**Procedure for Nominating Elders from the Membership**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church**

All eligible members are entitled to nominate candidates for the Board of Elders and any other elected position in addition to those nominated by the Nominating Committee.

Two or three eligible members may nominate a candidate by completing the attached Nomination Form and submitting it to the Lead Pastor at least fourteen (14) days before the date set for the Annual Meeting.

**Eligibility to Nominate and Stand for Election**

* All Active Members, as defined by the bylaws, are eligible to nominate candidates for the position to be filled.
* All Active Members, who are eligible as stipulated by the bylaws, may be nominated.

**Board of Elders**

Board members are elected by the members, and along with the Lead Pastor, provide oversight of the ministry and operation of the church between Annual Meetings. The duties and responsibilities of the elders are revealed in Scripture and include:

1. Lead and shepherd the church well

(1 Tim 5:17, Titus 1:7, 1 Peter 5:2-3)

1. Preach the Word, correct and encourage with patience

(2 Tim 4:2, Titus 1:9)

1. Protect the church from false teachers, encourage sound doctrine, and resolve doctrinal issues

(Acts 20:30-31, Titus 1:9)

1. Read, preach, and teach Scripture and train others in righteousness

(1 Tim 4:13, 2 Tim 3:14-17, Titus 1:9)

1. Minister to the sick and pray unceasingly for the church

(James 5:14, Eph. 6:18)

In addition, the Board exercises all such powers and does all such acts and things necessary for the effective ministry of the church.

The biblical qualifications for being an elder include:

1. Be above reproach

(1 Tim. 3:2, Titus 1:6)

1. Be a faithful spouse in a biblically covenantal marriage

(1 Tim. 3:2, Titus 1:6)

1. Have a household that is in order and evidence of godly parenting

(1 Tim. 3:4, Titus 1:6)

1. Not be a new believer

(1 Tim. 3:6)

1. Be temperate, self-controlled, respectable, blameless, and disciplined

(1 Tim. 3:2, Titus 1:7-8)

1. Be honorable, humble, hospitable, and love to do good

(Titus 1:8, 1 Peter 5:2-3)

1. Have a good reputation within the church and community

(1 Tim. 3:7)

1. Be gentle, not given to drunkenness or quarrels, and not a lover of money

(1 Tim. 3:3, Titus 1:7, 1 Peter 5:2)

1. Be able to teach and encourage sound doctrine, and refute false teachings

(1 Tim. 3:2, Titus 1:9)

1. Be hardworking

(Acts 20:33-35)

**Nominating Committee**

The Nominating Committee serves the members by ensuring that there is an eligible and qualified candidate for each position to be filled by election at a meeting of the members.

The criterion to serve on the Nominating Committee is that of being an eligible Active Member of the Church.

Note that the Nominating Committee has no more authority than any other member of the church. The Nominating Committee cannot prohibit or disallow any nomination made by members in accordance with the bylaws.

**Instructions**

* Complete the Nomination Form and submit it along with a brief biography to the Lead Pastor at least fourteen (14) days before the date set for the Annual Meeting.
* The nomination must be signed by at least two nominators.
* The nominee must certify that he or she is willing to accept the nomination.

**Elder Nomination Form**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church**

We the undersigned hereby nominate for the position of elder:

Nominee

Address

Phone

Email

This is to certify that:

1. I affirm that I am committed to and wholeheartedly accept, adopt, and subscribe to the statements of vision and mission of the church and that I am committed to furthering the ministry of the church
2. I accept the nomination

 Nominee Signature Date

Nominator Signature

Nominator Signature

Nominator Signature

Attached is a brief biography of our nominee.

**Ineligible Individual Declaration[[1]](#footnote-1)**

Canada Revenue Agency has the right to suspend receipting privileges or revoke the registration of a charity where an ineligible individual[[2]](#footnote-2) controls or manages a charity directly or indirectly in any manner whatsoever, or is a director, trustee, officer, or like official of a charity. CRA can also refuse to register a charity where the application is made by an ineligible individual or an ineligible individual will be involved either directly or indirectly in the management of the charity.

An ineligible individual is a person:

* with an unpardoned criminal record for financial dishonesty, including tax evasion, theft, fraud, or other offences involving breaches of the public trust; or
* who has been found guilty of a relevant offence within the past five years. A relevant offence is a noncriminal offence either specifically relevant to the operation of a particular charity or is an offence of financial dishonesty contravening any law in Canada except the Criminal Code, including breaches of charitable fundraising, consumer protection, and securities legislation; or
* who was a promoter of a tax shelter for which a charity was revoked within the previous five years.

Criminal or relevant offences are not required to have been committed in Canada. They will be captured by this provision if, committed anywhere in the world, they would be criminal or relevant offences if committed in Canada.

An ineligible individual referred to below is Defined in Subsection 149.1(1) of the Income Tax Act, RSC 1985, c. 1 (5th Supplement).

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, serving in the capacity of (director, trustee, officer, chief executive officer, etc.) with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church registered with Canada Revenue Agency as (BN/Registration Number), declare that I am not an ineligible individual by affirming all of the following statements:

1. I do not have an unpardoned criminal record either in Canada or internationally, involving financial dishonesty, tax evasion, theft, fraud, or other offences involving breaches of the public trust; and
2. In the previous five years, I have not been found guilty of a relevant offence either in Canada or internationally. A relevant offence is a noncriminal offence either specifically relevant to the operation of a particular charity or is an offence of financial dishonesty contravening any noncriminal laws such as breaches of legislation for charitable fundraising, consumer protection, or securities regulation; and
3. In the previous five years I have not been a director, trustee, officer, like official, or an individual who controlled or managed either directly or indirectly in any manner whatever, a registered charity during which time the charity engaged in conduct which resulted in the registration of the charity being revoked; and
4. In the previous five years I have not been a promoter of a tax shelter for which involvement the registration of a charity was revoked.

I acknowledge that any dishonesty on my part as to the truth of this declaration:

* may result in a one-year suspension of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church to issue official receipts as authorized by Canada Revenue Agency; or
* may result in the charitable status of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church being revoked by Canada Revenue Agency; and
* will result in the immediate termination of my role with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church, whether I am an employee or volunteer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |
|  |  |  |  |  |
|  |  |  |  |  |
| Witness Name |  | Witness Signature |  | Date |

1. Content used with permission from Peace Portal Alliance Church, October 2017. [↑](#footnote-ref-1)
2. <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities/policies-guidance/ineligible-individuals.html> [↑](#footnote-ref-2)