



By-Laws

Of

**Immanuel Evangelical Lutheran Church**

5236 54 Street

Rocky Mountain House, Alberta

T4T 1E7

Amended By-Laws adopted at the AGM on February 9, 2020

***Chairman of Congregation:***

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***Archie Richardson***

***Church Council Secretary:***

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***Lisa Block***

## **BY-LAW 1 MEMBERSHIP**

### **Section 1.1 Becoming a Communicant Member**

Baptized individuals attending the Church may request a communicant membership but need to become eligible by:

**A. Confirmation:** Individuals not familiar with the doctrines and confessions of Christian faith, and the 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 Elders, before becoming eligible communicant members.

**B. Transfer:** Individuals from other Evangelical Lutheran Churches (LCC, LCMS) 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 Elders 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, approval of the Pastor and the Board of Elders is required.

The names of the new communicant members shall be placed on the Church roster, and reported on and recorded at the next Voter's Meeting.

### **Section 1.2 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, worshipping regularly, and partaking of the Lord's Supper frequently.

**B.** Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:18-21), 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 of their children.

**D.** Contribute financially toward the endeavour 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), Board of Elders, and the Church Council of the congregation as set forth in its Constitution and By-Laws, so that the mission and vision of the congregation may be implemented.

**F.** Serve as Lay Ministers in assisting with Pastor/and or Elders with visitations etc.

### **Section 1.3 Status Change of Communicant Membership**

**A.** Members desiring to join another Evangelical Lutheran congregation shall present their request for transfer to the Pastor or Board of Elders.

**B.** In cases where members have joined a non-Lutheran church Canada congregation, they shall, upon the recommendation of the Pastor and Board of Elders, be considered as having already terminated their membership.

**C.** After a reasonable amount of time, the membership status of members whose whereabouts are unknown, will be changed from 'Communicant' to 'Whereabouts Unknown'.

**D.** Members who have moved to a known location and have not worshipped in this congregation for a reasonable period of time, will have their names forwarded to the Pastor of a sister congregation in their area.

**E.** All status changes of Communicant membership shall be announced at the next Voter's Meeting.

### **Section 1.4 Becoming a Voting Member**

**A.** Any communicant member of this congregation who is of legal age in the province of Alberta, shall be eligible to apply for voting membership. Such application can be made to the Board of Elders. The applicant shall be given a copy of the Constitution and By-Laws for study. Upon affirmation by applicants' intention to fulfill such duties as are required by Section 1.5 of the by-laws, the Board of Elders will present the new Voting Members at a Voter's Meeting to be affirmed by the Voting Membership. Prospective Voting Members can be submitted by a Voting Member at any Voter's Meeting, provided that the steps above have been attended to. The applicant shall be accepted as a voting member with all the rights and privileges pertaining thereto.

**B.** Communicant members wishing to become a Voting Member can apply at any time throughout the year. Upon meeting the requirements of Voting Membership above, the Board of Elders may grant the applicant interim Voting membership until the next Voter's Meeting, entitling the applicant to the privileges of Voting Membership.

**C.** Current list of the Voting Membership shall be posted on the Church bulletin board at all times.

**D.** Anyone accepted as a Voting Member will have voting privileges at all Voter's Meeting.

### **Section 1.5 Privileges and Duties of Voting Members**

It is a privilege and duty of voting members to contribute to the fulfillment of the congregation's mission and vision by:

**A.** Conscientiously and prayerfully exercising the right to vote.

**B.** Willingly serving in any office or capacity for which their God-given gifts, talents and abilities equip them.

**C.** Faithfully attending Voter's Meetings.

**D.** Praying for and supporting the work of the congregation.

E. Encouraging through personal example, friendly interest and judicious counsel, such eligible communicant members who are not voting members to seriously consider accepting the responsibilities and privileges of Voting Membership.

### **Section 1.6 Terminating Voting Membership**

**A. By Personal Request:** A member who desires to relinquish the rights and privileges of Voting Membership shall notify the Director of Elders of the congregation in writing.

**B. By Revocation:** A member who has been lapse in their responsibilities (see Section 1.5 above) shall be urged by the Elders and/or Pastor, to give attention to the privileges and duties of voting membership. Should the member not give due attention to the privileges and duties as noted in Section 1:5, the Board of Elders, will inform the member of the revocation of their Voting Membership. The member remains a communicant member.

**C. Change of Status:** Termination of communicant membership automatically terminates voting membership.

**D.** All Termination of Voting membership shall be reported at a Voter's Meeting.

### **Section 1.7 Reinstating Voting Membership**

It is always the goal through prayer and encouragement to restore a member's voting membership. Voting Membership may be reinstated by the member applying to become a voting member.

## **BY-LAW 2- DISCIPLINE WITHIN THE CONGREGATION**

### **Section 2.1 Motive for Discipline**

The motive for discipline in the congregation is to always reflect the love of Jesus Christ in restoring a person's relationship with Christ. It is the responsibility of church leadership to hold church members up in prayer and to pray for the restoration of individuals who may have fallen away or gone astray, to be restored in relationship with Jesus Christ and others.

### **Section 2. 2 Disciplinary Process**

#### **A. Apathy**

When a member of this congregation has not communed for a reasonable length of time, has been absent from worship, or has 'fallen away' from participating in the life of the congregation, he/she will receive a number of caring visits from the Pastor or an Elder to be encouraged and/or admonished.

The member will be welcome back into full membership of the congregation as they re-engage in the life of the congregation.

#### **B. Exclusion**

Should any member repeatedly conduct himself or herself in an unchristian manner; (i.e. openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper), The Pastor(s) and the Board of Elders shall administer Church discipline (in accordance with Matt. 18:15-20; I Cor. 5:1-5; and other related New Testament passages) on behalf of the congregation. If, after a reasonable time period, the member has not responded positively to the discipline, the individual shall be considered to have excluded himself/herself from the congregation.

Such exclusion releases the individual from all responsibilities and privileges of this congregation and to any claim against the properties of this congregation, and their name will be removed from the Communicant Members list of the congregation following a three-quarters majority vote of the Voters Meeting.

Through prayer and in the hope that the Word of God will reawaken spiritual life, that person, by showing acceptance of Christ as Saviour and willingness to admit his/her error, to repent and amend his/her testimony, will be restored to membership in the congregation by the Board of Elders and reported to the Voters Meeting.

### **C. Removal from Office**

Any officer of this congregation who willfully neglects the duties of his office may be removed from his/her office by a three-quarters majority vote at an Annual Voters Meeting or a Special Voters Meeting. The Board of Elders shall initiate such disciplinary action.

### **D. Provisions Pertaining to Called Pastors and Deacons**

Sufficient grounds for removing a called Pastor or Deacon shall be persistent adherence to false doctrine, scandalous life, neglect of official duties or protracted incapacity to perform their required function. Charges in any of these counts shall be carefully investigated by the Board of Elders and the Chairman. The above board shall, after consultation with appropriate officers of Lutheran Church-Canada, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-quarters majority vote of the voting members present, shall be required to depose of a Pastor or Deacon.

Should the occasion to remove a Pastor ever arise, the intended deposition shall be announced by the Director of Elders at regular Worship Services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by posted mail or email at least two weeks in advance of the meeting.

## **BY-LAW 3 OFFICES OF PASTOR AND DEACON**

### **Section 3.1 The Pastoral Office**

The Pastoral Office is the authority conferred upon Pastor by God, through a call of the congregation (the holder of the priesthood and all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all.

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 an ex-officio member of the Board of Elders, Church Council, and their associated committees, 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, jointly and individually, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:

A. To administer the sacraments in accordance with their divine institution;

**B.** To discharge toward all members of the congregation the functions of a minister and curate of their souls in a evangelical manner, in particular to visit the sick and dying and admonish indifferent and erring members;

**C.** To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;

**D.** To guide the congregation in applying the divinely ordained discipline of the Church;

**E.** To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;

**F.** To serve as an example by Christian conduct and to do all that is possible for the up building of the congregation and for the advancement of the Kingdom of God.

By reason of his position, the Pastor is not only a servant and steward of God, but also of the Congregation. The Pastor(s) shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Elders, so that it is at all times in harmony with doctrine and practice as stated in Article 2, of the Constitution.

Members of the congregation are obligated to accord the Pastor(s) honour, love, and respect in his ministry of God's Word and to support his ministrations with diligence and faithful prayers.

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. This is the privilege and responsibility of all members of the Church.

### **Section 3.2 Procedure For Calling a Pastor or Deacon**

The Chairman, Director of Elders and a representative from Lutheran Church-Canada, will prepare a list of candidates, which may include nominations by any voting member, for the call meeting. The Chairman and the Director of Elders may prepare a short list of candidates, according to the number of candidates and their biographical sketches. At the meeting, the Voters will elect by majority ballot, one of the proposed candidates. If, after balloting, no candidate has received a majority, the candidate receiving the lowest number of votes will have his name dropped from the ballot. The balloting will then continue. It will be the duty of the Chairman to see that the notice of the candidate's election is delivered promptly to him in whatever manner the voting membership advises.

## **BY-LAW 4 ORGANIZATION**

### **Section 4:1 Administration of Congregational Affairs**

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the following representatives by the Voting Membership:

Church Council

Board of Elders

as stated in the By-Laws of this constitution and shall be subject to revision or complete withdrawal by the Voting Membership of the congregation.

### **Section 4.2: Officers of the Congregation**

The Officers of the Congregation shall consist of the Chairman, Vice Chairman, Treasurer/Financial Officer and Board of Elders, and Council Members elected from among the voting membership in accordance with the By-Laws of the Constitution. The Chairman, Vice Chairman and Board of Elders

shall be male members only. The officers will represent or arrange for representation in all legal matters.

### **Section 4.3 The Church Council**

The Church Council shall consist of the Pastor(s), Deacon, Chairman, Vice Chairman, Secretary, Treasurer/Financial Officer, Director of Elders, and a minimum of six (6) to a maximum of nine (9) Council members who will have overall responsibility for each of the following areas of ministry:

- Evangelism
- Christian Education
- Stewardship
- Church Properties
- Youth
- Fellowship

Church Council members shall hold their positions by virtue of their calls or election only so long as their term of office continues.

### **Section 4.4 Responsibilities and Powers of the Church Council**

The Officers of the Congregation shall be responsible for the performance of duties assigned by the By-Laws of the Constitution or as the church membership may delegate to them by special resolution. Such specifically delegated responsibilities shall be subject to revision or complete withdrawal by the church Voting Membership at its discretion.

Church Council has responsibility to carry out Immanuel Evangelical Lutheran Church's Mission and Vision.

**Mission:** Immanuel Evangelical Lutheran Church is a Christ center family, united in worship, and service, committed to sharing the Gospel so the Holy Spirit may bring people into a saving relationship with Jesus Christ.

**Vision:** Immanuel Evangelical Lutheran Church will reflect God's love to our community and beyond so that they receive His grace and the promise of eternal life through faith in Jesus Christ.

The following Strategic Directions provide further clarity and guidance for planning and carrying out specific actions and programs:

**1. Involvement of people in worship, service and fellowship by:**

- equipping and supporting members
- accepting people where they are at
- providing opportunities for work and fellowship

**2. Strengthen relationships:**

- within the church
- within the community
- equipping parents to be the spiritual leaders in their homes
- efficient communication within the church
- deliberate effort to reach all ages

3. Provide facilities and equipment to enhance our ministry:
- always have current inventory of facilities and equipment
  - maintain facilities and equipment to an acceptable standard

As such, Council members will have designated/overall responsibility for each of the focus ministry areas as they relate to and fulfill Immanuel's Mission and Vision. Ministry will be carried out either corporately by Church Council or by specifically designated individuals and/or committees as directed by Church Council.

### **EVANGELISM**

Sharing of the Gospel, encouraging and enabling God's people in the work of spreading the Gospel.

Encouraging a missional mindset for prayer within the church family toward all people inside and outside the Church.

Promoting the reception, orientation, integration of new believers into the life of our congregation and service to others.

### **CHRISTIAN EDUCATION**

Planning, implementing and coordinating all education programs within our congregation.

Being responsible for the nurture of children, youth and adults in our congregation and through them, in the community and beyond.

Fostering an active expression of Christian love and concern for all people and as an integral part of all education programs in our congregation.

### **STEWARDSHIP**

Fostering and promoting healthy stewardship attitudes and experiences within our congregation with regard to time, talents and treasures.

Encouraging the Gospel motivated practice of first-fruits giving.

Fostering support for missions and charities.

### **CHURCH PROPERTIES**

Providing and maintaining our facilities and equipment to an acceptable standard to enable effective ministry.

Representing our congregation in all legal matters, and the general protection of the congregation against loss or damage.

### **YOUTH**

Providing for the continual spiritual growth of young people.

Planning for and encouraging youth to participate in planned activities and gatherings within and outside our congregation.

Preparing Youth to be actively involved in Christian service.



## **FELLOWSHIP**

Strengthening relationships within our congregation through fellowship opportunities which foster an atmosphere of friendliness, trust and cooperation.

Planning and holding large and small gatherings from time to time, throughout the year which support Immanuel's ministry goals.

## **BOARD OF ELDERS**

The Board of Elders requires that men only, noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be elected as Elders.

The basic objectives of this board are the spiritual welfare of the pastor(s) and congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship.

With regard to the spiritual welfare of the Pastor(s) and congregation members, the Board of Elders will:

- Pray for and encourage the Pastor(s), Deacon, and other spiritual leaders.
- Be concerned for the spiritual, emotional and physical wellness and welfare of the Pastor(s), Deacon, and their families, (e.g. adequate compensation, housing, free time, vacation, assistance in times of illness, etc.), and to that end specifically review these items once a year.
- Assist the Pastor(s) in counselling and in finding peaceful and God-pleasing solutions to difficulties within the congregation.
- Annually review the salary and performance of the Church Office Secretary and make appropriate recommendations to the Voting Membership, or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s).
- Annually review the Playschool teachers' employment agreement and salary, ensuring that both aspects are finalized for the following fiscal year prior to the budget discussions at the November Church Council meeting.
- Maintain standards within the congregation and ensure that the congregation functions according to Scripture, the Lutheran Confessions and Articles and By-laws of the Constitution, and exercise discipline when required.
- Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article 4 and By-Law 1 of the Constitution.
- See to the prompt transfer of all members who move away or into the community.
- Engage in an on-going review of member's attendance and participation in holy communion, and follow-up as needed.
- Be concerned about and support the Pastor in the instruction of youth and adults for confirmation and church membership in conjunction with the church's Christian Education ministry.

With regard to Congregational Worship, the Board of Elders will:

- Provide for substitute pastors and/or guest speakers as needed.
- Assist the Pastor(s) with worship services as required.

- Set the schedule and times of all worship and special services in conjunction with the Pastor(s) and the Voting Membership.
- Ensure that all worship opportunities including liturgies and music are consistent with the Congregation's confession of Faith and that God the Father, Jesus Christ the Son and the Holy Spirit are edified.
- Supervise the Altar Guild in the care, use and maintenance of the sacred vessels, the altar, and altar furnishings, and vestments.

### **PLAYSCHOOL COMMITTEE**

The Playschool Committee is a committee of the Church Council and reports to the Board of Elders. Its role is to provide an educational program that fulfills Immanuel's mission/vision and meets current government requirements.

The Playschool Committee will develop school policies to guide and direct the teacher in the daily management and operation of the Playschool.

Work with, support and supervise the Playschool teacher who is responsible for the daily management of all aspects of the Playschool's operation.

Prepare and annually review the Playschool teacher's job description.

On a yearly basis or as necessary, update the Board of Elders on the Playschool program.

Be responsible, for recommending to Board of Elders, candidates for the teacher and all other staffing. Review the financial reports on a regular basis and assist the teacher in financial management.

Provide for the promotion of the Playschool in the community and help keep its focus on the congregation's mission and vision.

### **Section 4.5 Societies**

Societies may be organized within the congregation only with the expressed approval of the Voting Membership and will be accountable to the Pastor(s) and the Board of Elders, under whose jurisdiction they function.

Only Communicant Members of this congregation shall be officers of a society.

Actions of a society shall be invalid if they conflict with this Constitution or By-Laws in any way.

### **Section 4.6 Signing Authority of Officers**

The signing officers of the Congregation shall be the Chairman, Vice Chairman, Treasurer/Financial Officer, Director of Elders and one designated Voting Member. Two authorized signatures are required on all cheques.

### **Section 4.7 Purchase, Selling, Borrowing Authority of Officers**

In the event that this congregation has to purchase, sell property or borrow money from a lending institution, the Chairman or Vice Chairman and one other of the aforementioned officers shall have the authority to act for the congregation, signing together on all documents. Actions to buy, borrow or sell must be taken only when properly supported by a recorded motion in the minutes of a properly constituted Voter's Meeting.

## **BY-LAW 5 VOTER'S MEETINGS OF THE CONGREGATION**

### **Section 5.1 Annual Voter's Meeting (Annual General Meeting)**

An Annual Voter's Meeting shall be held in February of each calendar year.

The Church Council shall set the date, time and agenda of the Annual Voter's Meeting which shall be announced at least 2 weeks prior to the meeting.

Members can submit Annual Voter's Meeting agenda items to the Church Council for consideration and inclusion on the agenda prior to the January meeting of Church Council.

The Annual Voter's Meeting will include consideration and acceptance of the budget for the fiscal year. On a bi-annual basis, the Annual Voter's Meeting will approve the Officers of the Congregation for the next two-year term.

### **Section 5.2 Special Voter's Meetings**

Special Voter's Meetings may be called by the Chairman, Board of Elders or Pastor(s), or at the request of ten (10) Voting Members. Notice of the date and time of a Special Voter's Meeting and the nature of the business to be conducted shall be given at two consecutive Sunday Worship Services, immediately preceding the date of the meeting.

### **Section 5.3 Order of Business at the Annual Voter's Meeting**

In general, for purposes of order, Robert's Rules of Order shall prevail and conducted as follows:

1. Opening Devotion and Prayer
2. Affirmation of new Voting Members
3. Recording of members in attendance
4. Minutes of previous meeting(s), including Special Meetings
5. Financial Report
6. Budget
7. Election of Officers of the Congregation (bi-annually)
8. Ministry in Action and Sharing
9. Adjournment
10. Closing Prayer

### **Section 5.4 Provisions Pertaining to Voter's Meetings**

Members must be Voting Members (as defined in Section 1:4) in order to vote.

New Voting Members will be affirmed at any Voter's Meeting upon recommendation of the Board of Elders.

Members must be present to vote: there will be no proxy votes.

In the event of a tie vote, the motion is considered to be defeated.

For regular business, a simple majority vote is required for the passing of a motion.

For special resolutions, such as the calling of a Pastor or the purchase or sale of property, a three-quarters majority of Voting members present shall be required for adoption, unless otherwise required by law.

## **BY-LAW 6 SELECTION OF OFFICERS**

### **Section 6.1 Selection**

In November, on a bi-annual basis, the Church Council will appoint three members of the congregation who, together with the Pastor(s) will serve as the Selection Committee.

The Selection Committee, as soon as possible, will prepare a list of Voting members of the congregation willing and able to serve for the upcoming term in the following positions:

Board of Elders,  
Chairman,  
Vice Chairman,  
Treasurer/Financial Director, and  
Council Members (a minimum of 6 to a maximum of 9).

Only male members will be eligible for membership on the Board of Elders, or for service as Chairman or Vice Chairman.

The Selection Committee will submit the list of nominees for the upcoming term, to the Church Council at the January meeting of Church Council.

The Church Council, at least two weeks before the date of the Annual Voter's Meeting, will post the list of nominees on the church website and in a conspicuous place in the church, and publish in the worship bulletin.

The list of nominees for Officers of the Congregation for the upcoming term will be presented at the Annual Voter's Meeting for ratification.

Additional nominations for any of the aforementioned positions will be accepted from the floor provided the individual nominated has provided their consent and is a Voting Member.

### **Section 6.2 Installation and Term of Office**

The newly elected Officers of the Congregation will be installed during the last Sunday worship service in February and assume duties in March.

The term of service for Officers of the Congregation will be two years ending on the last day of February.

## **BY-LAW 7 Duties, Functions and Powers of Officers of the Congregation**

### **Section 7.1 Duties of Officers**

The Chairman of the Congregation will ensure that the Constitution and Bylaws of the congregation are duly followed. As such, he will:

- 1) work collaboratively with all Church Council members to further the congregation's mission, vision and strategic directions,
- 2) chair all Congregational and Church Council meetings,
- 3) appoint a Church Council Secretary
- 4) be an ex officio member of all boards, committees, and groups (he may appoint a representative)
- 5) appoint a Financial Review Committee in January of each year, consisting of two qualified members of the congregation, other than the Treasurer/Financial Director, to review the financial records of the congregation. This committee's report will be presented at the February Annual Voters' Meeting.
- 6) Fill vacancies for Officers of the Congregation from the Voting Membership as required.

The Vice Chairman of the congregation will work collaboratively with all Church Council members to further the congregation's mission, vision and strategic directions and in the absence of the Chairman, will act for and in the stead of the Chairman.

**The Treasurer/Financial Director of the congregation will:**

1. Be responsible for accurate recording of Congregational receipts and expenditures comparing and reporting on actual versus budgeted amounts
2. Present a formal set of Financial Statements at the Annual General Voters Meeting and Financial Reports at all Regular Church Council Meetings comparing actual amounts to date versus the budget
3. Remit on a regular basis offerings donated for Missions and other Church Agencies
4. Be responsible for all Payroll functions including payment on a timely basis, payment of premiums for employee benefit programs, preparation of annual T4 slips and summaries, and any Record of Employments required. Also ensure all CRA remittances are made according to dates required
5. Annually prepare and submit the required Charitable Return documents required by Canada Revenue
6. Prepare and submit all GST rebate submissions
7. Prepare a proposed budget to Church Council by the November Voters meeting of each year to be reviewed by Church Council, adopted as a preliminary budget pending approval at the Annual General Meeting.
8. Advise Church Council on risks to be covered by insurance and risks associated with finances or potential liabilities
9. Advise The Board of Elders on Financial matters as they relate to salaries and benefits
10. Submit a complete Annual December 31 Financial Package including detailed ledgers and reconciliations to the Financial Review Committee so they can report on their findings to the Voters at the Annual General Meeting

**The Church Council Secretary will:**

- 1) be present and take minutes at all Church Council and Voters Meetings,
- 2) prepare minutes of Church Council and Voters Meetings for permanent record.

**Section 7.2 Church Council**

The Church Council will consist of the Pastor(s), Deacon, and the following officers of the congregation: Chairman, Vice Chairman, Secretary, Treasurer/Financial Officer, Director of Elders, and **Council Members (a minimum of 6 to a maximum of 9)** six (6) Council members.

Church Council has responsibility to implement the congregation's mission, vision and strategic directions.

Church Council will meet six (6) times each year in the months of January, March, May, July, September and November.

At its November meeting, Church Council will approve a preliminary budget for the next fiscal year, which will enable the congregational affairs to be administered until the budget is ratified at the Annual General meeting in February.

The Chairman may, with the agreement of Church Council, alter the dates of the meetings, or add or postpone a meeting as necessary.

Church Council will ensure timely and effective communication of its administration of congregational affairs, including Voter's/Church Council Meeting agendas and minutes or summary of minutes, and ministry updates.

All Voter's Meeting agendas will be prepared by Church Council.

Church Council will prepare budget requests for each Ministry Area for the upcoming year.

Church Council will ensure that congregation members will have their voices heard by including concerns/suggestions as Church Council agenda items or by having individuals/delegations make representation at meetings.

Church Council meetings are open for congregational members to attend as observers.

Council Members (6) will work collaboratively with all Church Council members to further the congregation's mission, vision and strategic directions.

Council members will oversee the Focus Areas of Ministry as outlined in Section 4:4.

## **BY-LAW 8 AMENDING THE BY-LAWS**

### **Section 8.1 Amendments**

Amendments to these By-Laws may be adopted at an Annual Voter's' Meeting provided;

**A.** That they do not conflict with the provisions laid down in the Constitution, Article 2, or with any section of any other article that pertains to Scriptural Doctrine and practice.

**B.** That the proposed amendment be posted on the church bulletin board for at least 2 consecutive weeks together with a notice and in the church bulletin, which will announce the intended date of the meeting during which the amendment will be presented for vote. A three-quarters majority of the Voting Membership present at the Voter's Meeting, shall be required for the adoption of an amendment.