

Church Constitution & Bylaws



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Edited and printed: March 1, 2013

ZION EVANGELICAL LUTHERAN CHURCH
SASKATOON, SASKATCHEWAN
CONSTITUTION AND BYLAWS

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Zion Evangelical Lutheran Church

Saskatoon, Saskatchewan

ADOPTED AT ZION ANNUAL MEETING, JANUARY 29, 1984

FIRST REVISION AT ZION ANNUAL MEETING, JANUARY 25, 1987

SECOND REVISION AT ZION ANNUAL MEETING, JANUARY 30, 1991

THIRD REVISION AT ZION ANNUAL MEETING, JANUARY 29, 1992

FOURTH REVISION AT ZION ANNUAL MEETING, JANUARY 26, 1994

FIFTH REVISION AT ZION ANNUAL MEETING, JANUARY 24, 1996

SIXTH REVISION AT ZION ANNUAL MEETING, JANUARY 26, 1997

SEVENTH REVISION AT ZION ANNUAL MEETING FEBRUARY 3, 2002

EIGHTH REVISION AT ZION ANNUAL MEETING FEBRUARY 6, 2005

NINTH REVISION AT ZION ANNUAL MEETING FEBRUARY 12, 2006

TENTH REVISION AT ZION ANNUAL MEETING FEBRUARY 13, 2011

ELEVENTH REVISION AT ZION ANNUAL MEETING FEBRUARY 12, 2012

CONSTITUTION AND BYLAWS

ZION EVANGELICAL LUTHERAN CHURCH

323 FOURTH AVENUE SOUTH

SASKATOON, SASKATCHEWAN

CONSTITUTION

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

PREAMBLE

Recognizing our unity in Christ and our common practice in the Christian faith; desiring to express our fellowship in worship and work; knowing our spiritual needs; mindful of our Christian privileges and duties; and wishing to observe orderly cooperation, we adopt the following constitution:

ARTICLE I

NAME AND INCORPORATION

1. The name of this congregation shall be Zion Evangelical Lutheran Church, Saskatoon, Saskatchewan.
2. The congregation shall be incorporated under the laws of the province of Saskatchewan.
3. This congregation shall be carried on without purpose of gain for its members, and any profits or other gains shall be used in promoting its objectives.

ARTICLE II

CONFESSION OF FAITH

The congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and submits to this as the only infallible authority in all matters of faith and life.

As brief and true statements of the doctrines of the Word of God, the congregation accepts and confesses the following Symbols, subscription to which shall be required of all its members: (1) the ancient ecumenical Creeds: the Apostolic, the Nicene, and the Athanasian; (2) the Unaltered Augsburg Confession and Luther's Small Catechism.

As further elaboration of and in accord with these Lutheran Symbols, the congregation also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles, and the Formula of Concord; and recognizes them as normative for its theology.

The congregation accepts without reservation the symbolical books of the Evangelical Lutheran Church, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the Evangelical Lutheran Church.

The doctrinal basis and confessional subscription contained in this Article shall be unalterable.

ARTICLE III

PURPOSE

(Article XI, Section 11)

The purpose of the congregation shall be to proclaim and propagate the Christian faith through the means of grace, and to co-operate in the program approved by the Evangelical Lutheran Church in Canada.*

* Wherever the words Evangelical Lutheran Church in Canada (E.L.C.I.C.) hereafter appear in this document, they shall mean "Evangelical Lutheran Church in Canada or its successor.

ARTICLE IV

POWERS

1. All power in the congregation has its source in the Word of God, which is the norm for its faith and life. All individuals and groups within the congregation shall submit to the authority of the Word. The life and activity of the congregation, and its organizations shall conform to it.
2. The powers of the congregation shall be those necessary to fulfil its purposes as set forth in this constitution.
3. The powers of the congregation shall be vested in the congregational meeting, called and conducted in such a manner as is provided in this constitution, and, to the extent conveyed by this constitution or as assigned from time to time by the congregational meeting in the church council elected by the congregation.
4. In the fulfilment of its purpose, the congregation is empowered to:
 - (a) acquire real and personal property by gift, devise, bequest, purchase or other lawful means;
 - (b) hold title to and use its property for any and all activities consistent with its purpose;
 - (c) sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
 - (d) enter into contract;
 - (e) sue and be sued;
 - (f) elect officers and boards for the exercise of their powers and authority, and require them to conduct their affairs in accordance with this constitution and its bylaws, and the resolutions of the congregation.
5. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the congregation.
6. Should the congregation by operation of law or otherwise cease to exist, all property and funds remaining after the payment of its obligations shall be distributed to the Evangelical Lutheran Church in Canada, or such other corporation existing for religious or charitable purposes.

ARTICLE V
RELATIONSHIP TO
THE EVANGELICAL LUTHERAN CHURCH IN CANADA

1. For the better attainment of its purpose, the congregation shall be a member of the Evangelical Lutheran Church in Canada. It shall be subject to the polity and discipline of the Evangelical Lutheran Church in Canada.
2. The congregation claims for itself all the rights and privileges, and accepts all the duties and obligations connected with such membership.
3. The congregation covenants to support with prayer, personal service, and offerings, the common work of the E.L.C.I.C.
4. Severance of membership in the Evangelical Lutheran Church in Canada shall require a two-thirds majority vote of all voting members present and voting at a legally called and conducted meeting. Such a decision shall not be effective until at least ninety days after its Synod has been notified, and until the initial action has been ratified by a two-thirds majority vote at a subsequent legally called and conducted meeting.

ARTICLE VI
MEMBERSHIP IN THE CONGREGATION

(Bylaw Part III)

1. Members of the congregation shall be those who are designated as such at the time that this constitution is adopted, and those who are admitted thereafter; and who maintain their membership in accordance with the provisions of this constitution and its bylaws. There shall be no membership restrictions with respect to race and color.

2. Members shall be classified as (a) baptized, (b) confirmed, (c) voting.
 - (a) Baptized members shall be those who, as provided in the bylaws, have been baptized in the name of the Triune God.
 - (b) Confirmed members shall be those baptized members who have been admitted to confirmed membership as provided in the bylaws.
 - (c) Voting members shall be those who are confirmed members in good standing, as provided in the bylaws; except that on legal and financial matters, only those voting members who have attained the age of majority in the Province of Saskatchewan shall vote.
3. It shall be the privilege and duty of members of the congregation to:
 - (a) make diligent use of the means of grace, both Word and Sacraments;
 - (b) live a Christian life in accordance with the Word of God and the teachings of the Lutheran church;
 - (c) support the work of the congregation and of the Evangelical Lutheran Church in Canada.

ARTICLE VII

DISCIPLINE

(Bylaw Part III)

1. A member who advocates doctrines which are contrary to Holy Scripture and the Confessions of the Church, as stated in Article II of this constitution, or who is guilty of conduct that is grossly unbecoming a member of the Body of Christ, shall be subject to discipline.
2. Discipline shall be administered by the church council on behalf of the congregation, with the right of appeal to the congregation. Right of further appeal from a decision of the congregation shall be provided in the Constitution and Bylaws of the Evangelical Lutheran Church in Canada.
3. Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18.
4. Procedures for the exercise of discipline shall be those provided in the bylaws.

ARTICLE VIII

WORSHIP

As an expression of the unity of the church in Christ, the congregation recognizes the desirability of conforming to the practices of other member congregations of the E.L.C.I.C. in using such forms of worship, including liturgies and hymn books, as are recommended by the E.L.C.I.C.

The order of worship shall be under the supervision of the pastors and the church council.

ARTICLE IX

CHURCH STAFF AND PASTORAL LEADERSHIP

(Bylaw Part IV and Part VI)

1. The Church Staff shall:
 - (a) include clergy called by this congregation.
 - (b) include lay persons engaged for specific responsibilities or tasks in the congregation, as designated by the church council.
2. Pastoral Office:
 - (a) A pastor of the congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined and approved by the church, and who has been properly ordained; who accepts and adheres to the confession of faith of the Evangelical Lutheran Church in Canada and of the congregation; and who strives in life and conduct to be above reproach.
 - (b) Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by not less than a two-thirds majority vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of its Synodical Bishop of the E.L.C.I.C. or the said Bishop's designate.
 - (c) Only clergy in good standing with the E.L.C.I.C., or who are recommended for call by the E.L.C.I.C., may be called as pastors of the congregation.
 - (d) Recognizing the importance of open communication for most effective ministry, the pastors, the congregation, and church council shall encourage prayerful consideration and

free discussion permeated with Christian love to fulfil the mission and responsibilities of the church.

- (e) In cases of dissatisfaction with a pastor:
- (i) attempt shall be made to resolve the difficulty through normal lines of responsibility within the congregational structure, in accordance with biblical guidelines (Matt. 18:15 - 18)
 - (ii) before a resignation is requested, all parties including the pastor concerned, shall have the opportunity of being heard at a specially called meeting of the church council at which its Synodical Bishop of the E.L.C.I.C. or designate shall be present.
 - (iii) if resolution is not possible, all parties including the pastor concerned, shall have the opportunity to be heard at a specially called meeting of the congregation at which its Synodical Bishop of the E.L.C.I.C. or designate is present.

Not less than ten (10) days notice of such meeting of the congregation shall be given.

A resolution requesting a pastor's resignation must be adopted by a majority of those present and voting at such a duly called special meeting of the congregation.
 - (iv) if the pastor's resignation has been requested in the manner herein provided, the pastoral office shall be vacated at the time the congregation specifies. Upon failure of a pastor to comply, the church council shall declare the pastoral office vacant.
- (f) In the event of alleged defection in doctrine or alleged conduct unbecoming a pastor, the matter shall be referred by the church council to its Synodical Bishop of the E.L.C.I.C. for disciplinary action as provided in the Constitution and Bylaws of the Evangelical Lutheran Church in Canada.
- (g) In the event of a vacancy in the pastoral office, the church council shall, in consultation with its Synodical Bishop of the E.L.C.I.C. or designate, provide for interim pastoral service, if such service is necessary.

ARTICLE X

MEETINGS OF THE CONGREGATION

(Bylaw Part V)

1. The power and authority of the congregation shall be exercised through the congregational meeting, which shall be called and conducted in conformity with civil laws and the provisions of the constitution and bylaws of the congregation.
2. The annual meeting of the congregation shall be held before February 15. Notice of the meeting shall be given as provided in the bylaws. In extenuating circumstances, the church council shall determine an alternate date within legal parameters.
3. A quorum for any regular or special meeting of the congregation shall be the voting members present.
4. A special meeting of the congregation may be called by action of the congregation, by petition of at least ten (10) percent of the voting members, or by any one of the following: the church council, the president of the congregation, or the senior pastor. The president or church council shall call a special meeting upon the request of its Synodical Bishop of the E.L.C.I.C. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships. Such notice shall state the time, the place, and purpose of the meeting. It shall be signed by the president and the secretary of the congregation, or by the person or persons who have called the meeting, as authorized by this paragraph. The notice of a special meeting shall also be read at all public services of the congregation held during the ten days preceding the date of the meeting. If no services are held during the stipulated time, not less than five days written notice of such meeting shall be given: provided, however, that no less than ten days written notice shall be given of a meeting called to consider a resolution requesting a pastor to resign; and provided further that a meeting called to consider the disposition or encumbrance of real property must be called and held in conformity with such provisions of civil law as may be applicable.
5. The pastoral staff shall be notified of the time and place at which a special meeting of the congregation is to be held.
6. Only the business for which the special meeting has been called shall be transacted at the meeting.
7. A meeting of the congregation may, by majority vote, recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided, however, that the time and place of such a reconvened meeting must be announced at a public service of the congregation, and not less than three days written notice be given of the reconvened meeting.

8. Minutes of all congregational meetings shall be recorded and maintained as per legal requirements of the act governing non-profit corporations.

ARTICLE XI

CONGREGATIONAL COUNCIL AND OFFICERS

(Bylaw Part VII)

1. CONGREGATIONAL COUNCIL AND OFFICERS

Section 1.

At its annual meeting the congregation shall elect a Congregational Council of not less than six or more than twenty-four members for terms of three years each with approximately one-third of the terms expiring annually. The members of the council must be voting members of the congregation.

Section 2.

The senior pastor (or designate) shall be an ex officio member, with voice but no vote, of the Congregational Council and all its committees and shall be notified of all regular or special meetings of the Congregational Council.

Section 3.

All elected members of the Congregational Council shall be installed by the senior pastor (or designate) according to the prescribed order of the church at the next public service following their election or as soon thereafter as convenient.

Section 4.

At its first meeting following the annual meeting of the congregation the Congregational Council shall elect from its own membership a chairperson, a vice-chairperson and a secretary who shall be chairperson, vice-chairperson and secretary of the congregation. The council shall also elect a treasurer and a financial secretary, who need not be elected members of the Congregational Council.

Section 5.

The Congregational Council shall be the trustees of the congregation and shall have general oversight of the life and activities of the congregation ensuring that everything is done in accordance with the Word of God and the faith and practice of the ELCIC. The Congregational Council shall exercise such authority as is delegated to it by this constitution, the bylaws and the resolutions of the congregation, and may adopt such policies not in conflict with these documents as needed to carry out its mandate.

Section 6.

A majority shall constitute the quorum for transacting the business of the Congregational Council.

Section 7.

If a vacancy occurs on the Congregational Council, the council shall fill the vacancy until the next meeting of the congregation. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.

Section 8.

A member of the Congregational Council who is absent from two consecutive regular meetings shall be contacted by the chairperson of the congregation; if the member is absent from three consecutive regular meetings without valid excuse, the council may declare the position vacant.

Section 9.

The council shall declare vacant the position of any council member whose membership in the congregation is terminated for any of the reasons stated in Article VII of this constitution or whose status as a voting member in good standing (Bylaw, Part III) has not been maintained. The council may declare vacant the position of any council member who has been suspended from membership in the congregation by disciplinary action of the council (Bylaw, Part III, 6) or has been censured by a two-thirds vote of the members of council for behaviour that is inconsistent with the policies of the council and the congregation.

Section 10.

The senior pastor, or the chairperson, or any three members of the Congregational Council may call a special meeting. Notice of such meeting shall be given not fewer than 10 days prior to the meeting and shall be announced at a public service if one is held during that period.

Section 11.

The Congregational Council shall uphold Zion's Mission Interpretive Statement:

- a. Zion Lutheran Church is a congregation of the Evangelical Lutheran Church in Canada.
- b. Based on the Word of God and the sacraments of baptism and communion, we make known the Christian Faith in word and actions.
- c. We provide opportunities for worship, learning, support and growth of our members, while also reaching out to others in the community of Saskatoon and beyond.

ARTICLE XII

BYLAWS

1. The congregation shall adopt such bylaws as may from time to time be necessary. No bylaw may conflict with this constitution.
2. Bylaws may be adopted or amended at any legally called and conducted meeting of the congregation by a two-thirds majority vote of those present and voting.

ARTICLE XIII

AMENDMENTS

1. The doctrinal basis and the confessional subscription contained in Article II, and this paragraph of Article XIII, shall be unalterable; and no amendment to this constitution shall conflict therewith.
2. A proposed amendment to this constitution shall be:
 - (a) read at a public service of the congregation or mailed to the voting members not less than thirty days before the annual meeting at which it is to be considered;
 - (b) approved, with or without change, at the annual meeting following its announcement, by a majority vote of those present and voting;
 - (c) ratified without further change at the next annual meeting by a two-thirds vote of those present and voting.
3. If a proposed amendment fails of adoption, it may be amended by majority vote of those present and voting; and adopted without change by a two-thirds majority of those present and voting at the next following annual meeting.

BYLAWS

PART I

COMMUNION PARTICIPATION

(Constitution Article II)

1. Participation in Holy Communion shall be open to baptized persons of all ages, both members of this church who have received appropriate instruction, as well as members of other Christian churches.
2. Holy Communion requires sincere repentance, faith in Jesus Christ as Saviour, and an earnest desire to amend one's sinful life, as well as acceptance of the scriptural teaching of the Real Presence of Christ with His body and blood in the Sacrament. Prospective participants shall be made aware of these requirements through registration forms and/or announcements.
3. Record of participation in Holy Communion shall be maintained. If members of other congregations commune, notice shall be sent to their home congregations.

PART II

CONFLICTING LOYALTIES

1. While the buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practise forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Saviour from sin, and which thus teach salvation by works.
2. Ceremonies of lodges and other such organizations shall not be permitted in the buildings or premises of the congregation; nor shall its pastoral staff take part in any such ceremonies wherever they are conducted.

PART III

MEMBERSHIP

(Constitution Article VI)

1. Baptized Members

- (a) A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving Baptism, become a baptized member.
- (b) A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving Baptism become a baptized member of the congregation. If, for good reason, the child is to be a baptized member of another congregation, membership shall be transferred to that congregation.
- (c) A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.
- (d) An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church, shall, upon confession of faith and Baptism, become a baptized member of the congregation.

2. Confirmed Members

- (a) A baptized adult, not previously a confirmed member of a Lutheran congregation shall become a confirmed member of the congregation through affirmation of faith before the congregation after having received instruction and having given evidence of adequate understanding of the teachings of the Word of God as confessed by the Lutheran Church.
- (b) A baptized member of the congregation shall become a confirmed member through the rite of confirmation; except that an adult who has become a baptized member in accordance with the provisions of Section 1(d) of this Part of the Bylaws shall be considered a confirmed member without participation in the rite of confirmation.

(c) An applicant for membership who presents a Letter of Transfer which certifies confirmed membership in good standing of a Lutheran congregation, shall become a confirmed member of the congregation upon approval by the church council. The acceptance of the applicant shall be reported to the congregation.

(d) An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a Letter of Transfer shall be admitted to confirmed membership when the church council has determined that the standards of Christian faith and life indicated in the constitution and bylaws have been met, and when reaffirmation of faith has been given before the congregation.

3. Voting Members

(a) The church council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and bylaws.

(b) Voting members are those who

i) partake of Holy Communion, and

ii) according to the congregational records, contribute to the congregational treasury, and

iii) participate in the life and worship of the congregation.

(c) Pastors shall have the right to vote at all congregational meetings.

4. Responsibility of Members

(a) Each member of the congregation is to carry a prayerful and vital concern for all other members of the congregation (I Thessalonians 5:11 and 14).

(b) Through the pastoral leadership and organized groups of the congregation, dedicated effort is to be made to involve all members according to their interests and abilities.

(c) Members are to be trained and equipped to minister to the needs of all who come within the mission responsibility of the congregation.

5. Discontinuance of Membership

(a) A member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

(b) Members Outside the Community

i) The congregation shall encourage a member who has moved from the community it serves to request a transfer to a Lutheran congregation where service can be rendered most effectively; and, a Lutheran congregation in the community of the member's new residence shall be notified. Such a member who has not requested a transfer within six (6) months shall be contacted by the pastor or church council expressing the congregation's concern for affiliation with a Lutheran church in the new community of residence.

ii) If, after one (1) year, there has been no request for transfer, the member shall again be contacted by the pastor or council and asked to reply on an enclosed form, indicating his/her wishes:

-- to be retained on the congregation's membership roster

-- to receive a Letter of Transfer

-- to be deleted from the congregation's membership roster

iii) If, after two (2) years, there has been no communication from the member, the member's name may be removed from the membership roster upon approval by the church council.

iv) Any member removed from the membership roster of the congregation shall be notified of the action taken.

(c) Members Within the Community

i) A member who does not, for a period of six (6) months, partake of Holy Communion, support the church with offerings, and does not appear to desire to participate in the life and worship of the congregation, shall be contacted (preferably visited) by a pastor and congregational members, and be encouraged to active membership.

ii) If, after repeated contacts over a period of at least two (2) years there is no active participation, the member shall be asked to reply on a written form, indicating his/her wishes:

-- to be retained on the congregation's membership roster

-- to receive a Letter of Transfer

-- to be deleted from the congregation's membership roster

iii) If there is no reply, the member's name may be removed from the membership roster of the congregation upon approval by the church council. However, such a person not affiliated with another church shall be retained on a responsibility list as one who is in special need of the congregation's prayers and concern. Such a person shall be notified in writing of the action taken but assured that the pastors' and congregation's prayers and concern for him/her will continue.

6. Discipline (Constitution Article VII)

In exercising discipline as provided in the constitution, the following shall be the procedure:

(a) A person who is requested to appear before the church council for possible discipline shall be advised in writing no less than ten (10) days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If a person fails to appear at the time and place without valid excuse, the church council may proceed with the hearing and may reach its conclusion in the absence of that person.

(b) Should the person be found guilty by a two-thirds vote of the members of the church council, the council shall impose one of the following:

i) censure before the church council or the congregation, or

ii) suspension from membership until evidence is given of sufficient repentance and amendment, or

iii) exclusion from membership and denial of the sacraments.

In the event of the imposition of ii) or iii) above, the action of the church council shall be in writing.

PART IV

THE PASTORAL OFFICE

(Constitution Article IX)

1. In the event a need arises in the congregation to call a pastor, the current Nominating Committee of the congregation shall provide a list of nominees to serve on the Call Committee.

Additional nominations may be made from the floor of the congregational meeting convened for this purpose (Bylaw Part V-5-(b)).

2. When the congregation has voted to call a pastor as provided in constitution Article IX-2, a Letter of Call shall be issued to the pastor-elect in a form approved by the Evangelical Lutheran Church in Canada. It shall be signed by the president and the secretary of the congregation, and shall be attested by the signature of its Synodical Bishop of the E.L.C.I.C. or designate.
3. A call to be an assistant pastor shall be issued only with the concurrence of the senior pastor of the congregation and in accordance with the provisions of this Bylaw Part IV.
4. The call shall normally be for an indefinite time. A call to be an assistant pastor may be for a definite time.
5. If a pastor receives a call to another ministry, that pastor shall consult the church council or the congregation, before reaching a decision. Announcement of the decision shall be made to the congregation and to its Synodical Bishop of the E.L.C.I.C. as quickly as possible, normally within 30 (thirty) days of receiving the call.

When the call is accepted, the pastor's ministry shall be terminated as soon as feasible, normally within one (1) month.

6. When the Senior Pastor's ministry is concluded, the ministries of all other members of the pastoral staff shall be terminated. The council may, at its discretion, request remaining pastoral staff to continue their ministry in the interim until a new Senior Pastor is called.

PART V
ANNUAL MEETINGS OF THE CONGREGATION

(Constitution Article X)

1. NOTICE OF MEETING

(a) Notice of the time and place of the annual meeting of the congregation shall be given:

i) by announcement at two (2) public services immediately preceding the meeting; such services to be at least one (1) week apart, and

ii) by written notice sent, not less than twenty-one (21) days and more than seventy (70) days before the meeting, to all voting members of the congregation and to the auditor.

(b) the written notice referred to in clause ii) of subsection (1) may be by publication at least once in the publication of the congregation that is regularly sent to all voting members, provided the number of voting members of the congregation exceeds 500. The time limits specified in clause ii) of subsection (a) must be observed.

2. ROSTERS

The current rosters of voting, confirmed, and baptized members shall be available at each meeting of the congregation.

3. ANNUAL REPORTS

The annual meeting shall receive reports from all the organizations of the congregation. Written reports, including a financial statement, shall be submitted to the church office for printing not less than fifteen (15) days before such meeting.

4. FISCAL YEAR

The fiscal year shall be from September 1 to August 31 of the following year.

5. NOMINATING COMMITTEE

(a) The nominating committee shall consist of five (5) members; three (3) elected at the annual meeting and two (2) appointed by the church council from its membership.

The senior pastor shall serve as convenor and as an advisory member. The committee shall elect a chairperson at the first meeting.

(b) The nominating committee shall nominate one or more candidates for each position to be filled on the Congregational Council. The committee shall also nominate at least three (3) candidates for the next year's nominating committee. The list of nominees shall be included in the Annual Report. In addition to the nominees submitted by the nominating committee, further nominations may be made from the floor provided consent has been secured from the nominee prior to the nomination.

(c) The nominating committee shall also, when required, carry out the responsibilities outlined in Bylaw, Part IV -- Number 1.

6. AUDITOR(S)

Auditor(s) shall be appointed by the annual meeting or by the church council as directed at the annual meeting.

The auditor(s) shall audit the fiscal records and examine the existing insurance coverage of the congregation. A written report shall be submitted to the annual meeting.

7. RULES OF ORDER

Unless otherwise ordered, parliamentary procedures shall be in accordance with Bourinot's Rules of Order.

8. BUDGET

- (a) Proposed annual budget shall be voted on by secret ballot at the annual meeting.
- (b) Any single non-budgeted expenditure over 1% of gross receipts in the General Fund proposed at an annual meeting, shall be voted on by secret ballot.

PART VI
CHURCH AND PASTORAL STAFF
DUTIES AND RESPONSIBILITIES

(Constitution Article IX and Bylaw Part IV)

1. The Senior Pastor shall:

- (a) provide leadership in the pastoral work of the parish;
- (b) be in charge of the over-all mission and operation of the congregation;
- (c) be directly responsible to the church council;
- (d) be an ex-officio member of the church council, boards, and committees, but without vote;
- (e) designate a member of the church staff to be an advisory member of each committee, but without vote;
- (f) be responsible for parish records as outlined in Bylaw Part VIII.

2. Assistant Pastor(s) and other Church Staff shall:

- (a) be under the leadership of and directly responsible to the senior pastor;
- (b) be ex-officio members of the church council, boards, and designated committees, but without vote.

PART VII

CONGREGATIONAL COUNCIL AND OFFICERS

(Constitution Article XI)

The Congregational Council elected at the annual meeting of the congregation shall be composed of 15 members, elected for terms of three years each with approximately one-third of the terms expiring annually.

The Council shall elect its own officers.

The duties of the Officers shall be as follows:

Section 1.

The chairperson shall preside at all meetings of the council and of the congregation. The agenda shall be prepared in consultation with the senior pastor. Additional duties shall include:

- a. Be one of the persons with financial and legal signing authority.
- b. Establish a special committee to review the Constitution and Bylaws each year divisible by five (5), or more often if deemed necessary.

Section 2.

The vice-chairperson shall preside at the meetings of the council and of the congregation in the absence of the chairperson. In the event that neither the chairperson nor vice-chairperson are able to act, the congregational council shall have the power to designate a member of the congregational council to preside.

Section 3.

The secretary shall keep the minutes of the council and of the congregation in a volume provided by the congregation, which shall be permanently preserved in the congregational archives. Additional duties shall include:

- a. Have custody of the Seal;
- b. Be one of the persons with financial and legal signing authority.

Section 4.

The treasurer shall have custody of all funds of the congregation and shall receive and disburse such funds in accordance with the decision of the congregation and of the council, and be one of the persons with authority to sign cheques for the disbursement of funds. The treasurer shall make monthly remittance of benevolence receipts to the treasurer of the synod.

Section 5.

The financial secretary shall maintain and issue receipts for all contributions.

Section 6.

The treasurer and the financial secretary shall make written report of all financial transactions to the council, normally monthly, and to the congregation with audit at the annual meetings.

The treasurer shall be bonded.

Section 7. The Congregational Council shall:

- a. Lead the congregation in stating its mission, in doing long-range planning, in setting goals and priorities and in evaluating its activities in the light of its mission and goals;
- b. Exemplify for the congregation a life that is worthy of the high calling in Christ;
- c. Seek to involve all members of the congregation in worship, learning, witness, service and support;
- d. Provide support for the pastor(s) and other professional leaders, assisting them to review and evaluate their ministry; and review annually their financial compensation making adequate adjustments;
- e. Arrange for pastoral service during the sickness or absence of the pastor(s);
- f. Appoint or elect all lay staff, salaried or voluntary, for the effective administration of all aspects of parish life;
- g. Recognize the Executive Committee to be composed of the chairperson, vice-chairperson, secretary, and treasurer, describe its duties and appoint such committees as may be necessary or advisable for education, evangelism, stewardship, visitation, world mission, worship, etc.

- h. Normally meet once a month.
- i. Be responsible for maintaining and protecting the property of the congregation and overseeing its use by both members and non-members;
- j. Be responsible for the financial and legal matters of the congregation including to:
 - 1) Prepare an annual budget to recommend to the congregation;
 - 2) Supervise the expenditure of funds and ensure that the financial affairs of the congregation are conducted efficiently;
 - 3) Secure prior congregational approval for expenditures which in a fiscal year total more than 5% in excess of the total annual budget voted by the congregation;
 - 4) Designate, as necessary, signing officers (in addition to the chairperson and secretary) for legal and financial matters of the congregation;
 - 5) Ensure the requirement of two signatures on all cheques and documents.
- k. Ensure that the annual budget includes support for the church at large and that regular monthly benevolence monies are forwarded;
- l. Emphasize the partnership of the congregation with the Saskatchewan Synod and the Evangelical Lutheran Church in Canada and encourage support for the work of the church at large;
- m. Convene at least once a year, a meeting of all committees and representatives of each organization to meet jointly with the congregational council to review the life, work, and program of the congregation;
- n. Have custody of the church archives;
- o. Promote congregational unity and good will, fostering mutual understanding in times of conflict and exercising discipline, when necessary, under the provision of the constitution.

PART VIII

PARISH RECORDS

1. The records of the congregation shall be and remain the property of the congregation.
2. The senior pastor shall be responsible for the maintenance of the records (Bylaw Part VI)
3. The records shall include:
 - (a) the roster of baptized, confirmed, and voting members of the congregation;
 - (b) the ministerial acts performed by the pastors;
 - (c) the minutes and reports of the Evangelical Lutheran Church in Canada, and the documents of the Evangelical Lutheran Church in Canada;
 - (d) the minutes of the meetings of the congregation, the church council, and the executive committee;
 - (e) the financial records of the congregation.
4. The senior pastor shall:
 - (a) forward to the Bishop of the E.L.C.I.C. an official copy of the Constitution and Bylaws upon adoption by the congregation, and any adopted amendments thereafter;
 - (b) report to his/her Synodical Bishop of the E.L.C.I.C. such statistics as may be required;
 - (c) annually report to the congregation, a summary of all ministerial acts.
5. Upon resignation of the senior pastor, records shall be brought up to date prior to departure.

Constitution and Bylaws adopted

January 29, 1984

Signed (Rick Stalwick) President
(Joan Burback) Secretary

Bylaws revised

January 25, 1987

Signed (Muriel Jarvis) President
(Shirley Kasdorf) Secretary

Bylaws revised

January 30, 1991

Signed (Connie Tate) President
(Audrey Melbo) Secretary

Constitution changes adopted

Bylaws revised

January 29, 1992

Signed (Connie Tate) President
(Marlene Wichert) Secretary

Bylaws revised

January 26, 1994

Signed (Muriel Jarvis) President
(Fran Seidler) Secretary

Bylaws revised

January 24, 1996

Signed (Obert Friggstad) President
(Jalna Zwarich) Secretary

Constitution change adopted

Bylaws revised

January 26, 1997

Signed Obert Friggstad (President)
Leah Abrook (Secretary)

Bylaws revised

February 3, 2002

Signed Connie Abrook (President)
Fran Seidler (Vice-Pres., Acting Sec.)

Bylaws revised

February 6, 2005

Signed Rick Stalwick (President)

Marlene Wichert (Secretary)

Bylaws revised

February 12, 2012

Signed Garth Meissner (President)

Nathan Grundahl (Secretary)

Bylaws revised

February 12, 2006

Signed Rick Stalwick (President)

Muriel Jarvis (Secretary)

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