



Canadian Association for Baptist Freedoms

Policy and Procedures Manual

(Current as of August 08, 2022)

Pages 1-29 and 45-49 adopted by CABF Council November 3, 2021

Pages 30-42 adopted by CABF Council June 2, 2022 (Effective as of July 11, 2022 when the NS Registrar of Joint Stock Companies approved the enabling amendment to the Memorandum of Association)

All pages ratified by General Meeting of June 16, 2022

Table of Contents

About the Canadian Association of Baptist Freedoms (CABF).....	3
Membership.....	3
Covenant.....	4
Classes of Members.....	5
Member Meetings.....	5
Accountability.....	5
CABF Council.....	5
Officers.....	6
Committees.....	6
Clergy Accreditation.....	6
Finance and Administration.....	6
Terms of Reference for Council.....	7
Members of Council.....	7
Council Meetings.....	9
Terms of Reference for Officers.....	10
President.....	11
Past-President.....	12
Vice-President.....	13
Secretary.....	14
Treasurer.....	16
Terms of Reference for Committees.....	17
The Publications Committee.....	18
The Website Committee.....	20
The Nominating Committee.....	22
The Membership Committee.....	24
The Credentials Committee.....	26
Policy on Minutes.....	28
Policy on Credentials Committee (Rev. Spring 2022).....	30
1.0 General Principles.....	30
2.0 Licensing and Ordination.....	32
3.0 Criteria for CABF Accreditation.....	36
4.0 Discipline.....	41
5.0 Authorization to Officiate, Conduct or Solemnize Marriages.....	44

The Program Committee..... 45
The Finance Committee 46
The Constitution and Governance Committee 48

About the Canadian Association of Baptist Freedoms (CABF)

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

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

1. *To witness to the freedom implicit in the voluntary principle in religion, which is a fundamental tenet of historic identity;*
2. *To affirm and celebrate Baptist participation in, and witness to, the whole visible, catholic and evangelical church of Jesus Christ;*
3. *To promote peace and understanding amongst people of all faiths;*
4. *To provide a forum for the discussion of doctrinal and ethical questions, and social issues and policies in that spirit of tolerance and mutual respect which issues from Christian love;*
5. *To bear witness to these objectives with and among Baptists regionally as well as nationally and internationally;*
6. *To provide accreditation for clergy and chaplains; and*
7. *To associate and co-operate with other like-minded organizations, such as but not limited to the Canadian Council of Churches, The Gathering of Baptists, Canadian Baptists Ministries and the Alliance of Baptists.*

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

Membership

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

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

Covenant

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

Covenant

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

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

Classes of Members

There are three classes of Members, including Individual Members, Member Churches and Lifetime Membership. Details of qualification for membership, application for and termination of membership, membership dues, etc. are contained in Sections 3 to 12 of the CABF By-Laws.

Member Meetings

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

Accountability

Section 3 of the By-Laws establishes accountability:

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

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

CABF Council

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

32. Responsibilities of Council. The Council shall have the responsibility for making recommendations to General Meetings and for the execution of the policies and programs approved by the General Meetings. The Council shall be authorized to establish and manage, subject to ratification by the membership, a Policy and Procedures Manual. The management of the CABF is the responsibility of Council. Council shall be responsible for strategic and operational planning for the CABF and for ensuring that the plans are implemented.

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

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

Officers

The Officers of the CABF are members of Council and include the President, Past-President, Vice-President, Secretary, and Treasurer. Their duties are described in Section 42 to 49 of the CABF By-Laws.

Committees

Much of the work of the CABF is undertaken by standing and ad hoc committees, with the principal standing committees identified in Section 50 of the CABF By-Laws, and details of committee composition and maintenance of records in Sections 51 to 53 of the By-Laws. The detail of the Terms of Reference, operating procedures, and documentation for each of the Standing Committees are contained in the following pages of this Policy and Procedures Manual.

Clergy Accreditation

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

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

Finance and Administration

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

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

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

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

Terms of Reference for Council

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

Members of Council

26. Qualification for Council. Any Individual Member or any member of a Member Church shall be eligible to be elected a member of the Council of the CABF and a member of the Council of the Association shall be an Individual Member or a member of a Member Church.

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

28. Members of Council. The Council shall consist of the Officers of the Association, Editor of the Bulletin, and Chairs of Committees, and up to **four (4)** Members-at-Large, all of whom shall have voting privileges.

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

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

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

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

30. Vacancy. If a member of Council:

(a) resigns their position; or

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

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

their position as member of Council shall be vacated and the Vacancy may be filled for the unexpired portion of the term by the Council from among the Individual Members /or members of Member Churches.

- 31. Removal of Member of Council.** The Members may, by Special Resolution, remove any member of Council and appoint another person to complete the Term of Office. No vote to terminate the membership of a Member of Council shall be taken until due process has been followed. Due process shall include the right to be notified of impending action and the right to a hearing with the Council.
- 32. Responsibilities of Council.** The Council shall have the responsibility for making recommendations to General Meetings and for the execution of the policies and programs approved by the General Meetings. The Council shall be authorized to establish and manage, subject to ratification by the membership, a Policy and Procedures Manual. The management of the CABF is the responsibility of Council. Council shall be responsible for strategic and operational planning for the CABF and for ensuring that the plans are implemented.
- 33. Declaration of Conflict of Interest.** Any member of Council who has, or could reasonably be seen to have, a conflict of interest, has a duty to declare this interest. The declaration should be made to the Members:
- a. upon nomination: and
 - b. if serving as a member of Council, when the possibility of a conflict is realized.
- 34. Interest of Members of Council in Contracts.** Subject to the provisions of any applicable legislation, no member of Council shall be disqualified by their office from contracting with the CABF nor shall any contract or arrangement entered into by or on behalf of the Association with any member of Council or in which any member of Council is in any way interested be liable to account to the Association or any of its Members or creditors for any profit realized from any such contract or arrangement by reason of such member of Council holding that office or the fiduciary relationship thereby established, provided that such member of Council withdraws from the decision making on matters pertaining to that contract or interest. The withdrawal should be recorded in the minutes.
- 35. No Remuneration of Council.** Members of Council of the Association shall serve without remuneration and no member of Council shall directly or indirectly receive any profit from their position as such; provided that a member of Council may be paid reasonable expenses incurred by him or her in the performance of the duties of that member of Council.

Council Meetings

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

36. Meetings of Council. The Council shall meet no less than **four (4)** times each year when Council or the Association deems a meeting is appropriate. A meeting of Council may be held at the close of every Annual General Meeting.

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

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

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

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

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

38. Quorum for Council Meeting. Quorum shall consist of fifty (50) percent of the Members of Council present in person or via teleconference. No business shall be conducted at any meeting of the Council unless a quorum is present to open the meeting and, upon request, before any vote.

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

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

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

Terms of Reference for Officers

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

- 42. Officers.** The Officers shall be elected by the Members for **two (2)** year terms and shall be a President, a Vice-President, a Treasurer, and a Secretary. There shall also be a Past-President who shall be determined pursuant to these By-laws and shall be an *ex-officio* voting officer.
- 47. No Remuneration of Officers.** Officers shall serve without remuneration and shall not receive any profit from their positions. However, an Officer may be paid reasonable expenses incurred in the performance of that Officer's duties.
- 48. Signing Officers.**
- (a) Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the CABF by either the President or the Vice-President together with the Secretary, or otherwise as prescribed by resolution of the Council; and
 - (b) For cheques on the CABF account, the Signing Officers shall be any two of the persons who are members of the Council who are so prescribed by resolution of Council.

President

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

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

Association Council Responsibilities

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

Position Specifics

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

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

Past-President

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

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

Association Council Responsibilities

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

Position Specifics

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

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

Vice-President

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

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

Association Council Responsibilities

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

Position Specifics

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

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

Secretary

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

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

Association Council Responsibilities

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

Position Specifics

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

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

- (a) be responsible for taking minutes of all Council and Members meetings; and
- (b) have responsibility for the preparation and custody of all non-financial books and records of the Association, including, but not limited to:
 - (i) the minutes of Members meetings;
 - (ii) the minutes of Council meetings; and
 - (iii) in consultation with the Membership Committee, the register of Members;
- (c) have custody of the Seal, if any, which may be affixed to any document upon resolution of the Council, and
- (d) file with the Registrar:
 - (i) within **fourteen (14)** days of their election or appointment, a list of members of Council with their civic addresses, occupations, and dates of appointment or election;

- (ii) a copy of every Special Resolution within **fourteen (14)** days after the resolution is passed, and
 - (iii) within 14 days of them being approved, the Annual Financial Statements of the Association;
- (e) keep records as required by section 53 of these By-Laws; and
- (f) have other duties as assigned by Council.

Treasurer

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

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

Association Council Responsibilities

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

Position Specifics

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

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

- (a) the custody of all financial books and records of the Association;
- (b) the preparation of the financial report as set out in By-Law 60 for each fiscal year of the Association after the fiscal year end;
- (c) the submission of the applicable Registered Charity Information Return as required by the Canada Revenue Agency, and application for GST/HST rebates; and
- (d) have other duties as assigned by Council.

Terms of Reference for Committees

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

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

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

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

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

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

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

The Publications Committee

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

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

Roles and Responsibilities for the Chair of the Publications Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Publications Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Publications Committee

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

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

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

Committee Specifics

The Website Committee

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

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

Roles and Responsibilities for the Chair of the Website Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Website Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Website Committee

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

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

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

Committee Specifics

The Nominating Committee

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

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

Roles and Responsibilities for the Chair of the Nominating Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Nominating Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Nominating Committee

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

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

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

Committee Specifics

The Membership Committee

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

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

Roles and Responsibilities for the Chair of the Membership Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Membership Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Membership Committee

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

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

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

Committee Specifics

The Credentials Committee

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

which shall maintain the list of Accredited Ministers and oversee the process for granting or removing accreditation by administering requests for CABF credentials, the ordination process, and the recognition of existing accreditation;

Roles and Responsibilities for the Chair of the Credentials Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Credentials Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Credentials Committee

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

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

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

Committee Specifics

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

Adopted unanimously on Motion Boyd/Edwards.

I. Introduction

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

II. Guiding Principles

- A. The Credentials Committee values both confidentiality and transparency.
- B. Minutes of meetings shall not be considered confidential unless so designated, in whole or in part, by a decision of the Credentials Committee.
- C. Material designated as confidential shall be protected from public exposure.
- D. In the interests of transparency, Committee activities, decisions and information that is not confidential in nature shall not be protected.
- E. As per a policy adopted by the CABF on 28 September 2013, “When a decision is made final and accreditation is withdrawn as a result, it will be communicated to the respondent’s congregation, the complainant, and the respondent, and posted on the CABF web site.”

III. Procedures

- A. Minutes shall record the date, place and time of a meeting, the attendees, regrets, the agenda, correspondence, reports and decisions. Discussions and individual opinions shall not be recorded unless so ordered.
- B. The Secretary shall keep the official copy of all sustained minutes, duly signed by the Chair and Secretary. Minutes are to be kept in a safe place. The Secretary may keep an electronic copy of all minutes while in office, as long as confidential minutes are password protected.
- C. Non-confidential minutes shall be distributed to and may be kept by Committee members until their term of office is completed. At the end of their term, Committee members shall make every effort to destroy both electronic and paper copies of minutes.

- D. Confidential Session: The Committee can designate the whole or part of a meeting as confidential by voting to go into confidential session.
- E. Confidential Minutes: The minutes of a confidential session will be kept separate from the minutes of the non-confidential part of a meeting. The Secretary may distribute a password protected electronic copy of confidential minutes to Committee members, to be deleted when the meeting that sustains them is over. Alternatively, the Secretary may distribute a paper copy of the confidential minutes to Committee members at a meeting in which they are to be sustained, collecting them for shredding after the meeting. The Chair may keep a copy of confidential minutes in a safe place, and/or a password protected electronic copy while in office.
- F. The Credentials Committee may agree to designate specific bits of information, specific decisions or other material as confidential even if a Confidential Session has not been declared.

Policy on Credentials Committee (Rev. Spring 2022)

Adopted by CABF Council 2 June 2022 and Ratified by CABF Membership 16, June 2022

Notes:

- 1. The following pages replace the Policy on Credentials Committee which was passed at the Annual General Meeting on the 28th of September, 2013, the Policy on Procedures for Ordination which was approved on 28th of February, 2015, and the Policy on Authorization to Conduct Marriages which was dated 6th of June, 2015.**
- 2. A copy of this Policy and of the application documents is posted on the CABF Website Canadian Association for Baptist Freedoms (c-abf.ca) - Documents/Constitution and Policies.**

Introduction

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

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

1.0 General Principles

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

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

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

- (a) Educational credentials are not granted by the CABF but may be recognized by the CABF. Educational and professional preparation and degrees for an ordained ministry are provided by seminaries and colleges accredited by the Association of Theological Schools in the United States and Canada, or other equivalent academic bodies outside of Canada and the United States as approved by the Association upon successful request by the candidate.
- (b) Local Baptist churches are the only ecclesial bodies that can authorize and perform ordinations. The CABF is willing to advise congregations on the suitability of a candidate for ordination, but the decision belongs to the congregation. The CABF will recognize the ordination of those whom they recommend to local churches for ordination based on this criterion.
- (c) Authorization to perform ministry or to carry out particular ministerial acts and services (for example, preaching, counselling, pastoral care, weddings, etc.) is the responsibility of the congregation or agency in whose name the ministry occurs. Ministers are also responsible for ensuring that such authorization exists. See section 5.0 for authorization to officiate, conduct or solemnize marriages.
- (d) Ministers credentialed by the CABF are required to know and understand the expected standards, values, and ethical behaviour of this privilege. Accredited ministers shall be required to accept the criteria outlined in this policy, including professional standards and disciplinary procedures.

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

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

We will respect and defend the freedom and the responsibility of individuals and local churches to interpret and live the call of God in every aspect of their individual and shared lives, led by God's Spirit, informed by the Scriptures, and without coercion from the state or any ecclesiastical body;

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

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

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

We will make the worship of God primary in all our gatherings;
We will strive, when we gather, to create times and places of refuge and renewal, health and wholeness, in which all are welcome.

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

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

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

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

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

We will maintain confidentiality as much as the Law allows.

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

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

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

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

Amen.

2.0 Licensing and Ordination

The Christian Ministry is an office of the highest honour and great responsibility. Those serving in the ministry should be aware of many responsibilities under their care: conducting faithful worship, effective proclaiming of the Gospel, knowledgeable pastoral counselling, wise

directing of spiritual life, modelling a sensitive Christian life, not to mention the many secondary but important calls for service. The Office of Minister was established by the Early Church, grounded in the New Testament, and requires one to have a personal and living faith in Jesus Christ. Each Minister must have a distinct sense of a Call to the Ministry, given through the grace of the Holy Spirit.

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

2.1 Church Licence to Minister

- (a) A Licence to Minister is granted by the congregation where that-candidate's membership is held. The local congregation's Licence to Minister is, in effect, both an affirmation and a recommendation. Normally, the Board of Deacons (or 'Senior Board') of that congregation facilitates this licensing process.
- (b) It is required that persons being considered for such a licence to have preached or taught in their own churches so that it may be determined whether they have gifts in the area of the desired ministry.
- (c) There ought to be a review as to what they have been doing within the church.
- (d) They should tell of their conversion, call to the ministry and of their faith in Jesus Christ. They should demonstrate servant-leadership ability.
- (e) They should have the ability to establish caring relationships with people.
- (f) Their lifestyles, including family relationships and ethics, should be taken into consideration and there should be evidence of faithfulness in work habits.
- (g) There should be evident progress in biblical knowledge, spiritual growth, understanding of the ministry and Baptist principles and faith expression.
- (h) A Licence to Minister should be renewed each year by the congregation as a part of their continual care and nurturing of their candidate.
- (i) The Credentials Committee recommends that the congregation that grants such a Licence to Minister establish ongoing support and counsel, and accountability from the candidate.
- (j) Receiving a Licence to Minister is a first step in the process toward accreditation.

2.2 CABF Association Licence to Minister

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

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

- i. That the candidate maintain a valid and current Church Licence.
- ii. That the candidate exhibit acceptable activity, in some form of pastoral or church responsibility.
- iii. That the candidate indicates intention to pursue education in preparation for ministry.
- iv. That the candidate should agree with generally accepted basic Baptist principles. For reference, refer to works such as *Basic Baptist Beliefs* by Gordon C. Warren, as appears on the CABF website, or *The Baptist Identity: Four Fragile Freedoms* by Walter Shurden.

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

2.3 Ordination

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

(b) The Ordination Examining Council shall consist of:

- i. The President of the CABF, or alternative (normally the Vice President), and the CABF Secretary, who will keep a record of the proceedings.
- ii. The Chair of the Credentials Committee, or designate.
- iii. Three representatives appointed by the ordaining church.

- iv. Six representatives appointed by the CABF Council, giving consideration to broad representation from CABF member churches.
- (c) The Ordination Examining Council shall be open to non-voting visitors, including ministers and representatives of CABF churches. Visitors will not be present during or participate in Council deliberations following the period of examination.
- (d) The President of the CABF, or alternative, shall be the Chair of the Ordination Examining Council.
- (e) The President of the CABF shall negotiate with the requesting congregation and the candidate sufficient and convenient times for the Examination. A church is encouraged to request the assistance and participation of the CABF in the ordination service.
- (f) At least two months' notice shall be given to all concerned: the candidate, the members of the Examining Council, the requesting congregation, each CABF congregation, and individual CABF members. This shall be the responsibility of the President of the CABF.
- (g) The Ordination Examining Council agenda includes:
- i. Prayer of Invocation.
 - ii. Introduction of the Candidate (Chair of Credentials Committee).
 - iii. Report of the Credentials Committee regarding the candidate.
 - iv. Report by a representative of the congregation applying.
 - v. A Statement describing the candidate's Call to Ministry, views of Christian doctrine and their Practice of Ministry (approximately 1,500 words).
 - vi. A period of questioning of the candidate by the Ordination Examining Council (led by someone designated by the President of CABF in advance of the convening of the Ordination Examining Council).
- (h) After a thorough questioning, the Candidate and visitors shall be asked to withdraw to enable a full discussion amongst the Council. The Candidate should be prepared to return to clarify any issue which the Council deems necessary.
- (i) For a Candidate to be recommended for ordination, an affirmative vote with a two-thirds majority of the Ordination Examining Council is required.

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

2.4 Ordination Candidate from Other Jurisdictions/Denominations

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

3.0 Criteria for CABF Accreditation

CABF has two tracks toward accreditation.

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

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

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

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

3.1 Core Standards

A candidate seeking accreditation shall give evidence of

- (a) Participation and good standing within the CABF including a paid-up membership.
- (b) Willingness to adhere to the CABF Covenant and Clergy Covenant as found in 1.2 and 1.3 above.

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

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

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

- i. Monthly consultation with the candidate.
- ii. Support and Counsel of the candidate in developing a vocational identity, and personal and spiritual growth.
- iii. Assist in preparing the candidate's Personal Statement in preparation for accreditation as a Lay Minister and/or ordination.
- iv. Quarterly updates by the mentor to the Chair of the Credentials Committee.
- v. At the conclusion of the probationary year, the mentor will provide a report and recommendation regarding the candidate's suitability for accreditation as a Lay Minister and/or ordination.

3.2 Professional Standards

A candidate seeking accreditation is expected to maintain:

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

(b) Continuing spiritual formation and growth.

- (c) Ability to work in ways that promote equity, collegiality and diversity.
- (d) Submission of a satisfactory criminal records check and Child abuse record upon application for accreditation.

3.3 Ministerial Standards

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

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

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

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

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

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

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

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

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

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

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

3.4 Ethical Standards

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

The call to Ministry is a high and sacred calling, expressed through a life of service and modelled after the life of Jesus Christ. Implicit in the call to ministry are Christian principles for relationships with God, God's family and God's world. More specifically, accredited ministers are required to do the following:

- (a) Demonstrate truthfulness, dependability, compassion, patience, diplomacy and integrity.
- (b) Know their own limitations: to be open to the guidance, challenge and analysis of their ministry by others.
- (c) Understand the visibility of their position within the wider community, and ensure their conduct upholds the ethical standards of their profession.
- (d) Comply with all applicable Federal, Provincial, and Municipal laws, and encourage others to do the same, notwithstanding issues and actions involving justice.
- (e) Perform their duties faithfully using sound financial practices and good management skills. They are to protect the integrity of funds entrusted to their care and manage their personal funds with discipline.
- (f) Respect professional boundaries with fellow ministers, former congregations, and other professions.
- (g) Abide by the reasonable rules or regulations established by an employer for ethical conduct.
- (h) Never engage in sexual abuse or sexual misconduct of any nature.
- (i) Never engage in exploitation or abuse of persons.
- (j) Maintain the confidentiality of all personal matters revealed by others, unless otherwise required by law.

3.5a Educational Standards - Ordination Track

A candidate seeking accreditation is expected to complete:

- (a) An undergraduate degree from an accredited university.

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

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

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

3.5b Educational Standards - Lay Minister Track

A candidate seeking accreditation is expected to complete:

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

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

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

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

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

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

4.0 Discipline

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

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

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

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

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

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

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

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

(iv) Any corroborating evidence of the allegation.

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

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

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

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

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

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

4.1 Process

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

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

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

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

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

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

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

(i) Informal resolution.

(ii) Counsel or caution of the minister.

- (iii) Reprimand of the minister.
 - (iv) Suspension of accreditation.
 - (v) Removal of accreditation.
 - (vi) Such other determination as the Credentials Committee deems just.
- (g) If an accredited minister's credentials are resigned while under investigation for a violation of CABF accreditation standards, the individual's resignation shall be classified and publicized as "resigned while under investigation."
- (h) Accredited ministers who have resigned while under investigation and who wish to be reinstated, must take part in a reconstitution of the investigation until it is completed.
- (i) Throughout the investigatory process, a complete set of records shall be maintained. These records shall contain, but are not limited to, the name of the person making the complaint, the nature and details of the complaint, the date and substance of interviews held, correspondence with parties involved, and the substance of discussions, shall be kept by the secretary of the Credentials Committee.
- (j) Such an investigatory process requires a clear sense of fairness and 'natural justice' as evidenced by the following actions:
- (i) The minister under investigation shall be advised of the nature and source of the allegation if the allegation is accepted for action (see 4.1.a).
 - (ii) The minister shall be allowed to review the evidence gathered by the committee.
 - (iii) The minister shall be afforded an opportunity to respond to the committee.
 - (iv) The minister should be advised of the committee's decision in a timely manner.
 - (v) Confidentiality of all personal matters revealed during the process shall be maintained by the committee and encouraged by all those involved, unless otherwise required by law, excluding the publication of the final results as stated in 4.2.
- (k) The final action of the Credentials Committee, shall be reported to the minister accused, the complainant, an appropriate senior officer of the individual's employer, and the CABF Council.

4.2 Publication

When a final decision is reached to suspend or remove a minister's credentials, it is considered public and will be communicated by the President of the CABF to the minister, the complainant,

the minister's employer, associated Baptist bodies, and after 30 days posted on the CABF web site.

5.0 Authorization to Officiate, Conduct or Solemnize Marriages

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

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

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

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

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

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

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

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

The Program Committee

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

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

Roles and Responsibilities for the Chair of the Program Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Program Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Program Committee

The Finance Committee

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

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

Roles and Responsibilities for the Chair of the Finance Committee

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Finance Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Finance Committee

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

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

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

Committee Specifics

The Constitution and Governance Committee

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

Roles and Responsibilities for the Constitution Committee Chair

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

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

Association Council Responsibilities

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

Position Specifics

1. Chair the Constitution and Governance Committee and oversee and coordinate its work.
2. Call the Committee together as deemed necessary or at the request of Association Council.
3. Perform such other Duties as may be requested from time to time by the President, Association Council or a Meeting of the Members.

Roles and Responsibilities for the Constitution Committee

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

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

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

Committee Specifics

1. Provide advice to the Association Council and to Meetings of Members regarding governance matters.
2. Review the Association constating documents, including the Memorandum of Association and By-Laws which are approved by the Registrar of Joint Stock Companies under authority of the Nova Scotia Societies Act, to ensure that they are accurate and up to date, are in compliance with the Act and regulations and reflect the needs of the Association
3. Draft an amendment when required, for review by Council, then ensure distribution to Members for review, holding information or consultative sessions as required.
4. Give Notice of Motion to the Members of the intent to move each amendment as a Special Resolution at the following Meeting of the Members of the Association.
5. Circulate each proposed amendment in advance of the Meeting of Members.
6. Present each amendment to a Meeting of the Members as a Special Resolution for a vote by the Members as required by the Act and regulations and by Section 1 paragraph (d) and Section 68 of the By-Laws.
7. Submit each Special Resolution that is passed to the Registrar of Joint Stock Companies for approval and registration.
8. Review the Association's Policy and Procedures Manual (P&P Manual) to ensure that it is up to date with respect to changes to the Memorandum of Association and By-Laws and with the evolving Standing and Ad Hoc Committees, Association policies and instructions from Meetings of Members.
9. Prepare amendments to the P&P Manual for consideration by Council, and work with Council until they are is satisfied with the amendments and vote to accept them.
10. Prepare material for distribution to Members identifying and explaining the amendments to the P&P Manual adopted by Council in preparation for a Ratification Vote by Members at a Meeting of Members.
11. Keep all Association constating documents up to date and make copies available for posting on the Association's web site.
12. Assist the Constitution Committee Chair in the preparation of a Report summarizing the work of the Committee for inclusion in the Annual Report of the Association for presentation to the Annual Meeting of the Members.