



MAY 2021 

# CONSTITUTION & BY-LAWS

  
**FELLOWSHIP OF CHRISTIAN ASSEMBLIES**



*Connecting to Advance God's Kingdom*

  
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# Constitution of the Fellowship of Christian Assemblies of Canada

## PREAMBLE

Recognizing the Scriptural charge given to the Church to carry out the Great Commission of Jesus Christ and, recognizing the critical role of cooperative and accountable fellowship among the Church:

- We affirm that we are a fellowship of like-minded, local, self-governing Christian assemblies as well as ministers who endeavour to be united in Spirit as we cooperate in this call.
- We affirm our distinctive identity while also affirming our identification with:
  - The global Fellowship of Christian Assemblies family
  - Our historical roots within the Pentecostal movement
  - The worldwide Evangelical church
- We affirm our call to work in the spirit of love and unity with all true believers in our common ministry within the Kingdom of God.

It is with this foundation that we affirm this constitution and bylaws.

## ARTICLE 1 - NAME

The name shall be the Fellowship of Christian Assemblies of Canada.

## ARTICLE 2 - PURPOSES

1. To advance religion by conducting public worship and by preaching and advancing the teachings of the Christian faith;
2. To advance religion by establishing, maintaining, and supporting evangelism, missions, and missionaries to propagate the Christian faith;
3. To advance religion by establishing, maintaining, and supporting Christian places of worship;
4. To advance religion by promoting and facilitating fellowship among churches and Christians of like faith;
5. To advance religion by producing, publishing, distributing, and selling Christian literature;
6. To advance religion and education by establishing, maintaining, conducting, and supporting schools and programs of instruction based on Christian teachings;
7. To advance religion and education by providing scholarships based on qualifying criteria to allow candidates to attend post-secondary Christian education;
8. To relieve poverty by providing financial assistance based on qualifying criteria to allow candidates to attend post-secondary Christian education;
9. To relieve poverty by providing for education, skills training, the basic necessities of life, and other humanitarian needs in accordance with the tenets of Christianity; and
10. To assist with the efficiency and/or effectiveness of the carrying out of the charitable purposes and activities of other affiliated Christian charities by facilitating, administering, advising, or otherwise assisting in charitable and administrative areas.



## ARTICLE 3 - STATEMENT OF COMMON BELIEFS

### We Believe:

- The Bible to be the only inspired, infallible, and authoritative Word of God (*John 16:13; 2 Timothy 3:15-17, 2 Peter 1:21; 1 Thessalonians 2:13*).
- There is one God, eternally existent in three persons: Father, Son and Holy Spirit (*Deuteronomy 6:4; Isaiah 43:10-11; Matthew 28:18; Luke 3:22; John 14:16*).
- In the deity and humanity of our Lord Jesus Christ (*John 1:1, 14; 20:28-29; Philippians 2:6-11; Isaiah 9:6; Colossians 2:9*),
  - His virgin birth (*Matthew 1:18; Luke 1:34-35; Isaiah 7:14*),
  - His sinless life (*2 Corinthians 5:21; Hebrews 4:15; 7:26-27; 1 John 3:5; 1 Peter 2:22*),
  - His miracles (*Matthew 4:23; Luke 6:17-19; John 3:2*),
  - His vicarious and atoning death through his shed blood (*Colossians 1:14, 20; Romans 5:8-9; Ephesians 1:7*),
  - His bodily resurrection (*1 Corinthians 15:3-4; Luke 24:4-7, 36-48; Revelation 1:17-18*),
  - His ascension to the right hand of the Father (*Acts 2:33, 5:30-31; 1 Peter 3:22*),
  - His personal return in power and in glory (*Acts 1:11; Philippians 2:9-11; 1 Thessalonians 1:10; 4:13-18; John 14:1-3*).
- That justification by faith in the atonement of Jesus Christ and regeneration by the Holy Spirit are absolutely essential for the salvation of lost and sinful man (*Romans 3:24-25; John 3:3-7; 1 John 5:11-13; Ephesians 2:1-16; Revelation 5:9; Acts 4:23; 1 Corinthians 6:11*).
- That the prime agency for the work of God's kingdom is the Christian local church functioning under the sovereignty of our Lord Jesus Christ to fulfill the Great Commission of preaching the Gospel to make and baptize disciples of all nations. The church has been entrusted with the ordinances of Believer's Baptism and the Lord's Supper (*Acts 1:6-8; 2:41-47; 16:4-5; Matthew 16:18; 28:18-20; Mark 16:15-16; Luke 24:44-49; John 20:21; Ephesians 1:22-23; 1 Corinthians 11:23-26; 12:1-31*).
- In the present ministry of the Holy Spirit which includes: the baptism in the Holy Spirit as an experience distinct from regeneration; his indwelling by which the Christian is enabled to live a godly life; his supernatural gifting and empowering of the church for its work, life, and worship (*Luke 24:49; Acts 1:4-8; 2:1-4; 10:44-46; 1 Corinthians 12:1-31; 14:1-40*).
- In a lifestyle and practice of ethical conduct and integrity consistent with the character of Jesus Christ and biblical standards (*Romans 12:1-2; 1 Corinthians 6:9-10; Galatians 5:19-21; Ephesians 4:13-32; 1 Timothy 3:1-13; Titus 1:5-11; 2:11-13; 3:9; 1 Peter 1:13-16*).
- In the return of Jesus Christ, to consummate his kingdom in the resurrection of both the saved and the lost; those who are saved unto the resurrection of life, and those who are lost unto the resurrection of damnation (*John 5:28-29; Mark 14:62; 2 Thessalonians 1:2-10; Revelation 1:5-7; 20:4-5, 11-12*).
- In the spiritual unity of believers in our Lord Jesus Christ (*John 17:11, 21-23; Romans 12:4-5; Ephesians 4:11-16*).



## ARTICLE 4 - STATEMENT OF ETHICS

All that exists emanates from the person and character of God. His nature is the unalterable foundation of creation. Each person in every generation of humanity is tasked with discovering, living, preserving and transmitting the true nature and purpose of life. We also celebrate that in Jesus Christ, God has provided completely for the restoration of every distortion from the original intent of God, small or great, to return us to joy and purpose. The following statements offer clear biblical Christian definitions of fundamental God given truths that are under pressure in our current culture. Our stand is not a matter of opinion but our understanding of what God's intention is for life.

- Human life begins at conception. God's plan for life extends from embryogenesis through adulthood. (*Psalm 22:9, 10; 71:6; 139:13, 14; Isaiah 44:2, 24; 46:3, 4; 49:1, 5*)
- Abortion constitutes an interruption of God's intention and of the human rights of the person in the womb. It violates God's commandment not to kill and assaults the most vulnerable and defenseless people in our society. (*Luke 1:15, 41, 44; Judges 13:5, 7; Jeremiah 1:5; Galatians 1:15, 16; Exodus 20:13: 21:22-25*)
- Marriage is the God ordained, legal and spiritual union of one man and one woman (defined genetically) to the exclusion of all others. This covenant union honours God's own nature in its complimentary male and female components. (*Genesis 1:27; 2:23, 24; Matthew 19:4-6; Ephesians 5:31, 32; 2 Corinthians 11:2; Revelation 19:7; 21:2*)
- Every human life is sacrosanct, having a God-given purpose and dignity from the moment of conception until natural death. Therefore, both euthanasia and assisted suicide are inappropriate human interruptions of God's intention and a usurping of His role. (*Psalm 139:15-18; Ephesians 2:10; 2 Timothy 1:9*)
- The heart of Christ's Church is to show compassion for the poor, broken, vulnerable, defenseless, and helpless from every race, colour and gender. (*Psalm 68:5, 6; Isaiah 1:17; James 1:27; John 1:14; Ephesians 4:29-32*)

In these essentials, let there be unity. In non-essentials, let there be liberty. And in all things, let there be charity.



## **ARTICLE - 5 VALUES**

- The authority of the Scriptures
- The leading and empowerment of the Holy Spirit
- Healthy relationships
- Inter-church cooperation
- Local church self-government
- Intergenerational and multi-ethnic communities

## **ARTICLE 6 - AMENDMENTS**

Amendments to the constitution may be made at any regularly called annual business meeting, or duly called special meeting, provided the proposed amendment shall have been submitted 90 days prior thereto, in writing, through the Secretary of the Board, to the Board. Notice to the membership will be provided no later than 30 days prior to the meeting. Amendments are only effective on the confirmation of the membership by an affirmative vote of at least two-thirds (2/3) of the votes cast by the members who voted at a meeting duly called for the purpose of considering the proposed amendment.

Any amendments to the Name or Purpose(s) of the corporation will be treated as amendments to both the Constitution and the Articles of the corporation as registered with Corporations Canada.



## BY-LAWS OF THE FELLOWSHIP OF CHRISTIAN ASSEMBLIES OF CANADA

The By-Laws of the Fellowship of Christian Assemblies of Canada (hereinafter, FCA) shall serve to aid in carrying out the objectives of the FCA.

### PREAMBLE

The FCA (see the above notation) is an association of autonomous local churches whose ministers, missionaries, and leaders are intentionally committed to:

- **Vision**  
Our common focus is to expedite the fulfillment of the Great Commission of Jesus Christ.
- **Fellowship**  
Relationships unite churches and leaders, provide impetus for mission, and foster an environment wherein trust is developed and vision cast.
- **Ministry**  
Cooperative endeavors are advanced locally, regionally, nationally, and internationally through the local churches and their representatives.
- **Accountability**  
Organizational structures, cooperative ventures, ministers, missionaries, and leaders are accountable to local FCA church congregations and their leadership.

### PURPOSE

The purpose of the FCA is to enable churches to share in mutual Christian care and practical cooperation in carrying out the Great Commission of our Lord Jesus Christ. The FCA is committed to both local church autonomy and inter-church cooperation as biblical norms for ministry.

## PART I: ORGANIZATION OF THE FCA

### A. Membership

In order to be considered for membership, ministers must meet the following requirements. They must:

1. Be a member of a qualified FCA endorsing church of which they are neither the senior pastor (or equivalent) nor the founder
2. Be familiar with and agree with the Statement of Common Beliefs
3. Be familiar with and agree with the Statement of Ethics
4. Support the mission of the FCA
5. Adhere to the policies and procedures outlined in the constitution, bylaws, and handbook
6. Be one of the following:
  - A Canadian citizen
  - A permanent resident of Canada
  - A resident of Canada



In order to be considered for membership, churches and parachurches must meet the following requirements. They must:

1. Meet the definition of a church or parachurch as defined in the handbook
2. Be familiar with and agree with the Statement of Common Beliefs
3. Be familiar with and agree with the Statement of Ethics
4. Support the mission of the FCA
5. Adhere to the policies and procedures outlined in the constitution, bylaws, and handbook

The FCA Secretary-Treasurer shall keep an up to date registry of member churches and individuals. (See Part III: ORGANIZATION OF THE BOARD). The process for official registration shall be approved by the membership. The voting membership of the FCA consists of:

1. Each church may be represented by 2 delegates. The delegate(s) must be someone other than the voting minister(s) of the church. Delegates to the convention must have a letter of authority from their church.
2. Each para-church ministry may be represented by 2 delegates.
3. Ministers who are members of FCA churches are allowed one vote each.
4. Any member may withdraw from the corporation by delivering to the corporation a written resignation and lodging a copy of the same with the secretary of the corporation.

#### B. Business Meetings and Representatives

1. Delegates of churches are entitled to vote in FCA Business Meetings provided they have a letter of authorization from their local church.
2. The Annual FCA Business Meeting shall be held at the annual convention on a date, time and place specified at the annual business meeting. Member churches and individuals may submit items and resolutions to the directors for possible inclusion in the agenda no later than 60 days prior to the Business Meeting. Notice of meeting and agenda shall be attempted by email and will be available on the FCA Website no less than 30 days in advance of the annual convention. The agenda shall contain sufficient information (and/or be accompanied by attachments) in order to allow members to arrive at a knowledgeable decision prior to the meeting.
3. The FCA is an incorporated body and its members shall reserve the right to determine policy, conduct business, and refuse to seat delegates due to the request of their church, or incompatibility with FCA Statement of Common Beliefs or policy.
4. In the event that the Annual Business Meeting cannot be held in accordance with Part I. B. 2, the Board shall make alternative arrangements, which may include an alternative location, an alternative date and/or time, electronic participation by members, a meeting conducted entirely by electronic means, or a combination of these.





### C. Other Meetings

The FCA Directors may call special meetings of the FCA membership with at least 60 days' notice. Such notice shall contain detailed information on the purpose of the special meeting. The business to be transacted at any special meeting shall be limited to the agenda duly communicated to the member churches and individuals referred to in PART I.A.

### D. Quorum

A quorum shall consist of a minimum of 25 representatives present at any duly called Business Meeting.

### E. Registration Fee

Each member church and individual shall pay an annual registration fee, which shall be approved as part of the FCA budget in a duly called Business Meeting.

### F. Rules of Order

Subject to these By-Laws, all meetings of the FCA, the Board, the Executive Committee, commissions, and committees of the Board shall be conducted in accordance with the most recent edition of Robert's Rules of Order.

### G. FCA Relationships

1. All FCA boards, committees, and churches shall respect the autonomy of the local church and shall not exercise authority over any member church. They shall however, stand ready to give counsel to any church requesting such help. Local church leadership may request assistance from regional committees to assist in resolving church conflicts, or in the restoration of erring ministers, missionaries, individuals, and churches.
2. Any church and minister within the FCA recognizes and accepts the responsibility to govern itself in a manner of the highest ethical and Biblical standards.
3. The FCA will work in a spirit of love and unity with all believers in our common ministry within the Kingdom of God.

### H. FCA Administration, Projects and Programs

1. Each church registered with the FCA serves as a participant in the purpose/practice and financing of the administration of the FCA.
2. Registered churches and individuals have the right to determine their level of participation in FCA ministry projects and programs.
3. The Board of Directors may serve as a sounding board for churches Endorsing projects or missions that require networking and/or provincial or national coordination.



## PART II: DIRECTORS OF THE FCA

### A. Definitions

The directors of the corporation shall be Chair, Vice-Chair, Secretary-Treasurer, and the Fellowship Elders. These members shall comprise the FCA Board that will act as the Board of Directors.

### B. Signing Officers and Corporate Seal

1. The Chair, Vice-Chair, the Secretary-Treasurer, or any such other person as the Board may designate, shall have, and are hereby granted, authority under their hand and the Corporate Seal of the FCA (designed and approved by the Board, to be kept by the Chair or any other person whom the Board may designate), to make and execute, according to the rules and By-Laws of the said corporation, all proper deeds, transfers, bonds, debentures, mortgages, instruments and enter into contracts approved by the members.
2. Contracts, documents or any instruments in writing requiring the signature of the corporation, shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation. The directors shall have power from time to time by resolution to appoint an officer or officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The directors may give the corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks bonds and other securities of the corporation. These officers shall act in accordance with the powers vested in them by the membership. The seal of the corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the Board of Directors. The Secretary- Treasurer shall have custody of the corporate seal.

### C. Terms of Office and Removal from Office

1. A minimum of three Directors shall be elected or affirmed for a term of three years by the members at an annual meeting of members.
2. The directors shall serve without remuneration and no director shall directly or indirectly receive any profit from their position. A director may be paid reasonable expenses incurred by them in the performance of their duties. Nothing herein contained shall be construed to preclude any director from serving the corporation as an officer in any other capacity and receiving compensation there from.
3. Should a director appear to lose the ability to serve the Fellowship, a special meeting of the Board of Directors to assess the support level for the director may be called. Should the committee determine that there is adequate cause for concern regarding the director's ability to continue in this role, a special meeting of the membership may be called for the purpose of a review of this office at the next annual convention of the FCA. The reason(s) for the proposed review shall be clearly communicated to every minister and church delegate of the FCA. The



director will require a two-thirds majority of the voting members at this meeting in order to retain this office.

4. The Board of Directors may assume the right to suspend a director from office and appoint an interim director to serve until the following annual meeting. The committee will immediately inform the members of the FCA of this action.
5. Conditions of suspension:
  - Departure from the doctrinal statement of the FCA
  - Moral/integrity failure due to sexual, financial, or relational behavior.
  - Misappropriation of Fellowship funds
  - Abuse of this ministry description
  - Loss of ability to function due to health or other personal issues
  - Persistent violation of the by-laws and/or policies of the FCA Manual

#### D. Duties

1. The Chair or a designated Vice-Chair shall preside at Business Meetings of the FCA and the Board. The Chair shall also be ex-officio member of all boards, commissions, and committees of the FCA.
2. Each commission (e.g. Congregational Life, Missions, and Ministry) shall be chaired by a designated member of the Board.
3. The Board of Directors shall appoint committees, study groups, task forces, etc., as needed, to serve the FCA.

#### E. Directors Meetings

1. The Chairman shall call directors meetings as needed. There shall be a minimum of two meetings per year.
2. Notice of meeting shall be given at least fourteen days prior to said meeting.
3. A minimum of three directors must be present.
4. All directors have equal rights to vote at any meeting.

### **PART III: FINANCES**

#### A. Budget

The FCA budget for the fiscal year shall be adopted at a duly called Annual Business Meeting. Revenues included in the budget are:

1. Annual registration fees paid by each member church and individual.
2. Voluntary contributions.



#### B. Budget Adjustment

The Board of Directors will review the budget at least quarterly and will adjust expenditures to balance expected income.

#### C. FCA Budget Priority

1. To accomplish the work of the FCA, the first fiscal objective shall be to meet the FCA administrative budget.
2. The Board of Directors shall coordinate FCA appeals made to local churches in consultation with the national committee.

#### D. Office of the Secretary-Treasurer

1. All monies for national FCA purposes shall be remitted to the Secretary-Treasurer.
2. The Secretary-Treasurer shall maintain FCA books in accordance with generally accepted accounting procedures.
3. The Secretary-Treasurer shall be responsible to submit regular reports to the Board of Directors.

#### E. Requisitions and Payments

The Secretary-Treasurer or other designated signatory shall make payments to those entitled to receive them upon the provision of a proper receipt. No payments shall be made for a purpose not provided for in the FCA budget without prior approval by the Board of Directors.

#### F. Auditors and Audit

The members shall, at each annual meeting, appoint an auditor to audit the accounts and annual financial statements of the corporation for report to the members at the next annual meeting. The auditor shall hold office until the next annual meeting. The directors may replace the auditor in case of his/her resignation or inability to complete the term. The remuneration of the auditor shall be fixed by the Board of Directors.

#### G. Public Financial Disclosure

The Board of Directors shall provide a copy of financial statements for the last fiscal year to member churches and individuals. In addition, other legitimate enquirers may receive a copy of the same upon a written request addressed to the secretary treasurer.

#### H. Fiscal Year

The fiscal year for the FCA shall be from January 1 to December 31.



## **PART IV: MINISTERIAL ORDINATION STANDARDS**

Licensing and ordination of ministers is a function of the local church. Recommended FCA guidelines, standards, and procedures will be available upon request.

## **PART V: AMENDMENTS**

The by-laws of the corporation not embodied in the letters patent may be repealed or amended by by-law, or a new by-law relating to the requirements of subsection 155(2) of the Canada Corporations Act, may be enacted by a majority of the directors at a meeting of the Board of Directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the votes cast by the members who voted at a meeting duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.

## **PART VI: INDEMNIFICATION**

The corporation may indemnify and hold harmless to the full extent permitted by applicable law each person who was or is made party to or is threatened to be made party to or is involved (including without limitation as a witness) in any action or threatened action, suit, or other proceeding, by reason of the fact that he or she is or was an officer, employee, or agent of the corporation, whether the basis of such proceeding is alleged action or omission in an official capacity or in any other capacity while serving as an officer, employee, agent or trustee or in any other capacity, against all expense liability and loss actually or reasonably incurred or suffered by such person in connection therewith. Such indemnification may continue as to a person who has ceased to be an officer, employee, or agent of the corporation and shall inure to the benefit of his or her heirs and personal representatives. Indemnification shall not be provided to any such person should the corporation be prohibited by applicable law, from paying such indemnification. No indemnification shall be provided to any person in respect of any proceeding, whether or not involving action in his or her official capacity, in which he or she shall have been finally adjudged to be liable on the basis of intentional misconduct or knowing violation of law.

Last updated: May 2021 including amendments passed at the 2021 ABM.



## FELLOWSHIP OF CHRISTIAN ASSEMBLIES



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All governing documents are kept current by the FCA Secretary-Treasurer in accordance with the Handbook and Constitution & By-laws.