

Policy on District Organization

A Policy of The Christian and Missionary Alliance in Canada

(Formerly known as District Constitution)

Each district of The Christian and Missionary Alliance in Canada (the “C&MA”) that is not incorporated shall be governed by this policy. The governing documents of incorporated districts shall reflect the provisions of this policy to the extent possible in keeping with the appropriate provincial legislation.

Preamble

District organization in the C&MA is designed to help churches grow; to provide for regional relationships; and to give oversight to the licensing, ordination, and leadership of its official workers.

While the local assembly is the primary visible form of the church, relationships beyond the congregation are essential if the local church is to fulfill its function in the fellowship, evangelism, church development, extension, and world missions.

Therefore, the C&MA churches of this district are united in governance, fellowship, and service in order to promote unity of faith in the fullness of Jesus Christ as Saviour, Sanctifier, Healer, and Coming King, and to facilitate the spread of the Gospel in Canada and globally under the guidance and enabling of the Holy Spirit.

Article 1 – Name

This district shall be known as the _____ District of The Christian and Missionary Alliance in Canada. Its boundaries are defined by the Board of Directors of the C&MA.

Article 2 – Organization and Government

The organization of this district shall be in harmony with the provisions outlined in the Manual of The Christian and Missionary Alliance in Canada and shall include all member churches, official workers, and ministries of the C&MA within this district, except such as may be under the immediate control of the Board of Directors of the C&MA.

2.1. District Conference

The District Conference shall constitute the legislative body of the district. The district superintendent shall be the chair or shall appoint the chair. Its legislation shall be limited to district affairs and in no case shall such legislation be in conflict with the actions of the General Assembly. The District Conference may provide a voice into actions contemplated by General Assembly wherein the district may be unduly impacted by such action. One third of registered accredited voting delegates shall constitute a quorum. It shall meet biennially and shall be comprised of the following:

2.1.1. Accredited Voting Delegates

The District Executive Committee shall establish the process by which the credentials of voting delegates are confirmed.

- a) Officers and official workers ~~of~~ licensed by¹ the district
- b) Local church delegates:
 - i. Churches that have adopted the Local Church Constitution of The Christian and Missionary Alliance in Canada may be represented at the District Conference by two voting lay delegates appointed by the board of elders. If the active membership is 150 or more, another voting lay delegate may be ~~sent~~ appointed¹ for each additional 100 members, or fraction thereof.
 - ii. Churches that have adopted the Constitution for Developing Churches of The Christian and Missionary Alliance in Canada may be represented at the District Conference by one voting lay delegate appointed by the district superintendent after consultation with the Advisory Committee.
- c) Lay members of the District Executive Committee
- d) Lay leaders of district ministries appointed by the District Executive Committee
- e) Members of the Board of Directors of the C&MA residing in the district
- ~~f) International workers of The Christian and Missionary Alliance in Canada on home assignment residing in the district¹~~
- g) A representative of the C&MA appointed by the president
- h) A representative of each official school (post-secondary) of the C&MA appointed by the chief officer of that institution
- i) Official workers, licensed by the president, residing in the district

2.1.2. Corresponding Delegates

Members of member churches of the C&MA visiting District Conferences may be admitted as corresponding delegates. Corresponding delegates shall not have the right to vote.

2.2. District Executive Committee

The administrative work of the district shall be committed to the District Executive Committee. This committee shall consist of the officers of the district and such other members as shall be elected by District Conference. As far as possible, they shall represent the diversity of the district. The district superintendent shall serve as chair or appoint the chair.

Persons shall not vote on any matter which may directly or indirectly result in financial benefit to them, whether such benefit be in the nature of salary or other payment.

2.3. Officers

The officers of the district shall consist of the district superintendent, the chair, the secretary, the treasurer and others as specified in the district bylaws.

¹ In effect by resolution of the Board of Directors from November 30, 2020 to General Assembly 2022 where it may then be confirmed, rejected, or amended by the Members.

2.3.1. District Superintendent

The district superintendent shall be the recognized head of the entire work of the district and shall be a member ex officio of all district committees.

2.3.2. Chair

The chair or an appointee of the chair shall preside at regular and special meetings of the District Executive Committee.

2.3.3. District Secretary

The district secretary shall be responsible for the minutes of the District Conference and the minutes of all meetings of the District Executive Committee and shall perform all other duties pertaining to the office or assigned by the District Executive Committee.

2.3.4. District Treasurer

The district treasurer shall oversee the financial policies and practices of the district and shall report to the District Executive Committee and the District Conference regarding the financial affairs of the district. The treasurer shall chair the Audit Committee of the district.

2.4. Elections/Appointments

2.4.1. Committee on Nominations

The district Committee on Nominations shall be composed of three members who shall be elected by the District Conference two years before the conference at which they will report, plus three other members appointed by the District Executive Committee following the election. The District Executive Committee shall appoint the chair, vice chair, and secretary from among the elected and appointed members.

2.4.2. District Superintendent

The district superintendent shall be elected by District Conference. The term of office shall be four years, beginning August 1 following the election with eligibility for a maximum of three consecutive elected terms of office. Prior to the completion of each term, a formal evaluation of the district superintendent's ministry shall be conducted under the supervision of the president of the C&MA, in consultation with the District Executive Committee. A written report of the formal evaluation and the criteria used shall be submitted to the Committee on Nominations.

The election of the district superintendent shall be in accordance with the Policy on Process for Electing District Superintendents.

A person who is nominated for the position of district superintendent but who is not an official worker in the respective district is to be allowed a vote in the election of the district superintendent.

In the event that a decision cannot be reached by District Conference or in the event that the office of the district superintendent becomes vacant for any reason, the president of the C&MA, in consultation with the District Executive Committee and the Board of Directors, shall appoint a district superintendent until the office has been filled by election at the District Conference.

A district superintendent may be removed from office if, after consultation with the president, a resolution that the superintendent be removed from office is passed by two-thirds (2/3) of the members present at a duly called meeting of the District Executive Committee and that resolution is

ratified by two-thirds (2/3) of the members present at a duly called meeting of the Board of Directors.²

2.4.3. District Executive Committee

The District Executive Committee shall be elected by District Conference to terms as specified in the district bylaws.

2.4.4. General Assembly Committee on Nominations

District Conference shall elect two members to serve on the Committee on Nominations at the next biennial General Assembly. In the event that an elected member is not able to serve, the District Executive Committee shall appoint a replacement to serve on this committee ensuring that, as far as possible, any lay nominee who cannot serve is replaced by a lay delegate.

2.5. Licensing Committee and Ordaining Council

The District Executive Committee shall appoint licensing committee(s) and ordaining council(s) for the district.

The licensing committee shall examine and approve candidates for the official workers license in accordance with the licensing policy. All licenses approved shall be issued by the district superintendent.

The ordaining council shall examine and approve for ordination qualified candidates for the Christian ministry in accordance with the Ordination Policy of the C&MA.

2.6. Property

The district may acquire, own, improve, mortgage, hypothecate, pledge, encumber, exchange, dispose of, sell, convey, or otherwise deal with property, real and personal, for district or local church purposes, in conformity with the laws of the province or territory in which the property is situated. The District Executive Committee is empowered to act as its agent in all matters pertaining to property real and personal.

The district may empower any two of its officers to release a reversionary or other contingent interest in the real property of a local church in the event of sale of church real property, or to subordinate such interest to a mortgage, when it is in the best interest of both the church and the district.

Where special conditions warrant, the District Executive Committee may permit an incorporated member church to own property and hold the title thereto. In such circumstances, the corporate documents shall contain a clause that identifies the district as the recipient of the assets of the church should the church cease to exist or cease to be subject to the Manual which includes the Statement of Faith of The Christian and Missionary Alliance in Canada.

Should the district cease to exist as a corporate body, or cease to be subject to the purposes, usages, doctrines, and teachings of the C&MA, then all property, appurtenances, and effects then owned or held by the district shall inure to the benefit of and become the property of the C&MA as incorporated under the laws of the Government of Canada or another Alliance district as may be required by law.

2.7. Member Churches

A member church of the C&MA shall be established when an association of people who have voted to become a member church of the C&MA and to abide by the governing documents of the C&MA has been accepted as

² In effect by resolution of the Board of Directors from November 30, 2020 to General Assembly 2022 where it may then be confirmed, rejected, or amended by the Members.

a member church by the District Executive Committee of the district within which the church is located.

Member churches of the C&MA that are fully organized shall be governed by the Local Church Constitution. The local church may adopt additional bylaws, policies, and regulations which govern the local church but in no case shall such bylaws, policies and regulations contradict the provisions of the Local Church Constitution.

Member churches of the C&MA that have fewer than fifteen (15) members or that are not yet fully organized, shall be governed by the Constitution for Developing Churches. The developing church may become fully organized and adopt the Local Church Constitution upon approval of the district superintendent.

Member churches of the C&MA that are incorporated shall be governed by the incorporating documents and corporate bylaws approved by the District Executive Committee. The incorporating documents, corporate bylaws, and policies of incorporated churches shall conform to the provisions of the Local Church Constitution.

A non-Alliance church that agrees to abide by the conditions set out in the Policy on Local Churches may become affiliated with the C&MA upon approval of the District Executive Committee of the district within which the church is located. Affiliated churches are not member churches of the C&MA and consequently are not represented at District Conference or General Assembly by lay delegates.

Gatherings of believers without the probable potential of becoming organized churches but desiring to align themselves with the C&MA, shall be governed as approved by the District Executive Committee.

2.8. Auxiliary District Ministries

District proposals for major capital projects other than church building programs shall be approved by the District Executive Committee unless the carrying costs of any single project exceeds 20% of a district's annual gross income for the immediately preceding financial year, in which case approval will be required by the Board of Directors of the C&MA.

2.9. Bylaws

District bylaws, not in conflict with the provisions of this policy, may be adopted by the District Conference by a majority vote or a higher proportion of the votes cast if such is required by provincial or territorial regulations³.

2.10. Amendments

This policy may be amended by a two-thirds vote at any regular business session of General Assembly; written notice having been given prior to General Assembly.

Adopted – General Assembly 1984
Amended – General Assembly 2008
Amended - General Assembly 2016

³ In effect by resolution of the Board of Directors from May 1, 2020 to General Assembly 2022 where it may then be confirmed, rejected, or amended by the Members.

Policy on Process for Electing District Superintendents

A Policy of The Christian and Missionary Alliance in Canada

This policy shall govern the election of the district superintendent in each district of The Christian and Missionary Alliance in Canada (the “C&MA”).

In this policy, all references to “the Committee” shall be interpreted as meaning the District Committee on Nominations.

1. District Committee on Nominations

- 1.1. The chair, vice chair, and secretary shall have full discretion to commence preparatory work for the nominating committee including, but not limited to, publishing a call for nominations.¹
- 1.2. The Committee shall report exclusively to the District Conference.
- 1.3. The Committee shall request from the chair of the District Executive Committee input regarding the needs of the District in the next season of its life as identified by the District Executive Committee.
- 1.4. The Committee shall consult with the president of the C&MA.
- 1.5. The Committee shall only receive nomination papers from individuals who are committed and able to meet the criteria for a director as outlined in the corporate documents of the district, and who:
 - a) are Canadian citizens;
 - b) are approved for licensing by the C&MA in Canada before they submit their papers; and
 - c) have a significant Canadian ministry leadership experience.
- 1.6. The Committee shall exercise due diligence² and fair treatment in its assessment of each candidate.
- 1.7. The Committee shall operate in absolute confidentiality. No person submitting nomination papers shall be identified until the Committee presents its report to the district constituency.
- 1.8. The Committee shall inform each candidate regarding whether or not the candidate is being recommended by the Committee prior to presenting its report to the district constituency.
- 1.9. A partial report of the District Committee on Nominations to the district constituency shall identify which candidate it recommends to District Conference and will occur at least 30 days prior to the beginning of District Conference. The report shall also list:
 - a) the names of the persons who submitted nomination papers whose nomination papers were found to be in order and who have not withdrawn;
 - b) a brief resume of each candidate’s ministries; and
 - c) the position statement of vision, goals, and expected outcomes during the term, as submitted by each candidate.

¹ The establishment and composition of the Nominating Committee is in the Policy on District Organization, Item 2.4.1.

² Due diligence shall include, but not be restricted to, a criminal record police check and an oral interview.

1.10. Nominations from the floor of District Conference shall not be accepted.

2. Nomination Papers

- 2.1. All candidates for the position of district superintendent, including the incumbent district superintendent, should the incumbent be eligible, shall file nomination papers with the chair of the Committee.
- 2.2. A candidate may withdraw their candidacy at any time prior to the vote to elect the district superintendent at District Conference by providing notice to the chair of the Committee.

3. Incumbent

No later than one hundred and eighty (180) days before the convening of District Conference, the incumbent district superintendent, if eligible for re-election, shall provide written notice to the chair of the Committee stating the incumbent district superintendent's intention to allow or not allow their name to stand for re-election. The chair of the Committee shall, no later than five business days after receiving such written notification, ensure that the stated intention of the incumbent district superintendent be posted on the public website of the C&MA should such a website exist.

4. Election Procedure

- 4.1. Immediately prior to the election, all candidates for district superintendent shall be given opportunity to present to District Conference a speech which shall be approximately 15 minutes in length. Speaking order will be determined by drawing lots. Candidates will meet with the Moderator immediately after the session in which the second reading of the Report on Nominations is presented to establish the speaking order.
- 4.2. Following the speeches, delegates will be given 15 minutes for prayer and consideration prior to the ballots being distributed.
- 4.3. Where there is only one candidate for district superintendent, and where that candidate is the incumbent who has been elected to at least one previous term, Item 4.1 does not apply.
- 4.4. All candidates submitting nomination papers found to be in order by the Committee, and who have not withdrawn, shall be listed on the ballot with the candidate recommended by the Committee identified thereon.
- 4.5. The vote to elect the district superintendent shall take place at such time as is in accordance with the agenda adopted for the meetings of District Conference.
- 4.6. In order to be elected district superintendent, a candidate must receive a majority of the votes cast. In the event that no candidate receives the required majority on the first ballot, the two candidates receiving the most votes in their favour on the first ballot shall be the only two candidates that the delegates to District Conference shall consider on a second ballot. The delegates to District Conference shall vote on the second ballot as soon as practicable after the chair announces the names of the two candidates.
- 4.7. The chair of District Conference shall announce the name of the elected candidate as soon as conveniently possible after ballot counting has been completed.
- 4.8. The elected candidate shall be declared the district superintendent for the next term.

5. Dispute Resolution

In the event of a need for interpretation of this policy before the beginning of District Conference, the chair of the Nominating Committee shall request such interpretation of the Board of Directors and the Nominating Committee

shall abide by the ruling of the Board of Directors. Once District Conference has commenced, the Rules Committee shall make any necessary rulings.

6. Amendments

This policy may be amended by a majority vote of General Assembly, written notice having been given prior to General Assembly.

Adopted – General Assembly 2010
Amended – General Assembly 2012
Amended - General Assembly 2014
Amended – General Assembly 2016