



**ALBERTA and NWT DISTRICT**  
THE PENTECOSTAL ASSEMBLIES OF CANADA

# Constitution and By-Laws

As amended – May 2015



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**CONSTITUTION**

**ARTICLE I - NAME**

The name of the corporation shall be the Alberta & NWT District of The Pentecostal Assemblies of Canada.

**ARTICLE II - TERRITORY**

This District Conference shall operate within the territory of Alberta and the Northwest Territories District as determined by the General Conference of The Pentecostal Assemblies Canada.

**ARTICLE III - RELATIONSHIP**

Although the District is a separate legal entity from The Pentecostal Assemblies of Canada, it shall function as an integral part thereof and shall be governed by the principles of cooperative fellowship as set forth in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

**ARTICLE IV - TENETS OF FAITH**

This District Conference accepts the Holy Scriptures as the all-sufficient rule of faith and practice and adopts the Statements of Fundamental and Essential Truths as approved by The Pentecostal Assemblies of Canada.

**ARTICLE V - DEFINITIONS**

The term "District" refers to the Corporation unless the context dictates otherwise.  
The terms "church", "assembly" and "congregation" are used interchangeably in these Articles and Bylaws.  
The term "Director of Leader Development and Care" shall be understood to refer to the term "Assistant Superintendent" in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.  
The term "Director of Finance and Administration" shall be understood to refer to the term "Secretary" and "Treasurer" in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.  
The term "District Leadership Team" or "DLT" shall be understood to refer to the term "District Executive" in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.  
The term "members at large" shall be understood to refer to the term "District Presbyters" in the General Constitution and By-Laws of The Pentecostal Assemblies of Canada.

1                                    **ARTICLE VI - OBJECTIVES AND PREROGATIVES**

2     The objectives and prerogatives of this District Conference shall be:

3     **Section 1**

4     To promulgate the Gospel of Jesus Christ by all Scriptural means, both at home and abroad; to  
5     promote Christian fellowship among its members, in accordance with its tenets of faith.

6     **Section 2**

7     To supervise all the District Conference activities of the affiliated assemblies in its prescribed  
8     territory, in accordance with the rights conferred by the By-laws of The Pentecostal Assemblies of  
9     Canada.

10    **Section 3**

11    To examine, license and ordain ministers who have met the requirements of the District Conference  
12    as set forth in the By-Laws of The Pentecostal Assemblies of Canada.

13    **Section 4**

14    To elect its officers and committees, to arrange for its meetings and to govern itself. However, it  
15    shall be subordinate to the General Conference of The Pentecostal Assemblies of Canada.

16    **Section 5**

17    To establish and maintain such departments and institutions for the District Conference as may be  
18    required, such as camp meetings, Bible Schools, global worker rest homes, printing and publishing  
19    operations, and orphanages or other benevolent institutions.

20    **Section 6**

21    To own, use, sell, convey, mortgage, lease or otherwise dispose of such property, real or chattel, as  
22    may be needed for the prosecution of its work, in accordance with the laws of the Province of  
23    Alberta, the Northwest Territories and Nunavut and the By-Laws of The Pentecostal Assemblies  
24    of Canada.

25    **Section 7**

26    All of the activities of this district shall be carried on without purpose of gain for its members, and  
27    any profits or other accretions to the organization shall be used solely to promote its objectives in  
28    accordance with its *General Constitution and By-Laws* or as the same may be hereafter modified or  
29    amended.

30    **Section 8**

31    In the event of dissolution or winding up of the organization, all its remaining assets after payment  
32    of liabilities shall be distributed to The Pentecostal Assemblies of Canada for its continuing  
33    ministries.

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**ARTICLE VII - DISTRICT CONFERENCE**

When the membership of the District is called together for a business meeting, the meeting shall be called a Conference.

**Section 1 - POWERS**

The District Conference shall possess all the powers of a general meeting of the members of the Corporation duly convened, and all the powers granted to the Corporation by the Letters Patent. This shall include the power to confirm a By-Law passed by the District Lead Team and the power, by a two-thirds vote of the members of the District Conference present at the time and place of voting, to authorize a sale of the undertaking or assets of the Corporation, and to authorize a winding-up of the affairs of the Corporation.

**Section 2 - MEMBERSHIP**

All those, including Ministry Related credential holders, who meet the requirements as set out in By-Law 12, Section 5 of the General Constitution of The Pentecostal Assemblies of Canada shall be recognized as members of the Corporation entitled to vote at the District Conference. The General Superintendent of The Pentecostal Assemblies of Canada shall be recognized, ex officio, as a member of the Corporation.

**ARTICLE VIII - OFFICERS AND BOARD OF DIRECTORS**

The Officers of the Corporation shall be called the Executive Lead Team. The Executive Lead Team shall consist of the District Superintendent; the Director of Leader Development and Care; the Director of Church Ministries; the Director of Finance & Administration and such officer or officers as the Conference may determine from time to time.

The Board of Directors of the Corporation shall be called the District Leadership Team. The District Leadership Team shall consist of the Executive Lead Team, four elected members at large, two appointed members at large and such other members as the conference shall determine from time to time.

**ARTICLE IX - MEETINGS**

**Section 1 - DISTRICT CONFERENCE**

The District Conference shall meet annually at a time and place determined by the District Leadership Team.

**Section 2 - SPECIAL MEETINGS**

A majority of the District Leadership Team shall have the authority to call meetings of the District Conference at times other than the annual conference. Such meetings shall be called special meetings.

1 **Section 3 – NOTICE OF MEETING**

2 Notice of meeting shall contain the time and place of meeting and, in the case of special meetings,  
3 or where confirmation of a By-Law or a special resolution is to be considered at an annual meeting,  
4 shall also contain a concise statement of the business to be dealt with at the meeting. Notices shall  
5 be mailed by ordinary prepaid mail to each member at the member’s last known address or by  
6 electronic mail where authorized at the member's last known electronic address, and to the  
7 secretary of each assembly, not later than two (2) months prior to the annual District Conference,  
8 and not later than ten (10) days prior to the time of any special meeting.

9 **Section 4 – VOTING CONSTITUENCY**

10 All members of the Corporation who are registered at any session of the District Conference shall  
11 constitute the voting constituency.

12 **Section 5 - QUORUM**

13 Those members of the voting constituency present at the time and place of voting shall constitute  
14 a quorum.

15 **ARTICLE X - LOCAL ASSEMBLIES**

16 Local assemblies affiliated with The Pentecostal Assemblies of Canada shall be comprised of born-  
17 again believers of Pentecostal persuasion, associating themselves together in a group for the  
18 purpose of worship, self-edification and worldwide evangelization. Its members shall share in  
19 maintaining scriptural order, a standard of holiness and agreement with the Statement of  
20 Fundamental and Essential Truths of The Pentecostal Assemblies of Canada, and shall be faithful  
21 in financial support. The assemblies shall be set in order and have the privilege of calling a pastor,  
22 electing a board, and conducting its business and being represented at the biennial General  
23 Conference and the annual District Conference according to the requirements of the General and  
24 District Constitution and By-Laws of The Pentecostal Assemblies of Canada. It may acquire  
25 property, the title preferably being held in trust by The Pentecostal Assemblies of Canada or by  
26 trustees duly appointed by the local assembly. The inter-relationship of The Pentecostal Assemblies  
27 of Canada, the District Conference and the Local Assembly shall be maintained according to the  
28 General Constitution and By-Laws of The Pentecostal Assemblies of Canada. The assembly may  
29 appeal to the district officers for help in solving local problems, and it may finally appeal to the  
30 General Executive if no satisfactory solution has been found. Local assemblies are expected to  
31 cooperate with district and national programs, and are expected to contribute regularly to the  
32 worldwide missionary program of The Pentecostal Assemblies of Canada.

33 **ARTICLE XI - AMENDMENTS**

34 Amendments to the Constitution may be made at any regular or special meeting of the District  
35 Conference, provided the proposed amendment has been submitted to the District Leadership  
36 Team and to the membership at least 30 days before such meeting for consideration. A two-thirds  
37 vote of all members present and voting at the Conference shall be necessary for adoption of any  
38 amendment. All amendments shall be submitted to the General Executive Committee for  
39 ratification.

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**B Y - L A W S**

**BY-LAW I - PARLIAMENTARY ORDER**

In order to expedite the work of the District Conference, it shall be governed by a spirit of Christian love and fellowship, and by accepted rules of parliamentary procedure as outlined in the current edition of Robert’s Rules of Order at the time of the conference.

**BY-LAW II - ORDER OF BUSINESS**

During the District Conference each day shall contain a period of devotions. The agenda approved by the District Leadership Team shall be the agenda for the conference.

**BY-LAW III - ELECTIONS**

**Section 1 - QUALIFICATIONS OF CANDIDATES**

Candidates for the District Leadership Team shall be ordained credential holders with The Pentecostal Assemblies of Canada of mature experience, sound judgment, recognized ability and Christian character. The candidates must have a current credential and an active credential standing.

(a) Executive Lead Team Members

Candidates for District Superintendent shall have ministered for at least ten consecutive years as an ordained minister with The Pentecostal Assemblies of Canada, including at least two years as a member of the District immediately prior to nomination.

Candidates for the remaining Executive Lead Team positions shall have ministered for at least five consecutive years as ordained ministers with The Pentecostal Assemblies of Canada, including at least one year as a member of the District immediately prior to nomination.

(b) District Leadership Team Members At Large

Candidates for elected and appointed members at large shall have ministered for at least three consecutive years as ordained ministers with The Pentecostal Assemblies of Canada, including at least one year as a member of the District immediately prior to nomination.

(c) General Executive Nominee

Candidates for the General Executive Nominee shall be credential holders and shall be persons of mature experience and ability who have been credentialed for a period of not fewer than five (5) consecutive years with The Pentecostal Assemblies of Canada including at least two years immediately prior to the nomination, and are eligible to be a member of the General Conference, whose life and ministry are above question, and such qualities shall determine their eligibility for office.

1 **Section 2 - ELECTIONS**

2 1. NOMINATIONS and ELECTIONS

3 (a) *SUPERINTENDENT*

4 Preamble

5 At such time as there is a vacancy due to an announced resignation or retirement of the  
6 Superintendent, the Director of Finance and Administration shall conduct a District-wide poll for  
7 the purpose of ascertaining possible candidates to fill the office about to be vacated. The procedure  
8 shall be as follows: Ballots shall be mailed or made electronically available to all current credential  
9 holders and must be completed and returned to the District Office or completed electronically for  
10 tabulation. Only those receiving 5% or more of the ballots cast in the poll shall be notified of their  
11 percentage achieved. Potential nominees shall receive personal results only. All results are to be  
12 kept confidential by all parties involved. The ballots cast in the poll shall not be construed as part  
13 of the election process. The purpose outlined above is to endeavor to give advance notice of  
14 potential nominees for the office of Superintendent. Election procedure at conference shall be as  
15 follows:

16 (Method) - Candidates for the office of District Superintendent shall be nominated and elected by  
17 secret ballot in the following manner:

18 Nominations

19 The first Ballot shall be a nominating ballot, and only those having five percent or more ballots  
20 shall be reported on the nomination ballot and become nominees for election. Two-thirds of the  
21 votes cast on this or successive ballots in favor of any one nominee shall constitute an election.  
22 Nominees may withdraw their names before the first election ballot is called, and if any nominee  
23 who has received more than 50 percent of the ballots cast chooses to withdraw his or her name, a  
24 second nomination ballot shall be called for. If no election is declared as a result of the nomination  
25 ballot, at least two names must be presented for the first election ballot. If two nominees are not  
26 obtained, the second nomination ballot shall be cast, and those who may have withdrawn after the  
27 first nomination ballot shall be considered eligible for nomination. Those having received three  
28 percent or more of ballots cast shall be reported on this second nomination ballot and become  
29 nominees for election.

30 Elections

31 Two thirds of votes cast in favor of any one nominee on the first election ballot shall constitute an  
32 election. If only two names are presented for the first election ballot, then a majority vote shall  
33 constitute an election. If no election is declared as a result of the first election ballot, no more than  
34 the three candidates receiving the highest number of votes shall be eligible for the second election  
35 ballot at which time a majority of votes cast in favor of any one nominee shall constitute an election.  
36 All others shall be eliminated. If no election is declared as a result of the second election ballot, the  
37 candidate receiving the lowest number of votes shall be eliminated, and on the succeeding ballot  
38 for the two remaining candidates, a majority vote shall constitute an election. In the event there  
39 should be a tie, it shall be broken by following the rules outlined in the Parliamentary procedures  
40 adopted by the Conference.

1     ***(b) DIRECTOR OF LEADER DEVELOPMENT AND CARE***

2     The Director of Leader Development and Care shall be elected by the District Conference from a  
3     nominee or nominees that the District Leadership Team may present, and from nominees from the  
4     floor of the District Conference. When there is only one nominee, the candidate shall be ratified by  
5     the District Conference with a two-thirds vote in favor.

6     The election procedure shall be that of By-law III, Section 2, Subsection 1 (a), Elections.

7     ***(c) DIRECTOR OF CHURCH MINISTRIES***

8     The Director of Church Ministries shall be elected by the District Conference from a nominee or  
9     nominees that the District Leadership Team may present, and from nominees from the floor of the  
10    District Conference. When there is only one nominee, the candidate shall be ratified by the District  
11    Conference with a two-thirds vote in favor.

12    The election procedure shall be that of By-law III, Section 2, Subsection 1 (a), Elections.

13    ***(d) DIRECTOR OF FINANCE AND ADMINISTRATION***

14    The Director of Finance and Administration shall be elected by the District Conference from a  
15    nominee or nominees that the District Leadership Team may present, and from nominees from the  
16    floor of the District Conference. When there is only one nominee, the candidate shall be ratified by  
17    the District Conference with a two-thirds vote in favor.

18    The election procedure shall be that of By-law III, Section 2, Subsection 1 (a), Elections.

19    ***(e) ELECTED MEMBERS-AT-LARGE***

20    A pre-conference nomination ballot for elected members-at-large shall be mailed or made  
21    electronically available at a date determined by the Executive Lead Team prior to District  
22    Conference to all credential holders eligible to vote at District Conference as described in Article  
23    VII Section 2. It must be returned postmarked or completed electronically at a date determined by  
24    the Executive Lead Team prior to District Conference. The preconference nomination ballot shall  
25    be provided with a list of eligible credential holders and a description of the qualifications,  
26    responsibilities and duties of elected members-at-large.

27    Credential holders receiving at least 5% of ballots cast in the pre-conference balloting and willing  
28    to let their name stand will become the slate of nominees for the election of four members at large  
29    by the District Conference. In the event that there are less than four nominees receiving at least 5%  
30    of ballots cast, the District Leadership Team will present up to eight nominees from the pre-  
31    conference balloting.

32    A simple majority and a plurality of votes are required for election on any election ballot. Should  
33    all positions not be filled on the first election ballot, then the candidates with a simple majority  
34    would be considered elected and the name(s) receiving the lowest number of votes shall be  
35    dropped on this and any subsequent ballots until all the positions are filled.

36    ***(f) APPOINTED MEMBERS-AT-LARGE***

37    Subsequent to the elections at District Conference, the Executive Lead Team and the elected  
38    members at large shall nominate and appoint two members at large.

1    2.   TERMS OF OFFICE AND VACANCIES

2    The first term of office for the District Superintendent will be for four Conference years from the  
3    time of his or her election. Subsequent terms of office will be for two Conference years.

4    The terms of office for all other Executive Lead Team members shall be for two Conference years  
5    from the time of their ratification or election.

6    The term of office for the members at large shall be two years or portion thereof. They shall be  
7    eligible to serve a maximum of three consecutive terms.

8    All such persons shall take office at the close of the Conference at which they are elected or ratified,  
9    except where other than the then present incumbent shall be elected to a full-time office, he or she  
10   shall assume office three months after the election, or earlier at the discretion of the District  
11   Leadership Team.

12   Should a vacancy occur in any position of the District Leadership Team through resignation,  
13   removal from the District, death, or disqualification, power shall be vested in the remaining  
14   members of the District Leadership Team to fill the office until the close of the next meeting of the  
15   District Conference, at which time an interim election shall be held to fulfill the unexpired term (if  
16   any).

17   3.   GENERAL EXECUTIVE NOMINEE

18   Prior to the convening of the biennial General Conference, the District Conference shall choose a  
19   credential holder to serve as a nominee to the General Conference for election to the General  
20   Executive. The process for choosing the nominee shall be as follows: on a nomination ballot the  
21   District Leadership Team shall present three names. Additional credential holders receiving over  
22   5% on the nominating ballot shall be eligible to appear on the election ballot. A two-thirds majority  
23   on the District Conference nomination ballot or first election ballot shall be required to select the  
24   District nominee to be presented to the General Conference. If the District nominee is not confirmed  
25   on the first election ballot, the two candidates receiving the highest number of votes shall appear  
26   on the second election ballot. A majority vote shall confirm the election of the District nominee for  
27   the General Conference nomination slate for General Executive members-at-large.

28                    **BY-LAW IV - DUTIES OF OFFICERS & DIRECTORS**

29   **Section 1 - SUPERINTENDENT**

30   The District Superintendent shall give spiritual leadership to the District in fulfilling the mission  
31   statement of The Pentecostal Assemblies of Canada, and in fulfilling the mission statement of the  
32   Alberta & NWT District.

33   The District Superintendent shall cast vision and give collegial leadership, and shall ensure  
34   appropriate representation and communication to unite the District in vision, mission, and  
35   relationships.

36   The District Superintendent shall, with the District Leadership Team, develop a regional missional  
37   vision for The Pentecostal Assemblies of Canada in Alberta & the Northwest Territories, and  
38   establish strategic processes to ensure the fulfillment of the vision in the region.

39   The District Superintendent shall work with the other district superintendents to ensure continuity,  
40   unity, and cohesiveness in Canadian and international matters as they affect The Pentecostal  
41   Assemblies of Canada.

42   The District Superintendent shall be the chief executive of the District Conference, and shall preside  
43   at all meetings of the District Conference and the District Leadership Team.

1 The District Superintendent shall act in a supervisory capacity over all the ministers of the District  
2 and assist assemblies with advice and ministry as the need may require, at the request of the pastor,  
3 or the local church board.

4 The District Superintendent shall administer discipline in all cases when requested to do so by the  
5 District Leadership Team.

6 The District Superintendent shall present an annual report at the District Conference.

7 The District Superintendent shall be ex-officio, a member of all District Committees with full rights  
8 and privileges.

9 The District Superintendent shall perform such other functions as are usual and customary for  
10 presiding officers to perform such as church dedications and pastoral induction services or as may  
11 be designated by the District Leadership Team, or District Conference.

12 When a pastorate becomes vacant the District Superintendent or an authorized representative shall  
13 be empowered to act in full legal capacity of the Pastor. The District Superintendent shall arrange  
14 to supply the pulpit, in consultation with the local church board, with suitable ministry until such  
15 time as a new Pastor has been duly installed.

16 The District Superintendent shall have such other powers and shall perform such other duties as  
17 may, from time to time, be assigned to him by the District Conference and the District Leadership  
18 Team.

## 19 **Section 2 - DIRECTOR OF LEADER DEVELOPMENT AND CARE**

20 The Director of Leader Development and Care shall perform such functions as are usual and  
21 customary for an Assistant Superintendent to perform and work in co-operation with the  
22 Superintendent in the oversight of the general business and work of the District.

23 The Director shall carry out those responsibilities assigned by the District Superintendent and/or  
24 the District Leadership Team.

25 The Director shall certify to the General Conference Credentials Committee all candidates who  
26 have been ordained to the full-time ministry, and all candidates approved by the Conference for  
27 other grades of credentials.

28 The Director shall give oversight to the ongoing development and care of ministry leaders in the  
29 District.

## 30 **Section 3 - DIRECTOR OF CHURCH MINISTRIES**

31 The Director of Church Ministries shall perform such functions as are usual and customary for a  
32 Church Ministries Director to perform and work in co-operation with the Superintendent in the  
33 oversight of the general business and work of the District.

34 The Director shall carry out those responsibilities assigned by the District Superintendent and/or  
35 the District Leadership Team.

36 The Director shall give oversight to Children, Youth, and Adult Ministries within the District.

## 37 **Section 4 - DIRECTOR OF FINANCE AND ADMINISTRATION**

38 The Director of Finance and Administration shall perform such functions as are usual and  
39 customary for a Secretary/Treasurer to perform and work in co-operation with the Superintendent  
40 in the oversight of the general business and work of the District.

41 The Director shall carry out those responsibilities assigned by the District Superintendent and/or  
42 the District Leadership Team.

1 The Director shall keep true records of the proceedings of the District Conference and shall publish  
2 the same as directed by the Conference.

3 The Director shall keep a record of all ministers and Assemblies in the District.

4 The Director shall act as secretary of the meetings of the District Leadership Team, and shall  
5 perform such other functions as are customary, or as may be designated by the District Leadership  
6 Team or District Conference.

7 The Director shall present an annual report at the district conference.

8 The Director shall be custodian of such funds as shall be committed to his or her charge by the  
9 District Conference, and shall deposit the same in a responsible bank in the name of the District  
10 Conference.

11 The Director shall be responsible for keeping an accurate record of all receipts and disbursements  
12 and shall conduct the work of the office according to accepted methods of business.

13 The Director shall supervise the expenditure of District Funds as directed by the District  
14 Leadership Team.

15 The Director shall give a report from time to time as may be requested by the District Leadership  
16 Team. The District financial records shall be audited yearly by a qualified person or persons to be  
17 appointed by the District Leadership Team, and the report of the auditor shall be presented at the  
18 District Conference.

## 19 **Section 5 - MEMBERS AT LARGE**

20 They shall work in harmony with and under the supervision of the District Superintendent in  
21 casting vision, providing leadership, and ensuring appropriate representation and communication  
22 to unite the District in vision, mission and relationships.

23 They shall attend all District Leadership Team meetings as full voting members.

24 They shall act as a resource person for the District Superintendent on critical issues in the district.

25 They shall serve on other committees and perform other duties, as requested by the District  
26 Leadership Team, from time to time.

## 27 **Section 6 - CONFLICT OF INTEREST**

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

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

39 During any presentation which may involve a conflict of interest by a committee member, that  
40 member will, upon completion of the initial presentation, absent him or herself voluntarily from  
41 the meeting before further discussion and voting. Should a member not voluntarily withdraw from  
42 the meeting when a conflict of interest is perceived, either the Chairman or any other member may  
43 ask that the committee member absent him or herself from the meeting. If there is a challenge as to

1 whether or not a conflict of interest exists, it shall be decided by a majority vote of the remaining  
2 members.

3 The District Officers shall absent themselves from a District Leadership Team meeting when salary  
4 and allowance review is being considered.

## 5 **Section 7 - DISTRICT LEADERSHIP TEAM**

6 The District Leadership Team shall be responsible to:

- 7 1. establish vision, mission and policy for the district
- 8 2. supervise all district matters and appointments
- 9 3. oversee district finances
- 10 4. ensure ongoing development and pastoral care of leaders in the District
- 11 5. deal with all credential matters which shall be ratified by District Conference
- 12 6. serve as Directors of the Society in accordance with By-Law IV
- 13 7. the District Conference

14 In managing the affairs of the Alberta and NWT District, the District Leadership Team shall, in  
15 addition to the powers conferred by the By-Laws, and within the confines of the laws of Alberta,  
16 have such powers and authorities as may be determined by resolution of the District Conference  
17 from time to time.

18 It shall appoint special committees as the need arises.

19 It shall set in order Assemblies which have met the prescribed requirements.

20 District Leadership Team meetings shall be called from time to time at the discretion of the District  
21 Superintendent or by authorization of a majority of the District Leadership Team.

22 The District Superintendent, the Director of Leader Development and Care, and four members  
23 appointed by the District Leadership Team from among its membership shall be included on the  
24 Board of Directors of Vanguard College.

25 There may be representation of the District Leadership Team on all District P.A.O.C. Camps  
26 functioning within the District.

## 27 **Section 8 - EXECUTIVE LEAD TEAM**

28 The Executive Lead Team, under the direction of the District Superintendent, shall assist the  
29 District Superintendent in giving general oversight to all ministers and departments between  
30 meetings of the District Leadership Team. The District Superintendent, with the assistance of the  
31 Executive Lead Team Committee, is authorized to act for the corporation in all matters that affect  
32 its interest while the District Conference and the District Leadership Team are not in session.

33 They shall have the right to buy, take, lease or otherwise acquire, own, hold in trust, use, sell,  
34 convey, mortgage, lease or otherwise dispose of real property, personal and mixed, tangible and  
35 intangible, of whatsoever kind as may be useful for the prosecution of their work as directed by  
36 the District Leadership Team.

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

39 The Executive Lead Team shall be accountable to and function by governance policy guidelines  
40 established by the District Leadership Team. The governance policy document shall be reviewed  
41 annually by the District Leadership Team.

1 The Executive Lead Team shall report to the District Leadership Team their activities on behalf of  
2 the corporation as they may be directed.

3 They shall have oversight of the District budget according to the policies established by the District  
4 Leadership Team and/or the District Conference.

5 Each officer will assume certain duties in fulfilling the mission statement of the District as assigned  
6 by the District Superintendent in consultation with the Executive Lead Team.

7 They shall undertake such other responsibilities as may be assigned to them from time to time by  
8 the District Conference or the District Leadership Team.

## 9 **Section 9 - EXECUTION OF DOCUMENTS**

10 Contracts, documents, or any instruments in writing requiring the signature of the corporation  
11 shall be signed by the District Superintendent and by the Director of Finance and Administration.  
12 In the event that either the District Superintendent or Director of Finance and Administration are  
13 not available to sign documents, the Director of Leader Development and Care or one Executive  
14 Presbyter shall be authorized to sign documents with either the District Superintendent or the  
15 Director Finance and Administration.

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

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

## 22 **Section 10 - BORROWING POWERS**

23 Subject to the provisions of the Alberta Corporations Act, the District Leadership Team of the  
24 corporation is hereby authorized from time to time:

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

34 2. To authorize from time to time by a resolution or By-Law, such officer or officers, clerk,  
35 cashier or other employee of the corporation as the District Leadership Team may appoint to  
36 transact the banking business of the corporation with a bank, to make, draw, accept and endorse  
37 bills of exchange, promissory notes and checks, and to execute on behalf of the corporation all such  
38 documents as aforesaid, and further, that this By-Law shall continue in full force, virtue and effect  
39 as between the corporation and a bank until notice of revocation or cancellation thereof be given  
40 to a bank in writing.

41 3. In addition to their power to borrow as set out in Section 11 herein, without limiting the  
42 generality of the powers otherwise conferred upon the District Leadership Team, the District  
43 Leadership Team shall have the power and authority, subject to the provisions of the Alberta  
44 Corporations Act, to buy, sell, mortgage, lease, hypothecate, pledge or otherwise acquire, dispose



1 of, hypothecate or deal with all of the real and personal property of the Corporation wheresoever  
2 situated on such terms and in such manner as the District Leadership Team deems expedient.

3 **Section 11 - PROPERTY**

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

11 **BY-LAW V - COMMITTEES**

12 **Section 1 - OTHER STANDING COMMITTEES**

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

17 **Section 2 - CONFERENCE COMMITTEES**

18 The following Committees shall be appointed by the District Superintendent, with the help and  
19 advice of the District Leadership Team, at least one month before each District Conference meeting,  
20 for the purpose of planning and conducting the business of the Conference while in session: The  
21 Resolutions Committee, the Credentials Committee, the Program Committee, the Roster  
22 Committee, and such other committees as may be necessary for the conduct of the Conference  
23 business. The membership of such committees shall be declared at the Conference in session, and  
24 additional nominations to the above committees may be made from the Conference floor.

25 **BY-LAW VI - ORDER OF BUSINESS**

26 The Conference business sessions shall be preceded by a period of devotions. The business sessions  
27 of the Conference shall be governed by accepted rules of parliamentary procedure and the Agenda  
28 as approved by the District Leadership Team.

29 **BY-LAW VII - MINISTRY**

30 **Section 1 - MINISTRY DESCRIBED**

31 Recognition of candidates for the ministry within the jurisdiction of the District Conference shall  
32 be granted to those who meet the requirements prescribed by the General Constitution and By-  
33 Law of The Pentecostal Assemblies of Canada.

34 There shall be the following categories of credentials:

- 35 Ordained
- 36 Licensed Minister
- 37 Recognition of Ministry
- 38 Ministry Related

39 The following categories of credentials are still held but are no longer being issued:

- 40 Ministerial License for Women (Issued prior to 1985)
- 41 Deaconess (Issued prior to 1996)

1 A letter of recommendation for the calendar year may be issued by the District Leadership Team,  
2 where circumstances would indicate this to be advisable.

3 Persons under appointment by the Missions Operations Committee shall have their credentials  
4 transferred to the department of the International Office responsible for international missions, but  
5 they shall continue to have voting privileges in their credentialing district.

6 Global worker applicants who hold no district credentials shall obtain such from their home district  
7 before a global worker appointment is granted by the Missions Operations Committee.

8 Global workers eligible for a change in their grade of credential shall make application to the  
9 Missions Operations Committee for reclassification. Any exceptions shall be referred to the General  
10 Executive.

11 Applicants for short-term global worker appointment of one year or more, and having no other  
12 credential, must have a Ministry Related Credential from their home district before receiving  
13 Missions Operations Committee appointment.

## 14 **Section 2 - CREDENTIALS**

15 The District Conference, through its District Leadership Team, shall avail itself of the prerogatives  
16 conferred upon it in the matter of the issuing of credentials as defined by the General Constitution  
17 and By-Laws of The Pentecostal Assemblies of Canada.

## 18 **Section 3 - ORDINATIONS**

19 The time and place of ordination ceremonies and the officiating ministers shall be decided by the  
20 District Leadership Team, consideration being given to the wishes of the candidate.

21 The Candidate for Ordination shall be required to complete the pre-ordination and leadership  
22 enhancement program provided by the District prior to being approved for Ordination by the  
23 District Leadership Team.

## 24 **Section 4 - TRANSFERS**

25 All Credential holders who transfer their residence into this District shall do so in accordance with  
26 the terms stated in the General Constitution & By-Laws and shall present it to the Director of  
27 Leader Development and Care for acceptance. Credential holders shall not exercise their privileges  
28 of membership in the District Conference until transfer of credentials has been completed.

## 29 **Section 5 - PASTORAL RESIGNATIONS**

30 Any Pastor resigning a pastoral charge shall be required to give thirty (30) days notice to the  
31 assembly and to the District Superintendent.

## 32 **Section 6 - DISCIPLINE OF MINISTERS**

33 The District Conference through its District Leadership Team shall avail itself of the prerogatives  
34 conferred upon it in the matter of discipline of members as defined by the General Conference of  
35 The Pentecostal Assemblies of Canada in By-Law 10.

1 **Section 7 - PASTOR AND CHURCH RELATIONS**

2 When difficulties have arisen between the pastor and the Board or congregation which do not  
3 involve the credentials of the pastor, but only the position as pastor, and which apparently cannot  
4 be resolved at the local level, the pastor, the Board or a quorum consisting of not fewer than one-  
5 third (1/3) of the regular members of the local church shall have the right to appeal to the District  
6 Leadership Team for help in resolving the impasse.

7 The refusal of a pastor to call a meeting of the Board shall constitute the Board right to appeal to  
8 the District Leadership Team. If a satisfactory settlement cannot be reached, the District  
9 Superintendent may call a congregational meeting, to be presided over by the District  
10 Superintendent or the authorized representative of the District Superintendent.

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

25 **BY-LAW VIII - LOCAL ASSEMBLIES**

26 **Section 1 - AFFILIATION**

27 In areas where there is an established Pentecostal Assemblies of Canada church or churches, those  
28 wishing to establish another or other church, shall obtain the consent of the District Superintendent  
29 in consultation with the leaders of the existing Pentecostal Assemblies of Canada church or  
30 churches with the recommendation that the proximity of existing churches to newly established or  
31 relocating churches be kept to a reasonable distance, based on the density of population in urban  
32 areas and on demographics. Affiliation shall be deemed to have occurred when approved by  
33 official decision of the District Leadership Team.

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

37 Any church or congregation that may be started by action of the District Leadership Team or by  
38 any minister of The Pentecostal Assemblies of Canada shall automatically be organized and ruled  
39 by the "Local Church Constitution" as currently adopted by the General Conference of The  
40 Pentecostal Assemblies of Canada.

41 Any assembly desiring to affiliate with The Pentecostal Assemblies of Canada may apply to the  
42 District Superintendent for information regarding procedure required for affiliation or setting the  
43 church in order as established by the General Conference, which is as follows:

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

1 The said congregation shall, at a regularly convened meeting, pass a resolution authorizing the  
2 officers of the local assembly to petition The Pentecostal Assemblies of Canada for affiliation.

3 Any church desiring affiliation with the Alberta and N.W.T. District of The Pentecostal Assemblies  
4 of Canada shall be required to rescind its present Constitution, if any, and surrender its individual  
5 charter, if any, and shall be required to accept in total the approved Local Church Constitution.

6 The General Executive of The Pentecostal Assemblies of Canada on recommendation of the District  
7 Leadership Team may grant the petition of affiliation and shall, forthwith, notify the local  
8 congregation of its decision.

9 When a church does not have a Constitution and wishes to adopt a Constitution, the District  
10 Superintendent or an authorized representative shall be present at the meeting where such a  
11 Constitution is discussed and voted upon and the approved "Local Church Constitution" shall be  
12 the only Constitution accepted.

13 A church that is already a member church of the Alberta and N.W.T. District of The Pentecostal  
14 Assemblies of Canada shall not be permitted to apply for an individual Charter for itself or any  
15 other church or branch church excepting by a Resolution of the District Conference, and application  
16 to the District Conference for permission to apply to the Government for such a Charter shall be  
17 made in writing to the District Leadership Team not less than ninety (90) days before the date of  
18 the Conference at which permission is sought; and the pastor and at least two elected Board  
19 members of the congregation seeking a Charter shall be required to meet the District Leadership  
20 Team before the District Conference to show cause why the said church should have its own  
21 Charter.

## 22 **Section 2 - ASSEMBLIES**

23 Local assemblies are recognized to have matured sufficiently to accept their full share of  
24 responsibility for the maintenance of Scriptural order, have been properly set in order and are  
25 financially self-supporting.

26 a) Privileges and Responsibilities of Local Affiliated Assemblies

27 i) They shall be governed by the Local Church Constitution of The Pentecostal Assemblies  
28 of Canada or a local church constitution approved by the District Leadership Team.

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

32 iii) They shall have the right to choose their own pastor(s), select their officers and hold  
33 property, either by local Trustees or vested in The Pentecostal Assemblies of Canada.

34 iv) They shall be entitled to representation in the General and District Conferences through  
35 accredited delegates, according to the provisions of the Constitution and By-Laws.

36 v) They shall have the advice and help of the District Leadership Team in all vital matters  
37 which affect them.

38 vi) They shall have the consideration of the District Leadership Team when it plans for  
39 Prayer Conventions, Fellowship Meetings, and Conferences, and shall be entitled to the  
40 services of evangelists and global workers on furlough.

41 vii) They shall be expected to cooperate in the promotion of departmental activities of The  
42 Pentecostal Assemblies of Canada, such as International Missions, children's ministries,  
43 youth ministries, ministers' pension fund, Publications, Bible Colleges, Seminaries and  
44 Camp Meetings.

1           viii) They shall be expected to assume voluntarily their cooperative share in the expenses  
2           of the District ministry and administration.

3           Recognizing the important services rendered by the International Office and the District  
4           Office of The Pentecostal Assemblies of Canada, each local church shall support the  
5           ministry and fellowship services costs of the offices. Each local assembly shall forward an  
6           amount equal to 10 percent of its general fund offerings (does not include global worker  
7           offerings, building fund, or any other special fund) to the District at regular intervals to  
8           assist with ministry and fellowship services costs.

9           Where this is not practiced, the pastor is requested to forward one-half of his or her tithe  
10          to the District Office.

11          ix) All affiliated and home mission churches should financially support Vanguard  
12          College with a minimum of 2 percent of their annual general income.

13          x) They shall forward to the District Office annually a copy of their respective financial  
14          statements.

15          xi) Assemblies shall recognize their responsibility to defray the moving expenses in the  
16          case of the incoming pastor and to cooperate in making possible his or her attendance at  
17          the Annual District Conference, District Ministers Seminars and at the General Conference  
18          when feasible.

19          xii) A nomination for pastor shall be submitted to the church congregation by the church  
20          board after consultation with the District Superintendent and one name only shall be  
21          presented to the congregation by the church board for consideration at one time.

22          xiii) The property title of an assembly seeking affiliation shall be held in trust by The  
23          Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*, or, by  
24          the trustees of the local church as a local church of The Pentecostal Assemblies of Canada  
25          or in the case of an incorporated local church, held by the local church in its corporate name  
26          as a local church of The Pentecostal Assemblies of Canada.

27          b)       Building Projects

28               All Building Project plans or the purchasing of existing buildings by local assemblies in the  
29               District shall be submitted to the District Leadership Team for approval prior to any  
30               construction or purchase.

31          c)       Members Transferring

32               Members and adherents transferring from one assembly to another shall be encouraged to  
33               present a letter of recommendation from their former pastor showing that they are in good  
34               standing both in doctrine and character, a copy of the aforementioned letter to be sent to  
35               the pastor or pastors concerned.

1 **Section 3 - CONFERENCE REPRESENTATION**

2 Lay representation of assemblies at District Conference meetings shall be based on the membership  
3 of the assembly as follows:

4	50 members or less	one lay delegate
5	51-100 members	two lay delegates
6	101 - 200 members	three lay delegates
7	More than 200 members	four lay delegates

8 Each lay delegate shall procure a letter from the secretary or pastor of the assembly certifying to  
9 his or her appointment by the assembly to represent the assembly in the District Conference. This  
10 letter shall be presented to the Roster Committee at time of registration. Lay delegates shall not be  
11 credential holders or the spouses of voting credential holders.

12 **Section 4 - INVESTING DISTRICT FUNDS IN LOCAL CHURCHES**

13 A district shall invest funds only in a local church whose property title is held in the name of The  
14 Pentecostal Assemblies of Canada according to the terms of the Declaration of Trust. Exceptions  
15 may be made in instances where the District Leadership Team deems it appropriate.

16 A district shall have the option of lodging a lien with the International Office where the title is  
17 being held or registering a mortgage in the regional land titles office on the title of the local church  
18 for the amount of money invested in the local church by the district. In the event a lien is lodged  
19 against the said property at the International Office, the Executive Lead Team who have the  
20 constitutional right to bind the corporation shall provide a written undertaking to the district that  
21 the title of the said local church shall not be released without the written consent of the District.

22 **BY-LAW IX - VANGUARD COLLEGE**

23 Vanguard College is owned and operated by the Alberta and N.W.T. District as a Theological  
24 College and functions under its own Constitution and By-Laws.

25 **BY-LAW X - CANADIAN PENTECOSTAL SEMINARY**

26 The Alberta and NWT District, together with other sponsoring Districts, shall be the legal body  
27 responsible for Canadian Pentecostal Seminary, and the management shall be in accordance with  
28 the constitution of Canadian Pentecostal Seminary.

29 **BY-LAW XI - CAMP MEETINGS**

30 The District Leadership Team shall authorize the operation of Camp Meeting Grounds and projects  
31 within the District where desired.

32 The Management shall be determined by regulations established by each individual Camp Board,  
33 working in cooperation with guidelines established by the District Leadership Team.

34 **BY-LAW XII - MISSIONS**

35 **Section 1 - INTERNATIONAL MISSIONS**

36 Assemblies affiliated with the District Conference shall work in harmony with the plans and  
37 methods of the department of the International Office of The Pentecostal Assemblies of Canada  
38 that is responsible for international missions.

1 **Section 2 - DISTRICT MISSIONS**

2 Local assemblies or individuals should seek the advice of the District Leadership Team before  
3 endeavoring to open a new church, branch church, or other type of outreach.

4 Every effort shall be made to encourage each outreach to become self-supporting as soon as  
5 possible. When district assistance is provided, a graduated scale of support should be adopted,  
6 being reduced over a period agreed upon by the District Leadership Team and the Minister in  
7 charge.

8 **BY-LAW XIII - FINANCES**

9 **Section 1**

10 All funds received by the District Conference for District Missions and administration purposes  
11 shall be disbursed by the District Leadership Team in accordance with the policies of the District  
12 Conference.

13 **Section 2**

14 The District Superintendent shall write to the church board of each assembly annually  
15 recommending that it take care of the expenses of its pastor attending Conference. In cases where  
16 any assembly is unable to cooperate along this line, each worker is invited to notify the District  
17 Superintendent who shall be authorized to assist according to his or her knowledge of each case.

18 **Section 3**

19 The district shall support the ministries and fellowship services of the International Office of The  
20 Pentecostal Assemblies of Canada by forwarding ten percent of the monies received by the  
21 District from the financial support of local assemblies, including general and departmental funds.

22 **BY-LAW XIV - DISTRICT DEPARTMENTAL ACTIVITIES**

23 **Section 1 - DEPARTMENT DIRECTORS**

24 The District Leadership Team shall appoint Directors to the following Ministries and Departments  
25 of the District:

- 26 1. Youth Ministries
- 27 2. Children's Ministries
- 28 3. Women's Ministries
- 29 4. Men's Ministries
- 30 5. Spiritual Life
- 31 6. Evangelism
- 32 7. Ethnic and Aboriginal Ministries
- 33 8. District Missions Representative

34 **Section 2 - ADDITIONAL DEPARTMENTS**

35 Any additional Departmental activities which may be organized or established shall be under the  
36 direction of the District Conference.

1 **Section 3 - SECTIONAL REPRESENTATIVES**

2 Where Sectional Departmental Representatives are required, they may be elected biennially by the  
3 Section upon recommendation of the District Department Director and Sectional Presbyter, or may  
4 be appointed by the District Department Director in consultation with the Sectional Presbyter.

5 **BY-LAW XV - AMENDMENTS**

6 Amendments to the By-Laws may be made at any regular or special meeting of the District  
7 Conference by a two-thirds (2/3) majority of the members voting, provided notice of such  
8 amendment has been given in writing to the membership at least 30 days before such a meeting.  
9 All amendments to the By-Laws shall be submitted to the General Executive for ratification.