

CHRIST THE KING - DIETRICH BONHOEFFER LUTHERAN CHURCH

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CONSTITUTION AND BYLAWS

(Edition January 2014,
Approved by Synod Council November 23, 2013)



CHRIST THE KING - DIETRICH BONHOEFFER LUTHERAN CHURCH

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PRIVACY & MEMBERSHIP INFORMATION

By filling out the Member Information Sheet you help us greatly to keep our member information up to date, comply with privacy legislation and save unnecessary expenses.

In accordance with the Federal Privacy Act, we would like to inform you, that:

- According to our constitution (Article VII, Sec. 4g), the Pastor is **accountable** for maintaining and protecting all personal information. We follow federal government regulations which came into effect January 1, 2004, to protect personal information you provide to us.
- The only **use** we make of your information is in relation to congregational communication and ministry purposes. Your information is used to inform you about the life of the congregation and church, maintain your subscriptions to church publications and compile statistical and historical information about the ELCIC. We do not make our mailing lists, addresses and other information available to any outside organization.
- We are permitted to imply your **consent** to do this if it can be reasonably inferred from your actions or inaction; otherwise, please inform us via mail, email or fax.
- The information collected is **limited** to those details necessary for the identified purposes. Personal information is **retained** indefinitely for archival purposes unless you request to have it deleted.
- We endeavour to ensure that the information collected and used is **accurate**, up to date and as complete as possible. However, *individuals are relied upon to inform us of changes to their personal information*. You may request **access** to your personal information and if applicable, request that we make corrections or changes to your file.
- We apply appropriate **safeguards** to our computers and physical files. Access to personal information about you is restricted to those individuals who need to use the information for the identified purposes.

We welcome your inquiries concerning the practices that apply to the protection of your information.

THANK YOU!

E - CONGREGATION

31. In the event of unforeseen catastrophe or dire emergency, the congregation may, by a two-thirds majority vote at a duly called annual or special congregational meeting, decide to disburse FUND principal not restricted by donor directions to the contrary. Notice of such meeting shall include notice of the proposed action.

32. This FUND resolution may be altered or amended in accordance with the congregation's by-laws.

This FUND Resolution, recommended by the Congregational Council and adopted by the congregation at a legally called meeting is hereby made an Addendum to the bylaws of Christ the King-Dietrich Bonhoeffer Lutheran Church and all members are made privy to its content and uses.

DATED this 15th day of June, 2003

Christ the King-Dietrich Bonhoeffer Lutheran Church

By Wolfgang Hartmann
(President)

And Doris Lottermoser
(Secretary)



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CONSTITUTION AND BYLAWS

(Edition June 2011)

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CONSTITUTION

PREAMBLE

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

Recognizing that the Church of Jesus Christ and its unity is found in "the assembly of believers among whom the Gospel is preached in its purity and the Holy Sacraments are administered according to the Gospel," and desiring to unite as a congregation in the common confession, defense and proclamation of our faith in Jesus Christ our Saviour, we the members of the Church of Christ adopt this constitution and pledge ourselves to be governed by its provisions.

ARTICLE I

Name and Incorporation

Section 1. The name of this congregation shall be Christ the King-Dietrich Bonhoeffer Lutheran Church which is located in Thornhill.

Section 2. This congregation may be incorporated under the laws of the Province of Ontario.

Section 3. The seal of this congregation presents the name of this congregation, a cross with a regal crown.

ARTICLE II

Confession of Faith

Section 1. This congregation confesses the Triune God--Father, Son and Holy Spirit--as the one true God. It proclaims the Father as Creator and Preserver, His Son Jesus Christ as Redeemer and Lord, and the Holy Spirit as Regenerator and Sanctifier.

Section 2. This congregation confesses that the Gospel is the revelation of God's saving will and grace in Jesus Christ, which He imparts through Word and Sacrament. Through these means of grace the Holy Spirit creates believers and unites them with their Lord and with one another in the fellowship of the Holy Christian Church.

Section 3. This congregation confesses the Scriptures of the Old and New Testaments as the inspired Word of God, through which God still speaks, and as the only source of the Church's doctrine and the authoritative standard for the faith and life of the Church.

Section 4. This congregation subscribes the documents of the Book of Concord of 1580 as witnesses to the way in which the Holy Scriptures have been correctly understood and explained and confessed for the sake of the Gospel, namely:

a. The Apostles', the Nicene, and the Athanasian Creeds as the chief confessions of the

may select or determine, and including, without limitation, savings deposits of any bank, trust company, credit union, or in Lutheran Church Investment Certificates or in any common trust fund, mutual fund, or any like fund, subject to the usual standards of prudence required of trustees of similar funds, and as permitted by law;

(c) To receive the income, profits, rents and proceeds of the FUND and to collect and receipt for the same, and pay all administrative and necessary expenses in connection with it. Such expenses shall be paid from the FUND income;

(d) To make, execute and deliver all instruments necessary or proper for the accomplishment of the purposes of the FUND or of any of the foregoing powers, including deeds, bills of sale, transfers, leases, mortgages, assignments, conveyances, contracts, purchase agreements, waivers, releases and settlements;

(e) To contribute, donate, support or distribute, from time to time, for the purposes herein stated, such payments or amounts as the FUND Committee in its discretion shall determine, with the prior approval of the Congregational Council;

(f) To determine what is principal and income according to accounting procedures;

(g) To hold investments in the name of the FUND on behalf of the congregation, and to sign cheques and all other necessary documents on behalf of the congregation in furtherance of the FUND purposes;

(h) To employ and reasonably compensate from the FUND income, accountants, agents, and attorneys to assist and advise in the execution of the FUND, without liability for their omissions or neglect, but using reasonable care in their selection, and to rely on the advice of the persons so employed.

28. The FUND Committee may receive funds from any individual, corporation or organization, in any form of donation in cash or in other property acceptable to them.

29. The Committee may commingle the assets under its administration and administer such assets as a single fund, so long as the Committee's records at all times accurately reflect the receipts and disbursements properly allocable to each distinct category of assets.

30. The Committee shall in no event be required to make physical segregation of the assets of the FUND in order to conform to the directions of any individual donors, but may establish separate accounts in its accounting records for that purpose.

21. Apart from the circumstances listed in this section, no part of the income or property of this FUND shall inure to the benefit of or be distributable to any member, director, officer or employee of the congregation or to any other person:

(a) The FUND Committee is authorized and empowered to make payments and distributions in furtherance of the purposes set forth in this Resolution;

(b) The FUND Committee is authorized and empowered to pay reasonable compensation for services rendered by professionals engaged to render assistance to the FUND;

(c) FUND Committee members may be reimbursed from the income of the FUND for expenses reasonably incurred while engaged in FUND business.

22. Members of the Committee shall avoid all self-dealing and conflict of interest in the exercise of their duties.

C - COMMITTEE DUTIES

23. The Committee shall maintain complete and accurate books and accounts and may employ such professional help as it deems necessary in this regard. The Committee shall present a full account of the administration of the FUND during the preceding year, including a financial report, to the annual meeting of the congregation.

24. The Committee shall maintain a high degree of communication with the Congregational Council concerning its work.

25. The Committee shall regularly inform the members of the congregation of the FUND's purposes, and encourage members of the congregation to make donations to the FUND through all appropriate means. The Committee may periodically arrange for members of the congregation to meet with professional counsellors in the areas of planned giving, life insurance, estate and financial planning, etc.

26. The Committee shall keep and maintain the assets of the FUND separate and distinct from the other assets belonging to the congregation.

D - COMMITTEE POWERS

27. In the administration of this FUND, the Committee shall have all powers and authority necessary to carry out the purposes of the FUND, including the following powers and authority it may exercise on behalf of the congregation as trustees of the FUND:

(a) To take, have, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to handle and manage and control, the FUND, or any part thereof, as a prudent investor would and in accordance with the Trustee Act of Ontario;

(b) To retain any property in the form in which received; to convert and reconvert the FUND, or any part thereof, into other kinds and forms of property, real or personal or mixed; and to invest or reinvest the FUND or assets herein, or any thereof, as they shall deem wise and prudent, including in such common or preferred stocks, bonds, debentures, mortgages, notes or other securities, investments or property whether real or personal, which they in their absolute discretion

Christian faith;

b. The Unaltered Augsburg Confession as its basic formulation of Christian doctrine;

c. Luther's Small Catechism as a clear summary of Christian doctrine;

d. The Apology of the Augsburg Confession, Luther's Large Catechism, the Smalcald Articles with the Treatise, and the Formula of Concord as further witnesses to the Unaltered Augsburg Confession.

ARTICLE III

Nature and Mission

This congregation is a worshipping, learning, witnessing and serving community of baptized persons among whom the Word is proclaimed and the Sacraments are administered according to the Gospel, and whose corporate existence is recognized by the Evangelical Lutheran Church in Canada. It shall provide support to enable the fulfillment of the mission and ministry of this church.

Section 1.

a. Worship. This congregation, remembering God's mighty acts in the past, celebrating His abiding presence, and moving toward His promised fulfillment, will listen to the Word of God in Scripture and preaching, receive the Sacraments, and respond with confession, prayer, praise, thanksgiving, and with tithes and offerings. In order to assist members to acknowledge God's rule over their lives, their own unity as Christ's body on earth, and to express their relationship with God in public and in private, the congregation shall gather for worship regularly and, in accordance with the traditions of the Lutheran Church, recruit, equip and support members for leadership in worship, use appropriate worship materials, and make certain that worship has a place in other functions of the congregation.

b. Learning. The congregation shall develop an educational program designed to assist persons to grow in grace and faith and in the knowledge of the Scriptures and the Lutheran Confessions for service and witness in the world. To this end it shall provide learning opportunities with appropriate curriculum, shall recruit, equip, approve and support teachers, and shall ensure that adequate study undergirds all functions of the congregation.

c. Witnessing. This congregation, relying on the Holy Spirit, shall proclaim the Gospel by word and deed and thereby invite all people to repent and believe. The congregation shall recruit, motivate, equip and support its members to witness to their faith at every opportunity in daily life so that the Lord is glorified, the fellowship is strengthened, the lapsed are restored and new members are added to the congregation. It shall provide for the communication of the Gospel through fellowship in the wider Christian community. It shall assure that all congregational functions witness to the faith of the church.

d. Service. This congregation shall live by faith active in love. It shall motivate, equip and support its members to minister in daily life; to participate as members of a caring community; to serve as Christians in all the institutions and structures of the society of which they are a part; and individually and corporately to promote justice and reconciliation, meet human needs and alleviate suffering. In these efforts the congregation shall co-operate with the synod and the divisions of the Evangelical Lutheran Church in Canada, other Christian churches and other groups in society. It shall make certain that all its functions strengthen the motivation and ability

for service.

e. Support. This congregation in faithfulness to God shall provide leadership, organizational structures, facilities and funds to enable fulfillment of its functions. The congregation shall strive to maintain effective stewardship practices, evaluate regularly the total life and ministry of the congregation, and recruit, equip and support members of the congregation to provide for these activities.

Section 2. The organization shall be carried on without purpose of gain for its members.

ARTICLE IV Membership

Section 1. The membership of this congregation consists of those baptized persons who

- a. Have been baptized in this congregation, or
- b. Having been previously baptized in the name of the Triune God, have been received either by
 - i. Transfer from another Lutheran congregation,
 - ii. Confirmation, or
 - iii. Affirmation of faith.

Section 2. Members of this congregation may also be classified as confirmed and voting.

- a. Confirmed members are baptized members who have been
 - i. Confirmed in this congregation,
 - ii. Received by adult baptism,
 - iii. Received by transfer as confirmed members from another Lutheran congregation,
 - iv. Received by affirmation of faith as baptized adults.
- b. Voting members are those confirmed or otherwise designated members who are members in good standing and have attained the age of 14 years. In order to vote on financial and/or property matters, members must be of legal age.

Section 3. United in one Lord, one faith and one Baptism, the members of this congregation are to be constant in worship and in the study of the Holy Scriptures, regularly nourishing their life in Christ in the Sacrament of the Altar, presenting their children for Holy Baptism and providing for their Christian instruction.

The members are called by the Spirit to lead godly lives, to promote the unity and welfare of the congregation in the bond of peace, to proclaim the Gospel and to renounce the evil one. The commitment of each baptized member to this call is to be expressed through the Evangelical Lutheran Church in Canada, its synods and this congregation by a life of repentance, faith, prayer and the sharing of resources.

Section 4. Membership in this congregation shall be terminated by any of the following:

- a. Death,
- b. Resignation,
- c. Transfer or release,
- d. Dismissal,

15. In the event of a vacancy on the Committee due to death, resignation or removal from office, the Congregational Council shall elect a member to serve until the next annual meeting of the congregation.

16. The Committee shall meet at least once every three months, and more frequently as the interests of the FUND require. Meetings may be called on twenty-four hours written or oral notice to members by the chairperson or any three members.

17. A quorum shall consist of three members. The affirmative vote of a majority of the members of the committee (i.e. three members) shall carry any motion or resolution.

18. Each member is charged with knowledge of the contents of the minute book. If any member is not present at a meeting, consent in writing to the minutes by that member shall constitute his/her approval of the actions reflected in the minutes and shall have the same force and effect as though he/she had been present and voting at the meeting.

19. All new members of the FUND committee shall receive a copy of this Resolution and bylaw to become acquainted with the purpose and function of the FUND as well as their duties and powers as members.

20. The Committee shall not be liable for any losses which may be incurred upon investments of the FUND except to the extent that such losses have been caused by bad faith or gross negligence of the Committee members. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence in discharging the duties of the office. Each committee member shall be liable only for his/her own willful misconduct, and not for the misconduct or omissions of any other Committee member, or of any accountant, agent, solicitor or custodian who has been selected with reasonable care.

A - GENERAL

8. Any gifts to the FUND, as well as all income derived therefrom, shall be used exclusively for religious, educational and other purposes authorized for charities by law. Notwithstanding any other provision of this document, the FUND shall not do any act which would render contributions to it ineligible for treatment as a charitable donation under the provisions of the Income Tax Act.

9. Any donors to the FUND who wish to make a gift towards a designated purpose are encouraged to seek advice from the members of the FUND Committee and/or personnel of the Eastern Synod of the Evangelical Lutheran Church in Canada or its successor, before making their gift. This is to ensure the continuing feasibility of the intended designation.

10. There shall be two sections in the FUND, one for gifts where the donor has stipulated restrictions on the spending of the principal of the gift, and another for unrestricted gifts. The principal of both sections of the FUND shall be preserved, and only investment income shall be disbursed.

11. This FUND may be dissolved in accordance with the laws of the Province of Ontario. Upon dissolution of this FUND, and after the payment of all liabilities, costs and expenses incurred by the FUND, any remaining assets shall be distributed to such entities organized and operated exclusively within Canada to carry out purposes similar to those established for the FUND. Should the congregation cease to exist without successor, the FUND shall be turned over to the Eastern Synod of the Evangelical Lutheran Church in Canada or its successor so that the original purposes of the FUND shall be maintained. Any successor organization to which the assets of the FUND are turned over shall have the obligation to carry out donor directions with respect to purpose and restrictions on spending.

B - FUND COMMITTEE

12. The FUND Committee shall consist of five members, all of whom shall be voting members in good standing of this congregation. The pastor and the congregational Treasurer shall be members ex officio; three other members shall be elected by the congregation. The Committee shall elect from its membership a chairperson and a secretary. The congregational Treasurer shall be treasurer of the FUND committee.

13. The term of the elected members shall be three years. After the adoption of this resolution by the congregation, it shall elect three members to the Committee: one for a term of one year; one for a term of two years; and one for a term of three years. Thereafter at each annual meeting the congregation shall elect the necessary number for a term of three years. No member shall serve more than two consecutive terms, but a partial term of less than one year shall not be counted for this purpose. A former member may be re-elected after a lapse of twelve months from the completion of his/her second term.

14. The nomination and election of Committee members shall use the same procedures as for positions on the Congregational Council.

e. Inactivity.

Section 5. A confirmed member who does not, for a period of one year, partake of Holy Communion, support the church with offerings and participate in the life and worship of the congregation shall be visited by the pastor and the congregation's officers and be encouraged by them to active membership. If, during the second year, the confirmed member does not actively participate, the member's name may be removed from the membership roster of the congregation, but it shall be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

Section 6. A member who advocates doctrines which are contrary to the Holy Scriptures and the Confessions of the Church or who is guilty of conduct that is grossly unbecoming a member of the body of Christ shall be subject to discipline.

Section 7. Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18.

Section 8. Discipline shall be administered by the Congregational Council. A person who is requested to appear before the Congregational Council shall be advised in writing no less than ten 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 hearing. If a person fails to appear at the time and place without valid excuse, the council may proceed with the hearing and may reach its conclusion in the member's absence. Should the person be found guilty by a two-thirds vote of the members of the council, the council shall impose one of the following:

- a. Censure before the Congregational Council or the congregation,
- b. Suspension from membership until evidence is given of sufficient repentance and amendment,
- c. Exclusion from membership and denial of the Sacraments.

In the event of the imposition of (b) or (c) above, the action of the council shall be in writing.

Section 9. There shall be the right of appeal to the congregation. Right of further appeal from a decision of the congregation shall be as provided in the constitution and bylaws of the synod.

ARTICLE V Authority

Section 1. This congregation shall operate in accordance with its own constitution, owning its own property, making decisions in regard to its programming, calling its pastor(s) after consulting with the bishop, and retaining authority in all other matters that have not been committed to the Evangelical Lutheran Church in Canada or its synods in their constitutions or by subsequent enactments.

Section 2. The authority of the congregation shall be vested in the congregational meeting, called and conducted in the manner provided in this constitution, and in the boards and committees of the congregation as provided by this constitution or as assigned by the congregational meeting.

Section 3. Real property shall not be purchased, disposed of or encumbered in any manner except

by resolution adopted by no less than a two-thirds majority vote of the members present and voting at a legally called meeting of the congregation.

Section 4. Should this congregation disband, all property not disposed of, real, personal and mixed, shall vest in the synod of which it is a part, its successor or assigns.

Section 5. Should this congregation cease to exist or should its membership so diminish in numbers as to render it impossible or impractical for the congregation to function according to its constitution and bylaws, the synod shall after consultation with any remaining members deem the congregation to be defunct. The synod through the Synod Council shall appoint trustees, including where feasible former members of the congregation, who shall take charge and control of the property of said congregation to hold, manage and convey the same in behalf of this synod.

Section 6. In case of strife and division in the congregation, the council shall seek the advice of the bishop of the synod.

ARTICLE VI

Relationship to the Evangelical Lutheran Church in Canada

Section 1. This congregation is and shall remain a part of the Evangelical Lutheran Church in Canada or its successor and of the synod of the church within whose boundaries it is located or to which it has otherwise been assigned.

Section 2. This congregation claims for itself all the rights and privileges and accepts all the duties and obligations connected with being part of the Evangelical Lutheran Church in Canada. In so doing this congregation recognizes the constitution, bylaws and enactments of the church and of the synod as having governing force in its life.

Section 3. This congregation covenants to support faithfully with prayer, personal service and offerings the common work of the church and of the synod for the Kingdom of God.

Section 4. This constitution, and all amendments thereto, shall be transmitted to the synod for review to ascertain that none of its provisions is in conflict with the constitution and bylaws of the Evangelical Lutheran Church in Canada or with the synodical constitution.

Section 5. Should the congregation desire to relocate or merge with another congregation, it shall secure the advice of the synod before any commitments to that end are entered into.

Section 6. Should the congregation desire to sever its relationship with the Evangelical Lutheran Church in Canada this decision 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 the bishop 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.

Section 7. This congregation prohibits any corporate worship with any organization which practices the forms of religion without confessing faith in the Triune God and in Jesus Christ, the eternal and incarnate Son of God, as our only Saviour.

MISSION ENDOWMENT FUND

WHEREAS "Christ the King-Dietrich Bonhoeffer Lutheran Church Thornhill", Ontario has a living endowment of faithful members with rich gifts and varied talents,

"Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received." (1 Peter 4:10),

NOW THEREFORE, in order to establish an Endowment Fund (the FUND), in which the principal will be retained and only the income disbursed, to enable this congregation to grow in ability to carry out its Gospel calling:

BE IT RESOLVED:

1. That the membership of this congregation amend its bylaws to establish a Perpetual Endowment FUND to receive and administer donations, bequests and other forms of giving.
2. That the efforts of this congregation in establishing the FUND be dedicated to the glory of Almighty God.
3. That the purpose of this FUND is to enlarge the mission of the Church by:
 - (a) supporting current ministries;
 - (b) developing new ministry programs and projects.
4. That authority to accept gifts to the FUND lies with the Congregational Council.
5. That disbursements from the FUND, with the exception of administrative expenses, shall receive prior approval by the Congregational Council.
6. That the FUND Committee shall be the custodian of the FUND.
7. That while this congregation has every intention of using the FUND as set forth in these resolutions, it does recognize that with the passage of time and changing circumstances, there may be a time when it is not feasible to use the FUND as it was originally intended. Should that situation develop, this congregation or its successors in interest shall then be free to make such other use of the income and principal as is consistent with the charitable and religious purposes of this congregation, in accordance with the laws of the Province of Ontario. However, notwithstanding the foregoing, the congregation shall act in conformity with all donor directions expressed as a condition of any gifts to the FUND, preserving the principal of those gifts designated to be perpetual and carrying out the donor's wishes.

NOW THEREFORE, in order to carry out the purposes of the FUND and to enable the further extension of the mission of Christ's Church and the stewardship of this congregation,

BE IT FURTHER RESOLVED:

BYLAWS

1. The annual meeting of the congregation shall be held within the first six weeks of the year.
2. Any extraordinary expenditure in excess of \$ 5000 which is not contained in the approved budget shall be brought before a special congregational meeting.
3. The following "Terms of Reference" for the
 - Stewardship & Finance Committee,
 - Christian Education Committee,
 - Mutual Ministry Committee,
 - Worship & the Arts Committee, and
 - Fellowship Committeeare adopted as congregational bylaws.
(Refer to Council Binder's Committee Terms and References Section)

Enabling Motions:

1. Moved that all present day assets and liabilities of both Christ the King and Dietrich Bonhoeffer as well as future receipts will be administered by the council and treasurer of the combined Christ the King-Dietrich Bonhoeffer church as of January 1, 1989.
2. That this congregation request the Eastern Synod of the ELCIC to appoint Pastor Dietrich Büttner as pastor to Christ the King-Dietrich Bonhoeffer Lutheran Church.
3. That Christ the King-Dietrich Bonhoeffer Church appoint a council for 1989 consisting of six persons from each of the former congregations. The chairperson shall be member of the former Christ the King congregation. During this year all major issues will require a consensus from both former Congregational Councils. In 1990, the congregation shall elect a council of nine members, three for a term of three years, three for a term of two years and three for a term of one year.

ARTICLE VII The Office of the Ministry

Section 1. 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 Evangelical Lutheran Church in Canada, and who has been properly ordained, who accepts and adheres to the Confession of Faith of this church, and who strives in life and conduct to be above reproach.

Section 2. 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. Throughout the call process the Congregational Council, or a committee authorized by the congregation, shall seek the advice and counsel of the bishop of the synod.

Section 3. Only an ordained minister on the roster of the Evangelical Lutheran Church in Canada or one who is recognized for call by a synod of the Evangelical Lutheran Church in Canada may be called as a pastor of the congregation. The pastor shall be fluent in English and German.

Section 4. Every pastor shall

- a. Preach the Word, administer the Sacraments and conduct public worship in English and German in harmony with the faith and practices of the church;
- b. Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead;
- c. Inculcate piety in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation;
- d. Install members of the Congregational Council and, with the council, administer discipline;
- e. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
- f. Encourage the members to be generous in support of the ministry of the congregation, the synod and the church;
- g. Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submit a report of such statistics annually to the secretary of synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation;
- h. Commend members who move to the pastoral care of the parish in which their new home is located.
- i. Participate in the work of the German Cluster of ELCIC churches.

Section 5. In order that a pastor of this congregation may be devoted fully to the duties of the office, adequate compensation and premiums under the church's pension plan shall be provided, paid in semi-monthly or monthly installments. Expenses incident to attendance at conventions of the synod and the church and at meetings otherwise required by the pastor's office shall be defrayed by the congregation, except where other provisions are made.

Section 6. The regular call of this congregation when accepted by a pastor shall constitute a relationship which, unless governed by a special contract between the congregation and the pastor, shall be terminated only for the following causes:

- 1) the resignation of the pastor;
- 2) the attainment by the pastor of the age of sixty-five years, after which time the pastor may be called for renewable two-year terms;
- 3) disqualification of the pastor through discipline;
- 4) division of a pastoral charge;
- 5) the physical or mental incapacity of the pastor;
- 6) continued neglect of ministry;
- 7) inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the pastor.

In the last three contingencies, the procedures provided for in the constitution of the synod shall be followed.

Section 7. In the event of alleged defection in doctrine or alleged conduct unbecoming a pastor, the matter shall be referred by the Congregational Council to the bishop for action as provided in the constitution and bylaws of the Evangelical Lutheran Church in Canada.

Section 8. At a time of pastoral vacancy, an interim pastor shall be selected by the Congregational Council after consultation with the bishop. The interim pastor shall have the responsibility of a regularly called pastor. All interim and supply pastors shall refrain from exerting influence in the call process of the congregation.

Section 9. When an additional pastor is called, the privileges and responsibilities of that pastor shall be specified in the call drafted in consultation with the incumbent pastor(s), the Congregational Council and the bishop.

Section 10. Upon receiving a call to another ministry, the pastor shall consult with the bishop and the chairperson of the Congregational Council before a decision is reached. The pastor shall inform the congregation and the bishop of the decision on the call within thirty days of official notice. When a call has been accepted, the pastor shall normally terminate the ministry within two months.

ARTICLE VIII Congregational Meeting

Section 1. An annual meeting of the congregation shall be held on a date to be stated in the bylaws. Semi-annual or quarterly meetings may be held.

Section 2. Special congregational meetings may be called by the Congregational Council and shall be called at the written request of one-tenth of the voting members. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.

Section 3. Notice of all congregational meetings shall be given at the services of worship on the preceding two consecutive Sundays or by mail to all voting members at least ten days in advance of the date of the meeting. The pastor shall be notified of all regular and special meetings of the congregation.

k. Prepare an annual budget for recommendation for adoption by the congregation, supervise the expenditure of funds and ensure that the financial affairs of the congregation are conducted efficiently;

l. Ensure that the annual budget includes adequate support for the church at large and that regular monthly benevolence monies are forwarded;

m. Emphasize the partnership of the congregation with the synod and the Evangelical Lutheran Church in Canada and encourage support for the work of the church at large.

ARTICLE XI Auxiliaries and Organizations

All auxiliaries and organizations within the congregation shall exist to aid it in ministering to its members and to all whom it can reach with the Gospel of Christ. Regular reports concerning the program and work of these organizations and auxiliaries shall be made to the Congregational Council and congregational meetings.

ARTICLE XII Bylaws and Amendments

Section 1. Amendments to this constitution may be proposed by the Congregational Council and shall be proposed by the council at the request of five voting members. Such proposed amendments shall be

- a. Read at two successive public services of the congregation or mailed to the voting members not less than thirty days before the meeting at which it is to be considered;
- b. Approved with or without change by a majority of those present and voting;
- c. Approved without further change at a second congregational meeting to be held no less than thirty days later by a two-thirds majority vote of those present and voting;
- d. Become effective upon official notice and approval by the Synod Council.

Section 2. This congregation may adopt such bylaws, not in conflict with this constitution, as may be necessary. Such 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.

Section 3. The Confession of Faith as stated in ARTICLE II shall be that of the Evangelical Lutheran Church in Canada and may not be amended by the congregation.

Section 4. If in the judgment of the Synod Council an amendment to the constitution or bylaws of the Evangelical Lutheran Church in Canada, to the Approved Constitution for Synods or to the Approved Constitution for Congregations ought to entail related amendments of this constitution, receipt of an official communication to that effect from the secretary of the synod enclosing a draft of the amendment recommended by the Synod Council shall constitute proper proposal and notice thereof. Adoption of such an amendment shall then be in order at the next following meeting of the congregation.

Section 9. A special meeting may be called by the pastor, the chairperson or any three members of the Congregational Council. Notice of such meeting shall be given not less than three days prior to the meeting and shall be announced at a public service if one is held during that period.

Section 10. All Congregational Council meetings shall be conducted in the English language.

ARTICLE X

Duties of the Congregational Council and its Officers

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 pastor.

Section 2. The vice-chairperson shall preside at the meetings of the council and of the congregation in the absence of the chairperson.

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.

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. The treasurer shall make monthly remittance of benevolence receipts to the treasurer of the synod.

Section 5. The financial secretary shall maintain records of 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 monthly and to the congregation with audit at the annual meetings. All financial officers 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. Seek to involve all members of the congregation in worship, learning, witness, service and support;
- c. Provide support for the pastor(s) and other professional leaders, assist them to review and evaluate their ministry and review annually their financial compensation making adequate adjustments;
- d. Strive to exemplify for the congregation the life that is worthy of the high calling in Christ;
- e. Promote congregational unity and good will, fostering mutual understanding in times of conflict and exercising discipline, when necessary, under the provision of this constitution;
- f. Arrange for pastoral service during the sickness or absence of the pastor;
- g. Appoint or elect all staff, voluntary or salaried, for the effective administration of all aspects of parish life;
- h. Appoint such committees as may be necessary or advisable;
- i. Normally meet once a month;
- j. Be responsible for maintaining and protecting the property of the congregation;

Section 4. 25 voting members shall constitute a quorum.

Section 5. All congregational meetings shall be conducted in the English language.

Section 6. Bourinot's Rules of Order, latest edition, shall be the governing parliamentary law of this congregation, except as otherwise provided in the constitution or bylaws of the Evangelical Lutheran Church in Canada or in this constitution or its bylaws.

ARTICLE IX

Congregational Council and its Officers

Section 1. At its annual meeting the congregation shall elect a Congregational Council of seven members for terms of three years each with approximately one third of the terms expiring annually. No member of the Congregational Council shall be eligible to serve more than two consecutive terms.

Section 2. The pastor shall be an ex officio member 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 pastor according to the prescribed order of the church at the next public worship service following their election or as soon thereafter as convenient.

Section 4. At its second 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. Until then the presently serving chairperson, vice-chairperson and secretary remain in office and have voting rights if their respective term of service has not concluded. The council shall also elect a treasurer and a financial secretary who need not be 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 Evangelical Lutheran Church in Canada. The Congregational Council shall exercise such authority as is delegated to it by this constitution, the bylaws and the resolutions of the congregation.

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.