

CONSTITUTION AND BY-LAWS

OF THE

SASKATCHEWAN DISTRICT OF THE PENTECOSTAL ASSEMBLIES OF CANADA

This constitution, dated this 4th day of May 2017, is the current, valid constitution of our Saskatchewan District Conference and renders all previous constitutions null and void.

ARTICLE 1 - NAME The name of this body shall be the Saskatchewan District Conference of the Pentecostal Assemblies of Canada.

ARTICLE 2 - TERRITORY This District Conference shall embrace the territory of the Saskatchewan District as already determined by General Conference.

ARTICLE 3 - RELATIONSHIP This District Conference is an integral part of the Pentecostal Assemblies of Canada, therefore the principles of co-operative fellowship, as set forth in the By-laws of the Pentecostal Assemblies of Canada are the principles which shall govern this District Conference.

ARTICLE 4 - TENETS OF FAITH This District Conference accepts the Holy Scriptures as the all-sufficient rule of faith and practice and adopts the statement of Fundamental and Essential Truths, as approved by The Pentecostal Assemblies of Canada.

ARTICLE 5 - OBJECTIVES AND PREROGATIVES The objectives and prerogatives of this District Conference shall be:

- 5.1 To promulgate the Gospel of Jesus Christ by all Scriptural means, both at home and abroad; to promote Christian fellowship among its members; in accordance with its tenets of faith.
- 5.2 To supervise all the District Conference activities of the affiliated assemblies in its prescribed territory, in accordance with the rights conferred by the By-Laws of The Pentecostal Assemblies of Canada.
- 5.3 To examine, license and ordain ministers who have met the requirements of the District Conference as set forth in the By-laws of The Pentecostal Assemblies of Canada.
NOTE: for a description of the credentials, qualification and privileges of such refer to The General Constitution and Bylaws of the Pentecostal Assemblies of Canada; Bylaw 10, Ministerial Credentials.
- 5.4 To elect **the District Executive** to arrange for its meetings and to govern itself.

However, it shall be subordinate to the General Conference of The Pentecostal Assemblies of Canada.

- 5.5** To establish and maintain such departments and institutions for the District Conference as may be required, such as camp meetings, and benevolent institutions.
- 5.6** To own, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as may be needed for the prosecution of its work, in accordance with the laws of the Province and By-laws of The Pentecostal Assemblies of Canada.

ARTICLE 6 - MEMBERSHIP

- 6.1** Duly appointed lay delegates from any affiliated local assembly and duly appointed district department directors, and the chairman of the board of Living Waters Camp or their appointee, and holders of the following categories of current, valid credentials from The Pentecostal Assemblies of Canada, and who have their permanent residence within the boundaries of the district conference (residential exceptions may be made at the discretion of the district executive) shall be recognized as members of the district conference.
- Ordained
 - Licensed Minister
 - Recognition of Ministry
 - Ministry Related
 - Ministerial license for women (not being issued since 1985)
 - Deaconess (not being issued since 1996)

NOTE: For a description of the credentials, qualification and privileges of such refer to The General Constitution and Bylaws of the Pentecostal Assemblies of Canada; By Law 10, Ministerial Credentials

- 6.2** Each self-governing Assembly in the District Conference shall have the right to representation in the District Conference meetings by lay delegates as outlined in the General Constitution and By-laws of The Pentecostal Assemblies of Canada.

ARTICLE 7 - OFFICERS The officers of the District Conference shall be: the District Superintendent, an Assistant District Superintendent, and three Executive Officers, and such other officer or officers as the District Executive may determine from time to time.

ARTICLE 8 - COMMITTEES

- 8.1** The District Executive shall consist of the duly elected officers and in addition such other members as the District Executive shall determine from time to time.
- 8.2** The standing committees shall be: the District Officers, the District Executive and the District Leadership Team and such other committees as may be constituted from time to time.

8.3 Special Committees may be created as the need may arise.

ARTICLE 9 - MEETINGS

DISTRICT CONFERENCE

- 9.1** The District Conference shall meet biennially in years ending with an odd number.
- 9.2** A majority of the District Executive shall have authority to call any special meeting of the District Conference.
- 9.3** All members and lay delegates to the District Conference who are registered at any session of the District Conference shall constitute the voting constituency.
- 9.4** Those members of the voting constituency present at the time and place of meeting shall constitute a quorum.

ARTICLE 10 - LOCAL ASSEMBLIES Assemblies associated with The Pentecostal Assemblies of Canada shall be classified as affiliated assemblies

ARTICLE - AMENDMENTS Amendments to the constitution may be made at any regular or special meeting of the District Conference, provided the proposed amendment has been submitted to the District Executive at least 30 days before such meeting for consideration. A two-thirds vote of all members present and voting at the Conference shall be necessary for adoption of any amendment. All amendments shall be submitted to the General Executive Committee for ratification.

BY-LAWS

BY-LAW 1 - MEETINGS

- 1.1 The time and place of the biennial District Conference meeting shall be determined by the District Executive.
- 1.2 A majority of the District Executive shall have authority to call any special meetings of the District Conference.
- 1.3 Notice of meeting shall contain the time and place of meeting and in the case of special meetings shall also contain a concise statement of the business to be dealt with at the meeting. Notices shall be forwarded to each member at the member's last known address, and to the secretary of each assembly, not later than two months prior to the biennial meeting, and not later than 10 days prior to the time of any special meeting.
- 1.4 Holders of the following categories of current, valid credentials from The Pentecostal Assemblies of Canada and subject to Bylaw 2.2.1 and who have their permanent ministry within the boundaries of the Saskatchewan district conference are eligible for election and able to vote at Conference. Exceptions to Bylaw 1.4 may be made at the discretion of the District Executive; for those who reside outside the Saskatchewan boundaries such a person or persons shall be recognized as members of the district conference with full voting privileges. Such persons are not considered eligible for nomination to an elected position. (Such exempt persons could include but is not limited to those invited from a Bible college, Global Work, International Office of PAOC.
 - Ordained
 - Ministerial License for Women
 - Licensed Minister
 - Deaconess
 - Recognition of Ministry
 - Ministry Related
 - Duly appointed lay delegates from any affiliated assembly
 - Duly appointed district department directors and/or coordinators
 - Missionaries on furlough with qualifying credentials in the Saskatchewan District
 - District layperson who is a member of the General Executive

BY-LAW 2 - ELECTIONS

2.1 Qualifications of Candidates

- 2.1.1 The officers of this District Conference shall be chosen from the credentialed membership, and shall have been ministering with a credential within the District for at least one full calendar year immediately preceding the year for which the District

Conference shall be held. If they are a lead/senior pastor of a church, their church shall have consistently tithed to the District Office since the previous District Conference or since its inception, or if their church is not tithing, they shall have been consistent in their personal tithes to the District Office.

- 2.1.2 Nominees shall be in active full time ministry in a PAOC church and/or approved ministry position, or have a ministry appointment in a PAOC church and/or approved ministry position, or a retired credential holder who is a member in good standing in a PAOC church, or a credential holder involved in a para-church organization which is a member in good standing in a PAOC church, or if in transition, be actively seeking another place of ministry in a PAOC church and/or approved ministry position and shall demonstrate that they are tithing to a PAOC approved ministry or to the District Office.
- 2.1.3 The District Superintendent and Assistant District Superintendent of this District Conference shall be ordained persons of mature experience, sound judgment, recognized giftings and ability, and Christian character who have ministered for at least ten consecutive years as an ordained minister before the end of the year directly preceding the District Conference which shall be held.
- 2.1.4 The remaining Executive Officers of this District Conference shall be ordained persons of mature experience, sound judgment, recognized giftings and ability, and Christian character, who have ministered for at least five consecutive years as ordained ministers before the end of the year directly preceding the District conference which shall be held.
- 2.1.5 The Executive Presbyters of this District Conference shall be persons of mature experience, sound judgment, recognized giftings and ability, and Christian character, and will include: one who is ordained at least five consecutive years or more, one who has been ordained less than five years, and one who is a non-ordained credential holder.
- 2.1.6 District Leadership Team members shall be persons of mature experience, sound judgment, recognized giftings and ability, and Christian character.

2.2 PROCEDURES

2.2.1 Nominations

2.2.1.1 A pre-conference nomination ballot for each elected District Executive member position shall be mailed not later than 90 days prior to the District Conference to all members including lay delegates eligible to vote as described in Article VI. Their eligibility to participate in the pre-conference nomination process shall be based upon the District Office receiving from the Secretary or Pastor of the Assembly a letter certifying his or her appointment by the Assembly to represent the Assembly in the District Conference no later than 100 days prior to the Conference. This ballot is to be returned post-marked no later than 60 days prior to the District Conference. The pre-conference nomination ballot shall be mailed to all members eligible to vote at the District Conference together with a

description of the qualifications, responsibilities, giftings and duties of the elected officers

2.2.1.2 Should a candidate's credential change between the beginning of pre-conference nomination and the date of an election, the candidate shall be eligible to be elected for positions based on the credential they held at the beginning of the preconference nomination process at the end of the calendar year prior to the District Conference.

2.2.1.3 The District Executive shall appoint a Pre-Conference Ballot Nomination Committee of three members at a meeting of the District Executive no later than four months prior to the District Conference. The members of the Pre-Conference Ballot Nomination Committee shall declare themselves to be non-candidates.

2.2.1.4 The Pre-Conference Ballot Nomination Committee and two members of the District Executive and/or their appointees shall constitute the Nomination Committee. The Nomination Committee shall interview all potential nominees with regards to the qualifications, responsibilities, duties and giftings required. The Nomination Committee will present the slate of candidates to the District Conference.

2.2.1.5 Nominees receiving five percent or more of ballots cast shall be contacted by the Pre-Conference Ballot Nomination Committee prior to the District Conference for the purpose of accepting or declining the nomination. A decision to accept or decline the nomination shall be made to the Nomination Committee no later than 30 days prior to conference. Nominees may stand for more than one position. Once a nominee has been elected or acclaimed to a position, their name shall be deleted from all other election ballots with the exception of the General Executive Member at Large, if so applicable.

2.2.1.6 In the case where there are insufficient nominees for a position after following through the nomination process, the Nomination Committee will do their due diligence to provide a nominee and/or nominees.

2.2.1.7 A list of all nominees who have agreed to let their name stand as a result of the pre-conference nomination process shall be forwarded to each member and registered lay delegate no later than 21 days before District Conference at the member's last known address.

2.2.1.8 In the event that a standing candidate receives the required two-thirds nomination on the pre-conference nomination ballot, it shall be noted as such by use of an asterisk * on the election list distributed twenty-one days before District Conference, a ratification vote shall be conducted at the District Conference, and a simple majority vote shall constitute election on this ratification ballot.

2.2.1.9 In the event that a candidate fails to receive at least 50% plus one yes vote on the ratification ballot, the newly elected District Executive will have the opportunity to fill the position by appointment. If the position is for the District Superintendent and/or Assistant District Superintendent, the conference shall have the right to fill the position within six months via the reengagement of the election process.

2.2.1.10 There shall be no nominations from the floor for any member of the District Executive since all of the eligible voting constituency shall have had the opportunity to participate in the pre-conference nomination process.

2.2.1.11 In the event that a category for election becomes depleted as a result of previous elections, the newly elected District Executive will have the opportunity to fill the position by appointment. If the position is for the Assistant District Superintendent, the conference shall have the right to fill the position within six months via the reengagement of the election process.

2.2.2. Elections All nominees who allow their name to stand will be eligible for the first election ballot. If no election is declared, the candidate with the fewest votes on each ballot shall be removed and the election shall proceed until a simple majority vote is received.

2.2.3. Officers to be elected in the following order:

- District Superintendent
- Assistant District Superintendent
- Executive Officer for Church Services
- Executive Officer for Credential Care
- Executive Officer for District Ministries
- Executive Presbyters
- One General Executive Nominee

For the General Executive Nominee, the District Conference shall receive three nominations from the District Executive in keeping with the qualifications outlined in Bylaw 2.1. An additional nomination ballot shall also be held at District Conference. Additional nominees receiving more than 5% on the District Conference nomination ballot shall be added to the three nominations from the District Executive and this group of nominees shall constitute the first election ballot. The successful candidate will be presented as a nominee on the election ballot to the General Executive to be voted on at the next General Conference.

2.2.4. Terms of Office and Vacancies – The first term of the District Superintendent shall be for four years and each subsequent election will be for two year terms and the term for all other District Officers shall be for two years from the time of their election.

All such officers shall take office at the close of the Conference at which they are elected, except in the case where a new District Superintendent shall be elected. The new District Superintendent shall assume office within six months of the election in consultation with the District Executive. The tenure of all District Officers shall be determined by the Conference electoral process.

Should a vacancy occur in any office through resignation, removal from the District, by death, or disqualification, power shall be vested in the remaining members of the District Executive to fill the office either by appointment or special election, until the next meeting of the District Conference. In the case of the District Superintendent, a special election shall be held within sixty days unless the vacancy occurs less than six months prior to the next conference. The District Executive will appoint a qualified credential holder to serve as District Superintendent in the interim.

2.2.5 Those appointed to the District Leadership Team shall have their tenure determined and reviewed at the first meeting following District Conference by the District Executive. Those appointed to other District ministry positions shall have their tenure determined and reviewed by the District Leadership Team.

BY-LAW 3 - DUTIES OF DISTRICT OFFICERS

3.1 District Superintendent

3.1.1 The District Superintendent shall provide spiritual and pastoral leadership for the District

3.1.2 The District Superintendent shall be the Chief Executive Officer of the District Conference. The District Superintendent or a designate shall preside at all meetings of the District Conference, the District Officers, the District Executive and the District Leadership Team.

3.1.3 The District Superintendent shall provide visionary direction and relational leadership to the District in fulfilling the mission statements of the Pentecostal Assemblies of Canada and the Saskatchewan District.

3.1.4 The District Superintendent shall, with the District Leadership Team, establish strategic processes to ensure the fulfillment of the District vision.

3.1.5 The District Superintendent shall work with the other District Superintendents to ensure continuity, unity, and cohesiveness in Canadian and International matters as they affect The Pentecostal Assemblies of Canada.

3.1.6 The District Superintendent shall assist assemblies with advice and ministry, as the need may require or at the request of the pastor, the local Leadership Team or the congregation as outlined in the Local Church Constitution (Bylaw 2.1.5)

3.1.7 The District Superintendent shall be responsible for overseeing all credential processing.

3.1.8 The District Superintendent shall ensure that true records are recorded and published as directed by the District Conference.

3.1.9 The District Superintendent shall supervise the expenditure of District Funds as

directed by the District Executive.

3.1.10 The District Superintendent shall ensure that a record is kept of all ministers and assemblies in the District and ensure the ongoing maintenance and development of the District Constitution.

3.1.11 The District Superintendent shall administer discipline according to Bylaw 10 of the General Constitution and Bylaws of The Pentecostal Assemblies of Canada.

3.1.12 The District Superintendent shall present a biennial report to the District membership.

3.1.13 The District Superintendent shall be, ex-officio, a member of all District committees.

3.1.14 When a lead/senior pastoral position becomes vacant the District Superintendent or his/her authorized representative shall be empowered to act in full legal capacity of the pastor and shall arrange, in consultation with the local church leadership team, to supply the pulpit with suitable ministry until such time as a new pastor has been duly installed.

3.1.15 He/she shall be official signing authority representing the District Executive as it relates to legal documents.

3.1.16 He/she shall be a member of the Board of Governors for Horizon College and Seminary.

3.1.17 He/she shall be member of the Board of Administrators of the Horizon College and Seminary.

3.1.18 The District Superintendent shall perform such other functions as are usual and customary for presiding officers and such other duties as may be designated by the District Conference, District Officers and the District Leadership Team.

3.2 Assistant District Superintendent

3.2.1 The Assistant District Superintendent shall be an Officer of the District and serve as a member of the District Officers, District Executive and District Leadership Team.

3.2.2 The Assistant District Superintendent shall preside at meetings of the District Officers, District Executive or District Leadership Team in the absence of the District Superintendent.

3.2.3 The Assistant District Superintendent shall present a biennial report to the District membership.

3.2.4 The Assistant District Superintendent shall perform such other functions and responsibilities as are customary, and as may be designated by the District Superintendent, District Officers, District Executive, District Leadership Team or District Conference.

3.3 Executive Officers

3.3.1 The Executive Officers shall be Officers of the District and serve as members of the District Officers, District Executive and District Leadership Team.

3.3.2 The Executive Officer for Church Services shall give oversight and support, under the leadership of and in harmony with the District Superintendent, to church health, new church development and church growth.

3.3.3 The Executive Officer for Credential Care shall give oversight and support, under the leadership of and in harmony with the District Superintendent, to credential care.

3.3.4 The Executive Officer for District Ministries shall give oversight and support, under the leadership of and in harmony with the District Superintendent, to all conventions and conferences, Living Waters Camp, age and demographic specific ministries and serve as liaison with Horizon College and Seminary.

3.3.5 The Executive Officer for Church services shall chair and give direction to the Church Services Committee, and the Executive Officer for Credential Care shall chair and give direction to the Credential Care Committee, and the Executive Officer for District Ministries shall chair and give direction to the District Ministries Committee.

3.3.6 The Executive Officers shall each present a biennial report to the District membership.

3.3.7 The Executive Officers shall perform such other functions and responsibilities as are customary, and as may be designated by the District Superintendent, District Officers, District Executive, District Leadership Team or District Conference.

3.3 Executive Presbyters

3.3.1 They shall be members of the District Executive along with the District Officers.

3.3.2 Their numbers shall be as determined by the District Conference from time to time.

3.3.3 They shall work in co-operation with the District Officers.

3.3.4 Their tenure of office shall be limited to three (3) complete consecutive terms including any time spent on the executive immediately previous to the election.

3.3.5 They shall be available for ministry to credential holders as directed by the District Executive or chair of their respective committee .

3.3.6 They shall be required to serve on either the Church Services Committee, Credential Care Committee or District Ministries Committee.

3.4 Administering the Duties of Office

3.4.1 Conflict of Interest

No member of the District Leadership Team shall place him or herself in a position where there is conflict of interest between the duties as a member of the respective committee and his or her other interests. Every Committee member who is in any way directly or indirectly interested in or may become interested in an existing or proposed contract, transaction or arrangement with the district or an affiliated assembly or who otherwise has a conflict of interest by virtue of involvement of a member of his or her family, or a corporation that the member is involved with as either a director, shareholder, officer, employee or agent, then such committee member shall declare his or her conflict of interest fully at a meeting of the committee and withdraw from any discussion or vote.

A conflict of interest in a meeting shall be considered to include, but not limited to, any matter being discussed which touches in any way the personal life and/or ministry of any committee member or the local church of which the committee member is involved in ministry.

During any presentation which may involve a conflict of interest by a committee member, that member will, upon completion of the initial presentation, absent him or herself voluntarily from the meeting before further discussion and voting. Should a member not voluntarily withdraw from the meeting when a conflict of interest is perceived, either the Chairman or any other member may ask that the committee member absent him or herself from the meeting. If there is a challenge as to whether or not a conflict of interest exists, it shall be decided by a majority vote of the remaining members.

The paid staff shall absent themselves from any meeting when their salary and allowance is being considered.

3.4.2 EXECUTION OF DOCUMENTS

Contracts, documents, or any instruments in writing requiring the signature of the corporation shall be signed by the District Superintendent and by one of the other Executive Officers.

In the event that the District Superintendent is not available to sign, any two of the other Executive Officers (Duly Authorized) shall be authorized to sign documents.

The District Executive Officers shall have power by resolution, from time to time, to appoint any other officer or officers on behalf of the corporation either to sign contracts, documents or instruments in writing generally, or to sign special contracts, documents or instruments in writing.

The seal of the corporation may, when required, be affixed to contracts, documents, and instruments in writing, signed as aforesaid, or by any officer or officers appointed as aforesaid, by the District Executive Officers.

3.4.3 BORROWING POWERS

The District Executive Officers of the corporation are hereby authorized from time to time:

1. To borrow any sum or sums of money from a bank upon the credit of the corporation either by way of overdraft, discount, loan, line of credit or otherwise, and upon such terms as they may think proper and as security for any money so borrowed or as security for any advances, liabilities heretofore made or incurred or that may hereafter be made or incurred, to hypothecate, mortgage, pledge and give to the bank all or any stock, bonds, debentures, negotiable instruments, choose in action or other real property of the corporation or other assets of the corporation as they may see fit, or as may be required by or on behalf of the bank, and it is expressly declared that any security given pursuant to this By-Law may be by way of chattel mortgage or in such other form as a bank may require, or as the District Executive Officers see fit.

2. To authorize from time to time by a resolution or By-Law, such officer or officers, clerk, cashier or other employee of the corporation as the District Executive Officers may appoint to transact the banking business of the corporation with a bank, to make, draw,

accept and endorse bills of exchange, promissory notes and checks, and to execute on behalf of the corporation all such documents as aforesaid, and further, that this By-Law shall continue in full force, virtue and effect as between the corporation and a bank until notice of revocation or cancellation thereof be given to a bank in writing.

3. In addition to their power to borrow as set out in Section 11 herein, without limiting the generality of the powers otherwise conferred upon the District Executive Officers, the District Executive Officers shall have the power and authority, to buy, sell, mortgage, lease, hypothecate, pledge or otherwise acquire, dispose of, hypothecate or deal with all of the real and personal property of the Corporation wheresoever situated on such terms and in such manner as the District Executive Officers deem expedient

3.4.4. PROPERTY

All property, both real and personal, acquired by or in the name of, or for the purpose of the Corporation, shall be vested in the corporation subject to any Declaration of Trust that may be executed by the corporation. All property, whether real or personal, acquired in the opening of new assemblies where funds of the corporation are used and employed, shall be known as the property of the corporation or as the property of The Pentecostal Assemblies of Canada and shall not be transferred or disposed of without written consent under seal of the corporation in the hands of the proper officers thereof.

BY-LAW 4 - COMMITTEES

4.1 Executive Officers Committee

4.1.1. The Executive committee shall be comprised of the District Superintendent, the Assistant District Superintendent, and the three Executive Officers.

4.1.2 The Executive Officers, under the direction of the District Superintendent, shall assist the District Superintendent in giving general oversight to all credential holders and departments between meetings of the District Executive. The District Superintendent, with the assistance of the Executive Officers Committee, is authorized to act for the District in all matters that affect its interest while the District Conference and District Executive are not in session.

4.1.3 This committee shall serve as the operations committee of the District.

4.1.4 They shall be responsible to give oversight to the management and development of all District resources.

4.1.5 They shall set in order assemblies that have met the prescribed requirements.

4.1.6 They shall have authority to approve applications for credentials between conferences subject to ratification by the District Conference.

4.1.7 They shall be responsible for the supervision of all District matters subject to the ultimate approval of the District Conference.

4.1.8 This committee shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell, convey, mortgage, lease or otherwise dispose of real property, personal and mixed, tangible or intangible, or whatever kind as may be useful for the prosecution of their work as directed by the District Executive, provided however that any mortgage must also be authorized by Special Resolution of voting members of the

conference at a general or special meeting.

4.1.9 They shall hold in trust such funds as may be committed to them or dispose of the same as they may be directed.

4.1.10 They shall give report to the District Leadership Team significant activities which affect the district.

4.1.11 They shall have oversight of the District budget according to the policies established by the District Executive.

4.2 District Executive

4.2.1 The District Executive shall be comprised of the Executive Officers and three Executive presbyters as selected by the conference.

4.2.2 They shall assist the District Officers in establishing vision, mission and policy for the District subject to the District Conference.

4.2.3 They shall assist the Executive Officers in the discipline of members of the District Conference according to the standards set out in the district and general constitutions.

4.2.4 They shall appoint special committees as the need arises.

4.2.5 The District Executive meetings shall be called at the discretion of the District Superintendent or by authorization of a majority of the District Officers.

4.2.6 They shall appoint members to sit on the Board of Governors of Horizon College and Seminary in accordance with its constitution.

4.3 District Leadership Team

4.3.1 The District Leadership Team shall be comprised of the District Executive and the three members at large (as appointed).

4.3.2 The District Leadership Team will ensure continuity between the three main areas of focus (church services, credential care, district ministries).

4.3.3 The District Leadership Team meetings shall be called at the discretion of the District Superintendent or by authorization of a majority of the District Executive.

4.3.4 They shall work in harmony with and under the supervision of the District Superintendent ensuring appropriate representation and communication to unite the District in vision, mission and relationships.

4.3.5 They shall act as resource persons for the District.

4.3.6 The three appointed shall each serve on one of the three committees (church services, credential care, ministries)

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

4.5 Conference Committees The following committees shall be appointed by the District Superintendent, with the help and advice of the District Executive, at least one month before each District Conference Session, for the purpose of planning and conducting the business of the Conference while in session: The Resolutions Committee, the Credentials

Committee, the Program Committee, the Roster Committee, and such further committees as may be necessary for the conduct of the Conference business. The membership of such committees shall be declared at the Conference in session, and additional nominations to the above committees may be made from the Conference floor.

BY-LAW 5 ORDER OF BUSINESS The Conference business sessions shall be preceded by a period of devotions. The business sessions of the Conference shall be governed by love and fellowship, accepted rules of parliamentary procedure as outlined in Robert's Rules of Order as they apply to District Conference and the Agenda as approved by the District Officers.

BY-LAW 6 - MINISTRY

6.1 Ministry Described Recognition of candidates for the ministry within the jurisdiction of the District Conference, shall be granted to those who meet the requirements prescribed by the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

There shall be six grades of credentials:

- Ordained
- Licensed Minister
- Recognition of Ministry
- Ministry Related
- Ministerial Licensed for Women (not being issued since 1985)
- Deaconess (not being issued since 1996)

Note: for a description of the credentials, qualification and privileges of such refer to The General Constitution and Bylaws of The Pentecostal Assemblies of Canada; Bylaw 10, Ministerial Credentials.

6.2 Credentials

6.2.1 All candidates for Credentials shall complete the official application form and forward the same to the District Office along with the required references. They shall appear in person before the Credentials Committee and shall be prepared to be examined as to their doctrine, ability and conduct.

6.2.2 The granting of Credentials, recommended by the Credentials Committee shall be subject to the approval of the District Executive and the District Conference.

6.2.3 The time and place of ordination ceremonies and the officiating ministers shall be decided by the District Executive, consideration being given to the wishes of the candidate.

6.3 Ministerial Relations All Credential holders who transfer their residence from another district into this district shall obtain a Certificate of Transfer from their former District and shall present it to this District Officers Committee for acceptance. No minister shall exercise his/her privileges of membership in this District Conference until transfer of

credentials has been completed.

6.4 Discipline of Ministers The District Conference through its District Executive shall avail itself of the prerogatives conferred upon it in the matter of discipline of members as defined by the General Conference of the Pentecostal Assemblies of Canada and the Local Church Constitution.

6.4.1 PASTOR/CONGREGATION RELATIONSHIP: When difficulties have arisen between the pastor and the leadership or congregation which do not involve the credentials of the pastor, but only the position as pastor, and which apparently cannot be resolved at the local level, the pastor, the leadership or a quorum consisting of not fewer than one-third (1/3) of the regular members of the local church shall have the right to appeal to the district executive for help in resolving the impasse.

The refusal of a pastor to call a meeting of the leadership shall constitute the leadership's right to appeal to the District Executive.

If a satisfactory settlement cannot be reached, the District Superintendent may call a congregational meeting, to be presided over by the District Superintendent or the authorized representative of the District Superintendent.

If the District Superintendent, or their representative, calls for a vote of confidence in the pastor, the roster for the vote shall include only those members who held membership 60 days prior to the vote of confidence and shall exclude the pastor and members of the pastoral staff, as identified in the minutes of the leadership, and their spouses, who shall not be included in the quorum necessary to have a congregational meeting. The vote shall require a simple majority in support of the pastor, for the pastor to retain the position as pastor. If such is not achieved, the pastor's duties shall be terminated immediately, and the pastor shall be given a minimum of one (1) month salary but not more than three (3) months salary with benefits and the use of the parsonage during that period, or the regular housing allowance if the pastor is not living in the church parsonage. If the pastor has served for a period of a minimum of two (2) years and has failed to receive the required majority in the confidence vote, or has complied with a request from the leadership to conclude their ministry agreement, the pastor shall be given a maximum of three (3) months salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if the pastor is not living in the church parsonage.

Notwithstanding the foregoing, when in the considered opinion of the District Executive, there exists an unresolved deteriorating situation within a local assembly, such as an evident exodus of people or a decrease of finances to the point where the solvency of the assembly is in jeopardy or a serious deterioration of pastor-congregational relationship; that in such cases the District Executive be authorized to arrange a meeting with the pastor and the board/ leadership, and to take positive steps to resolve the situation.

6.4.2 Pastors and Other Ministers (Charges against Ministers) Assemblies or individuals making charges to the District Executive against any minister in matters affecting his/her morality, integrity or doctrinal soundness and his/her right to hold Pentecostal Assemblies of Canada credentials, shall observe the following conditions:

6.4.2.1 Charges shall be submitted in writing, properly signed, and the person or persons making the charge shall be willing to appear in person to give testimony.

6.4.2.2 The minister so charged shall be notified of the specific charge or charges by registered letter, at least ten (10) days before being called to appear before the District Executive; such hearing to take place, if possible, in the locality of the alleged offense or offenses to facilitate access to as many witnesses as possible.

6.4.2.3 When formal charges have been laid against a minister, the District Superintendent and two Executive members will use discretion in proceeding with an investigation. The said minister may be suspended immediately from his/her ministerial activities upon his/her receipt of the registered letter, notifying him/her of the charges and provision for a pulpit supply shall be made by the District Executive or its representative.

6.4.2.4 A minister shall have the right, however, to retain the use of the parsonage and receive his/her salary until disposition has been formally made of the charges.

6.4.2.5 Such hearing shall take place within thirty (30) days of formal charges being laid or the entire proceeding shall be dropped.

6.4.2.6 Should a pastor, so formally charged, fail or refuse to appear as ordered for the hearing, his/her action shall be construed as an admission of guilt, permitting the District Executive at its discretion to proceed on that assumption.

6.4.2.7 Subject always to the member's right of appeal, the District Executive may suspend a Credential permanently, indefinitely, or for a certain specific period, upon such terms as it considers to be just, having regard to all the circumstances of the case.

BY-LAW 7 - LOCAL ASSEMBLIES

7.1 Affiliation

7.1.1 In areas where there is an established Pentecostal Assemblies of Canada church or churches, those wishing to establish another or other churches, shall obtain the consent of the District Superintendent in consultation with the leaders of the existing Pentecostal Assemblies of Canada church or churches with the recommendation that a distance of not less than two miles be maintained.

7.1.2 All assemblies established by ministers of The Pentecostal Assemblies of Canada shall be known and recognized as affiliated assemblies of The Pentecostal Assemblies of Canada without the necessity of a vote.

7.1.3 Independent assemblies desiring to affiliate with the Pentecostal Assemblies of Canada may apply to the District Superintendent for information

regarding the procedure required for affiliation, as established by the General Conference, which is as follows:

7.1.3.1 The local congregation shall, at a regularly convened meeting, pass a resolution adopting the Statement of Fundamental and Essential Truths approved by the General Conference.

7.1.3.2 The said congregation shall at a regularly convened meeting pass a resolution authorizing the officers of the local assembly to petition the Corporation for affiliation.

7.1.3.2 The General Executive of the Corporation, on recommendation of the District Executive may grant the petition of affiliation and shall forthwith thereafter notify the local congregation of its decision.

7.1.4 All affiliated assemblies shall accept the Statement of Fundamental and Essential Truths of The Pentecostal Assemblies of Canada.

7.1.5 They shall co-operate with the District and General Conferences in accordance with the By-laws of those bodies.

7.1.6 Pastors of all affiliated churches must hold credentials with The Pentecostal Assemblies of Canada.

7.1.7 Any church or congregation started by action of the District Executive or by District or National Home Missions finances, or as a branch of any local Pentecostal Assemblies of Canada church shall automatically be ruled by the "Local Church Constitution" as approved by the General Conference of The Pentecostal Assemblies of Canada.

7.2 Privileges and Responsibilities of Affiliated Assemblies

7.2.1 They shall be amenable to the District Conference in doctrine, in conduct, in practice and in all other matters which affect the peace and harmony of The Pentecostal Assemblies of Canada.

7.2.2 They shall have the right to choose their own Pastor, elect their officers and hold property, either by Local Trustees or by The Pentecostal Assemblies of Canada as Trustee.

7.2.3 They shall have the advice and help of the District Executive in all vital matters which affect them.

7.2.4 They shall have the consideration of the District Executive when it plans for Prayer Conferences, Fellowship Meetings and Conventions, and shall be entitled to the services of evangelists and missionaries on furlough.

7.2.5 They shall be expected to cooperate in the promotion of departmental activities of The Pentecostal Assemblies of Canada, such as World Missions, Sunday School, youth ministries, Ministers' Pension Fund, Publications, Bible Colleges and Camp meetings.

7.2.6 They shall be expected to assume voluntarily their co-operative share in the expense

of the District ministry and administration.

7.2.7 Assemblies shall recognize their responsibility to defray the moving expenses in the case of an incoming pastor, and to co-operate in making possible his/her attendance at the District Conference and at the General Conference when feasible.

7.2.8 A nomination for pastor shall be submitted to the congregation by the church board after consultation with the District Superintendent and the retiring pastor and only one name shall be presented to the congregation by the church board for consideration at any one meeting.

7.3 Conference Representation Lay representation of self-governing assemblies at District Conference meetings shall be based on the membership of the Assembly. Those Assemblies having a membership of fifty or less shall be entitled to one lay delegate and those having a membership of over fifty shall be entitled to two lay delegates. Lay delegates shall not be credential holders or the spouses of voting credential holders. The tenure of the Delegate(s) shall be for two years beginning the January prior to District Conference unless otherwise directed by the assembly. Such delegate(s) will be eligible for all relative voting privileges between District Conferences.

As well, they shall be members of churches who have consistently tithed to the District Office since the previous District Conference or since their inception. Each lay delegate shall procure a letter from the Secretary or Pastor of the Assembly certifying his or her appointment by the Assembly to represent the Assembly in the District Conference. This letter shall be presented to the Roster Committee of the District Conference when in session.

7.4 Building Projects All building projects of local assemblies in the District shall be submitted to the District Executive for approval.

BY-LAW 8 - CAMP MEETINGS The management of all District Camp Meetings shall be determined by regulations established by the District Conference.

BY-LAW 9 - WORLD MISSIONS

9.1 Foreign Missions Assemblies affiliated with this District Conference shall work in harmony with the plans and methods of the Missionary Department of The Pentecostal Assemblies of Canada.

9.2 Home Missions

9.2.1 Local Assemblies or individuals shall seek the advice of the District Executive before endeavoring to open a new church, branch church, Sunday School, or other Home Missions project.

9.2.2 Every effort shall be made to encourage each Home Missions project to become self-supporting as soon as possible. A graduated scale of support should be adopted, being reduced over a period agreed upon by the District Executive and the

minister in charge.

9.2.3 Ministers, supported fully or in part by District Home Missions Fund shall be amenable to the District Executive, and shall co-operate with the Committee in the supervision of work to which they are assigned. Such ministers shall be expected to co-operate in all activities recommended by the District Conference and shall make every effort to obtain open doors by personal initiative. They shall obtain the consent of the District Executive before:

9.2.3.1 Making administrative changes in the Home Missions project under their charge.

9.2.3.2 Contracting financial obligations for the project.

9.2.3.3 Engaging evangelists for campaigns.

9.2.3.4 Disposing of church property, movable or immovable.

9.2.4 Home Mission ministers receiving full or partial support shall submit a periodic financial report to the District Executive. They shall give at least thirty (30) days notice in writing to the District Executive, before leaving their charge.

BY-LAW 10 - FINANCES

10.1 All funds received by the District Conference for Home Missions and Administration purposes shall be disbursed by the District Executive in accordance with the direction of the District Conference.

10.2 Each local church recognizing the important services rendered to it by the International and District Offices of The Pentecostal Assemblies of Canada shall support the ministry and fellowship services of the International and District Offices. Each local assembly shall forward an amount equal to ten percent of its general fund offerings (does not include missionary offerings, building fund, or any other special fund) to the District Office at regular intervals to support the ministry and fellowship services.

BY-LAW 11 - DISTRICT DEPARTMENTAL ACTIVITIES

11.1 That the District Executive appoint directors for district departmental activities as required.

11.2 Where sectional representatives are required, they shall be approved by the District Executive upon recommendation of the Departmental Director.

BY-LAW 12 - AMENDMENTS

Amendments to the By-laws may be made at any regular or special meeting of the District Conference by a two-thirds majority of the members voting.

All amendments to the By-laws shall be submitted to the General Executive for ratification.