

# **THE CONSTITUTION OF ST. LUKE EVANGELICAL LUTHERAN CHURCH OTTAWA, ONTARIO**

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## **THE CONSTITUTION**

### **PREAMBLE**

The Word of God requires that a Christian congregation shall conform to this Divine Word in Doctrine and practice (Psalm 119:105; Matthew 28:18-20; Galatians 1:6-8; 2 Timothy 4:1-5) and that all things be done decently and in order (I Corinthians 14:40). Therefore we, the members of St. Luke Evangelical Lutheran Church, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

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### **ARTICLE I      NAME**

The name of this congregation shall be: ST. LUKE EVANGELICAL LUTHERAN CHURCH (Unaltered Augsburg Confession), of Ottawa, Ontario.

### **ARTICLE II      MISSION**

The mission of this congregation shall be to give honour and glory to God, to carry out His will, to assist in preaching the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as God and Saviour, to foster Christian fellowship and love, to extend a helping hand in human need, and to achieve our objectives by the preaching of the Word of God, by the administration of the sacraments, and by the religious instruction of all its members according to the confessional standard of the Evangelical Lutheran Church.

### **ARTICLE III      CONFESSIONS**

This congregation acknowledges all the canonical books of the Old and New Testaments as the revealed Word of God, and all the Symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580 as the only true norm of doctrine, being taken from the Scriptures, in accord with which all teachings among us is to be done, and all doctrinal controversies are to be decided and adjudicated.

These are:

1. the three Ecumenical Creeds (Apostles', Nicene, and Athanasian);
2. the Unaltered Augsburg Confession;
3. the Apology of the Augsburg Confession;
4. the Smalcald Articles;
5. Luther's Small Catechism;
6. Luther's Large Catechism; and
7. The Formula of Concord.

## **ARTICLE IV MEMBERSHIP**

The membership of this congregation includes the following:

### **IV A. Baptized Members**

Baptized members are all who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including the children who have not yet been confirmed.

### **IV B. Communicant Members**

Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the confessional standard of **Article III** of this constitution, are familiar at least with the contents of Luther's Small Catechism, and are not members, affiliated with or supporters of any secret society (lodge) or any other organization that has religious ceremonies and practices inconsistent or conflicting with the Word of God and the conduct of a Christian.

### **IV C. Voting Members**

All communicant members who have duly applied for admission and have been accepted according to **Article I A 2** of the By-laws and have read, agreed to and signed the Constitution & By-laws of the congregation shall be entitled to vote.

## **ARTICLE V ELIGIBILITY TO HOLD OFFICE**

Only such members as are voting members of this congregation shall be eligible to hold an elective office in the congregation as set forth in the By-laws.

## **ARTICLE VISTEWARDSHIP**

The Lord enjoins regular and generous financial support for His Church in such Scripture passages as I Corinthian 16:2: "Upon the first day of the week let every one of you lay by him in store as God hath prospered him."

It shall be the duty, therefore, of every member of this Congregation to contribute according to his or her ability toward:

1. the maintenance and growth of the Congregation;
2. the cancelling of the Congregation's debts; and
3. missions.

## **ARTICLE VII        POWERS OF THE CONGREGATION**

### **VII A. General**

The congregation as a body, through the voting members, shall have supreme power to administer and manage its external and internal affairs. This congregation shall be carried on without purpose of gain for its members and any profits or other accretions to the organization shall be used in promoting its objects. The establishment and conduct of all institutions and societies within the congregation, such as the Sunday School, Youth Societies, Ladies' Organizations, Choir, etc., shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (**Article III**) and any such decisions shall be null and void.

### **VII B. Right of Calling**

The right of calling pastors (and teachers) shall be vested in the voters and shall never be delegated to an individual or to a minor body or circle within the congregation.

### **VII C. Decisions**

Matters of conscience and doctrine shall be decided by the Word of God; other matters shall be decided by the Voters' Assembly by a majority vote unless otherwise specified by the Constitution or By-laws.

### **VII D. Power of Officers**

Congregational officers or committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.

#### **VII E. Removal from Office**

Any officer, pastor, or teacher may be removed from office by the voters by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine; scandalous life; or inability to perform official duties or wilful neglect of them, after being admonished according to Matthew 18:15-20.

### **ARTICLE VIII RELINQUISHING OF MEMBERSHIP**

Any member who severs his connection with the congregation, or who is expelled by the congregation, shall have forfeited all rights of a member as well as all claims upon any part of the property of the congregation.

### **ARTICLE IX PASTORAL OFFICE**

The pastoral office of this congregation shall be conferred upon such ministers and candidates only:

1. as profess and adhere to the confessional standard set forth in **Article III** of this Constitution and are well qualified for their work. Pastors shall, in the call extended to and accepted by them, be pledged to this confessional standard;
2. who are members of, or have qualified and applied for membership in, the same synod to which this congregation belongs; (or a synod with which we are in full fellowship); and
3. who have been properly and rightfully called by the congregation.

### **ARTICLE X CHRISTIAN EDUCATION OF THE YOUNG**

In accordance with the Scriptural injunction "... bring them up in the training and admonition of the Lord." (Ephesians 6:4), it is the responsibility of the congregation to employ every practical agency available to assist parents in the spiritual nurture of the children entrusted to their care.

### **ARTICLE XI DOCTRINAL LITERATURE**

Only such hymns, prayers and liturgies shall be used in the public services of the congregation and

in all ministerial acts as conform to the confessional standard of **Article III**. Likewise in all classes for instruction in Christian doctrine, Bible Studies, etc., only such books shall be used as conform to this standard.

## **ARTICLE XII      PROPERTY RIGHTS**

If at any time a separation should take place on account of doctrine, or any other reason, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confessions and practice to **Article III** of this Constitution, and who are members of the East District of the Lutheran Church - Canada. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the East District of the Lutheran Church - Canada.

## **ARTICLE XIII      SYNODICAL MEMBERSHIP**

**XIII A.** This congregation shall hold membership in the Lutheran Church - Canada. It shall send its pastor(s), called worker(s) and lay delegate to the District Convention of the Synod.

**XIII B.** It shall be the duty of the congregation and its individual members to support the work of Synod, since they thereby support their own Christ-appointed work.

## **ARTICLE XIV      BY-LAWS**

This congregation may adopt such By-laws as may be required for the accomplishment of its purpose.

## **ARTICLE XV      CHANGING THE CONSTITUTION**

### **XV A. Unalterable Articles**

The following articles of this Constitution or sections thereof shall be unalterable or irrepealable: **Article III, IX, XI, XV A.**

### **IX B. Amendments**

Amendments to this Constitution and the By-laws may be adopted at a regular Voters' Assembly,

provided:

1. That they do not conflict with the provisions laid down in **Article III** and **Article VII A & C**, or with any section of any other article that pertains to Scriptural doctrine and practice;
2. That the proposed amendment has been submitted in writing and announced at one of the regular services preceding any action thereon;
3. The affirmative vote of a two-thirds majority of the voting membership present at the Voters' Assembly shall be required for the adoption of an amendment.

## **THE BY-LAWS**

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### **ARTICLE I. MEMBERSHIP**

#### **I A Admission into Membership and Duties of Members**

##### **I A 1. Communicant Membership**

###### **I A 1 a. By Confirmation**

Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.

###### **I A 1 b. By Transfer**

Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this congregation, shall be received by the pastor, whose action is to be approved in a subsequent meeting of the Voters' Assembly.

###### **I A 1 c. By Profession of Faith**

Other persons shall submit their application to the pastor (or an elder); and having given satisfactory evidence of qualifications for communicant membership to the pastor and at least one elder, they shall be received as communicant members, to be approved in a subsequent meeting of the Voters' Assembly.

###### **I A 1 d. Duties**

All communicant members shall be willing to give of their time, talents and treasures in service to their Lord and their congregation.

##### **I A 2. Voting Membership**

**I A 2 a. Reception**

To become voting members, communicant members who have reached legal age (eighteen) shall announce to the pastor, or one of the elders, their intention of becoming voting members. Upon this announcement they shall be furnished a copy of the Constitution and By-laws of the congregation, which they shall read. At a subsequent constitutional meeting of the Voters' Assembly and in the presence of the applicant, the pastor shall present such application. Upon unanimous vote of acceptance of the voting members present they shall sign the Constitution and By-laws of the congregation and be declared voting members. They shall not, however, have the right to vote at the meeting in which they are accepted into membership unless this requirement is waived by unanimous vote of the voting members.

**I A 2 b. Status of Women**

Female communicant members who have reached legal age (eighteen) may hold voting membership in the congregation and serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, the public administration of the sacraments, church discipline) and as long as this service does not violate the order of creation (usurping authority over men - I Timothy 2:11-12). Accordingly, they shall not serve as pastor, as a member of the board of elders, as chairman or vice-chairman of the congregation.

**I A 2 c. Duties**

It shall be the duty of every voting member to attend the Voters' Assemblies. By failing to attend such a meeting members waive the right to cast their vote during that meeting. They shall generally participate in the business of the Voters' Assembly, and, after they have been a voting member for one year in this congregation, they shall be eligible to an office in this congregation unless this requirement is waived by unanimous vote of the voting members present.

**IA2 d. Conflict of Interest**

Every member, if suitably qualified shall have the right to serve the church in a position carrying remuneration, salaried or contractual. It is essential in such circumstance that conflict of interest, real or perceived, be scrupulously avoided. To this end, the applicant for a paid position or contract shall be entitled to attend discussions of the church body charged with selection and oversight of the position to explain contract quotations or to present salary requirements etc., but shall withdraw from the meeting during debate and vote on any motion pertaining to such position, citing conflict of interest. Should the incumbent of such paid position also be an elected or appointed officer or committee member, supervision and work evaluation shall be carried out by another member of the church body charged with oversight of the work.

**I B Termination of Membership**

**I B 1. Transfer to Other Congregations**

Communicant members desiring to join a congregation in church fellowship with this congregation shall present their request for transfer to the pastor, to whom authorization is granted to issue such transfers. Such transfer of membership shall be approved by the Voters' Assembly at a subsequent meeting.

**I B 2. Joining Other Churches**

In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastor, be considered to have terminated their membership, and their names shall be removed from the membership list by a resolution of the Voters' Assembly. A member moving to an area where no congregation in fellowship is available may ask to have their name placed in a file designated "Absentee."

**I B 3. Whereabouts Unknown**

The names of members whose whereabouts are unknown and cannot be established within a period of six months shall be removed by the Voters' Assembly, and forthwith such membership is terminated. The names of these members will be placed in a file designated "Whereabouts Unknown."

**I B 4. Excommunication and Self-Exclusion**

The church discipline process is a positive process and helpful way for the Gospel to be applied to individual circumstances and problems. The primary goal of the discipline process is reconciliation. Therefore all members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20 and I Corinthians 5:1-15. Excommunication shall take place if a member refuses to amend his sinful life after proper admonition. For example, if a member has not communed for three months, he or she will receive a visit from their respective elder, and shall be admonished and encouraged. If such a member has not communed after six months, he or she shall receive another visit by at least two members of the congregation, one the respective Elder, and the pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If, after nine months, such a member still has not communed and is not attending the worship services of the Church, he or she shall be evangelically admonished more firmly and told that if such neglect continues for another three months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges, and responsibilities. If, then, after twelve months, the member has not responded to Christian admonition as outlined above, the member's name shall be transferred to the mission file of the congregation or turned over to the Evangelism Committee. The individual shall be notified of such action by mail and shall be declared to have excluded himself from this Christian congregation. Such self-exclusion removes all the benefits of church membership from the individual, such as Christian burial, Holy Communion, transfer to a sister congregation, and of any claim against the properties of this congregation. Such a person, however, will at all times be cordially welcome to attend all divine services in our church.



Excommunication or self-exclusion terminates membership. Such actions shall be reported by the Board of Elders and ratified by the Voters at the next Voters' Meeting by the Board of Elders.

#### **I B 5. Status**

All persons whose communicant membership has been terminated have forfeited all rights as members of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as they are not reinstated into membership.

#### **I C. Termination of Voting Membership**

The right of voting membership shall cease with the cessation of the communicant membership on which it is conditioned. Furthermore, a member shall be deprived of his right to vote when he absents himself from 8 (eight) consecutive regular meetings without offering an acceptable explanation to the Chairman, Vice-Chairman or Pastor, which shall be reported to the Voters. It shall be the duty of the Secretary (cf. **VIII E 3** of the By-laws) to send notice to any member absent 6 (six) consecutive times and to remind him of this provision. The right to vote shall be restored to any member otherwise in good standing after having been again accepted as a voting member according to **Article I A 2 a** of the By-laws.

### **ARTICLE II MEETINGS AND QUORUM**

Regular meetings of the Voters' Assembly shall be held during each of the calendar quarters, the annual meeting being the first meeting of the calendar year. The exact time and place, if not otherwise appointed and fixed by the congregation, shall be decided by the Church Council. A meeting of the Voters' Assembly for the purpose of electing officers, etc., shall be held in the second quarter of the calendar year. Special meetings may be called when such are deemed necessary by the pastor after he has conferred with the Board of Elders. They may also be called by the Board of Elders or by the Church Council. The privilege of calling a special meeting shall also be granted to any group of members at large. However, in this case it will be necessary that those members who desire a special meeting first confer with the Chairman or Vice-Chairman and also present to him a written petition to which there have been affixed in their own signature the names of four (4) members in good standing. Such meetings may be called by mail through the Secretary upon instruction of the Board of Elders, or by means of the parish paper, provided that such notification is given to all members in due time, or by two announcements made in two (2) consecutive Sunday services and the reason for the special meeting be given with the notification.

Every regular meeting of the Voters' Assembly shall be announced weekly (by word or in the parish paper) at at least two Sunday weekly services prior to it. Whenever a meeting has been properly announced, one-quarter of the voting membership shall constitute a quorum, and it shall be considered a properly convened meeting capable of transacting business.

### **ARTICLE III CALLING OF PASTORS**

### **III A. Nominations**

At a meeting of the Voters' Assembly properly convened, the list of candidates received from the District President shall be presented to the Voters' Assembly. Any voting member is entitled to make additional nominations from the floor.

### **III B. Elections**

The election of a pastor from the list of candidates chosen by the congregation shall be by ballot. The candidate receiving the majority of all votes cast shall be considered elected. The election shall be made unanimous by a rising vote, and the call shall be sent to the pastor-elect.

## **ARTICLE IV OFFICERS**

The following shall be the officers of this congregation:

**IV A. The pastor** is ex officio, a non-voting member of all boards and committees.

### **IV B. The Board of Elders**

The pastor shall select from the slate of nominees presented by the nominating committee at least 3 (three) male members to serve on the Board of Elders. These appointments shall be ratified by the Voters' Assembly at the annual election meeting. This Board shall elect its own chairman from within its own midst.

### **IV C. The Board of Trustees**

The Voters' Assembly shall elect from its eligible members a board of trustees consisting of at least three (3) members, the number being determined by the Voters' Assembly. This Board shall elect its own chairman from within its own midst.

### **IV D. Other Officers**

The Voters' Assembly shall elect from its eligible members the following other officers: a chairman of the congregation i.e. Voters' Assembly; a vice-chairman; a recording secretary; a financial secretary; and a treasurer.

## **ARTICLE V NOMINATING COMMITTEE**

A nominating committee consisting of the pastor and four (4) voting members of the congregation shall be appointed by the Church Council at its first quarter meeting and ratified by the voters at the Voters' Assembly of the same quarter.

The committee shall nominate one or more voting members for each elective office and shall submit this slate to the voters at the voters' election meeting in the second quarter. Additional nominations may be made from the floor at this election meeting by any voter present.

## **ARTICLE VI ELECTION AND TERM OF CONGREGATIONAL OFFICERS**

The officers of this congregation shall be elected/appointed in the following manner:

**VI A.** The Board of Elders shall be appointed according to **Article IV B** of the By-laws and ratified at the annual election meeting of the Voters' Assembly in the second quarter. The term of office shall be for three (3) years. The terms shall be so arranged or staggered that at least one term expires each year.

**VI B.** The Board of Trustees shall be nominated according to **Article V** of the By-laws, except that trustees must be twenty-one years of age or older, and elected by plurality vote by ballot at the annual election meeting of the Voters' Assembly to be held in the second quarter. The term of office shall be for three (3) years. The terms shall be so arranged or staggered that at least one term expires each year.

The trustees shall hold office for the appointed term or until their successors are elected. In the event of a vacancy occurring during the said term of office due to death, illness, resignation, or other causes, a meeting of the Voters' Assembly shall be held as soon as practicable to elect a successor to such vacant position, and such successor shall hold office for the balance of the unexpired term. Until such successor is elected the remaining trustees shall have the power to carry on the work of the trustees but shall not have the power to convey, purchase, or mortgage real property.

**VI C.** The Other Officers shall be nominated according to **Article V** of the By-laws and elected by plurality vote by ballot at the annual election meeting of the Voters' Assembly to be held in the second quarter. All terms shall be for three (3) years, with the exception of the office of chairman, vice-chairman, and secretary of the congregation which shall be for one year. At least one term shall expire annually.

**VI D.** With the exception of the treasurer and financial secretary, one individual may serve only two (2) full terms of office consecutively (i.e., six consecutive years) and cannot hold the same office again until one year shall have elapsed. The chairman, vice-chairman and secretary of the congregation may be elected six (6) consecutive years. At the end of that time they also must remain out of their respective offices for one year. The treasurer and financial secretary may serve as many years as they are re-elected.

**VIE.** The terms of office may be waived by unanimous vote.

## **ARTICLE VII CHURCH COUNCIL**

The Church Council shall consist of the Pastor, the Chairman of the congregation, Vice-chairman, Recording Secretary, Treasurer, Financial Secretary, Board of Elders, and Board of Trustees. It shall elect its own chairman.

It shall be the duty of the Church Council to meet at least four times a year to consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards and committees and to present recommendations to the Voters' Assembly. The Church Council shall act in matters committed to it by the Voters' Assembly, and, in case of emergency, between congregational meetings. It shall be the duty of the Church Council to see to it that all the books of the congregation and organizations are audited annually.

## **ARTICLE VIII DUTIES OF OFFICERS**

### **VIII A. The Elders shall:**

1. assist the pastor in all matters pertaining to the spiritual welfare of the congregation, having particular oversight over doctrinal matters and matters pertaining to the godly walk of life on the part of the pastor, officers, and members of the congregation, being careful to observe that our Lord's injunction in Matthew 18:15-18 be applied in church discipline according to Christian love and for the salvation of the erring soul;
2. assist the pastor in annual visits of every member;
3. render counsel and advice in difficult problems;
4. sign diplomas of vocation in the name of the congregation;
5. be examples of Christian conduct and conversation;
6. see that all resolutions of the congregation are carried out;
7. see to it that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance; and shall be responsible for all music (including choir and organist);

8. assist the pastor in arranging for pulpit assistance, special services, and guest speakers; **d**
9. appoint the head usher and supervise ushering.

**VIII B. The Trustees shall:**

1. on behalf of the congregation and in accordance with specific authorizations of the congregation passed at general meetings of the congregation from time to time negotiate the purchase, sale, leasing or mortgaging of real property and for this purpose are empowered to enter into all necessary agreements and execute all necessary deeds, mortgages, leases and other instruments with respect to real property of the congregation and may receive deeds to real property in their name as Trustees on behalf of the congregation in a form complying with the provisions of the Religious Institutions Act of Ontario and they and their successors in office shall hold such real property from time to time on behalf of the congregation.
2. have general power of supervision over all property of the congregation whether real or personal, movable or immovable, and shall perform such duties in connection therewith as the congregation shall authorize from time to time.
3. manage the property of the congregation as an equitable trust;
4. make provisions for the upkeep of the property of the congregation, and see that the same is kept in good condition and repair, and, if necessary, solicit the help of the members in this work; (this includes adequate insurance against fire, loss or damage, etc.);
5. administer all secular affairs of the congregation according to the instructions and resolutions of the congregation and represent the congregation in all legal matters. All legal papers will be valid when signed by two trustees (subject to **Article VI B** paragraph 2);
6. make non-budgetary expenditures to the extent of \$100.00 without the sanction of the congregation but for which expenditures they are responsible to the congregation;
7. retain for safe keeping in the designated bank's deposit box, in the name of the congregation, all important and valuable documents and securities of the congregation;
8. supervise the janitor service;
9. serve as a planning committee for the congregation (additions, new buildings); and
10. consider all offers of gifts (such as furniture and other articles) and report their reasons for accepting or declining to accept, to the Church Council.

**VIII C. The Chairman of the congregation:**

1. shall preside at all meetings of the Voters' Assembly;
2. shall submit to the meeting the order of business;
3. shall present for discussion all proper resolutions regularly moved and seconded;
4. shall decide questions of order;
5. shall call motions and announce the result;
6. shall preserve order and proper decorum during the meetings;
7. may cast the deciding vote in the case of a deadlock or tie vote;
8. together with the Recording Secretary, shall sign the minutes after they have been adopted; and
9. shall see that all committees and officers fulfil their duties.

**VII D. The Vice-Chairman shall** perform the duties of the chairman during the temporary absence or inability of the latter to serve.

**VIII E. The Recording Secretary shall:**

1. prepare and keep careful and accurate minutes of the proceedings of each meeting of the Voters' Assembly and Church Council in the official permanent book of the congregation, present the same to be read and adopted at the next regular meeting, deliver a copy of the minutes to the church office (within two weeks after the meeting) for distribution;
2. keep an accurate list of all the voting members and a record of their attendance at the meetings;
3. send notice to any member absent six (6) consecutive times and remind him of his status as a voting member;
4. in general, serve as clerk and correspondent of the congregation;
5. sign the minutes of each meeting after their adoption together with the chairman; and
6. note all resolutions of sustaining nature in a permanent record.

**VIII F. The Treasurer shall:**

1. disburse all monies of the congregation and pay all fixed and regular expenses without an order. All other disbursements shall be made on order of the congregation, or the council, or the Board of Trustees;
2. keep an exact record of all financial transactions of the congregation in the permanent book provided for that purpose, which shall be and remain the property of the congregation;
3. retain all receipts, vouchers, and bank sheets until the auditing committee has made its report on its annual audit;
4. report at each regularly scheduled council and Voters' Assembly meeting, showing actual receipts and disbursements compared with budgeted amounts and outstanding accounts;
5. sign the authorized cheques of the congregation; and
6. retain all receipts, cancelled cheques, and bank sheets for a minimum of five (5) years, in a file provided by the congregation.

**VIII G. The Financial Secretary shall:**

1. receive all monies of the congregation and deposit all monies received in the corporate name of the congregation in a bank (designated by the congregation) and submit reports to the treasurer regarding such deposits;
2. keep an accurate record of all contributions made by individuals and of other monies received in the official book provided for that purpose by the congregation;
3. provide contributors with official receipts for the contributions given; and
4. prepare quarterly reports for Church Council and congregational meetings, and an annual report for the Voters' Assembly of all monies received.

**ARTICLE IX COMMITTEES**

An Evangelism Committee, Parish Education Committee, Stewardship Committee, Auditing Committee and Congregational Social Committee shall be made up of volunteer members (as well as those whose office dictates that they serve on a specific committee) whose names will be submitted to the Voters' Assembly for approval, which shall determine the size of each committee from time to

time. These committees shall meet jointly to plan a year-round parish program. These committees shall elect their own chairman from their own members. Robert's Rules of Order shall apply to all committee meetings.

#### **IX A. Evangelism Committee**

It shall be the duty of this committee to:

1. teach the congregation the principles and practices of Biblical evangelism;
2. keep a file of prospective members;
3. enlist members of the congregation as lay visitors;
4. arrange for visiting all members on the congregation's responsibility list (prospects and delinquent members);
5. conduct regular meetings to train the lay visitors, assign visits and receive reports of visits made;
6. welcome visitors at divine services and church functions;
7. assist the pastor in training the laity to bring prospects to the pastor's instruction classes;
8. sponsor programs that have been proposed at Synod, District, and Circuit levels pertaining to Evangelism;
9. report needs of the poor and needy members of the congregation to the Elders;
10. recruit students to become pastors, teachers, deaconesses and parish workers; and
11. furnish regular reports to each Church Council and Voters' meeting.

#### **IX B. Parish Education**

It shall be the duty of this committee to:

1. foster spiritual growth in the life of the individual Christian;
2. strengthen the Christian home and help equip parents, children and young people for Christian family living;
3. provide learning opportunities for all age levels: pre-school, school age, youth, adult, older



adults;

4. encourage the congregation to set up agencies and organizations to help the parish best perform its educational task for each specific age level; namely, the Sunday School (from Nursery Department to Bible Class), the parochial school, vacation Bible school, confirmation classes, youth and adult groups, couples' and parents' groups;
5. provide leadership education for teachers, officers, and workers;
6. provide the best Christian literature and visual aids (movies, film strips, tracts, etc.); and
7. furnish regular reports to each Church Council and Voters' meeting.

### **IX C. Stewardship Committee**

The Treasurer and Financial Secretary shall be members of the Stewardship Committee.

It shall be the duty of this committee to:

1. discover the talents of the membership and enlist them in the congregational program;
2. assist in training lay workers;
3. sponsor stewardship and mission talks, discussions, conferences, plays, movies, pageants, etc., in the congregation and its organizations;
4. work in close co-operation with the Circuit and District stewardship committees, and encourage larger attendance at circuit meetings;
5. fully inform the members of their local congregation's program and opportunities to lengthen their outreach into all the world through District and Synod;
6. give the congregation a clear vision of the world's need of Christ and how they can supply that need;
7. instruct the people in the grace of proportionate giving to God's work in their own parish and in the world;
8. aid in planning successful Mission Sundays and programs for young and old;
9. engage in financial planning and prepare the annual budget for submission to the Voters'

Assembly;

10. create and supervise a scholarship assistance fund for ministerial, Christian Day School teachers, and deaconess students;
11. encourage all eligible members to become voters; and
12. furnish regular reports to each Church Council and Voters' meeting.

#### **IX D. Auditing Committee**

The Auditing Committee shall consist of two members to be elected by voice vote in the meeting in which the elections take place. Their term of office shall be two years, but they shall be elected in such a way that the term of only one expires in any given year. They shall audit the books of the Congregation and Sunday School annually. They shall have the authority to conduct an audit of these books at any time.

#### **IX E. Congregational Social Committee**

It shall be the duty of this committee to:

1. plan and hold social events (eg. church dinners, socials, picnics etc.) for the purpose of fostering fellowship among the members and outreach to the community;
2. provide refreshments after special services when asked to do so; and
3. supervise the use and care of the kitchen facilities.

### **ARTICLE X CHANGES IN REGULATIONS**

The congregation shall from time to time adopt, alter, or amend rules and regulations (directives) for the guidance of officers and committees in their work.

### **ARTICLE XI ORDER OF BUSINESS**

The following shall be the order of business for the regular Voters' Assembly and Council Meetings:

1. Devotions
2. Roll Call

3. Reading of Minutes
4. Unfinished Business
5. Admission of New Members
6. Reports of Officers, Boards, and Committees
7. New Business
8. Setting of Date for Next Meeting
9. Adjournment
10. Prayer

Robert's Rules of Order shall apply to all meetings.

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