

LUTHERAN CHURCH-CANADA
CENTRAL REGION
SOUTHLAND CIRCUIT

CONSTITUTION AND BYLAWS
OF
MOUNT CALVARY EVANGELICAL LUTHERAN CHURCH
OF SWIFT CURRENT, SASKATCHEWAN



MONTH OF APRIL
YEAR OF OUR LORD 2024

TABLE OF CONTENTS

<u>Preamble</u>	1
<u>Constitution</u>	1
Article 1.0 Name	1
Article 2.0 Purpose	1
Article 3.0 Confessional Standard	1
Article 4.0 Synodical Membership	2
Article 5.0 Congregational Membership	2
Article 6.0 Congregational Rights and Authority	2
Article 7.0 Pastoral Office	3
Article 8.0 Congregational Offices	4
Article 9.0 Division and Dissolution	4
Article 10.0 Doctrinal Standard	4
Article 11.0 Bylaws	4
Article 12.0 Amendments	5
<u>Bylaws</u>	5
Article 1.0 Mission and Vision Statements	5
Article 2.0 Terms of Congregational Membership	5
Article 3.0 Terms of Pastoral Ministry	7
Article 4.0 Proceedings of Voters' Assembly	8
Article 5.0 Terms of Church Council Membership	9
Article 6.0 Congregational Employees	12

Article 7.0	Congregational Seal	12
Article 8.0	Amending the Constitution	12
<u>Acknowledgments</u>		13

PREAMBLE

By the express will and command of Jesus Christ, the Lord and Head of the Christian Church on earth and in heaven (Col. 1:18), every public gathering of his disciples (Matt. 18:20), hereafter referred to as a “congregation”, shall conform to His Divine Word in all matters of doctrine and practice (John 8:31b).

It is the express will and command of our Lord Jesus Christ that every congregation should share the Gospel with the world (Matt. 28:18-20). In order to fulfill this, the Holy Apostle Paul further mandated that congregational matters ought to be carried out decently and in good order (I Cor. 14:40), and that open scandals and divisions may be absent (1:10). From the beginning, congregational members have practiced fellowship with one another (Acts 2:42), given reliable witness before all manner of audiences (Luke 21:13), and served the needs of others with Christian conduct and charity (14:12-14; John 13:35; Gal. 5:22-26; Jas. 3:13).

Such activities as these shall occupy every congregation without distraction or interruption until the visible return of our Lord Jesus Christ. (Matt. 28:20; AC VII.1; XVII.1).

Therefore, we Christians of the Augsburg Confession, having adopted the name “Evangelical Lutheran” and living in the vicinity of Swift Current, accept and conform to the following Constitution and Bylaws of Mount Calvary Evangelical Lutheran Church as the standard according to which all congregational affairs, both spiritual and material, shall be governed.

CONSTITUTION

ARTICLE 1.0 NAME

- 1.1** The Name of this congregation shall be Mount Calvary Evangelical Lutheran Church of Swift Current, Saskatchewan.

ARTICLE 2.0 PURPOSE

- 2.1** The Purpose of this congregation shall be to give honour and glory to God by carrying out His express will and command: to manifest the unity of our faith in our Lord Jesus Christ by adhering to a common confession of faith and by displaying Christian fellowship and love. In order to fulfill this, all handling of the Word of God through instruction, preaching, and administration of the Sacraments for the benefit of all congregational members, shall conform to the Confessional Standard of the Evangelical Lutheran Church (Const. 3:0).

ARTICLE 3.0 CONFESSIONAL STANDARD

- 3.1** This congregation acknowledges and accepts without reserve as the inspired and inerrant written Word of God the canonical Scriptures of the Old and New Testaments. Their being such, we submit to them as the only infallible rule and norm governing faith and practice (Ps. 119:105; Mark 7:8; II Tim. 3:16-17; FC Ep 1).

- 3.2** This congregation acknowledges and accepts without reserve as its Confessional Standard all the Symbolical Books of the Evangelical Lutheran Church because (*quia*) they are true and genuine expositions of the Word of God (Const. 3.1). These Symbolical Books are as follows: the three (3) Ecumenical Creeds (Apostles', Nicene, and Athanasian); the Unaltered Augsburg Confession and its Apology; the Smalcald Articles; the Treatise on the Power and Primacy of the Pope; the Small and Large Catechisms of Dr. Martin Luther; and the Epitome and Solid Declaration of the Formula of Concord. (FC Ep 2-6)

ARTICLE 4.0 SYNODICAL MEMBERSHIP

- 4.1** This congregation shall hold membership in Lutheran Church-Canada as long as this Synod adheres to the Confessional Standard of this Constitution (Const. 3.0).
- 4.2** This congregation shall at its own expense send its Pastor and one (1) lay delegate to all Regional and National Conventions of this Synod and shall urge them to fulfill their duties as delegates in accord with the Constitution of the same.
- 4.3** This congregation and its individual members shall support the work of this Synod, along with its Seminaries, Auxiliaries, and Listed Service Organizations.

ARTICLE 5.0 CONGREGATIONAL MEMBERSHIP

5.1.0 CLASSIFICATION OF MEMBERS

- 5.1.1** The membership of this congregation shall be classified as: Baptized members, Communicant members, and Voting members.
- 5.1.2** Baptized members are those persons who have been baptized using the Trinitarian formula ("in the name of the Father, Son, and Holy Spirit" [Matt. 28:19; SC III.4]), regardless of where or under what circumstances such a baptism had been administered, and who arrive under the spiritual care of this congregation.
- 5.1.3** Communicant members are those Baptized members who receive the Sacrament of the Altar faithfully under the spiritual care of this congregation.
- 5.1.4** Voting members are those Baptized and Communicant members who have attained to the age of majority in Canada.
- 5.1.5** Terms of congregational membership shall be such as the Bylaws of this Constitution may prescribe (Byl. 2.0).

ARTICLE 6.0 CONGREGATIONAL RIGHTS AND AUTHORITY

- 6.1** All matters pertaining to faith and conscience shall conform to the Confessional Standard of this Constitution (Const. 3.0). Neither the Voters' Assembly, nor any congregational

Officer, nor any individual member of a Board or Committee shall have the authority to violate this standard. All matters not clearly stipulated therein may be subject to ratification by the Voters' Assembly according to the Constitution and Bylaws of this congregation.

- 6.2 The Voters' Assembly reserves the right of calling to the ministry of this congregation any Pastor who fulfills the qualifications described in the Constitution and Bylaws of the same (Const. 7.1). The Voters' Assembly may also remove the Pastor from ministry in this congregation according to terms described in the same (Byl. 3.3.0).
- 6.3 The Voters' Assembly reserves the right of conferral and termination of all other congregational offices, including rostered Church Workers. Such right shall not be vested in any individual member, Officer, Board, or Committee of this congregation.
- 6.4 Any Voting member of this congregation may nominate a fellow Voting member for an eligible position on the Church Council, Boards, and committees of the same. Nominees shall be elected to their respective positions through a two-thirds (2/3) ballot at a meeting of the Voters' Assembly. The Voters' Assembly also reserves the right to terminate any such position through a two-thirds (2/3) majority vote (Byl. 5.4.1).

ARTICLE 7.0 PASTORAL OFFICE

- 7.1 The Pastoral Office in this congregation shall be filled by a Rostered Clergy or Candidate for the Holy Ministry who professes and adheres to the Confessional Standard of this Constitution (Const. 3.0), and who has been examined and endorsed by the proper Synod representatives; who shall have been ordained in accord with the Word of God (I Tim. 4:14; II Tim. 2:6; Ap XIII.12; Tr 65); and to whom shall have been extended such a call by an *ad hoc* Calling Committee as has been ratified by the Voters' Assembly (Const. 6.2).
- 7.2 The following Official Acts shall constitute the Pastoral ministry in this congregation, and shall be the particular duties and privileges of the Pastor, or *bishop loci* (AC V.1; XIV; XXVIII): Administration of Holy Baptism, except in urgent cases (AC IX.1; Const. 5.1.2); Giving the Apostolic Greeting ("Grace, mercy, and peace be to you from God our Father, and from our Lord and Savior, Jesus Christ" [II Thess. 1:2]); Consecration of the Sacrament of the Altar; Confirmation; Exercise of the Minor Ban, and Excommunication; Commendation of the Dying; Blessing of a Gravesite; and Gravesite Committal.
- 7.3 Terms of the Pastoral ministry in this congregation shall be such as the Bylaws of this Constitution may prescribe (Byl. 3.0).
- 7.4 In the event of a vacancy of the Pastoral Office, the proper Synod representative shall immediately assume the duties of *bishop loci* in accord with the Constitution and Bylaws of this Synod. The congregation may fill such vacancy with his participation through installing a Vacancy Pastor or an Interim Minister as the circumstance may require.

ARTICLE 8.0 CONGREGATIONAL OFFICES

- 8.1** All Officers of this congregation, aside from rostered Church Workers of this Synod, shall consist of: the Congregational Chair and Vice Chair; the Congregational Secretary; the Treasurer; the Envelope Secretary; and representatives from the Board of Elders and the Board of Trustees. They shall be members of Church Council with full voting rights and privileges.
- 8.2** Congregational offices may be held only by Voting members in good standing.
- 8.3** Women shall be ineligible to hold the offices of Chair, Vice Chair, or Elder, in accord with the Word of God (I Tim. 2:12).
- 8.4** Terms of Congregational Officers, also referred to as Church Council members, shall be such as the Bylaws of this Constitution may prescribe (Byl. 5.0).

ARTICLE 9.0 DIVISION AND DISSOLUTION

- 9.1** In the event that a division should arise in this congregation resulting from dissention over doctrine, the property of this congregation and all associated rights and benefits shall remain with those Communicant members who continue to adhere to the Confessional Standard of this Constitution (Const. 3.0).
- 9.2** In the event that this congregation should totally dissolve, the property and all associated rights and benefits thereof may be transferred to the Central Region of Lutheran Church-Canada or its successor. It may also consider distributing its assets directly, in part or in whole, to Seminaries, Auxiliaries, or Listed Service Organizations of this Synod.

ARTICLE 10.0 DOCTRINAL STANDARD

- 10.1** Such hymns, prayers, and liturgies as are to be used in the public services of this congregation and in all acts, whether public or Official (Byl. 3.2.2), of the Pastor shall not conflict with the Confessional Standard of this Constitution (Const. 3.0).
- 10.2** Such books, literature, and media as are to be used for instruction in Christian doctrine shall be used at the discretion of the Pastor, as any instruction shall not conflict with the Confessional Standard of this Constitution (Const. 3.0).

ARTICLE 11.0 BYLAWS

- 11.1** This congregation may adopt such Bylaws as may be required for the accomplishment of its Purpose (Const. 2.0).
- 11.2** Proposed Bylaws shall not violate the Confessional Standard of this Constitution (Const. 3.0).

ARTICLE 12.0 AMENDMENTS TO THE CONSTITUTION

- 12.1** Proposed amendments to the Constitution and Bylaws of this congregation shall not add to, subtract from, or otherwise alter the acknowledged authorities in its Confessional Standard (Const. 3.0).
- 12.2** The procedure for adoption of any proposed amendments shall be such as the Bylaws of this Constitution may prescribe (Byl. 8.0).

BYLAWS

ARTICLE 1.0 MOTTO, MISSION, AND VISION STATEMENTS

- 1.1** The Motto of this congregation shall be: “We preach Christ crucified. A changeless Christ for a changing world.”
- 1.2** The Mission Statement of this congregation shall be: “Our mission is to share the love and forgiveness of Jesus Christ with people of all ages everywhere so that they may grow in faith toward God and in love toward their neighbours.”
- 1.3** The Vision Statement of this congregation shall be: “Our vision is to be a spiritually nourishing, life-giving, and God-pleasing home for the people of southwest Saskatchewan.”

ARTICLE 2.0 TERMS OF CONGREGATIONAL MEMBERSHIP

2.1.0 RECEPTION OF MEMBERS

- 2.1.1** Baptized members shall be received through the Sacrament of Holy Baptism administered using the Trinitarian formula (Const. 5.1.2) or through transfer. In the case of minors who have been baptized in another Christian congregation, the consent of one (1) or both parent(s) or at least one (1) legal guardian is required for transfer.
- 2.1.2** Communicant members shall be received through public profession of faith (e.g. the examination during the Rite of First Communion or Confirmation), reaffirmation of faith, or through transfer. Communicant members received through transfer shall request a Letter of Transfer from a representative of the congregation under whose spiritual care he or she has hitherto arrived.
- 2.1.3** Voting members shall be received after having submitted such a written or oral application as shall be reviewed at a subsequent meeting of either the Church Council or Voters’ Assembly. Upon recommendation by any two (2) existing voting members, the applicant shall be received. Voting members shall upon reception be required to sign the current official copy of the Constitution and Bylaws of this congregation.

- 2.1.4** All prospective members may be received by the Pastor, whose decision shall be ratified by a meeting of either the Church Council or Voters' Assembly.

2.2.0 DUTIES AND PRIVILEGES OF MEMBERS

- 2.2.1** Baptized members shall be instructed in the Chief Articles of the Christian Faith as taught in the Small Catechism. In the event of the Pastor's absence, they shall be authorized to perform an Emergency Baptism as the circumstances may require.
- 2.2.2** Communicant members shall accept the Confessional Standard (Const. 3.0) of this Constitution. In order to fulfill this, they shall demonstrate familiarity at minimum with the Chief Articles of Christian Faith as taught in the Small Catechism and profess that the true body and blood of Jesus Christ are distributed with the bread and wine in the Sacrament of the Altar (AC X.1). They shall be readily available for orderly service in this congregation; conform their entire lives to the rule and direction of the Word of God (Const. 3.1); exercise faithful stewardship of God's many gifts and talents, both impart and accept admonition as need for becomes apparent (Gal. 6:1). They shall not be simultaneously members of organizations whose principles and/or conduct conflict with the above Confessional Standard (I Cor. 10:21; II Cor. 6:14-16). They shall diligently seek the Means of Grace: Preaching of the Word, Confession and Absolution, and the Sacrament of the Altar, which shall not be denied them except through exercise of the Minor Ban (Byl. 2.3.3).
- 2.2.3** Voting members shall be familiar with the Constitution and Bylaws of this congregation and diligently attend meetings of the Voters' Assembly.

2.3.0 TERMINATION OF MEMBERSHIP

- 2.3.1** Membership shall be terminated upon request, through transfer, upon decease, through excommunication, or through self-exclusion.
- 2.3.2** Self-exclusion may be committed through willful prolonged absence from the public services of this congregation. Such persons shall be considered Inactive. Inactive members shall be encouraged to attend a public service. Members who persist in acts of self-exclusion shall have their case presented to the Pastor and the Board of Elders. Members who are Inactive due to distance from Swift Current shall be encouraged to become members of a congregation within their vicinity.
- 2.3.3** Members whose express beliefs or conduct conflict with the Confessional Standard of this Constitution (Const. 3.0) shall be admonished by any member according to the nature and severity of his or her error. Those who remain impenitent after the first admonition shall have their case presented to the Pastor, who may apply the Minor Ban to the impenitent. Such action is exceptional and does not automatically terminate Communicant membership status. Those who persist in error, unmoved by the Minor Ban, shall be further admonished in both private and in public settings in accord with the Word of God (Matt. 18:15-16).

Those who remain impenitent after these subsequent admonitions shall have their case presented to the Pastor and the Board of Elders (II Cor. 13:1). Upon evaluation, the Pastor shall exercise his authority to excommunicate (Matt. 16:19; John 20:23; AC XXVIII.5-7, 21; Tr 31) after presenting the case of the impenitent before the congregation in accord with the Word of God (Matt. 18:17-28; I Cor. 5:9-13; Tr 24). The decision shall be ratified by a meeting of the Voters' Assembly, at which a two-thirds (2/3) majority vote shall result in excommunication. Those candidates for excommunication who absent themselves from such meeting of the Voters' Assembly shall be considered to have committed self-exclusion and have their membership terminated automatically.

- 2.3.4** Persons who have had their membership terminated for any reason, except through transfer, and who desire reconciliation with this congregation shall arrange a meeting with the Pastor and Board of Elders. The Pastor shall present the case before the Voters' Assembly to ratify his decision to receive them back into Communicant membership status (II Cor. 2:5-11).

ARTICLE 3.0 TERMS OF PASTORAL MINISTRY

3.1.0 CALL AND INSTALLATION OF THE PASTOR

- 3.1.1** The Pastor shall be installed following acceptance of such a call as has been extended through a two-thirds (2/3) majority vote by the Voters' Assembly. He shall undergo such a Rite of Installation as shall take place during a regular or special public service of this congregation. The same process shall apply to a Vacancy Pastor or Interim Minister. In the event a Candidate for the Holy Ministry has accepted a call, he shall be installed, following conferral of the Office of the Holy Ministry through ordination (Const. 7.1) either during the same or a previous public service of a congregation in fellowship with this Synod.
- 3.1.2** The Pastor shall upon installation commit himself to the rules and regulations of the Constitution and Bylaws of this congregation. In order to fulfill this, he shall upon accepting his call become familiar therewith.

3.2.0 DUTIES AND PRIVILEGES OF THE PASTOR

- 3.2.1** The Pastor shall fulfill such qualifications as are required by the Word of God (I Tim. 3:1-7; Tit. 1:5-9), devote himself to the study and profession of the Confessional Standard of this Constitution (Const. 3.0), and diligently carry out the Purpose of this congregation (Const. 2.0) through proper spiritual care. In order to fulfill this, he shall faithfully plan and preside over the public services of this congregation (AC XXVIII.53). He shall oversee instruction of people of all ages in Christian doctrine, committing all such endeavours to the Doctrinal Standard of this Constitution (Const. 10.0). He shall faithfully minister to the sick, the aged, the isolated, the infirm, and the dying; he shall admonish inactive and erring members, and apply the Minor Ban and Excommunication as the circumstances may require. He shall serve as an example of Christian conduct and charity. He may receive admonition from members of this congregation for its benefit.

- 3.2.2** The Pastor shall ensure that careful congregational records of Baptisms, Confirmations, Communion, Marriages, Deaths, and Transfers are maintained. He shall make a report of all such Official Acts as these: Baptisms, Confirmations, Communion, Marriages, Commendations of the Dying, Funerals, and Gravesite Committals.
- 3.2.3** The Pastor shall serve as an *ad hoc* member of the Church Council. He may also serve in an advisory capacity on any Boards and Committees for the achievement of their purposes. He shall serve as Chair at meetings of the Board of Elders.
- 3.2.4** The Pastor shall not participate in syncretistic worship services or prayer meetings, even such as may be arranged and/or endorsed by the local Ministerial association, in accord with the Word of God (I Cor. 10:21; Gal. 2:8).

3.3.0 TERMINATION OF PASTORAL MINISTRY

- 3.3.1** The Pastor may be relieved of ministry in this congregation through: accepting a call to another congregation in fellowship with this Synod, or to full-time appointment to an Office or an Auxiliary or Listed Service Organization of the same; through transfer to a congregation outside this Synod; through retirement; through resignation; or through removal from office. Legitimate grounds for removal, in accord with the Word of God (I Tim. 1:20; II Tim. 2:17), are: persistent adherence to false doctrine according to the Confessional Standard of this Constitution (Const. 3.0); scandalous conduct; incompetence; or willful neglect of official duties as outlined in the same (Byl. 3.2.0).
- 3.3.2** The Pastor who has committed legitimate grounds for removal (Byl. 3.3.1) shall be admonished by any Voting member. In the event that his illegitimate conduct persists, any two (2) other Voting members may petition him directly to resign (II Cor. 13:1). Such a request shall be simultaneously submitted in writing to the proper Synod representative, who shall evaluate his case. Upon his recommendation, the decision shall be ratified by a meeting of the Voters' Assembly, at which two-thirds (2/3) majority vote shall relieve the Pastor of his ministry in this congregation.
- 3.3.3** The vacancy resulting from any of the above actions shall come under the responsibility of the proper Synod representative to fill in accord with the Constitution of the same.

ARTICLE 4.0 PROCEEDINGS OF VOTERS' ASSEMBLY

4.1.0 HOLDING OF MEETINGS

- 4.1.1** The Voters' Assembly shall meet a minimum of once annually, which annual meeting shall be ordinarily held in November.
- 4.1.2** Special meetings of the Voters' Assembly may be called by any member of the Church Council, who shall publicly announce the date and place of such a meeting a minimum of

one (1) week prior at a public service of this congregation regularly taking place on Sunday. The Voters' Assembly reserves the right to approve or decline through a two-thirds (2/3) majority vote any items of business which are to be presented at such a meeting (Const. 6.0). Any Voting member reserves the right to request further clarity on any such item.

4.2.0 QUORUM

4.2.1 Those Voting members present at a properly called meeting (Byl. 4.1.0) shall ordinarily constitute a *quorum* pertaining to any items of business which are to be presented. However, for such purposes as: the amendment of the Constitution and Bylaws of this congregation; the purchase or sale of land; the erection, purchase, renovation, or sale of buildings; the purchase or disposal of any major capital item; or for the removal from office of any rostered Church Worker, a majority of all Voting members shall be required for a *quorum*. In the absence of a majority, those present may fix the date for an adjourned meeting for which notice shall be given at, and which will be held no sooner than, a subsequent public service of this congregation regularly taking place on Sunday. Those members who are present at said adjourned meeting shall constitute a *quorum*.

4.3.0 ORDER OF MEETINGS

4.3.1 Meetings of the Voters' Assembly shall be conducted in accord with the Constitution and Bylaws of this congregation. They shall ordinarily include an opening devotion; approval of the minutes of the previous Voters' Assembly; recording of attendance; approval of the agenda; and adjournment with a closing prayer.

4.3.2 In questions of parliamentary procedure not outlined in the Constitution and Bylaws of this congregation, Robert's Rules of Order shall prevail.

ARTICLE 5.0 TERMS OF CHURCH COUNCIL MEMBERSHIP

5.1.0 NOMINATION AND ELECTION OF CHURCH COUNCIL MEMBERS

5.1.1 A Nominating Committee shall be appointed by the Congregational Chair and shall present a slate of candidates at the annual meeting of the Voters' Assembly. The slate proposed by the nominating committee shall ordinarily consist of a minimum of two (2) candidates for each office. No person shall be nominated without his or her prior knowledge and consent.

5.1.2 All Officers shall be elected through a two-thirds (2/3) majority ballot. The Officers-Elect shall be inducted into office in a public service of the congregation. They shall assume their respective duties on January 1st of the following calendar year.

5.1.3 In the event that a vacancy should arise in an elective office for any reason prior to the expiry of the term of his or her respective office (Byl. 5.3.0), the Voters' Assembly shall elect a successor to fill the vacant office at a special meeting to be called within a four-week period. The Officer Elect shall assume his or her respective duties immediately.

- 5.1.4** Any Officer who has fulfilled two (2) consecutive terms in the same office shall ordinarily not succeed him- or herself. However, he or she may be eligible for nomination to any other Office in accord with the Constitution and Bylaws of this congregation (Const. 6.0).

5.2.0 DUTIES OF CHURCH COUNCIL MEMBERS AS A WHOLE

- 5.2.1** The Church Council shall consider matters pertaining to the general welfare of this congregation and to present special recommendations. In order to fulfill this, it shall meet on a monthly basis and as the circumstances may require.
- 5.2.2** The Church Council shall abide by decisions ratified by the Voters' Assembly. They shall act in any such matters as have been thereby committed to them.
- 5.2.3** In cases of emergency (i.e., when a regular meeting of the Voters' Assembly cannot be called), the Church Council shall have power to act on behalf of the congregation in accord with the Constitution and Bylaws of this congregation.
- 5.2.4** The Church Council shall annually appoint one (1) or more Financial Reviewer(s) for the purposes of the financial records of this congregation.
- 5.2.5** The Church Council reserves the right to appoint volunteers or to commission *ad hoc* Committees for the benefit of this congregation. No person shall be appointed without his or her prior knowledge and consent.
- 5.2.6** The Church Council reserves the right to prescribe, adopt, amend, or rescind rules and regulations for the guidance of Boards and Committees as they deem it necessary and in accord with the Constitution and Bylaws of this congregation. Church Council members may be held accountable to the Voters' Assembly for any such actions (Const. 6.0).
- 5.2.7** All Boards and committees shall make monthly reports to the Church Council and Voters' Assembly, and such as the circumstances may require.

5.3.0 DUTIES OF CHURCH COUNCIL MEMBERS BY OFFICE AND BOARD

- 5.3.1** The Congregational Chair shall serve as Chair of every meeting of the Church Council. He shall also be an *ad hoc* member of the Board of Elders in an advisory capacity. He shall ordinarily prepare an agenda for each regular and special meeting and ensure that every attendee at such a meeting have access to the minutes from the previous meeting.
- 5.3.2** The Congregational Vice Chair shall serve in all duties which ordinarily fall to the Chair in his absence.
- 5.3.3** The Congregational Secretary shall record all motions and proceedings at all meetings of the Church Council. In the event of his or her absence from a meeting, any capable member

of Church Council may serve as substitute. He or she shall provide to all Church Council members a record of the minutes of the meeting upon its completion.

- 5.3.4** The Treasurer shall be vested with signing authority on all financial accounts of this congregation and shall steward such accounts in accord with the Constitution and Bylaws of this congregation. He or she shall supply a financial report including a bank statement at every meeting of the Voters' Assembly and Church Council. He or she shall provide sound financial advice for the benefit of the congregation. He or she shall ensure that all congregational Employees, including rostered Church Workers, are properly compensated according to the Constitution and Bylaws of this Synod.
- 5.3.5** The Envelope Secretary shall ensure that sound records of offerings are maintained. He or she shall send receipts to all donors for their tax purposes.
- 5.3.6** The Board of Elders shall consist of a minimum of three (3) Elders whose number may include the Congregational Chair (Byl. 5.3.1). They shall become familiar with the Confessional Standard of this Constitution (Const. 3.0) and shall assist the Pastor in the spiritual care of this congregation in accord with such Standard. In order to fulfill this, the Board of Elders shall strive to meet regularly with the Pastor. In the event that the Pastor should be unavailable, an Elder may be called upon for the following purposes: to conduct such a lay public service and/or deliver such a sermon as has been prepared or approved in advance by the *bishop loci*; to provide an opening devotion and closing prayer at a meeting of the Voters' Assembly or Church Council; to call a private prayer meeting; to receive a call to a dying member of this congregation; and, in urgent cases, to follow through on such funerary provisions as have been arranged beforehand by the *bishop loci*.
- 5.3.7** The Board of Trustees shall consist of at least two (2) Trustees. Each Trustee shall devote his or her energies and talents to improving and maintaining the material properties of this congregation. He or she shall give sound advice to these ends and carry out such actions as have been approved by a meeting of the Voters' Assembly. He or she shall give a monthly report at meetings of the Church Council. Any such expenditures as he or she may incur exceeding a sum total of one thousand (1000) CAD shall be ratified through a two-thirds (2/3) majority vote in accord with the Constitution and Bylaws of this congregation.

5.4.0 TERMINATION OF CHURCH COUNCIL MEMBERSHIP

- 5.4.1** Congregational Officers shall have their membership on Church Council terminated through expiry of term, through resignation, or through removal by the Voters' Assembly (Const. 6.4).
- 5.4.2** All Congregational Officers are elected for a term of two (2) years, with the following exceptions: the Treasurer may serve indefinitely but shall be subject to performance review every two (2) years; and Elders shall serve a term of three (3) years.

- 5.4.3** In the event that an Officer resigns from his or her respective office, he or she shall notify the Congregational Chair immediately, who shall in turn notify the Church Council. He or any other member of Council shall notify the congregation at its subsequent public service.

ARTICLE 6.0 CONGREGATIONAL EMPLOYEES

- 6.1** Aside from rostered Church Workers, this congregation may hire to its benefit as an Employee, on a full- or part-time basis, any eligible person who professes the Christian faith according to the three (3) Ecumenical Creeds (Apostles', Nicene, and Athanasian). He or she shall not be required to be a member of this congregation; however, he or she shall be requested to procure a Letter of Commendation from a representative of the congregation under whose spiritual care he or she currently arrives.
- 6.2** Any such Employees shall be directly accountable to the Congregational Chair and shall be salaried with the cooperation of the Treasurer (Byl. 5.3.4).
- 6.3** Any such Employees may have their position terminated through a two-thirds (2/3) majority vote at a meeting of the Voters' Assembly (Const. 6.3).

ARTICLE 7.0 CONGREGATIONAL SEAL

- 7.1** The Seal of this congregation shall be vested in the Congregational Chair, who shall affix the Seal for all official businesses of this congregation. His approval to do the same shall be granted to any Church Council member or congregational Employee.

ARTICLE 8.0 AMENDING THE CONSTITUTION

- 8.1** Amendments to the Constitution and Bylaws of this congregation may be proposed by: any Voting Member of the same; any Church Council member; or such an *ad hoc* Committee as has been commissioned by the Church Council (Byl. 5.2.5).
- 8.2** Any such proposed amendments shall have been submitted in writing at a meeting of the Voters' Assembly and made available to all Voting members prior to such a meeting. Any proposed amendments may but need not be submitted in the form of a Constitutional Draft. Such proposed amendments may be adopted at a subsequent meeting of the Voters' Assembly through a two-thirds (2/3) majority vote.

ACKNOWLEDGMENTS

We, Mt. Calvary Evangelical Lutheran Church of Swift Current, express our sincere thanks to the Rev. Dr. Timothy Teuscher, Synodical President; to the Rev. David Haberstok, Central Regional Pastor; to the Board of Directors of Lutheran Church-Canada; and to all other parties for their contribution to the review, revision, and approval of this Constitution and Bylaws.

We also thank the Constitution Review Committee of this congregation for their volunteer efforts.

First Draft: Reviewed October 11th, 2022 - Constitution Review Committee
Approved for Review by Voters' Assembly

Second Draft: Reviewed November 15th, 2022 - Voters' Assembly
Approved with Recommendations for the Constitution Review Committee

Third Draft: Submitted March 4th, 2023 - Constitution Review Committee

Third Draft: Reviewed - Synodical Representative
Returned with Suggestions for Constitution Review Committee

Fourth Draft: Submitted January 27th, 2024 - Constitution Review Committee

Fourth Draft: Reviewed March 22nd, 2024 - Synodical Review Board
Approved and Recommended for Adoption by Voters' Assembly

Fourth Draft: Reviewed April 16th, 2024 - Church Council
Recommended for Adoption by Voters' Assembly

Fourth Draft: Adopted April 21st, 2024 - Voters' Assembly

Constitution Review Committee:

Rev. Travis Heide
Mr. Ron Kaiser
Mr. Todd Schultz
Mrs. Irene Stinson
Mrs. Loretta Unger

Church Council:

Mr. Gord Budd, *Vice Chair*
Mr. Wayne Heffley, *Trustee*
Rev. Travis Heide, *Pastor*
Mr. Ron Kaiser, *Chair*
Mrs. Carol Miller, *Envelope Secretary*
Mr. Glen Miller, *Trustee*
Mrs. Shirley Sherman, *Treasurer*
Mr. Morgan Ulph, *Elder*
Mr. Andrew Unger, *Elder*
Mrs. Lexie Wiebe, *Secretary*

Dated this 21st of April 2024
St. Anselm of Canterbury
Swift Current, SK