3:24

12 Psa 119; John 20:30-31; Rom 15:4

13 2Tim 3:16-17; Heb 4:12

14 2Pet 1:20-21; John 16:13; 1Cor 2:12-13

15 Gen 1:1; Col 1:15-17

16 Gen 1:26-27

17 Rom 5:12; 8:20-22

18 Heb 1:14; Psa 103:20

19 Rev 12:7-9

20 Acts 10:38; Eph 6:10-13

21 John 3:16; Gal 4:4-7; Titus 2:11-14

22 John 8:28-29; Phil 2:8; Heb 5:8

23 Mark 10:45; 1Tim 2:6

24 2Cor 5:21; 1John 3:16

25 Rom 4:22-25; 5:19; 6:4-5; Heb 7:24-28

26 Rom 10:9; 1John 1:9; Acts 3:19; 4:12

27 Eph 2:13-16; Col 1:13-14, 19-20; 1Pet 1:3

28 Isa 53:4-5; 1Pet 2:24; Psa 147:3; Rom 8:23

29 Eph 1:13-14; 1John 4:13; Heb 6:5-6; Phil 3:12-14

30 1Thess 4:3-4; 1Cor 6:11; Rom 12:1-2; 1Pet 1:2

## **SPIRIT BAPTISM**

On the Day of Pentecost, Jesus poured out the promised Holy Spirit on the church.<sup>31</sup> As his return draws near, Jesus continues to baptize in the Holy Spirit those who are believers.<sup>32</sup> This empowers them to continue his work of proclaiming with speech and action the good news of the arrival and coming of the kingdom of God.<sup>33</sup> This experience is available for everyone, male and female, of every age, status,<sup>34</sup> and ethnicity.<sup>35</sup>

The sign of speaking in tongues indicates that believers have been baptized with the Holy Spirit<sup>36</sup> and signifies the nature of Spirit baptism as empowering our communication, to be his witnesses with speech and action as we continue to pray in the Spirit.<sup>37</sup>

## **THE CHURCH**

Jesus Christ is the head of the church.<sup>38</sup> All who are united with Christ are joined by the Spirit to his body.<sup>39</sup> Each local church is an expression of the universal church whose role is to participate in the mission of God to restore all things.<sup>40</sup>

Central to the church is the shared experience of the transforming presence of God.<sup>41</sup> The church responds with worship, prayer, proclamation, discipleship, and fellowship,<sup>42</sup> including the practices of water baptism and the Lord's Supper. Baptism by immersion symbolizes the believer's identification with Christ in his death and resurrection.<sup>43</sup> The Lord's Supper symbolizes Christ's body and blood, and our communion as believers. Shared together, it proclaims his death in anticipation of his return.<sup>44</sup>

The Spirit gives all gifts to the church to minister to others in love for the purpose of bearing witness to Christ and for the building up of the church.<sup>45</sup> The Spirit also empowers leaders, both female and male, to equip the church to fulfil its mission and purposes.<sup>46</sup>

## **RESTORATION**

Our great hope is for the imminent return of Christ in the air to receive his own, both the living who will be transformed, and the dead in Christ who will be resurrected bodily.<sup>47</sup> Christ will complete at his second coming the restoration begun when he initiated God's kingdom at his first coming.<sup>48</sup> Christ will liberate creation from the curse, fulfil God's covenant to Israel, and defeat all powers that oppose God.<sup>49</sup> Every knee will bow and every tongue will confess that Jesus Christ is Lord, to the glory of God the Father.<sup>50</sup>

Ultimately, God will judge the living and the dead.<sup>51</sup> Such judgement is God's gracious answer to humanity's cry for justice to prevail throughout the earth and is consistent with God's character as loving, holy, and just.<sup>52</sup> The unredeemed will go away into eternal punishment, but the redeemed into eternal life.<sup>53</sup> The redeemed will enjoy the presence of God where there will be no more death or sorrow or crying or pain.<sup>54</sup> Amen. Come, Lord Jesus!<sup>55</sup>

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31 Luke 24:49; Acts 2:33

32 Acts 2:38-39; 8:14-17; 19:1-6

33 Luke 4:18-19, 43; Acts 1:8

34 Joel 2:28-29; Acts 2:17-18, 39

35 Acts 10:45-46

36 Acts 2:4; 10:46; 19:6

37 Acts 1:8; 2:11-43; 4:31; Rom 15:19; 1Cor 14:15

38 Col 1:18; Matt 16:18

39 1Cor 12:12-14

40 Acts 1:8; Matt 28:18-20; Acts 13:1-3; Rev 21:5

41 Acts 2:42-43; 1Cor 12:7; Matt 18:20; 2Cor 3:17-18

42 1Pet 2:9-10; Col 4:2-6; Acts 2:42

43 Rom 6:3-8; Matt 28:19

44 Matt 26:26-29; 1Cor 11:23-26

45 Acts 8:5-7; 1Cor 12:4-11; 14:12; Heb 2:3-4

46 Eph 4:11-16; Matt 20:25-28; Acts 2:17-18; 6:2-4; Rom 16:7

47 1Thess 4:14-17; 5:1-2

48 Matt 13:24-41; Rev 11:15-17; Acts 1:6-7; 3:20-21; Rom 11:25-27

49 Rom 8:19-21; 1Cor 15:20-26

50 Phil 2:10-11; Isa 45:23

51 Acts 10:42; 1Pet 4:5

52 Mal 2:17-3:1; Rev 6:9-11

53 Matt 25:46; Dan 12:1-2

54 Isa 25:8-12; Rev 21:3-4

55 Rev 22:20

## ARTICLE 6 POSITIONS AND PRACTICES

### 6.1 MARRIAGE AND THE FAMILY

Marriage is a provision of God wherein one man and one woman to the exclusion of all others enter into a lifelong relationship<sup>56</sup> through a marriage ceremony that is recognized by the church and legally sanctioned by the state.

Marriage establishes a "one-flesh" relationship<sup>57</sup> that goes beyond a physical union and is more than either a temporary relationship of convenience intended to provide personal pleasure or a contract that binds two people together in a legal partnership. Marriage establishes an emotional and spiritual oneness that enables both partners to respond to the spiritual, physical and social needs of the other.<sup>58</sup> It provides the biblical context for the procreation of children.

Marriage is to be an exclusive relationship that is maintained in purity.<sup>59</sup> It is intended by God to be a permanent relationship. It is a witness to the world of the relationship between Christ and His church.<sup>60</sup>

Marriage requires a commitment of love, perseverance and faith. Because of its sanctity and permanence, marriage should be treated with seriousness and entered into only after counsel and prayer for God's guidance. Christians should marry only those who are believers.<sup>61</sup> An individual who becomes a believer after marriage should remain with his/her partner in peace, and should give witness to the Gospel in the home.<sup>62</sup>

The Bible holds family life as a position of trust and responsibility. The home is a stabilizing force in society, a place of nurture, counsel, and safety for children.<sup>63</sup>

Marriage can only be broken by *porneia*, which is understood as marital unfaithfulness<sup>64</sup> involving adultery, homosexuality, or incest. While the Scriptures give evidence that the marriage vow and "one-flesh" union are broken by such acts and therefore recognize the breaking of the marriage relationship, the Scriptures do recommend that the most desirable option would be reconciliation.<sup>65</sup>

### 6.2 DIVORCE

We believe that divorce is not God's intention. It is God's concession to the "hardness of men's hearts."<sup>66</sup>

We, therefore, discourage divorce by all lawful means and teaching. Our objective is reconciliation and the healing of the marital union wherever possible. Marital unfaithfulness should not be considered so much an occasion or opportunity for divorce but rather an opportunity for Christian grace, forgiveness, and restoration. Divorce in our society is a termination of a marriage through a legal process authorized by the State. While the Church recognizes this legal process as an appropriate means to facilitate the permanent separation of spouses, the Church restricts the idea of divorce, in the sense of dissolution of marriage, to reasons specified in Scripture.

The weight of the biblical record is negative and the explicit statement is made, "God hates divorce."<sup>67</sup> Divorce is more than an action of the courts which breaks the legal contract between partners in a marriage. It is also the fracture of a unique human relationship between a male and a female. Divorce has profound consequences for the children. Divorce is evidence of the sinful nature expressed in human failure. Jesus gives one explicit cause for the dissolution of marriage: *porneia* or marital unfaithfulness.

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56 Gen 2:24; Matt 19:6

57 Matt 19:5; Mal 2:15

58 Gen 2:18; 1Cor 7:2-5; Heb 13:4

59 Eph 5:3, 26-27

60 Eph 5:25, 31-32

61 2Cor 6:1, 14-15

62 1Cor 7:12-14, 16

63 Eph 6:4

64 Matt 5:32; 19:9

65 Eph 4:32

66 Matt 19:8

67 Mal 2:16

Where all attempts at reconciliation have failed and a divorce has been finalized, we extend Christ's love and compassion.

### **6.3 REMARRIAGE**

Remarriage is the union, legally sanctioned by the State, of one man and one woman, one or both of whom have been previously married. It is regarded as acceptable in Scripture in the event of the death of a former spouse. It is also regarded as acceptable if there has been sexual immorality on the part of the former partner or if the former partner has remarried.

### **6.4 GENDER**

We believe in the biblical teaching of God's original and ongoing design for humanity as two distinct sexes, male and female, determined by genetics. The basis and the intent for this is the conviction that the matter of human sexuality and gender is fundamental to biblical anthropology, not merely biblical morality. Due to human sin and brokenness, our experience of our sex and gender is not always that which God the Creator originally designed. In light of this foundational understanding of creation, fall, and redemption, we will avoid any behaviour or alignment with identity that contradicts the biblical teaching. We do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of an identity contradictory with one's birth sex.

### **6.5 TITHING**

Tithing was divinely instituted by God under the old covenant and was compulsory upon the people who worshiped God.<sup>68</sup> Under the new covenant we are not bound by arbitrary laws; but the principles of right and wrong, as expressed by the law, are fulfilled in the believer's life through grace. Grace should produce as much as or more than law demanded. Regular systematic giving is clearly taught in the New Testament. It is known as the grace of giving.<sup>69</sup> The gauge or rule of this systematic giving is defined in the Old Testament, known as the law of tithing. All Christians should conscientiously and systematically tithe their income to God.

## **ARTICLE 7 RELATIONSHIPS**

The Pentecostal Assemblies of Canada shall conduct its activities through its General Conference, district conferences, local assemblies, and other ministries.

## **ARTICLE 8 MEMBERS**

**8.1 VOTING MEMBERS:** The voting membership of the General Conference shall consist of:

- 8.1.1** Ordained ministers and senior pastors holding a valid Licensed Minister or Recognition of Ministry credential, who have served for two full and consecutive years as senior pastor immediately preceding the convening of the General Conference.
- 8.1.2** Holders of a valid Ministerial License for Women credential.
- 8.1.3** Ordained global and Mission Canada workers under appointment, and global and Mission Canada workers holding a valid Licensed Minister or Recognition of Ministry credential, who have been under global or Mission Canada worker appointment for two (2) full and consecutive years.
- 8.1.4** Duly appointed lay delegates from an affiliated assembly.

Each local assembly affiliated with The Pentecostal Assemblies of Canada is authorized to appoint and send one (1) lay delegate to each General Conference. Those churches with a membership of 200 or more shall be entitled to two (2) delegates. For each additional 100 active official members recorded on the membership roster of the local assembly, the church may send one (1) additional delegate. These delegates shall be Spirit-filled members in good standing with the assembly.

Lay delegates shall not be credential holders or the spouses of voting credential holders.

Lay delegates must present a letter of authorization from the secretary of the church board to the conference registrar.

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<sup>68</sup> Lev 27:30-32; Mal 3:10  
<sup>69</sup> 2Cor 9:6-15



**8.1.5** Lay members of the General Executive and duly appointed national departmental directors and departmental coordinators, and appointed or elected district departmental and ministry leaders who present to the registrar a letter of authorization from the district executive or Executive Officers Committee.

All voting members must be registered for any regular or special meeting of the General Conference.

**8.2 NON-VOTING MEMBERS:** Credentialed members of The Pentecostal Assemblies of Canada other than those described as voting members in Article 8.1.

## **ARTICLE 9 GENERAL CONFERENCE**

The General Conference shall possess all the powers of a general meeting of the members of the corporation duly convened, and all the powers granted to the corporation by letters patent and the incidental and auxiliary powers possessed by the corporation in accordance with Section 14 of the Canada Corporations Act 1965.

The said General Conference shall possess power to pass by-laws from time to time for the conduct and management of the corporation. It shall have power by a two-thirds vote of the members of the said General Conference to authorize a sale of the undertaking or assets of the corporation; and to authorize a winding up of the affairs of the corporation.

## **ARTICLE 10 MEETINGS**

### **10.1 REGULAR MEETINGS**

Regular meetings of the General Conference shall be held annually at such time and place as the General Executive shall determine.

During even numbered years the meeting shall be known as the biennial General Conference. Elections shall be conducted and resolutions related to constitutional changes shall be considered at this meeting.

During odd numbered years, the annual meeting shall coincide with the regular spring session of the General Executive with an open invitation to the membership of the General Conference.

### **10.2 SPECIAL MEETINGS**

Special meetings of the General Conference may be ordered by the General Superintendent when requested by a minimum of five percent of the voting membership.

### **10.3 METHOD OF CONDUCTING MEETINGS**

Conducting a regular or special meeting with a voting member present shall be understood to mean:

**10.3.1** In person; or

**10.3.2** Electronically, that permits participation by registered voting members, subject to any rules regarding participation in an electronic meeting that the General Executive Committee may declare; or

**10.3.3** A combination of in-person and electronic means that satisfies the requirements prescribed in By-Law 10.3.2.

## **ARTICLE 11 OFFICERS AND DIRECTORS**

### **11.1 EXECUTIVE OFFICERS COMMITTEE**

The Executive Officers of the corporation shall be elected by the membership of the biennial General Conference and shall consist of the General Superintendent, the General Secretary Treasurer and the Executive Director for Mission Global and such officer or officers as may be added from time to time by action of General Conference.

### **11.2 GENERAL EXECUTIVE**

The General Executive shall be elected by the membership of the biennial General Conference and shall consist of individuals who serve as Executive Officers, district superintendents, regional directors of Mission Global, as well as five additional credential holders, and three lay persons.

## **ARTICLE 12 DISTRICT CONFERENCES**

Membership of the district conference shall consist of all credential holders with voting privileges, resident within its boundaries and holding current, valid certificates or credentials with that district, and such delegates as may be

appointed by affiliated assemblies to represent them at the district conference on the basis of representation determined by the district conference and district constitution and by-laws.

The district executive shall have supervision over all activities of The Pentecostal Assemblies of Canada in its prescribed fields, except such areas as agreed by the district and General Executive.

The district conference shall have authority to examine and grant credentials and ordain ministers who are to become members thereof. The endorsed credential application shall be submitted to the General Secretary Treasurer for issuance, provided that the application meets the standard of existing by-laws of the corporation.

The district conference shall elect its own officers and arrange for its own conferences. It shall be amenable to the General Conference in matters of doctrine and the personal conduct of all ministers who are permitted to receive and hold district endorsement.

The district conference, being subordinate to the General Conference, may not be authorized in any way to violate the principles of the *General Constitution and By-Laws*. The district conferences shall be expected to keep vigilant watch against any violation of the principles of spiritual unity and sound doctrine, to which The Pentecostal Assemblies of Canada is especially and unalterably dedicated.

### **ARTICLE 13     BRANCH CONFERENCES**

**13.1** A branch conference is defined as a unit in the General Conference organization equivalent to a district conference in General Executive membership and relationship, according to Article 12 of the *General Constitution and By-Laws*. A branch is distinguished from a district conference in that its territory of operation is not geographical, but is confined to ministry among certain ethnic or language groups. Its geographical area of operation may, therefore, overlap or coincide with that of one or more district conferences.

**13.2** Branches shall be allowed that independence of operation which is accorded district conferences concerning authority with appropriate adjustment in organization and administration within the framework of the *General Constitution and By-Laws*.

### **ARTICLE 14     LOCAL ASSEMBLIES**

Local assemblies shall be composed of born-again Pentecostal believers, associating themselves together in a group for the purpose of worship, self-edification and worldwide evangelization. Its members shall share in maintaining scriptural order, a standard of holiness and agreement with *The Statement of Essential Truths and Positions and Practices* of The Pentecostal Assemblies of Canada, and shall be faithful in financial support. The assemblies shall be set in order and have the privilege of calling a pastor, electing a board, and conducting its business and being represented at the General Conference and the annual district conference according to the requirements of the *General Constitution and By-Laws* and the district constitution and by-laws of The Pentecostal Assemblies of Canada. It may acquire property, titles being held in trust by The Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*, or, by the trustees of the local church as a local church of The Pentecostal Assemblies of Canada or in the case of an incorporated local church, may be held by the local church in its corporate name as a local church of The Pentecostal Assemblies of Canada. The interrelationship of The Pentecostal Assemblies of Canada, the district conference and the local assembly shall be maintained according to the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada. The assembly may appeal to the district executive for help in solving local problems. Local assemblies are expected to cooperate with district and national programs, and are expected to contribute regularly to the global and local mission of The Pentecostal Assemblies of Canada.

### **ARTICLE 15     AMENDMENTS**

Amendments to the constitution may be made at any regularly called session of the General Conference, provided that the proposed amendment shall have been submitted 90 days prior thereto, in writing, through the General Secretary Treasurer, to the General Executive. Notice of the public posting of proposed amendments on The Pentecostal Assemblies of Canada website shall be sent to each member of the General Conference (Article 8) not later than 60 days prior to the General Conference. A copy will be sent to any member of the General Conference upon request. Amendments to the constitution shall require a two-thirds majority of ballots cast.

### **ARTICLE 16     DISSOLUTION**

In the event of the dissolution or winding up of the organization, all its remaining assets after payment of liabilities shall be distributed to another Christian religious charitable organization having similar objectives and which is registered as a charitable organization with Canada Revenue Agency.

# BY-LAWS

## **BY-LAW 1 PARLIAMENTARY ORDER**

In order to expedite the work of the corporation, business meetings of The Pentecostal Assemblies of Canada shall be governed by a spirit of Christian love and fellowship and by the accepted rules of parliamentary procedure as outlined in *Robert's Rules of Order*.

## **BY-LAW 2 GENERAL CONFERENCE**

### **2.1 QUORUM**

Quorum shall consist of two percent of eligible voting members of the corporation registered at any meeting of the General Conference.

### **2.2 ORDER OF BUSINESS**

The agenda for the General Conference shall be established by the General Executive and may include (see Article 10 MEETINGS):

- Reports of the Executive Officers Committee
- Unfinished business
- Elections
- New business
- Adjournment

### **2.3 GENERAL CONFERENCE COMMITTEES**

In order to expedite the business of the General Conference in session, the Executive Officers Committee shall appoint General Conference committees from the membership of the General Conference except as otherwise noted.

#### **2.3.1 RESOLUTIONS COMMITTEE**

This committee shall be appointed by the Executive Officers Committee. It shall meet prior to General Conference to review all resolutions with respect to constitutionality and grammatical structure. It shall receive amendments to the *General Constitution and By-Laws* as submitted in accordance with Article 15 and By-Law 4 respectively. Other resolutions shall be submitted to the General Secretary Treasurer at least 90 days prior to General Conference for processing by the Resolutions Committee, except for by-laws amendments or resolutions arising from the General Executive and from General Conference committees. The Executive Officers Committee shall appoint a member of the General Executive to chair the Resolutions Committee and to present its report to the General Conference at the call of the Chair of the General Conference.

#### **2.3.2 TELLERS AND USHERS COMMITTEE**

This committee shall be appointed by the Executive Officers Committee from the membership of the General Conference or from among other available persons, and shall be responsible for the distribution and counting of ballots and the distribution of other necessary materials to the members of General Conference in session. A member of the General Conference shall be appointed as Chair of the Tellers and Ushers Committee, to oversee the work of this committee and report recorded votes as directed by the General Secretary Treasurer.

#### **2.3.3 MINUTES REVIEW COMMITTEE**

This committee shall be appointed by the Executive Officers Committee to serve the General Conference by reviewing the wording and accuracy of minutes of the conference sessions. The General Secretary Treasurer shall chair this committee.

#### **2.3.4 ROSTER COMMITTEE**

This committee shall be appointed by the Executive Officers Committee from the membership of the General Conference or from among other available persons, and shall be responsible to compile the roster of registered credential holders and lay delegates who are eligible for voting membership in the General Conference. At the call of the Chair, the committee shall report to the General Conference session the number of voting credential holders and lay delegates and non-voting credential holders by grade of credential, and registered visitors.

#### **2.3.5 OTHER COMMITTEES**

Other committees may be appointed by the Executive Officers Committee as needed to expedite the work of the General Conference in session.

## **2.4 AUDITORS**

Duly qualified auditors shall be recommended by the General Executive for appointment by the General Conference at its regular meeting. The auditor shall hold office until the next regular meeting of the General Conference. The General Secretary Treasurer of the corporation shall present, at each regular meeting of the General Conference, financial statements for the last fiscal period ending before the said meeting. The General Secretary Treasurer shall present the report of the auditors to the corporation.

## **BY-LAW 3 ELECTIONS**

### **3.1 VOTING CONSTITUENCY**

The voting constituency shall consist of voting members as outlined in Article 8.

All voting members must be registered for any regular or special meeting of the General Conference, or be eligible to participate in the pre-conference nomination ballot as provided in By-Law 3.3.1.1.

### **3.2 QUALIFICATIONS**

#### **3.2.1 EXECUTIVE OFFICERS COMMITTEE**

The Executive Officers Committee shall be members of The Pentecostal Assemblies of Canada and shall be persons of mature experience and ability, who have been ordained for a period of not fewer than ten (10) consecutive years with The Pentecostal Assemblies of Canada, including at least two years immediately prior to the nomination, whose life and ministry are above question, and such qualities shall determine their eligibility for office.

The General Secretary Treasurer shall have a minimum of five (5) years of proven senior financial or managerial experience or at least two (2) years of proven senior financial or managerial experience with a professional financial or managerial designation.

The Executive Director for Mission Global shall have proven global missions involvement.

#### **3.2.2 GENERAL EXECUTIVE MEMBERS**

**3.2.2.1** The five members at large shall be credential holders, who are eligible to be a member of the General Conference of The Pentecostal Assemblies of Canada. They shall be persons of mature experience and ability, whose life and ministry are above question and who have been credentialed for a period of not fewer than five (5) consecutive years with The Pentecostal Assemblies of Canada. This would include being credentialed for at least two years immediately prior to the next General Conference.

**3.2.2.2** The three lay members shall be persons of mature experience and ability who have current district endorsement and membership in a local church of The Pentecostal Assemblies of Canada and who have had membership in one or more churches of The Pentecostal Assemblies of Canada over a period of 10 consecutive years, whose life and ministry are above question, and who have given evidence of Christian leadership. Lay members, receiving district endorsement, shall agree with the *Statement of Essential Truths and Positions and Practices* of The Pentecostal Assemblies of Canada and shall have experienced the Baptism in the Holy Spirit accompanied by speaking in tongues.

### **3.3 NOMINATIONS**

#### **3.3.1 EXECUTIVE OFFICERS COMMITTEE**

**3.3.1.1** A pre-conference nomination ballot for each executive officer position shall be sent 90 days prior to General Conference to all members eligible to vote at General Conference, as described in Article 8, and to lay delegates who have been duly appointed and recorded with the office of the General Secretary Treasurer at least 90 days prior to General Conference, to be returned date-stamped no later than 60 days prior to Conference. The pre-conference nomination ballot shall be sent together with a description of the qualifications, responsibilities and duties of the elected Executive Officers Committee.

**3.3.1.2** The General Executive shall appoint a Nominations Committee of at least three members at a meeting of the General Executive no later than four months prior to the General

Conference. The members of the Nominations Committee shall declare themselves to be non-candidates. At least one member shall have a financial designation.

- 3.3.1.3** Nominees for General Superintendent receiving five per cent or more of ballots cast shall be contacted prior to General Conference for the purpose of accepting or declining the nomination. Only those standing candidates receiving more than five per cent of nomination ballots cast shall become nominees for election. Nominees may stand for more than one position.
- 3.3.1.4** Should a nominee for General Superintendent withdraw after receiving more than 50 per cent of the votes cast on the pre-conference nomination ballot, a second nomination ballot shall be conducted at General Conference at which time the General Conference shall be advised of all standing nominees who received more than five per cent of the votes cast in the pre-conference ballot. Further nominations from the conference floor shall be permitted on such a second nomination ballot only. Those who may have withdrawn after the pre-conference ballot shall be considered eligible for nomination. Those receiving three per cent or more of ballots cast shall be reported on the nomination ballot and shall become eligible nominees for election.
- 3.3.1.5** Nominees for the positions of General Secretary Treasurer and Executive Director for Mission Global receiving five per cent or more of ballots cast shall be considered by the Nominations Committee.
  - 3.3.1.5.1** The Nominations Committee will review the qualifications of candidates nominated to the positions of General Secretary Treasurer and Executive Director for Mission Global, as outlined in By-Law 3.2.1. Qualified candidates shall be contacted prior to General Conference for the purpose of accepting or declining the nomination. Candidates who are not qualified or willing to serve will be removed from the process by the Nominations Committee.
  - 3.3.1.5.2** The Nominations Committee may add additional names to the nomination process of candidates who meet the criteria outlined in By-Law 3.2.1.
  - 3.3.1.5.3** The Nominations Committee will present up to three (3) names to the General Conference for election. The General Conference shall be presented with a biography for each qualified candidate at the General Conference prior to the election.
  - 3.3.1.5.4** Nominees may stand for more than one position.
- 3.3.1.6** If fewer than three names are obtained by the pre-conference nomination ballot, a second nomination ballot shall be cast at the conference in session, as provided in By-Law 3.3.1.4.
- 3.3.1.7** In the event that there are fewer than three nominees standing after a second nomination ballot, the election procedure for this particular office shall be temporarily suspended, and the General Executive shall be called into special session at the earliest possible time to consider the matter and report back to the conference at a later session with a nominee or nominees for the office to be filled. Following the announcement of the General Executive nominee or nominees, an election ballot shall be cast and a simple majority vote shall constitute an election.
- 3.3.1.8** Except as provided in By-Law 3.3.1.4 there shall be no nominations from the conference floor.

### **3.3.2 GENERAL EXECUTIVE MEMBERS**

- 3.3.2.1** Each district conference, prior to the convening of a biennial General Conference, shall receive three nominations from the district executive. A district conference will elect a credential holder as provided in By-Law 12.9.2.3 to serve as a nominee to the General Conference, three of whom shall be elected to serve as members of the General Executive. In the event that a person so nominated shall subsequently become ineligible or unavailable for election, the district executive shall be authorized to appoint a nominee on behalf of the district conference.

- 3.3.2.2** Each district executive shall present the name of a lay person, who is in agreement with the *Statement of Essential Truths and Positions and Practices* and has experienced the Baptism in the Holy Spirit accompanied by speaking in tongues, in nomination to the General Conference. Of the names submitted by all the district executives, three shall be elected to serve as members of the General Executive.

### **3.4 ELECTIONS**

Only voting delegates registered for General Conference shall be eligible to cast election ballots.

#### **3.4.1 EXECUTIVE OFFICERS COMMITTEE**

- 3.4.1.1** In the event that a standing candidate receives the required two-thirds nomination on the pre-conference nomination ballot, a ratification vote shall be conducted at the General Conference, and a simple majority vote shall constitute election on this ratification ballot.
- 3.4.1.2** Two-thirds of the ballots cast in favor of any nominee shall constitute an election except when nominees have been reduced to only two on any election ballot and except as provided in By-Law 3.3.1.7.
- 3.4.1.3** If no election is declared as a result of the first election ballot, the three candidates receiving the highest number of votes shall be nominees to be further voted upon. All others shall be eliminated. If no election is declared as a result of the second election ballot, the name of the candidate receiving the lowest number of votes shall be eliminated and, on the succeeding ballot for the two remaining candidates, a majority vote shall constitute an election. In the event that there should be a tie, the election shall be determined by lot.

#### **3.4.2 GENERAL EXECUTIVE MEMBERS**

- 3.4.2.1** From the slate of eight credentialed district nominees three shall be elected to serve on the General Executive. A simple majority and a plurality of votes are required for election on any election ballot. Should all positions not be filled on the first election ballot, then the candidates with a simple majority would be considered elected and the name receiving the lowest number of votes shall be dropped on this and any subsequent ballots until all the positions are filled.

At the first meeting following General Conference, the General Executive will appoint two additional credentialed members.

- 3.4.2.2** From a slate of eight lay district nominees three shall be elected to serve on the General Executive. A simple majority and a plurality of votes are required for election on any election ballot. Should all positions not be filled on the first election ballot, then the candidates with a simple majority would be considered elected and the name receiving the lowest number of votes shall be dropped on this and any subsequent ballots until all the positions are filled.

### **3.5 TERM OF OFFICE**

#### **3.5.1 EXECUTIVE OFFICERS COMMITTEE**

The term of office for members of the Executive Officers Committee shall be four years and incumbents may be elected to further terms of office. The General Superintendent shall be elected at the alternate biennial General Conference from the election of the other members of the Executive Officers Committee. The term of office shall commence by policy of the General Executive.

#### **3.5.2 GENERAL EXECUTIVE MEMBERS**

General Executive members shall be elected for a term of two years. The term of office shall commence immediately following General Conference.

### **3.6 VACANCY**

#### **3.6.1 EXECUTIVE OFFICER**

In the event that any of the executive offices shall become vacant through death, resignation or dismissal, the General Executive, within 60 days, shall appoint a qualified credential holder who shall not be a candidate for election as an executive officer, to fill the vacant position on an interim basis until the next General Conference.

### **3.6.2 GENERAL EXECUTIVE MEMBERS**

In the event that a vacancy occurs from the General Executive members elected by General Conference, the General Executive, at its next meeting, shall elect a successor or successors to complete the unexpired term.

## **BY-LAW 4 AMENDMENTS**

### **4.1 AMENDMENTS**

The General Conference, at a meeting duly and regularly called in accordance with the by-laws of the corporation, may, by a two-thirds vote, amend or repeal these by-laws.

## **BY-LAW 5 RESPONSIBILITIES AND DUTIES OF EXECUTIVE OFFICERS COMMITTEE**

### **5.1 THE EXECUTIVE OFFICERS COMMITTEE RESPONSIBILITIES**

#### **5.1.1 GENERAL SUPERINTENDENT**

- 5.1.1.1** The General Superintendent shall give spiritual leadership to the fellowship in fulfilling the mission statement of The Pentecostal Assemblies of Canada, and in fulfilling the mission statement of the International Office.
- 5.1.1.2** The General Superintendent shall serve as the national representative of the fellowship.
- 5.1.1.3** The General Superintendent shall cast vision and give collegial leadership, and shall ensure appropriate representation and communication to unite the fellowship in vision, relationships, and global missions.
- 5.1.1.4** The General Superintendent shall be the chief executive officer in the administration of the corporation and shall perform all duties incidental to the office.
- 5.1.1.5** The General Superintendent, or the General Superintendent's appointee, shall preside at all meetings of the General Conference, the General Executive, the Executive Officers Committee, the Superintendents Committee, the Mission Global Committee, Mission Canada Committee, and such other committees as the General Executive may determine from time to time.
- 5.1.1.6** The General Superintendent shall coordinate and give oversight to the executive officers and the ministries of the International Office.
- 5.1.1.7** The General Superintendent may initiate consultations with each executive officer and receive reports as required.
- 5.1.1.8** The General Superintendent shall coordinate the General Executive committees.
- 5.1.1.9** The General Superintendent shall, by virtue of this office, be a member of all other committees.
- 5.1.1.10** The General Superintendent shall be a member of each district and branch conference and their executive committees.
- 5.1.1.11** The General Superintendent shall, with the district superintendents and district executives, develop a national missional vision for The Pentecostal Assemblies of Canada, and establish strategic processes to ensure the fulfillment of the vision in Canada.
- 5.1.1.12** The General Superintendent shall administer the Mission Canada department, and shall encourage and facilitate all means of evangelism, church planting, and church growth among all the peoples of Canada in cooperation with the districts.
- 5.1.1.13** The General Superintendent shall oversee the coordination and facilitation of discipleship emphases in cooperation with districts.
- 5.1.1.14** The General Superintendent shall coordinate and facilitate all national committees which relate to theological education in the nation.

- 5.1.1.15** The General Superintendent shall administer Mission Canada budgets according to the policies established by the General Executive and the General Conference.
- 5.1.1.16** The General Superintendent shall work with the district superintendents to ensure continuity, unity, and cohesiveness in Canadian and international matters as they affect the fellowship.
- 5.1.1.17** The General Superintendent shall oversee the publications and communication department of the International Office to ensure alignment with national and international missional priorities.
- 5.1.1.18** The General Superintendent shall serve as a liaison in international relationships with leaders of other national fellowships with which The Pentecostal Assemblies of Canada has established a historic or mission relationship.
- 5.1.1.19** The General Superintendent shall provide liaison with national and international agencies as the official representative of The Pentecostal Assemblies of Canada with the right and privilege to speak on behalf of the fellowship.
- 5.1.1.20** The General Superintendent shall have such other powers and shall perform such other duties as may, from time to time, be assigned to them by the General Conference and the General Executive.

## **5.1.2 GENERAL SECRETARY TREASURER**

- 5.1.2.1** The General Secretary Treasurer shall assist the General Superintendent.
- 5.1.2.2** The General Secretary Treasurer shall contribute, support and assist in implementing vision and leadership in The Pentecostal Assemblies of Canada.
- 5.1.2.3** The General Secretary Treasurer shall assist the General Superintendent in giving spiritual leadership to the fellowship in fulfilling the mission statement of The Pentecostal Assemblies of Canada, and in fulfilling the mission statement of the International Office.
- 5.1.2.4** The General Secretary Treasurer shall fulfill the duties of the General Superintendent in the absence of the General Superintendent.
- 5.1.2.5** The General Secretary Treasurer shall serve as a member of General Executive committees as provided in By-Law 6.3.
- 5.1.2.6** The General Secretary Treasurer shall cause to be issued notices of all meetings of the General Executive and General Conference when directed to do so. The General Secretary Treasurer shall have charge of the minute books, charter, archival materials, and records of the corporation, and shall make and keep true records of the proceedings of the General Conference, the Executive Officers Committee, and the General Executive sessions, and shall publish the same as approved and directed.
- 5.1.2.7** The General Secretary Treasurer shall give general oversight to credentials, constitutions and by-laws.
- 5.1.2.8** The General Secretary Treasurer shall act as chair of the Credentials Standards Committee, shall provide for the supervision of the credentialing process and systems for ministers and global worker personnel, and shall issue certificates of membership credentials under the direction of the National Credentials Committee, and shall keep a record of all credential holders and assemblies in the fellowship.
- 5.1.2.9** The General Secretary Treasurer shall be the official custodian of the doctrinal, constitutional and archival documents.
- 5.1.2.10** The General Secretary Treasurer will supervise the human relations philosophy and functions affecting the International Office operations of The Pentecostal Assemblies of Canada.



- 5.1.2.11** The General Secretary Treasurer shall ensure that appropriate informational systems and technological support bases are provided to facilitate appropriate access to all fellowship services including access by the district offices and the International Office to credential records.
- 5.1.2.12** The General Secretary Treasurer shall be an ex-officio member on all committees in which fellowship resources, finances, pension plans, certificate mortgages, and property titles are at issue.
- 5.1.2.13** The General Secretary Treasurer, in consultation with the Director of Finance and Accounting, shall be responsible to assess the financial health of the corporation, ensuring the appropriate fiscal management and accounting of all funds, and shall recommend to the Executive Officers Committee and General Executive procedures for the stewardship and resource development of The Pentecostal Assemblies of Canada.
- 5.1.2.14** The General Secretary Treasurer shall make provision for the oversight of funding, legal procedures, and required records pertinent to the orderly acquisition and disposition of real properties and assets of The Pentecostal Assemblies of Canada within the Dominion of Canada and in the respective global mission regions of the fellowship.
- 5.1.2.15** The General Secretary Treasurer shall ensure the development and maintenance of accurate records of properties held in the name of the corporation nationally, including all global mission properties in which an interest is held by The Pentecostal Assemblies of Canada.
- 5.1.2.16** The General Secretary Treasurer shall give oversight to the care, custody, and protection of the funds, securities, and assets of the corporation, and shall see that the same are deposited in the name of the corporation in such bank or banks or with such depository as the General Executive may direct.
- 5.1.2.17** The General Secretary Treasurer shall require the Director of Finance and Accounting to give oversight to the signing and disbursing of all cheques, drafts, notes and orders for payment, as provided by resolution of the Executive Officers Committee, unless otherwise provided by resolution of the General Executive.
- 5.1.2.18** The General Secretary Treasurer shall, together with the Director of Finance and Accounting, represent the executive officers on the Board of Trustees for The Pension Fund (1969) of The Pentecostal Assemblies of Canada.
- 5.1.2.19** The General Secretary Treasurer shall be the official custodian of the seals of The Pentecostal Assemblies of Canada and The Pension Fund (1969) of The Pentecostal Assemblies of Canada.
- 5.1.2.20** The General Secretary Treasurer shall perform such duties as requested by the General Executive, the General Superintendent, or the Executive Officers Committee.
- 5.1.2.21** The General Secretary Treasurer shall have such other powers and duties as may, from time to time, be assigned by the General Conference, the General Executive, the General Superintendent and the Executive Officers Committee.

### **5.1.3 EXECUTIVE DIRECTOR FOR MISSION GLOBAL**

- 5.1.3.1** The Executive Director for Mission Global shall assist the General Superintendent of The Pentecostal Assemblies of Canada, under the oversight of the General Executive, by facilitating and coordinating the Mission Global work of The Pentecostal Assemblies of Canada outside of Canada.
- 5.1.3.2** The Executive Director for Mission Global shall contribute, support and assist in implementing vision and leadership in The Pentecostal Assemblies of Canada.
- 5.1.3.3** The Executive Director for Mission Global shall assist the General Superintendent in giving spiritual leadership to the fellowship in fulfilling the mission statement of The Pentecostal Assemblies of Canada and the mission statement of the International Office.

- 5.1.3.4** The Executive Director for Mission Global shall serve as a member of General Executive committees as provided in By-Law 6.3.
- 5.1.3.5** The Executive Director for Mission Global shall have the oversight of all global workers under appointment and shall participate with the regional directors in the evaluation and discipline of global worker personnel as provided in global worker policy.
- 5.1.3.6** The Executive Director for Mission Global shall support global workers with The Pentecostal Assemblies of Canada by providing a strategic framework that defines The Pentecostal Assemblies of Canada global mission priorities and gives global workers guidance and boundaries within which to fulfill their vision and calling.
- 5.1.3.7** The Executive Director for Mission Global shall work with the Executive Officers Committee to prepare the agenda for the General Executive and Mission Global Committee.
- 5.1.3.8** The Executive Director for Mission Global shall ensure the integration, collaboration, alignment, and reporting of mission charities established by the General Executive or Mission Global Committee.
- 5.1.3.9** The Executive Director for Mission Global shall, with the General Superintendent, prepare an agenda and chair the Regional Directors Committee. The Executive Director for Mission Global shall ensure the development of Regional Directors as they serve their regions and train global workers and national leaders
- 5.1.3.10** The Executive Director for Mission Global shall chair and prepare the agenda for the Mission Global Operations Committee and shall be responsible to present to the committee each item to be considered. The Executive Director for Mission Global shall ensure the development of staff, a structured and efficient working environment and a coordinated effort from the Mission Global department to serve the needs of global workers and The Pentecostal Assemblies of Canada supporting Canadian constituency.
- 5.1.3.11** The Executive Director for Mission Global shall provide global worker information for official publications of The Pentecostal Assemblies of Canada and shall assist in the promotion of global missions. The Executive Director for Mission Global shall ensure communication and information will be available to credential holders and churches of The Pentecostal Assemblies of Canada to facilitate their support of The Pentecostal Assemblies of Canada global workers and global worker endeavors. The Executive Director for Mission Global will cast vision and opportunities in global missions to The Pentecostal Assemblies of Canada constituency.
- 5.1.3.12** By virtue of this office, the Executive Director for Mission Global shall be a member of each Mission Global Regional Lead Team and each global worker field fellowship.
- 5.1.3.13** The Executive Director for Mission Global shall present for approval to the Executive Officers Committee, and administrate the Mission Global department budget according to the policies established by the General Executive and the General Conference, under the oversight of the General Superintendent.
- 5.1.3.14** The Executive Director for Mission Global or their representative shall serve on the board of all global mission charities established by the General Executive or Mission Global Committee.
- 5.1.3.15** The Executive Director for Mission Global shall ensure proper reporting on all activities in the department under his or her direction as well as reporting from all charities established by the General Executive or Mission Global Committee as required by the General Superintendent and General Executive. The Executive Director for Mission Global shall work with the regional directors, departmental directors and integrated charities to establish a vision for the global mission of The Pentecostal Assemblies of Canada and ensure there is a comprehensive strategic plan to accomplish this vision.
- 5.1.3.16** The Executive Director for Mission Global shall develop and maintain accurate records of international properties held in the name of the corporation. The information shall be deposited with the General Secretary Treasurer.

- 5.1.3.17** The Executive Director for Mission Global shall perform such other duties as are incidental to this office, and such functions and duties as requested by the General Conference, the General Executive, the General Superintendent and the Executive Officers Committee.

#### **5.1.4 GENERAL RESPONSIBILITIES**

- 5.1.4.1** The Executive Officers Committee shall give oversight to the departments of the International Office with each of the executive officers assuming various areas of responsibility from time to time as designated by the General Superintendent in consultation with the Executive Officers Committee.

### **5.2 THE EXECUTIVE OFFICERS COMMITTEE COLLEGIAL FUNCTION**

- 5.2.1** The Executive Officers Committee, under the direction of the General Superintendent, shall assist the General Superintendent in giving general oversight to all departments and in approving matters of departmental policy and finance between meetings of the General Executive. The General Superintendent, with the assistance of the Executive Officers Committee, is authorized to act for the corporation in all matters that affect its interest while the General Conference and the General Executive are not in session.
- 5.2.2** They shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, or otherwise dispose of real property, personal and mixed, tangible and intangible, of whatsoever kind as may be useful for the prosecution of their work and as directed by the General Executive.
- 5.2.3** They shall hold in trust such funds as may be committed to them or dispose of the same as they may be directed by the trust agreement.
- 5.2.4** They shall be authorized to purchase or dispose of securities as need requires in an effort to strengthen the financial position of the corporation.
- 5.2.5** All properties of the corporation shall be bought, taken, held, sold, transferred, mortgaged, leased, assigned or conveyed by the Executive Officers Committee in the corporate name, except where such property is located within the geographic boundaries of a specific district conference of The Pentecostal Assemblies of Canada as defined in By-Law 12.1, in which case such properties of the corporation located within the geographic boundaries of that district may be bought, taken, held, sold, transferred, leased, assigned or conveyed by any two elected district officers of the district conference in the corporate name of The Pentecostal Assemblies of Canada, as provided in By-Law 12.10.7, such action to be taken only in consultation with the General Secretary Treasurer of The Pentecostal Assemblies of Canada.
- 5.2.6** In all matters of great importance, the Executive Officers Committee shall communicate with the members of the General Executive before final action shall be taken.
- 5.2.7** The Executive Officers Committee shall be empowered to arrange for and announce the meeting of the General Conference, with consideration of the interests of the fellowship as a whole. A decision of time and place for such meetings shall be determined by the General Executive.
- 5.2.8** The Executive Officers Committee shall, at their discretion, call special meetings of the General Executive when this is deemed advisable.
- 5.2.9** The Executive Officers Committee shall report to the General Executive their activities on behalf of the fellowship as they may be directed.
- 5.2.10** The Executive Officers Committee shall appoint all working committees of the General Conference.
- 5.2.11** The Executive Officers Committee shall represent the corporation in all relationships with governments or authorities where global workers are involved.
- 5.2.12** They shall have the oversight of the entire operations of the mission departments of The Pentecostal Assemblies of Canada.
- 5.2.13** They shall prepare, and present to the General Executive, The Pentecostal Assemblies of Canada budget for approval.

- 5.2.14 They shall have oversight of the International Office budget according to the policies established by the General Executive and the General Conference.
- 5.2.15 They shall conduct an annual review of salaries and allowances of International Office personnel.
- 5.2.16 They shall appoint a representative from among their own members to serve as an ex-officio member of the board of governors of each post-secondary educational institution of The Pentecostal Assemblies of Canada.
- 5.2.17 Each officer shall assume certain duties in fulfilling the mission statement of the International Office as assigned by the General Superintendent in consultation with the Executive Officers Committee.
- 5.2.18 The Executive Officers Committee shall present reports to the General Conference of the activities of the departments of the International Office.
- 5.2.19 They shall present the names of candidates for appointment as departmental directors by the General Executive for a two-year term which shall be in accordance with the policy established by the General Executive, commencing July 1 in the non-General Conference year.
- 5.2.20 They shall make appointments of the departmental coordinators, in consultation with the departmental director when appropriate, for a two-year term which shall be in accordance with the policy established by the Executive Officers Committee, commencing July 1 in the non-General Conference year, in each department.
- 5.2.21 The Executive Officers Committee shall oversee the administration and distribution of the Ministers Assistance Fund.
- 5.2.22 They shall undertake such other responsibilities as may be assigned to them from time to time by the General Conference or the General Executive.

## **BY-LAW 6 THE GENERAL EXECUTIVE**

### **6.1 AUTHORITY OF THE GENERAL EXECUTIVE**

- 6.1.1 The affairs of the corporation shall be managed by the General Executive.
- 6.1.2 The General Executive shall, in addition to the powers conferred by these by-laws, have such power and authorities as may be determined by resolution of the General Conference from time to time, provided also in matters of urgency, the said General Executive shall be competent to exercise all and any of the powers, authorities and discretion vested in or exercised by the General Conference, save and except only such acts as are, by these by-laws, specifically reserved to the said General Conference, provided, however, that resolutions passed in pursuance of the power hereby conferred shall have force only until the next meeting of the General Conference, and in default of confirmation thereat cease to have force and effect.
- 6.1.3 The General Executive shall, from time to time, commission and approve position papers, which relate to beliefs and practices that affect The Pentecostal Assemblies of Canada. These shall be viewed as being official position papers for the fellowship, and shall be in effect until amended by the General Executive or General Conference.
- 6.1.4 **PROPERTY**  
All property, both real and personal, acquired by or in the name of, or for the purposes of The Pentecostal Assemblies of Canada, shall be vested in the corporation subject to any declaration of trust that may be executed by the corporation. All property, whether real or personal, acquired in the opening of new assemblies where funds of the corporation are used and employed, shall be known as the property of the corporation and shall not be transferred or disposed of without written consent under seal of the corporation in the hands of the proper officers thereof.
- 6.1.5 **BORROWING POWERS**  
Subject to the provision of Section 65 of the Canada Corporations Act, the General Executive of the corporation is hereby authorized from time to time:

- 6.1.5.1** To borrow any sum or sums of money from a lender upon the credit of the corporation 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, liabilities 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 corporation or other assets of the corporation 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 by-law may be by way of chattel mortgage or in such other form as the lender may require, or as the General Executive sees fit.
- 6.1.5.2** By a resolution or by-law such officer or officers, clerk, cashier or other employee of the corporation as the General Executive may appoint to transact the banking business of the corporation with a bank; to make, draw, accept and endorse bills of exchange, promissory notes and cheques; and to execute on behalf of the corporation all such documents as aforesaid and to delegate in or by resolution or by-law to such person or persons of the powers hereby conferred upon the General Executive, and further, that this by-law shall continue in full force, virtue and effect as between the corporation and a bank until notice of relocation or cancellation thereof be given to a bank in writing.
- 6.1.5.3** In addition to their power to borrow as set out in By-law 6.1.5.1-2 herein, without limiting the generality of the powers otherwise conferred upon the General Executive, the General Executive shall have the power and authority, subject to the provision of Section 65 of the Canada Corporations Act 1965, to buy, sell, mortgage, lease, hypothecate, pledge or otherwise acquire, dispose of, hypothecate or deal with all of the real and personal property of The Pentecostal Assemblies of Canada wheresoever situate, whether it be within or without Canada on such terms and in such manner as the General Executive deems expedient.

#### **6.1.6 EXECUTION OF DOCUMENTS**

- 6.1.6.1** Contracts, documents, or any instruments in writing requiring the signature of the corporation shall be signed by any two of the Executive Officers and all contracts, documents, and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. In the event that only one of the Executive Officers is available to sign documents, the Fellowship Services Executive Assistant shall be authorized to sign documents.
- 6.1.6.2** Where any contract, document, or instrument in writing affects real property located within the geographic boundaries of a district conference of The Pentecostal Assemblies of Canada as defined in By-Law 12.1, and such contracts, documents, or instruments require the signature of the corporation, in such cases only, such contracts, documents, or instruments may be signed by any two elected district officers of the district conference in consultation with the General Secretary Treasurer of The Pentecostal Assemblies of Canada, and all contracts, documents, and instruments in writing so signed shall be binding upon the corporation of The Pentecostal Assemblies of Canada.
- 6.1.6.3** The General Executive shall have power by resolution, from time to time, to appoint any other officer or officers on behalf of the corporation either to sign contracts, documents or instruments in writing generally, or to sign contracts, documents or instruments in writing.
- 6.1.6.4** In matters of urgency, or as required by provincial legislation, the Executive Officers Committee in session shall have power by resolution, from time to time to appoint any other person or persons on behalf of the corporation to sign contracts, documents or instruments.
- 6.1.6.5** The seal of the corporation may, when required, be affixed to contracts, documents, and instruments in writing, signed as aforesaid, or by any officer or officers or any person duly appointed with signing authority by the General Executive, or by any district officer, duly elected by a district conference, as provided in By-Law 12.9.
- 6.1.7** The General Executive shall be authorized to purchase a share or shares and appoint a proxy to vote the share of The Pentecostal Assemblies of Canada in any Canadian Business Corporation duly established for the purpose of supporting and facilitating the ministries and mission of The Pentecostal Assemblies of Canada.

## **6.2 MEETINGS AND QUORUM**

### **6.2.6 MEETINGS**

Meetings of the General Executive may be held at the International Office or elsewhere as the General Executive may, from time to time, determine. The said meetings may be held at any time without formal notice if all the members are present or if those unable to attend have signified their consent, in writing, of the meeting being held in their absence. The General Superintendent may, at any time, call for a meeting, and the General Secretary Treasurer, by direction of the General Superintendent shall notify the members of such meeting of the General Executive. Notice of such meeting shall be delivered to each member of the General Executive not less than seven days before the meeting is to take place. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any member of the General Executive. One-third of the members of the General Executive may petition the Executive Officers Committee to call a meeting of the General Executive.

### **6.2.7 QUORUM**

The majority of the General Executive members present at a General Executive meeting shall constitute a quorum for the transaction of business.

## **6.3 COMMITTEES OF THE GENERAL EXECUTIVE**

### **6.3.1 MISSION GLOBAL COMMITTEE**

#### **6.3.1.1 PURPOSE**

This committee shall be responsible to represent the global mission to the General Executive and shall work with various departments, charities, sub-committees and district mission representatives as would be determined by the General Executive from time to time.

#### **6.3.1.2 ORGANIZATION**

**6.3.1.2.1** The Mission Global Committee shall include:

- Members of the General Executive
- The Mission Global Executive Lead Team
- One representative of Emergency Relief and Development Overseas (ERDO)
- Two Representatives of The Pentecostal Assemblies of Newfoundland and Labrador (PAONL)

**6.3.1.2.2** The General Superintendent and Executive Director for Mission Global shall co-chair.

**6.3.1.2.3** This committee shall submit its minutes to and be accountable to the General Executive.

**6.3.1.2.4** This committee shall meet at the call of the Chairs.

### **6.3.2 EXECUTIVE OFFICERS COMMITTEE**

#### **6.3.2.1 PURPOSE**

This committee shall be responsible to represent the International Office of The Pentecostal Assemblies of Canada to the General Executive and shall work with various sub-committees of the International Office which facilitate and coordinate the work of that office, and such other committees as shall be determined by the General Executive from time to time.

#### **6.3.2.2 ORGANIZATION**

**6.3.2.2.1** The Executive Officers Committee shall include the General Superintendent, the General Secretary Treasurer and the Executive Director for Mission Global.

**6.3.2.2.2** The General Superintendent shall be the Chair.

**6.3.2.2.3** This committee shall submit its minutes to and be accountable to the General Executive.

**6.3.2.2.4** This committee shall meet at the call of the Chair.

### **6.3.3 SUPERINTENDENTS COMMITTEE**

#### **6.3.3.1 PURPOSE**

This committee shall be accountable to represent the districts of The Pentecostal Assemblies of Canada to the General Executive and shall work with various subcommittees as shall be determined by the General Executive from time to time.

#### **6.3.3.2 ORGANIZATION**

**6.3.3.2.1** The Superintendents Committee shall include the Executive Officers Committee and the district superintendents.

**6.3.3.2.2** The General Superintendent shall be the Chair.

**6.3.3.2.3** This committee shall submit its minutes to and be accountable to the General Executive.

**6.3.3.2.4** This committee shall meet at the call of the Chair.

### **6.3.4 MISSION CANADA COMMITTEE**

#### **6.3.4.1 PURPOSE**

This committee shall be responsible to represent Mission Canada and the local churches of The Pentecostal Assemblies of Canada to the General Executive as they relate to the International Office and its functions. The Mission Canada Committee shall work with various sub-committees as shall be determined by the Superintendents Committee from time to time.

#### **6.3.4.2 ORGANIZATION**

**6.3.4.2.1** The Mission Canada Committee shall include the General Superintendent, the Mission Canada Assistant to the General Superintendent, two district superintendents, two ordained credential holders at large from the General Executive, one lay member of the General Executive, one member from each of the various Mission Canada Groups (all of the above appointed by the General Executive), the Executive Officers Committee, and the departmental coordinators on an as needed basis.

**6.3.4.2.2** The General Superintendent shall be Chair of this committee.

**6.3.4.2.3** This committee shall submit its minutes and be accountable to the General Executive.

**6.3.4.2.4** This committee shall meet at the call of the Chair.

### **6.4 FINANCE**

**6.4.1** The General Executive of The Pentecostal Assemblies of Canada shall be responsible to study and approve the budget and shall serve in an advisory capacity in matters of general finance.

**6.4.2** The General Executive shall be responsible to evaluate and approve any major project of the International Office of The Pentecostal Assemblies of Canada involving the expenditure of funds.

**6.4.3** Any resolution or project submitted for consideration by the General Conference which involves the major expenditure of funds shall first be submitted to the General Executive for review and advice.

**6.4.4** Remuneration of all executive officers of the corporation shall be determined by the General Executive, and shall be reviewed annually.

### **6.5 CONFLICT OF INTEREST**

A member of any committee governed by these by-laws shall not place their self in a position where there is conflict of interest between the credential holder's duties as a member of the respective committee and the credential holder's other interests. Every committee 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 member of the credential holder's family, or a corporation that the member is involved with as either a director,

shareholder, officer, employee or agent, then such committee member shall declare the credential holder's conflict of interest fully at a meeting of the committee and withdraw from any discussion or vote.

The Executive Officers Committee shall absent themselves from a General Executive meeting when salary and allowance review is being considered.

## **BY-LAW 7 DEPARTMENTS, CORPORATIONS, AND CHARITIES OF THE INTERNATIONAL OFFICE**

### **7.1 PURPOSES**

The International Office of The Pentecostal Assemblies of Canada shall include various departments, corporations, and charities designed to provide for ministries and services approved by the General Executive. The departments, corporations, and charities may provide for, but are not limited to, such ministries and services as global and Canadian mission, fellowship services, development services, and various specialized ministries such as men's and women's ministries, and ministries that focus on particular age, interest, or cultural groups.

The purpose of the departments, corporations, and charities is to serve the fellowship under the oversight of the Executive Officers Committee and the General Executive, coordinating and facilitating the implementation and fulfillment of the mission statement of The Pentecostal Assemblies of Canada, which is "To glorify God by making disciples everywhere by proclaiming and practising the Gospel of Jesus Christ in the power of the Holy Spirit," and to coordinate and facilitate the implementation and fulfillment of the mission statement of the International Office of The Pentecostal Assemblies of Canada which is "To serve the Fellowship of The Pentecostal Assemblies of Canada by ensuring doctrinal and ministry standards and by facilitating and coordinating ministry in Canada and all global work.

Each department, corporation, and charity of the International Office shall be approved by the General Executive and shall in all its programs and duties incorporate mission, evangelism and social concerns as the practice of the Gospel in all their functions and responsibilities.

## **BY-LAW 8 NATIONAL COMMITTEES**

Standing committees shall be established and modified as deemed necessary by the General Conference or General Executive. Each committee membership and chair shall be appointed. The regular terms of office for the committee members who are not members by virtue of office shall be for a two-year term. The Executive Officers Committee shall be members of the national committees by virtue of their office. Departmental directors shall be appointed to the respective national committees by the General Executive, the Executive Officers Committee, or the Superintendents Committee.

Note: The committees have been reorganized in a different order under General Executive subcommittee groups.

### **8.1 GENERAL EXECUTIVE SUBCOMMITTEES**

#### **8.1.1 NATIONAL CREDENTIALS COMMITTEE**

##### **8.1.1.1 PURPOSE**

This committee shall receive recommendations regarding credentials from the district executive or Mission Global Operations Committee, issue all credentials of The Pentecostal Assemblies of Canada and process exceptional credential matters recommended by the districts.

##### **8.1.1.2 ORGANIZATION**

**8.1.1.2.1** The National Credentials Committee shall consist of the General Superintendent and the General Secretary Treasurer.

**8.1.1.2.2** The General Secretary Treasurer shall be the Chair.

**8.1.1.2.3** This committee shall be responsible to the Superintendents Committee.

**8.1.1.2.4** This committee shall meet at the call of the Chair.



## **8.1.2 NATIONAL CREDENTIALS REVIEW COMMITTEE**

### **8.1.2.1 PURPOSE**

- 8.1.2.1.1** This committee will be limited to serve a district credential committee only in regard to divorce and remarriage.
- 8.1.2.1.2** This committee shall receive credential applications from applicants after preliminary approval has been given by a district credential committee.
- 8.1.2.1.3** This committee shall receive credential applications from applicants who are divorced and remarried with a former spouse still living and who wish to transfer ministerial credentials held with another religious organization into The Pentecostal Assemblies of Canada.
- 8.1.2.1.4** This committee shall receive applications from credential holders of The Pentecostal Assemblies of Canada who wish to marry a divorced person with a former spouse still living or who are divorced with a former spouse still living and who wish to retain credentials and be declared eligible to remarry.
- 8.1.2.1.5** This committee shall conduct personal interview(s) with each applicant, except in situations where the written application reveals that the individual is clearly ineligible or in unique circumstances where the committee determines that an interview is not possible or is unwarranted.
- 8.1.2.1.6** When applicants have been approved, this committee shall make recommendations to the General Executive to authorize the National Credentials Committee to issue the appropriate credentials, subject to additional requirements for transfers administered by the district executive or Mission Global Operations Committee, and ratification of all approved applicants by the appropriate district conference. If the applicant is a current credential holder, divorced, and seeking permission to remarry, the National Credentials Review Committee shall make appropriate recommendations to the General Executive for ratification.

### **8.1.2.2 ORGANIZATION**

- 8.1.2.2.1** The National Credentials Review Committee shall consist of the General Secretary Treasurer and other situationally appropriate credential holders as determined by the Chair.
- 8.1.2.2.2** The General Secretary Treasurer shall be the Chair.
- 8.1.2.2.3** This committee shall be responsible to the General Executive.
- 8.1.2.2.4** This committee shall meet at the call of the Chair.

## **8.1.3 CREDENTIAL STANDARDS COMMITTEE**

### **8.1.3.1 PURPOSE**

- 8.1.3.1.1** This committee shall set the standards for initial credentials within The Pentecostal Assemblies of Canada, including but not limited to, academic standards. In consultation, appropriately, with educational institutions, directors of distance education/ correspondence programs, pastors, and lay persons, this committee shall determine such matters as the number of hours of education, specific courses of education, an appropriate internship program, and the formation and administration of a theology testing tool for credential candidates.

### **8.1.3.2 ORGANIZATION**

- 8.1.3.2.1** The General Executive shall appoint a Credential Standards Committee, including at least one of the district superintendents.
- 8.1.3.2.2** The General Secretary Treasurer shall be Chair of this committee.

**8.1.3.2.3** This committee shall submit its minutes to and be responsible to the General Executive.

**8.1.3.2.4** This committee shall meet at the call of the Chair.

#### **8.1.4 CONSTITUTIONAL REVIEW COMMITTEE**

##### **8.1.4.1 PURPOSE**

This committee shall review the constitutions and by-laws and make recommendations to the General Executive.

##### **8.1.4.2 ORGANIZATION**

**8.1.4.2.1** The Constitutional Review Committee shall include the General Superintendent, the General Secretary Treasurer, one district superintendent and two other members appointed by the General Executive.

**8.1.4.2.2** The General Secretary Treasurer shall be the Chair.

**8.1.4.2.3** This committee shall be responsible to the General Executive.

**8.1.4.2.4** This committee shall meet at the call of the Chair.

#### **8.2 MISSION GLOBAL SUBCOMMITTEES**

##### **8.2.1 DISTRICT MISSION REPRESENTATIVES COMMITTEE**

###### **8.2.1.1 PURPOSE**

This committee shall coordinate:

- The promotion of the mission activities of The Pentecostal Assemblies of Canada; and
- The itineration, care and support of all Mission Global and Mission Canada workers.

###### **8.2.1.2 ORGANIZATION**

**8.2.1.2.1** The District Mission Representatives Committee shall include: Executive Leadership from Mission Global, Mission Canada, and mission charities established by the General Executive or Mission Global Committee, and each of the duly appointed district mission representatives.

**8.2.1.2.2** The Executive Director for Mission Global or their appointed representative shall be the Chair.

**8.2.1.2.3** This committee shall submit its minutes to and be responsible to the Mission Global Committee and the Mission Canada Committee.

**8.2.1.2.4** This committee shall meet at the call of the Chair.

##### **8.2.2 MISSION GLOBAL OPERATIONS COMMITTEE**

###### **8.2.2.1 PURPOSE**

This committee shall coordinate the global mission programs and activities of The Pentecostal Assemblies of Canada and assist the Executive Director for Mission Global in its integration, collaboration, alignment and implementation of the global mission of the PAOC.

###### **8.2.2.2 ORGANIZATION**

**8.2.2.2.1** The Mission Global Operations Committee shall include the Executive Officers Committee, the director level leadership of Mission Global, Regional Directors, representation from The Pentecostal Assemblies of Newfoundland and Labrador, and representation from ERDO.

**8.2.2.2.2** The Executive Director of Mission Global shall be the Chair.

**8.2.2.2.3** This committee shall submit its minutes to and be responsible to the Mission Global Committee.

**8.2.2.2.4** This committee shall meet at least quarterly at the call of the Chair.

### **8.2.3 REGIONAL DIRECTORS COMMITTEE**

#### **8.2.3.1 PURPOSE**

This committee shall coordinate the global mission programs and activities of The Pentecostal Assemblies of Canada.

#### **8.2.3.2 ORGANIZATION**

**8.2.3.2.1** The Regional Directors Committee shall include the Executive Officers Committee, the Regional Directors, and by invitation, the director level leadership of Mission Global, representation from The Pentecostal Assemblies of Newfoundland and Labrador, and representation from ERDO, as well as select invited national leaders.

**8.2.3.2.2** The Executive Director for Mission Global shall be the Chair.

**8.2.3.2.3** This committee shall submit its minutes to and be responsible to the Mission Global Committee.

**8.2.3.2.4** This committee shall meet at the call of the Chair.

### **8.3 EXECUTIVE OFFICERS COMMITTEE SUBCOMMITTEES**

#### **8.3.1 EXECUTIVE OFFICERS LEADERSHIP COMMITTEE**

##### **8.3.1.1 PURPOSE**

This committee shall coordinate and facilitate the departments of the International Office.

##### **8.3.1.2 ORGANIZATION**

**8.3.1.2.1** The Executive Officers Leadership Committee shall include the executive officers and departmental leadership.

**8.3.1.2.2** The General Superintendent shall be the Chair.

**8.3.1.2.3** This committee shall be responsible to the Executive Officers Committee.

**8.3.1.2.4** This committee shall meet at the call of the Chair

### **8.4 SUPERINTENDENTS SUBCOMMITTEES**

#### **8.4.1 ADMINISTRATORS COMMITTEE**

##### **8.4.1.1 PURPOSE**

This committee shall clarify common administrative procedures and policies related to credentials, church records, The Pentecostal Assemblies of Canada mortgages, The Pentecostal Assemblies of Canada group insurance programs, legal matters, and other administrative matters common to the operations of the district offices.

This committee shall review all credential application forms, procedures and standards as needed and shall make recommendations for modifications to the Superintendents Committee.

##### **8.4.1.2 ORGANIZATION**

**8.4.1.2.1** The Administrators Committee shall include the General Secretary Treasurer, the district administrators or district secretary-treasurers as the case may be, one district superintendent as appointed by the Superintendents Committee, and the departmental directors and coordinators of the International Office responsible for services and resources on an as needed basis.

**8.4.1.2.2** The General Secretary Treasurer shall be the Chair.

**8.4.1.2.3** This committee shall submit its minutes to and be responsible to the Superintendents Committee.

**8.4.1.2.4** This committee shall meet at the call of the Chair.

#### **8.4.2 MISSION CANADA COMMITTEE**

##### **8.4.2.1 PURPOSE**

This committee shall be responsible to represent Mission Canada and the local churches of The Pentecostal Assemblies of Canada to the General Executive as they relate to the International Office and its functions. The Mission Canada Committee shall work with various sub-committees as shall be determined by the Superintendents Committee from time to time.

##### **8.4.2.2 ORGANIZATION**

**8.4.2.2.1** The Mission Canada Committee shall include the General Superintendent, the Mission Canada Assistant to the General Superintendent, two district superintendents, two ordained credential holders at large from the General Executive, one lay member of the General Executive, one member from each of the various Mission Canada Groups (all of the above appointed by the General Executive), the Executive Officers Committee, and the departmental coordinators on an as needed basis.

**8.4.2.2.2** The General Superintendent shall be Chair of this committee.

**8.4.2.2.3** This committee shall submit its minutes to and be accountable to the General Executive.

**8.4.2.2.4** This committee shall meet at the call of the Chair.

#### **8.4.3 EDUCATION STANDARDS COMMITTEE**

##### **8.4.3.1 PURPOSE**

This committee shall be responsible to maintain minimum standards for admissions, administration, education programs, graduation, and personal life standards in harmony with the theological and spiritual values of The Pentecostal Assemblies of Canada as related to the requirements for credentials as approved by the Credential Standards Committee. The Education Standards Committee shall recommend to the Superintendents Committee standards for the coordination of nationally offered programs.

##### **8.4.3.2 ORGANIZATION**

**8.4.3.2.1** The Education Standards Committee shall include the General Superintendent, the General Secretary Treasurer, the presidents and academic deans of the post-secondary institutions of The Pentecostal Assemblies of Canada and the deans of the seminaries, and one member of the Superintendents Committee, as appointed by the Superintendents Committee.

**8.4.3.2.2** The General Superintendent shall be the Chair.

**8.4.3.2.3** This committee shall submit its minutes to and be responsible to the Superintendents Committee.

**8.4.3.2.4** This committee shall meet annually at the call of the Chair.

## **8.5 MISSION CANADA SUBCOMMITTEES**

### **8.5.1 MISSION CANADA OPERATIONS COMMITTEE**

#### **8.5.1.1 PURPOSE**

This committee shall coordinate the programs and activities of the Mission Canada department and assist the General Superintendent in the administration of the Mission Canada department.

#### **8.5.1.2 ORGANIZATION**

**8.5.1.2.1** The Mission Canada Operations Committee shall include the Executive Officers Committee, the Mission Canada Assistant to the General Superintendent, and the departmental coordinators.

**8.5.1.2.2** The General Superintendent shall be the Chair.

**8.5.1.2.3** This committee shall submit its minutes to and be responsible to the Mission Canada Committee.

**8.5.1.2.4** This committee shall meet monthly at the call of the Chair.

## **BY-LAW 9 EDUCATION**

**9.1** The International Office and district offices shall work together to ensure an effective post-secondary educational program in The Pentecostal Assemblies of Canada. The International Office of The Pentecostal Assemblies of Canada shall facilitate and coordinate the efforts of post-secondary institutions in Canada. The districts shall have ownership and governance of the post-secondary institutions.

### **9.2 THE INTERNATIONAL OFFICE**

**9.2.1** The General Executive shall appoint a Credential Standards Committee (By-Law 8.1.3) to set standards for credentials in The Pentecostal Assemblies of Canada, including but not limited to academic standards. This committee shall work in consultation with The Pentecostal Assemblies of Canada post-secondary educational institutions, pastors and lay persons.

**9.2.2** There shall be an Educational Standards Committee composed of the General Superintendent who shall serve as Chair, the presidents and academic deans of The Pentecostal Assemblies of Canada post-secondary institutions and the deans of The Pentecostal Assemblies of Canada seminaries. This committee shall have the responsibility of maintaining minimum standards for admissions, administration, educational programs, graduation, and personal life standards in harmony with the theological and spiritual values of The Pentecostal Assemblies of Canada as related to the requirements for credentials as approved by the Credential Standards Committee.

**9.2.3** The General Superintendent or designate shall be a member of the board of governors of each of the post-secondary educational institutions in The Pentecostal Assemblies of Canada.

### **9.3 THE DISTRICTS**

#### **9.3.1 BOARDS OF GOVERNORS**

Each post-secondary educational institution shall be governed by a board of governors made up of representatives of their supporting districts.

#### **9.3.2 BIBLE COLLEGES**

**9.3.2.1** The board of governors shall ensure accountability, ethical standards, adherence to the *Statement of Essential Truths and Positions and Practices*, and compliance with standards recommended by the Educational Standards Committee and approved by the respective board of governors.

**9.3.2.1.1** The board of governors shall also ensure that a program of studies offered by the educational institutions shall meet the standards set by the Credential Standards Committee.

**9.3.2.2** The board of governors shall obtain prior approval from supporting districts, as outlined in district policy, before implementing major building projects and significant new programs.

### **9.3.3 SEMINARIES**

**9.3.3.1** The board of governors shall ensure accountability, ethical standards, adherence to the *Statement of Essential Truths and Positions and Practices*, and compliance with standards recommended by the Educational Standards Committee and approved by the respective board of governors.

**9.3.3.2** Boards of governors shall ensure that a program of studies offered by the seminaries shall meet the standards set by the Credential Standards Committee.

**9.3.3.3** The board of governors shall obtain prior approval from supporting districts, as outlined in district policy, before implementing major building projects and significant new programs.

### **9.4 OTHER EDUCATIONAL PROGRAMS**

Educational programs which meet the requirements of the Credential Standards Committee may be used to achieve academic eligibility for ministerial credentials.

## **BY-LAW 10 MINISTERIAL CREDENTIALS**

### **10.1 CATEGORIES**

There shall be the following categories of credentials:

- Ordained
- Licensed Minister
- Recognition of Ministry
- Ministry Related

The following categories of credentials are still held but are no longer being issued:

- Ministerial License for Women (issued prior to 1985)
- Deaconess (issued prior to 1996)

A letter of recommendation for the calendar year may be issued by the district executive if circumstances would indicate this to be advisable.

### **10.2 QUALIFICATIONS TO RECEIVE AND RETAIN CREDENTIALS**

The General Executive shall appoint a Credential Standards Committee (By-Law 8.1.3) to set the standards for credentials in The Pentecostal Assemblies of Canada, including but not limited to academic standards.

All applicants for credentials shall have a personal experience of salvation and shall have received Spirit baptism with the sign of speaking in other tongues, and shall personally subscribe to *The Statement of Essential Truths and Positions and Practices* of The Pentecostal Assemblies of Canada. Consideration may be made for an applicant to be granted a Provisional Ministry Related credential, who is seeking constantly, but has not yet received the baptism in the Holy Spirit with the initial evidence of speaking in other tongues.

Credential holders 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.

Credential holders 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, premarital and extramarital 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).

## **QUALIFICATIONS FOR DIVORCED AND REMARRIED NEW APPLICANT**

**10.2.1** An applicant who has never been married or who is widowed and who wishes to marry a divorced person whose former spouse is still living, or an applicant who has been divorced and remarried with a former spouse still living, or an applicant who is currently married to a spouse who has a former spouse still living, may qualify for credentials when the following conditions exist:

**10.2.1.1** The former spouse, of either the credential applicant or of the applicant's current spouse, has committed *porneia* as defined in the *General Constitution and By-Laws* Article 6.1 and determined by one or more of the following means:

**10.2.1.1.1** A district hearing committee has found the former credentialed spouse guilty in the process of dealing with charges related to *porneia*.

**10.2.1.1.2** A secular court has found the former spouse guilty of a legal offence related to sexual misconduct which may be interpreted by a credential committee of The Pentecostal Assemblies of Canada as *porneia*.

**10.2.1.1.3** A certificate of marriage, or other legal marital status documents, provides evidence that the former spouse has remarried subsequent to the divorce from the credential applicant or the applicant's current spouse.

**10.2.1.1.4** Evidence demonstrates that the former spouse has been a partner in a common law marriage, as defined by provincial or federal legislation, subsequent to the divorce from the credential applicant or the applicant's current spouse.

**10.2.1.1.5** If the previous means of evidence are not available, consideration may be given to an affidavit witnessed by two signatories, or a notary public or commissioner of oaths, affirming that the applicant's former spouse has committed *porneia*.

**10.2.1.2** A minimum period of five years has elapsed since the later date of the following events:

**10.2.1.2.1** The date the current marriage took place.

**10.2.1.2.2** The date the former spouse committed *porneia* as determined by one (1) or more of the means listed above in By-Law 10.2.1.1.

**10.2.1.3** The individual has provided acceptable evidence in an application form, personal interview, and through the testimony of references to the National Credentials Review Committee that he/she is currently a partner in a marriage relationship where faithfulness has been clearly demonstrated for a minimum period of five (5) years.

## **QUALIFICATIONS FOR CREDENTIAL HOLDERS REGARDING DIVORCE AND REMARRIAGE**

**10.2.2** A credential holder who is divorced with a former spouse still living and who wishes to retain credentials may be declared eligible to remarry when the following conditions exist:

**10.2.2.1** The credential holder did not contribute to a divorce by having committed *porneia*.

**10.2.2.2** The former spouse has committed *porneia* as defined in The Pentecostal Assemblies of Canada *General Constitution and By-Laws* Article 6.1 and determined by one (1) or more of the following means:

**10.2.2.2.1** A district hearing committee of The Pentecostal Assemblies of Canada has found the former credentialed spouse guilty in the process of dealing with charges related to *porneia*.

**10.2.2.2.2** A secular court has found the former spouse guilty of a legal offence related to sexual misconduct which may be interpreted by a credential committee of The Pentecostal Assemblies of Canada as *porneia*.

**10.2.2.2.3** A certificate of marriage, or other legal marital status documents, provides evidence that the former spouse has remarried subsequent to the divorce from the credential holder.

**10.2.2.2.4** Evidence demonstrates that the former spouse has been a partner in a common law marriage, as defined by provincial or federal legislation, subsequent to the divorce from the credential holder.

**10.2.2.2.5** If the previous means of evidence are not available, consideration may be given to an affidavit witnessed by two signatories, or a notary public or commissioner of oaths, affirming that the applicant's former spouse has committed *porneia*.

**10.2.2.3** The credential holder has provided acceptable evidence in an application form, personal interview, and through the testimony of references to the National Credentials Review Committee that he/she has clearly demonstrated exemplary Christian character and morality for the prior four (4) year period.

**10.2.2.4** A minimum period of four years has elapsed since the former spouse committed *porneia* as determined by one or more of the means listed above in By-Law 10.2.2.2, provided that the time between the divorce and remarriage is not less than one year.

**10.2.3** Should a credential holder who has never been married or a credential holder who is widowed or a credential holder who is divorced and eligible to remarry wish to marry a divorced person whose former spouse is still living, the conditions in By-Law 10.2.2 shall apply to the divorced person(s).

Notwithstanding the above, the National Credentials Review Committee may present an application with relevant supporting information to the General Executive for consideration when, in the view of the Committee, circumstances merit special consideration.

**10.2.4** Ministers may decline to officiate at a wedding ceremony which is not in harmony with their personal beliefs and convictions.

**10.2.5** No minister may perform any wedding ceremony in which either party has been divorced and the former spouse is still living, except in instances in which, after proper investigation, the minister has determined and is satisfied that the following conditions exist, or where the minister has received an affidavit from the person who has a living former spouse, duly witnessed by two signatories, or a notary public or commissioner of oaths, that declares the conditions listed below have been fulfilled:

**10.2.5.1** all reasonable efforts at reconciliation with the former partner have been exhausted; and

**10.2.5.2** there has been sexual immorality on the part of a former partner or a former partner has remarried; and

**10.2.5.3** there is repentance for any personal failures that may have contributed to the breakup of the previous marriage; and

**10.2.5.4** a legal divorce has been obtained.

## **10.2.6 ORDAINED CREDENTIAL**

### **10.2.6.1 QUALIFICATIONS FOR ORDINATION**

#### **10.2.6.1.1 TIME REQUIREMENT**

The time required to apply for ordination, with the licensed minister credential shall be a minimum of two full and continuous years of ministry. 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. If, in the opinion of the district credential committee proven ministry would benefit by further review, the time requirement for approval of the ordination credential may be extended.

#### **10.2.6.1.2 A PROVEN MINISTRY**

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

**10.2.6.1.2.1** The call of God.



**10.2.6.1.2.2** The operation of the ministry gifts according to Ephesians 4:11,12. Provision shall also be made for specialized ministries such as music, Christian education, and visitation.

**10.2.6.1.2.3** Discipline and maturity in personal life and effectiveness in preaching or other means of communicating the gospel.

**10.2.6.1.2.4** The manifestation of genuine spiritual concern for all people.

**10.2.6.1.3 MINISTRY APPOINTMENT**

The granting of this credential shall be conditional upon the applicant currently holding an appointment in ministry as provided in By-Law 10.2.8.1.2.

**10.2.6.1.4 PRE-ORDINATION TRAINING**

Candidates for ordination shall participate in the pre-ordination training program of the district in which their credentials are held.

**10.2.6.2 EXCEPTIONS FOR ORDINATION**

**10.2.6.2.1** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

**10.2.6.2.2** If the applicant for ordination has not fulfilled the time requirement by not more than 30 days, but has fulfilled all other requirements, at the discretion of the district credential committee the applicant may be recommended to the district conference for ordination.

**10.2.6.2.3** Ministers from cultural or minority language groups who hold an ordained credential with another Pentecostal fellowship may be considered for ordination status by the Superintendents Committee on the recommendation of the district executive or Mission Global Operations Committee.

**10.2.6.3 CONFERENCE PRIVILEGES**

Ordained credential holders shall be entitled to district and General Conference privileges.

**10.2.7 MINISTERIAL LICENSE FOR WOMEN CREDENTIAL**

This credential is no longer being issued. Women holding this certificate may continue to have it renewed annually according to the regulations respecting all credential renewals, and shall continue to have all general and district conference privileges, together with all other benefits attendant thereto.

**10.2.8 LICENSED MINISTER CREDENTIAL**

**10.2.8.1 QUALIFICATIONS FOR LICENSED MINISTER**

**10.2.8.1.1 MINISTRY PREPARATION REQUIREMENT**

An applicant must meet the qualifications as established by the Credential Standards Committee. This may be accomplished through a Bible college, seminary, distance education program, prior learning assessment and/or prior experience assessment recognized by The Pentecostal Assemblies of Canada.

**10.2.8.1.2 MINISTRY APPOINTMENT**

The granting of this credential shall be conditional upon the applicant's receiving an appointment in ministry as follows:

**10.2.8.1.2.1** appointment in accordance with local church policy or congregational election to the pastoral staff of a local church of The Pentecostal Assemblies of Canada; or

**10.2.8.1.2.2** faculty or leadership appointment by the board or administrative committee of a Bible college or seminary of The Pentecostal Assemblies of Canada; or

**10.2.8.1.2.3** exclusive, management level appointment by the district executive; or

**10.2.8.1.2.4** exclusive, management level appointment at the International Office; or

**10.2.8.1.2.5** chaplaincy appointment or itinerant ministry approved by the district executive; or

**10.2.8.1.2.6** appointment in accordance with the Mission Global department or Mission Canada policy as a global or Mission Canada worker; or

**10.2.8.1.2.7** other ministerial appointments as approved by the district executive.

**10.2.8.1.3 TIME REQUIREMENT**

The applicant shall be engaged in a ministry appointment, responsible for pastoral, evangelistic, church administrative, or related spiritual ministries, which involves a minimum of 20 hours of active ministerial responsibility per week.

**10.2.8.2 EXCEPTIONS**

**10.2.8.2.1** A minister with the Recognition of Ministry Credential who has had a proven ministry in a full-time capacity for a minimum of 10 years and has completed the required minimum core credentialing courses may be recommended to the Superintendents Committee for Licensed Minister Credential leading to ordination without further approval by the Superintendents Committee upon an appropriate application to and approval by the district executive or Mission Global Operations Committee.

**10.2.8.2.2** Ministers from indigenous, cultural or minority language groups who have a proven ministry and have held the Recognition of Ministry Credential for three years may be reclassified to Licensed Minister Credential when it is determined by the district credentials committee that language deficiency restricts the minister from completing the approved academic programs required for credentials and there is no alternative academic program available in the language of the minister. The basic qualifications shall consist of the evidence of a proven ministry and the three-year period of full and continuous ministry.

**10.2.8.2.3** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

**10.2.8.3 EXEMPTIONS**

In recognizing that the evident call of God may rest upon candidates for the ministry who are unable to fulfill the educational requirements as previously outlined, the following policy and procedure may be applied by a district executive or Mission Global Operations Committee in granting exemption to the following categories:

candidates who are 30 years of age or more who have not secured a high school diploma or the acceptable equivalent for admission to an approved Bible college level education program, or

candidates who are 45 years of age or more.

Candidates must provide the recommendation of their home church pastor, evidence of involvement in Christian service in their home church, and show promise of capable ministerial service to an interviewing committee established by a district or conference executive.

Such person(s) may be approved for enrollment in a special program approved by the Superintendents Committee and upon completion may qualify for a Licensed Minister Credential.

**10.2.8.4 CONFERENCE PRIVILEGES**

Licensed Minister credential holders shall be entitled to district conference privileges. Licensed Minister credential holders may be entitled to General Conference privileges as outlined in Article 8.1.

**10.2.9 DEACONESS CREDENTIAL**

This credential is no longer being issued. Women holding this credential may continue to have it renewed annually upon being engaged in preaching, or in church visitation ministry, or as an active

partner with their husbands in ministry, and shall continue to have all district conference privileges, together with all other benefits attendant thereto.

## **10.2.10 RECOGNITION OF MINISTRY CREDENTIAL**

### **10.2.10.1 QUALIFICATION FOR RECOGNITION OF MINISTRY CREDENTIAL**

#### **10.2.10.1.1 MINISTRY PREPARATION REQUIREMENT**

Recognition of Ministry Credential may be granted to persons who have completed the required credentialing courses from the ministerial course of studies which have been approved by the General Executive.

#### **10.2.10.1.2 MINISTRY APPOINTMENT**

The granting of this credential shall be conditional upon the applicant's receiving an appointment in ministry as follows:

- 10.2.10.1.2.1** appointment in accordance with local church policy or congregational election to the pastoral staff of a local church of The Pentecostal Assemblies of Canada; or
- 10.2.10.1.2.2** faculty or leadership appointment by the board or administrative committee of a Bible college or seminary of The Pentecostal Assemblies of Canada, or
- 10.2.10.1.2.3** exclusive, management level appointment by the district executive; or
- 10.2.10.1.2.4** exclusive, management level appointment at the International Office; or
- 10.2.10.1.2.5** chaplaincy appointment or itinerant ministry approved by the district executive; or
- 10.2.10.1.2.6** appointment in accordance with the Mission Global department or Mission Canada policy as a global or Mission Canada worker; or
- 10.2.10.1.2.7** other ministerial appointments as approved by the district executive.

#### **10.2.10.1.3 TIME REQUIREMENT**

The applicant shall be engaged in a ministry appointment, responsible for pastoral, evangelistic, church administrative, or related spiritual ministries, which involves a minimum of 20 hours of active ministry responsibility per week.

### **10.2.10.2 EXCEPTIONS**

- 10.2.10.2.1** Persons who hold the Ministry Related Credential for five or more years of proven pastoral ministry may, upon an appropriate application to and approval by the district executive or Mission Global Operations Committee, be granted the Recognition of Ministry Credential. This exception shall be granted only when the applicant has completed the required courses approved by the Superintendents Committee and has some other pertinent professional qualification. This credential exception shall be granted only to those 30 years of age or older.
- 10.2.10.2.2** This credential may also be granted to a minister of proven character from an indigenous, cultural or minority language group, who gives indication of leadership qualities and the call of God, who is active in the ministry and has not been able to complete the required academic program leading to a credential because of language deficiency and the absence of an alternative academic program available in the language of the applicant.
- 10.2.10.2.3** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

### **10.2.10.3 EXEMPTIONS**

- 10.2.10.3.1** When a credential holder who does not meet the academic qualifications required for the Recognition of Ministry credential holds the position of a Senior Pastor, the district shall request an exemption to reclassify the credential holder to the Recognition of

Ministry credential. This shall be effective for the length of time the credential holder fills the ministry position of a Senior Pastor.

The credential holder shall be reclassified to Ministry Related when they cease to hold the position of Senior Pastor for which the exemption was granted.

#### **10.2.10.4 CONFERENCE PRIVILEGES**

Recognition of Ministry credential holders shall be entitled to district conference privileges. Recognition of Ministry credential holders may be entitled to General Conference privileges as outlined in Article 8.1.

### **10.2.11 MINISTRY RELATED CREDENTIAL**

#### **10.2.11.1 QUALIFICATIONS FOR MINISTRY RELATED CREDENTIAL**

##### **10.2.11.1.1 MINISTRY PREPARATION REQUIREMENT**

Persons who serve in ministry positions, other than senior pastor, and who do not have the academic qualifications required for the Recognition of Ministry Credential may be granted the Ministry Related Credential.

##### **10.2.11.1.2 MINISTRY APPOINTMENT**

The granting of this credential shall be conditional upon the applicant receiving an appointment in ministry as follows:

**10.2.11.1.2.1** appointment in accordance with local church policy or congregational election to the pastoral staff of a local church of The Pentecostal Assemblies of Canada; or

**10.2.11.1.2.2** faculty or leadership appointment by the board or administrative committee of a Bible college or seminary of The Pentecostal Assemblies of Canada; or

**10.2.11.1.2.3** exclusive, management level appointment by the district executive; or

**10.2.11.1.2.4** exclusive, management level appointment at the International Office; or

**10.2.11.1.2.5** chaplaincy appointment or itinerant ministry approved by the district executive; or

**10.2.11.1.2.6** appointment in accordance with the Mission Global department or Mission Canada policy as a global or Mission Canada worker; or

**10.2.11.1.2.7** other ministerial appointments as approved by the district executive.

##### **10.2.11.1.3 TIME REQUIREMENT**

The applicant shall be engaged in a ministry appointment, responsible for pastoral, evangelistic, church administrative, or related spiritual ministries, which involves a minimum of 20 hours of active ministry responsibility per week.

#### **10.2.11.2 EXCEPTIONS**

**10.2.11.2.1** This credential may be granted to those who are active partners with their credentialed spouses in ministry.

**10.2.11.2.2** This credential shall be granted to applicants meeting the academic qualifications for other grades of credentials but desire an entry level credential to fulfill a ministry gift of evangelism. Following the first calendar year when the preaching requirement for maintaining credentials is met in a recognized itinerant ministry setting, the credential shall be upgraded to Licensed Minister Credential or Recognition of Ministry Credential depending on the qualifications of the applicant.

**10.2.11.2.3** This credential may also be granted to lay people of proven character who have preaching or specialized ministry opportunities outside their local church and who are not engaged in full-time ministry or are in charge of an assembly. To qualify for and maintain this credential exception requires a minimum of 12 preaching engagements per year. Such persons must be members of a local assembly affiliated with The Pentecostal Assemblies of Canada and have the recommendation of their pastor.

**10.2.11.2.4** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

### **10.2.11.3 EXEMPTIONS**

**10.2.11.3.1** This credential may be granted to a person who is under the ministry and authority of a district approved mentor and who is actively seeking to receive Spirit baptism with the sign of speaking in other tongues.

This credential does not permit the holder to be eligible for the position of Senior Pastor until Spirit baptism has been received.

The district executive can request an exemption to grant this Provisional Ministry Related credential, which will be reviewed annually by the District Executive.

### **10.2.11.4 CREDENTIAL LIMITATIONS**

**10.2.11.4.1** This credential is limited in that it does not provide district conference privileges, except in districts whose constitutions have been amended to permit conference privileges. When the holder of this credential is married to a credential holder who has district conference privileges, the holder shall also have district conference privileges.

**10.2.11.4.2** Holders of this credential shall not be eligible for appointment to district conference as a lay delegate.

### **10.2.12 PROVISIONAL CREDENTIALS**

A credential holder who qualifies for Ordained Credential, Licensed Minister Credential or Recognition of Ministry Credential, and who is newly transferred into The Pentecostal Assemblies of Canada as provided in By-Law 10.4.2.5, shall be classified as provisional credential status. Credential holders with provisional status under By-Law 10.4.2.5 shall have their credentials reviewed by the district executive or Mission Global Operations Committee after one year, prior to issuance of regular credential status. Credential holders with provisional status shall not have the privilege of General Conference or district conference participation, but shall be eligible for all other benefits of The Pentecostal Assemblies of Canada.

## **10.3 ISSUING OF CREDENTIALS**

**10.3.1** The National Credentials Committee shall issue the approved credentials to those who meet the requirements of the *General Constitution and By-Laws* and who have been recommended by the district executive or the Mission Global Operations Committee, subject to the appropriate approval of the district conference.

**10.3.2** All initial applications for credentials, except those which relate to divorce and remarriage issues, must be made on a completed application form to be submitted to the district credentials committee for appropriate approval of the district conference.

**10.3.3** Initial applications for credentials by individuals who have been divorced and remarried, or by credential holders of other organizations who have been divorced and remarried and wish to transfer their credentials, shall complete the special application form to be submitted to the National Credentials Review Committee.

**10.3.4** All ministers must hold their credentials with the district in which they reside, except if the pastor's residence is across a district boundary from the congregation they serve, in which case the location of the church is the determining factor. Credential holders working at the International Office may choose to hold credentials in any district. Members of Bible college administration or faculties may hold credentials in any of the sponsoring districts of the school. Such credential holders may remain eligible for district ministry appointments or elections in the district in which they hold credentials. Credential holders who are 60 years of age or older and have retired from active full-time ministry may hold their credentials in any district within the fellowship, regardless of residence. Credential holders on full-time study leave as provided in By-Law 10.5.7.3 may retain their credentials in their home district.

### **10.3.5 GLOBAL WORKER APPOINTMENTS**

Global worker applicants who hold no district credentials shall obtain such from their home district before the global worker appointment is granted by the Mission Global Operations Committee.

Persons under appointment by the Mission Global Operations Committee shall have their credentials transferred to the Mission Global department, but they shall continue to have voting privileges in their credentialing district.

Global workers eligible for a change in their grade of credential shall make application to the Mission Global Operations Committee for reclassification. Any exceptions shall be referred to the Superintendents Committee.

#### **10.3.5.1 EXCEPTIONS**

The Mission Global Operations Committee will ensure that those being approved for global worker appointment hold ministerial credentials with The Pentecostal Assemblies of Canada or be one whom the Mission Global Operations Committee approves, as defined by Mission Global policy

### **10.3.6 MISSION CANADA WORKER APPOINTMENTS**

Mission Canada worker applicants who hold no district credentials shall obtain such from their home district before the Mission Canada worker appointment is granted by the Mission Canada Committee.

Persons under appointment by the Mission Canada Committee shall hold their credentials with their credentialing district.

- 10.3.7** Individuals whose credentials have been resigned, terminated or dismissed and who are now applying for reinstatement with The Pentecostal Assemblies of Canada must make application through the last district with which they were associated or the Mission Global department. If the credential has been dismissed a new application must be completed. Upon receipt of a completed application from a former credential holder living in another district, if the district executive of the former district or Mission Global Operations Committee in the case of a former global worker perceives no reason why the applicant may not be approved, the application may be forwarded to the superintendent of the district in which the applicant resides for processing and interview.

## **10.4 TRANSFERS**

The Executive Officers and District Officers and their respective appointees, may share information in a credential holder's file that pertains to the credential holder's fitness for ministry, subject to the directions contained in By-Law 10.6.17.1. The term "credential holder's file" includes files maintained for both credentialed ministers and applicants for ministerial credentials.

### **10.4.1 TRANSFERS OUT TO OTHER PENTECOSTAL ASSEMBLIES OF CANADA DISTRICTS OR FELLOWSHIPS**

**10.4.1.1** When credential holders move from one district to another in Canada, their credential shall be transferred as outlined in By-Law 10.3.4. The transfer shall be sent to the International Office, and the records shall be adjusted accordingly.

**10.4.1.2** When credential holders move out of Canada or to Newfoundland, they should apply for a transfer of credentials.

**10.4.1.3** When credential holders receive appointment by the Mission Global department, their credential shall automatically be transferred from the district to the Mission Global department.

### **10.4.2 TRANSFERS INTO A DISTRICT OF THE PENTECOSTAL ASSEMBLIES OF CANADA**

**10.4.2.1** When a global worker returns to Canada with the intention of remaining in Canada, their credential shall automatically be transferred to the district of their residence, and the Mission Global department shall be authorized to grant a transfer in keeping with the credential held by the global worker.

**10.4.2.2** Credential holders transferring in from one of The Pentecostal Assemblies of Canada districts shall be accepted by another of The Pentecostal Assemblies of Canada districts. The new

district shall provide appropriate consideration of constitutional requirements relative to a ministry appointment.

- 10.4.2.3** When a former credential holder of The Pentecostal Assemblies of Canada has formerly engaged in ministry outside of The Pentecostal Assemblies of Canada, they shall have their credential approved for transfer to the current district upon a letter of reference from the last district in The Pentecostal Assemblies of Canada with which they held their credential.

Where a minister transferring in has previously held a valid The Pentecostal Assemblies of Canada credential within 36 months prior to the date of the requested transfer in, they may be exempt from completing the initial application for credentials, and shall instead complete a declaration that they have read and agree to abide by the provisions of By-Law 10 and the *Statement of Essential Truths and Positions and Practices*.

- 10.4.2.4** Ministers from other church organizations who have been divorced and remarried and who wish to transfer to The Pentecostal Assemblies of Canada shall complete the special application form to be submitted to the National Credentials Review Committee. Approved applicants for transfer shall be referred to the district executive for further processing.

- 10.4.2.5** All ministers transferring shall complete the required courses of study and The Pentecostal Assemblies of Canada *Application for Ministerial Credentials* for our records, including the credential exam and academic transcripts, and a letter of reference from their current church organization. Before receiving credentials they shall allow a copy of their former credentials and, if applicable, their ordination certificate, to be made available for the files of The Pentecostal Assemblies of Canada. Credential holders accepted for transfer from other church organizations may have a provisional credential status for one year before credential transfer is confirmed.

- 10.4.2.6** An inactive credential holder may be transferred to a new district by action of the home district.

## **10.5 CREDENTIAL REGULATIONS**

- 10.5.1** Credential qualifications required to receive a ministerial credential, as outlined in By-Law 10.2, are also the basis for retaining a ministerial credential.

- 10.5.2** A credential holder with The Pentecostal Assemblies of Canada may hold concurrent credentials with another organization(s) only upon the recommendation of the district executive or Mission Global Operations Committee and approval of the Superintendents Committee.

- 10.5.3** Current credentials are issued only to credential holders approved by the district and who have sent the completed annual questionnaire to the International Office, together with the required fee. The annual assessment for credentials shall be set by the Superintendents Committee.

- 10.5.4** In the event of the announced desire of credential holders to resign their credentials or not renew their credentials, their resignation of credentials shall be approved or the credential shall not be renewed provided that there are no allegations of wrongdoing. In the event that there are allegations that indicate that disciplinary action may be required, an investigation shall be initiated in accordance with By-Law 10.6.6.

- 10.5.5** It is recommended that credential holders do not invite into the church or community for official public preaching, teaching, or evangelistic ministries any person or persons who are divorced and remarried and have a living former spouse or who are married to such a person, unless such person holds ministerial credentials with a religious organization recognized by The Pentecostal Assemblies of Canada.

- 10.5.6** No credential holder shall knowingly invite into the church or community for official public preaching, teaching, or evangelistic ministries any person or persons whose credentials are under suspension or who have had their credentials dismissed in accordance with By-Law 10.6.2. Any violation of this regulation shall result in a review of the matter by the district executive or Mission Global Operations Committee, and disciplinary actions shall be taken as deemed warranted.

- 10.5.7** In order to maintain active standing:

- 10.5.7.1** Ordained ministers, with fewer than 30 years of credentialed ministry or who are under 60 years of age, who serve as senior pastors or itinerant ministers, must preach at least 15 times a year.
- 10.5.7.2** Licensed Ministers and persons holding a Ministerial License for Women Credential, who serve as senior pastors or itinerant ministers, must preach at least 10 times a year.
- 10.5.7.3** Credential holders who are engaged in national, district, or local church administrative work, or are members of a Bible college staff, or duly appointed chaplains, or are registered as full-time students in furtherance of their education (maximum three years), or are engaged in specialized ministries, which include music, counseling, media and creative ministry, and ministries that focus on particular age, gender, interest, or cultural groups must fulfill their duties in accordance with the terms of their appointment.
- 10.5.7.4** Credential holders serving in non-Pentecostal Assemblies of Canada ministries maintain their credentials by fulfilling the responsibilities assigned by the boards of their respective organizations.
- 10.5.7.5** A credential holder with Recognition of Ministry Credential or Ministry Related Credential must be actively engaged in ministerial functions and hold a ministerial position that is recognized by the district executive or Mission Global Operations Committee in order to maintain active standing.
- 10.5.7.6** A district executive or Mission Global Operations Committee shall allow appropriate time before inactivating a credential for those in transition between pastorates or ministry positions and who are actively seeking placement.
- 10.5.7.7** District executives or the Mission Global Operations Committee, at their discretion, are authorized to review the circumstances of any credential holder who is currently engaged in full-time or part-time secular work and if, in the opinion of either of these committees, there is evidence that the individual is not engaged primarily in Christian ministry or does not meet the minimum preaching requirement for retention of active standing, the name of such a person shall be placed on the inactive list.
- 10.5.7.8** After a period of two years, a credential holder whose name is on the inactive list is no longer eligible to retain a credential unless the credential holder has had a continuous credentialed ministry of 15 years or more, in which case the person may remain on the inactive list indefinitely. All credential holders whose credentials are inactivated shall fill out the annual renewal questionnaire and submit the annual fee required to stay on the inactive list.
- 10.5.7.9** In that an inactive status is still a valid credential with The Pentecostal Assemblies of Canada, all who are so classified shall be obligated to abide by the *Statement of Essential Truths and Positions and Practices* and be subject to the *General Constitution and By-Laws* in order to maintain good standing.
- 10.5.7.10** Credential holders whose names appear on the inactive list or who are under suspension shall not have the privilege of General Conference or district conference participation, but may retain other benefits of The Pentecostal Assemblies of Canada such as pension and insurance. Exceptions for those on the inactive list may be made by the Superintendents Committee in session for persons who have held credentials for 30 years or more.
- 10.5.7.11** An inactive credential may be reactivated upon a written request by the credential holder and approval by the district executive or Mission Global Operations Committee subject to updating of current files and an interview by the district executive or Mission Global Operations Committee if the credential has been inactive for more than three years.
- 10.5.7.12** Credential holders under suspension shall complete the annual Credential Renewal Application in accordance with the provision of By-Law 10.5.8.
- 10.5.7.13** Senior pastors shall complete the Annual Church Life Report as a mandatory part of their Annual Credentials Renewal Application.
- 10.5.7.14** Credential holders over 60 years of age who are retired may retain their credentials by regular renewal of credentials and payment of the annual fee. Those 65 years of age and



over and not employed in active ministry are not required to submit annual credential fees, but are required to complete the annual questionnaire.

- 10.5.7.15** Credential holders on permanent disability may retain active credentials with regular conference privileges provided the credentials are renewed. Credential holders on permanent disability are not required to submit annual credential fees with the application for annual renewal of credentials.
- 10.5.7.16** Credential holders on maternity/paternity leave may retain active credentials with regular conference privileges provided the credentials are renewed. However, time spent on maternity/paternity leave will not be included in the time requirement for ordination.
- 10.5.8** Should a credential holder fail to renew their credential by the annual credential renewal date, the General Secretary Treasurer shall inform the individual by letter that if the credential is not renewed within 60 days, it shall be deemed terminated as of that date. A copy of the letter shall be sent to the District Superintendent and the Executive Director for Mission Global. If the credential is not renewed within 60 days the General Secretary Treasurer shall notify the District Superintendent and the Executive Director for Mission Global, and the credential in question shall be terminated.
- 10.5.9** The annual Credential Renewal Application shall call for a contribution to the Ministers Assistance Fund. The minimum amount shall be as recommended from time to time by the General Executive. The Ministers Assistance Fund shall provide emergency relief for credential holders upon request by the District Superintendent or the Executive Director for Mission Global to the Executive Officers Committee who shall administer the fund and its distribution.
- 10.5.10** All initial applicants for credentials shall present a completed criminal record check from the appropriate legal authorities. Successful applicants for credentials shall not have been found guilty of a sexual offence involving a child or young person as defined in the *Criminal Code* of Canada or the criminal records department in the nation in which they serve.
- 10.5.11** All credential holders shall regularly attend one of The Pentecostal Assemblies of Canada churches, except by specific application to and approval of the district executive or Mission Global Operations Committee.

## **10.6 DISCIPLINE**

### **10.6.1 THE NATURE AND PURPOSES OF DISCIPLINE**

Discipline is an application of scriptural principles that guide conduct and lifestyle. The aims of discipline are that God may be honored, that the purity and welfare of the ministry may be maintained, and that those under discipline may be brought to repentance and restoration.

Discipline is to be administered for the restoration of the minister, while fully providing for the protection and advancement of the spiritual welfare of our local assemblies. 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 actions shall be administered with gentleness.

### **10.6.2 CAUSES OF DISCIPLINARY ACTION**

- 10.6.2.1** Credential holders 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.

Credential holders 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, premarital and extramarital 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).

- 10.6.2.1.1** Violation of Biblical mandates as stated in this *General Constitution and By-Laws* may give just cause for disciplinary action.

- 10.6.2.1.1.1** Any moral failure involving sexual misconduct (including but not limited to heterosexual or homosexual activity, incest and sexual assault).
- 10.6.2.1.1.2** Any moral failure of a sexual nature (including but not limited to improper physical contact, sexual exploitation, luring a child, harassment, pornography, and any sexual conduct or advocacy of sexuality unbecoming a credential holder).
- 10.6.2.1.1.3** Any moral or ethical failure other than sexual misconduct or any conduct unbecoming to a credential holder (including but not limited to abuse of power or authority, deception, fraud, theft, assault, and drunkenness).
- 10.6.2.1.1.4** The propagation of doctrines and practices contrary to those set forth in the *Statement of Essential Truths and Positions and Practices* of The Pentecostal Assemblies of Canada.

**10.6.2.2** In keeping with “*the royal law found in Scripture, ‘Love your neighbor as yourself,’*” (James 2:8 NIV) and Paul’s use of his freedom outlined in 1 Corinthians 9:19-23 NIV, “*Though I am free and belong to no one, I have made myself a slave to everyone, to win as many as possible. To the Jews I became like a Jew, to win the Jews. To those under the law I became like one under the law (though I myself am not under the law), so as to win those under the law. To those not having the law I became like one not having the law (though I am not free from God’s law but am under Christ’s law), so as to win those not having the law. To the weak I became weak, to win the weak. I have become all things to all people so that by all possible means I might save some. I do all this for the sake of the gospel, that I may share in its blessings*”.

Credential holders shall be expected to live by the principles of servant leadership and limit their liberties for the sake of others.

- 10.6.2.2.1** Violation of the principles of servant leadership and other actions that may bring reproach to the name and cause of Christ, may be just cause for disciplinary action. This includes but is not limited to:
  - 10.6.2.2.1.1** Failure to honour The Pentecostal Assemblies of Canada Ministers Code of Ethics and generally accepted ministerial courtesy.
  - 10.6.2.2.1.2** A contentious or non-cooperative spirit, or an arbitrary rejection of district (or Mission Global Operations Committee in the case of global workers) counsel and direction.
  - 10.6.2.2.1.3** The use of tobacco and the non-medical use of mood altering substances.
  - 10.6.2.2.1.4** The mismanagement of personal or church finances.
  - 10.6.2.2.1.5** Officiating at a marriage ceremony contrary to By-Law 10.2.5.

Notwithstanding the above, when more than 10 years have elapsed from an occurrence which is the cause for disciplinary action or the dismissal of a credential, a district executive or the Mission Global Operations Committee may determine after investigation that no discipline be administered when, in view of all the circumstances, it would appear that such discipline would serve only as being punitive in nature rather than rehabilitative. In the event that discipline is deemed appropriate, it would be the prerogative of the district executive or Mission Global Operations Committee to consider reducing the normal disciplinary action associated with the offence.

### **10.6.3 DISTRICT INITIATIVE**

Credential holders are responsible to the executive of the district in which their credentials are held or the Mission Global Operations Committee in the case of global workers.

Occasions sometimes arise which make it necessary to deal with credential holders who have reached a point at which, in the opinion of the district executive or Mission Global Operations Committee, endorsement can no longer be given. Committees, which have the authority to ordain ministers and to recommend them for credentials, also have the right to carry out disciplinary procedures arising from causes cited in By-Law 10.6.2.

Credential holders who have global worker status are subject to similar review and decision by the Mission Global Operations Committee. The Executive Director for Mission Global shall fulfill the role of the District Superintendent in the case of global workers.

If allegations are brought against a district superintendent in accordance with By-Law 10.6.2, the matter shall be referred to the General Superintendent who shall oversee the disciplinary procedures as outlined in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

If allegations are brought against a member of a district executive or Mission Global Regional Directors Committee that in the opinion of the District Superintendent or Executive Director of Mission Global would be a conflict of interest if processed by the district executive or Mission Global Operations Committee, or would be more appropriately expedited by a body other than the district executive or Mission Global Operations Committee, the District Superintendent or Executive Director of Mission Global shall refer the matter to the General Secretary Treasurer who shall oversee the disciplinary procedures as outlined in *the General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

No charge shall proceed from allegations where the investigation determines that the allegation has arisen from the proper performance of duty by persons carrying out discipline procedures of By-Law 10, or church disciplinary or resolution of conflict procedures provided for in By-Law 12, By-Law 14, or the *Local Church Constitution*.

If the alleged offence occurred in the credential holder's home district (the one in which the credential holder currently holds credentials), the District Superintendent, or the District Superintendent's appointee, and another credential holder appointed by the District Superintendent shall investigate the alleged offence and take appropriate action.

If the alleged offence occurred while under appointment with the Mission Global department, the Executive Director of Mission Global, or the Executive Director of Mission Global's appointee, and another credential holder appointed by the Executive Director of Mission Global shall investigate the alleged offence and take appropriate action.

The district executive or Mission Global Operations Committee shall be the hearing committee. In the event that either of these committees are compromised in any manner, or appear to lack impartiality, or lack gender and/or cultural diversity, it shall have the right to appoint a hearing committee composed of ordained ministers with at least five years experience in that district or department, to hear charges against a credential holder.

Should the alleged offence have occurred in a district other than the credential holder's current district, the District Superintendent of the district in which the offence took place shall conduct disciplinary procedures as outlined in By-Law 10 or should the alleged offence have occurred in a region other than the credential holder's current district, the Executive Director of Mission Global shall conduct disciplinary procedures as outlined in By-Law 10 with the following provisions:

- 10.6.3.1** The official allegations and any subsequent charges must be reported to the credential holder's current district or the Mission Global department.
- 10.6.3.2** Based on the nature of the allegations the superintendent of the credential holder's current district shall have the right to determine restriction of ministerial activities until the allegations have been resolved. In the case of a credential holder serving with Mission Global, the Executive Director of Mission Global shall have the right to determine restriction of ministerial activities until the allegations have been resolved.
- 10.6.3.3** The District Superintendent of the district in which the offence occurred shall act as the officiating church officer on behalf of the credential holder's current district.
- 10.6.3.4** The District Superintendent or Executive Director of Mission Global of the credential holder's current district or region shall have the right to have two members of the current district executive or Mission Global Operations Committee present should the procedures warrant a hearing.

- 10.6.3.5** If the verdict of the hearing is guilty as charged, then the current district or Mission Global Operations Committee shall take appropriate credential action as determined by the hearing committee.
- 10.6.3.6** The hearing files, including the minutes and decisions of the hearing committee, record of the actual charges, and written letters of confession shall be held in the credential holder's current district or department.
- 10.6.3.7** If the verdict of the hearing is guilty as charged and a restoration program is deemed appropriate, the credential holder's current district or Mission Global department shall have responsibility for the restoration program.
- 10.6.3.8** The current district or Mission Global Operations Committee has the responsibility to assess the appropriateness of credential reinstatement.

Should the alleged offence have occurred prior to the time the person so charged became a credential holder with The Pentecostal Assemblies of Canada or any other recognized religious body, the district executive or Mission Global Operations Committee would not proceed with such a case, unless legal charges were laid, in which case By-Law 10.6.7 shall apply.

#### **10.6.4 REPORTS, RUMOURS, OR COMPLAINTS**

Should there be reports, rumours or complaints, written or unwritten, which appear to be persistent and serious concerning the credential holder and/or immediate family which have become publicly known and/or pose a detriment to the ministry of the individual, church, or fellowship, then the District Superintendent or the Executive Director for Mission Global and another district executive or Mission Global Operations Committee member, shall use their judgment to discuss the matter with the credential holder. The District Superintendent or Executive Director for Mission Global shall exercise discretion concerning whether or not to commence an official investigation.

If, after due consideration of reports, rumours or complaints, it is determined that a formal allegation should be made, the said allegation shall be prepared by, or as directed by, the District Superintendent or the Executive Director for Mission Global.

#### **10.6.5 STATEMENT OF CONDUCT**

Should a credential holder admit to or confess to a wrongdoing or misconduct such as should require disciplinary action, then the District Superintendent or Executive Director for Mission Global shall require a signed statement detailing the conduct by the credential holder. Notwithstanding the receipt of a signed confession of wrongdoing, the District Superintendent or Executive Director for Mission Global may also exercise discretion concerning whether or not to commence an official investigation and shall have the right to determine restriction of ministerial activities.

- 10.6.5.1** The district executive or Mission Global Operations Committee shall be presented with the signed statement and shall hear any further details of the matter as presented by and at the discretion of the District Superintendent or Executive Director for Mission Global.
- 10.6.5.2** The person making the statement, and the spouse, shall be requested to appear, but a failure or refusal to appear shall not prevent the matter from being presented to and acted upon by the district executive or Mission Global Operations Committee.
- 10.6.5.3** The District Superintendent or Executive Director for Mission Global shall have a restoration program ready for approval if the credential holder has requested such.
- 10.6.5.4** The district executive or Mission Global Operations Committee shall decide on the appropriate course of disciplinary action.
- 10.6.5.5** Due consideration shall be given to a confession made voluntarily.

In the absence of such a signed statement, a disciplinary hearing shall be called, assuming that sufficient evidence is available for such a hearing.

#### **10.6.6 INVESTIGATION OF ALLEGATIONS**

Allegations with a description of the violation(s) must be made in writing and be properly signed by one who is willing to appear and give testimony at a district hearing.

Alleged violations under By-Law 10.6.2 shall be investigated. The District Superintendent or Executive Director for Mission Global, or their appointee, and another credential holder appointed by the District Superintendent or Executive Director for Mission Global of the district or region in which the alleged offence is reported to have occurred, shall make an investigation, having in mind that it is their responsibility to safeguard the minister, the church, and the Fellowship.

**10.6.6.1** Written and signed allegations shall be filed with the district or Mission Global department office describing the alleged violations.

**10.6.6.2** The person(s) making the allegation shall be interviewed in order to ascertain the facts in the case and the reasons underlying the allegations.

**10.6.6.3** The respondent credential holder(s) shall be given an opportunity to be interviewed to discuss the allegation.

**10.6.6.3.1** The credential holder shall receive a copy of the allegation.

**10.6.6.3.2** Upon being informed of the allegation, a respondent credential holder shall be granted the opportunity to make a statement with regard to the allegation.

**10.6.6.4** Should a credential holder, when presented with the allegations, admit to or confess a wrongdoing that requires disciplinary action, the procedures provided in By-Law 10.6.5 shall be followed.

**10.6.6.5** Should a credential holder, against whom allegations have been filed, refuse to be interviewed by the investigators, a copy of the written allegations must be sent to the credential holder by registered mail or hand delivered to the individual.

**10.6.6.6** A respondent credential holder is presumed innocent unless guilt is established. The fact that either formal or informal procedures have been initiated does not create an inference of guilt. An investigation is not to determine the guilt or innocence of the credential holder. The investigators shall consider the available testimony and determine if there is sufficient evidence to convene a disciplinary hearing. A minimum of two witnesses (individuals or separate sources of evidence) are required to proceed to charges being laid. The investigators shall seek to assemble all relevant facts, evidence and testimony to present to the disciplinary hearing.

**10.6.6.7** The ministry may be subject to restrictions during the investigation, at the discretion of the District Superintendent or Executive Director for Mission Global, on the basis of the evidence at hand and the nature of the alleged offence.

**10.6.6.8** During the course of an investigation, the investigators shall be careful to observe the principles of natural justice.

**10.6.6.9** Under no circumstances should the credential holder contact, either directly or indirectly, the person making the allegation. Failure to adhere to this requirement shall result in disciplinary action pursuant to By-Law 10.6.2.

## **10.6.7 LEGAL CHARGES**

**10.6.7.1** Where a credential holder has been legally charged under the *Criminal Code* of Canada or the justice department in the nation in which they serve:

**10.6.7.1.1** No disciplinary action shall be taken until the legal charges, including appeal, have been officially dismissed or dealt with by the courts, except in cases where the district executive or Mission Global Operations Committee decides to proceed with charges arising from By-Law 10.6.2 and the credential holder signs a waiver permitting the district or Mission Global to initiate ecclesiastical disciplinary procedures.

**10.6.7.1.2** At the conclusion of the court proceedings the District Superintendent or Executive Director for Mission Global shall initiate investigation procedures based on charges arising from By-Law 10.6.2.

**10.6.7.1.3** Continuing ministry may be subject to restriction during the time of the legal proceedings at the discretion of the District Superintendent or Executive Director for Mission Global.

**10.6.7.1.4** In the event ministry is restricted, the credential holder charged under the *Criminal Code* of Canada or the criminal records department in the nation in which they serve shall continue to receive remuneration for a maximum of three months.

**10.6.7.2** When a credential holder is under investigation by the legal authorities for alleged offences under the *Criminal Code* of Canada or the criminal records department in the nation in which they serve, which have yet to result in official legal charges, the District Superintendent or Executive Director for Mission Global shall proceed with an investigation of the allegations. If, during the course of the district or Mission Global investigation, legal charges are laid, then By-Law 10.6.7.1 shall apply.

**10.6.7.3** When a credential holder has allegations made against them that could be a violation of the *Criminal Code* of Canada or the criminal records department in the nation in which they serve:

**10.6.7.3.1** The District Superintendent or Executive Director for Mission Global shall proceed with an investigation of the matter to determine the validity of the allegations.

**10.6.7.3.2** If the investigation indicates sufficient evidence to proceed with disciplinary action, the investigating officers shall use their discretion in reporting the matter to the legal authorities, unless formal reporting is required by law.

**10.6.7.3.3** Should the allegations against the credential holder be one of a violation that is required by law to be reported (including but not limited to offences against minors), the district or Mission Global investigators shall report the offender to the appropriate legal authorities. The district or Mission Global investigators shall be guided in their own investigation pursuant to By-Law 10.6.2 and By-Law 10.6.7.1-2.

**10.6.7.3.4** In the event ministry is restricted, the credential holder charged under the *Criminal Code* of Canada or the criminal records department in the nation in which they serve shall continue to receive remuneration for a maximum of three months.

#### **10.6.8 CIVIL SUITS**

If a credential holder is charged or sued in a civil suit, the District Superintendent or Executive Director for Mission Global shall have the right to investigate and determine if the district should proceed with charges.

#### **10.6.9 PREPARATION AND FILING OF CHARGES**

If, after due investigation of allegations, it is determined that charges should be laid, formal charges shall be prepared and filed in the district or Mission Global office. The investigators shall have the right and responsibility to make written charges if there is sufficient evidence to present a reasonable case for a hearing. The laying of formal charges is not to be considered as an indication of belief in the guilt of the respondent credential holder by the investigators. It is a procedural matter to deal with evidence at hand.

The person against whom charges have been filed shall be informed in writing of the charges made according to By-Law 10.6.2, including a signed copy of the charges; either by registered mail or hand delivered to the individual on behalf of the investigating committee at least 15 days before being called to appear before the hearing committee. The disciplinary hearing should take place, if possible, in the locality of the alleged offence or offences to facilitate access to as many witnesses as possible.

Should a credential holder, following the issuance of charges, admit to or confess to the charges, the District Superintendent or Executive Director of Mission Global shall exercise discretion as to whether or not a disciplinary hearing needs to proceed.

Being officially notified of the charges, the credential holder may be relieved of ministerial activities and provision for a ministry replacement shall be made by the District Superintendent or Executive Director for Mission Global or their representative.

A credential holder shall have the right, however, to receive salary and housing benefits or salary and use of the parsonage, until disposition of the charges has been formally made.

Such hearing shall take place within 40 days of formal charges being delivered, or the entire proceeding shall be rescinded, including any limitation of ministry.

The date of the hearing may be extended beyond the 40-day period upon the request of either the credential holder or the District Superintendent or Executive Director for Mission Global if both parties agree in writing to the time extension.

The date of the hearing may be extended for unusual circumstances such as the illness of one of the parties or of a significant witness, certified by a district or Mission Global approved medical authority, or an act of God; upon a request made by one of the parties to the District Superintendent or Executive Director for Mission Global or their designate who shall set a date for the hearing.

#### **10.6.10 DISPOSITION OF ALLEGATIONS**

- 10.6.10.1** If the investigators conclude under the terms of By-Law 10.6.6 that insufficient reason exists for a hearing, then the matter shall be dropped.
- 10.6.10.2** The complainant and the credential holder shall be informed in writing that the investigation has been concluded and there is insufficient evidence to lay charges.
- 10.6.10.3** There shall be no record of the investigation transferred with the file of the respondent credential holder if the credential holder leaves the district or Mission Global department.
- 10.6.10.4** The District Superintendent or Executive Director for Mission Global, or their appointee, may seek to counsel all parties involved towards reconciliation in their relationships and to bring to an end any continuation of rumours or conflicts related to the matter.

#### **10.6.11 DISCIPLINARY HEARING**

Upon the laying of charges by the investigators, the District Superintendent or Executive Director for Mission Global shall arrange for a disciplinary hearing.

The credential holder shall be required to appear at the hearing.

However, if the credential holder refuses to attend the hearing or fails to appear for reasons of willful neglect, the hearing shall proceed.

If the credential holder has chosen not to attend the hearing, then the credential holder will not be eligible to appeal the decision rendered.

##### **10.6.11.1 THE CHAIR**

The District Superintendent or Executive Director for Mission Global may appoint a member of the district executive or Mission Global Operations Committee or a member of the substitute committee to chair the hearing committee. In any case it shall not be chaired by either of the investigators.

The Chair of the hearing committee shall prepare an agenda and arrange for all matters of the hearing.

The Chair shall appoint a recording secretary who is not necessarily a member of the hearing committee.

##### **10.6.11.2 THE ROLE OF INVESTIGATORS**

- 10.6.11.2.1** The investigators shall bring a report to the hearing and offer evidence as discovered during the investigation procedures.
- 10.6.11.2.2** They shall not be present or participate when the verdict is being considered.
- 10.6.11.2.3** No evidence or counsel regarding the evidence shall be given by the investigators or complainant in the absence of the respondent credential holder, unless the respondent credential holder has failed to or has refused to appear at the hearing.

- 10.6.11.2.4** If the District Superintendent or Executive Director for Mission Global does not serve on the investigation committee or provide testimony at the district hearing committee, the District Superintendent or Executive Director for Mission Global shall have the right to be present as an observer and a procedural resource person. The District Superintendent or Executive Director for Mission Global shall not be present or participate when the verdict is being considered.
- 10.6.11.3** Legal counsel shall not be present at the disciplinary hearing
- 10.6.11.4** The respondent credential holder shall have the right to have another credential holder and/or spouse present for support, but not as an active participant in the hearing process.
- The complainant shall have the right to have another person present for support, but not as an active participant in the hearing process.
- 10.6.11.5** The agenda and proceedings shall provide sufficient opportunity for the investigators and respondent credential holder to speak, offer evidence, cross-examine, present witnesses, and to make a summation statement. The hearing committee shall also have the opportunity to ask questions of the investigators, complainant and respondent credential holder and the witnesses. The hearing committee shall not become involved in debating with the parties involved, or in any way conduct or appear to conduct themselves, as prosecuting or defending the complainant or respondent credential holder. It shall 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.
- 10.6.11.6** The verdict shall be made by secret ballot in the absence of investigators and complainant and respondent credential holder. At least a two-thirds majority vote shall be required to determine guilt.
- 10.6.11.7** 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 *General Constitution and By-Laws* of this ecclesiastical body.
- 10.6.11.8** If, in the opinion of the hearing committee, evidence indicates that the credential holder is innocent of the charge actually laid, but guilty of a related offence, an appropriate verdict may be rendered.
- 10.6.11.9** If, in the opinion of the hearing committee, the evidence heard indicates a not guilty verdict with regard to the charge actually laid, but there is evidence of an offence in another area, then new charges shall be prepared, signed and delivered to the individual so charged, and a new hearing scheduled with a substitute hearing committee.
- 10.6.11.10 THE VERDICT**
- 10.6.11.10.1** The verdict shall be communicated to the District Superintendent or Executive Director for Mission Global and placed in the minutes of the district executive or Mission Global Operations Committee noting the charge only by reference to the specific section of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada By-Law 10.6.2.
- 10.6.11.10.2** The District Superintendent or Executive Director for Mission Global shall communicate the verdict in writing to the credential holder, including the right and process of appeal, if eligible for an appeal, and to the complainant and to any other appropriate person within 10 days. The written statement to the credential holder must be sent by registered mail.
- 10.6.11.10.2.1** If the verdict is one of not guilty, then no record of the hearing shall leave the district office or Mission Global department in the case of a transfer of the credential holder from the district or Mission Global department.
- 10.6.11.10.2.2** If the verdict is one of guilt, the written statement to the credential holder shall inform them that credentials are suspended until restoration and reinstatement



have been completed. The written statement shall inform the credential holder of the right and process of appeal.

**10.6.11.10.3** If a credential holder confesses to a wrongdoing or is found guilty by a hearing committee, then the District Superintendent or Executive Director for Mission Global should use discretion as to whether a public announcement needs to be made to state the cause of discipline (using the specific words of the *General Constitution and By-Laws*) to the appropriate people. A statement of disciplinary action taken shall be communicated in writing to the local church board or national fellowship partner where applicable.

#### **10.6.12 DETERMINATION OF DISCIPLINE**

**10.6.12.1** It shall be the responsibility of the district executive or Mission Global Operations Committee to determine whether the circumstances of the case merit probation, suspension, or dismissal. The district executive or Mission Global Operations Committee shall weigh decisions on:

**10.6.12.1.1** the basis of the offence itself;

**10.6.12.1.2** the manner and thoroughness of repentance;

**10.6.12.1.3** the attitude of the offending credential holder toward the discipline;

**10.6.12.1.4** the manifested willingness to cooperate;

**10.6.12.1.5** the requirements of the *General Constitution and By-Laws*.

**10.6.12.2** If the verdict is guilty, the credential shall be suspended immediately unless it is determined to be a minor violation. Ministry employment may also be terminated.

**10.6.12.2.1** If, in the opinion of the district executive or Mission Global Operations Committee, restoration is feasible, a restoration program shall be provided.

**10.6.12.2.2** If restoration is feasible, the credential holder shall have up to one year to apply for the restoration program; otherwise credentials shall be dismissed.

**10.6.12.2.3** If at any time the district executive or Mission Global Operations Committee determines that restoration is not feasible, the credential holder shall be dismissed.

**10.6.12.3** If a credential holder has confessed to or has been found guilty by a hearing committee of an infraction not meriting suspension, the district executive or Mission Global Operations Committee may deal with the infraction by reprimand and/or counseling and/or restriction of ministry for a probationary period.

#### **10.6.13 REPORTING DISCIPLINARY ACTION TO THE INTERNATIONAL OFFICE**

The names of persons suspended shall be forwarded to the office of the General Secretary Treasurer who shall report the same to the General Executive. Suspensions shall not be reported in any published lists of credential status. Disciplinary procedures resulting in dismissal shall not be reported until the opportunity for appeal shall have lapsed.

#### **10.6.14 RIGHT OF APPEAL**

An appeal of the decision of the hearing committee shall be made in the following manner.

The credential holder shall make such a request in writing to the General Secretary Treasurer of The Pentecostal Assemblies of Canada.

**10.6.14.1** The written request must specifically state the nature, purpose and reason for the appeal based on the process leading to the judgment rendered.

**10.6.14.2** The appeal committee shall base the appeal hearing on the reason for appeal stated by the credential holder.

- 10.6.14.3** New evidence shall not be a reason for the appeal, nor shall new evidence be accepted at the appeal hearing.
- 10.6.14.4** The appeal committee has the responsibility to review the adherence to the constitutional process leading to the judgment rendered.
- 10.6.14.5** If the constitution has not been followed in minor matters that did not adversely affect due process in arriving at a just and fair verdict, the appeal committee shall uphold the judgment of the hearing committee and issue a written statement of correction to the district.
- 10.6.14.6** The appeal committee may overturn the decision of the hearing committee if the judgment is deemed inappropriate or the failure to follow constitutional guidelines has hindered due process. This request for appeal must be received by the General Secretary Treasurer by registered mail within 40 days of the verdict of the hearing committee. The General Executive or the Executive Officers Committee as their representatives shall appoint five ordained ministers, two of whom shall be members of the General Executive and none of whom shall have been part of the original proceedings. The appeal shall be conducted within 60 days of receiving the request for an appeal, and 30 days notice shall be given for the date and place of the appeal.

The respondent credential holder shall be present at this appeal, but if there is neglect or a refusal to attend the appeal, it shall not proceed and there shall be no further right of appeal.

The District Superintendent or Executive Director for Mission Global shall appoint one member of the hearing committee and one member of the investigating committee to represent the district or Mission Global. If the District Superintendent or Executive Director for Mission Global did not serve on the investigating committee, nor provide testimony at the hearing committee, the District Superintendent or Executive Director for Mission Global, by virtue of office, has the right to be present at the appeal hearing as an observer only. The District Superintendent or Executive Director for Mission Global shall not be present or participate when the verdict is being considered.

The General Secretary Treasurer has the right to be present as an observer and a procedural resource person. The General Secretary Treasurer shall not be present or participate when the verdict is being considered.

Legal counsel shall not be present at the appeal.

The credential holder shall have the right to have another credential holder or spouse present for support but not as an active participant in the appeal hearing process.

The verdict of this appeal committee shall be determined by secret ballot and a simple majority of the five members. The verdict shall be final.

The General Secretary Treasurer shall communicate the verdict of the appeal committee to the credential holder making the appeal and to the District Superintendent or Executive Director for Mission Global by registered mail within 10 days. If the appeal committee has upheld the appeal of the credential holder, the District Superintendent or Executive Director for Mission Global shall inform the complainants who submitted the original allegation of the appeal committee's decision within 30 days of the appeal hearing.

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

#### **10.6.15 NEW EVIDENCE**

If at any time during the process of disciplinary action new allegations are made, the District Superintendent or Executive Director for Mission Global shall review them and consider a new investigation and the process of further disciplinary procedures according to By-Law 10 of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada. If at any time during the disciplinary process new and substantive evidence is available that would support the credential holder and could overturn the decision of the hearing committee, the investigating officers shall review the evidence, and if there is substance to the new information that could affect the outcome of the hearing, the investigating committee shall call for a new hearing by the hearing committee. If the investigators judge the new evidence to be insufficient to warrant a new hearing,

the credential holder has the right to request the appeal committee to review the new evidence and determine if the district or Mission Global shall hold a new hearing. If the new evidence occurs after the appeal board has made a final decision, then the district or Mission Global shall be responsible to hear the new evidence according to the *General Constitution and By-Laws*.

#### **10.6.16 RESTORATION**

An effort should be made to lead the offending credential holder through a program of restoration, administered in Christian love and kindness. The following provisions for restoration shall apply:

##### **10.6.16.1 ELIGIBILITY FOR RESTORATION**

Participants in the restoration program are required to make application in writing and provide an admission of guilt in reference to an offence(s) noted in By-Law 10.6.2.

When the hearing process results in a finding of guilt, the credential holder must make application for the restoration program within one year of the date of the disciplinary hearing or shall be dismissed.

If at any time the district executive or Mission Global Operations Committee determines that restoration is not feasible, the credential holder shall be dismissed.

In the event a credential holder who has been dismissed shall later show repentance and indicate a desire for reinstatement, the credential holder shall, upon obtaining the approval of the district executive or Mission Global Operations Committee, have the credential reinstated in suspended form and enter the prescribed restoration program, with the provision that the credential holder shall not be eligible for full reinstatement until the requirements of the program have been satisfactorily completed.

##### **10.6.16.2 BASIS AND PERIOD OF TIME**

For those found to have violated any of the principles in By-Law 10.6.2, the district executive or Mission Global Operations Committee shall determine the period of restoration.

The restoration period begins upon the approval of an application for restoration.

The period of restoration shall be not less than one year, unless the offence is determined to meet the criteria of 10.6.12.3. When the violation involves *porneia* as defined in Article 6.1 and By-Law 10.2, it shall be for a minimum period of two years. The district executive or Mission Global Operations Committee shall have authority to extend the restoration period based on the offence in order to ensure satisfactory completion of the restoration program.

The maximum number of restorations that a credential holder may be offered shall be two. A credential holder may be offered only one restoration for violations requiring a suspension of two years or more.

##### **10.6.16.3 PROCEDURE AND REQUIREMENTS**

The following procedure shall be used by the district executive or Mission Global Operations Committee in determining the specific requirements leading to restoration for the individual credential holder.

##### **10.6.16.3.1 SUSPENSION**

The credential holder shall be considered to be under suspension during the entire period of restoration. The suspended person must continue to reside within the district or region, unless otherwise approved by the district executive or Mission Global Operations Committee.

There must be absolutely no ministry for the first half of the restoration period. For the remainder of restoration, ministerial involvement shall be at the discretion of the supervisor appointed by the district executive or Mission Global Operations Committee. Ministry involvement during the term of suspension shall not include "preaching" and shall be confined to the church of the supervising pastor. The credential holder shall not be eligible for any appointed or paid ministry staff position until the suspended credential is fully reinstated.

In situations when a credential holder offers a voluntary statement concerning inappropriate conduct which results in disciplinary action, and when the credential

holder demonstrates significant personal spiritual growth during the restoration period, the district executive or Mission Global Operations Committee may appeal to the General Executive for permission to shorten the period of discipline.

**10.6.16.3.2 SUPERVISOR'S REPORTS**

The credential holder under restoration shall report monthly to the supervisor approved by the district executive or Mission Global Operations Committee, and to the District Superintendent or Executive Director for Mission Global.

**10.6.16.3.3 CLASSIFIED INFORMATION**

The hearing committee reports and supporting documents shall be preserved for future reference in the files of the district or Mission Global department. All records of offenses shall be destroyed seven years after the person has had the credentials reinstated with The Pentecostal Assemblies of Canada.

**10.6.16.3.4 COMPLETION OF RESTORATION**

When the restoration period is satisfactorily completed in the view of the district executive or Mission Global Operations Committee, the credential holder shall be invited to make application for the reinstatement of the credentials.

**10.6.16.3.5 TERMS SUBJECT TO DISTRICT DISCRETION**

The terms of restoration, as stated above, shall be administered at the discretion of the district executive or Mission Global Operations Committee.

**10.6.16.3.6 MINISTERIAL BENEFITS NOT FORFEITED**

During the period of restoration, the minister shall continue to be eligible for benefits such as the ministers' group insurance and ministers' Pension Fund.

**10.6.17 DISCIPLINARY RECORDS**

**10.6.17.1** If the verdict is one of guilt, then the minutes of the hearing and any other relevant documents shall be maintained by the district or Mission Global department in a confidential file for seven years after reinstatement has occurred at which time they shall be destroyed. The district or Mission Global department shall keep a record of the disciplinary decisions in the official minutes of the district executive or Mission Global Operations Committee.

**10.6.17.2** If the verdict is one of guilt and reinstatement does not occur, the files shall be kept by the district or Mission Global department indefinitely.

**10.6.17.3** If the decision of the disciplinary hearing is appealed to the General Secretary Treasurer, the International Office shall keep a record of the appeal process for seven years following restoration and indefinitely if reinstatement does not occur.

**10.7 REINSTATEMENT OF CREDENTIALS**

**10.7.1** Persons who have had their credentials suspended and are seeking reinstatement shall make application in writing to the district executive or Mission Global Operations Committee. If, in the opinion of the district executive or Mission Global Operations Committee, the restoration program has been satisfactorily completed, then the district executive or Mission Global Operations Committee shall recommend the reinstatement of credentials to the Superintendents Committee for approval.

**10.7.2** Persons applying for reinstatement may, at the discretion of the Superintendents Committee, be requested to appear and answer questions.

**10.7.3** The decision of the Superintendents Committee shall be final and binding.

**10.7.4** There shall be no reinstatement of credentials for a person who is found guilty of a sexual offence involving a person under the age of 18 as determined by a district executive or Mission Global Operations Committee as outlined in By-Law 10.6.2, or found guilty of a sexual offence by a court as defined in the *Criminal Code* of Canada or the criminal records department in the nation in which they serve.

## **10.8 MINISTERS AND CHURCH RELATIONSHIP**

- 10.8.1** Where a pastor has claim for personal funds against church property, such claim, to be valid, must have the approval of the congregation or district executive in writing.
- 10.8.2** A pastor shall not hold title to church property.
- 10.8.3** A pastor or pastor's spouse shall not act as treasurer for a congregation duly set in order.

EXCEPTION: Where a pastor is temporarily authorized by the district executive, they shall give an account to the executive.

## **10.9 MINISTERIAL RELATIONSHIPS**

### **10.9.1 DISTRICT MINISTERIAL RELATIONSHIPS**

**10.9.1.1** The district executive, upon a recommendation of the District Superintendent, may appoint a coordinator of ministry relationships whose role shall be to facilitate harmonious relationships among credential holders in The Pentecostal Assemblies of Canada.

**10.9.1.2** This person shall serve under and be accountable to the District Superintendent and the district executive.

#### **10.9.1.3 DISTRICT MINISTERIAL RELATIONSHIPS COORDINATOR**

The ministry relationships coordinator shall, in consultation with, and at the request of the District Superintendent, mediate disagreements and conflicts among credential holders that do not involve matters relating to allegations, charges or the suspension of credentials.

**10.9.1.3.1** The ministry relationships coordinator shall hear and receive written submissions reflecting conflict or broken relationships among credential holders and shall interact with the credential holder(s).

**10.9.1.3.2** The ministry relationships coordinator shall act as intermediary to address and resolve conflict or difficulty among credential holders when it is deemed appropriate.

**10.9.1.3.3** The ministry relationships coordinator shall have the right to initiate contact with credential holders when a discord is of such seriousness as to bring discredit to the church, the ministry, the Body of Christ, or another credential holder.

**10.9.1.3.4** If a credential holder refuses to participate in a reconciliation process then the ministry relationships coordinator has the right to refer the matter to the District Superintendent for appropriate action according to By-Law 10.6.2.

**10.9.1.3.5** The purpose of the mediation is to bring reconciliation and resolution among credential holders.

**10.9.1.3.6** The ministerial relationships coordinator shall, at the request of the District Superintendent, serve the credential holder who has been charged according to By-Law 10.6.2, as a resource with reference to the constitutional privileges and responsibilities of The Pentecostal Assemblies of Canada.

### **10.9.2 NATIONAL MINISTERIAL RELATIONSHIPS**

**10.9.2.1** The General Executive, upon a recommendation of the Executive Officers Committee, may appoint a national coordinator of ministerial relationships, whose role shall be to facilitate harmonious relationships among credential holders and district or national executives in The Pentecostal Assemblies of Canada.

**10.9.2.2** This person shall serve under and be accountable to the General Secretary Treasurer and the General Executive.

### **10.9.2.3 NATIONAL MINISTERIAL RELATIONSHIPS COORDINATOR**

The National Ministerial Relationships Coordinator shall, in consultation with and at the request of the General Secretary Treasurer, mediate disagreements and conflicts between and among credential holders and district and national executives that do not involve matters relating to allegations, charges or the suspension of credentials.

- 10.9.2.3.1** The National Ministerial Relationships Coordinator shall hear and receive written submissions reflecting conflict or broken relationships between and among credential holders and shall interact with the credential holder(s).
- 10.9.2.3.2** The National Ministerial Relationships Coordinator shall act as intermediary to address and resolve conflict or difficulty between credential holders when it is deemed appropriate.
- 10.9.2.3.3** The National Ministerial Relationships Coordinator shall have the right to initiate contact with credential holders when a discord is of such seriousness as to bring discredit to the church, the ministry, the Body of Christ, or another credential holder.
- 10.9.2.3.4** If a credential holder refuses to participate in a reconciliation process then the National Ministerial Relationships Coordinator has the right to refer the matter to the District Superintendent for appropriate action according to By-Law 10.6.2.
- 10.9.2.3.5** If the District Superintendent refuses to participate in a reconciliation process, then the National Ministerial Relationships Coordinator has the right to refer the matter to the General Secretary Treasurer, who shall assume the authority for appropriate action according to By-Law 10.6.2.
- 10.9.2.3.6** The purpose of the mediation is to bring reconciliation and resolution between and among credential holders and district and national executives.

### **10.9.2.4 MISSION GLOBAL MINISTERIAL RELATIONSHIPS**

The Mission Global National Ministerial Relationships Coordinator shall, in consultation with and at the request of the General Secretary Treasurer, mediate disagreements and conflicts between and among credential holders serving as global workers either on the field or on home assignment and other credential holders and district and national executives that do not involve matters relating to allegations, charges or the suspension of credentials.

- 10.9.2.4.1** The National Ministerial Relationships Coordinator shall hear and receive written submissions reflecting conflict or broken relationships involving global workers and credential holders and shall interact with the global worker(s) and credential holder(s).
- 10.9.2.4.2** The National Ministerial Relationships Coordinator shall act as intermediary to address and resolve conflict or difficulty between global workers when it is deemed appropriate.
- 10.9.2.4.3** The National Ministerial Relationships Coordinator shall have the right to initiate contact with global workers and credential holders when a discord is of such seriousness as to bring discredit to the church, the ministry, the Body of Christ, or another credential holder.
- 10.9.2.4.4** If a credential holder refuses to participate in a reconciliation process then the National Ministerial Relationships Coordinator has the right to refer the matter to the General Secretary Treasurer and the home District Superintendent for appropriate action according to By-Law 10.6.2 and the Mission Global Personnel Policy Manual.
- 10.9.2.4.5** The purpose of the mediation is to bring reconciliation and resolution between and among credential holders and district and national executives.

## **10.10 CEREMONIES AND ORDINANCES**

Ministers holding credentials with The Pentecostal Assemblies of Canada are permitted to conduct the various ceremonies and ordinances in accordance with the customs and practices of The Pentecostal Assemblies of Canada and the laws of their province.

**10.10.1** Ordained ministers are permitted to solemnize marriages if they are registered with the government.

EXCEPTIONS: Those who hold Ministerial License for Women Credential, Licensed Minister Credential, or Recognition of Ministry Credential may, under special circumstances, be granted the right to solemnize marriage according to the Provincial Marriage Act. Such people:

**10.10.1.1** must obtain authorization from the district executive,

**10.10.1.2** must be in charge of a congregation, and

**10.10.1.3** must be registered with the appropriate provincial or territorial government.

**10.10.2** Dedication of children, water baptism, communion and services of Christian burial may be conducted by the credential holder according to the customs and practices of The Pentecostal Assemblies of Canada.

## **10.11 CORPORATIONS AND NON-PROFIT ORGANIZATIONS**

Credential holders who establish a corporation and register as a non-profit organization shall inform their district executive of the nature and objectives of the organization.

**10.11.1** It is understood that the corporation or non-profit organization would operate under the following guidelines:

**10.11.1.1** The organization must be directed in harmony with the provisions of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada and the district constitution and by-laws of the district in which the individual holds credentials.

**10.11.1.2** The organization is encouraged to provide to the district executive an annual financial statement and ministry report.

**10.11.1.3** It is not implied that local assemblies of The Pentecostal Assemblies of Canada are under any obligation to open their doors to the organization.

**10.11.2** If there is any involvement of the organization in international ministries, mission projects or humanitarian work, communication is encouraged with either the appropriate Mission Global Regional Director or the Mission Global department, including the potential for an annual meeting with these parties and the submission of annual ministry reports.

**10.11.2.1** Credential holders who hold their credentials with the Mission Global department wishing to establish a corporation and register as a non-profit organization must apply initially to the Mission Global Operations Committee requesting permission. The application to the Mission Global Operations Committee shall be made in writing at least 30 days prior to its session.

**10.11.2.2** Final approval from the Mission Global Operations Committee in session must be received before proceeding with an application to the government.

**10.11.2.3** Such applications receiving favorable consideration and those presently in existence must operate under the guidelines as established by the Mission Global department.

**10.11.3** All organizations must be in full compliance with Canada Revenue Agency regulations.

## **10.12 THE MINISTER OF NON-PENTECOSTAL ASSEMBLIES OF CANADA CHURCHES OR OTHER ORGANIZATIONS**

**10.12.1** To pastor a non-Pentecostal Assemblies of Canada church, with remote or no affiliation possibilities, a credential holder shall have their credentials inactivated. If the credential holder should desire to return, they may have the privilege of applying for reactivation.

- 10.12.2** To pastor a non-Pentecostal Assemblies of Canada church with affiliation possibilities, a credential holder must have district executive approval and be under district jurisdiction. The credential holder would have permission to pastor such church for a period of not more than five years, with a possible extension granted by the district executive, and must use the credential holder's influence to secure the affiliation of the church with The Pentecostal Assemblies of Canada.
- 10.12.3** To become involved with any other Christian organization not directly sponsored by The Pentecostal Assemblies of Canada, the credential holder may retain credentials if deemed appropriate by the district executive. If the credential holder serves internationally, the Mission Global Operations Committee will make this determination.

The following are the criteria by which the determination shall be made by the district executive:

- 10.12.3.1** There must be evidence that such ministry benefits the Church of Christ and does not conflict with the Mission Statement of The Pentecostal Assemblies of Canada.
- 10.12.3.2** The credential holder must be in full compliance with the district and national requirements relative to constitution, finances and active cooperation in district programs.
- 10.12.3.3** The credential holder must have membership in and be supporting a local Pentecostal Assemblies of Canada church, except by application to and approval of the district executive.
- 10.12.3.4** The credential holder must receive an appointment in ministry by the board of the organization.

#### **10.13 THE CREDENTIAL HOLDER SERVING WITH OTHER MISSION ORGANIZATIONS**

- 10.13.1** Credential holders serving with an international Christian organization not directly sponsored by The Pentecostal Assemblies of Canada and who reside outside of Canada for one year or more, shall hold credentials with the Mission Global department if their association and all relevant factors have been processed and approved by the Mission Global Operations Committee of The Pentecostal Assemblies of Canada Mission Global department.

The following are the criteria by which the determination shall be made by the Mission Global Operations Committee:

- 10.13.1.1** There must be evidence that such ministry benefits the Church of Christ and does not conflict with the Mission Statement of The Pentecostal Assemblies of Canada.
- 10.13.2** In cases where a credential holder is serving in an official capacity with an organization or an individual disapproved by the General Executive, that credential holder shall resign their association with the organization or the individual within a period of 90 days from the time at which the General Executive notifies the credential holder of its determination of the status of the organization or individual. Otherwise, the credential holder shall be referred to the Mission Global Operations Committee for appropriate action.

#### **10.14 THE OFFICIAL MINISTERIAL LIST**

- 10.14.1** A list of all credential holders shall be issued at least every two years.
- 10.14.2** This list is issued for the use of The Pentecostal Assemblies of Canada credential holders. Disclosing the list to non-credential holders is strictly forbidden. Use and disclosure of this information is subject to the terms of The Pentecostal Assemblies of Canada Privacy and Security Policies.
- 10.14.3** The published Official Directory shall include the following classifications: active, retired, and grade of credential.



- 10.14.4 Additions, deletions and changes in ministerial status shall be published at the discretion of the Superintendents Committee.

## **BY-LAW 11 BENEVOLENCES AND INSTITUTIONS**

- 11.1 The Pentecostal Assemblies of Canada shall be in sympathy with the establishment and maintenance of homes for senior citizens, orphans, unwed mothers, problem youth and hospitals where such services are required.

### **11.2 OWNERSHIP**

The Pentecostal Assemblies of Canada approves holding of title to all church buildings, schools, colleges and other institutions that are supported by funds solicited for the work of God through properly established corporations, or in the name of The Pentecostal Assemblies of Canada.

It disapproves of the holding of title to such properties by ministers of The Pentecostal Assemblies of Canada through private ownership, incorporation of sole, closed corporations or any other type of ownership where initiative of final action or final authority is not vested in a corporation of the whole.

### **11.3 ORGANIZATION**

- 11.3.1 Representation of The Pentecostal Assemblies of Canada in any provincial benevolent association shall be assured by membership on the board of directors of the District Superintendent and/or at least one presbyter appointed by the district executive from each district served by the benevolent organization.
- 11.3.2 District benevolent associations shall be governed by separate rules and regulations adopted by the corporation from time to time, and which are consistent with the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

## **BY-LAW 12 DISTRICT CONFERENCES**

### **12.1 DISTRICT BOUNDARIES**

The home territory (namely Canada) served by the corporation shall be divided into districts. The boundaries of the districts shall be defined as follows:

- 12.1.1 The British Columbia/Yukon District shall comprise the regions of the Province of British Columbia and the Yukon Territory.
- 12.1.2 The Alberta and Northwest Territories District shall comprise the region bounded on the west by the eastern borders of the Province of British Columbia and the Yukon Territory, and on the east by the western border of the Province of Saskatchewan and continuing north on a direct line north through the Northwest Territories and Nunavut to the extreme northern limit of Canada.
- 12.1.3 The Saskatchewan District shall comprise the region bounded on the west by the eastern border of the District of Alberta, and on the east by the Manitoba provincial boundary line carried north in a direct line to the extreme northern limit of Canada.
- 12.1.4 The District of Manitoba and Northwestern Ontario shall comprise the region bounded on the west by the eastern border of the Saskatchewan District, and on the east by a line running from Nipigon, Ontario, in a northwesterly direction to the present provincial Manitoba boundary at a point where the 95th parallel of longitude intersects the said boundary at a point south of Island Lake, and then northeasterly on the Manitoba provincial boundary to Hudson Bay and, from thence, due north to the extreme northern limit of Canada.
- 12.1.5 The Western Ontario District shall be the region bounded on the west by the eastern boundary of the Manitoba District, and on the east by a line beginning at the start of Highway 11A at the waterfront in the city of Toronto, north by Highway 11A to Highway 401, east to Highway 11 and north on Highway 11 to North Bay, and eastward from North Bay along Highway 17 to Mattawa (Mattawa being in the Western Ontario District), and northward from Mattawa along the Quebec border to the extreme northern limit of Canada, all towns on Highways 11 and 17 being in the Western Ontario District.

- 12.1.6 The Eastern Ontario District shall comprise that part of Ontario from the eastern border of the Western Ontario District, as described above, to the western border of the Province of Québec, and including that portion of Nunavut situated east of the line proceeding due north from the point where the Ontario/Québec provincial boundaries enter James Bay.
- 12.1.7 The Québec District shall be composed of the Province of Québec.
- 12.1.8 The Maritime District shall comprise the Provinces of New Brunswick, Nova Scotia, and Prince Edward Island.

The southern boundary shall begin in each district at the international boundary.

## 12.2 RELATIONSHIP

The district conference is an integral part of The Pentecostal Assemblies of Canada, deriving its jurisdiction and authority from the General Conference.

## 12.3 TENETS OF FAITH

As an integral part of The Pentecostal Assemblies of Canada, the tenets of faith of this district conference are those expressed in the constitution of The Pentecostal Assemblies of Canada; namely, "The acceptance of the Bible as the all-sufficient rule of faith and practice, and the adherence to *The Statement of Essential Truths and Positions and Practices* as approved by The Pentecostal Assemblies of Canada."

## 12.4 OBJECTIVES AND PREROGATIVES

- 12.4.1 To promulgate the gospel of Jesus Christ by all scriptural means, both at home and abroad; to promote Christian fellowship among its members in accordance with its tenets of faith.
- 12.4.2 To supervise all the district conference activities of the affiliated assemblies in its prescribed territory, in accordance with the rights conferred by the By-laws of The Pentecostal Assemblies of Canada.
- 12.4.3 To examine, license and ordain ministers who have met the requirements of the General Conference as set forth in the By-laws of The Pentecostal Assemblies of Canada.
- 12.4.4 To elect its officers and committees, to arrange for its meetings and to govern itself. However, it shall be subordinate to the General Conference of The Pentecostal Assemblies of Canada.
- 12.4.5 To establish and maintain such departments and institutions for the district conference as may be required, such as camp meetings, Bible schools, global worker rest homes, printing and publishing operations, and orphanages or other benevolent institutions.
- 12.4.6 To own, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as may be needed for the prosecution of its work, in accordance with the laws of the province and the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.
- 12.4.7 All of the activities of this district 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 *General Constitution and By-Laws* or as the same may be hereafter modified or amended.
- 12.4.8 In the event of dissolution or winding up of the organization, all its remaining assets after payment of liabilities shall be distributed to The Pentecostal Assemblies of Canada for its continuing ministries.

## 12.5 MEMBERSHIP

- 12.5.1 Holders of the following categories of current, valid credentials from The Pentecostal Assemblies of Canada and who have their permanent residence within the boundaries of the district conference (residential exceptions may be made at the discretion of the district executive) shall be recognized as members of the district conference.
  - Ordained
  - Ministerial License for Women
  - Licensed Minister

- Deaconess
- Recognition of Ministry
- Spousal Ministry Related (By-Law 10.2.11.2.1)
- Ministry Related in districts whose constitutions have been amended to permit conference privileges (By-Law 10.2.11.3.1)
- Duly appointed lay delegates from any affiliated assembly
- Duly appointed district department directors
- Global workers on home assignment with qualifying credentials in their credentialing district
- District layperson who is a member of the General Executive.

## **12.6 OFFICERS**

The officers of the district conference shall be a district superintendent, a district secretary, a district treasurer, district presbyters, and such other officer or officers as the district conference may determine from time to time.

## **12.7 COMMITTEES**

### **12.7.1 DISTRICT EXECUTIVE COMMITTEE**

The district executive committee shall consist of the duly elected officers and, in addition, such other members as the General Conference shall determine from time to time.

### **12.7.2 THE STANDING COMMITTEES**

The district executive committee and such other committees as may be constituted from time to time.

**12.7.3** Special committees may be created as the need may arise.

## **12.8 MEETINGS**

### **12.8.1 DISTRICT CONFERENCE**

**12.8.1.1** Regular meetings of a district conference shall be convened as determined in the district constitution and by-laws.

**12.8.1.2** The time and place of the district conference shall be determined by the district executive.

**12.8.1.3** A majority of the district executive shall have authority to call any special meetings of the district conference.

**12.8.1.4** Notice of meeting shall contain the time and place of meeting and, in the case of special meetings, shall also contain a concise statement of the business to be dealt with at the meeting. Notices shall be sent to each member, and to the secretary of each assembly as recorded, for the time being, in the annual assembly questionnaire, not later than two months prior to the annual meeting, and not later than 10 days prior to the time of any special meeting.

**12.8.1.5** All members and lay delegates to the district conference who are registered at any session of the district conference shall constitute the voting constituency.

**12.8.1.6** Members of the voting constituency present at the time and place of meeting shall constitute a quorum.

## **12.9 ELECTIONS**

### **12.9.1 QUALIFICATIONS OF CANDIDATES**

Candidates for superintendent of a district conference shall be ordained persons of mature experience, sound judgment, recognized ability, and Christian character, who have been ordained for a period of not fewer than 10 consecutive years with The Pentecostal Assemblies of Canada. Candidates for superintendent shall have served, at least two years as a member of their district immediately prior to nomination or as determined by the respective district constitution.

The other officers, executive members and presbyters will meet the qualifications determined by the respective district constitution.

## **12.9.2 NOMINATIONS AND ELECTIONS**

**12.9.2.1** District officers shall be elected in accordance with the provisions of the district constitutions.

### **12.9.2.2 TERMS OF OFFICE AND VACANCIES**

The terms of office for all district officers shall be for two years from the time of their election or, if longer, as the district conference may determine. All such officers shall take office at the close of the conference at which they are elected, except where other than the then present incumbent shall be elected to a full-time office. They shall assume office three months after the election, or earlier at the discretion of the district executive committee.

Should a vacancy occur in any office through resignation, removal from the district, death, or disqualification, power shall be vested in the remaining members of the district executive committee to fill the office until the close of the next meeting of the district conference. Should such vacancy occur during the first year of the term of office, an interim election shall be held during the subsequent district conference to fill the unexpired term.

### **12.9.2.3 GENERAL EXECUTIVE NOMINEE**

Prior to the convening of the biennial General Conference, the district conference shall choose a credential holder to serve as a nominee to the General Conference for election to the General Executive. The process for choosing the nominee shall be as follows: the district executive shall present three names. A candidate receiving more than 50 per cent of the votes cast on the district conference first election ballot shall be required in order to select the district nominee to be presented to the General Conference. If the district nominee is not confirmed on the first election ballot, the two candidates receiving the highest number of votes shall appear on the second election ballot. A majority vote shall confirm the election of the district nominee for the General Conference nomination slate for General Executive members at large.

## **12.10 DUTIES OF OFFICERS**

### **12.10.1 SUPERINTENDENT**

**12.10.1.1** The District Superintendent shall be the chief executive of the district conference and shall preside at all meetings of the district conference and the district executive.

**12.10.1.2** The District Superintendent shall act in a supervisory capacity over all the ministers of the district and assist assemblies with advice and ministry as the need may require.

**12.10.1.3** The District Superintendent shall administer discipline and restoration in all cases when requested to do so by the district executive.

**12.10.1.4** The District Superintendent shall present an annual report at the district conference.

**12.10.1.5** The District Superintendent shall be an ex-officio member of all district committees.

**12.10.1.6** The District Superintendent shall perform such other functions as are usual and customary for presiding officers to perform, or such as may be designated by the district executive or district conference.

### **12.10.2 ASSISTANT SUPERINTENDENT**

**12.10.2.1** The assistant district superintendent shall perform such functions as are usual and customary to this office, or as may be designated by the district conference or the district executive.

**12.10.2.2** The assistant district superintendent shall preside at meetings in the absence of the superintendent.

### **12.10.3 SECRETARY**

**12.10.3.1** The secretary shall keep true records of the proceedings of the district conference and shall publish the same as directed by the district conference.

**12.10.3.2** The secretary shall certify to the Credentials Standards Committee, through the General Secretary Treasurer, all candidates who have been ordained to the ministry and all approved by the conference for the other grades of credentials.

**12.10.3.3** The secretary shall keep a list of all ministers and a directory of all assemblies in the district.

**12.10.3.4** The secretary shall act as secretary of the meetings of the district executive and shall perform such other functions as are customary, or as may be designated by the district executive or district conference.

**12.10.3.5** The secretary shall present an annual report at the district conference.

#### **12.10.4 TREASURER**

**12.10.4.1** The treasurer shall be custodian of such funds as shall be committed to the charge by the district conference, and shall deposit the same in a responsible bank in the name of the district conference.

**12.10.4.2** The treasurer shall keep an accurate record of all receipts and disbursements, and shall conduct the work of the office according to accepted methods of business.

**12.10.4.3** The treasurer shall expend district funds as directed by the district executive.

**12.10.4.4** The treasurer shall give a report from time to time as may be requested by the district executive. The treasurer's books shall be audited yearly by a qualified person or persons to be appointed by district conference, and the report of the auditor shall be read at the district conference.

**12.10.4.5** The treasurer shall perform such other functions as are customary to this office, or as instructed by the district executive or district conference.

#### **12.10.5 PRESBYTERS**

**12.10.5.1** They shall be members of the district executive.

**12.10.5.2** Their number shall be determined by the district conference from time to time.

**12.10.5.3** They shall work in cooperation with the District Superintendent in the oversight of the general business and work of the district, as determined by the district conference.

**12.10.5.4** They shall give a report of their activities as district presbyters to the district conference.

#### **12.10.6 SECTIONAL PRESBYTERS (where applicable)**

**12.10.6.1** The sectional presbyter shall, by virtue of this office, be the Chair of that section, and shall be a member of the district executive.

**12.10.6.2** The sectional presbyter shall counsel with the pastors of the assemblies in the section as they have opportunity to contact them, and endeavor to foster a spirit of close relationship between the individual assemblies and the district.

**12.10.6.3** Any pastor or assembly desiring advice or aid shall be urged to appeal to the sectional presbyter, who shall investigate and, if possible, bring about an adjustment. In the event that the sectional presbyter is unable to satisfactorily settle a matter, it shall be referred to the District Superintendent and the district executive for further action.

**12.10.6.4** The sectional presbyter shall work in harmony with and under supervision of the District Superintendent.

**12.10.6.5** The sectional presbyter may, when feasible, plan sectional rallies and shall submit an annual financial report.

**12.10.6.6** The sectional presbyter shall submit an annual financial report of the section to the district treasurer, and shall report to the District Superintendent at each district executive meeting.

The sectional presbyter shall bring an annual report of the activities of the section to the district conference.

#### **12.10.7 EXECUTION OF DOCUMENTS**

Where the signature of the corporation of The Pentecostal Assemblies of Canada is required on any contract, document, or any instrument in writing affecting real property which is titled in the name of the corporation of The Pentecostal Assemblies of Canada and which is situated within the geographic boundaries of any district conference of The Pentecostal Assemblies of Canada as defined in By-Law 12.1, any two elected district officers of the district conference in consultation with the General Secretary Treasurer of The Pentecostal Assemblies of Canada, may be authorized to sign such contract, document, or instrument in writing, and in such cases, contracts, documents, or instruments in writing so signed, affecting only such real property which is held in the name of the corporation of The Pentecostal Assemblies of Canada and is situated within the geographic boundaries of such district conference, shall be binding upon the corporation of The Pentecostal Assemblies of Canada.

### **12.11 COMMITTEES**

#### **12.11.1 DISTRICT EXECUTIVE**

- 12.11.1.1** The district executive shall be responsible for the supervision of all district matters, subject to the approval of the district conference.
- 12.11.1.2** The district executive shall be responsible for the administration of all district funds.
- 12.11.1.3** The district executive shall be responsible for the discipline of members of the district conference.
- 12.11.1.4** The district executive shall appoint special committees as the need arises.
- 12.11.1.5** The district executive shall set in order assemblies that have met the prescribed requirements.
- 12.11.1.6** The district executive shall have authority to approve applications for credentials between conferences in special cases, subject to ratification by the district conference at its subsequent session.
- 12.11.1.7** District executive meetings shall be called from time to time at the discretion of the District Superintendent or by authorization of a majority of the district executive.

#### **12.11.2 STANDING COMMITTEES**

Standing committees shall be created by the district conference, and their membership designated by appointment or election as the district conference shall determine. The terms of office shall continue from the date of appointment to the adjournment of the next regular meeting of the district conference, except as hereinafter provided.

#### **12.11.3 CONFERENCE COMMITTEES**

The following committees shall be appointed by the District Superintendent, with the help and advice of the district executive, at least one month before each district conference session, for the purpose of planning and conducting the business of the conference while in session: the Resolutions Committee, the Credentials Standards Committee, the Program Committee, the Roster Committee, and such further committees as may be necessary for the conduct of the conference business. The membership of such committees shall be declared at the conference in session, and additional nominations to the above committees may be made from the conference floor.

### **12.12 ORDER OF BUSINESS**

The conference business sessions shall be preceded by a period of devotions. The business sessions of the conference shall be governed by accepted parliamentary procedure as outlined in *Robert's Rules of Order*.

The agenda for the district conference shall be established by the district executive and may include:

- Reading and adoption of minutes
- Report of the Superintendent
- Report of the Secretary

- Report of the Treasurer
- Report of presbyters and other officers
- Reports of conference committees
- Unfinished business
- New business
- Final report of Roster Committee
- Election of officers
- Adjournment

### **12.13 CREDENTIALS**

**12.13.1** All candidates for credentials shall complete the official application form and forward the same to the district office not fewer than 60 days prior to the district conference or an earlier deadline established by the district executive.

They shall submit references as required and shall appear before the district's Credential Committee and shall be prepared to be examined regarding their doctrine, ability and conduct.

**12.13.2** The granting of credentials recommended by the district's Credential Committee shall be subject to the appropriate approval of the district conference.

**12.13.3** The time and place of ordination ceremonies and the officiating ministers shall be decided by the district executive committee, consideration being given to the wishes of the candidate.

### **12.14 MINISTERIAL RELATIONS**

All credential holders who transfer their residence from one district into another district shall inform either district office so an appropriate transfer of their credential can be facilitated. Credential holders shall not exercise their privileges of membership in a district conference until transfer of credentials has been completed.

Any pastor resigning their pastoral charge shall be required to give at least 30 days notice to the assembly and to the District Superintendent, who shall immediately notify the presbyter of the section where the pastoral charge is located.

### **12.15 DISCIPLINE OF MINISTERS**

The district conference, through its district executive, shall avail itself of the prerogatives conferred upon it in the matter of discipline of members as defined by the General Conference of The Pentecostal Assemblies of Canada.

Charges in matters involving a person's right to hold credentials with The Pentecostal Assemblies of Canada, including such things as morality, integrity, or doctrinal soundness must be made to the district executive in writing and be properly signed by one who is willing to appear and give testimony concerning the charges. Charges thus laid against a credential holder shall be dealt with according to the provisions described in By-Law 10.6 of the *General Constitution and By-Laws*.

### **12.16 LOCAL ASSEMBLIES**

#### **12.16.1 AFFILIATION**

In areas where there is an established church or churches affiliated with The Pentecostal Assemblies of Canada, those wishing to establish another or other churches shall obtain the consent of the District Superintendent, in consultation with the leaders of the existing church or churches affiliated with The Pentecostal Assemblies of Canada, with the recommendation that the proximity of existing churches to newly established or relocating churches be kept to a reasonable distance, based on the density of population in urban areas and on demographics. Affiliation shall be deemed to have occurred when approved by official decision of a district executive.

#### **12.16.2 LOCAL ASSEMBLIES**

Local assemblies which have matured sufficiently to accept their full share of responsibility for the maintenance of scriptural order and which have been properly set in order and are essentially self-supporting shall be entitled to recognition as local assemblies.

**12.16.2.1 Privileges and responsibilities of local affiliated assemblies:**

- 12.16.2.1.1** They shall be governed by the *Local Church Constitution* of The Pentecostal Assemblies of Canada or a local church constitution approved by the district executive.
- 12.16.2.1.2** They shall be amenable to the district conference in doctrine, in conduct, in practice, and in all other matters which affect the peace and harmony of The Pentecostal Assemblies of Canada.
- 12.16.2.1.3** They shall have the right to choose their own pastor(s), select their officers and hold property, either by local trustees or vested in The Pentecostal Assemblies of Canada.
- 12.16.2.1.4** They shall be entitled to representation in the General Conference and district conferences through accredited delegates, according to the provisions of the *General Constitution and By-Laws*.
- 12.16.2.1.5** They shall have the consideration of the district executive when it plans for prayer conferences, fellowship meetings and conventions, and shall be entitled to the services of evangelists and global workers on home assignment.
- 12.16.2.1.6** They shall be expected to cooperate in the promotion of departmental activities of The Pentecostal Assemblies of Canada, such as global missions, Sunday school, youth ministries, ministers' Pension Fund, publications, Bible colleges and camp meetings.
- 12.16.2.1.7** They shall be expected to assume voluntarily their cooperative share in the expenses of the district ministry and administration. Assemblies shall recognize their responsibility to defray the moving expenses of an incoming pastor and to cooperate in making possible their attendance at the annual district conference and the General Conference when feasible.
- 12.16.2.1.8** The property title of an assembly seeking affiliation shall be held in the name of The Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*. Exceptions may be considered by a district executive.

**12.16.3 CONFERENCE REPRESENTATION**

- 12.16.3.1** Lay representation of self-governing affiliated assemblies at district conference shall be based on the official membership of the assembly as determined in the by-laws and essential resolutions of the district conference.
- 12.16.3.2** Each lay delegate shall procure a letter from the secretary or pastor of the assembly certifying the appointment by the assembly to represent the assembly at the district conference. This letter shall be presented to the Roster Committee of the district conference at the time of registration.

**12.16.4 BUILDING PROJECTS**

All building projects of local assemblies in the district shall be submitted to the district executive for approval.

**12.16.5 INVESTMENT IN LOCAL ASSEMBLIES**

A district shall invest funds only in a local church whose property title is held in the name of The Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*. Exceptions may be made in instances where the district executive deems it appropriate.

A district shall have the option of lodging a lien with the International Office where the title is being held or registering a mortgage in the regional land titles office on the title of the local church for the amount of money invested in the local church by the district. In the event that a lien is lodged against the said property at the International Office, the Executive Officers Committee who have the constitutional right to bind the corporation, shall provide a written undertaking to the district that the title of the said local church shall not be released without the written consent of the district.



### **12.17 CAMP MEETINGS**

The management of all district camp meetings shall be determined by regulations established in the *District Constitution and By-Laws*.

### **12.18 GLOBAL MISSIONS**

Assemblies affiliated with a district conference shall work in harmony with the plans and methods of the Mission Global department of The Pentecostal Assemblies of Canada.

### **12.19 FINANCES**

**12.19.1** All funds received by the district for district missions, ministries and administrative purposes shall be disbursed by the district executive in accordance with the direction of the district conference.

**12.19.2** The district shall support the ministries and fellowship services of the International Office of The Pentecostal Assemblies of Canada by forwarding a tithe of the monies received by the district from the tithes of local assemblies, including general and departmental funds.

### **12.20 DISTRICT DEPARTMENTAL ACTIVITIES**

#### **12.20.1 SUNDAY SCHOOLS**

The district conference or district executive shall elect or appoint a district Christian education director who shall work in cooperation with the national department of the International Office responsible for Christian education, to promote Sunday school activities throughout the district.

#### **12.20.2 YOUTH MINISTRIES**

The district conference or district executive shall elect or appoint a district director of youth ministries from its ordained ministers who shall work in cooperation with the national department responsible for youth ministries.

#### **12.20.3 WOMEN'S MINISTRIES**

The district conference or executive committee shall elect or appoint a women's ministries director for the district, in accordance with the appropriate departmental Ministry and Management Policy approved by the General Executive.

#### **12.20.4 ADDITIONAL DEPARTMENTS**

Any additional departmental activities that may be organized or established shall fall under the direction of the district conference.

The foregoing district departmental activities shall be conducted at the local church level under the general supervision of the pastor, and shall be organized and served locally by capable officers who shall be responsible for the maintenance of scriptural standards of preaching and discipline.

### **12.21 AMENDMENTS**

Amendments to the district by-laws may be made at any regular or special meeting of the district conference by at least a two-thirds majority vote of the members voting.

All amendments to the by-laws shall be submitted to the Superintendents Committee for ratification.

## **BY-LAW 13 BRANCH CONFERENCES AND NATIONAL LANGUAGE FELLOWSHIPS**

### **13.1 BRANCH CONFERENCES**

#### **13.1.1 ELIGIBILITY**

**13.1.1.1** Any branch conference of The Pentecostal Assemblies of Canada in existence on January 1, 2000, may retain affiliation with The Pentecostal Assemblies of Canada as provided in Article 13. All affiliated assemblies, except those launched by a branch conference, shall be members of one of the district conferences as defined in By-Law 12.1.

**13.1.1.2** Should the number of churches in a branch conference fall below five, the branch conference shall be dissolved and the affiliation of the remaining assemblies shall be transferred into the respective geographic district conference of The Pentecostal Assemblies of Canada.

#### **13.1.2 OBLIGATIONS**

A branch conference shall:

- 13.1.2.1 Accept the doctrine and practices of The Pentecostal Assemblies of Canada as outlined in the *General Constitutions and By-Laws* and district constitutions and by-laws of The Pentecostal Assemblies of Canada.
- 13.1.2.2 Support the global worker cause by regular offerings or through the treasury of the branch conference.
- 13.1.2.3 Support the International Office by special offerings or deductions from global missions offerings, or one-tenth of church tithes, or as mutually agreed between the General Executive and branch conference.
- 13.1.2.4 Ensure that credential holders are subject to the same requirements as those holding credentials and endorsed by district conferences.
- 13.1.2.5 Invite representation of The Pentecostal Assemblies of Canada through an executive officer serving on branch conference executive committees.

### 13.1.3 TRANSFER

Should a local ethnic church desire to change its affiliation from its branch conference to the local district conference, the following procedure shall be followed:

- 13.1.3.1 The superintendent of the branch conference shall be given at least 30 days' written notice of a duly called congregational meeting to consider the change in order to be present or send an appointed representative. After full discussion of the matter, a vote shall be taken by ballot and at least a 75 per cent majority shall prevail.
- 13.1.3.2 When such transfer has been made, it is understood that the main Sunday services are to be in the language of the conference to which the congregation has been transferred. (This shall not apply to churches that come into an English conference due to the branch conference having ceased to exist.)

## 13.2 NATIONAL LANGUAGE FELLOWSHIP

### 13.2.1 PURPOSE AND ORGANIZATION

- 13.2.1.1 Provision shall be made for a national language fellowship for ethnic or language assemblies.
- 13.2.1.2 Such language assemblies and members of their pastoral staffs shall be affiliated with the district conference in which they are located. Such assemblies and credential holders shall be subject to the regular privileges and obligations of affiliated assemblies.
- 13.2.1.3 They shall be permitted, under the oversight of the Superintendents Committee, to organize a structure which shall include an administrative committee and which shall serve as a basis for fellowship, coordination and outreach among people of the specific language group.
- 13.2.1.4 The Administrative Committee shall include a coordinator, who shall be an ordained minister of The Pentecostal Assemblies of Canada and who shall serve as the Chair, and regional representatives, all of whom shall be credential holders in good standing. They shall be chosen from and by their own members at a meeting duly called for this purpose, and be ratified by their district executive. The Mission Canada Assistant to the General Superintendent shall be an ex officio member of the Administrative Committee.
- 13.2.1.5 National language leadership councils or other gatherings may be held at regular intervals for the purpose of providing leadership training and inspiration for pastors, evangelists and lay people under the general oversight of the Superintendents Committee.
- 13.2.1.6 Members of the national language fellowship shall establish their own terms of reference in keeping with the provisions herein previously outlined policy statements of the various districts, and the district constitution and the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

**13.2.1.7** The coordinator and/or the regional representatives shall perform the following duties:

**13.2.1.7.1** Make a preliminary assessment of an applicant from a language group who arrives in or is resident in Canada and is applying to a district executive for credentials or recognition. They shall serve as translator and resource person to the district executive during the interview with the executive where the application is being considered.

**13.2.1.7.2** Assist in translation and other duties that may be requested by the District Superintendent.

**13.2.1.7.3** Under the oversight of the district executive, seek to establish new preaching points in the area and provide orientation help and guidance to any newly arrived minister.

### **13.2.2 FINANCIAL POLICIES**

**13.2.2.1** All language assemblies and credential holders shall be expected to remit tithes, as required, to the district office and to support global missions, Bible colleges and other programs of The Pentecostal Assemblies of Canada.

**13.2.2.2** Each local assembly requiring financial assistance shall be enabled to make application to its district executive for such assistance, and consideration shall be given on the basis of the assembly's demonstrated need as well as the fulfillment of its obligations to the fellowship.

**13.2.2.3** The national department of ministries shall endeavor to provide assistance to districts in meeting specific financial needs among language assemblies.

**13.2.2.4** Autonomous language assemblies may wish to designate funds on a regular basis to other assemblies in the language fellowship which may require assistance. Such designations should be reported to the district executive and be channeled through the district office.

**13.2.2.5** Administrative expenses of the office of the coordinator may be met through a fund to be established from periodic offerings received for this purpose by the language assemblies, as approved by the Superintendents Committee. The coordinator shall submit an annual financial report to the Superintendents Committee with a copy to be sent to the district executive indicating all receipts with sources and expenditures

### **BY-LAW 14 LOCAL ASSEMBLIES**

**14.1** Individual congregations which are affiliated with the corporation shall be called local assemblies.

**14.2** All true believers associating themselves in local bodies and assemblies and accepting their full personal share of responsibility for the maintenance of scriptural order in the local body shall have a standard for membership which may be determined by the local assembly itself, subject to the rules and regulations of the General Conference in force from time to time.

**14.3** Local assemblies shall cooperate in the work of the district and may send delegates to the district conference.

**14.4** Each self-supporting local assembly shall have the right of self-government in Jesus Christ, its Living Head, subject to the rules and regulations of the corporation from time to time in force.

**14.5** All of the activities of the local assembly 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.

**14.6** The decision to formally cease operations as a congregation shall require a simple majority vote of the ballots cast at a duly called meeting.

**14.7** In the event of dissolution or winding up of the local assembly, where the title is held in the name of The Pentecostal Assemblies of Canada all its remaining assets shall be distributed to The Pentecostal Assemblies of Canada for its continuing ministries, as provided in the *Declaration of Trust*. Otherwise, upon dissolution the remaining assets shall be distributed to The Pentecostal Assemblies of Canada.

- 14.8** Recognizing the important services rendered to this congregation by the International Office and district offices of The Pentecostal Assemblies of Canada, each local church shall support the ministry and fellowship services costs of the international and district offices.

Each local assembly shall forward an amount equal to 10 percent of its general fund offerings (does not include global worker offerings, building fund, or any other special fund) to the district office at regular intervals to assist with ministry and fellowship services costs.

- 14.9** A self-supporting assembly shall be understood to mean:

**14.9.1** One that has been "set in order" as generally understood by the term.

**14.9.2** One that meets all financial obligations in providing a place of worship and its operation, and providing an adequate compensation package for its pastor, together with suitable parsonage facilities. Suitable parsonage 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.

**14.9.3** It shall be in a financial position to assume responsibility in contributing to the support of the district or branch conference with which it is affiliated, and to The Pentecostal Assemblies of Canada global missions, Bible colleges and to other responsibilities as may be determined by the General Conference of The Pentecostal Assemblies of Canada.

**14.9.4** It shall be of sufficient maturity to have properly qualified leadership available for election and be able to maintain standards of discipline and doctrine over its members.

- 14.10** It shall have the right to administer discipline to its members according to the Bible and its rules and regulations.

- 14.11** Allegations leading to charges in matters involving a credentialed pastor's right to hold credentials with The Pentecostal Assemblies of Canada as defined in By-Law 10.6.2 must be made to the district executive in writing, and properly signed by one who is willing to appear and give testimony concerning the charges. Charges brought against a credential holder shall be dealt with according to provisions made in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

- 14.12** All real estate owned by the local church shall be held in trust by The Pentecostal Assemblies of Canada for the local church, or by the trustees of the local church as a local assembly of The Pentecostal Assemblies of Canada, or, in the case of an incorporated church, the property may be held by the church in its corporate name as a local assembly of The Pentecostal Assemblies of Canada.

**14.13 THE DECLARATION OF TRUST**

Property held in the name of The Pentecostal Assemblies of Canada shall be governed by the terms of the *Declaration of Trust* of The Pentecostal Assemblies of Canada, whether or not the local assembly is in possession of a copy of the *Declaration of Trust* issued with reference to the specific property held in trust by The Pentecostal Assemblies of Canada for the local assembly.

- 14.14** Where the title to the local assembly is held in trust by The Pentecostal Assemblies of Canada on behalf of the local assembly, and the local assembly at a duly convened congregational business meeting requests the return of title to the local assembly, such request shall be considered by the General Secretary Treasurer in accordance with the provisions of the *Declaration of Trust*.

- 14.15** Where property is placed in trust with The Pentecostal Assemblies of Canada at least a 75 per cent majority of eligible votes cast by members present at a duly called congregational business meeting shall be required to dispose of such property.

- 14.16** Except as required in By-Law 14.14 the acquisition and disposal of real property shall be decided by at least a two-thirds majority of the eligible votes cast by members present at a duly called congregational business meeting.

- 14.17** In the matter of disposing of any real property of the local church, the congregation shall be subject to the property regulations in force from time to time in the by-laws of The Pentecostal Assemblies of Canada and the district constitution and by-laws, the applicable provincial laws, and the *Declaration of Trust*, where applicable.

- 14.18** Affiliated assemblies are expected to include the word “Pentecostal” in their official name, or shall include the unabbreviated phrase “Affiliated with The Pentecostal Assemblies of Canada” in their signage, official documents and communications.
- 14.19** All assemblies opened by workers holding ministerial credentials with The Pentecostal Assemblies of Canada and opened with the approval of the district executive shall be known and recognized as local assemblies of The Pentecostal Assemblies of Canada.
- 14.20** Each local assembly shall recognize that the district executive has the right to approve scriptural doctrine and conduct and to disapprove of unscriptural doctrine or conduct. The said district executive may, by resolution, cancel and dismiss forthwith the affiliation of local assemblies with the corporation in the event of the failure of such local assemblies to comply with the constitution, rules and regulations of the corporation and resolutions of the district conference duly passed from time to time, or in the event of such local assemblies failing to subscribe to *The Statement of Essential Truths and Positions and Practices* approved by the General Conference from time to time.
- 14.21** When in need of counsel or advice, such affiliated local assembly may appeal to the district executive.

**14.22 PASTOR AND CHURCH RELATIONS**

- 14.22.1** Assemblies seeking the help of the district executive in solving difficulties between the pastor and the church board which do not involve the pastor's credentials but the position as pastor, must give *bona fide* evidence that every scriptural effort has been made to effect a solution at a meeting of the local church board, duly convened by the pastor.

In the event that reconciliation is not effected, either the pastor or a majority of the board shall have the right of appeal to the district executive. A refusal of the pastor to call a board meeting when requested by a majority of the board shall constitute the right of appeal by the church board to the district executive.

No official representation from either the local church board or local assembly shall be heard by the district executive when the above procedure is not followed.

- 14.22.2** Should there be difficulties between the pastor and the church congregation which do not involve the pastor's credential but the position as pastor, the congregation may present a request for assistance to the District Superintendent by a petition of not fewer than one third of the membership of the local church. The matter shall be finally disposed of in the following manner. The District Superintendent may call a congregational meeting to be presided over by the District Superintendent or the District Superintendent's authorized representative. The Chair may call for a vote of confidence in the pastor. The vote shall call for a simple majority in support of the pastor in order for them to retain the position as pastor. If such is not achieved, the pastor's tenure shall be considered completed immediately and the pastor shall be given a minimum of one month's salary but not more than three month's salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if the pastor is not living in the church parsonage. If the pastor has served for a minimum of two years and has failed to receive the required majority in the confidence vote or has complied with a request from the board to resign, they shall be given a maximum of three month's salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if they are not living in the church parsonage.

Notwithstanding the foregoing, when, in the considered opinion of the district executive committee, there exists an unresolved deteriorating situation within a local assembly, such as an evident exodus of people or a decrease of finances to the point at which the solvency of the assembly is in jeopardy, or there is a serious deterioration of pastor-congregation relations, that in such cases the district executive committee shall be authorized to arrange a meeting with the pastor and the board of the assembly and to take positive steps to resolve the situation.

- 14.23** Affiliated local assemblies shall interest themselves in global missions activities and actively assist and cooperate with the corporation and its proper officers in the promotion of such works and undertakings.
- 14.24** Any lay delegate appointed by a local assembly affiliated with the corporation who is sent as a delegate to the district or General Conference shall be recognized as representing, for the time being, the said local assembly, and shall be entitled to vote at all meetings of the district and General Conferences. The number of such lay delegates shall be determined from time to time by resolution of the district or general conferences.

**14.25** The procedure for affiliation of independent assemblies with the corporation shall be as follows:

**14.25.1** The local congregation shall, at a regularly convened meeting, pass a resolution adopting *The Statement of Essential Truths and Positions and Practices* approved by the General Conference and the *Local Church Constitution* of The Pentecostal Assemblies of Canada or a local church constitution approved by the district executive.

**14.25.2** The said congregation shall, at a regularly convened meeting, pass a resolution authorizing the officers of the local assembly to petition to the corporation for affiliation.

**14.25.3** The General Executive of the corporation, on the recommendation of the district executive, may grant the petition for affiliation and shall forthwith thereafter notify the local congregation of its decision.

**14.26** Where the matter of disaffiliation is to be included on the agenda of a congregational business meeting, a notice of such agenda item shall be delivered to the District Superintendent at least 14 days prior to such duly convened congregational meeting, such notice ensuring that the District Superintendent is provided with the opportunity to attend and present at the meeting the position of the district prior to any call for a vote on the issue of disaffiliation. A two-thirds majority of ballots cast shall be required in order for disaffiliation to proceed.

#### **BY-LAW 15 PENSION FUNDS**

**15.1** There shall be a Pension Fund in which membership shall be open to persons holding current credentials with The Pentecostal Assemblies of Canada and employees of the International Office or any district office or any affiliated assembly or institution of The Pentecostal Assemblies of Canada, or other qualifying institution, as provided in *The Plan Text* of The Pension Fund (1969) of The Pentecostal Assemblies of Canada.

**15.2** The said pension funds shall be governed by *The Plan Text* as reviewed and recommended by the board of trustees of The Pension Fund (1969) of The Pentecostal Assemblies of Canada and approved by the General Executive on behalf of The Pentecostal Assemblies of Canada as Plan Sponsor, consistent with the Income Tax Act, Canada, and regulations thereto and provincial pension acts and regulations.

**15.3** The General Executive is authorized to enter into and maintain a *Trust Agreement* and such other agreements as are required by applicable legislation with respect to The Pentecostal Assemblies of Canada as the Plan Sponsor of The Pension Fund (1969) of The Pentecostal Assemblies of Canada.

**15.4** The said pension funds shall be administered by a board of trustees consisting of the following:

**15.4.1** The General Secretary Treasurer as provided in By-law 5.1.2.18 and the Director of Finance and Accounting of The Pentecostal Assemblies of Canada.

**15.4.2** Two members of the General Executive, appointed by the General Executive. One of these members shall also be a member of The Pension Fund.

**15.4.3** One member-at-large who shall be a member of The Pension Fund holding current valid credentials with The Pentecostal Assemblies of Canada, nominated by the Superintendents Committee and appointed by the General Executive.

**15.4.4** One member-at-large who shall be a non-credentialed member of The Pension Fund (1969) of The Pentecostal Assemblies of Canada, nominated by the Superintendents Committee and appointed by the General Executive.

**15.4.5** Three members at large, who are not members of the General Executive and who are qualified to exercise prudent trusteeship, to be appointed by the General Executive to provide for regional representation from a slate of at least one and not more than two nominations to be submitted by the district executive of each respective district. At least one of these members at large shall qualify as an independent trustee in accordance with the applicable legislation.

**15.4.6** The Chair shall be appointed by the General Executive. In the event of a vacancy in the Chair, the Board may appoint an acting chair from among their members until the position is filled by appointment of the General Executive.

**15.5** The term of office for appointed trustees shall be for a two-year period. In the event of death, resignation or inability to perform the duties of a trustee, the General Executive may appoint a replacement to complete the unexpired term.

**15.6 OFFICERS**

Where required by provincial legislation, the officers shall be the Chair, the Executive Director of The Pension Fund (1969) of The Pentecostal Assemblies of Canada, and such other officers as may be duly appointed by resolution of the board of trustees.

**15.7** The General Conference of The Pentecostal Assemblies of Canada may consider the discontinuance and winding up of the pension fund only upon the prior recommendation of a general membership meeting of the pension fund or, in the case of a general membership meeting of the pension fund having been convened but without its quorum present, upon the prior recommendation of the board of trustees of the pension fund.