

Community Baptist Church  
Constitution

(Incorporated in Alberta on 11/04/2005)

Application to Form a Society  
Pursuant to the Societies Act of Alberta

Community Baptist Church Society of Cold Lake, Alberta  
(the "Society")

We, the undersigned, hereby declare that we desire to form a society under the Societies Act (Alberta) and that:

1. The name of the Society is: Community Baptist Church Society of Cold Lake
2. The objects of the Society are:
  - a. to promote and encourage the advancement of the Christian faith and the furtherance of religion;
  - b. to facilitate the exchange of information and ideas on matters affecting the Christian faith and related subjects;
  - c. through the advancement of the Christian faith, to foster the mental, moral, and spiritual improvement of the society and congregation and of the community;
  - d. to associate, to affiliate and to federate with any association, society, or organization, incorporated or unincorporated, with objects the same as or similar to the objects of the Society;
  - e. to acquire lands, by purchase or otherwise, erect or otherwise provide a building or buildings for religious, social, educational and community purposes.
  - f. to acquire personal property, by purchase or otherwise, in connection with the objects of the Society;
  - g. to provide all necessary facilities and equipment and furniture for carrying in its various objects;
  - h. to sell, manage, lease, mortgage, dispose of or otherwise deal with the property of the Society;
  - i. to promote and provide educational, cultural, athletic, and community endeavours and activities, whether on lands and in premises owner or occupied by the Society or else where, such as organized athletic games, drama, art, music, handicrafts, hobbies,

kindergartens, pre-schools and day care, various recreational pursuits, and specifically charitable activities all also in the furtherance of religion;

j. to benefit the residents of Cold Lake and area by providing for their spiritual, physical, emotional, intellectual and social needs; and

k. to do any other things necessary to the attainment of the above objectives, insofar as such things are ancillary and incidental to or in furtherance of the attainment of the above objects.

Dated at the City of Cold Lake, Alberta this 5th day of April, 2005.

Community Baptist Church Society  
General Bylaws  
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Incorporation of a Society

Pursuant to Section 3(1) of  
The Societies Act of Alberta  
(The “Act”)

By-laws of Community Baptist Church Society  
(the “Society”)

Registered Office:

1. The Registered Office of the Society shall be in the City of Cold Lake, in the Province of Alberta, and at such place therein as the directors may from time to time determine by resolution of the directors.

Board of Directors:

2. The affairs of the Society shall be managed by its Board of Directors and the number of directors shall not be less than three (3) and not more than twelve (12). The Board of Directors may also be referred to as the Leadership Team, and a Director may also be referred to as a Deacon.

3. Until the first directors have been appointed, the individual subscribers hereto shall be deemed for all purposes to be directors.

4. The qualification for a director shall be coincident with qualifications for membership in the Society. A director shall automatically cease to be a director at the time he ceases to be a member of the Society.

5. The directors of the Society shall not receive any remuneration from the Society for performing their duties as directors or officers of the society, provided, however, that a director may be employed by the Society to perform marketing, ministry, consulting, educational, legal or administrative functions, and a director shall be entitled to be reimbursed for reasonable expenses.

6. A director may retire from his office upon giving one month’s notice in writing to the Society of his intention to do so and such resignation shall take effect upon the expiration of such notice or its earlier acceptance.

7. The office of a director or officer shall be vacated:

- a. If he becomes bankrupt, or insolvent, or suspends payment or compounds with his creditors or has made a general assignment for the benefit of his creditors;
- b. If he becomes of unsound mind;
- c. If, by notice in writing to the Society, he resigns;
- d. If he is removed by resolution of the members of the Society as hereinafter provided.

8. The members may, by special resolution, remove any director or officer before the expiration of his period of office and appoint another qualified person in his stead and the person so appointed shall hold office during such time only as the director or officer in whose place he is appointed would have held the same if he had not been removed.

#### Election of Directors:

9. At the first annual meeting and at every succeeding annual meeting, all the directors shall retire from office. A retiring director shall remain in office until the dissolution of the meeting at which his successor is elected. A retiring director shall be eligible for reelection.

10. The members may from time to time determine, increase or reduce the length of term held by a director.

11. The members, at every annual meeting, shall fill the vacated offices by electing a like number of persons, or such greater or lesser number of persons as may previously at such meeting or at any other meeting have been determined as the number of directors to be elected by resolution of the members, to be directors.

12. If, at any annual meeting at which an election of directors ought to take place, no such elections takes place, the retiring directors shall continue in office until the annual meeting in the next year and so on, from year to year, until the places are filled, unless it shall be determined at such meeting to reduce the number of directors.

13. The members may from time to time determine, increase or reduce the number of directors by ordinary resolution and may determine to alter their qualifications, whether previous notice thereof has been given or not.

14. Any vacancy occurring among the directors may be filled by the directors, but any person so chosen shall retain his office only so long as the vacating director would have retained the same if no vacancy had occurred.

#### Quorum and Meetings, Board of Directors:

15. Sixty percent (60%) of the directors shall form a quorum for the transaction of business. The Chair of the Board, or in the absence of the Chair of the Board, the Vice-Chair shall be entitled to chair a meeting of the Board of Directors.

16. Except as other wise required by law, the Board of Directors may hold it's meetings at such place or places within the City of Cold Lake, as it may from time to time determine, provided that meetings may be held outside the City of Cold Lake with the consent of each member of the Board of Directors.

17. No formal notice of such meeting shall be necessary if all the directors are present or if those absent have signified their consent to the meeting held in their absence.

18. Directors' meetings may be formally called by the Chair, by the secretary on the direction of the Chair, or by the Secretary on direction in writing of two other directors.

19. Notice of such meeting shall be given to each director no less than (seven) days before the meeting is to take place, together with the agenda indicating the nature of the business to be considered. Notice shall be posted in the premises occupied by the Society and delivered personally; sent by confirmed electronic mail or facsimile during business hours or sent by prepaid mail to each director at his latest address as shown in the records of the Society or in the last notice filed under the Act. A notice shall be deemed to be given when it is delivered personally to any such person or to his address as aforesaid; a notice mailed shall be deemed to have been given when deposited in a post office or letter box.

20. The Statutory Declaration of the Secretary or Chair that notice has been given pursuant to these by-laws shall be sufficient and conclusive evidence of the giving of such notice.

21. The Board may appoint a day or days in any month or months for regular meetings, at an hour to be named and, of such regular meeting, no notice need to be sent.

22. A directors' meeting may also be held, without notice, immediately following the annual meeting of the Society.

23. The directors may consider or transact any business, either special or general, at any meeting of the Board, provided that notice of the business to be considered was given with notice of the meeting, or is properly waived by the meeting.

Errors in Notice, Board of Directors:

24. No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceeding taken or had thereat.

Voting, Board of Directors:

25. Questions arising at any meeting of directors shall be decided by a majority vote.

26. In the case of an equality of votes, whether upon a show of hands or a secret written ballot the chairman or in his place the vice-chair (shall) have a second or casting vote.

27. All votes at such meeting shall be taken by secret written ballot if so demanded by any director present, but if no demand be made, the vote shall be by a show of hands or by assent or dissent.

28. A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution.

29. A resolution in writing signed by all the directors shall be as valid and effectual as if it had been passed at a meeting of the directors, duly called and constituted, and shall relate back to any date therein stated to be the effective date thereof.

30. In the absence of the Chair, his duties shall be performed by the Vice-Chair. In the absence of both Chair and the Vice-Chair and where a replacement is not specified by these By-laws, his duties may be performed by such other director as the Board may from time to time appoint for the purpose.

#### Powers of Directors:

31. The directors of the Society may administer the affairs of the Society in all things and make or cause to be made for the Society, in its name, any kind of contract which the Society may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Society is, by its objects or otherwise, authorized to exercise and do so.

32. Subject to the requirements of the Act, without in any way derogating from the foregoing, the directors are expressly empowered, from time to time:

a. to purchase, lease, or otherwise acquire, alienate, sell, exchange or otherwise dispose of lands, buildings and other property, moveable and immovable, real and personal, or any right or interest therein owned by the Society, for such consideration and upon such terms and conditions as they may deem advisable;

b. to invest all or any of its bonds or moneys and all or any funds or moneys vested in or acquired by it for the uses and purposes of carrying out the objects of the Society, in and upon any security, equity, bond, debenture or other investment instrument whatever and, for the purposes of such investment, the directors may take, receive and accept mortgages of whatever rank or priority as may be determined by the directors, or other security, if any, or assignments thereof, whether made and executed directly to the Society or to any corporation, body, company or person in trust for it, and the directors may sell, grant, assign and transfer such mortgages or other security or assignments either wholly or partly;

c. to employ counsel, solicitors, accountants and agents and to employ persons in any business, profession or trade, to transact any business or trade or professional duty or to do any act in relation to the society, including the execution of documents and the receipt and payment of money; and

d. to obtain the opinion, advice or information of any lawyer, financial advisor, valuator, surveyor, broker, auctioneer, or other experts and professional persons, and, in their discretion, to act on such opinion, advice or information but the directors not be responsible for any loss, depreciation or damage occasioned by acting or not acting in accordance therewith.

33. For the purpose of carrying out the objects of the society, the directors may authorize the borrowing or raising of, or securing the payment of, money in any manner which they see fit.

#### Liability of Directors:

34. Every director of the Society shall be deemed to have assumed office on the express understanding and agreement and condition that every director of the Society and his heirs, representative and estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the society from and against all costs, charges and expenses whatsoever which such director sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or any other director or directors in or about the execution of the duties of his or their office, and also from and against all other cost, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof except such cost, charges or expenses as are occasioned by his own willful neglect or default or in bad faith.

#### Committees:

35. The Board of Directors may exercise certain of its powers by and through such committees as it may appoint from time to time. In particular, in order to carry out its work, the Board of Directors shall have the power and responsibility to create or terminate commissions or committees, task forces and working groups and to establish their terms of reference, operating policies and duties and determine their membership, chair, frequency of meetings and involvement of co-opted members and appointed consultants.

36. A person is not required to be a member or a director of the Society to be eligible to be appointed to any committees, but each committee shall include at least one director.

#### The Seal:

37. The directors may adopt a seal, which shall be the common seal of the Society.

38. The directors shall provide for the safe custody of the common seal of the Society. The directors shall determine and prescribe which persons shall be authorized to affix the seal of the Society documents, contracts and other instruments. Where no specific

authorization has been made by the directors, the seal may be affixed under the hands of any two directors of the Society to documents, contracts or other instruments. Any officer or director of the Society may, for the purpose of certifying under the seal of the Society copies of or extracts from the objects or By-laws of the Society or minutes of meetings or resolutions of the members or directors of the Society, affix the corporate seal under his signature alone.

39. The society may, as the directors may prescribe, have for use in any other province, state or country, an official seal which shall be a facsimile of the corporate seal of the Society, with the addition on its face of the name of the province, state or country where it is to be used.

Officer of the Society:

40. The officers of the Society shall consist of the Chair and the Vice-Chair and such other officers as the directors may by resolution determine from time to time

41. The officers so elected and appointed shall hold office until the later of the next annual meeting or until their respective successors are elected or appointed and shall carry out such duties as the directors may from time to time appoint.

42. The respective duties of the officers shall be those designated by the supplemental and, unless and until duties are designated, shall be those usually pertaining to such offices.

43. Without limiting the foregoing;

a. The Society's Secretary shall be responsible for the preparation and custody of the minutes and proceedings of the meetings of the members of the Society and of the directors and of any committee, and all non-financial records;

b. the Society's Treasurer shall be responsible for the preparation and custody of financial books and records of the Society,

and shall be directly accountable to and selected by the directors.

44. Where a person has more than one office, each shall be deemed separated from the others and an officer may sign documents which describe himself by any one or more of the offices which he holds or may use the name of all the offices held by him.

Membership in the Society:

45. The members of the Society shall be the subscribers of the application and By-laws and such other persons as are admitted as members of the Society.

46. All applications for membership shall be submitted through the Board of Directors to the membership and, upon approval by the membership, the applicant shall become a

member. The society may promulgate criteria for membership, which shall be followed by the Board.

47. Any member who desires to withdraw from the membership of the Society may notify the Board of Directors in writing to that effect and on receipt by the Board of Directors of such a notice the member shall cease to be a member.

48. The directors shall have the power, by a vote of three-fourths of those present, to expel or suspend any member whose conduct shall have been determined by the directors to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who willfully commits breach of the constitution or By-Laws of the Society. No member shall be expelled or suspended without being notified of the charge or complaint against him/her or without having been first given an opportunity to be heard by the directors at a meeting called for the purpose. The member charged/complained against shall be entitled to bring with him/her to the directors meeting an advocate to present, or assist him/her in presenting the member's case against the charge/complaint against the member.

49. Any member who resigns, withdraws, or is expelled from the Society shall forthwith forfeit all right, claim, and interest arising from or associated with membership in the Society.

50. The membership of a member is not transferable and shall automatically lapse on death.

#### Annual and Other Meetings of Members:

51. The annual or any other general meeting of the members shall be held at the office of the Society or such other place as the Board of Directors may determine and on such day as the directors shall appoint.

52. At every annual meeting, in addition to any other business that may be transacted, the report of the directors, the financial statement and the report of the auditors shall be presented, and the Board of Directors and auditors shall be appointed for the ensuing year.

53. The members may consider and transact any business, either special or general, without any notice thereof at any meeting of the members, provided that the members consent to waive the requirement for notice.

54. The Board of Directors or the Chair shall have the power to call, at any time, a general or special meeting of the members of the Society, subject to the notice provisions stated hereinafter.

55. Notice of the time and place of every annual or general meeting shall be given to each member by verbal notice at the services of worship of the Society, and posting at the

place where the services of the Society are routinely held for two weeks prior to the meeting.

56. Notice of the time and place for special meetings shall be as follows:

a. unless otherwise determined by the directors, notice of the time and place for a meeting to request the dismissal of a Pastor shall be at least thirty (30) days prior to the date of the proposed meeting, and notice shall be given by mail to each member. The notice period shall commence one (1) day after the date of posting the notices in a mailbox.

b. notice of the time and place for all special meetings, other than specified in Article 56(a) herein, shall be given to each member by verbal notice at the services of worship of the Society, and posting at the place where the services of the Society are routinely held for two weeks prior to the meeting.

57. No error or omission in giving notice of any meeting or any adjourned meeting, of the members of the Society shall invalidate such meeting or make void any proceedings taken therein, and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

58. For the purpose of sending notice to any member, director or officer of any meeting or otherwise, the address of any member, director or officer shall be his last address recorded on the books of the Society.

59. The statutory Declaration of the Secretary, Chair, or Vice-Chair that notice has been given pursuant to these By-laws shall be sufficient and conclusive evidence of the giving of such notice.

Adjournments:

60. any meeting of the members or the directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which the adjournment took place.

61. No notice shall be required for any such adjournment.

62. Such adjournment may be made notwithstanding that a quorum is not present.

Quorum of Members:

63. A quorum for the transaction of business at a regular, annual or special meeting will be twenty-five (25%) percent of active members present in person.

Voting of Members:

64. Each member of the Society shall be entitled to one vote at all meetings.

65. At all meetings of members every question shall be decided by majority of votes of the members present in person, unless otherwise required by law.

66. Every question shall be decided in the first instance by a show of hands, unless a secret written ballot is requested by any member.

67. Upon a show of hands, every member having voting rights shall have one vote and, unless a secret written ballot is required a declaration by the chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the society shall be admissible as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favor of or against such a resolution.

68. The request for a secret written ballot may be withdrawn, but if a secret written ballot be requested and not withdrawn, the question shall be decided by a majority of those votes unless otherwise required by law, given by the members present in person, and such secret written ballot shall be taken in such a manner as the Chair shall direct and the result of such a secret written ballot shall be deemed the decision of the Society in general meeting upon the matter in question.

#### Winding Up or Dissolution:

69. In the event of a voluntary winding up or a dissolution, the property of the Society shall first be applied in satisfaction of its liabilities, and any surplus shall be paid to The Baptist Union of Western Canada, or such other charitable, benevolent, or other organizations associated or affiliated with The Baptist Union of Western Canada as may be approved by resolution of the members.

70. All costs, charges and expenses properly incurred in the voluntary winding up or dissolution of the Society are payable out of the assets of the Society in priority to all other claims.

#### Banking Arrangements:

71. The banking business of the Society, or any part thereof, shall be transacted with such bank, trust company or other firm or corporation ("the bank") carrying on a banking business as the Board of Directors may designate or appoint or authorize from time to time by resolution, and all such banking business, or any part thereof, shall be transacted on the Society's behalf by such one or more officers or other persons as the Board of Directors may designate, direct or authorize from time to time by resolution and to the extent therein provided, including, but not restricting the generality of the foregoing:

a. the operation of the Society's accounts;

- b. the making, signing, drawing, accepting, endorsing, negotiating, lodging, depositing or transferring of any cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c. The giving of receipts for orders relating to any property of the Society;
- d. The execution of any agreement relating to any such banking business and defining the rights and powers of the parties thereto; and
- e. The authorizing of any officer of such bank to do any act of thing on the Society's behalf to facilitate such banking business.

#### Auditing and Books and Records:

72. The books, accounts and records of the Society shall be audited at least once a year by a duly qualified accountant or by two members of the Society elected for that purpose at the annual meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the annual meeting of the Society.

73. The fiscal year of the Society in each year shall be the calendar year.

74. The books and records of the Society may be inspected by any member of the Society at the annual meeting or at any time during business hours upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each director shall at all times have access to such books and records.

#### Amendment of By-laws:

75. The By-Laws of the Society may only be rescinded, amended or added to by a special resolution of the members in accordance with the Act. In the event that the Society adds to these By-Laws or adopts supplemental By-Laws or regulations without consolidating such supplemental By-Laws or Regulations with these By-Laws, then in the event of an inconsistency, the provisions of these By-Laws or Regulations shall prevail over any amended By-Laws.

#### Interpretation:

76. In all By-Laws of the Society, the singular shall include the plural and the plural the singular; the word "person" shall include corporations and societies and the masculine shall include the feminine. Wherever reference is made to any statute or section thereof such reference shall be deemed to extend and apply to any amendment to said statute or section, as the case may be.

Signed and Dated by the applicants at the City of Cold Lake, in the Province of Alberta, the 1st day of March 2005.

## Community Baptist Church

### Supplemental By-Laws

Name:

77. The name of the church is Community Baptist Church.

Denominational Affiliation:

78. The church is in affiliation with The Baptist Union of Western Canada as well as with the larger fellowship of churches in Canadian Baptist Ministries and The Baptist World Alliance or their successors.

Leadership Team:

79. The Leadership Team shall be made up of the Pastor (s), the Chair, the Vice Chair, the Secretary, the Treasurer and other mature members of the church, elected by the church for a three-year term, in a number sufficient to manage the church's ministry.

80. A member so elected may be eligible for re-election once, and then shall retire for at least one year before being eligible for re-election to the Leadership Team.

81. A member appointed by the Leadership Team to replace one who retires in mid-term will serve only until the end of that calendar year, and then may be eligible for election to serve a term.

82. The responsibilities of the Leadership Team is:

a. to serve to facilitate, oversee and encourage the ministries of the church conducted by participants of the congregation.

b. to serve as leaders helping the congregation and her participants mature in love and serve faithfully.

c. to serve in the oversight of:

- the worship services;
- the conduct of the ordinances of baptism and the Lord's Supper;
- interviewing and recommending candidates for baptism;
- Interviewing and recommending applicants for church membership;

d. to present to the annual meeting of the church, for election, the names of those members who have agreed to serve as an elected Leadership Team member.

Committees:

83. The Leadership Team may appoint qualified individuals who are active in the church to ministry coordinating positions. These individuals may be asked to serve on the Leadership Team.

84. When the time arises for the calling of a Pastor, a Pastoral Search Committee, shall be elected by the Church on recommendation from the Leadership Team.

Officers of the Church:

85. The Pastor:

a. The Pastor is the leader of the congregation under the Lordship of Jesus Christ. His or her task is to proclaim the Gospel of Jesus Christ, care for the spirituality of the congregation and assist in the training and encouraging the church and individuals to devote their lives to the love and service of God.

b. The Pastor may be elected or appointed and serve as Chair of the Church.

c. The church may call and appoint one or more Associate Pastor's, who shall share in the ministerial duties as agreed under the Leadership teams guidance.

d. Each Pastor appointed shall meet or be willing to meet the requirements for a qualified minister as laid down by the Baptist Union of Western Canada.

e. Each Pastor shall receive a written contract that has been agreed upon by the Pastor and Leadership Team which includes conditions of employment, salary and benefits and other items of mutual interest to the pastor and the congregation.

f. It is expected that a Pastor resigning from his or her position will give at least one months notice of his intentions.

86. The Chair of the church will normally be the Pastor. But the Leadership Team may appoint a member as Chair.

87. The Vice-Chair of the church will be appointed by The Leadership Team from among it's members.

88. The Treasurer of the church shall be appointed by The Leadership Team as from time to time this is required. The Treasurer shall be an ex-officio member of the Leadership Team.

89. The Secretary of the Church may be appointed by The Leadership Team from among its members. A Secretary may also be appointed from among the membership of the church. The Secretary shall be an ex-officio member of The Leadership Team.

#### Membership in the Church:

90. The church practices believer's baptism by immersion.

91. A believer, 18 years of age or older, after the approval of the Leadership Team and after election to membership at a congregational meeting, may be admitted to the membership of the congregation in one of the following ways:

a. by confession of faith in Jesus Christ as personal savior and Lord upon baptism by immersion, he or she then becomes a member of the church simultaneously with baptism.

b. by confession of faith in Jesus Christ as personal savior and Lord upon baptism by another mode, for medical reasons. A clear presentation of the circumstances shall be made in this case.

c. By letter of transfer from another church that is in association with the Baptist World Alliance, when, after giving public testimony of their faith, he or she becomes a member of the church through the Right Hand of Fellowship.

d. After public testimony of salvation and Christian experience if previously baptized as a believer whether by immersion or not, becomes a member of the church through being received by the Right Hand of Fellowship.

e. After public testimony of salvation and Christian experience if previously baptized as an infant, affirming this tradition personally, he or she becomes a member of the church through being received by the Right Hand of Fellowship. This information must be made available in a letter of recommendation to a sister church upon transfer of membership.

#### Meetings of the Church:

92. The church will hold a minimum of one Sunday worship service a week. The Pastor and Leadership team may hold additional services on any day of the week.

93. The annual meeting of the church will be held at a convenient time in May or June to hear the Leadership Team Report, a financial update, elect members to the Leadership Team and conduct any other business.

94. The annual financial report and budget meeting of the church will be held at a convenient time in January or February.

#### Financial Support of the Church:

95. The expenses of the church will be defrayed by the voluntary tithes and offerings of its participants and fund raising measures that are agreed to by The Leadership Team. Offerings may be received at all services of the church. Special offerings may be taken as recommended by The leadership team.

Delegates of the Church:

96. The church through recommendation by The Leadership Team may appoint delegates to represent the church at The Baptist Union of Western Canada Assembly, The Alberta Area Meetings, or various other meetings or on various other organizations as may be of interest to the church. Delegates will report back to The Leadership Team. The church will help defray the cost of delegates attending these meetings.

Signed and dated by the applicants at the City of Cold Lake, in the province of Alberta,  
this 5th day of April, 2005