# Canadian Association for Baptist Freedoms

## Policy and Procedures Manual

(Office Consolidation, current as of September 16, 2026)

Includes updates resulting from the changes in the CABF governance with the adoption of By-Law #3 on June 7, 2025 and updates reflecting motions approved by Council at meetings up to and including September 16, 2026.

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## About the Canadian Association for Baptist Freedoms (CABF)

The CABF was organized in 1971 as the Atlantic Baptist Fellowship (ABF) by individuals and Churches who wanted to bear witness to the historic Baptist principles of freedom and to continue involvement with non-Baptist communions in joint worship, social action and ecumenical discussions. The name change came with incorporation under the Nova Scotia *Societies Act* in 2012.

At a Special Meeting of the CABF Membership held on June 16, 2022, a revised Memorandum of Association was adopted which came into effect on July 11, 2022 when it was approved by the NS Registry of Joint Stock Companies. You can view the Certificate of Memorandum Alteration and the entire Memorandum of Association on the CABF website at https://www.c-abf.ca/images/Documents/SpecialMeetings/CABF_MOA_July_11_2022_Amendment.PDF .

The Memorandum of Association under the *Societies Act* clearly states our objectives.

On a volunteer and non-profit basis to advance religion in accordance with the tenets, doctrines and observances of the Baptist Denomination of the Protestant Christian faith, the objectives of the Association are:

1. *To witness to the freedom implicit in the voluntary principle in religion, which is a fundamental tenet of historic identity;*
2. *To affirm and celebrate Baptist participation in, and witness to, the whole visible, catholic and evangelical church of Jesus Christ;*
3. *To promote peace and understanding amongst people of all faiths;*
4. *To provide a forum for the discussion of doctrinal and ethical questions, and social issues and policies in that spirit of tolerance and mutual respect which issues from Christian love;*
5. *To bear witness to these objectives with and among Baptists regionally as well as nationally and internationally;*
6. *To provide accreditation for ordained ministers and chaplains and for lay ministers;*
7. *To provide support to member churches and to churches that are considering membership in the association*
8. *To associate and co-operate with other like-minded organizations*

Since 2012, the By-Laws of the CABF have been amended several times—most recently at a Meeting of Members on June 7, 2025. The Registrar of the NS Registry of Joint Stock Companies approved of this change on June 24, 2025, and By-Law #3 is now in effect. The current By-Law #3 may be found on the CABF Website at https://www.c-abf.ca/images/By-Law_3_approved_by_vote_by_Membership_Appendix_A_and_RJSC_20250624.pdf .

## Membership

Section 4 of the By-Laws of the CABF sets out the qualifications for membership:

4. **Members.** The Members of the CABF shall be those Baptist Churches and individuals from time to time who have declared and registered their support for the Objectives of the Association as set out in the Memorandum of Association of the Canadian Association for Baptist Freedoms and its Covenant as set out in Appendix I to these By-Laws, are enrolled as Members of the Association at its head office and pay the prescribed Membership Fee. There shall be maintained at the head office of the Association a list of Members in good standing enrolled at such office. The CABF does not consider its membership to be exclusive of other associations. Members may freely associate with other groups or organizations without interference from the Association.

## Covenant

The CABF Covenant is found in Appendix I to the By-Laws:

**Being led as we believe by the Holy Spirit,**
**and in response to the call of God in Jesus Christ**
**to be disciples and servants in the world, we as**
**individuals and churches who cherish historic**
**Baptist principles, freedoms, and traditions,**
**humbly commit that in our life together:**

- We will respect and defend the freedom and the responsibility of individuals and local churches to interpret and live the call of God in every aspect of their individual and shared lives, led by God's Spirit, informed by the Scriptures, and without coercion from the state or any ecclesiastical body;
- We will support and uphold one another in mutual respect and love, and remember one another in prayer;
- We will affirm and celebrate participation in the whole Church of Jesus Christ, worshipping and working together to witness to, and to further, the reign of God in our lives and in our world;
- We will create opportunities for exploration of doctrinal, ethical, and social issues, entering into dialogue with one another, and with those beyond our fellowship, in a spirit of tolerance, respect, and love;
- We will make the worship of God primary in all our gatherings;
- We will strive, when we gather, to create times and places of refuge and renewal, health and wholeness, in which all are welcome;
- We will seek to be equitable and to act justly in all our dealings;
- And we will foster partnerships within the fellowship, and with other people of faith, in order that we might live out the intent of this Covenant freely in community.

## Classes of Members

There are three classes of Members, including Individual Members, Member Churches and Lifetime Membership. Details of qualification for membership, application for and termination of membership, membership dues, etc. are contained in Sections 3 to12 of the CABF By-Laws.

## Member Meetings

Sections 14 to 25 of the CABF By-Laws describe the holding of Meetings of Members, including notice, quorum, voting and chairing of meetings.

## Accountability

Section 3 of the By-Laws establishes accountability:

3. **Accountability.** The CABF is ultimately accountable to the Members of the Association.

This accountability is most apparent at General Meetings, where the members receive reports, set policy, give direction to Council and elect Officers and Members of Council.

## CABF Council

The management of the CABF is delegated to a Council of elected Individual Members and representatives of Member Churches. Section 32 defines the Responsibilities of Council:

32. **Responsibilities of Council.** The Council shall have the responsibility for making recommendations to General Meetings and for the execution of the policies and programs approved by the General Meetings. The Council shall be authorized to establish and manage a Policy and Procedures Manual. The management of the CABF is the responsibility of Council. Council shall be responsible for strategic and operational planning for the CABF and for ensuring that the plans are implemented. Detailed Terms of Reference and Roles and Responsibilities for Council shall be approved by Council and recorded in the Policy and Procedures Manual.

For the purposes of the Nova Scotia *Societies Act* the Council and its members are the Directors of the Association.

Sections 26 to 41 of the By-Laws describe the qualifications for Members of Council and the holding of Council Meetings.

## Officers

The Officers of the CABF are members of Council and include the President, Past-President, Vice-President, Secretary, and Treasurer. Their duties are described in Section42 to 47 of the CABF By-Laws.

## Committees

Much of the work of the CABF is undertaken by standing and ad hoc committees, as established by Council pursuant to Sections 50 to 53 of the CABF By-Laws. The detail of the Terms of Reference, operating procedures, and documentation for each of the Standing Committees are contained in the following pages of this Policy and Procedures Manual.

## Clergy Accreditation

One of the important functions of the CABF is the accreditation of clergy. Authority for this is provided by Sections 54 to 58 of the CABF By-Laws.

A detailed process is in place, overseen by the Credentials Committee, to review clergy credentials and qualifications for accreditation, to grant accreditation to individuals who meet the CABF standards, and to dismiss clergy. This is covered in the section of this Policy and Procedures Manual dealing with the Credentials Committee.

## Finance and Administration

As stipulated in Section 13 of the By-Laws, the income and property of the Association shall be applied solely to the promotion of the CABF Objectives set out in the Memorandum of Association.

Sections 59 to 66 of the By-Laws deal with financial matters, including keeping of records and filing of a Financial Report with the Registrar.

Section 67 of the By-Laws deals with compliance with the *Societies Act* of Nova Scotia.

Section 68 of the By-Laws deals with amendments to the Memorandum of Association, By-Laws and Covenant of the Association.

# Terms of Reference for Council

Sections 26 to 35 of the CABF By-Laws cover provisions related to Members of Council:

## Members of Council

**26. Qualification for Council.** Any Individual Member or any member of a Member Church shall be eligible to be elected as a member of the Council of the CABF at the Annual General Meeting or at any General or Special Meeting where notice has been duly given, and a member of the Council of the Association shall be an Individual Member or a member of a Member Church.

**27. Council are Directors.** For the purposes of the *Societies Act* of Nova Scotia, the Council and its members are the Directors of the Association.

**28. Members of Council.** The Council shall consist of the Officers of the Association, Editor of the Bulletin, and at least **six (6)** members and not more than **fourteen (14)** members, all of whom shall have voting privileges.

**29. Term of Council.** Members of Council terms shall be coincident with the term of the office they hold as documented in the Policy and Procedures Manual. With respect to the Editor of the Bulletin, the term of office shall be as determined by Council in consultation with the Editor.

**30. Vacancy.** If a member of Council:

(a) resigns their position; or

(b) ceases to be an Individual Member and is not a member of a Member Church; or

(c) ceases to be a member of a Member Church and is not an Individual Member;

their position as member of Council shall be vacated and the Vacancy may be filled for the unexpired portion of the term from among the Individual Members or members of Member Churches by a vote of the Members at a General or Special Meeting for which notice of the election shall be duly given.

**31. Removal of Member of Council.** The Members may, by Special Resolution, remove any member of Council and appoint another person to complete the Term of Office. No vote to terminate the membership of a Member of Council shall be taken until due process has been followed. Due process shall include the right to be notified of impending action and the right to a hearing with the Council.

**32. Responsibilities of Council.** The Council shall have the responsibility for making recommendations to General Meetings and for the execution of the policies and programs approved by the General Meetings. The Council shall be authorized to establish and manage a Policy and Procedures Manual. The management of the CABF is the responsibility of Council. Council shall be responsible for strategic and operational planning for the CABF and for ensuring that the plans are implemented. Detailed Terms of Reference and Roles and Responsibilities for Council shall be approved by Council and recorded in the Policy and Procedures Manual.

a. Council Executive. Council may establish an Executive for the purpose of facilitating the work of Council and to reduce the number of Council Meetings required and to deal with routine matters between Council Meetings. The Terms of Reference and Roles and Responsibilities for Council Executive shall be approved by Council and recorded in the Policy and Procedures Manual.

**34. Declaration of Conflict of Interest.** Any member of Council who has, or could reasonably be seen to have, a conflict of interest, has a duty to declare this interest. The declaration should be made to the Members:

a. upon nomination: and

b. if serving as a member of Council, when the possibility of a conflict is realized.

**34. Interest of Members of Council in Contracts.** Subject to the provisions of any applicable legislation, no member of Council shall be disqualified by their office from contracting with the CABF nor shall any contract or arrangement entered into by or on behalf of the Association with any member of Council or in which any member of Council is in any way interested be liable to account to the Association or any of its Members or creditors for any profit realized from any such contract or arrangement by reason of such member of Council holding that office or the fiduciary relationship thereby established, provided that such member of Council withdraws from the decision making on matters pertaining to that contract or interest. The withdrawal should be recorded in the minutes.

**35. No Remuneration of Council.** Members of Council of the Association shall serve without remuneration and no member of Council shall directly or indirectly receive any profit from their position as such; provided that a member of Council may be paid reasonable expenses incurred by him or her in the performance of the duties of that member of Council.

At its meeting on February 12, 2025, Council passed a resolution establishing the following Roles and Responsibilities for Council.

## Association Council Roles and Responsibilities

Council is responsible for the management of the CABF, and is accountable to the membership for this management, including:

1. Making recommendations to General Meetings of the Association regarding policies, and programs.

2. Execution of the policies and programs approved by General Meetings.

3. Establishing and maintaining the Policy and Procedures Manual containing Association Policies, the Terms of Reference for Council, Council Executive, Officers, and Committees.

4. Strategic and Operational Planning.

5. Assigning operational issues to committees for action within established policies, procedures and delegated authority or for analysis and recommendation to Council.

6. Council shall set its own schedule of meetings, meeting as necessary to undertake the business of the Association, but typically meeting every second month, with extra meetings as required to prepare for Annual General Meetings, Special Events or to work on major policy issues.

7. Members of Council shall endeavor to keep in touch with the Members and Member Churches of the Association—particularly in their own geographic area—to represent that membership at Council Meetings.

8. Council members shall be prepared to work on committees to ensure that committees are adequately representative and that they have the resources needed to undertake their mandate effectively.

9. Council shall assist the Executive in organizing the Annual General Meeting and any Special or General Meetings, including approving the agenda with sufficient lead time that notice of the meeting can be distributed to members and member churches at least 30 days in advance of the meeting for an Annual General Meeting and at least seven days in advance of a Special or General Meeting and approving the minutes of the meeting for posting on the CABF Website.

10. Council shall develop strategic plans, multi-year plans and year plans for the CABF, including plans for scheduling of retreats, workshops, information sessions, assemblies and Cross-Canada Conferences, but each of these events shall be organized by a Standing or Ad Hoc Committee of Council and not by the Executive.

11. Council shall examine major policy issues, working through ideas and proposals, determining the need for assignment to a Standing Committee or the establishment of an Ad Hoc Committee and bringing recommendations to the membership for decision at a Special or General Meeting.

12. The Agenda for each upcoming meeting of Council shall be posted on the Website. The Secretary shall take minutes at Council meetings, not including any confidential items that are discussed "in camera." These minutes shall be distributed to members of Council and posted on the CABF Website after having been ratified at the next meeting of Council.

13. Council shall perform such other duties as may be assigned from time to time by a Meeting of the Members or which it believes are necessary to the effective and efficient management of the Association.

## Council Meetings

Sections 36 to 41 of the CABF By-Laws deal with Meetings of Council:

**36. Meetings of Council.** The Council shall meet no less than **six (6)** times each year when Council or the Association Membership deems a meeting is appropriate. A meeting of Council may be held at the close of every Annual General Meeting.

**37. Notice of Meetings.** Notice is required for all Council meetings, except any meeting held at the close of every Annual General Meeting. The President of the Association shall call the meeting, and the notice issued by the Secretary must:

(a) specify the date, place and time of the meeting:

(b) be given to the members of Council **seven (7)** days prior to the meeting: and

(c) be given to the Members of Council by any of the following: newsletters, regular prepaid post, e-mail, telephone, fax and/or other electronic means.

The non-receipt of notice by any Member of Council shall not invalidate the proceedings. Notice may be waived for Council meetings with the unanimous approval of Council.

**38. Quorum for Council Meeting.** Quorum shall consist of fifty (50) percent of the sitting Members of Council present in person or via teleconference. Vacant Council positions shall not be counted when considering quorum. No business shall be conducted at any meeting of the Council unless a quorum is present to open the meeting and, upon request, before any vote.

**39. Chair of Council.** The President or, in the absence of the President, the Vice-President or, in the absence of both of them, any member of Council appointed from among the Council Members present shall preside as Chair of a meeting of Council.

**40. Vote by Council.** All members of Council may vote at Council meetings, with the Chair having a single vote. Except as otherwise required by section 10(f), where there is an equality of votes the motion shall be lost.

**41. Council Meetings Open.** All meetings of Council shall be open to Individual and Lifetime Members of the Association and Delegates from Member Churches and to other visitors approved by Council and invited to make presentations or observe, except for any portions of the meeting that the Chair declares must be held *in camera.* Visitors and observers may be permitted by the Chair to speak, but may not make motions or vote.

## Council Executive

Section 32. (a) of By-Law #3, adopted by the Meeting of Members on June 7, 2025 gave Council the authority to establish a Council Executive.

32. (a) Council Executive. Council may establish an Executive for the purpose of facilitating the work of Council and to reduce the number of Council Meetings required and to deal with routine matters between Council Meetings. The Terms of Reference and Roles and Responsibilities for Council Executive shall be approved by Council and recorded in the Policy and Procedures Manual.

At its meeting on January 8, 2025, Association Council passed a Resolution establishing the following Terms of Reference for the Council Executive which became effective upon the June 7, 2025 adoption of CABF By-Law #3.

**Terms of Reference**

**for Association Council Executive (the Executive)**

1. The Executive shall be comprised of the President, Vice-President, Past President, Secretary, and Treasurer, with power to add from the Members of Council as may be approved by Council resolution from time to time.

2. The Executive shall deal with operational issues between meetings of Council, to reduce the frequency that Council Meetings are required, including any correspondence or requests from our members and member churches.

3. The Executive shall set its own schedule of meetings, meeting as necessary, but typically meeting at least once between Council meetings and in any month when there is not a Council meeting.

4. The Executive shall plan for Council meetings, endeavouring to set agendas that can be completed during the meeting and scheduling additional meetings as required to complete routine items or deal with special projects.

5. The Executive shall keep in touch with all Standing and Ad Hoc Committees, with each committee being contacted at least once between meetings of Council, ensuring that each committee is prepared to report at the next Council meeting. Where necessary, the Executive shall assist a committee to find additional resources to undertake its mandate.

6. The Executive shall organize the Annual General Meeting and any Special or General Meetings, including developing a draft Agenda for approval by Council with sufficient lead time that notice of the meeting can be distributed to members and member churches at least 30 days in advance of the meeting for an Annual General Meeting and at least seven days in advance of a Special or General Meeting.

7. The Executive shall work with and support the Secretary in dealing with incoming and outgoing correspondence for the Association or Association Council including all filings with the Office of the Registrar pursuant to the provisions of the NS *Societies Act*

8. The Executive shall work with and support the Treasurer with regard to filings with the Canada Revenue Agency.

9. The Executive shall lead in the development of strategic plans, multi-year plans and year plans for the CABF, including plans for scheduling of retreats, workshops, information sessions, assemblies and Cross-Canada Conferences, but each of these events shall be organized by a Standing or Ad Hoc Committee of Council and not by the Executive.

10. The Executive shall act as a working group for major policy issues, working through ideas and proposals and bringing recommendations back to Council for discussion and action or determining the need for assignment to a Standing Committee or the establishment of an Ad Hoc Committee.

11. The Executive shall be responsible for preparation of the minutes for its meetings and shall distribute those minutes to all members of Council to facilitate communication. Items of a confidential nature that are discussed “in-camera” by the executive shall not be included in the minutes which are shared with Council. The minutes of meetings of the Executive shall not be distributed outside of Council or posted on the CABF Website.

12. The Executive shall perform such other duties as may be assigned from time to time by the President, Association Council or a Meeting of the Members.

## Annual and Special Meetings of Members Planning Checklist

(Adopted by CABF Council at their meeting of March 11, 2026)

1. Sections 14 to 25 of CABF By-Law #3 describe the holding of Meetings of Members, including notice, quorum, agenda, voting and chairing of meetings. These provisions must be observed when planning for the meeting, giving notice of the meeting and running the meeting.

2. Section 6 of the Terms of Reference for the CABF Council Executive (see Policy and Procedures Manual page 12) gives the responsibility for organizing the Annual General Meeting and any Special or General Meetings of Members to the Executive:
   "6. The Executive shall organize the Annual General Meeting and any Special or General Meetings, including developing a draft Agenda for approval by Council with sufficient lead time that notice of the meeting can be distributed to members and member churches at least 30 days in advance of the meeting for an Annual General Meeting and at least seven days in advance of a Special or General Meeting."

3. Section 9. of Association Council Roles and Responsibilities (see Policy and Procedures Manual page 9) gives Association Council the responsibility of assisting the Executive in planning for Members Meetings:
   "9. Council shall assist the Executive in organizing the Annual General Meeting and any Special or General Meetings, including approving the agenda with sufficient lead time that notice of the meeting can be distributed to members and member churches at least 30 days in advance of the meeting for an Annual General Meeting and at least seven days in advance of a Special or General Meeting and approving the minutes of the meeting for posting on the CABF Website.

4. For all Meetings of Members (Annual, General or Special) the Secretary must send out a notice of the meeting which must specify the date, time and place of the meeting and whether any item will be dealt with as a Special Resolution.

5. For Annual Meetings, the meeting must be held in the fall, but General or Special Meetings may be held at any time.

6. All Meetings of Members must make provision for Members or Delegates from Member Churches to attend in person or via teleconference, so choice of location should consider access to internet connection.

7. As the CABF Fall Assembly will usually be held in conjunction with the Annual General Meeting, the Planning Committee should be consulted when planning the date and location. The Planning Committee will be responsible for arrangements with the host location, all audio-visual and internet logistics, refreshments at breaks and for lunch if the Annual General Meeting and Fall Assembly are held as joint event.

8. For General or Special Meetings of the Members, the Executive will be responsible for selecting a location and providing logistical support and any refreshments.

9. The Membership Committee will provide up to date contact information for all members to the Secretary for the purpose of giving Notice of Meetings of Members.

10. The Membership Committee will provide Registrars for all Meetings of Members.

11. The Communications Committee will advertise all Meetings of Members on the CABF Website and Facebook Page and by direct email to members, and when requested will mount an on-line registration form for the meeting.

12. The Executive shall draft an Agenda for each Meeting of Members, and it shall be discussed and approved by Council. As soon as it has been approved, the Communications Committee will post the Agenda on the CABF Website.

13. Section 18 of CABF By-Law #3 identifies that consideration of an Annual Report from Council be one of the agenda items. It is our practice to post this report in sections on the CABF Website, with hot links from the Meeting Agenda to each section of the report. Currently, no printed compilation of the individual reports is published.

## Interpretation of Quorum for Members Meetings and Calculation for Determining Quorum

Questions about how to interpret whether or not quorum is present at a Meeting of the Members of the Canadian Association for Baptist Freedoms (CABF) has led to the request for CABF to develop an Interpretation of Section 20 of By-Law #2 to ensure that it is applied uniformly at all Members Meetings.

Section 20 of By-Law #2 states:

> **20. Quorum for Members Meeting.** Quorum for all meetings shall consist of twenty (20) percent of the total number of Individual Members and Lifetime Members plus the total number of Delegates from Member Churches that were eligible to attend the meeting. No business shall be conducted at any meeting unless a quorum is present to open the meeting and, upon request, before any vote. Individual Members, Lifetime Members and Delegates from Member Churches may be present in person or via teleconference.

Section 4 describes the qualifications for being a member. Note that to maintain membership—i.e.: to be in good standing—the prescribed Membership Fee must be paid. The Association will maintain a list of members in good standing and this list shall be used in determining Quorum for the meeting.

> **4. Members.** The Members of the CABF shall be those Baptist Churches and individuals from time to time who have declared and registered their support for the Objectives of the Association as set out in the Memorandum of Association of the Canadian Association for Baptist Freedoms and its Covenant as set out in Appendix I to these By-Laws, are enrolled as Members of the Association at its head office and pay the prescribed Membership Fee. There shall be maintained at the head office of the Association a list of Members in good standing enrolled at such office.

Only Individual Members and Member Churches who have paid their membership fees retain their membership and would therefore be considered when determining quorum.

Section 14 of By-Law #2 is also relevant:

> **14. Voting.** All meetings of Members shall be open meetings, however only Individual or Lifetime Members or delegates from Member Churches shall have the right to cast the vote or votes as set below and no more, and there shall **not** be proxy voting.
>
> (a) Each Individual Member or Lifetime Member who is present at a meeting of the Members in person or via teleconference shall have the right to cast one (1) vote providing they do not also vote as a Delegate from a Member Church.

(b) Each Member Church may designate two Delegates to cast its votes at any meeting of the Members with each Delegate who is present in person or via teleconference being entitled to cast one (1) such vote on behalf of that Member Church providing they do not also vote as an Individual Member or Lifetime Member.

(c) Individual Members, Lifetime Members and Delegates of Member Churches must be registered for the meeting prior to the vote being taken.

In (b), please note the word "may." A Member Church is not obligated to appoint Delegates but is permitted to do so if it wishes. However, for the Delegate to be recognized, the Member Church must “register” them for the meeting. In other words, a person cannot just turn up and say they are representing a Member Church (i.e.: be a Delegate voting on their behalf). If no Delegates have been designated by the Member Church, that Member Church’s entitlement to two Delegates is not counted when determining the presence of quorum. In other words, Member Churches that do not appoint Delegates lose their right to be involved in the business of that Meeting, including the right to be counted in the calculation of Quorum.

Subsection (c) just requires Individual Members and Lifetime Members be registered before the vote is taken, so they can register at the door or on line, which is what commonly happens.

Thus, when looking at quorum, the following calculation should be used:

Members or Delegates present in person or via teleconference must equal 20% or more of the total of:

- The number of Life Members, whether or not they are attending the meeting;
- The number of paid-up Individual Members, whether or not they are attending the Meeting; and
- The number of Registered Delegates from Member Churches, whether or not they are attending the meeting.

Voting of course is different, and those voting must be present in person or via teleconference, so it is theoretically possible for a Member Church to appoint a Delegate who does not attend in person or via teleconference but gets counted in determining how many Members and Delegates are needed to meet quorum even though they are not present and do not vote.

# Terms of Reference for Officers

Sections 42 to 49 of the CABF By-Laws cover provisions related to the Officers of the Association:

**42. Officers.** The Officers shall be elected by the Members terms as recorded in their Terms of Reference in the Policy and Procedures Manual and shall be a President, a Vice-President, a Treasurer, and a Secretary. There shall also be a Past-President who shall be determined pursuant to these By-laws and shall be an *ex-officio* voting officer.

**47. No Remuneration of Officers.** Officers shall serve without remuneration and shall not receive any profit from their positions. However, an Officer may be paid reasonable expenses incurred in the performance of that Officer's duties.

**48. Signing Officers.**

(a) Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the CABF by either the President or the Vice-President together with the Secretary, or otherwise as prescribed by resolution of the Council; and

(b) For cheques on the CABF account, the Signing Officers shall be any two of the persons who are members of the Council who are so prescribed by resolution of Council.

## President

Term of Office: One year, and eligible for re-election.

Accountability: This position is accountable to the Association Council and to the Membership.

**Association Council Responsibilities**

1. Chair regular Council Meetings as a voting member, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint the Vice-President or a member of Council to act on their behalf.

2. Chair Meetings of the Council Executive. Attendance may be in person or via teleconference. When unable to attend, shall appoint the Vice-President or a member of Council to act on their behalf.

3. Encourage active participation in the Association.

4. Chair Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint the Vice-President or a member of Council to act on their behalf.

**Position Specifics**

Section 43 of the CABF By-Laws describes the role of President:

**43. President.** One of the Officers shall be the President. The President shall be responsible for the effectiveness of Council and shall perform other duties as assigned by the Members or Council. The President shall be an *ex-officio* non-voting member of all Committees.

## Past-President

Term of Office: One year, and eligible for re-election.

Accountability: This position is accountable to the Association Council and to the Membership.

**Association Council Responsibilities**

1. Attend regular Council Meetings as a voting member, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference.

**Position Specifics**

Section 44 of the CABF By-Laws describes the role of Past-President:

**44. Past-President.** One of the Officers shall be the Past-President. The Past-President shall be the most immediate former President who is willing and able to so serve. When this person is unwilling or unable to serve, the Council shall appoint a previous President who is willing to serve or another member of Council to fill this role. The Past-President shall chair the Nominating Committee.

## Vice-President

Term of Office: One year, and eligible for re-election.

Accountability: This position is accountable to the Association Council and to the Membership.

**Association Council Responsibilities**

1. Attend regular Council Meetings as a voting member, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference.

**Position Specifics**

Section 45 of the CABF By-Laws describes the role of Vice-President:

> **45. Vice-President.** One of the Officers shall be the Vice-President. The Vice-President shall perform the duties of the President during the absence, illness or incapacity of the President, or when the President may request the Vice-President to do so.

## Secretary

Term of Office: Two years, and eligible for re-election.

Accountability: This position is accountable to the Association Council and to the Membership.

**Association Council Responsibilities**

1. Attend regular Council Meetings as a voting member, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint member Council to attend on their behalf and undertake their responsibilities.

**Position Specifics**

Section 46 of the CABF By-Laws describes the role of Secretary:

**46. Secretary.** One of the Officers shall be the Secretary. The Secretary shall:

(a) be responsible for taking minutes of all Council and Members meetings: and

(b) have responsibility for the preparation and custody of all non-financial books and records of the Association, including, but not limited to:

(i) the minutes of Members meetings;

(ii) the minutes of Council meetings; and

(iii) in consultation with the Membership Committee, the register of Members;

(c) have custody of the Seal, if any, which may be affixed to any document upon resolution of the Council, and

(d) file with the Registrar:

(i) within **fourteen (14**) days of their election or appointment, a list of members of Council with their civic addresses, occupations, and dates of appointment or election;

(ii) a copy of every Special Resolution within **fourteen (14)** days after the resolution is passed, and

(iii) within 14 days of them being approved, the Annual Financial Statements of the Association;

(e) keep records as required by section 53 of these By-Laws; and

(f) have other duties as assigned by Council.

## Treasurer

Term of Office: Two years, and eligible for re-election.

Accountability: This position is accountable to the Association Council and to the Membership.

### Association Council Responsibilities

1. Attend regular Council Meetings as a voting member, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint member of Council or member of the Finance Committee to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint member of Council or member of the Finance Committee to attend on their behalf and undertake their responsibilities.

### Position Specifics

Section 47 of the CABF By-Laws describes the role of Treasurer:

**47. Treasurer.** One of the Officers shall be the Treasurer. The Treasurer shall have responsibility for:

(a) the custody of all financial books and records of the Association;

(b) the preparation of the financial report as set out in By-Law 60 for each fiscal year of the Association after the fiscal year end;

(c) the submission of the applicable Registered Charity Information Return as required by the Canada Revenue Agency, and application for GST/HST rebates; and

(d) have other duties as assigned by Council.

## Terms of Reference for Committees

Sections 50 to 53 of the CABF By-Laws deal with Standing and Ad Hoc Committees:

**50. Committees**. Council may establish Standing and Ad Hoc Committees to assist in carrying out the Objectives of the Association as set out in the Memorandum of Association of the CABF.
Each committee so established shall:

(a) have Terms of Reference which are approved by Council and recorded in the Policy and Procedures Manual;

(b) be composed of members who have been appointed by Council, including a chairperson who is a member of Council and one additional member who is a member of Council. Council may appoint as many additional members as it sees fit to undertake the work of the Committee from among the members of Council, Individual Members of the Association and Members of Member Churches;

(c) Committees shall schedule such meetings as necessary to carry out their responsibilities and be prepared to report to Council at Council meetings.

The Terms of Reference for each of the Committees may be found in the following pages, together with documentation related to their roles, including policies, procedures, forms, etc.

Section 51 to 53 deal with additional detail respecting the organization and operation of committees and record keeping related to their work.

**51. Reorganization of Committees.** Council may reorganize Committees, altering their Terms of Reference to meet the changing needs and priorities of the Association.

**52. Committee Minutes.** Each committee shall keep minutes of its meetings and, excepting any record of "in camera" portions of the meetings, make those minutes available to Council Executive and to the chairs of the other committees. Committee minutes shall not be posted on the Association Website.

**53. Records and Reports.** Documents related to the business of the CABF shall be kept in safe keeping by the chairpersons of the various committees, and when they are no longer required for the transaction of current business, shall be given to the Secretary for retention until such time as they are deposited with the Baptist Archives at Acadia University.

## The Communications Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution that was presented at its January 14, 2026 meeting, Council established a Communications Committee that will combine the function of and replace the previous Publications Committee and the previous Website Committee.

### Roles and Responsibilities for the Chair of the Communications Committee

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Chair the Communications Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of the President or Association Council.

3. Perform such other duties as may be requested from time to time by the President or Association Council.

## Roles and Responsibilities for the Communications Committee

The Communications Committee shall have general oversight of the communications and the publications of CABF, including but not limited to: *The Bulletin,* newsletters, brochures, pamphlets, books, the CABF Website and associated email accounts, the CABF Facebook page, the CABF YouTube channel, and CABF Google Workspace.

Composition: In addition to the Chair, and the Editor of *The Bulletin*, who shall be an ex-officio voting member, at least one member who is a member of Council, and at least three additional members who may be members of Council or Individual Members or members of Member Churches, as appointed by Council

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to Council.

## Committee Specifics

The Communications Committee administers several functions with one or more committee members assigned to take the lead for each function. The committee shall provide help, advice and support to the person assigned to take the lead for each function.

1. *The Bulletin*

    a. The Editor of *The Bulletin* shall lead this function.

    b. Every effort shall be made to publish *The Bulletin* three times per year. Assist the Editor by providing articles, leads for possible articles authored by others, event advertisements and other material for *The Bulletin*.

    c. Find a printer/publisher and negotiate a contract for approval by Council for the printing and distribution of *The Bulletin*.

    d. Ensure that invoices are submitted to the CABF Treasurer for payment in a timely manner.

    e. Maintain contact with the Membership Committee for current contact information for individual members and church members for distribution.

    f. Maintain a list of recipients who are not individual members or church members.

    g. Provide an electronic copy of The Bulletin for distribution and posting on the CABF Website.

2. Other Publications

    a. Identify other potential publications, such as books, guides, etc., and make recommendations to Council regarding publication.

    b. If approved by Council, work with the author(s) to define target audience and content and establish a timeline for development and publication.

    c. Find a printer/publisher and negotiate a contract for approval by Council for printing.

    d. Ensure that invoices are submitted to the CABF Treasurer for payment in a timely manner.

    e. Develop a distribution strategy, including sales, for presentation to Council and coordinate implementation of this strategy if approved.

3. Desktop Publishing

    a. Smaller print projects, such as the CABF Brochure, pamphlets, newsletters, advertising and programs for events, etc. may be developed and printed, posted online or distributed “in house” by members of the Communications Committee.

4. Website: https://c-abf.ca/

    a. The website has a "landing page" with a Welcome, basic information on the organization and a drop-down menu with two pages, one for News and one for Updates.

    b. Drop-down Tabs across the top entitled Welcome, About CABF, Documents, Accreditation, Publications, Events (with an Events Calendar for CABF, Local Church, and Partner events), Past Events (including AGMs, Past Assembly Topics, Cross Canada Conferences, Past Rushton Lectures, Past Tributes, and Historic Ordinations) provide further links to the various aspects of the CABF as an organization and to its activities.

    c. Most pages also include a Contacts List on the right-hand side of the page that link to a secure email function which presently has accounts for Council, President, Treasurer, Webmaster, Credentials Chair and Constitution Chair. These accounts eliminate the need for council members to use their personal email accounts for Association business. As they are password protected to limit access to those authorized., they are suitable for storage of confidential information and provide a communication archive. They may also be used for mass distribution of letters, notices, reports, etc. to reduce the time and expense of using Canada Post to distribute hard copies of such communications.

d. The Webmaster keeps the information as current and accurate as possible.

e. The Communications Committee shall coordinate with the Membership Committee to ensure that the email contact list is kept up to date with the latest information on members and other interested parties.

f. CABF contracts for the maintenance of the software and the host site.

5. The CABF Facebook Page: https://www.facebook.com/CanadianABF.

   The Facebook Page functions to make visible the life and ministry of the CABF and its member Churches, and to provide an opportunity for discussion and commentary.

   a. Member Churches or Partner organizations may contact the webmaster/ Facebook Coordinator to request that local information or links to local postings be posted to the CABF page.

   b. The Facebook Coordinator composes posts and uploads pictures related to CABF events.

   c. The Facebook Coordinator posts information provided by the Executive, Council or CABF Committees from organizations and institutions of interest to the CABF.

   d. The Facebook Coordinator responds to private messages linked to the CABF account by answering questions and connecting the inquirer to the right person.

   e. The Facebook coordinator monitor comments on posts to ensure they reflect the values of CABF.

   f. The Facebook has around 300 followers (December 2025).

6. The CABF YouTube Channel: https://youtube.com/@CABF

   a. YouTube Channel hosts videos created by CABF and recordings of some CABF events.

   b. The Channel can be used for live presentations.

7. The CABF Google Workspace: https://admin.google.com/u/3/ac/home

   a. The Google Workspace provides CABF with cloud-based storage for the organization's Officers and Webmaster to use as needed.

   b. CABF Google Workspace Users have access to a suite of Google apps.

   c. As a registered charity the Google Workspace provides CABF with 100TB of storage at no charge.

8. CABF is interested in developing materials in French for the benefit of those who may wish to refer to or link to French language content. The Communications Committee will endeavour to have some content translated, noting that for legal purposes the English language version shall govern.

## The Nominating Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its July 16, 2025 meeting, Council established a Nominating Committee. This committee is intended to replace the Nominating Committee established under the previous By-Law #2, with similar membership and Terms of Reference.

### Roles and Responsibilities for the Chair of the Nominating Committee

Term of Office: One year. This is a responsibility of the Past President.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Chair the Nominating Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of Association Council.

3. Perform such other Duties as may be requested from time to time by the President or Association Council.

## Roles and Responsibilities for the Nominating Committee

1. Composition: Chaired by the Past President, with a least one or more member of Council and additional Individual Members or members of Member Churches, as appointed by Council

2. Term of Office: Two years, and eligible for re-appointment.

3. Accountability: These positions are accountable to the Committee Chair and to Council.

Note: Work is progressing to add detail to the Roles and Responsibilities of this Committee with due regard to ensuring greater awareness of resources across Canada and gender parity for members of Council.

## Committee Specifics

## The Membership Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its July 16, 2025 meeting, Council established a Membership Committee as a Standing Committee of Council. This committee is intended to replace the Membership Committee established under the previous By-Law #2, with similar membership and Terms of Reference.

### Roles and Responsibilities for the Chair of the Membership Committee

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Chair the Membership Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of Association Council.

3. Perform such other Duties as may be requested from time to time by the President or Association Council.

## Roles and Responsibilities for the Membership Committee

Composition: In addition to the Chair, at least one member who is a member of Council, and one or more Individual Members or members of Member Churches, as appointed by Council.

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to Council.

## Committee Specifics

1. Maintain the CABF's integrated database by entering and updating demographic and contact information on all individual members, member churches, and interested individuals, organizations and institutions.

2. Maintain the integrated database Membership module by entering and updating membership records for life and individual members and member churches by recording payment dates, start dates and expiry dates.

3. Provide membership lists of life and individual members and member churches when required by the CABF Council, Executive and Member Committees.

4. Provide current email addresses or mailing labels for CABF members and/or contacts when required by the CABF Council, Executive and Member Committees.

5. Provide the publisher of The Bulletin with current mailing labels prior to the mailing of each issue.

6. Receive and process new applications for individual members and make decisions regarding approval for membership. Report on such decisions at the next meeting of Council.

7. Receive and process new applications for church membership and make recommendations to the CABF Council regarding Council approval of church membership.

8. Recommend to CABF Council individuals for life membership.

9. Notify individual members and member churches when applications are approved and ratified.

10. Notify individual members when their membership is due to expire, or has expired, and request that they renew their membership.

11. Advise and provide the Treasurer of CABF of donations received as a result of individual membership renewal.

12. Advise and provide the Treasurer of CABF of donations received from member churches.

13. Provide Registrar(s) for CABF Meetings of Members, Assemblies and Conferences.

14. Maintain accurate attendance records for CABF Meetings of Members, Assemblies and Conferences including registration fees received, membership renewals, new memberships and donations received.

15. Provide the CABF Council with a report of each Assembly and Conference.

16. Provide a list of individual CABF supports that have died in the prior twelve months to be read at the annual Rushton Lecture.

## The Credentials Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its July 16, 2025 meeting, Council established a Credentials Committee as a Standing Committee of Council. This committee is intended to replace the Credentials Committee established under the previous By-Law #2, with similar membership and Terms of Reference.

### Roles and Responsibilities for the Chair of the Credentials Committee

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Chair the Credentials Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of Association Council.

3. Perform such other Duties as may be requested from time to time by the President or Association Council.

## Roles and Responsibilities for the Credentials Committee

Composition: In addition to the Chair, and at least one additional member who is a member of Council, and at least three additional Individual Members or members of Member Churches, as appointed by Council, with due regard for regional representation.

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to the Council.

## Committee Specifics

The Committee shall maintain the list of Accredited Ministers and oversee the process for granting or removing accreditation by administering requests for CABF credentials, the ordination process, and the recognition of existing accreditation, all in compliance with the following Policies;

### Policy on Minutes

CABF Credentials Committee – 15 January 2020. Adopted unanimously on Motion Boyd/Edwards.

**I. Introduction**

The Credentials Committee interacts with individuals at various stages of a vocation in ministry and deals with various kinds of information. Some of these activities and some of the collected information would be considered confidential in nature. Any set of minutes could include both confidential and non-confidential material.

**II. Guiding Principles**

A. The Credentials Committee values both confidentiality and transparency.

B. Minutes of meetings shall not be considered confidential unless so designated, in whole or in part, by a decision of the Credentials Committee.

C. Material designated as confidential shall be protected from public exposure.

D. In the interests of transparency, Committee activities, decisions and information that is not confidential in nature shall not be protected.

E. As per a policy adopted by the CABF on 28 September 2013, “When a decision is made final and accreditation is withdrawn as a result, it will be communicated to the respondent’s congregation, the complainant, and the respondent, and posted on the CABF web site.”

**III. Procedures**

A. Minutes shall record the date, place and time of a meeting, the attendees, regrets, the agenda, correspondence, reports and decisions. Discussions and individual opinions shall not be recorded unless so ordered.

B. The Secretary shall keep the official copy of all sustained minutes, duly signed by the Chair and Secretary. Minutes are to be kept in a safe place. The Secretary may keep an electronic copy of all minutes while in office, as long as confidential minutes are password protected.

C. Non-confidential minutes shall be distributed to and may be kept by Committee members until their term of office is completed. At the end of their term, Committee members shall make every effort to destroy both electronic and paper copies of minutes.

D. Confidential Session: The Committee can designate the whole or part of a meeting as confidential by voting to go into confidential session.

E. Confidential Minutes: The minutes of a confidential session will be kept separate from the minutes of the non-confidential part of a meeting. The Secretary may distribute a password protected electronic copy of confidential minutes to Committee members, to be deleted when the meeting that sustains them is over. Alternatively, the Secretary may distribute a paper copy of the confidential minutes to Committee members at a meeting in which they are to be sustained, collecting them for shredding after the meeting. The Chair may keep a copy of confidential minutes in a safe place, and/or a password protected electronic copy while in office.

F. The Credentials Committee may agree to designate specific bits of information, specific decisions or other material as confidential even if a Confidential Session has not been declared.

## Policy on Credentials Committee (Rev. Spring 2022)

Adopted by CABF Council June,2, 2022 and Ratified by CABF Membership June 16, 2022 with additional text adopted by CABF Council on September11, 2024 and ratified by the Meeting of Members on September 24, 2024.

**Notes:**

1. **The following pages replace the Policy on Credentials Committee which was passed at the Annual General Meeting on the 28th of September, 2013, the Policy on Procedures for Ordination which was approved on 28th of February, 2015, and the Policy on Authorization to Conduct Marriages which was dated 6th of June, 2015.**

2. **A copy of this Policy and of the application documents is posted on the CABF Website Canadian Association for Baptist Freedoms (c-abf.ca) - Documents/Constitution and Policies.**

**Introduction**

The Canadian Association for Baptist Freedoms shall establish an on-going Credentials Committee consisting of at least three members, giving consideration to geographical and constituency representation. The Committee shall be the first official contact for a candidate requesting accreditation, an association licence, seeking ordination or for a local church to request the CABF to accredit a local church minister.

This committee shall be a nurturing one, assisting the candidate to meet the standards desired within the CABF as stated below. It shall advise the CABF of any application for ordination and the need for an Ordination Examining Council.

### 1.0 General Principles

There is a difference between Licensing, Ordination, and Accreditation. In the first instance, Licensing and Ordination are primarily the purview of the local church. Congregations are the first body to recognize gifts for ministry and call ministers to service. However, as an Association of churches, CABF can collaborate with congregations and ministers through a process to support churches in evaluating and supporting ministers. This process also provides ministers recognition within our Association of churches. Ministers licensed by a local church (see 2.1) can seek an Association Licence (see 2.2) and CABF can collaborate with churches in preparing, evaluating, and ordaining clergy (see 2.3).

Ordained and Lay Ministers can also seek Accreditation through the CABF. Accreditation is a process by which CABF recognizes a minister's credentials for the ministry and enters into covenant with ministers to maintain professional standards. Through the CABF, Accredited Ministers can request to be added to Provincial or Territorial Vital Statistics or other appropriate Register or office lists of ministers authorised to officiate, conduct or solemnize marriages.

In some cases, a local church may not have a minister who meets the requirements for licensing or ordination. However, they have been called to ministry by the congregation and the congregation may wish to have this person recognized as a Local Church Minister. This would be particularly the case for part-time and multi-vocational ministers whether in a solitary ministry in a small church or those taking a specific ministry roll in a larger church. Unlike applications for Licensing and Ordination, which are initiated by the candidate, applications for recognition of Local Church Ministers are made by the congregation and remain valid only while the minister is exercising that role with that particular congregation.

**1.1 The criteria for Accredited Ministers of the CABF are based on the following general principles:**

(a) Educational credentials are not granted by the CABF but may be recognized by the CABF. Educational and professional preparation and degrees for an ordained ministry are provided by seminaries and colleges accredited by the Association of Theological Schools in the United States and Canada, or other equivalent academic bodies outside of Canada and the United States as approved by the Association upon successful request by the candidate.

(b) Local Baptist churches are the only ecclesial bodies that can authorize and perform ordinations. The CABF is willing to advise congregations on the suitability of a candidate for ordination, but the decision belongs to the congregation. The CABF will recognize the ordination of those whom they recommend to local churches for ordination based on this criterion.

(c) Authorization to perform ministry or to carry out particular ministerial acts and services (for example, preaching, counselling, pastoral care, weddings, etc.) is the responsibility of the congregation or agency in whose name the ministry occurs. Ministers are also responsible for ensuring that such authorization exists. See section 5.0 for authorization to officiate, conduct or solemnize marriages.

(d) Ministers credentialed by the CABF are required to know and understand the expected standards, values, and ethical behaviour of this privilege. Accredited ministers shall be required to accept the criteria outlined in this policy, including professional standards and disciplinary procedures.

**1.2 Accredited Ministers are expected to affirm and live by our CABF covenant:**

Being led as we believe by the Holy Spirit,
and in response to the call of God in Jesus Christ
to be disciples and servants in the world, we as
individuals and churches who cherish historic
Baptist principles, freedoms, and traditions,
humbly commit that in our life together:

We will respect and defend the freedom and the responsibility of individuals and local churches to interpret and live the call of God in every aspect of their individual

and shared lives, led by God's Spirit, informed by the Scriptures, and without coercion from the state or any ecclesiastical body;

We will support and uphold one another in mutual respect and love, and remember one another in prayer;

We will affirm and celebrate participation in the whole Church of Jesus Christ, worshipping and working together to witness to, and to further, the reign of God in our lives and in our world;

We will create opportunities for exploration of doctrinal, ethical, and social issues, entering into dialogue with one another, and with those beyond our fellowship, in a spirit of tolerance, respect, and love;

We will make the worship of God primary in all our gatherings;

We will strive, when we gather, to create times and places of refuge and renewal, health and wholeness, in which all are welcome;.

We will seek to be equitable and to act justly in all our dealings;

And we will foster partnerships within the Fellowship, and with other people of faith, in order that we might live out the intent of this Covenant freely in community.

**1.3 Accredited Ministers are expected to affirm and live by the CABF clergy covenant:**

By the grace of God, we, united in the ministry of our Lord Jesus Christ, promise to uphold our calling to the Order of Ministry, the priesthood of all believers, and to respect diversity of opinions in both faith and practice.

We pledge to maintain the highest ethical standard expected of clergy and not to abuse any privileges offered to us.

We will maintain confidentiality as much as the Law allows.

We are determined to promote ecumenical relationships within the Church of Christ and to explore clearer understandings with those of other or no faith.

We promise to support our ordained fellowship in times of joy or trial, success or failure, and to promote the unity of the ministry in any way open to us.

It is our prayer that our behaviour and stewardship will never betray the calling or expectations of Jesus Christ, or of each other.

We commit ourselves to the Ministry of the Word and Sacraments entrusted to us by God in Jesus Christ, to be faithful in prayer, study and proclamation, and to build up the Church of Christ in faith and practice, so help us God.

Amen.

## 2.0 Licensing and Ordination

The Christian Ministry is an office of the highest honour and great responsibility. Those serving in the ministry should be aware of many responsibilities under their care: conducting faithful worship, effective proclaiming of the Gospel, knowledgeable pastoral counselling, wise directing of spiritual life, modelling a sensitive Christian life, not to mention the many secondary but important calls for service. The Office of Minister was established by the Early Church, grounded in the New Testament, and requires one to have a personal and living faith in Jesus Christ. Each Minister must have a distinct sense of a Call to the Ministry, given through the grace of the Holy Spirit.

A Minister displays the embodiment of Christian character, an ability to work harmoniously with the people and offer confident and informed leadership in the multiple aspects of Church life. Also manifested is an awareness of the need for continual spiritual and mental growth When a congregation is considering a candidate for their Ministry, it is wise to investigate thoroughly so that they may be assured the candidate exhibits all of the above and represents them in an effective and engaging manner.

### 2.1 Church Licence to Minister

(a) A Licence to Minister is granted by the congregation where that candidate's membership is held. The local congregation's Licence to Minister is, in effect, both an affirmation and a recommendation. Normally, the Board of Deacons (or 'Senior Board') of that congregation facilitates this licensing process.

(b) It is required that persons being considered for such a licence to have preached or taught in their own churches so that it may be determined whether they have gifts in the area of the desired ministry.

(c) There ought to be a review as to what they have been doing within the church.

(d) They should tell of their conversion, call to the ministry and of their faith in Jesus Christ. They should demonstrate servant-leadership ability.

(e) They should have the ability to establish caring relationships with people.

(f) Their lifestyles, including family relationships and ethics, should be taken into consideration and there should be evidence of faithfulness in work habits.

(g) There should be evident progress in biblical knowledge, spiritual growth, understanding of the ministry and Baptist principles and faith expression.

(h) A Licence to Minister should be renewed each year by the congregation as a part of their continual care and nurturing of their candidate.

(i) The Credentials Committee recommends that the congregation that grants such a Licence to Minister establish ongoing support and counsel, and accountability from the candidate.

(j) Receiving a Licence to Minister is a first step in the process toward accreditation.

**2.2 CABF Association Licence to Minister**

(a) It is understood that a CABF Association Licence to Minister indicates the confidence of the CABF in the candidate to be responsible in preaching and service; however, any congregation that applies for the candidate's Association Licence to Minister retains the responsibility to grant any other privileges of Ministry.

(b) Criteria expected from the candidate of a CABF Association Licence to Minister include the following:

i. That the candidate maintain a valid and current Church Licence.

ii. That the candidate exhibit acceptable activity, in some form of pastoral or church responsibility.

iii. That the candidate indicates intention to pursue education in preparation for ministry.

iv. That the candidate should agree with generally accepted basic Baptist principles. For reference, refer to works such as *Basic Baptist Beliefs* by Gordon C. Warren, as appears on the CABF website, or *The Baptist Identity: Four Fragile Freedoms* by Walter Shurden.

(c) A CABF Association Licence to Minister must be renewed annually. The candidate must appear before the Credentials Committee in person each year and shall furnish satisfactory evidence of progress in studies, service responsibility fulfilled, and continued loyalty to the aims and purposes of the CABF.

**2.3 Ordination**

(a) For those seeking Ordination, the next step for the candidate working within a congregation or institution is to have a congregation request the CABF to call an Ordination Examining Council for Ordination. The Officers of the CABF will be responsible for organizing the Ordination Examining Council in consultation with the ordaining church. The CABF is willing to establish an Ordination Examining Council for Ordination for candidates that meet its criteria for accreditation (see section 3.0) and where reasonably

possible the Ordination Examining Council will convene in the ordaining church. In order to appear before a CABF Ordination Examining Council a candidate must have the recommendation of the CABF Credentials Committee.

(b) The Ordination Examining Council shall consist of:

i. The President of the CABF, or alternative (normally the Vice President), and the CABF Secretary, who will keep a record of the proceedings.

ii. The Chair of the Credentials Committee, or designate.

iii. Three representatives appointed by the ordaining church.

iv. Six representatives appointed by the CABF Council, giving consideration to broad representation from CABF member churches.

(c) The Ordination Examining Council shall be open to non-voting visitors, including ministers and representatives of CABF churches. Visitors will not be present during or participate in Council deliberations following the period of examination.

(d) The President of the CABF, or alternative, shall be the Chair of the Ordination Examining Council.

(e) The President of the CABF shall negotiate with the requesting congregation and the candidate sufficient and convenient times for the Examination. A church is encouraged to request the assistance and participation of the CABF in the ordination service.

(f) At least two months' notice shall be given to all concerned: the candidate, the members of the Examining Council, the requesting congregation, each CABF congregation, and individual CABF members. This shall be the responsibility of the President of the CABF.

(g) The Ordination Examining Council agenda includes:

i. Prayer of Invocation.

ii. Introduction of the Candidate (Chair of Credentials Committee).

iii. Report of the Credentials Committee regarding the candidate.

iv. Report by a representative of the congregation applying.

v. A Statement describing the candidate's Call to Ministry, views of Christian doctrine and their Practice of Ministry (approximately 1,500 words).

vi. A period of questioning of the candidate by the Ordination Examining Council (led by someone designated by the President of CABF in advance of the convening of the Ordination Examining Council).

(h) After a thorough questioning, the Candidate and visitors shall be asked to withdraw to enable a full discussion amongst the Council. The Candidate should be prepared to return to clarify any issue which the Council deems necessary.

(i) For a Candidate to be recommended for ordination, an affirmative vote with a two-thirds majority of the Ordination Examining Council is required.

(j) The Candidate is then informed by the Chair of the results of the deliberations of the Examining Council, accompanied with prayer and sage advice. This recommendation shall be reported to the church making the application.

### 2.4 Ordination Candidate from Other Jurisdictions/Denominations

It is recognized that a CABF congregation may call to a ministry position a non-ordained person who has trained in another Baptist or non-Baptist jurisdiction. If the Church and candidate desire that the CABF facilitate the process towards ordination, the candidate may apply to the Credentials Committee, which will determine what, if any, steps should be completed before making a recommendation to appear before an Ordination Examining Council. The Credentials Committee will use the CABF criteria for accreditation as a basis for its decision.

## 3.0 Criteria for CABF Accreditation

CABF has three tracks toward Accreditation.

**Ordination Track:** Traditionally, the Church has been served by ordained clergy who have completed a formal course of study, most typically an M.Div., and who have dedicated their vocational lives to the ministry. Ordained clergy can receive CABF accreditation either by advancing through the credentialing system to ordination or by applying to have their accreditation by a body acceptable to the CABF recognized by the CABF. In all cases, specific core, educational, professional, ministerial, and ethical standards, as outlined below, must be met. Verification of achievement will be through written papers, interviews, references, and individual evaluations.

**Accredited Lay Minister Track:** The on-going ministry of local churches is sometimes sustained by the leadership of non-ordained laypersons who carry out the ministerial functions of worship, teaching, administration, and pastoral care. Despite a deep commitment, and valuable previous vocational experience, the lay leader often has limited theological training, and is not in a position because of age, family commitments, or other factors to pursue formal training.

The designation of Accredited Lay Minister recognizes the important contribution identified lay leaders make to the church life of the CABF constituency and the important role they play in the spiritual care and leadership of churches which often do not have the resources to employ a full-time minister. The designation is intended to assure a foundation of theological knowledge and skills in the practice of ministry that mirror the requirements of a theological degree (BD, BTh, MDiv) but without requiring commitment to an extended academic course of study. Although the requirements of the designation are not of the same breadth and depth as a formal degree, they are designed to assure that the lay leader has a basic knowledge of the subject areas, skills, and character required to serve as a Christian minister.

Those holding the designation of Accredited Lay Minister should be in a current leadership role in a ministerial setting (a church, chaplaincy, or agency) that requires significant, accountable ministerial leadership. Candidates should also hold a CABF Association Licence (see 2.2) prior to accreditation. The Accredited Lay Minister status must be renewed every five years.

**Local Church Minister Track:** The on-going ministry of local churches is sometimes sustained by the leadership of non-ordained laypersons who carry out one or more of the ministerial functions of worship, teaching, administration, and pastoral care, but who do not have the theological training normally required of an Ordained Minister or Accredited Lay Minister and are not in a position because of age, family commitments, or other factors to pursue formal theological training. However, they have been called to ministry by the local church and the congregation may wish to have this person recognized as a Local Church Minister. This would be particularly the case for part-time and multi-vocational ministers whether in a solitary ministry in a small church or those taking a specific ministry roll in a larger church.

Unlike applications for Licensing and Ordination, which are initiated by the candidate, applications for recognition of Local Church Ministers are made by the congregation and remain valid only for the time the minister is exercising that role with that particular congregation. The application must come from a Local Church that is a member in good standings of the CABF, and must be submitted using the form “Application for the Recognition of a Local Church Minister.”

**3.1 Core Standards**

A candidate seeking accreditation on the Ordination track or the Lay Minister track shall give evidence of

(a) Participation and good standing within the CABF including a paid-up membership.

(b) Willingness to adhere to the CABF Covenant and Clergy Covenant as found in 1.2 and 1.3 above.

(c) Ministerial experience in a parish, chaplaincy, institution, or an agency setting with structures of accountability.

(d) Acceptance of the principles of the CABF Objectives (as found in the CABF Constitution) and generally accepted Baptist Principles (as expressed in *Basic Baptist Beliefs* by Gordon C. Warren and posted on the CABF website).

(e) Completion of one year's mentorship, with a CABF ministerial colleague appointed by the Credentials Committee. Ordained clergy seeking recognition of their accreditation received in another jurisdiction may not be required to undertake a mentorship period. Mentoring involves a caring, collaborative partnership, reviewing the candidate's ministry in a comprehensive way. Mentorship shall include:

i. Monthly consultation with the candidate.

ii. Support and Counsel of the candidate in developing a vocational identity, and personal and spiritual growth.

iii. Assist in preparing the candidate's Personal Statement in preparation for accreditation as a Lay Minister and/or ordination.

iv. Quarterly updates by the mentor to the Chair of the Credentials Committee.

v. At the conclusion of the probationary year, the mentor will provide a report and recommendation regarding the candidate's suitability for accreditation as a Lay Minister and/or ordination.

**3.2 Professional Standards**

A candidate seeking accreditation on the Ordination track or the Lay Minister track is expected to maintain:

(a) Ministerial and theological integrity combined with a continuing exploration and discernment as one proceeds with ministry.

(b) Continuing spiritual formation and growth.

(c) Ability to work in ways that promote equity, collegiality and diversity.

(d) Submission of a satisfactory criminal records check and Child abuse record upon application for accreditation.

**3.3 Ministerial Standards**

Accredited ministers are expected to carry out their duties with a high degree of competency. These duties may include the following:

(a) **Worship:** Accredited ministers shall lead their congregations, or those under their care, in worship through preaching and liturgical forms suitable to the people that they may approach the presence of God to receive the gifts of God and to offer their lives in service in Christ's Name.

(b) **Faith Formation and Education:** Accredited ministers shall teach, model and educate those under their care and act as advisors and spiritual resources.

(c) **Denominational Responsibilities:** Accredited ministers participate in denominational councils, including those of the CABF, and support ecumenical and interfaith relationships.

(d) **Pastoral Care:** Accredited ministers shall develop a systematic, proactive, and regular care for those within their ministry.

(e) **Self-Care:** Accredited ministers shall implement a system for their own, mental, physical, and spiritual health.

(f) **Community Outreach and Social Justice:** Accredited ministers shall reach out beyond the bounds of their own congregation or organization with the good news of the Gospel, healing, and promoting justice, and leading others under their care to do the same.

(g) **Leadership:** Accredited ministers shall be leaders in their ministerial setting, and as opportunity permits, in their community. They also should encourage and mentor lay leaders, work energetically and prophetically with boards and committees with which they are most closely associated, helping them effectively solve problems and accomplish goals.

(h) **Administration:** Accredited ministers shall ensure timely completion of tasks for which they are responsible, and delegate when appropriate. Accurate records of both the organization and the minister's personal duties shall be maintained. They are expected to know the legal obligations of their profession and Baptist polity.

(i) **Professional Development:** Accredited ministers are expected to participate in life-long learning appropriate to ministry, increasing their knowledge of current issues in theology, practice, ethics, and world events.

(j) **Cooperation with other Professions:** Accredited ministers shall be able to make appropriate referrals to other helping professionals and work in cooperation with those professionals.

### 3.4 Ethical Standards

Accredited ministers are called to conduct themselves for the greater good of others. Ministers are accountable personally and professionally to God and to the body of which they are a part.

The call to Ministry is a high and sacred calling, expressed through a life of service and modelled after the life of Jesus Christ. Implicit in the call to ministry are Christian

principles for relationships with God, God's family and God's world. More specifically, accredited ministers are required to do the following:
(a) Demonstrate truthfulness, dependability, compassion, patience, diplomacy and integrity.

(b) Know their own limitations: to be open to the guidance, challenge and analysis of their ministry by others.

(c) Understand the visibility of their position within the wider community, and ensure their conduct upholds the ethical standards of their profession.

(d) Comply with all applicable Federal, Provincial, and Municipal laws, and encourage others to do the same, notwithstanding issues and actions involving justice.

(e) Perform their duties faithfully using sound financial practices and good management skills. They are to protect the integrity of funds entrusted to their care and manage their personal funds with discipline.

(f) Respect professional boundaries with fellow ministers, former congregations, and other professions.

(g) Abide by the reasonable rules or regulations established by an employer for ethical conduct.

(h) Never engage in sexual abuse or sexual misconduct of any nature.

(i) Never engage in exploitation or abuse of persons.

(j) Maintain the confidentiality of all personal matters revealed by others, unless otherwise required by law.

**3.5a Educational Standards - Ordination Track**

A candidate seeking accreditation is expected to complete:
(a) An undergraduate degree from an accredited university.

(b) A subsequent degree in theological and ministerial studies from a graduate educational institution accredited by the Association of Theological Schools in the United States and Canada or the equivalent.

(c) Appropriate studies in Clinical Pastoral Education approved by the Association of Clinical Pastoral Education (USA) or the Canadian Association for Spiritual Care (Canada), or equivalent.

**Note:** When special circumstances prevail, such as age or experience, and these educational standards are not possible or feasible for a candidate to undertake, the completion of an appropriate programme of study specified by the Credentials Committee shall be deemed as sufficient for this section.

**3.5b Educational Standards - Lay Minister Track**

A candidate seeking accreditation is expected to complete:

(a) An undergraduate degree or certificate from a recognized post-secondary institution.

(b) In place of a recognized theological degree (BD, MDiv, BTH, etc.), the candidate is required to undertake a program of study to assure a basic understanding of the essential subject areas necessary to carry out an effective ministry. This also includes an understanding of the candidate's personal dynamics in leading, caring for, and working with others. A program of study that fits the candidate's ministerial and self-development needs will be designed by the candidate in conjunction with the candidate's mentor and approved by the Credentials Committee. The mode of study can be chosen from such formats as internet-based self-paced courses and presentations, podcasts, directed study and reading, and enrolment in formal credit courses. Courses are required in the following areas:

i. Baptist History and Polity.

ii. Old and New Testament, Theology, and the Practice of Ministry.

iii. One unit of Supervised Pastoral Education (CPE/PCE) offered through the Canadian Association for Spiritual Care, or its equivalent (the focus of this requirement is self-reflection on the candidate's inter and intra-personal dynamics in ministering to others).

(c) The candidate is encouraged to select further studies relating to their ministerial interests and needs.

**Note:** When special circumstances prevail, such as age or experience, and these educational standards are not possible or feasible for a candidate to undertake, the completion of an appropriate programme of study specified by the Credentials Committee shall be deemed as sufficient for this section.

## 4.0 Discipline

Accredited Ministers shall conduct themselves in a manner that reflects the core beliefs, values, and mission of CABF, and the teachings of Jesus Christ.

CABF Accredited Ministers shall work cooperatively within the CABF and within their placements to achieve the objectives of CABF as listed in the CABF Memorandum of Association (published on website).

If an individual, church, agency, or other party believes that a CABF accredited minister has not complied with the standards set out above, they may file a complaint with the Chair of the Credentials Committee. A complaint must be in writing. There are multiple avenues for filing a complaint:

(a) **Church or Agency:** When a complaint against a CABF accredited minister alleging a breach of standards as outlined in this document, comes to the attention of the leaders of the minister's church or agency those leaders will inform the Chair of the Credentials Committee, who shall then report the complaint to the Credentials Committee.

If a complaint is filed, the minister's church or agency may provide a report, signed, and dated on behalf of the church or agency, which includes, but is not limited to, as much of the following information as possible:

(i) The alleged act(s) of professional misconduct.

(ii) Names of the party(ies) primarily affected.

(iii) Name(s) of witness(es), if any.

(iv) Any corroborating evidence of the allegation.

(b) **Person(s) Affected or Third Parties:** A complaint may be forwarded to the Chair of the Credentials Committee by:

(i) the person(s) primarily affected, or

(ii) a third party, such as, but not limited to a church, an agency, employer, or CABF officer with pertinent knowledge of the alleged breach of standards. If the complainant is not the person(s) primarily affected, the Credentials Committee, where applicable, shall undertake an interview with the person(s) primarily affected and invite the person(s) to submit a written, signed, and dated statement of the events.

(c) **Investigation Without a Written Complaint:** The Committee may decide to investigate the possible violation of standards without a formal written complaint.

(d) **Self Reporting:** When a CABF accredited minister is aware that an allegation of professional misconduct has been made against them to the leaders of the local church or agency, or the accredited person confesses to professional misconduct, it is the responsibility of that accredited person to inform the Chair of the Credentials Committee.

**Note:** If a complainant, or the Chair of the Credentials Committee, believes a conflict of interest exists for the Chair, they may contact any other member of the Credentials Committee to make a complaint.

**4.1 Process**

All investigations will be conducted in a non-confrontational manner and the process will be marked by confidentiality, and a respect for all parties.

(a) If a complaint or a confession is received, the Credentials Committee shall determine if the complaint or confession is within its mandate and, if so, it will be dismissed or accepted for action. If the allegation or confession is dismissed, the complainant or self-reporting individual shall be advised.

(b) If a complaint is accepted for action, the minister involved, the complainant, and the governing board of the local church or agency shall be informed. When an investigation is deemed necessary, the Credentials Committee shall hold such an investigation.

(c) If there is serious misconduct involved in the complaint, the Credentials Committee may immediately suspend a minister's credentials until a matter has been thoroughly investigated and an outcome established.

(d) If there is serious misconduct involved in the complaint, the Credentials Committee may notify the appropriate authorities.

(e) When an investigation has been initiated by the CABF, the minister under investigation is obligated to cooperate with the investigation, including talking with the Credentials Committee and releasing that person's employer to talk with the Credentials Committee. Failure to cooperate may result in the revocation of that person's credentials.

(f) The Committee may appoint a person or group to conduct an investigation, which shall at the conclusion of the investigation report the findings to the Credentials Committee, which shall then initiate one, or a combination, of the following actions:

(i) Informal resolution.

(ii) Counsel or caution of the minister.

(iii) Reprimand of the minister.

(iv) Suspension of accreditation.

(v) Removal of accreditation.

(vi) Such other determination as the Credentials Committee deems just.

(g) If an accredited minister's credentials are resigned while under investigation for a violation of CABF accreditation standards, the individual's resignation shall be classified and publicized as "resigned while under investigation."

(h) Accredited ministers who have resigned while under investigation and who wish to be reinstated, must take part in a reconstitution of the investigation until it is completed.

(i) Throughout the investigatory process, a complete set of records shall be maintained. These records shall contain, but are not limited to, the name of the person making the complaint, the nature and details of the complaint, the date and substance of interviews held, correspondence with parties involved, and the substance of discussions, shall be kept by the secretary of the Credentials Committee.

(j) Such an investigatory process requires a clear sense of fairness and 'natural justice' as evidenced by the following actions:

(i) The minister under investigation shall be advised of the nature and source of the allegation if the allegation is accepted for action (see 4.1.a).

(ii) The minister shall be allowed to review the evidence gathered by the committee.

(iii) The minister shall be afforded an opportunity to respond to the committee.

(iv) The minister should be advised of the committee's decision in a timely manner.

(v) Confidentiality of all personal matters revealed during the process shall be maintained by the committee and encouraged by all those involved, unless otherwise required by law, excluding the publication of the final results as stated in 4.2.

(k) The final action of the Credentials Committee shall be reported to the minister accused, the complainant, an appropriate senior officer of the individual's employer, and the CABF Council.

**4.2 Publication**

When a final decision is reached to suspend or remove a minister's credentials, it is considered public and will be communicated by the President of the CABF to the minister, the complainant, the minister's employer, associated Baptist bodies, and after 30 days posted on the CABF web site.

## 5.0 Authorization to Officiate, Conduct or Solemnize Marriages

On the recommendation of the Credentials Committee, CABF accredited ministers may be listed with their respective Provincial or Territorial Department of Vital Statistics or other applicable Register or office for authorization to officiate, conduct or solemnize marriages.

Accredited Lay Ministers must retain their accreditation status with CABF to remain on the list of their respective Provincial or Territorial Department of Vital Statistics or other applicable Register or office for authorization to officiate, conduct or solemnize marriages.

Under special circumstances, those in the mentorship year for accreditation may request authorization to officiate, conduct or solemnize marriages when the following conditions have been met:

(a) The candidate has been deemed fit in preparation and experience.

(b) The candidate has the approval of the congregation or agency which the candidate is serving as a minister or chaplain.

(c) The candidate has been accepted as a candidate for accreditation by the Credentials Committee.

(d) The candidate possesses a CABF Licence to Minister.

(e) The candidate holds a ministry position requiring the candidate to officiate, conduct or solemnize marriages.

For Accredited Local Church Ministers, authorization to officiate, conduct or solemnize marriages will be considered only on the request of the local church, which must confirm that such activity is within the role to which the Local Church Minister has been called by that congregation.

## The Program Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its March 11, 2026 meeting, Council established a Program Committee as a Standing Committee of Council. This committee is intended to replace the Program Committee established under the previous By-Law #2. These Terms of Reference were approved at the March 11,2026 Council Meeting.

The committee shall provide for the program, organization, and publicity of the Assembly associated with the Annual General Meeting, the Rushton Lecture and Luncheon, and any other in-person and electronic gatherings (such as Webinars) of CABF Members, except for General or Special Business Meetings (which are the responsibility of the Executive) and Cross Canada Conferences (which are the responsibility of the Cross Canada Conference Committee).

**Roles and Responsibilities for the Chair of the Program Committee**

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

**Association Council Responsibilities**

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

**Position Specifics**

1. Chair the Program Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of Association Council.

3. Prepare a report of committee activities to update each meeting of Council.

4. Prepare a Report for the Annual General Meeting.

5. Perform such other Duties as may be requested from time to time by the President or Association Council.

**Roles and Responsibilities for the Program Committee**

Composition: In addition to the Chair, at least one additional member who is a member of Council, and one or more Individual Members or members of Member Churches, as appointed by Council. It is desirable that the committee have a member who is organized and has experience with catering services and menu/dietary needs.

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to the Council.

**Committee Specifics**

1. Meet as required to plan for the fall Assembly associated with the fall (usually late September or early October) Annual General Meeting and the spring (usually early in June) Rushton Lecture and any other in person/on-line events for Members of the Association, including new activities such as Webinars. Meetings will be more frequent as planned events approach to ensure that all arrangements are in place.

2. Develop a plan for each event, including date, location, host church, theme/topic and potential speaker(s) and present the plan to Council for approval.

3. Be cognisant of the date to avoid conflicts such as statutory holidays and be aware of start and stop times to accommodate Canada-wide participation.

4. Contact host church to secure booking and arrange space for in-person attendance.

5. Contact speaker(s) and confirm topic, length of presentation(s) and audio-visual needs (i.e.: PowerPoint Presentation, video presentation, lectern, table for panel presentation, etc.)

6. Arrange for live streaming of the event and recording of the event for posting on CABF Website, Facebook page and YouTube channel.

7. Plan menu for beverages and food for break(s) or lunch, arrange for food preparation and service and an area lunch seating.

8. Develop a Budget for each event and discuss with the Treasurer, then present to Council for approval.

9. Work with the Communications Committee to get announcements of each event onto the CABF Website, Facebook page and through direct e-mailings to members.

10. Work with the Communications Committee to arrange for advance registration through the CABF Website or Facebook page.

11. Work with the Membership Committee to coordinate registration at the event.

12. Details for the Fall Assembly
    a. Note that the Fall Assembly is normally held in conjunction with the Annual General Meeting, in late September or early October, so planning will need to be coordinated with the Executive as they have responsibility for the AGM. The Program Committee would be responsible for the space, audio-visual support/live streaming/video recording and the devotional, beverage breaks and lunch if the Annual General Meeting and Fall Assembly are held as a joint event, but the agenda and running of the AGM would be undertaken by the Executive.
    b. Planning should start early in the year, to avoid difficulties in planning over the summer break and to be able to secure host church, speakers, etc. with lots of lead time to allow for advanced advertising and reservations in the calendars of members.

13. Details for the Rushton Lecture
    a. This luncheon is regularly scheduled for the first Saturday in June. (or as close to late May and the first Saturday in June as possible)
    b. Planning should start right after the fall Annual General Meeting to be able to secure host church, speakers, etc. with lots of lead time to allow for advanced advertising and reservations in the calendars of members.
    c. If possible, a Luncheon should be held as part of this event, to provide an opportunity for those who are able to be present in person to mingle and get to know one another.
    d. The event should include a Memorial Moment to honour departed members and a devotional.
    e. The Executive may request that a short General or Special Meeting of Members be held in conjunction with the Rushton Lecture, and if so, will be responsible for its running.

14. Details for Other Events
    a. Identify other potential events, such as regional events (similar to the Rushton Lecture, to be held in central or western Canada), Webinars and other opportunities for gatherings or presentations.
    b. Present the idea to Council for discussion and approval.
    c. Plan the event, including location, timing, attendance (in-person/hybrid/on-line).
    d. Secure location, speaker(s), audio-visual support/live streaming/video recording as appropriate to the event.

## The Cross-Canada Conference Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its March 11, 2026 meeting, Council established a Cross-Canada Conference Committee as a Standing Committee of Council. This committee is a continuation of the committees established in 2023, 2024 and 2025 under the previous By-Law #2. These Terms of Reference were approved at the March 11,2026 Council Meeting.

Given the major effort required to plan and deliver the program, organization, and publicity of a Cross-Canada Conference, a new Cross-Canada Conference Committee will be established for each year's conference, with the term of office being from the time of deciding on a location for the next conference and the final post-conference reporting on that event. Each committee shall lay the groundwork for a successor committee for the following year's Cross-Canada Conference and tenure may overlap with that of the successor committee.

### Roles and Responsibilities for the Chair of the Cross-Canada Conference Committee

Term of Office: One to two years. Must be a member of Council. Appointed at the time of selection of the location for the next conference and retires after the final post-conference report is prepared.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Chair the Cross-Canada Conference Committee for a particular year's conference and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of Association Council.

3. Prepare a report of committee activities to update each meeting of Council.

4. Prepare a Report for the Annual General Meeting.

5. Perform such other Duties as may be requested from time to time by the President or Association Council.

**Roles and Responsibilities for the Cross-Canada Conference Committee**

Composition: In addition to the Chair, at least one additional member who is a member of Council and several Individual Members or members of Member Churches, as appointed by Council. The committee should have at least one member who from the host church and a member from any supporting local church. Members with conference planning experience and with knowledge of catering services and menu/dietary needs would be beneficial.

Term of Office: One to two years, appointed at the time of selection of the location for the next conference or during the planning process and retiring after the final post-conference report is prepared.

Accountability: These positions are accountable to the Committee Chair and to the Council.

**Committee Specifics**

1. Meet as required to plan for the next Cross-Canada Conference. Meetings will be more frequent as planned events approach to ensure that all arrangements are in place.

2. If Council has decided on a location, confirm participation of the host church and any supporting churches. If Council has not decided on a location, consult with Council about potential locations and enquire about possible host/supporting churches. An attempt should be made to move the location from region to region.

3. Develop an outline plan for the conference, including dates, location, host/supporting church(es), theme/topic and potential speaker(s) and present the plan to Council for approval.

4. So far, the Conference has been held in late October, which avoids the seasonal Statutory Holidays. If other dates are considered, be cognisant of dates to avoid and confirm with Council.

5. Contact host church to secure booking and arrange space for in-person attendees.

6. Contact speaker(s), discuss theme and confirm topic, length of presentation(s) and audio-visual needs (i.e.: PowerPoint Presentation, video presentation, lectern, table for panel presentation, etc.)

7. Develop a detailed plan and agenda for the conference. An example from the Vancouver Conference held in 2025 is available here Background Information and Detailed Agenda for Vancouver Conference 2025.pdf.

8. Arrange for live streaming of the event and recording of the event for posting on CABF Website, Facebook page and YouTube channel.

9. Plan menu for beverages and food for break(s) or lunch, arrange for food preparation and service and an area lunch seating.

10. Develop a Budget for the conference and discuss with the Treasurer, then present to Council for approval. Note that any applications for grants must be made by Council and should be discussed with the Treasurer in advance.

11. Identify social, cultural or local events or tours for optional participation by attendees or groups, including exploring the area and eating out together.

12. Work with the Communications Committee regarding marketing and to get announcements of the conference onto the CABF Website, Facebook page and through direct e-mailings to members.

13. Work with the Communications Committee to arrange for advance registration through the CABF Website or Facebook page.

14. Work with the Membership Committee to arrange for registrars at the event.

15. Ryan Sato has prepared a detailed document based on the experience with the first three Cross Canada Conferences which includes a number of helpful suggestions. It is available here Planning Notes for CABF Cross Canada Conference - Feb 2026 from Ryan.pdf.

## The Finance Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its July 16, 2025 meeting, Council established a Finance Committee as a Standing Committee of Council. This committee is intended to replace the Finance Committee established under the previous By-Law #2, with similar membership and Terms of Reference.

### Roles and Responsibilities for the Chair of the Finance Committee

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

6. Chair the Finance Committee and oversee and coordinate its work.

7. Call the Committee together as deemed necessary or at the request of Association Council.

8. Perform such other Duties as may be requested from time to time by the President or Association Council.

### Roles and Responsibilities for the Finance Committee

Composition: In addition to the Chair, and the Treasurer, who shall be a voting ex-officio member of the committee, at least one Individual Member or member of Member Church, as appointed by Council.

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to the Council.

**Committee Specifics**

1. Have general oversight of all financial matters and provide advice to Association Council on financial matters.

2. Develop a budget for each fiscal year for presentation to Association Council for review and subsequent presentation to the Association Membership for approval.

3. Monitor year-to-date financial statements to identify variations to the budget and develop plans for dealing with significant variations where appropriate.

4. Develop and review fundraising plans for presentation to Association Council, including Grant Applications and recommendations regarding membership fees as appropriate to yearly budget, special events and unusual circumstances.

5. Assist the Treasurer in preparing the fiscal year end Financial Statements for any External Audit that may be approved by Council or by the Membership.

6. Where no External Audit has been approved, function as Internal Financial Review Committee to review the fiscal year end Financial Statements, with the Treasurer being a resource but having no vote for this process.

7. Assist the Treasurer in preparing the Financial Report to the Annual General Meeting of the Membership, including a Balance Sheet with assets, liabilities and equity of the Association and a Statement of the income and expenditures of the Association in the preceding fiscal year.

8. Assist to the Treasurer with respect to filing of yearly financial reports with the Canada Revenue Agency and the Nova Scotia Registrar of Joint Stock Companies.

9. Make recommendations to Association Council regarding the appointment of Signing Officers for the Association.

10. Make recommendations to Association Council regarding the investment of Association funds that are not required for the budget for the present fiscal year and authorize the Treasurer to make such investments as are consistent with Council decisions.

## The Constitution and Governance Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By resolution passed at its July 16, 2025 meeting, Council established a Constitution and Governance Committee as a Standing Committee of Council. This committee is intended to replace the Constitution and Governance Committee established under the previous By-Law #2, with similar membership and Terms of Reference.

### Roles and Responsibilities for the Chair of the Constitution and Governance Committee

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Chair the Constitution and Governance Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of Association Council.

3. Further to a motion adopted by the CABF Council on July 16, 2025, the Chair of the Constitution and Governance Committee is appointed as the Recognized Agent of the Association with regard to contact with the Nova Scotia Registry of Joint Stock Companies.

4. Perform such other Duties as may be requested from time to time by the President or Association Council.

## Roles and Responsibilities for the Constitution and Governance Committee

Composition: In addition to the Chair, at least one member who is a member of Council, and Individual Members or members of Member Churches, as appointed by Council.

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to the Council.

## Committee Specifics

1. Provide advice to the Association Council and to Meetings of Members regarding governance matters.

2. Review the Association constating documents, including the Memorandum of Association and By-Laws which are approved by the Registrar of Joint Stock Companies under authority of the Nova Scotia *Societies Act*, to ensure that they are accurate and up to date, are in compliance with the Act and regulations and reflect the needs of the Association

3. Draft an amendment when required, for review by Council, then ensure distribution to Members for review, holding information or consultative sessions as required.

4. Give Notice of Motion to the Members of the intent to move each amendment as a Special Resolution at the following Meeting of the Members of the Association.

5. Circulate each proposed amendment in advance of the Meeting of Members.

6. Present each amendment to a Meeting of the Members as a Special Resolution for a vote by the Members as required by the Act and regulations and by Section 1 paragraph (d) and Section 68 of the By-Laws.

7. Submit each Special Resolution that is passed to the Registrar of Joint Stock Companies for approval and registration.

8. Review the Association's Policy and Procedures Manual (P&P Manual) to ensure that it is up to date with respect to changes to the Memorandum of Association and By-Laws and with the evolving Standing and Ad Hoc Committees, Association policies and instructions from Meetings of Members.

9. Prepare amendments to the P&P Manual for consideration by Council, and work with Council until they are satisfied with the amendments and vote to accept them.

10. Keep all Association constating documents up to date and make copies available for posting on the Association's web site.

11. Assist the Constitution Committee Chair in the preparation of a Report summarizing the work of the Committee for inclusion in the Annual Report of the Association for presentation to the Annual Meeting of the Members.

## Special Project Team of the Constitution and Governance Committee to Update the CABF Governance Structure

With the growth of the Association, both with respect to the number and geographic distribution of individual members and church members and with the increase in the number of activities, such as the Cross Canada Conferences and contacts with other like-minded organizations within Canada and internationally, the time had come to review the Association's amended By-Law #2 to identify places where it could be updated to meet evolving needs.

We were still entirely dependent on volunteers to provide leadership and to do the administrative work needed to keep us running smoothly, so we needed an effective and efficient governance model to facilitate this effort. The time had come to review the management structure of the association, with regard to the Officer, Council, Executive and Committee roles and responsibilities to ensure that leadership was provided; administrative, planning and program functions were executed; and succession plans were in place to ensure ongoing functioning.

At its November 13, 2024, meeting, Council unanimously approved the following motion: "*That the Constitution and Governance Committee be given a mandate to do a thorough review of the needs of the CABF organization with regard to structure and governance and any necessary changes to the By-Laws, to position us to move forward as a national organization.*"

The objective of this process is to ensure that the Association is provided with a governance model that meets current and future needs and that important items are adequately addressed in the By-Laws and the Policy and Procedures Manual.

To meet this mandate, the Constitution and Governance Committee established a Special Project Team to undertake the work. Council took a very active role in receiving reports and recommendations and also directed that consultation should be as wide as possible, with input from persons serving in various elected roles, from all committees, and from persons of all ages and backgrounds and geographic perspectives. This was accomplished by face to face or written communication and by persons volunteering to work as part of the Special Project Team on some aspect of this project. Frequent updates were posted to the CABF Website.

The first phase of the Special Project attempted to identify the issues and opportunities, followed by identifying potential strategies for resolving each issue or improving each process or exploiting each opportunity. CABF Council was kept up to date with monthly briefings on this work as it progressed. It was possible to make some changes to committee mandates and CABF processes within the existing governing framework, with only changes to the Policy and Procedures (P&P) Manual required and these were undertaken as the project progressed. However, to make necessary improvements to resolve some issues or to deal effectively with some opportunities, changes to By-Law #2 were found to be necessary.

A set of suggested amendments to the CABF By-Law #2 was developed by the Special Project Team to Update the CABF Governance Structure. These amendments were approved by Council at its meeting on March 12, 2025, for presentation to the Membership for vote as a Special Resolution at the time of the Spring Rushton Lecture on Saturday, June 7, 2025, in Mahone Bay (with remote attendance provided via Zoom). The members voted in favor of the Special Resolution and By-Law #3 was approved by the Registrar of the NS Registry of Joint Stock Companies on June 24, 2025.

Following up on the changes made to By-Law #3, the Council Meeting of July 16, 2025 passed motions appoint a Council Executive, confirm the status of existing Standing and Ad Hoc Committees and to approve the Office Consolidation of the P&P Manual. These actions completed the first phase of the Special Project, and the Special Project Team went into recess until after the Annual General Meeting of October 4, 2025, which elected CABF Officers and Members of Council according to the updated provisions of By-Law #3.

At the first meeting of the new CABF Council held on October 8, 2025, it was confirmed that Council wished the Special Project Team to reconvene and move the next phase of the project along as quickly as possible. The Second Phase of the of the Special Project was to review the structure of committees reporting to Council to see that they were meeting present and short-term needs. This included reviewing their mandates, Terms of Reference, Roles and Responsibilities, any Policies administered, and any delegated authorities given to each. Recommendations were made to Council and included maintaining, combining or retiring existing committees or establishing new ones, updating their documentation and delegated authority in the P&P Manual accordingly, and appointing members to each.

The Third (final) Phase of the Special Project was to look at how we would like CABF to develop over time, including increasing the membership of church and individual members, considering regional activities, forging alliances with other like-minded organizations, and exploring topics such as the kind of events we wish to hold, services to members, and the possibility of paid staff.

This work has now been concluded with the formalization of yearly Cross Canada Conferences, our first Webinar session, improvements to the CABF Website and other communication systems. Two new committees have been established.

The first is the Global Connections Committee, which has the primary objective of developing outside partnerships with local, regional, national and international groups and to communicate with members regarding the roles and activities of these partners and what we can do together.

The second is the Member Services Committee, which will endeavor to assemble a team of resource persons with special skills who could be asked to assist CABF Members or Member Churches with the growing number of enquiries that are being made. A new Member Services header has been added to the CABF Website to provide a home for lot of basic information and outline the kinds of services that might be provided when requested.

With the mandate of the Special Project Team completed and its final report to the September 16, 2026 Meeting of Council, the Team was thanked for its work and allowed to stand down.

## The Global Connections Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees. By motion passed at its May 13, 2026 meeting, Council established a Global Connections Committee as a Standing Committee of Council.

The primary objectives of this committee are to develop outside partnerships and to communicate with members regarding the roles and activities of these partners and what we can do together.

The Committee exists to identify, build and sustain relationships between CABF and Baptist unions, conventions, fellowships and networks throughout Canada and around the world that share CABF's values, and to liaise with like-minded ecumenical groups and representatives of other faiths, recommending to Council opportunities for partnership, mutual support, shared activities and joint witness arising from those relationships.
In doing so, the Committee gives effect to Objectives 2, 3, 5 and 8 of the CABF Memorandum of Association, namely:

- To affirm and celebrate Baptist participation in, and witness to, the whole visible, catholic and evangelical church of Jesus Christ;
- To promote peace and understanding amongst people of all faiths;
- To bear witness to the Association's objectives with and among Baptists regionally as well as nationally and internationally;
- To associate and co-operate with other like-minded organizations.

### Roles and Responsibilities for the Chair of the Global Connections Committee

Term of Office: Two years, and eligible for re-appointment. Must be a member of Council.

Accountability: This position is accountable to the President and the Association Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the committee who is a member of Council to attend on their behalf and undertake their responsibilities.

**Position Specifics**

1. Chair the Global Connections Committee and oversee and coordinate its work.

2. Call the Committee together as deemed necessary or at the request of the President or Association Council.

3. Perform such other Duties as may be requested from time to time by the President or Association Council.

**Roles and Responsibilities for the Global Connections Committee**

Composition: In addition to the Chair, at least one additional member of Councial and additional Individual Members or members of Member Churches, as appointed by Council. Whenever a Meeting of Members or Council has approved a partnership, joint activity with another organization or has appointed a CABF Member to represent CABF in some capacity with another organization, the CABF Representative to that organization shall become a member of the Global Connections Committee by virtue of that appointment (ex. officio).

In appointing members, Council should have regard to language ability (including French, reflecting CABF's bilingual membership), existing ecumenical, national and international relationships, and any lived connection to the partner bodies being engaged.

Term of Office: Two years, and eligible for re-appointment.

Accountability: These positions are accountable to the Committee Chair and to the Council.

**Committee Specifics**

1. Work with the CABF Representative to each existing CABF Partner Organization to coordinate communication with CABF's existing partnerships (including the Alliance of Baptists, the Canadian Council of Churches and The Gathering of Baptists).

2. Work with the CABF Executive, Council and Partner Organization Representatives in exploring opportunities for mutual support or joint activities with CABF Partner Organizations. Facilitate the exchange of news, resources and invitations between CABF and its partner bodies, including content for the CABF Bulletin, website and Fall Assembly or

Rushton Lecture or other programming where relevant, and making recommendations to Council for action or approval.

3. Based on its own data or referrals from CABF Executive or Council identify potential new Partner Organizations or organizations with whom CABF might wish to have closer ties, including organizations within Canada and internationally, Baptist organizations and those of other denominations, and ecumenical organizations

4. Research each organization identified or referred, including what sort of relationship should be developed, what sort of activities might be shared, and whether Council should appoint a formal Representative to that organization.

5. Recommend to Council which relationships to pursue, and at what level (informational contact, reciprocal invitations, formal partnership, joint statements or shared projects).

6. Where it appears beneficial to recognize an organization as a CABF Partner Organization, prepare a background package and recommendation for Council to consider taking a motion to a Meeting of Members for approval (for example, the Global Baptist Network).

7. Identify and maintain an inventory of Canadian Organizations whose stated values align with CABF's own, including Baptist organizations, ecumenical groups, leading organizations of other Christian denominations and organizations associated with other faiths. Identify organizations where further investigation might be beneficial.

8. Identify and maintain an inventory of Baptist bodies worldwide whose stated values align with CABF's own — for example, bodies within the Baptist World Alliance's regional fellowships (such as the European Baptist Federation, the Asia Pacific Baptist Federation, the All-Africa Baptist Fellowship, the Caribbean Baptist Fellowship and the Latin American Baptist Union), together with explicitly progressive or moderate Baptist networks (such as the Cooperative Baptist Fellowship, the Alliance of Baptists, the Progressive National Baptist Convention and comparable bodies). Identify organizations where further investigation might be beneficial.

9. Working with Council and the Communications Committee, engage CABF churches with opportunities to connect and be involved with the work of God throughout Canada and the world.

10. Bring forward, for Council approval, any proposed public statement by CABF, joint statement with another organization, planned joint activity or shared project before it is entered into.

11. All expenses must be approved by Council in advance. Any anticipated items should be shared with the Treasurer at the earliest opportunity for budgeting purposes.

## The Member Services Committee

Section 50 of CABF By-Law #3 gives Council the authority to establish Standing Committees.

By motion passed at its September 16, 2026 meeting, Council established the Member Services Committee as a Standing Committee of Council.

### Roles and Responsibilities for the Chair of the Member Services Committee

Term of Office: Two years, and eligible for re-election. Must be a member of Council. This person should be a mature leader in CABF, with an understanding of historical and current matters, good communications skills and wide contacts with the CABF Membership. Consideration should be given to asking the Past President to take this role.

Accountability: This position is accountable to the President and the Association Executive and Council.

### Association Council Responsibilities

1. Attend regular Council Meetings, thereby representing the voice of all the Individual Members and Member Churches when making decisions that affect the CABF. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the Committee who is a member of Council to attend on their behalf and undertake their responsibilities.

2. Encourage active participation in the Association.

3. Attend Meetings of the Members. Attendance may be in person or via teleconference. When unable to attend, shall appoint a member of the Committee who is a member of Council to attend on their behalf and undertake their responsibilities.

### Position Specifics

1. Working in close liaison with the CABF Executive, Chair the Member Services Committee, overseeing the Committee and coordinating the work of its members and expert volunteers assigned to individual requests.

2. Receive requests for assistance from Member Churches and Individual Members and from those who are considering becoming members, with regard to specific issues identified by the requestor.

3. Working in close liaison with the CABF Executive, identify the resource best suited to advise on the issue(s) identified and assign individual member(s) of the Committee or person(s) from the list of expert volunteers to work with the requestor. The Chair may respond to some requests personally.

4. Where appropriate expertise to address the issue is not available among the members of the Committee or among the expert volunteers available to the Committee, or for matters within the purview of another committee, refer the matter to another Committee that would be able to assist.

5. Where there is no other Committee with expertise suitable to address the issue, consult with the CABF Executive regarding the disposition of the request, including requesting the involvement of a resource person who is a CABF Member or member of a CABF Local Church who is not a member of the Committee, or even a resource from an outside organisation.

6. Call the Committee together as deemed necessary or at the request of Association Executive or Council.

7. Prepare a report (with due regard to confidentiality as appropriate) of Committee and volunteer expert activities to update each meeting of CABF Council.

8. Prepare a Report for the Annual General Meeting.

9. Perform such other Duties as may be requested from time to time by the President, CABF Executive or Association Council.

**Roles and Responsibilities for the Member Services Committee**

Composition: In addition to the Chair, at least one additional member who is a member of Council, and one or more Individual Members or members of Member Churches, as appointed by Council.

Term of Office: Two years, and eligible for re-appointment

Accountability: These positions are accountable to the Committee Chair and to the CABF Council.

Expenses: Reasonable travel expenses, as approved by the CABF Executive, may be reimbursed to Committee members or expert volunteers for expenses incurred while delivering the services requested.

**Committee Specifics**

1. This Committee is unique in that its mandate is not to respond as a committee (group) to specific requests from Member Churches and Individual Members, or those who are considering becoming members, but to identify a group of appropriate resource people, whether members of the Committee or other committees or not, who can deal with the variety of requests that will be made over time.

2. The Committee shall endeavor to assemble a team of expert volunteers with backgrounds appropriate to the potential enquiries. These persons will have specific areas of training, expertise and experience as appropriate to the advisory, consultative and possibly mediation or conflict resolution role(s) that may be the subject of the requests referred to the Committee. The expert volunteers will not need to be members of the Committee and attend Committee meetings or undertake the other duties of the Committee but from time to time will be asked to assist with a specific request that falls within their area of expertise.

3. Areas of expertise that the Committee will endeavor to resource in anticipation of future requests include:
    a. Baptist history and polity;
    b. the background and evolution of the CABF;
    c. membership in the CABF;
    d. church incorporation:
    e. church governance structure and documentation;
    f. church financial management;
    g. registration with the Canada Revenue Agency;
    h. pastoral qualifications, ordination, accreditation, and discipline;
    i. pastoral and staff recruitment;
    j. pastor and staff pensions and benefits;
    k. conflict resolution, including advice, counselling and mediation; and
    l. other matters as approved by the CABF Council.

4. Meet at the call of the Committee Chair for general planning or to assist in finding an expert resource to respond to a specific request for which a resource is not already available.

5. Assist the Committee Chair in preparing reports (with due regard to confidentiality as appropriate) of Committee activities to update each meeting of CABF Council.

6. Assist the Committee Chair in preparing a Report for the Annual General Meeting.

7. Perform such other Duties as may be requested from time to time by the President, CABF Executive or Association Council.