



Canadian Association for Baptist Freedoms

Policy and Procedures Manual

Adopted by CABF Council November 3, 2021

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About the Canadian Association of 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.

The [Memorandum of Association](#) under the *Societies Act* clearly states our objectives:

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 clergy and chaplains; and*
7. *To associate and co-operate with other like-minded organizations, such as but not limited to the Canadian Council of Churches, The Gathering of Baptists, Canadian Baptists Ministries and the Alliance of Baptists.*

In 2020, the By-Laws of the CABF were amended, and may be found on the CABF Website at [Canadian Association for Baptist Freedoms - Constitution and Policies \(c-abf.ca\)](#).

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 of 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:

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.

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 to 12 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, subject to ratification by the membership, 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.

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 Section 42 to 49 of the CABF By-Laws.

Committees

Much of the work of the CABF is undertaken by standing and ad hoc committees, with the principal standing committees identified in Section 50 of the CABF By-Laws, and details of committee composition and maintenance of records in Sections 51 to 53 of the 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 a member of the Council of the CABF 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 Chairs of Committees, and up to **four (4)** Members-at-Large, all of whom shall have voting privileges.

(a) At the first election of Members-at-Large following the approval of this By-Law, **two (2)** Members-at-Large shall be elected for **three (3)** years, **one (1)** Member-at-Large shall be elected for **two (2)** years and **one (1)** Member-at-Large shall be elected for **one (1)** year. Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected Members-at-Large shall be elected for **three (3)** year terms.

(b) The number of Council shall not be less than **five (5)**.

(c) The subscribers to the Memorandum of Association of the Association shall be the first Council and thereby, the first Directors of the Association.

29. Term of Council. Members of Council terms shall be coincident with the term of the office they hold. 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 by the Council from among the Individual Members /or members of Member Churches.

- 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, subject to ratification by the membership, 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.
- 33. 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.

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 **four (4)** times each year when Council or the Association 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 Council 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 Members of Council present in person or via teleconference. 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 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 Members of the Association and Delegates from Member Churches and to other visitors 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.

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 for **two (2)** year terms 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: 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 a member of Council to act on their behalf.
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 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 Standing Committees.

Past-President

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.
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 and 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 or member of a Member Church to fill this role. The Past-President shall chair the Nominating Committee.

Vice-President

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.
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 Chair 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:

49. 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. Standing Committees. The Standing Committees of the Association shall carry out the Objectives of the Association as set out in the Memorandum of Association of the CABF, and shall be elected by the Membership. Standing Committees shall schedule such meetings as necessary to carry out their responsibilities and be prepared to report to Council at Council meetings. Terms of Reference for Standing Committees shall be ratified by the Members and be recorded in the Policy and Procedures Manual. The Standing Committees shall be:

- (a) the Publications Committee, ...
- (b) the Website Committee, ...
- (c) the Nominating Committee, ...
- (d) the Membership Committee, ...
- (e) the Credentials Committee, ...
- (f) the Program Committee, ...
- (g) the Finance Committee, ... and
- (h) the Constitution and Governance Committee.

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

51. Composition of Standing Committees. All Standing Committees shall consist of one or more Individual Members and/or members of a Member Church. Chairs and members of Committees shall be nominated by the Nominating Committee and elected at the Annual General Meeting or a Special Meeting called for such purpose. The term of office for Chairs and members of Committees shall be two (2) years and they shall be eligible for re-election. Council may appoint additional members to Standing Committees.

52. Additional Committees. In addition to Standing Committees, Council may appoint Ad Hoc Committees and define their Terms of Reference.

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 Publications Committee

Section 50 (a) of the CABF By-Laws establishes a Publications Committee:

which shall publish, under the leadership of an Editor, a newsletter promoting the events and Objectives of the Association and other communications such as posters, pamphlets, booklets, etc.;

Roles and Responsibilities for the Chair of the Publications Committee

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 a member of the 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 a member of the committee to attend on their behalf and undertake their responsibilities.

Position Specifics

1. Chair the Publications 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, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Publications Committee

Composition: one or more Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

Committee Specifics

The Website Committee

Section 50 (b) of the CABF By-Laws establishes a Website Committee:

which shall administer, under the leadership of a Webmaster, a website promoting the events and Objectives of the Association;

Roles and Responsibilities for the Chair of the Website Committee

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 a member of the 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 a member of the committee to attend on their behalf and undertake their responsibilities.

Position Specifics

1. Chair the Website 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, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Website Committee

Composition: one or more Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

Committee Specifics

The Nominating Committee

Section 50 (c) of the CABF By-Laws establishes a Nominating Committee:

which shall work under the leadership of the Past President to prepare and publish an annual slate of Officers and other leaders and Committee members, which shall be presented as nominations at the Annual General Meeting;

Roles and Responsibilities for the Chair of the Nominating Committee

Term of Office: One year, and the responsibility of the Past-President.

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 a member of the 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 a member of the committee 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, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Nominating Committee

Composition: one or more Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

Committee Specifics

The Membership Committee

Section 50 (d) of the CABF By-Laws establishes a Membership Committee:

which shall maintain the membership records of the Association and oversee the admission or removal of Members, and shall assist the Secretary with keeping the Register of Members up to date;

Roles and Responsibilities for the Chair of the Membership Committee

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 a member of the 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 a member of the committee 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, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Membership Committee

Composition: one or more Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

Committee Specifics

The Credentials Committee

Section 50 (e) of the CABF By-Laws establishes a Credentials Committee:

which 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;

Roles and Responsibilities for the Chair of the Credentials Committee

Term of Office: Three 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 a member of the 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 a member of the committee 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, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Credentials Committee

Composition: three Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

Committee Specifics

CABF Credentials Committee – 15 January 2020**Policy on Minutes**

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.

CABF Credentials Committee—28 September, 2013**Policy on Credentials Committee**

Passed at the Annual General Meeting on the 28th of September, 2013, this policy established the Credentials Committee and sets out the procedures by which the Credentials Committee functions in granting and overseeing accreditation. **Click [here](#) for an Application Form for those seeking accreditation with the CABF. Click [here](#) for an Application Form for those seeking accreditation prior to upcoming ordination in a CABF Church. (Note: a copy of this Policy and of the application documents is posted on the CABF Website [Canadian Association for Baptist Freedoms - Constitution and Policies \(c-abf.ca\)](#).**

Adopted Text

28 September 2013

The Canadian Association for Baptist Freedoms shall establish an ongoing Credentials Committee consisting of three members for a three year term, one position to be elected each year. The Committee shall be the first official contact for a candidate requesting accreditation or seeking ordination.

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 Council.

The Chair (or, if necessary, a designate) of the Credentials Committee shall sit on any such Ordination Council, shall introduce the candidate, and assist the proceedings.

1.1 General Principles

- A. The criteria for Recognized Clergy of the CABF are based on the following general principles:
 1. 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 of North America or equivalent bodies.
 2. 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.

3. Authorization to perform ministry or to carry out particular ministerial acts and services (e.g. preaching, counselling, pastoral care, weddings, etc.) is the responsibility of the congregation or agency in whose name the ministry occurs. Clergy are also responsible for ensuring that such authorization exists.

1.2 Criteria of Recognized (Credentialed) Clergy

- A. To be a recognized credentialed minister of the CABF, the clergy must fulfill the following core standards through written papers, interviews and individual evaluation.
 1. Ordination by a body acceptable to the CABF.
 2. Ministerial and theological integrity combined with a continuing exploration and discernment as one proceeds with ministry.
 3. Good standing and accountability within the CABF.
 4. Ability to work in ways that promote equity, collegiality and diversity.
 5. Willingness to adhere to the CABF Covenant and Clergy Covenant.
 6. Commitment to participation in the CABF.
 7. Continuing spiritual formation and growth.
 8. Academic education, self-reflection training and ministerial experience.
 9. Meeting the academic/professional standards normally expected of ordained clergy.
 10. Completion of one year's probation in ministry, with the mentorship of a CABF ministerial colleague appointed by the Credentials Committee.

1.3 Educational/Professional Standards for Recognition

- A. A candidate seeking Recognition is expected to complete:
 1. an undergraduate degree from an accredited university
 2. a subsequent degree in theological and ministerial studies.
 3. appropriate studies in Clinical Pastoral Education or its equivalent.

- B. Note: When special circumstances prevail, such as age or experience, and these educational standards are not possible or feasible for a candidate, the completion of an appropriate programme of study specified by the Credentials Committee, shall be deemed as sufficient for this section.
- C. A candidate is expected to maintain:
1. ministerial and theological integrity;
 2. good standing and accountability within the CABF;
 3. ability to promote equity, collegiality and diversity;
 4. willingness to adhere to the CABF Covenant;
 5. willingness to support the activity of the CABF;
 6. continuing spiritual formation and growth;
 7. continuing academic training, self-reflection and professional experience;
 8. acceptance of the principles of the CABF Covenant and generally accepted Baptist Principles. These latter principles are well expressed in *A Capsule of Information about the Baptists* (c. 1969) and/or *Basic Baptist Beliefs* by Gordon C. Warren. Both are posted on the CABF website.
 9. the clergy *Standards of Practice* and the *Ethical Standards* outlined below.

1.4 Standards of Practice

- A. **Worship:** Clergy must lead their congregations in worship through preaching and liturgical forms suitable to the people that they may approach the presence of God to offer their lives in Christ's Name.
- B. **Faith Formation and Education** to teach, model and educate their congregations, to act as teachers, advisors and spiritual resource persons. Clergy need to know the context of their local ministry so they may relate to the experience of their people.
- C. **Denominational Responsibilities:** Clergy have to know the central Baptist Principles, participate in church councils including those of the CABF, and help their congregations to relate to denominations other than their own.

- D. **Pastoral Care:** Clergy are expected to care for the people under their ministry, give a supporting proactive presence to those in difficulties, and develop a systematic and regular care for all within their ministry including visiting homes, hospitals, and nursing homes.
- E. **Self-Care:** Clergy should implement a system for their own health care, mentally, physically and spiritually.
- F. **Community Outreach and Social Justice:** Clergy are expected to engage people with the Gospel, support the mission programmes of their denomination and initiate educational programmes about the Gospel, its mission, and social responsibilities.
- G. **Leadership:** Clergy are expected to be leaders in their congregation, and as opportunity permits, in their community. They also should encourage and mentor those who are willing to be lay leaders, work energetically with the congregational boards and committees, and be able to identify and address conflicts in appropriate ways.
- H. **Administration:** Clergy are expected to ensure timely completion of tasks to which they are responsible, and delegate when that is needed or appropriate. Accurate records of both the congregation and the clergy's personal duties must be kept. They are expected to know the legal responsibilities of their positions and know the polity of their denomination and congregation.
- I. **Professional Development:** Clergy are expected to continue to participate in life-long learning appropriate to ministry, improving their knowledge and skills, continuing their education, being aware of current issues in theology, practice and world events.

1.5 Ethical Standards

These standards are applicable to the Clergy's daily practice.

- A. **Self-Awareness:** Clergy are called to conduct themselves for the greater good of others, and are accountable both personally and professionally to God, themselves, the congregation and to the ministry they serve.
- B. Clergy are called to demonstrate truthfulness, dependability, compassion, patience, diplomacy and integrity.
- C. Clergy are called to know their own limitations, open to guidance, challenge and analysis of their ministry.
- D. Clergy also need to know the visibility of their position within the wider community, and consider how their conduct may be experienced and perceived by others.

- E. Clergy are called to competence in their work and and relationships, making referrals to other professionals when obviously required.
- F. Clergy are obviously required to abide by Law as established by legal authority and encourage others to do the same, notwithstanding issues and actions involving justice.
- G. Clergy are required to perform their duties faithfully and use sound financial practices and good management skills. They are to protect the integrity of church and personal funds. They must abide by the guidelines of the congregation and use discretion and good judgement when accepting favours, honoraria, gifts and other forms of remuneration.
- H. Clergy must avoid, and the appearance of, conflict of interest in any situation.
- I. Clergy must respect professional relationships and exercise discretion in all matters. Active retired clergy are called to respect the call of placement of other ministry personnel, respect the expertise of members of other professions with whom they work and relate
- J. Clergy must respect the rules or regulations established by an employer for ethical conduct.
- K. Clergy must never engage in sexual abuse or sexual misconduct of any nature.

[Reference: Canadian Association of Spiritual Care document (formerly CAPE)].

[Resource for the above is adapted from Standards of Practice and Ethical Standards for Ministry Personnel. [Draft], Task Group of the Exercise of Discipline of Ministry Personnel, Jan. 2005: UCC]

1.6 Discipline

- A.** When a written complaint is received with respect to any person credentialed by the CABF who does not comply with the standards set in this document that person shall be examined by the Credentials Committee in order to investigate the matter. This committee may invoke disciplinary action up to and including revoking of the respondent's credentials. The process is set out immediately below.
- B.** Process
 - 1. Clergy credentialed by the CABF are required to know and understand the expected standards, values and ethical behaviour of this privilege. Accredited clergy shall be required to agree with a document agreeing with the standards established by the Canadian Association for Baptist Freedoms.

2. If a written complaint against a member of the CABF clergy is received from an individual or congregation, the Credentials Committee shall determine if the complaint is within its mandate and, if so, it will be dismissed or accepted for action.
3. If a complaint is accepted for action, the clergy involved and the complainant shall be informed within two weeks. When a hearing is deemed necessary, the Credentials Committee shall hold such a hearing within 45 calendar days.
4. The Committee may investigate such written complaints; perform such other duties as assigned by the CABF; appoint a person to conduct an investigation; attempt to resolve a complaint informally; refer a matter for mediation; counsel or caution a Minister; reprimand a Minister; suspend or dismiss a Minister from the CABF.
5. The decision of the Credentials Committee and the general development of the Committee's action shall be reported to an appropriate senior officer of the respondent's congregation.
6. If a complaint is accepted for investigation, the clergy involved, the complainant, and the senior officer of the church shall be kept apprised of the decisions of the Credentials Committee and subsequent developments.

C. Appeal

1. If a respondent contests the decision of the hearing, an appeal may be made to the President of the CABF within 45 calendar days of the original decision of the hearing. The President of CABF will appoint an Appeals Committee of not less than three members, none of whom who have been involved with the initial process.

D. Publication

1. 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.

E. End of Process

1. The decision of the Appeals Committee will be considered final.

F. Note to Procedure

1. What any such process requires is a clear sense of fairness and 'natural justice.' An orderly manner of action would include the following:
 - i. the individual should be advised of the nature of the allegations as soon as possible.

- ii. the individual should be given notice of the hearing with ample time to prepare and attend.
- iii. the individual should be allowed to hear the evidence presented at the hearing.
- iv. the individual should be afforded an opportunity to speak on his or her own behalf at the hearing.
- v. and the individual should be advised of the decision arising from such a hearing in a timely manner.

Above paragraph adapted from Terrance S. Carter, *A Legal Analysis of Church Discipline in Canada* (1995), p. 928

1.7 Grandfather Clause

- A. Clergy who are recognized or accredited by a Convention or Union of the Canadian Baptist Ministries or by the Alliance of Baptists may be added to the list of Recognized Clergy of the CABF following their application and their acceptance of the principles of the CABF, and the CABF Clergy Covenant.
- B. Applicants from other Baptist conventions and unions should be considered on an individual basis by the Credentials Committee.

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 relationship 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.

CABF Credentials Committee—28 February 2015**Policy on Procedures for Ordination****ORDINATION IN THE CANADIAN ASSOCIATION FOR BAPTIST FREEDOMS**

[Approved 28 February 2015]

Introduction

The Christian Ministry is an office of the highest honour and great responsibility. Those serving in the ordained 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, modeling 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 ordained 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.

SECTION 1: PROCESS TOWARDS ORDINATION**1.1. A Church Licence to Minister**

- A.** A candidate for the Ministry must first seek a *Licence to Minister* from the congregation where their 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 license 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 be able to relate well to 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 Preach establish ongoing support and counsel, and accountability from the candidate.

1.2 A CABF Licence to Minister

- A. It is understood that a CABF 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 ordination retains the responsibility to grant any other privileges of Ministry.
- B. Criteria expected from the candidate of a CABF Licence to Minister include the following:
 - a. That the candidate maintain an unrescinded Church Licence.
 - b. That the candidate exhibit acceptable activity, in some form of pastoral or church responsibility.
 - c. That the candidate indicates intention to continue educational and preparation for the ordained ministry.
 - d. That the candidate should agree with the basic Baptist principles generally accepted and published, such as *A Capsule of Information about the Baptists* (Convention of Atlantic Baptist Churches, c. 1969) and/or *Basic Baptist Beliefs*, by Gordon C. Warren (Baptist Federation of Canada, n.d.).
- C. A CABF Licence to Minister must be renewed annually. The candidate must appear before the Accreditation Committee in person each year and shall furnish satisfactory evidence of progress in studies, intention to pursue them, of service responsibility fulfilled, and of continued loyalty to the aims and purposes of the CABF.

1.3 Examining Council for Ordination

A. The next step for the candidate working within a congregation or institution full-time is to have a congregation request the CABF to call and Examining Council for Ordination. The Officers of the CABF will be responsible for organizing the Examining Council in consultation with the ordaining church. The CABF is willing to establish an Examining Council for Ordination for candidates that meet its criteria for accreditation and where reasonably possible the Examining Council will convene in the ordaining church. In order to appear before a CABF Ordination Council a candidate must have the recommendation of the CABF Credentials Committee.

B. The Ordination Council shall consist of:

- a. The President of the CABF, or alternative (normally the VicePresident), and the CABF Secretary, who will keep a record of the proceedings.
- b. The Chair of the Credentials Committee, or designate.
- c. Three representatives appointed by the ordaining church.
- d. Six ordained Baptist clergy appointed by the CABF Council.
- e. In addition to the above, each of the CABF churches is entitled to send its Minister and one representative, if they so wish.

C. The Ordination Council shall be open to non-voting visitors, subject to Paragraph 1.3 (H) (below).

D. The President of the CABF, or alternative, shall be the Chair of the Ordination Council.

E. The President of the CABF shall negotiate with the requesting congregation and the candidate sufficient and convenient times for the Examination and the Ordination Service.

F. At least two months' notice shall be given to all concerned: the candidate, the members of the Ordination 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:

- a. Prayer of Invocation,
- b. Introduction of the Candidate (Chair of Credentials Committee),
- c. Report of the Credentials Committee regarding the candidate,

- d. Report by a representative of the congregation applying,
- e. A Statement describing the candidate's Call to Ministry, views of Christian doctrine and their Practice of Ministry (approximately 1,500 words).
- f. A period of questioning of the candidate by the Examining Council.

H. After a thorough questioning, the Candidate 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, accompanied with prayer and sage advice. This recommendation shall be reported to the church making the application.

1.4 Ordination Candidates from Other Jurisdictions/Denominations

A. 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 Examining Council for Ordination. The Credentials Committee will use the CABF criteria for ordination as a basis for its decision.

CABF Credentials Committee—6 June 2015**Policy on Authorization to Conduct Marriages**

This document establishes a policy for recommending authorization to conduct marriages.

Authorization to Conduct Marriages

(Passed at a business session during the Rushton Lecture and Luncheon on June 6, 2015)

- A. On the recommendation of the Credentials Committee, those CABF accredited, ordained clergy who are residents of Nova Scotia may be listed with the Provincial Department of Vital Statistics as approved for authorization to conduct marriages in Nova Scotia.
- B. When the CABF has similar standing with other Canadian Provinces, accredited, ordained clergy may be listed with those Provinces for authorization to conduct marriages.
- C. The CABF Council, on recommendation of the Credentials Committee, may approve persons for authorization to conduct marriages under the following conditions:
 - 1. The candidate has been deemed fit in preparation and experience.
 - 2. The candidate has the approval of the congregation applying for the candidate's ordination, which the candidate is serving as minister.
 - 3. The candidate has been accepted as a candidate for ordination by the Credentials Committee.
 - 4. The candidate possesses a CABF License to Minister, and
 - 5. The candidate holds a ministry position requiring the candidate to perform marriages.

The Program Committee

Section 50 (f) of the CABF By-Laws establishes a Program Committee:

which shall provide for the program, organization, and publicity of the Annual General Meeting, Rushton Lecture and Luncheon, and any other General Meetings and carry out such other duties as set out in these By-Laws;

Roles and Responsibilities for the Chair of the Program Committee

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 a member of the 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 a member of the committee 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. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Program Committee

The Finance Committee

Section 50 (g) of the CABF By-Laws establishes a Finance Committee:

which shall include the Treasurer, shall have general oversight of all financial matters, prepare a budget for the ensuing fiscal year for review by the Council and subsequent presentation to the Membership, monitor variations to that budget, recommend policies for the Policies and Procedures Manual concerning the expenditure or funds, and manage the financial assets of the Association; and

Roles and Responsibilities for the Chair of the Finance Committee

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 a member of Association Council or a member of the 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 a member of Association Council or a member of the committee to attend on their behalf and undertake their responsibilities.

Position Specifics

1. Chair the Finance 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, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Finance Committee

Composition: one or more Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

Committee Specifics

The Constitution and Governance Committee

Section 50 (h) of the CABF By-Laws establishes a Constitution and Governance Committee: which shall maintain and update the constating documents which govern the activities of the CABF, including the Memorandum of Association, the By-Laws and the Policy and Procedures Manual.

Roles and Responsibilities for the Constitution Committee Chair

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 the committee to attend and report on behalf of the committee.
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 the committee to attend and on behalf of the committee.

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. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Constitution Committee

Composition: one or more Individual Members or members of Member Churches, as elected at a Meeting of the Members. Association Council may appoint additional members.

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

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

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 is satisfied with the amendments and vote to accept them.
10. Prepare material for distribution to Members identifying and explaining the amendments to the P&P Manual adopted by Council in preparation for a Ratification Vote by Members at a Meeting of Members.
11. Keep all Association constating documents up to date and make copies available for posting on the Association's web site.
12. 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.