

REGULATIONS CONCERNING THE MINISTRY
Canadian Baptists of Atlantic Canada
Revised August 2016

Preamble

It is crucial in our ministry to the contemporary world that we provide various means for our churches to set apart people for specific roles in ministry which are recognized by the broader Baptist community. The call of God upon the life of a person to pastoral or specific ministries has historically been recognized within Baptist life by the setting apart of that person in the act of ordination. This action is usually associated with full time vocational ministry and is an affirmation by a local church of that call. (*Vocational is defined as being “officially called” to a particular ministry. The particular ministry could be any church, Association, or agency of Canadian Baptists of Atlantic Canada, a recognized chaplaincy ministry, or an interdenominational ministry. The call could be for full-time, part-time or interim ministry, whether paid or unpaid.*) In practice, ordination is usually sought by those entering pastoral, educational or chaplaincy roles within the church.

There is also the setting apart of a person as a Recognized Lay Leader. This action is usually associated with those who are involved in bi-vocational ministries or who choose, for various reasons, not to seek ordination.

The spiritual standards for both ordained and lay ministry include: a profession of faith in Jesus Christ as Saviour and Lord; a conviction of a call to Christian ministry; a recognition of this call by the church of which the person is a member; a statement of doctrinal beliefs which testifies to the life of faith; and a quality of life in keeping with this faith. Once accepted as a Candidate for Ordained Pastoral Ministry or as a Candidate for Recognized Lay Leader, individuals will be held accountable to comply with the Ministerial Professional Standards adopted by the Convention.

SECTION 1: GENERAL REGULATIONS REGARDING ORDINATION

1.1 The Role of the Local Church

The issuing of a *Church License to Minister* is an expression of confidence in a person’s call to ordained ministry, and their suitability for ministry. It is important that the church exercise the utmost care and be thoroughly satisfied as to the qualities of mind, character and Christian experience which would fit the person for the important work of an ordained Christian minister. (See Section 2.1)

1.2 The Role of the Association

The granting of an *Association License to Minister* is an expression of confidence in a person's call to ordained ministry, academic progress, and suitability for ministry. It is important that the Association exercise the utmost care and be thoroughly satisfied as to the qualities of mind, character and Christian experience which would fit the person for the important work of an ordained Christian minister. (See Section 2.4)

1.3 The Role of the Board of Ministerial Standards and Education (“the Board”)

- A. The Board of Ministerial Standards and Education interviews prospective ministerial Candidates who are experiencing a call to ordained Christian ministry and who hold a Church License to Minister from a Baptist church in fellowship with Canadian Baptist Ministries or an Association License to Minister. The *Initial Interview* is usually near the conclusion of their first year of theological studies, and the *Exit Interview* is normally during the last year of theological studies.
- B. In the *Initial Interview*, the Board will determine if the individual is to be accepted as a *Candidate for Ordained Pastoral Ministry* based upon their fitness for the pastoral office including conversion, call to ministry, educational background, theology, overall suitability for ministry in this Convention, and alignment with the Convention's core values. The Board determines the appropriate standard of academic training applicable to the Candidate; considers with them the financial obligations involved; and assists in any way that lies within the jurisdiction of the Board.
- C. In the *Exit Interview*, the Board will determine if the individual is to be recommended to proceed to a year of *Internship* and then appear before the *Examining Council for Ordination* based upon the completion of the academic requirements, their personal and pastoral readiness, their style of leadership, their theology, and their spiritual gifts.
- D. The Board:
 - 1. may review the progress of the preparation of an applicant or a Candidate from time to time and report the same to the appropriate Association committee;
 - 2. will receive and process appeals regarding Board decisions from persons previously interviewed.
- E. The Board will receive applications from pastors seeking Recognition of a Prior Ordination. (See Section 3)

- F. The Board will respond to allegations of professional misconduct in accordance with its protocol in the Ministerial Standards Document. Decisions of the Board relating to professional misconduct may be appealed as outlined in the Ministerial Standards Document.
- G. If for a period of three or more consecutive years an Accredited Ordained Minister is no longer engaged in vocational ministry with a church, Association, or agency affiliated with Canadian Baptists of Atlantic Canada; or a recognized chaplaincy or interdenominational ministry; or actively pursuing further ministerial/theological studies, that individual's accreditation will no longer be held by the Convention. This three-year rule does not normally apply to Accredited Ordained Ministers who are retired or on long-term disability. Accredited Ordained Ministers nearing the three-year deadline who fall in this category who believe their circumstances warrant the retention of their accreditation may submit a written request to the Board of Ministerial Standards and Education to consider an extension of their accreditation.

If an Accredited Ordained Minister accepts a call to serve in a church (other than on an interim basis) that is not affiliated with Canadian Baptists of Atlantic Canada that individual will be expected to transfer his/her credentials to the new church or its denomination. If a process of transferring credentials to a new church or its denomination has been initiated by the Accredited Ordained Minister, their credentials will continue to be held by Canadian Baptists of Atlantic Canada until notified by the Accredited Ordained Minister that the transfer is complete. In any case, the Accredited Ordained Minister's credentials will be held for no longer than three years.

Previously accredited Ministers who wish to renew their accreditation may apply to the Board of Ministerial Standards and Education.

- H. The Board shall include nine elected members, together with the Executive Minister of the Convention and/or designate (with vote), the President of Acadia Divinity College or designate (with vote), and the President of Crandall University or designate (with vote). The Board may also include the Associate Executive Ministers who shall be members without vote.

1.4 The Role of the Examining Council for Ordination of Canadian Baptists of Atlantic Canada (“the Examining Council”)

A. Function of the Examining Council

1. The Examining Council shall convene at such a time and place as appropriate at the call of the President of the Convention with at least six months notice being given to the churches. Candidates shall be scheduled for a specific time and to appear at stated intervals.

2. At the opening session of the Examining Council, a Chief Examiner shall be appointed from members of that Council.
3. It shall also be made clear at the opening session of the Examining Council to the members of that Council, that the Bible is authoritative, and the 1905/06 Basis of Union is the foundational statement of agreed doctrine and church polity for the Convention.
4. Following the examination by the Examining Council and the presentation by the representative from the Candidate's church, an *in-camera* session will be held.
5. A two-thirds majority of Examining Council members voting shall be required to recommend a person for ordination and accreditation. Persons with a conflict of interest shall so declare it and subsequently remove themselves from the process and sit as an/with the Observer(s). All votes shall be by secret ballot.
In considering the evidence, Council members will make a free decision under the leadership of the Holy Spirit. The Examining Council may recommend that a Candidate be ordained; it may recommend that a Candidate be deferred pending further training and/or counselling; it may recommend that a Candidate not be ordained, as being unsuited for the ministry at this time.
6. Each Candidate will be informed by the Examining Council of the results of their examination immediately after the vote is taken and will be provided with appropriate guidance and direction.
7. The names of those Candidates recommended by the Examining Council for ordination by their churches shall be reported to the Convention.
8. The vote of the Examining Council and its recommendation shall be reported both to the church requesting the examination and to the Candidate. A copy of the Candidate's written statement to the Examining Council shall also be forwarded to the church.
9. The Examining Council at its Annual Meeting shall elect members to an Appeal Board. (See section 7.1 of the Ministerial Standards Document).

B. Composition of the Examining Council

1. The Examining Council shall consist of the representatives of each Association on the following basis: one representative for each Association and a further representative for each Association having a total resident membership of 3,000 or more, except for Prince Edward Island, which has 2 representatives, the same privilege to be granted to Newfoundland and Labrador when the church membership reaches 2,000. Where there are two members from an Association, preferably one shall be male and one female. Each elected representative shall be elected for a period of three (3) years and shall not be eligible for re-election at the close of that period. A retiring member shall be eligible for re-election after a lapse of one (1) year.

Associations are to name official alternates to act in the event of the unavoidable absence of the appointee.

2. No ordained minister shall be eligible for appointment to the Examining Council until at least three years after their own ordination, nor shall any licensed person proceeding to the ordained ministry be eligible to serve.
3. No lay person shall be eligible for appointment to the Examining Council until they have served for at least three (3) years in a leadership position in a local church and/or Association.
4. In addition, the President, the Past President, the Vice-President and the Executive Minister of the Convention, plus the President of Acadia Divinity College, the President of Crandall University, Senior Convention Staff as appointed by the Executive Minister and the Chair of the Board of Ministerial Standards and Education shall be *ex-officio members*, entitled to speak but not to vote.
5. Normally the Past President and the Administrative Assistant for the Board of Ministerial Standards and Education of the Convention shall be respectively Chair and Secretary of the Examining Council. In case of either not being able to act, the Examining Council shall appoint a replacement.
6. One church member, appointed by the church requesting the examination, is expected to attend the examination of their Candidate by the Examining Council. They should present a letter of recommendation for their Candidate from their church. They shall be expected to speak on behalf of the church regarding the ministry of the Candidate.
7. Observers may attend, but will not have the privilege of questioning, discussing, or voting on any Candidate.
8. Fifteen voting members shall constitute a quorum for a regular meeting. A special meeting can only be called with the permission of a two-thirds majority of the members.
9. The Board of Ministerial Standards and Education serves as the Ministerial Credentials Committee for the Examining Council.

SECTION 2: CANDIDATE'S PROCESS TOWARD ORDINATION

2.1. Church License to Minister for Persons Preparing for Ordained Ministry

- A. The first step on the part of persons desiring to enter the ordained ministry of the Church is to secure from that church of which they are a member a *Church License to Minister*.
- B. The *Church License to Minister* is in effect both an affirmation and a recommendation. It is required that a person being considered:
 1. tell of their conversion, their call to ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and

their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for the CABC;

2. give evidence of biblical knowledge and spiritual growth;
3. have preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
4. demonstrate an ethical lifestyle appropriate to a pastoral leader, including family relationships;
5. give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
6. articulate their understanding of pastoral ministry and basic Baptist beliefs.

C. A *Church License to Minister* should not be granted until the person has been a member of that church for at least one year.

D. A *Church License to Minister* must be renewed yearly. It remains valid as long as the church which grants it considers it valid, but may be rescinded by the church for just cause. It is the responsibility of the recipient to request a yearly endorsement by the church until such time as an *Association License to Minister* is granted.

2.2 Educational Standards for Ordination

A. Prior to appearing before the Examining Council for Ordination of the Convention all Candidates shall be required to complete the course of study entered upon in agreement with the Board of Ministerial Standards and Education. There is a three year statute of limitations for completion of these educational requirements. Each Candidate must demonstrate acceptable progress during this period. If they are unable to complete their program of study in this time frame, they shall report to the Board, or meet with the Board, for consideration of extending their Candidacy and their statute of limitations.

B. Basic Educational Requirements

1. A Bachelor of Arts degree (or its equivalent) from Crandall University or other recognized university, followed by a Master of Divinity degree obtained from Acadia Divinity College or from another seminary accredited by the Association of Theological Schools.
2. Any exception to these requirements may be considered only when the Board of Ministerial Standards and Education regards such action as warranted and in the best interest of the local church and the broader Convention life.

C. Exceptions to the Basic Educational Requirements

1. On occasion the Board of Ministerial Standards and Education may deem it appropriate to allow a modification of the basic requirements of study leading toward ordination. Under special circumstances such as inadequate educational preparation, age, family circumstances, and qualifications for professional ministry, one of the following exceptions to the basic educational requirements will be acceptable:
 - i. Approved Candidates who are a minimum of 35 years of age at the time of their first application to the Board may, on the recommendation of the Board of Ministerial Standards and Education, be considered for entry into the Bachelor of Theology program at Acadia Divinity College, which requires 30 semester hours of Arts courses plus 60 semester hours of theological study.

The Board of Ministerial Standards and Education may deem a Bachelor of Theology or Bachelor of Religious Education degree from a Bible College in good standing with the Association for Biblical Higher Education that is comparable to the Acadia Bachelor of Theology degree an appropriate qualification for ordination. Candidates may also be required to complete up to 30 semester hours of theological studies (normally taken at Acadia Divinity College), or up to 30 semester hours in Arts and Sciences (normally taken at Crandall University). The Board will evaluate each academic transcript on its own merits and recommend the manner in which any educational deficiencies may be addressed. The Board will require Candidates to complete a course in Baptist History and Polity, with specific emphasis on Canadian and Atlantic Baptist History and Polity.
 - ii. Approved Candidates who are 55 years of age or older may be admitted, with the approval of the Board of Ministerial Standards and Education, to a two-year non-credit, non-graduating program at Acadia Divinity College leading to a Certificate of Ministerial Studies.
2. If a Candidate fails to take advantage of time and opportunity to complete the basic educational requirements for ordination and reaches an age at which lower academic demands may be allowed for ordination, they need not expect that their age will necessarily qualify them for the reduced educational requirements.

2.3 Acceptance as a Candidate for Ordained Pastoral Ministry

- A. A ministerial student proceeding toward ordination shall apply to appear before the Board of Ministerial Standards and Education for an Initial Interview normally near the conclusion of the first year of their theological education to

be considered for acceptance as a *Candidate for Ordained Pastoral Ministry*. (For application forms, please contact the Executive Minister's office.)

- B. In order to appear before the Board of Ministerial Standards and Education, the applicant shall have a current *Church License to Minister* from a Baptist church in fellowship with Canadian Baptist Ministries or a current *Association License to Minister*.
- C. Prior to appearing for the exit interview with the BMSE, a Candidate shall be required to attend a Convention ordination/call to ministry orientation event.

2.4 Association License to Minister for Persons Preparing for Ordained Ministry

- A. A person who is commended by a church to prepare for ordained ministry and has held a *Church License to Minister* for at least one year may apply to obtain an *Association License to Minister*.
- B. The *Association License to Minister* is in effect both an affirmation and a recommendation. It is required that a person being considered:
 - 1. tell of their conversion, their baptism by immersion* (except where precluded by medical condition), their call to ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for the CABC;
 - 2. give evidence of biblical knowledge and spiritual growth;
 - 3. have preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
 - 4. demonstrate an ethical lifestyle appropriate to a pastoral leader, including family relationships;
 - 5. give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
 - 6. articulate their understanding of pastoral ministry and basic Baptist beliefs.
- C. An *Association License to Minister* may be granted when:
 - 1. one year has elapsed since the applicant was granted an un-rescinded *Church License to Minister*;
 - 2. the applicant is a member of a church in fellowship with Canadian Baptists of Atlantic Canada;
 - 3. the applicant has given evidence of satisfactory ministry; and
 - 4. the applicant is making progress toward the completion of the academic requirements required for ordination.

- D. A Committee appointed by the Association shall examine the applicant personally on all the above and concerning their commitment to the aims, core values and activities of the Association and the Convention.
- E. Application for renewal of an *Association License to Minister* is to be made annually until the applicant has been ordained. Application for either the granting or the renewal of an *Association License to Minister* may be made to the Association in which the applicant received a *Church License to Minister* or to the Association where the applicant is residing at the time of application. Failure to renew the *Association License to Minister* will require that a person secure a letter of commendation from the Deacons of the church of which one is a member. Before being interviewed for the purpose of having the *Association License to Minister* reinstated, this letter must be presented to the Association Licensing Committee.
- F. Each person seeking renewal of an *Association License to Minister* must apply to appear in person before the Association Committee and shall furnish satisfactory evidence of progress in studies, plans to continue them, active participation in the life of a church and continued commitment to the aims, core values and activities of the Association and the Convention.
- G. Each *Association License to Minister* granted or renewed by an Association shall be signed by its Moderator and Clerk.

2.5 Recommendation to Internship

- A. A *Candidate for Ordained Pastoral Ministry* shall apply to appear before the Board of Ministerial Standards and Education for an Exit Interview, normally near the conclusion of their theological education, to seek the Board's approval to proceed to a year of supervised Internship. (For application forms, please contact the Executive Minister's office.)
- B. Subsequent to approval by the Board of Ministerial Standards and Education, and a call to full-time ministry (i.e., at least 25 hours/week) the *Candidate for Ordained Pastoral Ministry* may begin the year of supervised Internship. The Internship Supervisor/Mentor shall be an ordained (for a minimum of 5 years) Baptist minister recognized and accredited by, and in good standing with, Canadian Baptists of Atlantic Canada and appointed by the Executive Minister or designate.

2.6 Application to Appear Before the Examining Council for Ordination of Canadian Baptists of Atlantic Canada (i.e., "the Examining Council")

A *Candidate for Ordained Pastoral Ministry* within Canadian Baptists of Atlantic Canada must appear before the Examining Council.

A. Eligibility

1. Each Candidate appearing before the Examining Council shall be recommended by the Board of Ministerial Standards and Education, having completed the required steps toward ordination.
2. They shall be pastors or pastors-elect of a member church of Canadian Baptists of Atlantic Canada or shall be under appointment for evangelistic, chaplaincy, educational or missionary service within, or approved by, the Convention.
3. Theological students, having completed the requirements for ordination, seeking post-graduate study in another country and likely to be called to a church during this period of studies, may be permitted by the Board of Ministerial Standards and Education to appear before the Examining Council.
4. Each Candidate shall give evidence of having rendered satisfactory service during one year of supervised Internship or acceptable alternative as approved by the Board of Ministerial Standards and Education.
5. Both male and female Candidates shall be examined for ordination.
6. Heterosexuals engaging in sexual activity outside of marriage (as defined in the resolution “Statement Affirming a Christian View of Marriage adopted by Assembly in 1999) and practicing homosexuals (including lesbians), shall not be eligible to appear for examination for ordination.

B. Application

1. A letter requesting that a Candidate appear before the Examining Council must be submitted to the Executive Minister *by the church* of which the Candidate is pastor, pastor-elect or a member; the letter having been duly authorized by the church. The letter should normally be forwarded to the Executive Minister of the Convention six months before the Examining Council meeting so that the members of that Council can be notified not less than three months before the Examining Council assembles.
2. *The Candidate* shall submit a Candidate Application Form which includes a written statement of not less than 2,000 words and not more than 2,500 words (excluding Scripture references from the word count) setting forth clearly their conversion, their call to ministry, their concept of ministry, their Statement of Faith, including Baptist beliefs, supported by reference to the Scriptures, and their relationship to Canadian Baptists of Atlantic Canada whose foundational statement of agreed doctrine and church polity is the 1905/06 Basis of Union. The application is to be forwarded to the Executive Minister at least three months prior to the meeting of the Examining Council.

C. Appearance Before the Examining Council

1. Baptists have always viewed the Scriptures as the sole rule in matters of faith and practice and the norm in questions of doctrine. Therefore in matters of doctrine all Candidates must substantiate their position by primary reference to the Scriptures. The key is “What do the Scriptures say?” Candidates must accept the claims which the Scriptures make with respect to their own inspiration and authority (e.g., 2 Timothy 3:14-17).
2. Candidates shall demonstrate to the Examining Council their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for Canadian Baptists of Atlantic Canada.
3. Each Candidate shall satisfy the Examining Council as to their academic preparation and their general fitness for the Baptist ministry.

2.7 The Ordination Service

- A.** The Candidate for ordination is eligible to be ordained to the Christian ministry by the local church upon completion of the year of supervised Internship and the recommendation of the Examining Council for Ordination.
- B.** It is desirable both from the standpoint of the Candidate for ordination and the church that normally the ordination service be conducted at the hands of the local church from which the letter came. It is recognized that in exceptional circumstances it may be wise, at the discretion of the applying church, to hold the ordination service in some other location.
- C.** Normally, the Candidate for ordination and leaders of the local church, in consultation with the Moderator of the Association, or designate, arrange the ordination service. The Candidate for ordination is free to select the participants, and shall normally include the Moderator of the Association or designate.
- D.** Within the context of worship, the service of ordination normally includes: the reading of the Letter of Recommendation from the Examining Council; inquiries of the Candidate for ordination and the congregation by the Moderator of the Association as suggested in the manual (or exchange of vows); the Laying on of Hands; an Ordination Prayer; and either a charge to the minister and a charge to the church or a sermon containing both elements. A form of service can be found in the most recent edition of *A Manual for Worship and Service* published by Canadian Baptist Ministries.
- E.** It is the responsibility of the Ordinand to ensure that the Executive Minister is

notified of the date and location of the Ordination Service so that a Certificate of Ordination can be provided for presentation at the service, and to provide confirmation of ordination so that the minister's name can be placed on the list of *Accredited Ordained Ministers* following the service.

SECTION 3: RECOGNITION OF PRIOR ORDINATION

3.1 Within Canadian Baptist Ministries

Ordination within the framework of the Conventions/Unions comprising Canadian Baptist Ministries carries with it full transfer privileges to the list of *Accredited Ordained Ministers*, providing the minister is recommended by a letter of transfer from that Convention/Union.

3.2 Within the Baptist World Alliance

Ministers who are ordained, and recommended by a body in fellowship with the Baptist World Alliance, shall submit an application to meet with the Board of Ministerial Standards and Education. The application shall include their Statement of Faith. Upon receiving the approval of the Board of Ministerial Standards and Education their name may be placed on the list of *Accredited Ordained Ministers*. If they have not met the Convention's educational requirements, the Board of Ministerial Standards and Education shall recommend a program of study consistent with the prevailing standards. (For application forms, please contact the Executive Minister's office.)

3.3 Within Other Church Bodies

Ordained ministers coming from church bodies not affiliated with the Baptist World Alliance shall submit an application to appear before the Board of Ministerial Standards and Education. The application shall include a statement of their conversion, their baptism by immersion* (except where precluded by medical condition), their call to the ministry, and their Statement of Faith; and commitment to the aims, core values and activities of the Convention. A course in Baptist History and Polity with specific emphasis on Canadian and Atlantic Baptist History and Polity will be required if this has not been a part of their training. If they have not met the Convention's educational requirements, the Board shall recommend a program of study consistent with the prevailing standards. They shall be required to serve in their church(es) for at least one year prior to accreditation. During this one-year waiting period, they shall be listed as *Ordained Ministers Awaiting Accreditation*. When the above requirements have been met, they may be placed on the list of Accredited Ordained Ministers. Re-ordination is not recommended. (For application forms, please contact the Executive Minister's office.)

- 3.4** The Board of Ministerial Standards and Education shall not recognize the ordination of heterosexuals engaging in sexual activity outside of marriage (as defined in the resolution “Statement Affirming a Christian View of Marriage” adopted by Assembly in 1999) and practicing homosexuals (including lesbians).
- 3.5** Each minister accredited by Canadian Baptists of Atlantic Canada must be a member of a constituent church. Full-time pastors shall be a member of a church they serve.

SECTION 4: GENERAL REGULATIONS REGARDING RECOGNIZED-LAY LEADERS

4.1 The Role of the Local Church

The issuing of a *Church License to Minister* is an expression of confidence in a person’s call to and suitability for lay leadership. It is important that the church exercise the utmost care and be thoroughly satisfied as to the qualities of mind, character and Christian experience which would fit a person for the important work of a *Recognized Lay Leader* (see Section 5.1).

4.2 The Role of the Association

The granting of an *Association Lay License to Minister* is an expression of confidence in a person’s call to lay leadership, their academic progress, and their suitability for ministry. It is important that the Association exercise the utmost care and be thoroughly satisfied as to the qualities of mind, character and Christian experience which would fit the person for the important work of a *Recognized Lay Leader* (see Section 5.4).

4.3 The Role of the Board of Ministerial Standards and Education (“the Board”)

A. The Board of Ministerial Standards and Education interviews only those prospective Candidates who are experiencing a call to become a *Recognized Lay Leader* and who are intending to have their name listed on the Lay Leadership Registry upon completion of the Certificate in Lay Leadership. Prospective Candidates must hold a *Church License to Minister* from a Baptist church in fellowship with Canadian Baptists of Atlantic Canada or an *Association Lay License to Minister* prior to meeting with the Board. The Initial Interview is usually held prior to the commencement of studies, and the Recognition Interview usually takes place once the Candidate has graduated from the Certificate in Lay Leadership.

B. In the Initial Interview, the Board will determine if the individual is to be accepted as a *Candidate for Lay Leadership* based upon their fitness for lay

leadership including conversion, baptism by immersion* (except where precluded by medical condition), call to lay leadership, life and ministry experience, theology, overall suitability for lay leadership in The Convention, and alignment with the Convention's core values (see Section 5.3).

- C. In the Recognition Interview, the Board will examine the Candidate to determine if the individual is to be accepted as a *Recognized Lay Leader* based upon the completion of the academic requirements, their concept of ministry, their statement of faith, and their giftedness and suitability for lay leadership (see Section 5.5).
- D. The Board will respond to allegations of professional misconduct (see Ministerial Standards Document, Sections 5-6). Decisions of the Board relating to professional misconduct may be appealed (see Ministerial Standards Document, Section 7).
- E. The Board may receive and process letters requesting the renewal of lapsed recognition (see Section 5.5 G).

SECTION 5: CANDIDATE'S PROCESS TOWARD APPROVAL AS A RECOGNIZED LAY LEADER

5.1 Church License to Minister for Persons Preparing for Lay Leadership

- A. The first step on the part of persons desiring to be considered as a *Recognized Lay Leader* is to secure a *Church License to Minister* from the church where they are a member.
- B. The *Church License to Minister* is in effect both an affirmation and a recommendation. It is required that a person being considered:
 1. tell of their conversion, their call to lay ministry, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for the CABC;
 2. Give evidence of biblical knowledge and spiritual growth;
 3. Have preached, taught and/or given leadership in the ministries of the church to determine their gifts for ministry;
 4. Demonstrate an ethical lifestyle appropriate to a lay leader, including family relationships;
 5. Give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
 6. Articulate their understanding of lay leadership and basic Baptist beliefs.

- C. A *Church License to Minister* should not be granted until the person has been a member of the church for at least one year.
- D. A *Church License to Minister* must be renewed annually. It remains valid as long as the church that grants it considers it valid, but may be rescinded by the church for just cause. It is the responsibility of the recipient to request an annual endorsement by the church until such time as an *Association Lay License to Minister* is granted.

5.2 Educational Standards for Acceptance as a Recognized Lay Leader

Those wishing to become a *Recognized Lay Leader* shall successfully complete the requirements for the Certificate in Lay Leadership.

5.3 Acceptance as a Candidate for Recognized Lay Leadership

- A. A person proceeding toward becoming a Recognized Lay Leader shall normally apply to appear before the Board of Ministerial Standards and Education for an Initial Interview prior to the commencement of studies. (For application forms, please contact the Executive Minister's office.)
- B. In order to appear before the Board of Ministerial Standards and Education for an Initial Interview, the applicant shall have a current *Church License to Minister* from a Baptist church in fellowship with Canadian Baptists of Atlantic Canada or a current *Association Lay License to Minister*.

5.4 Association Lay License to Minister

- A. A person who as a first step has held a *Church License to Minister* for at least one year and is sensing a call to prepare for lay leadership, whose intention is not set toward ordination, and who has some lay leadership experience, may apply to obtain an *Association Lay License to Minister*.
- B. The *Association Lay License to Minister* is in effect both an affirmation and a recommendation. It is required that a person being considered:
 1. tell of their conversion, their baptism by immersion* (except where precluded by medical condition), their call to lay leadership, their faith and life in Jesus Christ and their view of Christian doctrine with reference to the Bible and their understanding and substantial agreement with the 1905/06 Basis of Union, the foundational statement of agreed doctrine and church polity for the CABC;
 2. Give evidence of biblical knowledge and spiritual growth;

3. Have given leadership in the ministries of the church to determine their gifts for ministry;
 4. Demonstrate an ethical lifestyle appropriate to a lay leader, including family relationships;
 5. Give an account of their ministries in the church, how they have related to people, and how they have honoured their commitments; and
 6. Articulate their understanding of lay leadership and basic Baptist beliefs.
- C. Such a License may be granted on the following conditions:
1. One year has passed since the applicant was granted an un-rescinded *Church License to Minister*;
 2. The applicant is a member of a church in fellowship with Canadian Baptists of Atlantic Canada; and
 3. The applicant has given evidence of satisfactory lay leadership.
- D. The Licensing Committee of an Association will examine all applicants for an *Association Lay License to Minister* according to the standards and requirements contained in the above paragraphs and their commitment to the aims, core values and activities of the Association and the Convention.
- E. Application for renewal of an *Association Lay License to Minister* is to be made annually until the applicant has been approved and registered as a *Recognized Lay Leader*. Failure to renew the *Association Lay License to Minister* will require that the person secure a letter of commendation from the Deacons of the church of which they are a member. Before being interviewed for the purpose of having the *Association Lay License to Minister* reinstated, this letter must be presented to the appropriate Association committee.
- F. Upon renewal by an Association, the *Association Lay License to Minister* is to be signed again by the Moderator and Clerk of the Association.

5.5 Becoming a Recognized Lay Leader

- A. A person within the Convention who has been accepted by the Board of Ministerial Standards and Education as a *Candidate for Lay Leadership* may seek approval by the Convention through the Board as a *Recognized Lay Leader*.
- B. In order to appear before the Board for a Recognition Interview, the Candidate shall have a current *Association Lay License to Minister*.
- C. Both male and female Candidates will be eligible to become a *Recognized Lay Leader*.

- D. Heterosexuals engaging in sexual activity outside of marriage (as defined in the resolution “Statement Affirming a Christian View of Marriage” adopted by Assembly in 1999) and practicing homosexuals (including lesbians), shall not be eligible to become a *Recognized Lay Leader*.
- E. Following the Recognition Interview the Board will determine whether or not the Candidate qualifies to become a *Recognized Lay Leader*. The decision of the Board shall be sent to the Candidate in an official letter from the Executive Minister.
- F. The names of those whom the Board approves shall appear on the Convention’s registry of *Recognized Lay Leaders*.
- G. Recognized Lay Leaders will be registered for a period of five years. After five years, listing on the registry will lapse unless the Recognized Lay Leader contacts the Convention office requesting extension, which will be granted based on continued leadership in a Convention church.
- H. A *Recognized Lay Leader* will be held accountable to comply with the *Ministerial Professional Standards* adopted by Canadian Baptists of Atlantic Canada (see *Ministerial Professional Standards* within *The Regulations Concerning the Ministry*).
- I. An allegation of professional misconduct against a *Recognized Lay Leader* will be dealt with by the Board in accordance with *Section 5: Protocol for Cases of Alleged Professional Misconduct* found in its Ministerial Standards Document.

*All individuals seeking ordination/lay recognition must be baptized by immersion (except where precluded by medical condition).

MINISTERIAL PROFESSIONAL STANDARDS

Section 1: Board of Ministerial Standards and Education (BMSE)

1. Canadian Baptists of Atlantic Canada (CABC) has given the BMSE authority to oversee all matters pertaining to ministerial credentials.
2. The CABC authorizes the BMSE to create policies and procedures for the handling of matters involving credentials which shall include the handling of complaints against persons holding credentials with Canadian Baptists of Atlantic Canada (CABC). These policies and procedures shall be published in the Yearbook and presented to all new pastors. These policies and procedures shall apply to all persons who hold or who have held credentials with the CABC.

3. In discharging its mandate of overseeing all matters pertaining to ministerial credentials, the BMSE shall be guided by the following Foundational Statements and Code of Ethics.

Section 2: Foundational Statements

2.1 Theological Foundation

The Holy Scriptures speak of the Church as the Body of Christ¹ and call its members to live lives that are rooted in Christ² and to grow together in love, thanksgiving and service to God and neighbour.³ To be a Christian is to be a new creation, and part of a new humanity guided and empowered by the Holy Spirit.⁴ The Church is called to exemplify a community of truth, justice and mercy, compassion and reconciliation, mutual service and steadfast faithfulness.⁵

Recognizing both the importance of leadership in the church and the accountability of leaders to the CABC, the BMSE as the credentialing body acknowledges that godly standards are expected of those who serve as spiritual leaders.

Accordingly, we affirm that every person is created in the image of God⁶ for loving, covenantal relationships with God, others and the world. We believe that peace arises out of right relationships.⁷ Personal dignity, freedom and sexual integrity are ensured by faithfulness to just covenants of mutual trust, care and respect. Such covenants undergird the moral framework of our communal life, responsibilities and entitlements.

Professional misconduct cannot be treated by the Church as a private matter since others' attitudes and relationships are bound to be affected. Great care is expected to be exercised in relationships in order to avoid abuses of trust, power, confidentiality and the responsibility of authority.

¹ Romans 12:5; I Corinthians 12:12-27; Ephesians 1:22-23 [New Revised Standard Version]

² Ephesians 3:17; Colossians 2:7

³ Colossians 1:6; John 13:12-17; John 15:12; Matthew 7:12; Luke 10:25-28

⁴ Romans 8:18-27; II Corinthians 5:17; Galatians 6:14-15; John 1:12-14, 16

⁵ Matthew 28:18-20; Acts 1:8; II Corinthians 5: 18-21; Colossians 1:18-23; I Timothy 5:11-16; Hebrews 13:1-8

⁶ Jeremiah 31:31-33; I Corinthians 11:17-22

⁷ Romans 5:1; Acts 10:36

Because children, adolescents, the infirm and elderly are more vulnerable to the tragic consequences of broken covenants and abusive treatment, special care must be taken to protect them.⁸

In instances where professional misconduct has occurred it is the responsibility of those in leadership (i.e. the Board of Ministerial Standards and Education) to offer assistance to fallen pastoral leaders in order to help them regain personal, spiritual and familial health. In addition, where repentance has been demonstrated and to the degree that credibility has been regained, the possibility may exist for fallen pastoral leaders to be restored to a position of ministerial leadership as an accredited or recognized pastoral/lay leader. (footnote Galatians 6:1-2)

2.2 Nature of Pastoral Ministry

For a proper understanding of the policy and guidelines set forth in this document, two things must be highlighted about the nature of the pastoral relationship.

- A. The pastoral relationship is built on trust. Where this trust is betrayed or compromised by professional misconduct, or even questioned by rumour, damage follows in all areas of the church's ministry. Church members, counselees, colleagues and adherents must be able to expect dependable pastoral oversight without the intrusion of professional misconduct.
- B. By virtue of education, ordination, recognition, title, status and/or reputation, the pastoral leader is in a position to exert power. Therefore, no sexual liaison/contact outside the marital relationship (see *Statement Affirming a Christian View of Marriage*) is proper, whether or not the pastoral leader is functioning in a ministry role. Pastoral leaders must view themselves as holding their professional status continually.

NOTE: Pastoral/lay leaders who are single must demonstrate the highest standard of integrity and not engage in sexual activity prior to marriage.

Section 2A: Exercise of Pastoral Ministry Regarding Same Sex Marriage

Pastoral leaders accredited by Canadian Baptists of Atlantic Canada shall not officiate or co-officiate at a same-sex marriage ceremony.

A complaint that a pastoral leader accredited by Canadian Baptists of Atlantic Canada has officiated or co-officiated at a same-sex marriage ceremony will be investigated by the Board of Ministerial Standards and Education according to the Board's

⁸ Matthew 18: 1-7; Mark 9: 35-37; Matthew 25: 31-46; James 1:27; Luke 17:1-2

protocol (Sections 5-7). If the complaint is proven to be true, the Board of Ministerial Standards and Education will revoke his/her authorization by the Convention to perform marriages. The Board will also take appropriate disciplinary measures according to its protocol (Section 5.6), which could ultimately lead to the loss of the individual's standing as an accredited minister within our Convention.

Section 3: Code of Ethics

3.1 Preamble

The call to Pastoral Leadership is a high and sacred calling, expressed through a life of service and modeled after the life of Jesus Christ. Implicit in the call to ministry are biblically-based prescriptions for relationships with God, His family and the world. Jesus clearly and succinctly outlines the basis for Christian character and integrity in Mark 12:30-31 when He summarizes the commandments: “Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength” [and] “Love your neighbor as yourself”

Pastoral leaders recognized or accredited by the CABC, while not expected to be without fault, must maintain a high standard of integrity in the church, the home and the community (1 Timothy 3:2).

3.2 Rationale

Every Christian is ultimately accountable to God. Those serving as pastoral leaders are also accountable to the local church(es), ministry or agency in which they serve. Because the BMSE has been mandated by the CABC to oversee all matters pertaining to ministerial credentials, all pastoral leaders within the CABC will be held accountable to this code of ethics. Written allegations of non-compliance with the Code of Pastoral Ethics will only be considered by the BMSE when they are of such a serious nature that they fall within the definition of professional misconduct. (see the Protocol for Cases of Alleged Professional Misconduct).

3.3 Pastoral Ethics

Section 3.3 is written in the first person for strength of emphasis.

3.3.1 Relationship with God

Soul Care:

Called as a servant of God to pastoral leadership (Matthew 4:19, Ephesians 4:11), I understand the primary importance of my relationship with Christ. This call is reflected in who I am in Christ, as well as in what I do.

Therefore, I will seek God in humility and actively cultivate my relationship with Him through such spiritual disciplines as:

- worship (Romans 12:1, Revelation 5:12-13, John 4: 23-24)
- study of the Word of God (II Timothy 3:16, Luke 11:28)
- prayer (Matthew 6:5, Luke 11:2-10)
- confession of sin (I John 1:9, James 5:16)
- repentance and a willingness to seek reconciliation (Acts 3:19, Luke 17:3)
- a willingness to forgive (Matthew 5:14-15, Matthew 6: 14-15)
- fellowship (I John 1: 3, 6, 7)
- sacrificial service (Philippians 2:1-11)

Self Care:

Seeking to be a vessel for God's use, I will endeavour to:

- put on the character of Christ (Romans 13:14, Colossians 3:1-17)
- maintain physical and mental wellness (1 Corinthians 6:19-20)
- be sexually pure (Ephesians 5:3, I Corinthians 6:18)
- practice sound financial management (1 Timothy 6:5-10, 2 Corinthians 9:6-7);
- be truthful (Ephesians 4:15)
- be a person of integrity (Ephesians 5:8-10, I Peter 1: 13-16)

3.3.2 Relationship within the Family Unit

The call to Christian ministry affects the whole family and not just the one called. Thus, whether I am married or single, with children or without, I will strive to be sensitive to the needs of those in my household.

As far as it depends on me, and as God enables me, my relationship with my spouse will be modeled after the sacrificial love of Christ. I will uphold the vows of marriage and will honor the principle of mutuality, submitting to my spouse out of reverence for Christ (Ephesians 5:21-33).

If I am married and have children, I will, together with my spouse, heed God's clear instructions concerning my responsibility for the nurture and instruction of my children (Deuteronomy 6:4-7, Ephesians 6:1-4).

3.3.3 Relationship With Those Among Whom I am Called to Serve

When Dealing with a Search Committee:

- I will candidate with only one church at a time;
- I will not knowingly compete with another pastor for a call;
- I will honestly present my strengths, weaknesses and challenges and will decline any call for which I am not suited.

While Serving:

Believing that God has called me to be a pastoral leader within the CABC, I will, in the power of the Holy Spirit:

- be a person of consistent Christian character and integrity;
- love the people of my congregation and/or in my care, ministering impartially to their needs and refraining from behaviour that may be divisive;
- help the people of my congregation and/or in my care, to identify, develop, and use their spiritual gifts for ministry for the edification of the Body of Christ;
- endeavour to lead the congregation to practice evangelism, compassion and service to the community and the world;
- consider all confidential discussions as a sacred trust not to be divulged without consent of the person involved, or unless there is danger to an individual, their family or society;
- be accountable to the people of my congregation, not using my position to exert undue power or influence;
- pray for the specific needs of those whom I am called to serve, as well as for needs in the local community and broader society;
- avoid giving professional counsel or any impression that I am qualified beyond my level of training, competence, and experience;
- act with integrity in all financial matters;
- responsibly exercise the freedom of the pulpit, speaking the truth of God's Word in love and acknowledging any extensive use of material prepared by someone else;
- encourage the congregation to enjoy fellowship and ministry opportunities with other churches, especially through the Association, Region and Convention;
- refrain from causing or using conflict within the church I am presently serving to promote my own theological or personal agenda;
- refrain from performing any action that could lead to a church split;
- not use my influence to alienate my congregation, or any portion of it, from support of the governing body(ies) of the congregation or from support of the denomination. If my convictions change from those held by those with whom I minister, I will voluntarily resign my position, taking no person from the fellowship;
- avoid any perception of conflict of interest, legal or otherwise, by holding no other elected office in the congregation I serve nor acting as a signing officer nor voting at any meeting of a congregational council, board or committee unless otherwise authorized by the church. As a member of the congregation, I am permitted to vote at congregational business meetings.

When Resigning:

- I will give adequate notice, and will ensure that I deal fairly with the congregation throughout my departure;
- I will encourage the congregation to be open to new directions under the guidance of the Holy Spirit;

After Leaving:

- recognizing that the congregation is under new leadership, I will not continue to perform pastoral duties or provide pastoral care to people of my former congregation without permission from the pastor and/or leadership of the church;
- I will refrain from performing any acts to cause a church split, or participating in a church plant involving people from my former congregation;
- recognizing that problems may be raised by my staying, if nonetheless I remain in this congregation as a worshiper, I will neither say nor encourage any critical remarks concerning my successor. Instead, I will affirm the pastor. I will see my role as a supportive and committed lay person, and will submit to the authority of present congregational leadership.

3.3.4 Relationship with Colleagues in Christian Ministry

In General:

God calls various people to provide ministry in diverse ways and settings. In submitting to God's authority,

- I will respect the ministries of pastoral colleagues as, together, we seek to fulfill the Great Commission (Matthew 28:19-20) in the spirit of Matthew 22:37-39.
- Once I have left a particular ministry setting, I will respect the need of that community of faith to bond with others who will serve them. I will not normally participate in events such as weddings and funerals, or provide pastoral care which would normally be handled by the current pastor. If invited to so participate, I will only do so with the blessing of the current pastor.
- I will not entertain criticisms of a predecessor or of another pastor and will abide by the principles as outlined in Matthew 18:15-17 for resolving any conflict.
- I will be supportive and caring of other pastors and will seek some form of peer support and accountability.

Within Pastoral Staff:

As a Senior Pastor,

- I will encourage all staff members and allow them to excel in their work;

- I will assist each staff member to grow in the Christian life and ministry;
- I will allow other staff members to encourage my growth.

As a member of a pastoral team,

- I will act and speak with confidence in the other members of the team and will communicate openly and respectfully with them;
- I will respect the corporate wisdom of the staff team;
- I will receive constructive criticism graciously and remain open to suggestions from other members of the team;
- When conflicts arise within the team, I will engage in due process with other team members to seek resolution. .
- I will support the leadership position of the Senior Pastor. If circumstances change and I can no longer, in good conscience, support the Senior Pastor, I will either resign or, if unethical or unprofessional conduct is involved, I will seek the counsel of an Associate Executive Minister.

3.3.5 Relationship With Association and Convention

The principle of association is based on the belief that some ministries may be accomplished more effectively by combining the gifts and resources of a number of churches, than by churches working independently. Insofar as any congregation I serve is a member of an Association of Churches, who together comprise Canadian Baptists of Atlantic Canada, I will:

- be supportive of the mission and objectives of the Association and of the CABC;
- make every effort to work in harmony with the Officers, Council and pastors of the Association in which I serve and with the Officers, Council and Staff of the CABC and its agencies;
- consider my responsibilities in the Association/Convention as part of my ministry duties and manage my time to include such involvement;
- promote the Association/Convention and related agencies to my congregation;
- take advantage of opportunities provided through the Association, Region or Convention, to fellowship with other Christian ministers and lay people and to participate in a network of mutual accountability.

3.3.6 Relationship to Community

God's call to His church is to be salt and light (Matthew 5:13-16). Each local congregation, under the servant leadership of the pastor and other Christian leaders, is the embodiment of Christ to the community in which it serves. In order to be a witness of Christ's love for all,

- I will strive to have a positive and visible presence in the community;

- I will seek to understand the community and its history;
- I will seek to contribute to the life of the community beyond the church;
- I will also support, whenever possible, the broader fellowship of Christians within the community, recognizing that my church is an interdependent part of the universal church of Jesus Christ. Where I disagree with the view or position of another pastor or church on a particular issue, whether theological, doctrinal, or social, I will nonetheless remain committed to maintaining the bond of peace.

3.4 Church Ethics: Congregation to Pastor Relationship

The relationship between congregation and pastor is vital to the witness and ministry of any local church. While the BMSE has no authority over individual churches, we offer the following recommendations and urge congregations to honor the unique bond God intends for them to have with each pastor He provides.

- The congregation will undergird their pastor, through prayer and encouragement, in the discharge of all pastoral duties. The church will avoid comparison with other pastors, and will support the pastor in endeavors to witness to the Kingdom of God through community and denominational service;
- The congregation will ensure that the pastor has adequate time for study, continuing education experiences, and personal spiritual growth;
- The congregation will recognize the pastor's need for physical, emotional, and spiritual renewal by providing opportunities for weekly rest, annual vacation and regular spiritual retreat(s);
- The congregation will encourage the pastor to maintain wholesome marital and family relationships. They will respect the pastor's family and place no expectations upon the family that they would not place upon themselves;
- The congregation will allow the pastor to exercise the freedom of the pulpit responsibly, for the edification and instruction of the people of God;
- The congregational leadership will work together with the pastor in a relationship of mutual accountability;
- The congregation will respect and honor the freedom of the pastor to be present and give input at meetings of all standing and special committees, commissions, boards, or assemblies convened by the congregation to transact congregational business. However, except for the meetings of the general membership, the pastor will not have voting rights (unless otherwise authorized by the church);
- At each stage of the process of preparing the Budget for the pastor's salary, the church will ensure the pastor has the full right to present his or her needs.

Section 4: Policies and Procedures for Amendment of the Document

The policies and procedures developed by the BMSE may be amended from time to time in accordance with the following procedure:

4.1 Amendments proposed by the BMSE

- (a) If the BMSE wishes to amend the policies and procedures, it shall:
 - (i) Give notice of its intention to amend the policies and procedures to all persons holding credentials with CABC by regular mail or email. This notice shall include the actual amendment sought and notice of when the amendment will be considered by the Board which shall be at least sixty days after the date of the notice; and
 - (ii) Mail notice of the intended change to the policies and procedures to all churches in the CABC.

- (b) Any person wishing to comment on the intended change to the policies and procedures may do so in writing to the Chair of the BMSE or may attend and speak to the proposed amendment at the BMSE Meeting identified in the notice.

- (c) After hearing from all persons, if any, who wish to speak to the proposed amendment and after considering all written submissions, if any, the BMSE shall reach a decision concerning the proposed amendment and shall give notice of its decision:
 - (i) by mail or email to all persons who hold credentials with the CABC and
 - (ii) by mail to all CABC churches.

- (d) Any person wishing to appeal the BMSE decision to amend its policies and procedures pursuant to this subsection may do so by giving a written notice to the Chair of the BMSE within sixty days of the notice of the amendment in the policies and procedures being sent to the Churches of the CABC. If no such written appeal is received by the Chair of the BMSE, the amendment shall be considered final and binding.

- (e) If a notice of appeal is received by the Chair of the BMSE within sixty days of the notice being sent to the Churches of the CABC:
 - (i) The Chair of the BMSE shall pass the notice of appeal on to the President of the CABC for consideration by the Council of the CABC at its next scheduled meeting. The President of the CABC shall, upon receipt of a notice of appeal, request a written response from the Chair of the BMSE, which response shall be copied to the person filing the notice of appeal.

- (ii) The Council shall consider the notice of appeal at its next scheduled meeting and shall permit both the person seeking to appeal the BMSE's decision and the Chair of the BMSE or designate to present oral submissions to Council.
- (iii) If the Council elects not to disturb the decision of the BMSE to amend its policies and procedures it shall advise the person who submitted the notice of appeal in writing but no further notice is required and the decision of the Council is final and binding.
- (iv) If the Council elects to vary or rescind the decision of the BMSE to amend its policies and procedures the decision of Council is also final and binding. Notice of this decision of the Council shall be given as follows:
 - (a) by mail or email to all persons who hold credentials with the CABC and
 - (b) by mail to all CABC churches.

4.2 Amendments proposed by members of CABC churches or persons who hold or who have held credentials with the CABC

- (a) Any person who holds or who has held credentials with the CABC or any member of a CABC church may request that the BMSE amend its policies and procedures by submitting a written notice of the requested amendment, together with the reasons for the requested amendment, to the Chair of the BMSE.
- (b) Upon receipt of the requested amendment the Chair of the BMSE shall notify the person requesting the amendment that the requested amendment shall be considered at the next scheduled meeting of the BMSE and invite the person seeking the proposed amendment to attend that meeting to provide oral submissions to the BMSE regarding the proposed amendment.
- (c) After hearing from the person requesting the amendment, if that person wishes to address the BMSE, and after considering the written request for the amendment, the BMSE shall reach a decision concerning the requested amendment.
- (d) If the BMSE elects not to amend its policies and procedures it shall notify in writing the person seeking amendment and shall give reasons as to why it chose not to amend its policies and procedures.
- (e) If the BMSE elects to amend its policies and procedures as a result of the request for an amendment it shall give notice of its decision to amend;
 - (i) by mail or email to all persons who hold credentials with the CABC

- and
- (ii) by mail to all CABC churches.

(f) Any person wishing to appeal the BMSE's decision to amend its policies and procedures pursuant to this subsection may do so by giving a written notice to the Chair of the BMSE within sixty days of the notice being sent to the churches of the CABC. If no such written appeal is received by the Chair of the BMSE within sixty days of the notice being sent to the churches, the change shall be considered final and binding.

(g) If a notice of appeal is received by the Chair of the BMSE within sixty days of the decision to amend its policies and procedures being sent to the churches of the CABC;

(i) The Chair of the BMSE shall pass the notice of appeal on to the President of the CABC for consideration by the Council of the CABC at its next scheduled meeting. The President of the CABC shall, upon receipt of a notice of appeal, request a written response from the Chair of the BMSE which response shall be copied to the person filing the notice of appeal.

(ii) The Council shall consider the notice of appeal at its next scheduled meeting and shall permit both the person seeking to appeal the BMSE's decision and the Chair of the BMSE or designate to present oral submissions to Council.

(iii) If the Council elects not to disturb the decision of the BMSE to amend its policies and procedures it shall advise the person who submitted the notice of appeal in writing but no further notice is required and the decision of the Council is final and binding.

(iv) If the Council elects to vary or rescind the decision of the BMSE to amend its policies and procedures the decision of the Council is also final and binding. Notice of this decision of the Council shall be given as follows;

(a) by mail or email to all persons who hold credentials with the CABC and

(b) by mail to all CABC churches.

4.3 Regular Review of the Document: A committee appointed by the BMSE shall review and propose revisions to the policies and procedures every three (3) years or as necessary.