

ARTICLES OF OUR CHURCH

PREAMBLE

The Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice (Psalm 119:105, Galatians 1:6-8) but also states that all things be done decently and in order (I Corinthians 14:40). Therefore, we the members of Our Church set forth this Constitution and By-Laws to govern all our congregational affairs.

ARTICLE 1 - NAME AND INCORPORATION

The name of this congregation shall be "Our Church".

This congregation shall be incorporated under the laws of the Province of Alberta.

ARTICLE 2 – STATEMENT OF MISSION AND PURPOSE

Mission: A community of believers, proclaiming Christ's truth and practicing Christ's love.

Purpose: The purpose of Our Church is for the advancement of religion by teaching the religious tenets, doctrines, and observances associated with the Christian faith and, specifically, the Confessional standard of Lutheran Church-Canada. Our Church does this by preaching the teachings and religious tenets, doctrines and observances associated with the confessional standard of Lutheran Church-Canada; by establishing and maintaining a house of worship with services conducted in accordance with the tenets and doctrines of the confessional standard of Lutheran Church-Canada; by providing biblical instruction for adults and children; by providing for the poor and needy in our community in their physical and emotional needs as set forth by our Lord that we should love our neighbor as ourselves; and by encouraging religious life according to the confessional standard of Lutheran-Church Canada by fellowship.

ARTICLE 3 - CONFESSIONS

This congregation acknowledges and accepts all the canonical books (all sixty-six) of the Old and New Testaments as the revealed Word of God, verbally inspired, inerrant and infallible, as the only source of Church doctrine and the authoritative standard for the faith and life of the Church.

This congregation also acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580 to be the true and genuine exposition of the Christian doctrines of the Holy Scripture. These Confessional Writings are:

1. The Three Ecumenical Creeds (Apostles', Nicene, and the Athanasian)
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles

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5. Luther's Large and Small Catechisms
6. The Formula of Concord.

This Article of the Constitution shall be unalterable and may not be repealed.

ARTICLE 4 - SYNODICAL MEMBERSHIP

Our Church shall be a member of Lutheran Church-Canada (LCC) so long as LCC shall remain true to the confessional standard as set forth in Article 3 of this constitution.

ARTICLE 5 - MEMBERSHIP

The membership of Our Church includes the Baptized Members, Communicant Members, and Voting Members, all as defined in the By-Laws.

ARTICLE 6 - ORGANIZATION

The congregation of Our Church, as a body through its Voters' Assembly, shall have ultimate power to administer and manage all of the congregation's external and internal affairs.

ARTICLE 7 - CHARITY

As a charity, Our Church shall be carried on without purpose of gain for its members, and any profits or other gains to the charity shall be used solely in promoting its purposes.

ARTICLE 8 - PROPERTY

When conflict in the congregation of Our Church cannot be resolved through reconciliation, and the result is a parting of the ways as the congregation divides, then all of the property, whether real or personal, of Our Church and all benefits shall remain with the successor congregation comprised of the majority of the Voting Members that continues to adhere in confession and practice to Article 3 of this constitution.

In the event Our Church should disband and be dissolved, all of the assets of the charity remaining after the payment of all debts shall be transferred to the *Lutheran Church-Canada, The Alberta-British Columbia District*, provided it is then a qualified donee, or, failing which, to such other qualified donee as the Voters' Assembly shall determine by a simple majority of the votes cast in a meeting of the Voters' Assembly properly called as outlined in section 4.2 of By-Law 4.

ARTICLE 9 - AMENDING THE CONSTITUTION

This constitution, excepting Article 3, which cannot be altered or repealed in any way, may be amended by a three quarters majority of the votes cast in a meeting of the Voters' Assembly properly called as outlined in section 4.2 of By-Law 4. Proposed amendments to the constitution shall be made available to all members for at least four consecutive weeks in advance of the Voters' Assembly.

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ARTICLE 10 – BYLAWS

This congregation may adopt such Bylaws as may be required for the accomplishment of its purpose.

Such Bylaws shall be attached to and form a portion of this Constitution.

By-Laws of Our Church

BY-LAW 1 - MEMBERSHIP

Section 1.1 Congregation Membership The membership of this congregation includes the following:

- A. Baptized Membership is held by all those who are baptized in the name of the Triune God with water, and are under our Pastoral care.
- B. Communicant Membership may be held by those who:
 - 1. Are baptized in the name of the Triune God, and who, if baptized as infants have reaffirmed their baptismal vows through confirmation or profession of faith;
 - 2. Have been accepted into communicant membership in accordance with the By-Laws of this congregation and remain faithful to the responsibilities of membership as contained in these By-Laws;
 - 3. Lead Christian lives and do not manifest works of the flesh (Gal. 5:19-21);
 - 4. Are not members or affiliates of secret societies or other organizations conflicting with the Word of God.
- B. Voting Membership: All communicant members of this congregation who are 18 years or older, signed the Constitution and Bylaws of the congregation, and who have been accepted by the Voters' Assembly shall be entitled to vote and hold office.

Section 1.2 Becoming a Communicant Member Individuals attending Our Church may request communicant membership but need to become eligible by:

- A. Confirmation: Individuals not familiar with the doctrines and confessions of Christian faith, and Lutheran Church-Canada (LCC) doctrine in particular, shall be required to attend a course of instruction and make profession of their faith before the congregation, or at the Pastor's discretion, before witnesses who are members of the Board of Lay Ministry, before becoming eligible communicant members.
- B. Transfer: Individuals from other Evangelical Lutheran Churches with whom this congregation is in altar and pulpit fellowship shall submit a letter of transfer from their former congregation to establish their eligibility for communicant membership. The approval of the Pastor and the Board of Lay Ministry is required.
- C. Profession of Faith: For those Individuals whose membership in a Lutheran Congregation has lapsed or those having other than a LCC background, the approval of the Pastor and the Board of Lay Ministry is required.

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After the individual's eligibility for communicant membership has been established according to the applicable preceding paragraph, A, B or C, the names of the new communicant members shall be placed on the Church Membership List, publicized in the various news media of the congregation, and reported on and recorded at the next Voters' Assembly meeting.

Section 1.3 Privileges and Duties of Communicant Members

It shall be the privilege and duty of members of this congregation to:

- A. Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the congregation and its boards, and partaking of the Lord's Supper frequently.
- B. Live a morally decent life before God and men (Galatians 5:22-26), and conduct themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.
- C. Provide for the proper Christian training and upbringing of their children.
- D. Contribute financially toward the ministry of the congregation and the extension of the Kingdom of God at the local Church level and for missions according to one's own abilities and heartfelt commitment.
- E. Place their God-given talents and abilities at the disposal of the Pastor(s), the church workers, the officers, and boards of the congregation as set forth in its Constitution and By-Laws, so that the purpose and function of the congregation may continue to the glory of God.

Section 1.4 Terminating Membership

Membership shall be terminated from this congregation by:

- A. Transfer to Other Congregation: A member desiring to join another Evangelical Lutheran congregation with whom this congregation is in altar and pulpit fellowship shall present a request for a letter of transfer through the Pastor to the Board of Lay Ministry who shall have the authority to grant such transfers on behalf of the Voters' Assembly.
- B. Joining Other Churches: In cases where members desire to, or have already joined a church that this congregation is not in altar and pulpit fellowship with, they shall, upon recommendation of the Pastor and the Board of Lay Ministry, be considered to have terminated their membership and shall be granted a peaceful release. In cases where members have already joined a non-Christian body, notice of membership termination shall be given. Such a notice shall only be made after the person has been visited, if possible, and the facts established. All releases shall be reported at a Voters' Assembly.

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- C. Whereabouts Unknown: The names of members whose whereabouts are unknown and cannot be established within a period of 12 months from the time of their last known whereabouts, shall be removed from the Church Membership List by the Pastor and the Board of Lay Ministry and placed in a file designated "Whereabouts Unknown".
- D. Death
- E. Self-Exclusion: As outlined in Section 2.2 A.
- F. Excommunication: As outlined in Section 2.2 B.

Terminated memberships shall be reported to the Voters' Assembly at the next regular meeting of that body and shall then be removed from the Church Membership List. Such persons, however, will at all times, be cordially invited to re-establish their participation in the services of our Church.

Section 1.5 Becoming a Voting Member

Any communicant member of this congregation who is 18 years of age or over shall be eligible to apply for voting membership. Such application shall be made at a regular Voters' Assembly. The applicant shall be given a copy of the Constitution and the By-Laws for further study. At a subsequent regular Voters' Assembly, the applicant will sign the Constitution and become a Voting Member with all the rights and privileges pertaining thereto. A current list of the Voting Members will be maintained by the secretary.

Section 1.6 Privileges and Duties of Voting Members It is a privilege and duty of voting members to contribute to the management of the congregation by:

- A. Prayerfully exercising the right to vote in all measures that will advance the work of Christ's Kingdom.
- B. Serving in any office or capacity for which their God-given gifts, talents and abilities equip them.
- C. Attending all meetings of Voters' Assembly.
- D. Assisting in administering the temporal and spiritual affairs of this congregation.
- E. Encouraging through personal example eligible communicant members who are not voting members to accept the responsibilities and privileges of Voting Membership.

Section 1.7 Terminating Voting Membership

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- A. By Personal Request: A member who desires to relinquish the rights and privileges of Voting Membership shall notify the Chair of the congregation in writing. The Chair shall advise the Voters' Assembly of such request.
- B. Change of Status: Termination of communicant membership automatically terminates voting membership.
- C. By Lapse: A voting member who has missed 3 consecutive meetings shall be removed from the Voting Membership List. Prior to removal at the subsequent (4th) meeting, the voting member shall be notified in writing by the Chair of the congregation that his/her voting privileges will be suspended unless they are in attendance at the subsequent regular Voters' Assembly.

Section 1.8 Reinstating Voting Membership

Persons whose voting membership has been terminated may be reinstated by applying for Voting Membership as outlined in Section 1.5.

By-Law 2 - DISCIPLINE IN THE CONGREGATION

Section 2.1 Motive For Discipline

Christian discipline always flows from a motivation of love for the individual. It shall be administered in accordance with the order of discipline laid down in Matt. 18:15-18, and I Cor. 5:1-5, and other related Scriptural passages.

Section 2.2 Method Of Discipline

- A. Self-Exclusion: If after repeated visits and loving admonition, a member is reluctant to fulfil their duties as a Church member, that member shall be regarded as reluctant to be active within the Church membership. Therefore, that member's name shall be removed from the Communicant Membership List of the Church and shall be refused all rights and privileges of communicant members. They will, however, be urged to attend all divine services in our Church. The member's name shall be placed on a Mission Care List.
- B. Excommunication: This discipline shall be administered to that communicant member, who, after being admonished for their sins as outlined in Matt. 18:15-18 and I Cor. 5:1-5, is unwilling to confess their sin and amend their life. This person shall be excommunicated from Our Church. Excommunication is enacted by a three quarters majority vote of the Church Council. This action automatically removes the person's name from the Church Membership List.

This is done in prayer and hope that the Word of God will reawaken spiritual life,

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and that person will not be denied the hearing of the Word of God. Any excommunicated person may be restored to full membership by the Pastor acting in conjunction with the Church Council when the person repents of their sin and confesses Christ as their Saviour. Such restoration shall be reported to the Voting Assembly at the next meeting.

- C. Provisions Pertaining to Church Officers and Board Members: Any officer or board member who willfully neglects the duties of their office may be removed by a three-quarters majority vote at a regular meeting or a special meeting of the Voters' Assembly. The Church Council shall initiate such disciplinary action. The vacancy will be filled according to section 7.4 of these By-Laws or Appendix 2.1.8.
- D. Provisions Pertaining to Pastors, and other Called Church Workers: Sufficient grounds for removing a Pastor or other rostered Church Worker shall be: persistent adherence to false doctrine, scandalous life, wilfull neglect or inability to perform their official duties as stated in *the LCC Handbook (5.47 "Candidate status"; 5.49 "Restricted Status"; and 5.51 "Suspended Status; VIII Reconciliation, Restoration and Adjudication")*.

Charges in any of these counts shall be carefully investigated and documented by the Board of Lay Ministry and Executive. Should the charges be substantiated by clear evidence, and after consultation with appropriate officers of the Alberta-British Columbia District the individual involved shall first be given an opportunity to resign their position. Such opportunity having been given and declined, the above board shall, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A Pastor or other Called Church Worker may be removed by a three-quarters majority ballot vote at a special meeting of the Voters' Assembly.

Should the occasion to remove a Pastor, or other Called Church Worker ever arise, the intended deposition shall be announced by the Chairman of Lay Ministers at regular Divine Services on the two Sundays preceding a special meeting of the Voters' Assembly called for that purpose. All voting members shall be notified by e mail and/or posted mail at least two weeks in advance of the meeting.

BY-LAW 3 - POWERS OF THE CONGREGATION

Section 3.1 General: The congregation as a body, through the voting members shall have the ultimate authority. No individual or group of individuals shall exercise any authority over the congregation, except it be given them by the congregation. The establishment and conduct of all groups and activities of the congregation shall at all times be subject to the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions as listed in Article 3 of this Constitution.

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Section 3.2 Right of Calling: The right of calling Pastor(s) and other Rostered Church Worker(s) shall be vested in the Voters Assembly of the congregation and shall never be delegated to a smaller body or to an individual.

Section 3.3 Decisions: Matters of doctrine or conscience shall be decided by the Word of God; other matters shall be decided by the Voter's Assembly by a simple majority vote unless otherwise specified by the Constitution and By-Laws.

Section 3.4 Powers of Officers: Congregational officers or committees whether elected or appointed by the Voters' Assembly shall have no authority beyond that which is delegated to them, and whatever power delegated to them may at anytime be altered or revoked by the Voters' Assembly.

Section 3.5 Removal from Office: Any Pastor or other rostered Church Worker(s) may be removed from office as outlined in By-Law 2.2.D.

BY-LAW 4 - VOTERS' ASSEMBLY (MEETINGS OF THE CONGREGATION)

Section 4.1 Regular Meetings

Regular meetings of the Voters' Assembly shall be held (4) four times during each calendar year in January, April, September and November. The January meeting will be for the purpose of electing officers and boards. The September meeting will be for the purpose of presenting two year plans. The November meeting will be for the purpose of approving the budget for the following fiscal year. See By-Law 7.1 for the purpose of the November meeting.

Dates and times, and agendas of all Voters' Assemblies shall be set by the Executive. Regular meetings of the Voters' Assembly shall be announced in the bulletin and the Divine Services on two consecutive Sundays preceding the date of the meeting.

Section 4.2 Quorum and Restrictions pertaining to Voters' Assembly

- A. A minimum attendance of 20% voting members at a properly called Voters' Assembly shall constitute a quorum. In the event that a quorum is not attained, a second meeting shall be called.
- B. At the Chair's discretion, or at the request of a voting member, a secret ballot may be held. In the event of any tie vote, the Chair may either cast the deciding vote, or refer the matter back to the appropriate Board for further study.
- C. A meeting for amending the Articles of Incorporation, the Constitution, the By-Laws, or the removal of a Pastor or rostered Church Worker, shall require a written notice, from the Chair, to all Voting Members at least four (4) weeks in advance. This written notice shall be forwarded by the Chair to each voter's last known home address or email address as per their preference. A three-quarters majority of those present

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shall be required for the adoption of such a special resolution.

D. A meeting for the purchase or sale of real estate, the building/renovation of a church facility shall require a written notice, from the Chair, to all Voting Members at least four (4) weeks in advance. This written notice shall be forwarded by the Chair to each voter's last known home address or email address as per their preference. A three-quarters majority of those present shall be required for the adoption of such a special resolution.

E. There shall be no proxy vote.

Section 4.3 Observer Privileges at Voters' Assembly

Members of the congregation are welcome to attend Voters' Assembly in an observer role. They may address the Assembly with the permission of the Chair, but they may not vote on any matter before the Assembly until they are accepted by the Voters' Assembly as per section 1.5 of the By-Laws.

Section 4.4 Special Meetings

Special meetings of the Voters' Assembly may be called for a specific purpose by the Pastor(s), Church Council, or the Executive.

Special meetings may be requested by 25 voting members through the Executive. The Chair shall announce the date, time, and nature of business of the special meeting of the Voters' Assembly in the bulletin and the Divine Services on two consecutive Sundays preceding the date of the meeting.

Section 4.5 Call Meetings

The Board of Lay Ministry shall be responsible for organizing any meetings pertaining to a call as per section 3.2 of the By-Laws. The Chair of the congregation would normally chair this meeting.

BY-LAW 5 - THE OFFICE OF PASTOR, ROSTERED CHURCH WORKERS

The congregation, through the Voters' Assembly, has the exclusive right to call ordained and Rostered Church workers.

Section 5.1 The pastoral office shall be conferred only on such a pastor or candidate who:

- professes and adheres to the confessional standard set forth in Article 3 of Our Church Constitution;
- is qualified for his work;
- has been endorsed by Synod;

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- is a member of Synod.

Section 5.2 Other Called Rostered Church workers shall:

- profess and adhere to the confessional standard set forth in Article 3 of Our Church Constitution;
- be qualified for his/her work;
- be endorsed by Synod;
- be a member of Synod.

Section 5.3 The Pastoral Office

The Pastoral Office is the authority conferred upon the Pastor(s) by God, through a call of the congregation. By reason of his position, the Pastor is not only a servant and steward of God, but also of the congregation.

The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

The Pastor shall be a non-voting ex-officio member of all boards, and their associated committees, task teams, or other entities of the congregation, and may, at his discretion, attend any and all meetings related to congregational activity of any kind.

Upon being installed, the Pastor is authorized and obligated to proclaim to the congregation the Word of God in its full truth and purity as stated in Article 3 of our churches Constitution.

He is to further:

- A. Administer the sacraments in accordance with their divine institution;
- B. Discharge toward all members of the congregation the functions of a minister and care of their souls in an evangelical manner, in particular to visit the sick and dying and warn and encourage indifferent and erring members;
- C. Spiritually guard the welfare of the younger members of the congregation and adults during their preparation for reception of Holy Communion;
- D. Guide the congregation in applying the divinely ordained discipline of the Church;
- E. Provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;
- F. Serve as an example by Christian conduct and do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of God.

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- G. Lead the congregation in the churches outreach efforts in the community, helping to develop strategy, goals, training and participation in organizing outreach events.

Members of the congregation are obligated to accord the Pastor(s) honour, love, and obedience in his ministry of God's Word and support his ministrations with diligence and faithful prayers, help him in the discharge of his duties, and provide for his maintenance according to the ability of the congregation.

In calling a Pastor to preach the Word of God and to administer the Sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it.

Section 5.4 Rostered Church Worker(s)

Only such a candidate who is Rostered shall serve as a Called Church Worker, who professes acceptance of, and pledges adherence to the confessions of Article 3 of our Churches Constitution. The Called Church Worker's responsibility is to assist the Pastor(s) and the various boards and committees, to work together to fulfil the Church's mandate in such a way as directed and approved by the Board of Lay Ministry as defined in the Church Worker's job description.

Section 5.5 Procedure for Calling a Pastor or Rostered Church Worker

- A. In the case of calling a Pastor, the Board of Lay Ministry, with the President of the Alberta-British Columbia District or his representative, shall confer to establish a list of suitable candidates.
- B. In the case of calling a Rostered Church Worker, the Board of Lay Ministry shall consult with the Pastor(s), appropriate congregational boards and also the appropriate district representative to establish a list of suitable candidates.
- C. In either case, additional candidates may be proposed by any member of the congregation to the Board of Lay Ministry, twenty-one days prior to the Call Meeting. Names of the candidates shall be cleared by the District President in advance of the meeting.
- D. The Board of Lay Ministry shall present to the congregation fourteen days prior to the Call Meeting, a list of candidates for consideration. The Board of Lay Ministry shall follow due diligence in assessment and may make recommendations to the congregation.
- E. At a specially called congregational meeting the Voters' Assembly shall elect one of the proposed candidates by ballot. The candidate receiving the lowest number of votes is removed from the list, and another vote is taken. This procedure is followed until one candidate has an absolute majority. The election shall, if possible, be

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made unanimous by a vote, and the call shall be sent to the Pastor or Rostered Church Worker.

- F. It shall be the duty of the Chair of the congregation to ensure that the notice of election is delivered promptly to the candidate.

Section 5.6 - Non-Rostered Church Workers

The appropriate Board responsible for the employment and supervision of the non-rostered worker shall establish a job description, compile a list of applicants, and select the suitable applicant in consultation with the Pastor(s).

The Board shall report to the Voters' Assembly the terms and conditions of employment, and name of the successful applicant.

The renewal of such contracts shall be the responsibility of the appropriate Board, and shall be reported to the Voters' Assembly.

BY-LAW 6 - ORGANIZATION

This congregation shall have Executive Officers, Board of Church Life, Board of Lay Ministry, Board of Evangelism/Education, Board of Operations, committees, and any additional task teams, or other entities of the congregation which may be established from time to time, to assist in the operation of Our Church.

Section 6.1 - The Executive Officers of the Congregation.

The officers of the congregation shall serve as the Executive and consist of the Congregational Chair, Vice-Chair, Secretary, and Treasurer elected from the adult communicant membership in accordance with the By-Laws of Our Church. Responsibilities and meetings of each of the Executive positions are outlined in Appendix 1.

Section 6.2 - The Church Council.

The Church Council shall consist of the Executive Officers, and one member from each of The Board of Church Life, The Board of Lay Ministry, The Board of Evangelism/Education and the Board of Operations, along with the Called Rostered Church Workers of Our Church.

Responsibilities and meetings for the Church Council are outlined in Appendix 2.

Section 6.3 - Boards.

6.3.1 The Board of Church Life

6.3.2 The Board of Lay Ministry

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6.3.3 The Board of Education/Evangelism

6.3.4 The Board of Operations

Responsibilities and meetings of each of these Boards are outlined in Appendices 3, 4, 5, 6 and 7.

Section 6.4 Nomination Committee. Refer to Appendix 1.1.B.2 - Responsibilities of the Vice Chair.

Section 6.5 Rights and Powers of Boards. Each Board, along with the Church Council, shall be responsible for the performance of such duties as stated in the By-Laws and Appendices or as the Voters' Assembly may delegate by special resolution. Such specifically delegated rights and powers, both of Officers and Boards, shall be subject to revision or complete withdrawal at the discretion of the Voters' Assembly.

Section 6.6 Auxiliary Groups/Societies. Auxiliary Groups/Societies may be organized within the congregation with the approval of the Voters' Assembly. All such auxiliary groups/societies shall be under the oversight of the Pastor(s) and the Board under whose jurisdiction they function. Officers of such auxiliary groups/societies shall be communicant members of the congregation. Actions of these auxiliary groups/societies shall be invalid if they conflict with this By-Law, or the Constitution in any way. The Pastor(s), by virtue of his office, shall be the advisor(s) for such auxiliary groups/ societies within the congregation. Refer to By-Law 3.1.

Section 6.8 Signing Authority. The signing authority of the congregation shall be the Chair, Vice-Chair and Treasurer. Two signatures are required on all cheques.

Section 6.9 Purchase, Selling, Borrowing Authority of Officers. In the event that this congregation elects to purchase property, sell property, or borrow money, two of the following, Chair, Vice Chair or Treasurer shall have the authority to act for the congregation, signing together on all documents. Actions to purchase property, sell property, or borrow money, must only be taken when supported by a recorded motion in the minutes of a properly constituted Voters' Assembly.

Section 6.10 Financial Review Committee. The Chair shall appoint a Financial Review Committee consisting of any two qualified communicant members of the congregation, or public accountant(s) to review the financial records of the congregation upon the approval of the Voters' Assembly. The Chair shall submit the Financial Review Committee's report at the January meeting of the Voters' Assembly.

BY-LAW 7 - ELECTION OF OFFICERS AND BOARDS

Section 7.1 Nomination Procedure

At the January's Voters' Meeting the Vice Chair shall present the names of those

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serving on the Nominating Committee along with a list of those elected positions becoming vacant for the forthcoming April elections. Members of the congregation may submit to the committee for their review and verification, the names of possible candidates for election until four (4) weeks prior to the elections. The nominating committee shall as much as possible complete the list of names submitted so that a complete slate of candidates has been reviewed and verified by the time of the Church Council meeting prior to the elections. This list shall be posted for congregational member review on the church bulletin board immediately after this Council Meeting and at least two (2) weeks prior to the Voters' Meeting. Nominations for elected positions may be made at the time of the elections providing that the person being nominated has given approval and the nominating committee raises no objections.

Candidates must be communicant members of the congregation and eighteen (18) years of age or over. Only male candidates shall be eligible as Chair or Vice-Chair of the congregation and for membership on the Board of Lay Ministry.

- A. The Nomination Committee, through consultation with the Pastor(s) and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them spiritually eligible for office.
- B. The Nomination Committee, through consultation with the proposed candidates shall have found them willing to serve.
- C. A non-voting member who is willing to run for an office must be willing to become a voting member. Election or appointment to a board at a Voters' Assembly will also signify acceptance as a Voter and the members name shall be entered on the official copy of the Voter's List.

Section 7.2 Election Procedure at the April Meeting

From the slate of candidates for each elective office, the Voting membership shall elect members by ballot with a simple majority. The order of the elected positions to be filled shall follow the sequence as follows:

1. Chair
2. Vice-Chair
3. Secretary
4. Treasurer
5. Board members as necessary to complete the membership of each of the Boards.

Election Matrix

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Position	Year #1	Year #2	Year #3
<u>Officers</u>			
Chair		elect 1	
Vice-Chair	elect 1		
Secretary			elect 1
Treasurer		elect 1	
Board of Church Life	elect 1	elect 1	elect 1
Board of Operation	select 1	elect 1	elect 2
Board of Evang/Ed	elect 1	elect 2	elect 1
Board of Lay Ministry	elect 2	elect 1	elect 1

Section 7.3 Installation of Officers and Boards - Term of Office

The newly elected Officers and Board members of the congregation shall be installed during a Divine Service in May and shall assume their duties upon installation. The term of all Officers and Board members shall be three (3) years, as per the election matrix in 7.2 above. All Officers and Board members may succeed themselves in the same office only once (maximum term six (6) years). Term exceptions can be approved by a recorded motion in the minutes of a properly constituted Voters' Assembly.

Section 7.4 Replacement of Officers and Board Members

- A. If an Officer leaves their position before the end of their elected term, a new election will be held for the remainder of the term, except for the Chair, who will be replaced by the Vice chair. A new Vice Chair will be elected for the remainder of the term.
- B. If a Board member leaves a board before the end of their term, a new Board member will be appointed by Church Council, with the advisement of the affected Board, for the remainder of the term.

BY-LAW 8 - AMENDING THE BY-LAWS

Section 8.1 Amendments

Amendments to the By-Laws may be adopted at a regular Voters' Assembly provided;

- A. That they do not conflict with the provisions laid down in the Constitution, Article 3, or with any section of any other article that pertains to Scriptural Doctrine and practice.
- B. That the proposed amendment has been submitted in writing at a previous Voters' Assembly.
- C. That the proposed amendment be posted on the church bulletin board for at least 2 consecutive weeks together with a notice on said bulletin board and in the church bulletin which will announce the intended date of the meeting during which the amendment will be presented for vote. The affirmative vote of a three-quarters majority of the Voting Membership present at the Voters' Assembly, shall be required for the adoption of an amendment.

Section 8.2 Enforcement of Changes

No change or amendment to this document shall have force until:

- A. The decision to change or amend the By-Laws has been recorded as carried in the minutes of a Voters' Assembly conducted in accordance with all the provisions of this By-Law.
- B. The amendment, as worded and recorded in the minutes, be recorded in the amendment pages of the master copy of the By-Laws, be dated and signed by the Chair and Secretary of the congregation.

BY-LAW 9 - CONSTITUTION AND RECORDS SAFE KEEPING

- B. The master copy of the Constitution shall:
 - 1. Be secured in the safe on the premises of Our Church.
 - 2. Be dated and numbered on each page.
 - 3. Be reviewed as needed by the Church Council with a view toward the need to reprint, and re-issue the re-dated and amended pages, or revise the whole Constitution document.
- B. Parish records including, but not limited to, membership, baptisms, weddings, deaths, confirmations and transfers shall:
 - 1. Be maintained by the pastor.
 - 2. Be stored in a fireproof cabinet in the church. During a vacancy, an officer of the congregation shall be appointed as custodian of the records.

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3. Be kept in perpetuity.
- C. Minutes and appended reports of congregational and council meetings shall:
1. Be maintained by the secretary of the congregation.
 2. Current minutes be in the custodianship of the secretary.
 3. Minutes from previous years be stored in a fireproof cabinet in the church.
 4. Minutes more than five years old may be digitized and stored in a fireproof cabinet in the church.
- D. Financial records shall:
1. Be maintained by the Treasurer.
 2. Include a record of all offering, including an accounting of offering envelopes.
 3. Be in the custodianship of the Treasurer.
 4. Include all documents relating to the financial dealings of the congregation.
 5. For the preceding seven years, be stored in a fireproof cabinet in the church.
 6. For electronic data, be backed up annually and stored in a fireproof cabinet in the church and a duplicated stored in an offsite secure location.
- E. The master copy of the By-Laws shall:
1. Be secured in the church safe.
 2. Be dated, numbered and initialed by chair or secretary on each page.
 3. Be reviewed as needed by the Church Council, with a view toward the need to reprint and re-issue the re-dated and amended pages, or revise the whole By-Laws document.

BY-LAW 10 - AMENDING THE APPENDICES

Section 10.1 Amendments to the Appendices

Amendments to the Appendices may be adopted at a regular Voters' Assembly provided;

- A. That they do not conflict with the provisions laid down in Constitution, Article 3, or with any section of any other article that pertains to Scriptural Doctrine and practice;
- B. That the changes in the appendices have been considered by the affected Church Board;
- C. That there is an affirmative vote of a simple majority of the Voting Membership present at the Voters' Assembly.

Section 10.2 Enforcement of Changes

No change or amendment to the appendices shall have force until:

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- A. The decision to change or amend the appendices has been recorded as carried in the minutes of a Voters' Assembly conducted in accordance with all the provisions of this By-Law;
- B. The amendment, as worded and recorded in the minutes, be recorded in the amendment pages of the master copy of the Appendices, be dated and signed by the Chair and Secretary of the congregation.

GLOSSARY:

Congregation: Shall mean Our Church, Spruce View and District, Alberta, Canada.

Synod: Shall always mean Lutheran Church - Canada.

Committees: signify a group of people chosen or appointed to perform a specific service or function.

Task Teams: signify a group which would exist from time to time for a specific purpose/task. They would be created by the prompting Board, or a Pastor, or a committee, or by a member of the congregation, after speaking to a Board, Executive or a Pastor.

Appendices of Our Church

APPENDIX 1 - THE EXECUTIVE OFFICERS:

Section 1. 1 - Responsibilities.

A. Congregational Chair: The duties of the Congregational Chair shall be as follows:

1. Preside over all meetings of the Executive, the Voters' Assembly and the Church Council.
2. Serve as ex-officio member of Boards, Committees, and task teams.
3. Sign all legal documents, with the Secretary, on behalf of the congregation.
4. Set the agenda for each Church Council meeting and for each Voters' Assembly in consultation with the Church Council.
5. Enforce the Constitution and the By-Laws of this congregation.
6. Appoint any necessary committees, task teams or other entities, in addition to those appointed or initiated by the Boards, as needed.
7. Arrange for an annual financial review of the budget.
8. Perform the general duties as are common for the office, including such additional duties as may be directed by the Voters' Assembly from time to time.
9. When calling a Pastor or Rostered Church Worker, The Congregational Chair shall ensure that the notice of election is delivered promptly to the candidate.

A. Vice-Chair: The duties of the Vice-Chair shall be as follows:

1. Perform all of the duties of the President in the latter's absence and such other additional duties which may be directed by the Voters' Assembly or by the Congregational Chair from time to time.
2. Chair and appoint a Nomination Committee with the advice and consent of the Church Council.
3. In the event that the Chair vacates his position before the end of his term, the Vice-Chair becomes Chair and a new Vice-Chair is elected as per section 7.4 of the By-Laws.

C. Secretary: The duties of the Secretary shall be as follows:

1. Attend all Voters' Assemblies, Church Council Meetings and other meetings of the congregation.
2. Keep detailed and accurate minutes of the meetings referred to above.
3. Enter signed copies of the Voters' Assembly, Church Council, and Boards minutes into a permanent record book.
4. Sign all legal documents, with the Chair, on behalf of the congregation.
5. Maintain a copy of the Eligible Voters' list, with a record of the voters present at each Voters' Assembly.

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6. Read the minutes of the previous Voters' Assembly aloud at each Voters' Assembly only in the event that the previous voters' assembly minutes have not been circulated.
7. Conduct official correspondence for the congregation under the supervision of the Congregational Chair.
8. Receive written reports from each Board for each Voters' Assembly.

D. Treasurer - The duties of the Treasurer shall be as follows:

1. Keep accurate accounting records of congregational receipts and disbursements and budgeted and actual expenditures using the prescribed common computer program.
2. Present a written, duplicated financial report at Voters' Assemblies and a preliminary report at the Church Council meetings.
3. Submit permanent financial records for annual financial review.
4. Be responsible for monthly remissions of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Boards and Chair as duly constituted sources.
5. Monitor current financial circumstances and report to Church Council at their regularly scheduled meetings. The primary purpose is to ensure that an adequate balance is retained for payment of salaries and other regularly recurring expenses.
6. Remit to the professional workers or/and appointed delegates of the congregation for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction they function.
7. Receive a report of all monies received through worship services, special offerings, or any other source.
8. Have available for each Board at all Board Meetings a current record of their accrued disbursements and budget allotment.
9. Have the authority to provide salaried workers of the congregation with a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.
10. Manages the payment of salaries and other expenses for paid staff.
11. Complete forms relating to financial and charitable status as periodically required by Revenue Canada, Taxation.
12. Ensure that all government forms that maintain our charitable non-profit status are kept current and submitted as required.
13. Annually submit to the government our request for a GST rebate.

Section 1.2 - Meetings:

The executive shall meet as required.

APPENDIX 2 - CHURCH COUNCIL

Section 2.1 - Responsibilities: The Church Council Shall:

2.1.1 provide direction to the congregation on behalf of the voter's assembly and shall have the authority to develop and implement policies, procedures, and programs as necessary to execute the vision and plans approved by the Voters' Assembly;

2.1.2 act in all matters pertaining to the legal and general welfare of the congregation except those reserved for the Voters' Assembly;

2.1.3 see to it that all activities of the church reflect the purpose and faith of the congregation;

2.1.4 be responsible for the development and monitoring of the annual budget, as well as its presentation for approval, to the Voters' Assembly;

2.1.5 concern itself with establishing all policies governing the activities of the congregation and with the implementation of the mission, vision, budget, and plans adopted by the Voters' Assembly;

2.1.6 oversee and have authority over all other boards, committees, task teams or other entities of the congregation and may appoint any entity needed;

2.1.7 assist Boards in putting in place their two year plans, the purpose of which is to carry out the churches Mission Statement and its Statement of Purpose.

2.1.8 fill unexpected terms or shortages of executive and board members by appointment or call for nominations to fill the vacant positions as detailed in By-Law 7.4;

2.1.9 Regularly review and oversee the stewardship of the Church Constitution.

Section 2.2 - Meetings.

The Chair of the congregation shall be the Chair of the Church Council.

The Church Council shall meet at least quarterly and meetings may be called more frequently at the request of the Chair, or at least three members of the Council or the Pastor(s). An elected officer shall be present and preside with 5 members of the Church Council to constitute a quorum for any meeting. Notice of each meeting shall be posted. The minutes shall fully disclose all actions taken and be signed by the Chairperson and the Secretary. Minutes of the meetings shall be made available to voting members upon request.

APPENDIX 3: BOARDS

Section 3.1 - Powers of Boards.

- 3.1.1 Each Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the job description of said board, or by specific resolution of the Voters' Assembly.
- 3.1.2 Each Board shall submit a report of its activities at each regular meeting of the Voters' Assembly, and on such other occasions as the voting membership shall require. Such reports shall include specific, written recommendations for congregational action and/or approval.
- 3.1.3 Each Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly, provided that the Voters' Assembly may, at its discretion, restrict such expenditure to conform with the actual financial condition of the congregation at any time. Spending of funds is confined to board approved programs and projects. Each restricted contribution designated towards a board approved program or project will be used as designated with the understanding that when the need for such a program or project has been met, or cannot be completed for any reason determined by the board, the remaining restricted contributions designated for such a program or project will be used where most needed. Each Board member shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.

Section 3.2 - Organization and Meetings of Boards.

- 3.2.1 The Board shall elect a Chair from its members. The Board Chair shall be welcome, ex-officio, at any meeting of each group for which this board is responsible.
- 3.2.2 Each Board shall meet immediately following the election, as an out-going and incoming Board. Regular Board meetings, thereafter, will be held prior to each Church Council meeting. The time and frequency of additional Board meetings shall be at the discretion of the Board Chair. Each Board shall keep a written record of the proceedings of each meeting, and a signed copy shall be provided to the Executive Secretary for the Church records.
- 3.2.3 For good and sufficient reason, either the Chair of the congregation, or the Pastor(s) may call a meeting of any board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.

APPENDIX 4 - BOARD OF CHURCH LIFE

Section 4.1 - Membership.

- Three elected members

Section 4.2 - Mandate.

The Board of Church Life shall, on behalf of the congregation:

- Assist the Pastor(s) in the spiritual oversight of the congregation.
- Submit a two year plan to the Voters at the September Voters' Assembly.
- Evaluate ideas brought forward according to guidelines for approval.
- Empower individuals to create task teams.
- Communicate with Church Council and other boards.

That the mandate of this Board may be carried out either corporately or through specifically designated individuals. The Board shall:

1. Strike task teams, or recruit individuals, encouraging them to use their God given gifts. It would be the responsibility of such task teams, or individual(s) to develop, for approval by the Board of Church Life, their specific responsibilities/objectives, and budget.
2. Develop and oversee an annual spending plan related to the responsibilities of this Board.
3. Assist in planning of worship services with Pastor and Lay Ministers
4. Foster a spiritual climate that encourages congregation members informally and spontaneously to share Christ with one another.

Section 4.3 - Meetings.

- This Board will meet at least quarterly (prior to the Church Council meeting) or more frequently at the request of the Board Chair, to evaluate ideas brought forward.

Section 4.4 - Possible areas of responsibility:

- Worship Service
- Congregational Scheduling
- Prayer
- Hospitality/Fellowship

APPENDIX 5 - BOARD OF LAY MINISTRY

Section 5.1 - Membership.

Four elected position - male

The Board of Lay Ministry shall on behalf of the congregation:

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- Deal with vacancy and call lists
- Submit a two year plan to the Voters at the September Voters' Assembly
- Annually budget for Rostered and non-rostered church workers, and for worship expendable supplies. (Salary, housing, vacation. pulpit supply)
- Conduct a formal, annual performance appraisal of all Rostered Church Workers, and request the persons responsible, to conduct an annual performance appraisal of non-rostered Church workers.
- Empower individuals to create task teams.
- Consult with Stephen Ministry

The Board of Lay Ministry shall assist the Pastor(s):

- by being a sounding board
- in maintaining a confessional standard
- with care and concern of all members of the congregation
- with approval of membership transactions
- Visitor follow-up.

The Board of Lay Ministry shall assist with the Divine Service by:

- providing pulpit supply when required
- assisting in the Divine Service as needed
- assisting with service times

The Board of Lay Ministry may strike task teams, or recruit individuals, encouraging them to use their God given gifts. It would be the responsibility of such task teams, or individual(s) to develop, for approval by the Board of Lay Ministry, their specific responsibilities/objectives, and budget.

Section 5.3 Meetings. They shall meet monthly or as necessary.

APPENDIX 6 - BOARD OF EVANGELISM/EDUCATION

Section 6.1 - Membership.

4 elected members

Section 6.2 - Mandate.

The Board of Evangelism/Education shall on behalf of the congregation:

- Assist the Pastor(s) in the proclamation of Christ to the lost.
- Submit a two year plan to the Voters at the September Voters' Assembly
- Evaluate ideas brought forward according to guidelines for approval.
- Empower individuals to create task teams.
- Communicate with Church Council and other boards.

That the mandate of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

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1. Develop and oversee an annual spending plan related to the responsibilities of this Board.
2. Foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with one another, and the non-churched.
3. Provide educational and study opportunities for congregational members in furthering their understanding of who they are in Christ and following His will according to scripture.
4. Strike task teams or recruit individuals to fulfill specific outreach opportunities of the congregation, encouraging members to use their God given gifts in a unified way for the proclamation of the Gospel to Spruce View and District. It would be the responsibility of such task teams, or individual(s) to develop, for approval by the Board of Evangelism/Education, their specific responsibilities/objectives and budget.

Section 6.3 - Meetings.

This Board will meet at least quarterly (prior to the Church Council meeting) or more frequently at the request of the chairperson, to evaluate ideas brought forward.

Section 6.4 - Possible areas of responsibility.

- Evangelistic Initiatives
- Congregational Mission
- Congregational Care
- Congregational Teaching
- Children's Education
- Youth

APPENDIX 7: - BOARD OF OPERATIONS

Section 7.1 - Membership:

4 elected members

Section 7.2 - Mandate:

The Board of Operations shall on behalf of the congregation:

- Assist the Pastor(s) by maintaining God's house.
- Submit a two year plan to the Voters at the September Voters' Assembly.
- Ensure the building and grounds are adequate to facilitate the mission and the church life of the congregation.
- Communicate and coordinate with Operations task teams and other boards for the sake of unity in proclaiming the Gospel.
- Assemble and present the annual congregational budget.
- Interface with external missions and make recommendations for support

That the mandate of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

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1. Develop and oversee an annual spending plan related to the responsibilities of this Board.
2. Strike task teams, or recruit individuals to fulfill specific responsibilities of this board. It would be the responsibility of such task teams, or individual(s) to develop, for approval by the Board of Stewardship, their specific responsibilities/objectives and budget.

Section 7.3 - Meetings:

This Board will meet at least quarterly (prior to the Church Council meeting) or more frequently at the request of the chairperson, to evaluate ideas brought forward.

Section 7.4 - Specific responsibilities/objectives

- Make a quarterly inspection of Church properties including cemeteries. Budget for and carry out regular building and equipment maintenance. Make recommendations to the Voters' Assembly on needed repairs, improvements, or replacements that would require a Capital expenditure.
- Conduct an annual inventory of all church properties, equipment, and supplies, including acquisition date and replacement cost of each item.
- Determine and engage, with congregational approval, adequate custodial help, and annually review and recommend salaries. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like. Prepare for the custodial help a detailed list of the required daily, weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
- Determine and establish, with the approval of the Voters' Assembly, regulations governing the use of church property and equipment. Set all policies and fees for rental, use and lending of church properties.
- Coordinate a schedule of non-congregational activities within the facilities, in conjunction with the Pastor(s) and Office Administrator.
- Make and issue keys for church property, and keep and review annually a list of keys issued.
- Supervise, control and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.
- Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
- Enlist task teams for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.

APPENDIX 8 - AUXILIARY GROUPS/SOCIETIES:

Auxiliary Groups may function in Our Church. They are directly responsible to the Voters' Assembly of Our Church.

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Refer to By-Law 3 - Powers of the Congregation, Section 3.1 General, and By-Law 6.6 Auxiliary Groups/Societies

APPENDIX 9 - AMENDING THE APPENDICES:

For amendment procedures for the Appendices, refer to By-Law 8.