

DISTRICT CONSTITUTION AND BY-LAWS 2026

This *District Constitution and By-Laws* replaces all previously printed versions and shall become effective when adopted.

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DISTRICT CONSTITUTION and BY-LAWS

The Pentecostal Assemblies of Canada
Western Ontario District

PREAMBLE

WHEREAS The Pentecostal Assemblies of Canada came into being by Dominion Charter, granted on May 17, 1919, this being the result of the outpouring of the Holy Spirit, which brought groups of people together in fellowship and worship, enjoying the distinctive experience of the Baptism with the Holy Spirit according to Acts 2:4; and

WHEREAS The Pentecostal Assemblies of Canada has made provision for the care and development of local assemblies through the agency of districts; and

WHEREAS the Western Ontario District of Pentecostal assemblies is a fellowship of believers and congregations, each unique in their spiritual personhood and development for kingdom purposes; and

WHEREAS the Western Ontario District of The Pentecostal Assemblies of Canada became an Ontario Corporation on April 23, 1987, and recognized the following *District Constitution and By-Laws* as the legal directives from which to operate;

THEREFORE, BE IT RESOLVED that we gladly assume this solemn obligation that has been committed to us and hereby assemble ourselves as a district of The Pentecostal Assemblies of Canada. Having been so constituted by the General Conference of The Pentecostal Assemblies of Canada on August 26, 1932, and having so functioned since that date, we agree to be governed by the following *District Constitution and By-Laws*.

GLOSSARY OF TERMS

PRESENT AT A MEETING	Someone who attends a meeting, whether in person or virtually and remains engaged in said meeting shall be deemed to be present.

CONSTITUTION

ARTICLE 1 NAME

The name of this body shall be the "Western Ontario District of The Pentecostal Assemblies of Canada". The Western Ontario District of The Pentecostal Assemblies of Canada is a fellowship of believers, congregations, ministers and ministries.

ARTICLE 2 FELLOWSHIP

As a fellowship,

2.1 we celebrate

- **2.1.1** the unique personhood of each believer, call to Christ, mission, priesthood and placement in the body of Christ.
- **2.1.2** the personhood, life journey, call and destiny of each congregation of believers as an expression of the bride of Christ.
- **2.1.3** diversity, which springs from the creative work of the Spirit and His formation in each believer and individual congregation.
- **2.1.4** a deep commitment to unity in the midst of the diversity by placing a high value on the grace of God at work in each believer and congregation.
- **2.1.5** a relationship: both the privilege and the responsibility of investing in each other's lives for the maximization of the full potential for Kingdom purpose.

2.2 we are committed to

- **2.2.1** living a lifestyle that is Holy Spirit-filled and led in a full Biblical context.
- **2.2.2** upholding an agreed-upon doctrinal statement.
- **2.2.3** personal holiness and godly example.
- **2.2.4** a common standard of ministerial conduct and ethics.
- **2.2.5** our individual responsibility for personal evangelism.
- **2.2.6** the disciplines of prayer, study, gathering together and meditation in the Word of God.
- **2.2.7** the integrity of the administration in the affairs of the local assembly.

2.3 we partner in

- **2.3.1** relationship, edification, encouragement and accountability.
- **2.3.2** our mission to reach the lost in our neighbourhood, cities, province, nation and around the world.
- **2.3.3** the training and development of leaders for the local assembly, both credentialed and non-credentialed.
- **2.3.4** organizational partnership with local and national fellowships.
- **2.3.5** striving toward Kingdom goals as a fellowship under duly constituted spiritual authority.

ARTICLE 3 TERRITORY

The District Conference shall embrace the territory of the Western Ontario District as set forth by The Pentecostal Assemblies of Canada. (*General Constitution and By-Laws*, By-Law 12.1.5)

ARTICLE 4 RELATIONSHIP

This District Conference is an integral part of The Pentecostal Assemblies of Canada; therefore, the principles of co-operative fellowship as set forth in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada are the principles that shall govern this District Conference.

ARTICLE 5 TENETS OF FAITH

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

ARTICLE 6 PREROGATIVES

6.1 To promulgate the Gospel of Jesus Christ by all Scriptural means, both at home and overseas; to promote Christian fellowship among its members; to establish assemblies for Divine worship; and to develop them in general unity along the lines of our distinctive testimony.

6.2 To supervise all the District Conference activities of The Pentecostal Assemblies of Canada in its prescribed field, in accordance with the rights conferred by the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

6.3 To examine and grant credentials and ordain ministers who have met the requirements of the District Conference, as set forth in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

6.4 To elect its own officers and committees, to arrange for its own meetings and to govern itself. It shall be subordinate to The Pentecostal Assemblies of Canada; and amendable thereto, in all matters of doctrine and the personal conduct of all ministers who are permitted to receive and hold district endorsement.

6.5 To establish and maintain such departments and institutions for the District Conference as may be required for the propagation of the Gospel within its borders, such as camp meeting grounds, Bible schools, orphanages or other charitable institutions, missionary rest homes and printing and publishing plants.

6.6 Incidental to, or in connection therewith, it may have the right to own, use, sell, convey, mortgage, lease or, otherwise, dispose of such property, real or chattel, as may be needed for the prosecution of its work, in accordance with the laws of the Province and the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

ARTICLE 7 MEMBERS

7.1 All holders of valid credentials from The Pentecostal Assemblies of Canada whose ministry comes under the authority of the Western Ontario District shall be recognized as voting members.

7.2 Each assembly having affiliation status shall have the right to representation in the Annual General Meetings by lay delegates, as established in By-Law 12.16.3 of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

7.2.1 Representation shall be based on the membership of the assembly. Those assemblies having a membership of fifty (50) or less shall be entitled to a maximum of one (1) lay delegate. Assemblies whose membership exceeds fifty (50) shall be entitled to a maximum of two (2) lay delegates.

ARTICLE 8 OFFICERS

8.1 The District Executive Officers of this District Conference shall be:

- District Superintendent
- Assistant District Superintendent
- Chief Administrative Officer
- Such other officer(s) as the District Conference may determine

8.1.1 The District Superintendent and the Chief Administrative Officer shall serve in a full-time capacity.

8.2 The District Executive shall consist of:

- District Superintendent
- Assistant District Superintendent
- Chief Administrative Officer (non-voting)
- District Executive Members
- Such other(s) who may be authorized by the District Conference

8.2.1 A maximum of one-third of the District Executive may also be employees of the Corporation.

ARTICLE 9 COMMITTEES

9.1 Standing Committees

Standing committees shall be established and modified according to policy established by the District Executive and as may be required by the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

9.2 Other Committees

Such other committees as may be required to facilitate the work of the District Conference may be elected or appointed, from time to time, by the determination of the District Conference.

ARTICLE 10 MEETINGS

10.1 Annual General Meeting

10.1.1 The District Conference shall meet annually in accordance with government requirements.

10.1.2 The time and place of the general meeting shall be determined by the district executive.

10.1.2.1 The Annual General Meeting may be held in person, virtually, or in combination, by telephonic or electronic means.

10.1.3 The general meeting notice shall be published no later than one (1) month prior to the time of meeting.

10.2 Special Sessions

10.2.1 A majority of the District Executive or ten percent (10%) of the voting constituency (as defined in Article 7.2) shall have the authority to call meetings of the District Conference at times other than the Annual General Meeting. Such meetings shall be called Special Sessions.

10.2.2 The time and place of a special session shall be determined by the district executive.

10.2.2.1 The Special Session may be held in person, virtually, or in combination, by telephonic or electronic means.

10.2.3 Notice of the session shall contain the time and place of meeting and a concise statement of the business to be dealt with at the meeting.

10.2.4 Notices shall be published no later than 10 days prior to the time of any special session.

10.3 District Executive Meetings

10.3.1 The time and place of a District Executive Meeting shall be determined by the District Superintendent.

10.3.1.1 The District Executive Meeting may be held in person, virtually, or in combination with, by telephonic or electronic means.

10.4 Quorum

Members with voting privileges who are present and registered by the roster committee, and vote at any meeting of the District Conference, shall constitute the voting constituency and be considered a quorum.

ARTICLE 11 LOCAL ASSEMBLIES

All congregations located within the prescribed territory of the Western Ontario District and affiliated with The Pentecostal Assemblies of Canada shall be recognized by the District Conference. They shall be classified as follows:

11.1 Assemblies that have matured sufficiently to accept their full share of responsibility for the maintenance of Scriptural order shall be entitled to apply for recognition as a "Local Assembly".

11.1.1 They shall be set in order by the District Executive Officers and shall be amenable to the District Conference in doctrine, conduct, and all other matters that affect the peace and harmony of The Pentecostal Assemblies of Canada.

11.1.2 They shall have the right to choose their own pastors, elect officers, hold property: either through local trustees, The Pentecostal Assemblies of Canada as Trustee, the Western Ontario District or through the Pentecostal Holding Corporation of Western Ontario; discipline members or transact all other business pertaining to the operation of a local assembly.

11.1.3 The standard of membership shall be in accordance with that established by the General Conference of The Pentecostal Assemblies of Canada. They shall support the General Conference and District Conference through accredited delegates, according to the provisions of those bodies.

11.2 *Local Church Constitution and By-Laws* shall not contravene either the *District Constitution and By-Laws* or the *General Constitution and By-Laws*; and all proposed changes in *Local Church Constitution and By-Laws* shall be submitted to the District Executive for approval.

11.2.1 When an assembly does not have a local church constitution and wishes to adopt a local church constitution, the District Superintendent, or any authorized deputy, shall be present at the meeting where such is discussed and voted upon; and an approved local church constitution shall be the model local church constitution upon which the new *Local Church Constitution and By-Laws* is accepted.

11.3 Amendments made to the *Local Church Constitution and By-Laws* by the General Conference should be presented for approval to the next annual business meeting of each local assembly.

11.4 Where local assemblies are experiencing severe financial difficulties and appeal to the district office for assistance, the local assembly shall be known as an "Assisted Assembly".

ARTICLE 12 DISSOLUTION

In the event of dissolution or winding up of the organization, and after the payment of all its debts and liabilities, all its remaining property and assets shall be distributed to The Pentecostal Assemblies of Canada for its continuing ministries. Should The Pentecostal Assemblies of Canada no longer exist as a legal entity or be a qualified donee as described in subsection 149.1(1) of the Income Tax Act at the time of dissolution of the organization, the remaining property and assets shall be distributed to a qualified donee having similar objects and purposes as the organization and, only then failing which, the remaining property and assets will be distributed to a qualified donee as described in subsection 149.1(1) of the Income Tax Act.

ARTICLE 13 AMENDMENTS

Amendments to the *District Constitution and By-Laws* may be made at any regular or special meetings of the District Conference, provided that the proposed amendment has been submitted to the District Executive sixty (60) days prior thereto, in writing.

13.1 Notice of the proposed amendments shall be communicated by means of mail, email or website posting, as deemed appropriate to expedite the sharing of this pertinent information, to the district credential holders not later than thirty (30) days prior to the Annual General Meeting at which the amendment is to be considered.

13.2 Amendments to the *District Constitution and By-Laws* shall require two-thirds (2/3) vote of all members present and voting.

13.3 In the event that the General Conference pass amendments to the *General Constitution and By-Laws* that affect the *District Constitution and By-Laws*, such changes shall be automatically incorporated in the *District Constitution and By-Laws*.

BY-LAWS

BY-LAW 1 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 the accepted rules of parliamentary procedure outlined in *Robert's Rules of Order*.

BY-LAW 2 ORDER OF BUSINESS

The agenda shall be prepared by the District Superintendent, in consultation with the District Executive and ratified by the District Conference.

All privately sponsored resolutions for the District Conference shall be submitted to the District Executive sixty (60) days prior to the Annual General Meeting.

In the event that the chair of the resolutions committee is not prepared to move the resolution, the private member's name shall appear on the resolution as the mover.

BY-LAW 3 MEMBERSHIP

3.1 Holders of the following categories of current, valid credentials and appointed lay persons with the Western Ontario District of The Pentecostal Assemblies of Canada, and who have their permanent residence within the boundaries of the Western Ontario District (residential exceptions may be made at the discretion of the District Executive) shall be recognized as members of the District Conference:

- Ordained
- Ministerial License for Women
- Licensed Minister
- Deaconess
- Recognition of Ministry
- Ministry Related
- Duly appointed lay members of the District Executive
- Duly appointed lay delegates from any affiliated assembly
- Duly appointed district department directors
- Global workers on home assignments with qualifying credentials in Western Ontario
- District lay person who is a member of the General Executive

3.2 The District Executive, or their appointed credential committee, will process all *Application for Initial Ministerial Credentials* forms with the Western Ontario District of The Pentecostal Assemblies of Canada.

BY-LAW 4 ELECTIONS AND APPOINTMENTS

4.1 Qualifications

The leadership roles of this District Conference shall be filled by persons of mature experience and sound character.

No individual shall concurrently hold more than one (1) of these roles. Any staff member of the district office elected or appointed to one (1) of these roles shall resign their staff position upon assuming office.

4.1.1 District Superintendent

4.1.1.1 The District Superintendent shall be ordained for a period of at least ten (10) years and have held their credentials with the Western Ontario District Conference for at least one (1) year immediately preceding such election.

4.1.1.2 Individuals who are spouses, immediate family members, or who otherwise have a direct personal or financial relationship with a current officeholder shall be ineligible for any office where, in the opinion of the District Executive, such relationship could create a conflict of interest.

4.1.2 Assistant District Superintendent

4.1.2.1 The Assistant District Superintendent shall be ordained for a period of at least five (5) years and have held their credentials with the Western Ontario District Conference for at least one (1) year immediately preceding such election.

4.1.2.2 Individuals who are spouses, immediate family members, or who otherwise have a direct personal or financial relationship with a current officeholder shall be ineligible for any office where, in the opinion of the District Executive, such relationship could create a conflict of interest.

4.1.3 Chief Administrative Officer

4.1.3.1 A candidate for the position of Chief Administrative Officer must be eligible to hold credentials with The Pentecostal Assemblies of Canada.

4.1.3.2 Individuals who are spouses, immediate family members, or who otherwise have a direct personal or financial relationship with a current officeholder shall be ineligible for any office where, in the opinion of the District Executive, such relationship could create a conflict of interest.

4.1.4 District Executive

4.1.4.1 Members from each region shall be chosen from the ordained ministers of the Western Ontario District who have been ordained for at least three (3) years, have held credentials with the Western Ontario District for at least one (1) year immediately preceding such election, and minister within the prescribed region.

4.1.4.2 Members at large shall be chosen from the ordained ministers of the Western Ontario District who have been ordained for at least three (3) years and have held credentials with the Western Ontario District for at least one (1) year immediately preceding such election.

4.1.4.3 Lay members shall be persons of mature experience and ability who have current District Executive endorsement and membership in a local church of The Pentecostal Assemblies of Canada, who have held membership in one (1) or more churches of The Pentecostal Assemblies of Canada for a period of six (6) consecutive years, whose life and ministry are above question, and who have given evidence of Christian leadership. Lay members receiving District Executive endorsement shall agree with the *Statement of Essential Truths* and *Positions and Practices* of The Pentecostal Assemblies of Canada.

4.1.5 Regional Directors

4.1.5.1 A Regional Director must have been ordained for at least three (3) years immediately preceding such appointment.

4.1.5.2 Regional Directors shall meet any additional qualifications as defined by the District Executive.

4.1.6 Section Pastors

4.1.6.1 The Section Pastor shall have been a credential holder for at least two (2) years and have held credentials with the Western Ontario District for at least one (1) year immediately preceding such appointment and have a ministry appointment in their section.

4.1.6.2 Section Pastors shall meet any additional qualifications as defined by the District Executive.

4.2 Nominations, Elections and Ratifications

4.2.1 District Superintendent and Assistant District Superintendent

4.2.1.1 The District Executive shall appoint a nominations committee for the roles of District Superintendent and/or Assistant District Superintendent no later than three (3) months prior to the meeting of the District Conference.

4.2.1.2 The nominations committee shall be at least four (4) appointed District Executive members, consisting of at least one (1) lay District Executive member.

4.2.1.3 The members of this Nominations Committee shall declare themselves, with a signed declaration, to be non-candidates for the two (2) elections of District Superintendent and Assistant District Superintendent.

4.2.1.4 The Chair of this Nominations Committee shall be a current member of, and appointed by, the District Executive.

4.2.1.5 All candidates for the office of District Superintendent or Assistant District Superintendent shall be nominated by secret ballot.

4.2.1.5.1 The pre-conference nomination ballot shall be sent no later than sixty (60) days prior to the Annual General Meeting to all those eligible to vote and shall be open for no less than two (2) weeks.

4.2.1.6 Any nominee receiving at least five percent (5%) of the nomination ballots cast shall be deemed an eligible candidate and shall be notified of their nomination by the Chair of the Nominations Committee.

4.2.1.7 Except for the provisions outlined in this by-law, there shall be no nominations from the conference floor.

4.2.1.8 In the event that a standing candidate receives the required two-thirds (2/3) nomination on the pre-conference nomination ballot, a ratification vote shall be conducted at the Annual General Meeting, and a vote with more than fifty percent (50%) of the votes cast shall constitute election on this ratification ballot.

4.2.1.9 If a nominee withdraws after receiving more than fifty percent (50%) of the votes cast on the first nomination ballot, or if fewer than three (3) candidates accept nomination, a second nomination process shall be conducted.

4.2.1.10 A second pre-conference nomination ballot shall be open for at least one (1) week. If time does not permit, the second nomination ballot shall be conducted at the Annual General Meeting.

4.2.1.11 In either case, the second nomination process shall follow these procedures:

4.2.1.11.1 Members of the District Conference shall be advised of all individuals from the first nomination ballot who received five percent (5%) or more of the votes cast, indicating whether each nominee has agreed to let their name stand.

4.2.1.11.2 The nominees who have agreed to let their name stand on the first nomination ballot will be considered as standing nominees.

4.2.1.11.3 Individuals who withdrew following the first pre-conference nomination ballot shall remain eligible for nomination in the second ballot.

4.2.1.11.4 Those receiving three percent (3%) or more of the votes cast on the second nomination ballot shall be deemed eligible nominees for election.

4.2.1.12 If fewer than three (3) nominees are standing after a second nomination, the nomination procedure for this office shall be temporarily suspended, and the District Executive shall be called into special session at the earliest possible time to consider the matter and report back with a nominee or nominees for the office.

4.2.1.12.1 Following the announcement of the nominee or nominees, an election ballot shall be cast, and more than fifty percent (50%) of the votes shall constitute an election.

4.2.1.13 If a nominee does not wish to stand for election, the nominee must withdraw their name before the casting of the first election ballot.

4.2.1.14 All tabulated election votes shall be publicly recorded.

4.2.1.15 On any election ballot, a candidate receiving a two-thirds (2/3) majority of the votes cast shall be considered elected.

4.2.1.16 In the case of a candidate elected under By-Law 4.2.1.8, such election is subject to ratification by a vote at a duly called meeting of the District Conference.

4.2.1.17 If the number of candidates is reduced to two (2), the election shall be determined by a vote with more than fifty percent (50%) of the votes cast.

4.2.1.18 In the event of a tie, the election shall be decided by a lot.

4.2.1.19 If no election is declared as a result of the first election ballot, the three (3) candidates receiving the highest number of votes shall be nominees to be further voted upon. All others shall be eliminated.

4.2.1.20 If no election is declared as a result of the second election ballot, the name of the candidate receiving the lowest number of votes shall be eliminated and, on the succeeding ballot for the two (2) remaining candidates, a vote with more than fifty percent (50%) of the votes shall constitute an election.

4.2.2 Chief Administrative Officer

The Chief Administrative Officer appointment shall be made by the District Executive in consultation with the District Superintendent and shall be ratified at the Annual General Meeting.

4.2.3 District Executive Members

4.2.3.1 The number of District Executive Members shall be eleven (11), apportioned by two (2) to each region, three (3) members at large, and two (2) lay members.

4.2.3.2 The two (2) lay members shall be appointed by the District Executive at the first meeting following the Annual General Meeting.

4.2.3.3 The nomination of District Executive Members is to be done through a pre-conference nomination ballot. The nomination ballot shall be compiled by a nominating committee consisting of the District Superintendent, Assistant District Superintendent and the Chief Administrative Officer and based on the pre-conference nomination ballot. However, the nominating committee may submit additional names. A list of nominees who are willing to let their name stand for election shall be presented to the District Conference.

4.2.3.4 An election shall be determined by ~~simple majority,~~ the candidate receiving more than 50% of the vote.

4.2.3.5 District Executive Members may serve up to two (2) consecutive terms before being ineligible for at least one (1) year.

4.2.3.6 A District Executive Member who is elected or appointed to hold office as a director is not a director and is deemed not to have been elected or appointed to hold office as a director, unless the individual consents in writing to hold office as a director before or within 10 days after the election or appointment.

4.2.3.6.1 If an individual elected or appointed consents in writing after the period mentioned, the election or appointment is valid.

4.2.3.6.2 Written consent is not necessary for an individual who is re-elected or re-appointed where there is no break in a term of office

4.3 Appointments

4.3.1 Regional Directors

4.3.1.1 There shall be Regional Directors, the number of which will be determined by the District Executive, based on need and finance.

4.3.1.2 Regional Directors shall be appointed by the District Executive after being selected by the District Superintendent in consultation with the District Executive

4.3.2 Section Pastors

4.3.2.1 The number of Section Pastors shall be according to the section divisions of the Western Ontario District, as defined by the District Executive.

4.3.2.2 Section Pastor appointments shall be made in accordance with the district section pastor appointment policy.

4.4 Terms of Office and Vacancies

4.4.1 The term of office for all District Executive Officers shall be for four (4) years from the time of election or appointment.

4.4.1.1 All officers shall take office at the close of the Annual General Meeting at which they are elected, with the exception that where, other than the then present incumbent, shall be elected to a full-time office, then the newly elected District Executive Officer shall assume office three (3) months after the election, or earlier at the discretion of the District Executive.

4.4.2 The term of office for the District Executive Members shall be for three (3) years from the time of election.

4.4.3 The Chief Administrative Officer may be removed from their appointment by the District Executive, in consultation with the District Superintendent.

4.4.4 A member of the District Executive, other than the District Superintendent, may be removed before the expiration of their term of office by a majority vote of members of the District Conference.

4.4.5 A Regional Director or Section Pastor may be removed from their appointment by the District Executive, in consultation with the District Superintendent.

4.4.6 Should a vacancy occur in the case of the Assistant District Superintendent, Chief Administrative Officer, District Executive Member at Large, or District Executive Regional Member through resignation, transfer, removal by death or disqualification, power shall be vested in the District Executive to fill the office by appointment until the expiration of the term of office. Should such a vacancy occur during the first two (2) years of the term of office, an election shall be held during the next Annual General Meeting or Special Meeting of the District Conference to fill the unexpired term.

4.4.7 If the District Superintendent is incapacitated or otherwise unable to fulfill the duties of the office, the Assistant District Superintendent shall be authorized to call a meeting of the District Executive. At that meeting, the District Executive shall appoint a qualified credential holder to assume the duties of the District Superintendent until the District Superintendent resumes office or the office is vacated.

4.4.8 If the office of District Superintendent is vacated, the District Executive will proceed with the nomination and election process outlined in By-Law 4.2.

BY-LAW 5 DUTIES

5.1 District Superintendent

5.1.1 The District Superintendent shall be the Chief District Executive Officer of the District Conference and shall preside at all meetings of the District Conference and the District Executive.

5.1.2 The District Superintendent shall act in a leadership capacity among the credential holders of the Western Ontario District and assist local assemblies with advice and ministry, as the need may require, at the request of the Senior Pastor or the local assembly board.

5.1.3 The District Superintendent shall present an annual report at the Annual General Meeting.

5.1.4 The District Superintendent shall be an ex-officio a member of all Western Ontario District committees.

5.1.5 The District Superintendent shall administer discipline in all cases among ministers when requested to do so by the District Executive, in accordance with the *Local Church Constitution and By-Laws*

5.1.6 The District Superintendent, or their representative, shall investigate all charges of a disciplinary nature according to the process defined in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

5.1.7 The District Superintendent shall be the President of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.

5.1.8 The District Superintendent shall perform such other functions as are usual and customary for presiding District Executive Officers to perform, or such as may be designated by the District Conference or the District Executive.

5.2 Assistant District Superintendent

5.2.1 The Assistant District Superintendent shall perform such functions as are usual and customary for an Assistant District Superintendent to perform, or as may be designated by the District Conference or the District Executive.

5.2.2 The Assistant District Superintendent shall be Vice-President of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.

5.2.3 The Assistant District Superintendent shall preside at meetings in the absence of the District Superintendent.

5.2.4 The Assistant District Superintendent shall serve on other committees and perform other duties, as requested by the District Executive, from time-to-time.

5.2.5 The responsibilities of the Assistant District Superintendent shall include acting to fulfil the duties of the District Superintendent when the District Superintendent is absent or incapable of so doing, as deemed by the District Executive.

5.3 Chief Administrative Officer

5.3.1 The Chief Administrative Officer shall make and keep true records of the proceedings of the Annual General Meeting and shall publish the same as directed by the District Conference.

5.3.2 The Chief Administrative Officer shall keep a record of all ministers and local assemblies in the Western Ontario District.

5.3.3 The Chief Administrative Officer shall present a report at the Annual General Meeting.

5.3.4 The Chief Administrative Officer shall be the Chief Administrative Officer of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.

5.3.5 The Chief Administrative Officer shall be custodian of all Western Ontario District funds, and all such funds shall be deposited in a chartered bank in the name of the District Conference.

5.3.6 The Chief Administrative Officer shall keep an accurate record of all receipts and disbursements and shall conduct the work of their office, according to accepted business practices.

5.3.7 The Chief Administrative Officer shall expend Western Ontario District funds as directed by the District Executive.

5.3.8 The Chief Administrative Officer shall give a report, from time to time, as may be requested by the District Executive.

5.3.9 The books shall be audited annually, and the auditor's report shall be presented at the Annual General Meeting.

5.3.10 The Chief Administrative Officer shall perform such other functions as instructed by the District Superintendent, District Executive and District Conference.

5.3.11 By virtue of this office, the Chief Administrative Officer shall become a non-voting member of the District Executive.

5.4 District Executive Members

5.4.1 They shall be full voting members of the District Executive.

5.4.1.1 A majority of the voting members of the District Executive shall constitute a quorum.

5.4.2 They shall work in co-operation with the District Superintendent in the oversight of the general governance and work of the Western Ontario District, as determined by the District Conference.

5.4.3 They shall serve on other committees and perform other duties, as requested by the District Executive, from time to time.

5.4.4 They shall serve as directors of the Pentecostal Holding Corporation of Western Ontario and the Western Ontario District of The Pentecostal Assemblies of Canada.

5.4.5 The District Executive Member, at times, may be appointed by the District Executive to serve as a representative of the District Executive on the Board of Directors of a corporation or non-profit organization that has been approved by the same executive. This is in accordance with the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

5.5 Regional Directors

5.5.1 The Regional Directors will serve under the authority of the District Superintendent in the region to which they have been appointed.

5.5.2 They shall be non-voting members of the District Executive and may attend District Executive meetings at the discretion of the District Superintendent.

5.5.3 They shall hold regional meetings as required, in consultation with the District Superintendent and forward minutes of all regional committee meetings to the Chief Administrative Officer.

5.5.4 They shall give leadership in collaboration with the District Executive and Section Pastors on matters relating to their respective regions.

5.5.5 They shall serve on other committees and perform other duties, as requested by the District Executive, from time to time.

5.6 Section Pastors

5.6.1 The office of the Section Pastor shall be distinct from that of District Executive members.

5.6.2 The ministry description of the Section Pastor shall be set by the District Executive and become district policy.

5.6.3 Each Section Pastor shall, by virtue of this office, be chair of the respective section.

5.6.4 They shall counsel the pastors of all the local assemblies in their section as they have opportunity to contact them, fostering a spirit of close relationship between the individual assemblies and the Western Ontario District.

5.6.5 Any pastor or local assembly desiring advice or aid shall be urged to appeal to the Section Pastor, who will investigate and, in consultation with the District Superintendent, seek to bring about a solution. In the event that a satisfactory settlement cannot be found, it shall be referred to the District Executive for final action.

5.6.6 The Section Pastor shall work in harmony with, and under the supervision of, the District Superintendent and the Regional Director and in harmony with the District Executive member of the respective section.

5.6.7 The Section Pastor shall meet regularly with the District Superintendent, the Regional Director and the District Executive Regional Member.

5.6.8 The Section Pastor shall be kept informed regularly of all decisions and shall be involved in the discussion of issues as deemed appropriate by the District Executive that affect the respective section.

5.6.9 The Section Pastor, at times, may be appointed by the District Executive to serve as a representative of the District Executive on the Board of Directors of a Corporation or Non-Profit Organization that has been approved by the same executive. This is in accordance with the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

BY-LAW 6 COMMITTEES

6.1 Constitutional Review Committee

6.1.1 Purpose

This committee shall review the *District Constitutions and By-Laws* and make recommendations to the District Executive.

6.1.2 Organization

6.1.2.1 The Constitutional Review Committee shall include the Chief Administrative Officer and two other members appointed by the District Executive.

6.1.2.2 The Chief Administrative Officer shall be the Chair.

6.1.2.3 This committee shall be responsible to the District Executive.

6.1.2.4 This committee shall meet at the call of the Chair.

6.2 Finance Committee

6.2.1 Purpose

This committee shall:

6.2.1.1 be responsible for studying and reviewing the budget for final approval by the District Executive.

6.2.1.2 serve in an advisory capacity in matters of general finance.

6.2.1.3 at the request of the District Executive, evaluate and recommend to the District Executive any major project of the Western Ontario District involving expenditure of funds.

6.2.2 Organization

6.2.2.1 The Finance Committee shall include the District Superintendent, Assistant District Superintendent, Chief Administrative Officer and two (2) members recommended by the District Superintendent and confirmed by the District Executive.

6.2.2.2 The District Superintendent shall be the Chair.

6.2.2.3 This committee shall be responsible to the District Executive.

6.2.2.4 This committee shall meet at the call of the Chair.

6.2.2.5 This committee may work in consultation with the district-approved auditors.

6.2.2.6 This committee shall establish a subcommittee, chaired by the Assistant District Superintendent, that meets annually and at the call of the Chair, to review the compensation and care of district officers, and report recommendations back to the District Executive.

6.3 Policy Committee

6.3.1 Purpose

This committee shall be responsible for studying and reviewing district policies for final approval of the District Executive.

6.3.2 Organization

6.3.2.1 The Policy Committee shall include the Chief Administrative Officer, two (2) members recommended by the District Superintendent and confirmed by the District Executive.

6.3.2.2 This committee may include and involve other members at the discretion of the District Executive.

6.3.2.3 The Chief Administrative Officer shall be the Chair.

6.3.2.4 This committee shall be responsible to the District Executive.

6.3.2.5 This committee shall meet at the call of the Chair.

6.4 Standing Committees

Standing Committees shall be established and modified according to policy established by the District Executive, and as may be required by the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

6.5 Other Conference Committees

Such committees as may be essential to the proper conducting of business shall be appointed by the District Executive at least sixty (60) days prior to each Annual General Meeting. Their appointed number shall be limited to a minimum of three (3) and a maximum of eight (8) persons. The District Conference shall have the right to add not more than two (2) additional members to these committees by the process established by the District Executive.

BY-LAW 7 MINISTERIAL CREDENTIALS

The District Conference, through its District Executive, shall avail itself of the prerogatives conferred upon it in the matter of credentials, as defined by the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada, By-Law 10, including any revisions thereof.

BY-LAW 8 LOCAL ASSEMBLIES

The District Conference, through its District Executive, shall avail itself of the prerogatives conferred upon it in the matter of local assemblies, as defined by the *General Constitution and By-Laws*: Article 14, By-Law 12.16 and By-Law 14, including any revisions thereof.

8.1 Organization of Affiliated Assemblies

8.1.1 Local affiliated assemblies shall be entitled to the help of the Western Ontario District Executive Officers for the formation of a proper organization.

8.1.2 If not previously affiliated, arrangements for a meeting to set the church in order shall be made through consultation with the District Superintendent. At this meeting, a declaration of affiliation with The Pentecostal Assemblies of Canada shall be made, agreement with *The Statement of Essential Truths* acknowledged, and *the Local Church Constitution and By-Laws* adopted for the future guidance of the church.

8.2 Affiliation and Classification of Assemblies

8.2.1 Affiliation

In areas where there is an established assembly of The Pentecostal Assemblies of Canada, those wishing to establish another assembly shall obtain the consent of the District Superintendent, in consultation with the leaders of the existing local assemblies of The Pentecostal Assemblies of Canada; with the recommendation that the

proximity of existing local assemblies to newly established or relocating assemblies be kept to a reasonable distance, based on the density of population in urban areas and on demographics. Affiliation shall be deemed to have occurred when approved by official decision of a district executive, as defined by the *General Constitution and By-Laws*: By-Law 12.16.1.

8.2.2 Classification

Local assemblies which have matured sufficiently to accept their full share of responsibility for the maintenance of Scriptural order and have been properly set in order and are essentially self-supporting shall be entitled to recognition as "Local Assemblies", as defined by the *General Constitution and By-Laws*: By-Law 12.16.2.

8.2.3 Responsibilities of Local Affiliated Assemblies

(as defined by the *General Constitution and By-Laws*, By-Law 12.16.2.1)

8.2.3.1 They shall be governed by the *Local Church Constitution and By-Laws* of The Pentecostal Assemblies of Canada or a local church constitution approved by the district executive.

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

8.2.3.3 They shall have the right to choose their own pastor, select their officers, and hold property, either by local trustees or vested in The Pentecostal Assemblies of Canada.

8.2.3.4 They shall be entitled to representation in the General Conference and District Conference through accredited delegates, according to the provisions of the *General Constitution and By-Laws*.

8.2.3.5 They shall have the consideration of the District Executive when it plans for prayer conferences, fellowship meetings and conventions; and they shall be entitled to the services of evangelists and global workers on home assignment.

8.2.3.6 They shall be expected to cooperate in the promotion of departmental activities of The Pentecostal Assemblies of Canada, such as global missions, Sunday school, youth ministries, ministers' pension fund, publications, Bible colleges and camp meetings.

8.2.3.7 They shall be expected to assume, voluntarily, their cooperative share in the expenses of the Western Ontario District ministry and administration, including the support of the District Superintendent.

8.2.3.8 Local affiliated assemblies shall recognize their responsibility to defray the moving expenses of an incoming pastor and to co-operate in making possible their attendance at the Annual General Meeting, special Western Ontario District meetings called from time to time and the General Conference, when feasible.

8.2.3.9 The property title of an assembly seeking affiliation shall be held in the name of The Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*. Exceptions may be considered by the district executive.

8.2.3.10 Each local assembly shall keep complete records of marriages, deaths, baptisms and dedications of children.

8.2.3.11 Each local assembly shall be responsible for proper bookkeeping procedures, the recording and receipting of all donations and shall abide by all government regulations.

8.2.4 Conference Representation

8.2.4.1 Lay representation at District Conference meetings shall be based on the membership of the local assembly. Those local assemblies having a membership of fifty (50) or less shall be entitled to one (1) Lay Delegate, and those local assemblies having a membership of more than fifty (50) shall be entitled to two (2) Lay Delegates.

8.2.4.2 Each Lay Delegate shall procure a letter from the secretary or Senior Pastor of the local assembly, certifying the appointment by the local assembly to represent the local assembly in the Annual General Meeting. This letter shall be presented to the Roster Committee of the Annual General Meeting at the time of registration.

8.2.5 Building Projects

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

8.3 Privileges

(as defined by the *General Constitution and By-Laws*, By-Law 14)

8.3.1 Individual congregations which are affiliated with the corporation shall be called "Local Assemblies".

8.3.2 All true believers associating themselves in local affiliated assemblies and accepting their full personal share of responsibility for the maintenance of Scriptural order in the local body shall have a standard for membership, which may be determined by the local assembly itself, subject to the rules and regulations of the General Conferences and the District Conference in force from time to time.

8.3.3 Local assemblies shall cooperate in the work of the Western Ontario District and may send delegates to the Annual General Meeting of the Western Ontario District.

8.3.4 Each self-supporting assembly shall have the right of self-government in Jesus Christ, its Living Head, subject to the rules and regulations of the corporation, from time to time, in force.

8.3.5 A self-supporting assembly shall be understood to mean:

8.3.5.1 One that has been "set in order" as generally understood by the term.

8.3.5.2 One that meets all financial obligations in providing a place of worship and its operation, and adequate salary for its pastor(s), together with suitable parsonage facilities. Suitable parsonage facilities shall be understood to mean an adequate dwelling; together with utilities such as heat, water, hydro, and telephone or financial provision for such services, and car allowance.

8.3.5.3 It shall be in a financial position to assume responsibility in contributing to the support of the District Conference and to The Pentecostal Assemblies of Canada global missions, Bible colleges, and other responsibilities, as may be determined by the General Conference and the District Conference of The Pentecostal Assemblies of Canada.

8.3.5.4 It shall be of sufficient maturity to have properly qualified leadership available for election and be able to maintain standards of discipline and doctrine over its members.

8.3.5.5 All other satellite assemblies or extended congregations governed by a self-governing assembly within the boundaries of the overseeing governing assembly. Such extended congregations shall not have individual rights or privileges of affiliation apart from the overseeing governing assembly.

8.3.6 It shall have the right to administer discipline to its members, according to the Scriptures and its rules and regulations.

8.3.7 The affairs of each local assembly as pertaining to the holding of property shall be managed by a Board of Trustees consisting of not less than three (3) members of the said local congregation. Where a Board of Trustees have not been elected, the property shall be held and administered by such officers, or officer, as the said congregation shall elect from time to time; provided, however, that lands purchased, or acquired, by local assemblies may be conveyed to the corporation and held by the corporation in trust for such local assemblies, on such terms and conditions as may be agreed upon from time to time. The acquiring and disposal of real property shall be decided by a sixty-five percent (65%) majority of the voting members present at a duly called congregational business meeting, except in the case where the said property is to be placed in trust with The Pentecostal Assemblies of Canada when the majority shall be seventy-five percent (75%).

8.3.8 Properties

8.3.8.1 All assemblies opened with the written approval of the district by workers holding credentials in the corporation shall be known and recognized as Affiliated Assemblies of The Pentecostal Assemblies of Canada, without the necessity of taking a vote.

8.3.8.2 All properties, assets, and holdings of Affiliated Assemblies may be held in trust for the local assembly in the name of The Pentecostal Assemblies of Canada, the Western Ontario District of The Pentecostal Assemblies of Canada or the Pentecostal Holding Corporation of the Western Ontario District of The Pentecostal Assemblies of Canada.

8.3.8.3 Where an affiliated assembly has not been officially set in order as defined by the Western Ontario District and the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada, the current *Local Church Constitution and By-Laws*, as approved by the General Conference of The Pentecostal Assemblies of Canada, shall be the governing *Local Church Constitution and By-Laws* for the assembly and shall be amenable to the District Executive. In all cases, the *Local Church Constitution and By-Laws*, the Western Ontario's *District Constitution and By-Laws* and the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada shall be considered applicable, without the necessity of a vote by the assembly to adopt the same.

8.3.9 Each local assembly shall recognize that the District Conference has the right to approve Scriptural doctrine and conduct and to disapprove of unscriptural doctrine or conduct. The said District Conference may, by resolution, cancel and terminate, forthwith, the Affiliated Assembly status of local assemblies with the corporation in the event of the failure of such local assemblies to comply with the constitution, rules, and regulations of the corporation and resolutions of the District Conference duly passed from time to time; or in the event of such local assemblies failing to subscribe to the *Statement of Essential Truths*, approved by the General Conference from time to time.

8.3.10 When in need of counsel or advice, such affiliated assemblies may appeal to the District Executive.

8.3.11 An appeal shall lie from any decision of the District Executive to the General Executive.

8.3.12 Affiliated local assemblies shall interest themselves in home and international missionary activities and actively assist and cooperate with the corporation and its proper officers in the promotion of such works and undertakings.

8.3.13 Any lay delegate, appointed by a local assembly affiliated with the corporation, who is sent as a delegate to the Annual General Meeting shall be recognized as representing, for the time being, the said local

assembly; and shall be entitled to vote at all meetings of the District Conference. The number of such lay delegates shall be determined, from time to time, by resolution of the District Conference.

8.3.14 The procedure for affiliation of independent assemblies with the corporation shall be as follows:

8.3.14.1 The local congregation shall, at a regularly convened meeting, pass a resolution adopting the *Statement of Essential Truths* and the *Local Church Constitution and By-Laws*, as approved by the General Conference.

8.3.14.2 The said congregation shall, at a regularly convened meeting, pass a resolution authorizing the officers of the local assembly to petition to the corporation for Affiliated Assembly status.

8.3.14.3 The General Executive of the corporation, on the recommendation of the District Executive, may grant the petition for affiliation; and shall forthwith, thereafter, notify the local congregation of its decision.

8.4 Pastor and Assembly Relations

The District Conference, through its District Executive, shall avail themselves of the prerogatives conferred upon them in the matter of discipline of members, as defined by the General Conference of The Pentecostal Assemblies of Canada as outlined in the *General Constitution and By-Laws*, By-Law 14.22.

8.4.1 Assemblies seeking the help of the District Executive in solving difficulties between the pastor and the local assembly that do not involve the pastor's credentials but the position as pastor must give bona fide evidence that every Scriptural effort has been made to effect a solution at a meeting of the local assembly board, duly convened by the pastor.

8.4.2 In the event of not effecting reconciliation, either the pastor or a majority of the board shall have the right of appeal to the District Executive. The refusal of the pastor to call a board meeting when requested by a majority of the board shall constitute the right of appeal by the local assembly board to the District Executive.

8.4.3 No official representation from either the local assembly board or local assembly will be heard by the District Executive when the above procedure is not followed.

8.4.4 Should the difficulties between the pastor and the official board or the pastor and congregation not be satisfactorily resolved by conciliation through the good offices of the District Executive, the matter shall be finally disposed of in the following manner: The District Superintendent shall call a congregation meeting to be presided over by himself or an authorized representative. The chair may call for a vote of confidence in the pastor. The vote shall call for a simple majority in support of the pastor for him or her to retain the position as pastor. If such is not achieved, the pastor's duties shall be terminated immediately and shall be given a minimum of one (1) month's salary but not more than three (3) months' salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if not living in the church parsonage. If the pastor has served for a minimum of two (2) years and has failed to receive the required majority in the confidence vote, or has complied with the request from the board to resign, they shall be given a maximum of three (3) months' salary with benefits and the use of the parsonage during that period, or the equivalent housing allowance if not living in the parsonage.

8.4.5 Notwithstanding the foregoing, when, in the considered opinion of the District Executive, there exists an unresolved deteriorating situation within a local assembly, such as an evident exodus of people or a decrease in finances to the point where the solvency of the assembly is in jeopardy or a serious deterioration of pastor-congregation relations, that, in such cases, the District Executive be authorized

to arrange a meeting with the pastor and the board of the assembly and take positive steps to resolve the situation.

8.5 Building Projects

All building projects of local assemblies in the district shall be submitted to the District Executive for approval, as outlined in the *General Constitution and By-Laws*, By-Law 12.16.4.

8.5.1 A local assembly prior to the making of an application for a loan from any source or incurring indebtedness on a purchase plan, or otherwise, when repayment is not to be made in full within twelve (12) months of the date of the intended loan or where the intended indebtedness, together with all other indebtedness of the said local assembly in aggregate, will exceed ten percent (10%) of the total amount of the previous year's gross revenues, shall consult with and obtain the approval of the District Executive before proceeding with the requirements of the following sub-sections.

8.5.2 This local assembly shall then obtain the approval of its congregation to the proposed action by resolution passed at a duly called special or regular congregational meeting.

8.5.3 Before application is made by a local assembly for a mortgage loan, attempts should be made to secure guarantors from responsible members of the congregation to guarantee the amount of the loan.

8.5.4 All building projects of affiliated assemblies in the Western Ontario District shall be submitted to the Chief Administrative Officer for initial approval and the District Executive for final approval. This presentation shall include plans and drawings with estimated costs from a contractor and the financial statements of the local assembly for the past three (3) years.

8.5.5 This procedure shall include all proposed acquisition and disposal of properties or land.

BY-LAW 9 CAMP MEETINGS

9.1 The management of all district camp meetings shall be determined by regulations established by the *District Constitution and By-Laws*, as outlined in the *General Constitution and By-Laws*, By-Law 12.17.

9.2 The District Conference shall authorize the operation of camp meeting grounds and projects within the Western Ontario District, where desired. The camp shall be conducted according to the camp meeting policies for each camp.

BY-LAW 10 MISSION GLOBAL

Affiliated assemblies within the Western Ontario District shall work in harmony with the plans and methods of the department of the International Office of The Pentecostal Assemblies of Canada that is responsible for global missions, as outlined in the *General Constitution and By-Laws*, By-Law 12.18.

10.1 The following shall be recommended:

10.1.1 That all local assemblies adopt a Mission Global program, making provision for both overseas and Canadian giving in the local assembly.

10.1.2 That the funds received for the support of Mission Global be transmitted to the Mission Global department at the International Office of The Pentecostal Assemblies of Canada.

10.1.3 That the agreed percentage of the Mission Global funds be transmitted to the Western Ontario District Chief Administrative Officer to be disbursed in the sole interest of Canadian missions, at the discretion of the District Executive.

BY-LAW 11 DISTRICT MISSIONS

11.1 All Canadian projects sponsored by local assemblies or individuals whose aim is to associate such a project with the Western Ontario District should seek the advice of the Operations Committee and endeavour to open such a project in conformity to The Pentecostal Assemblies of Canada principles.

11.2 Since no two (2) works may be alike in the response to the community, it is difficult to set a maximum or a minimum of finance to be expended; but there should be a definite agreement between the District Executive and the Assisted Assemblies' credential holders to the end that limited amount of financial assistance will be afforded them. Every effort must be made to encourage each project to become self-supporting as soon as possible. If possible, a scale of support should be adopted, reducing itself gradually over a period agreed upon by the District Executive and the credential holders.

11.3 Regulations governing Assisted Assemblies' credential holders:

11.3.1 Assisted Assemblies' credential holders shall be amenable to the District Executive and shall cooperate with the steering committee in the supervision of the work to which they are assigned. Such credential holders shall obtain the consent of the District Executive before:

11.3.1.1 Making administrative changes in the Assisted Assemblies project under their charge.

11.3.1.2 Contracting financial obligations for the project.

11.3.1.3 Engaging evangelists for campaigns.

11.3.1.4 Disposing of district property, movable or immovable.

11.4 Assisted Assemblies' credential holders shall submit periodic financial and progress reports, as requested, to the District Executive.

11.5 Assisted Assemblies' credential holders shall give at least thirty (30) days' notice in writing to the District Executive before leaving their charge.

BY-LAW 12 DISTRICT INVESTMENTS

12.1 The Western Ontario District shall invest funds only in a local assembly whose property title is held in the name of The Pentecostal Assemblies of Canada according to the terms of the *Declaration of Trust*. Exceptions may be made in instances where the District Executive deems it appropriate.

12.2 The Western Ontario District shall have the option of lodging a lien with the International Office where the title is being held or registering a mortgage in the regional land titles office on the title of the local assembly for the amount of money invested in the local assembly by the Western Ontario District. In the event a lien is lodged against the said property at the International Office, the Executive Officers who have the constitutional right to bind the corporation shall provide a written undertaking to the Western Ontario District that the title of the said local assembly shall not be released without the written consent of the Western Ontario District.

BY-LAW 13 DISTRICT SPECIALIZED MINISTRIES

13.1 District Ministries

13.1.1 All District Ministries staff are considered the staff of the District Superintendent.

13.1.2 The District Superintendent shall select qualified and gifted leaders to provide leadership to specialized ministries of the Western Ontario District.

13.1.3 All District Ministries staff shall be made by the District Superintendent in consultation with the District Executive.

13.1.4 The District Ministries staff will be selected according to Western Ontario District policy, which includes searching for those best qualified, gifted and experienced for the position, as defined by the job description.

13.1.5 All District Ministries activities shall function for the benefit of the Western Ontario District as a whole.

13.1.5.1 These activities shall be conducted under the general supervision of the District Superintendent or representative.

13.1.6 The number of District Ministries staff will be determined by the District Superintendent based on the needs of member congregations and available finance.

13.1.7 District Ministries staff are considered facilitators for their respective ministries.

13.2 Additional Specialized Ministries

Any additional activities that may be organized or established by the General Conference shall be under the direction of the District Conference.

BY-LAW 14 BIBLE COLLEGE

14.1 We, the members of The Pentecostal Assemblies of Canada, Western Ontario District, do hereby recognize as an integral part of our fellowship and do declare our intention to sponsor and support the said Masters College and Seminary, in cooperation with Eastern Ontario District, Quebec District, Maritime District and The Pentecostal Assemblies of Newfoundland.

14.2 Each local assembly shall be encouraged to share the financial responsibilities of Masters College and Seminary.

BY-LAW 15 FINANCE

15.1 All funds received by the District Conference for missions and administrative purposes shall be disbursed by the District Executive, in accordance with the directions of the District Conference.

15.2 All resolutions coming before the District Conference that involve district finances must have been previously presented to the Finance Policy Personnel Committee.

15.3 Minister's Tithes

15.3.1 It is required, as a standard of proper practice, that credential holders supported by their respective ministry, within the district, should tithe to their local assembly.

15.3.2 In the event such a credential holder attends a local assembly that is still on the path toward embracing their constitutional requirement concerning church tithing, such credential holders should contribute fifty (50) per cent of their tithes to the district on a monthly basis.

15.3.3 It is expected that evangelists from outside, while working in the district, will contribute a portion of their tithes to the support of the district.

15.4 Church Offerings

In co-operation with the 1976 General Conference decision, each local assembly is expected to tithe its general offerings to the Western Ontario District office, which shall then tithe the receipts from this source, as well as those received from pastors' tithes to the International Office.

15.5 Pension and Insurance

The Western Ontario District shall cooperate with and support the General Conference in the operation of the Ministers' Pension Fund and Group Insurance programs.

BY-LAW 16 AMENDMENTS

16.1 Amendments to the by-laws may be made at any regular meeting, or special meeting of the District Conference, provided the proposed amendment has been submitted to the District Executive prior thereto, in writing. Notice of the proposed amendment shall be communicated by means of mail, email or website posting, as deemed appropriate to expedite the sharing of this pertinent information, to the Western Ontario District credential holders not later than thirty (30) days prior to the meeting of the District Conference at which the amendment shall be considered. Amendments to the *District Constitution and By-Laws* shall require a two-thirds (2/3) vote of all members present and voting.

16.2 In the event that the General Conference pass amendments to the *General Constitution and By-Laws* that affect the *District Constitution and By-Laws*, such changes shall be automatically incorporated in the *District Constitution and By-Laws*.