



Lutheran
Church ^{OF} _{THE} Cross

Lutheran Church of the Cross of Victoria
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Constitution and Bylaws

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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 Bylaws and pledge ourselves to be governed by their provisions.

CONSTITUTION

Article I. Name

The name of this Congregation shall be ***Lutheran Church of the Cross of Victoria*** located in Saanich, British Columbia.

Article II. Purpose

1. The organization shall be carried out without purpose of gain for its members, and any profit and other gains to the organization shall be used in promoting its objectives.
2. 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 existence is recognized by the Evangelical Lutheran Church in Canada (ELCIC). It shall provide support to enable the fulfillment of the mission and ministry of the ELCIC.
 - a. **Worship.** This Congregation, remembering God's mighty acts in the past, celebrating God's abiding presence, and moving toward God's 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, and support educational leaders, 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 partnership 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 to promote justice and reconciliation, meet human needs, and alleviate suffering, both individually and corporately. In these efforts, this Congregation shall cooperate with the Synod and the ELCIC, other Christian churches, faith communities 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. This Congregation shall strive to maintain effective stewardship practices, evaluate regularly the total life and ministry of this Congregation, and recruit, equip, and support members of this Congregation to provide for these activities.

BYLAWS

Bylaw 1. Confession of Faith

The Confession of Faith shall be that of the Evangelical Lutheran Church in Canada (cf. *Constitution of the ELCIC*, Article II).

Bylaw 2. Membership

Section 1. 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 Holy Communion, 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 ELCIC, its Synods, and this Congregation by a life of repentance, faith, prayer, and the sharing of resources.

- Section 2. The membership of this Congregation consists of those 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, or from another congregation of a church in full communion with the ELCIC; or
 - ii. confirmation; or
 - iii. affirmation of faith.
- Section 3. A list of members shall be maintained on the membership roster.
- Section 4. Voting members, as defined in Bylaw 7, Section 1, who have not, for a period of one (1) year, partaken of the Sacrament of Holy Communion, supported, and participated in the life and worship of the Congregation are placed on a responsibility list. The member will, when practicable, be contacted by the rostered minister(s) and/or a Congregational Council member who will encourage the member to active membership.
- Section 5. Prior to each Annual General Meeting of the Congregation, the Congregational Council shall review the membership roster to ensure that:
- a. changes have been recorded;
 - b. voting members who have not, for a period of one (1) year, partaken of the Sacrament of Holy Communion, supported, and participated in the life and worship of the Congregation are placed on the responsibility list; and
 - c. those members on the responsibility list who have not, for a further period of one (1) year, returned to active participation shall be removed from the membership roster. Anyone so removed shall be given written notice of the Congregational Council's action.
- Section 6. In special circumstances, the Congregational Council may, in its sole discretion, leave a member on the membership roster.
- Section 7. Membership in this Congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;

- c. transfer or release;
- d. exclusion as a result of discipline; or
- e. removal from membership roster (Section 5).

Bylaw 3. Reconciliation and Discipline of a Member

Section 1. In situations when a member

- a. causes strife or division within the Congregation,
- b. advocates doctrines that are contrary to the Holy Scriptures and the Confessions of the ELCIC, or
- c. has engaged in conduct that is grossly unbecoming a member of the body of Christ,

the goal of the Congregation shall be reconciliation using restorative practices and/or mediation in accordance with *Matthew 18:15-18*.

Section 2. When, in the opinion of the Congregational Council, reconciliation cannot be achieved, the Congregational Council shall administer discipline. A person who is requested to appear before a properly called meeting of the Congregational Council 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 hearing. If a person fails to appear at the time and place without valid excuse, the Congregational Council, with a quorum present, may proceed with the hearing and may reach its conclusion in the member's absence. Should the Congregational Council by no less than a two-thirds (2/3) majority vote support disciplinary action, the Congregational Council shall impose one (1) 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; or
- c. exclusion from membership and participation in the life of the Congregation.

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

Section 3. There shall be the right of appeal to the Congregation according to a policy approved by the Congregational Council and shall include consultation with the Bishop of the Synod.

Section 4. Right of further appeal from a decision of the Congregation shall be as provided in the constitution and bylaws of the Synod.

Bylaw 4. Authority

Section 1. This Congregation shall operate in accordance with this Constitution and Bylaws, including owning its own property, making decisions in regard to its programming, calling its rostered minister(s) after consulting with the Bishop of the Synod, and is subject to the authority of the ELCIC and its Synods as expressed in their constitutions and bylaws as enacted from time to time, retaining authority in all other matters that have not been committed to the ELCIC or its Synods in their constitutions and bylaws or by subsequent enactments.

Section 2. The Congregation shall operate in accordance with all applicable laws and regulations.

Section 3. The authority of the Congregation shall be vested in the congregational meeting, called and conducted in the manner provided in these Bylaws, and in the Congregational Council and in the boards and committees of the Congregation as provided by these Bylaws or as assigned by the congregational meeting.

Section 4. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by no less than a two-thirds (2/3) majority vote of the members present and voting at any properly called meeting of the Congregation.

Section 5. The Congregational Council shall advise the Bishop of the Synod when the Congregation is:

- a. experiencing strife and division;
- b. finding it impractical to function according to its Bylaws, e.g., holding regular Congregational Council meetings; holding an Annual General Meeting; electing the required number of Congregational Council members; complying with corporate, income tax, or other legal obligations; obtaining quorum for congregational meetings; operating and fulfilling its purpose (Article II of the Constitution); fulfilling its duties and obligations with being part of the ELCIC (Bylaw 5, Section 2);
- c. desiring to relocate, merge, or amalgamate with another congregation;
- d. considering dissolution; or
- e. considering gifting or disposing of a portion of its assets (including real property) valued in excess of twenty-five percent (25%) of its operating budget.

Section 6. Should this Congregation's membership so diminish in numbers as to render it impossible or impractical for the Congregation to function according to its

Constitution and Bylaws, the Bishop of the Synod shall arrange a consultation with any remaining members of the Congregation after which Synod Council may deem the Congregation to be defunct. If the Congregation is deemed to be defunct, 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 on behalf of the former Congregation.

Section 7. Should this Congregation wish to merge with another congregation that is a member of the Synod of which this Congregation is a member congregation, or should this Congregation, with the consent of the Synod, wish to merge with another congregation from another denomination, this Congregation shall do so:

- a. only in accordance with a resolution adopted by no less than two-thirds (2/3) of the members present and voting at a properly called meeting prior to such merger, and all property real, personal, and mixed shall be transferred or disposed of; and
- b. the proceeds of such disposition shall be distributed or the property shall be transferred in accordance with such resolution adopted by no less than two-thirds (2/3) of the members present and voting at a properly called meeting of the Congregation.

Section 8. Should this Congregation dissolve for whatever reason, other than by merger with another congregation of the ELCIC, and after payment of all debts and liabilities, in accordance with the resolution adopted by no less than two-thirds (2/3) of the members present and voting at a properly called meeting of this Congregation prior to the dissolution, all property real, personal, and mixed shall vest in the Synod of which it is a part, its successor or assigns.

Section 9. This Congregation may exercise borrowing powers in accordance with the BC Societies Act.

Bylaw 5. Relationship to the Evangelical Lutheran Church in Canada (ELCIC)

Section 1. This Congregation is and shall be a part of the ELCIC or its successor and of the Synod 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 ELCIC. In so doing, this Congregation recognizes it is subject to the constitution, bylaws, and enactments of the ELCIC 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 ELCIC and of the Synod.

- Section 4. This Congregation operates under these synodically approved Constitution and Bylaws, which are in accordance with the constitution and bylaws of the ELCIC and of the Synod of which it is a part.
- Section 5. Should the Congregation consider severing its relationship with the ELCIC, it shall confer with the Bishop of the Synod before any formal steps are taken leading to such action. Subsequent to such consultation with the Bishop of the Synod, a motion to sever the relationship with the ELCIC may be considered at a meeting of the Congregation. This decision shall require no less than a two-thirds (2/3) majority vote of all voting members present and voting at a properly called and conducted meeting of the Congregation. Notice of the motion and the date and time of the congregational meeting shall be sent by registered mail to the Bishop of the Synod no less than thirty (30) days before the meeting. Such decision shall not be effective until the Bishop of the Synod has been notified and the initial decision has been ratified by no less than a two-thirds (2/3) majority vote at a subsequent properly called and conducted meeting of the Congregation held no less than ninety (90) days and not more than one hundred fifty (150) days after the first meeting. Notice of the date and time of the second meeting shall be sent by registered mail to the Bishop of the Synod no less than thirty (30) days prior to the second meeting.

Bylaw 6. Office of the Ministry

- Section 1. A rostered minister 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 ELCIC, who has been properly ordained or consecrated, who accepts and adheres to the Confession of Faith of the ELCIC, and who strives in life and conduct to be above reproach.
- Section 2. Authority to call and retain a rostered minister shall rest in the Congregation. Such authority to call shall be exercised by no less than a two-thirds (2/3) majority vote of members present and voting at a meeting of the Congregation properly 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 a minister on the roster of the ELCIC, or one who is recognized for call by a Synod of the ELCIC, may be called as a minister of the Congregation.
- Section 4. In order that a rostered minister of this Congregation may be devoted fully to the duties of the office, adequate compensation and premiums under the ELCIC's pension plan shall be provided, paid in semi-monthly or monthly installments. Expenses incident to attendance at conventions of the Synod and the ELCIC and at meetings otherwise required by the rostered minister's office shall be defrayed by the Congregation, except where other provisions are made.
- Section 5. The regular call of this Congregation, when accepted by a rostered minister, shall constitute a relationship that shall be terminated for the following causes:

- a. resignation of the rostered minister or the expiry of the term for which the rostered minister was called;
- b. retirement of the rostered minister;
- c. disqualification of the rostered minister through discipline;
- d. division of a pastoral charge;
- e. physical or mental incapacity of the rostered minister;
- f. continued neglect of ministry;
- g. 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 rostered minister.

In the last three (3) contingencies, the procedures provided for in the constitution and bylaws of the Synod shall be followed.

Section 6. In the event of alleged defection in doctrine or alleged conduct unbecoming a rostered minister, the matter shall be referred by the Congregational Council to the Bishop of the Synod for action as provided in the constitution and bylaws of the ELCIC.

Section 7. At a time of pastoral vacancy, the Congregational Council shall select an interim rostered minister after consultation with the Bishop of the Synod. All interim and supply rostered ministers shall refrain from exerting influence in the call process of the Congregation.

Section 8. When an additional rostered minister is called, the privileges and responsibilities of that rostered minister shall be specified in the call drafted in consultation with the incumbent rostered minister(s), the Congregational Council, and the Bishop of the Synod.

Section 9. Upon receiving a call to another ministry, the rostered minister shall consult with the Bishop of the Synod and the Chairperson of the Congregational Council before a decision is reached. The rostered minister shall inform the Congregation and the Bishop of the Synod of the decision on the call within thirty (30) days of official notice. When a call has been accepted, the rostered minister shall normally terminate the ministry to this Congregation within two (2) months.

Bylaw 7. Congregational Meeting

Section 1. Voting members at any meeting of the Congregation shall be those members on the membership roster who have attained the age of 18 as of the date of the meeting.

- Section 2. The Bishop of the Synod or his/her delegate shall be entitled to attend and speak at any meeting of the Congregation.
- Section 3. The Annual General Meeting of the Congregation shall be held each year within three (3) months of the Congregation's fiscal year-end.
- Section 4. Special Meetings of the Congregation may be called by the Congregational Council and shall be called at the written request of one-tenth (1/10) of the voting members of the Congregation. The notice for each Special Meeting of the Congregation shall specify the purpose for which it is to be held, and no other business shall be transacted.
- Section 5. Written notice of all congregational meetings shall be sent to all members and the rostered minister(s) under call to the Congregation no less than fourteen (14) days in advance of the date of the meeting and shall include notice of any special business to be conducted beyond that regularly conducted at an Annual General Meeting. Written notice must be sent:
- a. by mail, unless a member has provided his//her email address to the Congregational Council, in which case written notice must be sent by electronic mail;
 - b. by posting the written notice on the congregational website; and
 - c. by posting the written notice in a public area within the church building.
- Section 6. The quorum for all congregational meetings shall be twenty-five (25) voting members present.
- Section 7. Proxy or absentee voting shall not be permitted in the transaction of any of the business of the Congregation.
- Section 8. *Bourinot's Rules of Order*, latest edition, shall be the governing parliamentary law of this Congregation, except as otherwise provided in the BC Societies Act or in the constitution or bylaws of the ELCIC or in these Bylaws.

Bylaw 8. Congregational Council and its Officers

- Section 1. At its Annual General Meeting the Congregation shall elect the following Officers, each for a term of two (2) years:
- a. Chairperson;
 - b. Vice-Chairperson;
 - c. Secretary;
 - d. Treasurer; and

e. Financial Secretary.

The above positions shall be filled by election from those members on the congregational membership roster who have attained the age of eighteen (18). They shall be elected in such a way that approximately half the Officers will be elected in any one (1) year.

No member shall be eligible to serve more than three (3) consecutive terms as an Officer, except for the Financial Secretary. There shall be no restriction on the number of consecutive terms of office to which the Financial Secretary may be elected.

Section 2. There shall be a Board of Deacons, a Board of Trustees, a Board of Education, and a Board of Worship, each with no less than four (4) members elected at the Annual General Meeting of the Congregation from those members on the congregational membership roster who have attained the age of eighteen (18). Each member has a term of two (2) years. They shall be elected in such a way that approximately half the members of each Board will be elected in any one (1) year. No member of the Boards shall be eligible to serve more than three (3) consecutive terms on any Board or combination of Boards.

Section 3. The Officers of the Congregation and a representative from each Board, chosen by the respective Board, shall constitute the Congregational Council. All shall be voting members of the Congregational Council, and all must also be members on the congregational membership roster. The Officers of the Congregation shall be the Officers of the Congregational Council.

Section 4. The election of an individual as a member of the Congregational Council is invalid unless:

- a. the individual consents in writing to be a member of the Congregational Council; or
- b. the election is made at a meeting at which the individual is present, and the individual does not refuse, at the meeting, to be a member of the Congregational Council.

Section 5. Rostered minister(s) under call to the Congregation shall not be member(s) of the Congregational Council but shall be entitled to receive notice of, attend, and speak at all regular and special meetings of the Congregational Council and all its boards and committees.

Section 6. All Officers and Board members shall be installed by the rostered minister(s) at the next public service following their election or as soon thereafter as convenient.

Section 7. 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 these Bylaws and by resolutions of the Congregation. The

Congregational Council may adopt such policies not in conflict with these Bylaws as needed to carry out its mandate.

- Section 8. A majority of the members of the Congregational Council (5) shall constitute the quorum for transacting the business of the Congregational Council.
- Section 9. If a vacancy occurs on the Congregational Council, the Congregational Council is empowered to fill the vacancy until the next Annual General Meeting of the Congregation. Should the unexpired term be one (1) year or less, it shall not be considered in determining eligibility for re-election.
- Section 10. A member of the Congregational Council may be removed from office by special resolution adopted by no less than a two-thirds (2/3) majority vote of the members present and voting at any properly called meeting of the Congregation.
- Section 11. A member of the Congregational Council who is absent from two (2) consecutive regular meetings and who has not advised the Chairperson or rostered minister(s) shall be contacted by the Chairperson of the Congregation. If the member is absent for three (3) consecutive regular meetings without valid excuse, the Council may declare the position vacant.
- Section 12. The Congregational Council shall declare vacant the position of any Congregational Council member whose membership in the Congregation is terminated as provided for in these Bylaws. The Congregational Council may declare vacant the position of any Congregational Council member who has been suspended from membership in the Congregation by disciplinary action of the Congregational Council or has been censured by no less than a two-thirds (2/3) majority vote of the members of the Congregational Council for behavior that is inconsistent with the policies of the Congregational Council and/or the Congregation.
- Section 13. A rostered minister under call to the Congregation, the Chairperson, or any three (3) members of the Congregational Council may call a special meeting of the Congregational Council. Notice of such meeting shall be given no less than three (3) days prior to the meeting and shall be announced at a regular service if one is held during that period.
- Section 14. Congregational Council members may participate in a meeting of the Congregational Council by means of electronic facilities that permit all persons participating in the meeting to hear each other. Each Congregational Council member participating in such a meeting by such means is deemed to be present at the meeting.
- Section 15. The Congregational Council may conduct a vote of the Congregational Council via electronic mail. Protocol for conducting these votes shall be outlined in a policy approved by the Congregational Council. Results of the vote shall be recorded in the minutes of the next Congregational Council meeting.
- Section 16. Conflict of Interest

- a. A Congregational Council member shall declare a conflict of interest and will not take part in any discussion or vote if he/she or any member of his/her immediate family in any way, directly or indirectly, benefits from an existing or proposed contract, transaction, or arrangement with the Congregation.
- b. The Congregational Council may declare that a real or perceived conflict of interest exists with a Congregational Council member. A member thus declared in conflict of interest will not participate in any discussion or vote.

Bylaw 9. Duties of the Congregational Council, its Officers, and its Boards

Section 1. The Congregational Council shall:

- a. lead the Congregation in stating its mission, doing long-range planning, setting goals and priorities, and 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 rostered minister(s) and other professional leaders, assist them to review and evaluate their ministry, and review annually their financial compensation, making adequate adjustments;
- d. 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 through reconciliation, and exercising discipline, when necessary, under the provision of these Bylaws;
- f. arrange for pastoral service during the sickness or absence of the rostered minister(s);
- 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, such committees shall make reports to the Annual General Meeting;
- i. normally meet once a month;
- j. be responsible for maintaining and protecting the property of the Congregation;
- k. obtain insurance protection that:
 - i. provides coverage for fraud committed by an employee or volunteer of the Congregation; and

- ii. limits the liability of the members of the Congregational Council;
 - l. review, approve, and recommend annually a budget to the Annual General Meeting of the Congregation, supervise the expenditure of funds, and ensure that the financial affairs of the Congregation are conducted efficiently;
 - m. ensure that the annual budget includes adequate support for the church at large and that regular monthly benevolence monies are forwarded; and
 - n. emphasize the partnership of the Congregation with the Synod and the ELCIC, and encourage support for the work of the church at large.
- Section 2. The Chairperson shall preside at all meetings of the Congregational Council and of the Congregation. The agenda shall be prepared in consultation with the rostered minister(s).
- Section 3. The Vice-Chairperson shall preside at the meetings of the Congregational Council and of the Congregation in the absence of the Chairperson. In the event that the Chairperson and Vice-Chairperson are absent, the chair of the meeting will be chosen by the quorum present.
- Section 4. The Secretary is accountable for keeping the minutes of the Congregational Council and of the Congregation in a volume provided by the Congregation, which shall be permanently preserved in the congregational archives.
- Section 5. The Treasurer shall:
- a. keep or cause to be kept proper accounting records;
 - b. keep or cause to be kept a proper set of books showing accurately the financial position of the Congregation;
 - c. be responsible for the deposit of money, the safekeeping of securities, and the disbursement of the funds of the Congregation;
 - d. ensure that the custody of all funds of the Congregation are appropriately accounted for, received, and disbursed in accordance with the decision of the Congregation and of the Congregational Council;
 - e. make monthly remittance of benevolence receipts to the treasurer of the Synod;
 - f. make or cause to be made a written report of all financial transactions and of the financial position of this Congregation
 - i. to the Congregational Council monthly, and
 - ii. to the Congregation, with audit or review, at the Annual General Meeting.

- g. ensure that the annual Registered Charity Information Return is filled out and sent to the Canada Revenue Agency.
- h. ensure an annual audit or review of year-end financial statements;
- i. work with the Financial Secretary on stewardship emphasis and programs.
- j. prepare an annual budget for the Congregational Council to review and present to the Annual General Meeting of the Congregation.
- k. when requested to do so by the Congregational Council, prepare or have prepared interim financial statements; and
- l. supervise the expenditure of funds and ensure that the financial affairs of the Congregation are conducted efficiently.

Section 6. The Financial Secretary shall:

- a. maintain records of all contributions and issue receipts for the same; and
- b. seek to involve all members of the Congregation in the support of the Congregation and make recommendation to the Congregation through the Congregational Council on stewardship emphasis and programs.

Section 7. Each of the various Boards shall:

- a. elect a chairperson from its own membership;
- b. normally meet once a month; and
- c. make reports to the Annual General Meeting of the Congregation.

Section 8. The Board of Deacons shall:

- a. have special responsibility under the supervision of the rostered minister(s) in the development of a sound program of evangelism and in the general spiritual care of the Congregation; and
- b. seek to involve all members of the Congregation in witness and service, and make recommendations concerning those areas of congregational life to the Congregation through the Congregational Council.

Section 9. The Board of Trustees shall:

- a. be responsible for maintaining and protecting the property of the Congregation; and
- b. obtain insurance protection that provides coverage for fraud committed by an employee or volunteer of the Congregation and limits the liability of the members of the Congregational Council.

Section 10. The Board of Education shall:

- a. seek to involve all members of the Congregation in Christian education and provide opportunities for regular study;
- b. develop an effective teaching ministry and provide for the training of teachers and leaders; and
- c. elect the coordinator of the Sunday School, who shall be an ex-officio member of the Board of Education.

Section 11. The Board of Worship shall:

- a. have special responsibility with the rostered minister(s) for all aspects of the Congregation's worship;
- b. work toward a vital worship life in the Congregation; and
- c. seek to involve all members of the Congregation in worship and make recommendations concerning worship to the Congregation through the Congregational Council.

Bylaw 10. 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.

Bylaw 11. Amendments

Section 1. Amendments to this Constitution and Bylaws may be proposed by the Congregational Council and shall be proposed by the Congregational Council at the request of five (5) voting members of the Congregation. Such proposed amendments shall be by special resolution and shall be:

- a. reviewed by the Congregational Council;
- b. distributed to the voting members, along with the recommendation of the Congregational Council, no less than thirty (30) days before the properly called meeting of the Congregation at which they are to be considered;
- c. approved with or without change by no less than a two-thirds (2/3) majority vote of those present and voting at the properly called meeting of the Congregation;

- I. amendments to the proposed amendment may only be considered in order to clarify the intent of the proposed amendment and require no less than a two-thirds (2/3) majority vote for approval;
 - II. any changes to the basic intent of the proposed amendment shall require an additional properly called meeting of the Congregation with no less than thirty (30) days' notice;
- d. become effective upon official notice and approval by the Synod Council and filing the amendments with the Registrar of Companies.

Section 2. This Constitution and Bylaws and all amendments thereto shall be transmitted to the Synod for review and to ascertain that none of its provisions are in conflict with the constitution and bylaws of the ELCIC or with the constitution and bylaws of the Synod.

Section 3. If, in the judgment of the National Church Council, an amendment to the Constitution or Bylaws is required, the secretary of the ELCIC shall provide official communication to that effect which will include a draft of the recommended amendment. Adoption of such an amendment shall then be in order at the next properly called meeting of the Congregation and shall be by special resolution and require no less than a two-thirds (2/3) majority vote of the members present and voting. Confirmation of approval shall be submitted to Synod Council and the amendments shall be filed with the Registrar of Companies.

For Reference

The following is the Confession of Faith that is referenced in Bylaw 1. It is unalterable by congregations and so will be referenced as *Article II of the Constitution of the ELCIC*. It does not appear in our LCC Bylaws.

ELCIC 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 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.