

# **Constitution of Living Hope Lutheran Brethren Church of Beaumont**

As revised at the March 8, 2015 Annual Business meeting (Paragraph 2 inserted into Article VIII)

## **Article I Name**

The name of this congregation is Living Hope Lutheran Brethren Church of Beaumont.

## **Article II Doctrinal Statement of Faith Church of the Lutheran Brethren**

- A. The Bible, including both Old and New Testaments as originally given, is the verbally and plenary inspired Word of God and is free from error in the whole and in the part, and is therefore the final authoritative guide for faith and conduct.
- B. There is one God eternally existent in three distinct persons in one divine essence, Father, Son and Holy Spirit.
- C. God the Father has revealed Himself as the Creator and preserver of the universe, to whom the entire creation and all creatures are subject.
- D. God created Adam and Eve in His image to live in fellowship with Him. They fell into sin through the temptation of Satan and thereby lost fellowship with God. Through their disobedience the entire human race became totally depraved, that is, self-centered sinners who oppose God, and who by nature are unable to trust, fear or love Him. They are subject to the devil, and are condemned to death under the eternal wrath of God.
- E. Jesus Christ, the Eternal Son, is the image of the invisible God. To accomplish our redemption, He became fully human, being conceived of the Holy Spirit and born of the virgin Mary. Jesus Christ, who is true God and true man, by His perfect obedience and substitutionary death on the cross, has purchased our redemption. He arose from the dead for our justification in the body in which He was crucified. He ascended into heaven, where He is now seated at the right hand of God, the Father, as our interceding High Priest. He will come a second time personally, bodily, and visibly to gather the believers unto Himself and to establish His millennial kingdom. He will judge the living and the dead and make an eternal separation between believers and unbelievers. His kingdom shall have no end.
- F. The Holy Spirit is a divine person eternally one with the Father and with the Son. Through the Word of God He convicts people of sin. Persuades them to confess their sinfulness to God and calls them to faith through the Gospel. He regenerates, sanctifies, and preserves believers in the one true faith. He comforts, guides, equips, directs, and empowers the church to fulfill the great commission.
- G. The knowledge and benefit of Christ's redemption from sin is brought to the human race through the means of grace, namely the Word and the sacraments.
  - a. Through the Word of the Law God brings sinners to know their lost condition and to repent. Through the Word of the Gospel He brings sinners to believe in Jesus Christ, to be justified, to enter the process of sanctification, and to have eternal life. This occurs as the Holy Spirit awakens them to see their sin, convicts them of their guilt of sin, and calls them to repent and believe, inviting and enabling them to accept God's grace in Christ. Each one who thus believes is instantly forgiven and credited with Christ's righteousness. The Word then teaches and guides the believer to lead a godly life.

- b. In the Sacrament of Baptism, God offers the benefits of Christ's redemption to all people and graciously bestows the washing of regeneration and newness of life to all who believe. God calls the baptized person to live in daily repentance, that is, in sorrow for sin, in turning from sin, and in personal faith in the forgiveness of sin obtained by Christ. By grace we are daily given the power to overcome sinful desires and live a new life in Christ. Those who do not continue to live in God's grace need to be brought again to repentance and faith through the Law and Gospel.

Because the sinfulness of human nature passes on from generation to generation and the promise of God's grace includes little children; we baptize infants, who become members of Christ's believing church through baptism. These children need to come to know that they are sinners with a sinful nature that opposes God. Through the work of the Holy Spirit, they need to confess their sinfulness and yield to God; and possess for themselves forgiveness of their sin through Jesus Christ, as they are led from the faith received in infant baptism into a clear conscious personal faith in Christ as their Lord and Savior and being assured of salvation, rely solely on the finished work of Christ, and the power of the Gospel to live as children of God.

- c. In the Sacrament of Holy Communion, Christ gives to the communicants His body and blood in, with, and under the bread and wine. He declares the forgiveness of sin to all believers, and strengthens their faith.
- H. Eternal salvation is available to every living human being on earth by God's grace alone through faith alone in Christ alone. This salvation consists of an instantaneous aspect and an ongoing, continual aspect.
- a. Justification is God's gracious act by which He, for Christ's sake, instantaneously acquits repentant and believing sinners and credits them with Christ's righteousness. At that moment, God gives each one who believes a new and godly nature and the Holy Spirit begins the process of sanctification. There is no place for human effort in justification.
  - b. Sanctification is God's gracious, continual work of spiritual renewal and growth in the life of every justified person. Through the means of grace, the Holy Spirit works to reproduce the character of Christ within the lives of all believers, instructing and urging them to live out their new nature. The Holy Spirit enables believers more and more to resist the devil, to overcome the world, and to count themselves dead to sin but alive to God in Christ Jesus. The Holy Spirit produces spiritual fruit in and bestows spiritual gifts upon all believers. He calls, empowers and equips them to serve God in the home, in the community, and as part of the Church Universal. The process of sanctification will be complete only when the believer reaches glory.
- I. The Church Universal consists of all those who truly believe on Jesus Christ as Savior. The local congregation is an assembly of believers in a certain locality among whom the Gospel is purely taught and the sacraments are rightly administered. The confessing membership of the local congregation shall include only those who have been baptized into "the name of the Father, and of the Son and of the Holy Spirit," confess personal faith in the Lord Jesus Christ, maintain a good reputation in the community and accept the constitution of the Church of the Lutheran Brethren. It cannot, however, be avoided that hypocrites might be mixed in the congregation; that is, those whose unbelief is not evident to the congregation.
- J. The Church of the Lutheran Brethren practices the congregational form of church government and the autonomy of the local congregations. The office of pastor and elder is to be filled by men only. The synodical administration has an advisory function as it relates to the congregation, and an administrative function as it relates to the cooperative efforts of the congregations.

- K. The Lutheran confessions are a summary of Bible doctrines. We adhere to the following Confessional writings: The Apostles' Creed, Nicene and Athanasian Creeds, unaltered Augsburg Confession, and Luther's Small Catechism.

## **Article III Synodical Affiliation**

This congregation shall be a church of the Lutheran Brethren of Canada and as such a member of the Church of the Lutheran Brethren of America.

## **Article IV Mission and Values**

### **A. Our Mission**

In obedience to our Lord's Commission, the mission of our congregation is to make disciples of Jesus Christ locally, nationally and globally through the faithful preaching and teaching of the Word of God - both Law and Gospel - and by rightly administering the Sacraments.

### **B. Our Values**

Responding with joy to the Gospel, and recognizing that God works in and through us by His Spirit through His Word for His glory, the common good of the Church, and the blessing of our community, we value:

- Engaging in personal and communal worship, fellowship, Bible study and prayer.
- Living a life of faith and obedience to God's Word at all costs.
- Serving others in a loving, kind and compassionate manner.
- Learning how to share our faith and establish others in the faith.
- Sharing the Good News of salvation in Jesus Christ joyfully and thankfully whenever possible.
- Joining with other congregations of the Church of the Lutheran Brethren in ventures of faith that God gives us in missions and Christian Education.

## **Article V Church Management**

### **A. Headship**

Christ is the head of the Church. Through the Holy Spirit, Christ guides the Church by the Scriptures, promising that the gates of hell will not overcome it (Matthew 16:16-19; Colossians 1:18).

The Scriptures authorize the office of the pastor, the teaching and governing of elders, evangelists, teachers and deacons (Acts 14:23; Titus 1:5-9; 1 Peter 5:1-4; 1 Thessalonians 5:12; Ephesians 4:11-16; 2 Timothy 4:5; Acts 6:2-6).

### **B. The Congregation**

According to His Word, Jesus Christ bestows upon His believers various gifts of grace in order to perform necessary ministrations within the church. This congregation shall be represented by, and administer all its affairs through its membership. Only confessing members, who have qualified according to the membership provisions of the by-laws, shall have the right to vote in the congregation.

### **C. Administration**

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the Board of Elders and following Ministry Teams:

#### **1. Board of Elders**

This board shall be composed of the called Pastor/s of the congregation and the Elders who have been elected by the congregation to this office. To this Board the congregation commits its spiritual direction and well being. The Pastor/s and Elders shall be considered the spiritual overseers of the congregation.

**a. Pastor**

For the office of Pastor, The congregation, in agreement with the synodical board, shall appoint a man who is recognized as a true Christian, who has received a call for the ministry by the Lord, who exhibits the spiritual qualifications and abilities noted in I Timothy 3:1-7, Titus 1:5-9 and I Peter 5:1-3, who is recognized by the congregation as a man of faith, integrity and maturity, who accepts the Constitution of the Church of the Lutheran Brethren, and who is listed on the Church of the Lutheran Brethren Clergy roster or has been approved by the Synodical Council, pending formal listing on the Clergy roster. \_\_

The Pastor shall particularly attend to the preaching and teaching of the Word and the administration of the Sacraments. He should be reckoned as a man who is willing to give any care possible within the congregation, as well as a person who reaches out to the unsaved in his community.

The Pastor/s of the congregation shall be approved for call by the process described in the by-laws of this constitution.

**b. Elders**

The congregation elects from its membership as many men with the necessary gifts and qualifications to the office of Elder as it finds desirable. The elders of the congregation shall be approved for call by the process described in the by-laws of this constitution.

**2. Ministry Teams**

The congregation may establish the following teams (or others) as deemed necessary.

- a. Evangelism Team**
- b. Hospitality Team**
- c. Christian Education Team**
- d. Youth Ministry Team**
- e. Church Properties Team**
- f. Stewardship Team**

**D. Officers of the Congregation**

The officers of the congregation shall consist of the Chairman, the Vice-Chairman, the Treasurer, and the Secretary, elected from among the confessing membership in accordance with the bylaws of the congregation.

The Chairman and Senior Pastor of the congregation shall be, ex-officio, a member of all Ministry Teams, and may, at their discretion, attend any or all meetings related to congregational activity of any kind.

**1. Chairman**

The congregation shall elect a Chairman of the Congregation at the annual meeting of the congregation to serve a three-year term. The Chairman shall be a member of the Board of Elders. He shall, in consultation with the Board of Elders and the Congregational Planning Council determine the agendas for congregational meetings. He shall lead all business meetings of the congregation.

**2. Vice Chairman**

The congregation shall elect a vice Chairman of the Congregation at the annual meeting for a three-year term. The Vice-Chairman shall be a member of the Board of Elders. He shall have the same qualifications as the Chairman, and shall assume the chairmanship either upon the request of the Chairman, or in the Chairman's absence.

**3. Secretary**

The congregation shall elect a secretary of the congregation at the annual meeting for a three-year term. He/She shall keep accurate minutes of the transactions and decisions made at the business meetings of the congregation, care for its correspondence and provide and record minutes at each business meeting

and serve as secretary for the Congregational Planning Council. The secretary shall be responsible for all duties and responsibilities as defined in the by-laws.

#### **4. Treasurer**

The congregation shall elect a treasurer of the congregation at the annual meeting for a three-year term. The treasurer shall be responsible for all duties and responsibilities as defined in the by-laws.

#### **E. Congregational Planning Council**

The congregational planning council shall be composed of the pastor/s, the officers of the congregation, and the chairpersons of the Elder Board and Ministry Teams. The Congregational Chairman shall serve as the chairman of this council, and the Congregational Secretary shall serve as the secretary.

#### **F. Rights and Powers**

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated bylaws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its Voting Membership. The Elder Board and each Ministry Team, along with the Congregational Planning Council, shall be responsible for the performance of such duties as the congregation may delegate to them by special resolution.

## **Article VI Membership**

### **Classification of Members**

Members of the congregation shall be classified as follows:

#### **A. Confessing Members**

Confessing Membership may be held only by those who:

- have been baptized into the name of the Father, Son and Holy Spirit
- confess personal faith in the Lord Jesus Christ as their Savior
- have declared their acceptance of the Statement of Faith and this constitution
- have been accepted into confessing membership following the protocol laid out in the by-laws of this congregation and who shall remain faithful to the responsibilities of membership as laid out in these by-laws.—
- do not live in manifest works of the flesh (Galatians 5:19-21), maintain a good reputation in the community, and lead a Christian life (Galatians 5:22-23).
- are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian and/or which in its rites asserts that individuals are reconciled to God outside of Jesus Christ and His atonement (II Corinthians 6:14-18).

All requests for confessing membership are made to the Board of Elders, which recommends candidates to the congregation. Baptized children of the congregation who have become confessing Christians may request confessing membership after confirmation.

Confessing Members who have reached the legal voting age of Alberta may vote at congregational and business meetings and be nominated to serve on any administrative council positions.

#### **B. Baptized Children of the Congregation**

Children baptized in the congregation and all baptized children of confessing members shall be designated Baptized Children of the Congregation. This status continues until they have reached legal voting age of Alberta or are accepted as confessing members by the congregation. Those not requesting confessing membership shall become parishioners within the congregation.

The congregation shall diligently guide these children and youth by teaching them the Word of God and modeling godly attitudes and behavior. It shall arrange for Sunday Schools, Confirmation classes, Bible Schools and studies, youth ministries, perform instruction and other Christian training programs. These young people shall be made the objects of prayer as the congregation seeks to guide them to conscious faith, spiritual growth and confessing membership within the church.

## **Article VII**

### **Parishioners**

Baptized children of the congregation become parishioners upon reaching voting age if they have not been received as confessing members. In addition, the Board of Elders may include as parishioners those who wish to call this their congregational home. The congregation shall endeavor to show them Christian love and continued interest. The Board of Elders may also remove the names of parishioners when they deem it necessary or advisable.

## **Article VIII**

### **Church Property**

All properties donated to the church; contributed to the church by the synod; and all other sources and materials or properties purchased through contributions made to the church shall be declared church property belonging to Living Hope Lutheran Brethren Church of Beaumont and held in its corporate name.

This congregation shall not allow or sanction any service, function, celebration or other activity to take place on the property owned or under the control of the congregation which conflicts with or is expressly contrary to its statement of faith, CLB Ministerial Acts, and the CLB view of and exegesis of Scripture, or which in the view of the congregation would bring disrepute to the name of Christ

No property of the congregation shall be sold, leased, mortgaged or otherwise disposed of without the same having first been approved by a two-thirds vote of the members of the congregation who are in attendance at a special business meeting of the congregation.

If a division should ever occur in this congregation, God forbid, the properties and assets of the church shall belong to that part of the congregation which abides by this constitution, whether that part be in majority or as a minority.

In the event that this congregation is dissolved, God forbid, the property shall be deeded over to the Church of the Lutheran Brethren of Canada. This article shall remain unalterable.

## **Article IX**

### **Amendments**

This constitution may be amended at an annual meeting of the congregation, provided that:

- The amendment does not conflict with articles II, III or VIII.
- The amendment is first affirmed by a majority of the Board of Elders. Any confessing member of voting age may propose amendments to the constitution. They must be submitted in writing to the Board of Elders not less than 30 days prior to a congregational meeting. If the Elders disapprove of the proposal, a member may still have his/her proposal read before the congregational annual meeting provided he/she submits a petition signed by no less than 10 voting members to the Board of Elders meeting the time requirements above.
- A constitutional amendment is read at a previous congregational annual meeting before considering it for adoption.
- The amendment is approved by two-thirds vote of the entire congregation.

The by-laws of this constitution may be amended provided that:

- The amendment does not conflict with articles II, III or VIII.

- The amendment is first affirmed by a majority of the Board of Elders. Any confessing member of voting age may propose amendments to the by-laws. They must be submitted in writing to the Board of Elders not less than 30 days prior to a congregational meeting. If the Elders disapprove of the proposal, a member may still have his/her proposal read before the congregational annual meeting provided he/she submits a petition signed by no less than 10 voting members to the Board of Elders meeting the time requirements above.
- An amendment to the by-laws is read at a previous congregational business meeting before considering it for adoption.
- The amendment is approved by two-thirds vote of the congregation at a duly convened business meeting.

## **By-Laws**

### **Article I Purpose**

This congregation is established for the purpose of propagating the gospel of Jesus Christ. Any profits or other accretions to the congregation shall be used solely to promote its objectives. No member shall secure any pecuniary gain or profit from its operation.

### **Article II Confessing Membership**

#### **Application for Confessing Membership – Procedure**

**A. Applicants for confessing membership** in this congregation shall consult the Pastor who together with the Elders shall interview applicants, determine whether such applicants are eligible for membership in accordance with Article VI of the Constitution, and make any recommendations to the congregation for acceptance at a congregational meeting. Completion of a membership class shall be required prior to application for membership.

#### **B. Privileges and Duties of Confessing Members**

It shall be the privilege and duty of members of this congregation to:

- Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the congregation and its agencies.
- Live a morally decent life before God and men, abstaining from open works of the flesh (Gal. 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.
- Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
- Contribute toward the mission of the congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.
- Place their God-given talents and abilities at the disposal of the Pastor/s, the officers, and other agencies of the congregation as set forth in its constitution and bylaws, so that the purposes and functions of the congregation may be effectively implemented.

### **Article III Church Management**

#### **A. Pastor**

The voting membership is responsible for calling all pastors who will shepherd them. All candidates will be recommended to the congregation by the Call Team. The Call Team shall be composed of the Board of Elders

and at least three additional members of the congregation selected by the Board of Elders. The Chairman of the congregation shall serve as the Chairman of the Call Team. The Call Team shall evaluate the needs of the congregation in the light of its mission statement and goals. In consultation with the president of the Church of the Lutheran Brethren of Canada and the president of the Church of the Lutheran Brethren of America, it shall seek to find candidates for the congregation's consideration. The Call Team shall arrange for candidate visits in accordance with budgetary allowances, interview the candidates, prepare the compensation package and present their recommendations to the congregation for decision. The Call Team shall prepare the Letter of Call which shall be signed by the Congregational Chairman and Secretary.

To receive a call, the pastor under consideration must receive a 2/3 vote of approval at a congregational business meeting.

The pastor shall conduct himself and his ministry in accordance with the guidelines set forth in the current CLB "Ministers of the Gospel Handbook"

The pastor shall follow the Order of Service provided in the CLB "Ministerial Acts" book for special services such as baptisms, communions, marriages, funerals, installations, dedications, reception of new members, etc.

The pastor shall keep an accurate and current record of all official acts in the congregational register.

The pastor/s shall be accountable to the other members of the Board of Elders for his/their conduct and actions.

Sufficient grounds for deposing a pastor shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, evident and protracted incapacity to perform the function of his calling, or lording it over the church; exhibiting an unwillingness to work cooperatively with the officers, board, and teams of the congregation in achieving the mission of the congregation. Charges on any of these counts shall be carefully investigated by the Board of Elders. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned Board shall, after consultation with the appropriate officers of the Church of the Lutheran Brethren of Canada, notify the congregation of the situation, and shall submit the matter for action to a legally called business meeting of the congregation. A 2/3 majority vote is required to approve his dismissal.

If a pastor's time of service is terminated by this congregation, he shall be provided his current compensation package for a period of up to three months or until he is placed in another call if that occurs before the three month period is completed. The compensation package shall be prorated at one month per year of service or portion thereof. If he is living in a parsonage he is entitled to remain in the parsonage for up to three months or receive an equivalent housing allowance.

The resignation of a pastor may be accepted by the congregation by a simple majority vote. Normally his departure from the congregation shall take place within a negotiated period of from one to three months.

## **B. Administration**

The congregation shall provide for the establishment of the Elder board and Ministry Teams listed below. All teams shall contribute to the harmony and development of the whole congregation. They shall be under the general supervision of the Board of Elders and will submit a copy of the minutes of all their meetings to the Board of Elders through the Congregational Chairman. Each team will consist of at least three persons elected by the congregation for a term of three years. Each team shall appoint its own chairperson from its membership. Each team shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

Each Ministry Team shall submit a report of its activities at each regular meeting of the congregation, and on such other occasions as the congregation shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

Each Ministry Team shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and By-Laws, or by specific resolution of the congregation.



Each Ministry Team shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the congregation. The congregation may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time.

The time and frequency of Elder Board and Ministry Team meetings shall be at the discretion of the Chairperson of the Board/Team and the Board/Team members. The Chairman of the congregation or the Pastor/s may call a special meeting of the Board/Team at any time and each person involved shall be notified of the date, time and purpose of such a meeting.

## **1. Board of Elders**

For the office of Elder, those men shall be chosen who have the spiritual qualifications and abilities as distinguished in the Scriptures and are recognized by the congregation as men of faith, integrity and maturity (1 Timothy 3:1-7; Titus 1:5-9 and 1 Peter 5:1-3).

The elders shall be nominated by the Board of Elders and elected by the congregation at the annual meeting. An elder shall be elected for a term of three years. In order to be elected, the candidates must receive, by secret ballot, a two-thirds majority vote by those present at the annual meeting. In the event any Elder is unable to complete his term, the Board of Elders may nominate another qualified man to serve out the remainder of the term and present him to the congregation for election.

As a congregation grows there may be more men qualified to be elder than can serve on the board at one time. Therefore, when needed, a rotation system may be instituted to enable the use of these gifted men in this office.

The Board of Elders is the key ministry team of the congregation and shall work with the Pastor/s to lead the congregation in fulfilling its stated mission. That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. assist the pastor/s in:
  - watching over the spiritual condition of the congregation.
  - exercising such supervision that all the congregation's activities are in accordance with the Word of God and this constitution.
  - any and all spiritual matters including but not limited to teaching, preaching, planning, discipling, administering the sacraments, and catechism instruction.
  - visitation of people in the community, the sick and the aged.
  - counseling difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.
2. pray for the church leaders, pastor/s and the congregation in general.
3. encourage the pastor/s and his/their family/families by caring for their spiritual, emotional and physical health & welfare. This includes adequate compensation, housing, free time, vacation time and assistance in time of illness.
4. oversee and encourage the spiritual life of the congregation (i.e. Bible studies, outreach and evangelism, prayer and the children's, youth's, women's and men's ministries).
5. be responsible for Church discipline in accordance with the Word of God. (Mathew 18:15-17; 1 Corinthians 5:1-5; 1 Timothy 5: 20) The Board has the authority on behalf of the congregation to exclude a person from the Lord's Supper and has the responsibility to recommend a member's excommunication. However, expulsion from the Church can only be brought about by the action of the members of the congregation itself in a lawfully assembled meeting. The Board also has the responsibility to initiate procedures for the reinstatement of those who have been disciplined.
6. In the absence of the Pastor, the Elders shall be responsible for arranging the regular congregational services.
7. foster an atmosphere of friendliness in the congregation toward members and visitors.
8. investigate cases of severe financial need within the congregation and provide specific assistance.

9. formulate appropriate ministry policies in implementing the mission of the congregation, subject to the approval of the congregation.
10. be represented on the Nominating Team of the church.
11. interview applicants for membership and make recommendations to the congregation for acceptance at a congregational meeting.
12. maintain the membership roster of the congregation and will be responsible to annually review the roster.
13. act for the church as the elected representatives of the congregation, in all matters pertaining to the spiritual affairs of the congregation. They may delegate as appropriate ministry functions to the various Ministry Teams of the congregation as may from time to time be created by the congregation. No organization under the jurisdiction of the congregation shall organize or disband without the approval of the Board of Elders.
14. establish the Call Team.
15. submit annually an itemized proposed budget of anticipated expenditures related to its annual ministry plan in support of the expenditures for the coming year to the Congregational Planning Council.

The Elders shall be mutually accountable to all other members of the Board, and ultimately to the congregation for their conduct and actions.

An elder who violates the responsibility of his office may be removed from office by applying the following procedure. An elder or other member of the congregation must bring the charge before the entire Elder Board, which will carefully review its validity. The elder in question must be allowed to answer the charge in person before the board, but will leave the room for the discussion and final vote. If by a majority vote, the board concurs with the charge, the elder shall forfeit his position and duties, or at his discretion be allowed to gracefully resign. If the elder feels he has been unfairly treated, he may request that the matter be referred to a congregational meeting for a vote. The congregation may remove the elder from office when 2/3 of the voting membership present at the meeting approve his removal.

## **2. Ministry Teams**

### **a. Evangelism**

The basic objectives of this ministry team are the bringing of the Gospel to the unsaved, and the enlistment of all disciples in the work of spreading the Gospel.

That the objectives of this team may be carried out, the team, either corporately or through specifically designated individuals, shall:

1. hold regular discipleship training classes so that all new and veteran disciples are spiritually nourished, made aware of their duties and given an outlet for the free exchange of experiences and ideas. These classes are to be ongoing and well prepared.
2. search for and identify those needs and opportunities of the local community to which the congregation may respond in outreach.
3. maintain a list of visitors at worship services and special events of the congregation, by the use of a guest book, visitor cards, etc., and have in place a program for the prompt contact and follow up each visitor.
4. inform the community of the mission and message of the congregation and strive to develop a productive climate for "Church Growth". Seek to create a favorable image of the church in the community, utilizing all available communications media, including mass mailing, radio announcements and newspaper advertisements.
5. encourage people to pray for an outpouring of the Holy Spirit upon believers as well as unbelievers, that His presence may bring conviction of sin, repentance, and faith in Christ.
6. care for prospective members, visit each of these persons frequently and encourage them to participate in the life of the congregation and become a part of its work for Christ.
7. assist the pastor and elders in instruction and training classes in prayer and evangelism.
8. develop, promote and supervise a continuing program of prayer and evangelism with activities suited for all congregational age groups. This team, together with the Board of Elders, shall provide the leadership for this program and shall recruit and train lay helpers from the congregation to carry it out.

9. work closely with the Board of Elders and with each team and officer of the congregation to ensure that the congregation is structured for "church growth."
10. recruit, train, develop and utilize leaders whose energies are primarily directed to serving and evangelizing non-Christians.
11. see to it that new members are lovingly integrated into the life and work of the congregation.
12. work closely with the Board of Elders, and be responsible for seeing that every member of the congregation has an opportunity to be disciplined by a mature Christian within the congregation, and to certify their completion of the same. Accurate records are to be maintained of those who have and have not been disciplined. A list of available disciplers will be maintained.
13. submit annually an itemized proposed budget of anticipated expenditures and an annual ministry plan to support the expenditures for the coming year to the Congregational Planning Council.
14. submit a copy of the minutes of each meeting to the Board of Elders.

**b. Hospitality**

The basic objectives of this Ministry Team are the integration of new members into the fellowship of the congregation, and the general up-building of mutual cooperation, trust and enjoyment among the members of the congregation.

That the objectives of this team may be carried out, the team, either corporately or through specifically designated individuals, shall:

1. promote an atmosphere of warmth, friendliness and concern within the congregation, which shall include all who visit or associate with the congregation. It shall provide for such other ministries of service as the Board of Elders may from time to time assign to it.
2. submit annually an itemized proposed budget of anticipated expenditures and an annual ministry plan to support the expenditures for the coming year to the Congregational Planning Council.
3. submit a copy of the minutes of each meeting to the Board of Elders.

**c. Christian Education**

The basic objectives of this team are to plan and administer the total educational program of the congregation, to determine policies, to select personnel for the various ministries, to provide the necessary means and facilities for the ministries, and to direct and supervise the entire educational program of the congregation.

That the objectives of this team may be carried out, the team, either corporately or through specifically designated individuals shall:

1. provide, promote, encourage, maintain, and supervise sound Christian education and Christian growth in the congregation for all age levels, in all educational agencies and organizations of the congregation.
2. set objectives for every age level, for training in Christian knowledge, such as Bible use, witnessing, prayer, discipleship, tithing and family living.
3. appoint with the approval of the Board of Elders a Sunday School Superintendent to oversee the operations of the Sunday School.
4. prepare a job description for the office of Sunday School Superintendent, stating areas of responsibility. The Sunday School superintendent shall be accountable to the Christian Education Team, and shall serve as an ex-officio member of the team.
5. in conjunction with the Board of Elders, select or supervise the selection of curricula, texts, and other educational materials to be used by the various ministries of the congregation.
6. maintain a "people accounting system" to record member's participation in the education program and to follow up the uninvolved.
7. encourage increasing participation of every member in Bible Study, privately and in formal groups.
8. appoint, supervise and provide training for the teaching staff of the Sunday School, VBS staff, etc.
9. strive for and promote cooperation among educational ministries so that the educational activities of each will supplement all others to the greatest possible degree.
10. appoint representation and support to the local CLBC Family Bible Camp.

11. encourage the strengthening of the Christian home, and equip parents and children for Christian living, especially through the use of daily family devotions.
12. help members of the congregation become better equipped for the work of the Lord by encouraging participation in available Christian training programs both inside and outside of the congregation.
13. organize and manage a church library.
14. submit annually an itemized proposed budget of expenditures and an annual ministry plan to support the requested expenditures for the coming year to the Congregational Planning Council.
15. submit a copy of the minutes of each meeting to the Board of Elders.

#### **d. Youth Ministry**

Christ calls us to make disciples of all nations. Therefore, in order that this commission might be accomplished among and through young people, the objectives of the team shall be:

- to encourage the youth of the congregation to walk as disciples of Jesus Christ as they grow in His grace and knowledge.
- to make opportunity for other young people to know and follow Him.
- to develop opportunities for Christ-centered Youth Fellowship.
- to engage young people in the work of the ministry of the gospel.

In order that the objectives of this organization might be carried out effectively, the team either corporately or through specifically designated individuals, shall:

1. organize, supervise and encourage appropriate activities in order to foster the spiritual growth of and provide Christian fellowship opportunities for the youth of the congregation. The initiation and oversight of disciplining activities among the youth will be a paramount duty.
2. encourage attendance at Sunday School or Bible study classes and participation in other available Christian educational activities for the youth, college and singles of the congregation.
3. maintain contact with members of the congregation who are attending colleges or universities away from the local area, and see to their spiritual needs.
4. as the needs of the congregation determine, appoint with the approval of the Board of Elders and the Christian Education Team, counselors and teachers for high school youth and young adults.
5. submit annually an itemized proposed budget of anticipated expenditures and an annual ministry plan to support the expenditures for the coming year to the Congregational Planning Council.
6. submit a copy of the minutes of each meeting to the Board of Elders.

#### **e. Church Properties**

The basic objectives of this team are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

That the basic objectives of this team may be carried out, the team, either corporately or through specifically designated individuals, shall:

1. manage the day to day business of all real and personal properties belonging to the congregation.
2. transact all other business of the congregation assigned it by the congregational meeting or the Congregational Planning Council.
3. maintain the internal and external appearance of all congregational property and buildings in good condition.

4. determine and establish, with the approval of the congregation, regulations governing the use of church property and equipment.
5. seek volunteers and/or employ necessary custodial employees to maintain congregational property.
6. review, accept, or decline all offers of non-solicited gifts of property to the congregation.
7. maintain, update and renew insurance and accident policies on church properties and buildings on an annual basis.
8. submit annually an itemized proposed budget of anticipated expenditures for the coming year to the Congregational Planning Council.
9. submit a copy of the minutes of each meeting to the Board of Elders.

#### **f. Stewardship**

The basic objectives of this team are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving.

That the objectives of this team may be carried out, the team, either corporately or through specifically designated individuals, shall:

1. study the Scriptural principles regarding the total stewardship calling of the Christian - as a member of his family, as a neighbor and citizen, and as a congregation member - and share these insights with congregation members.
2. contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work.
3. maintain a program to discover and enlist for Kingdom service the talents God has given members, old, and new, young people and adults.
4. be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members.
5. provide opportunities for the development of talents (training courses, workshops, and the like).
6. encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, firstfruits giving in response to received blessings and recognized needs.
7. foster support for missions and charities through an ongoing program of mission information and education through education agencies, teams and organizations, rallies, festivals, media presentations, letters and tracts, appearances of missionaries, and the like.
8. give particular attention to the ministries of love and mercy to the sick, aged, grieving, and those with special needs. It shall keep the congregation informed concerning these needs and help to channel assistance to those in need.
9. encourage support for world relief (financial gifts, clothing drives, kiddie kits, and the like) through the various agencies and teams of the congregation.
10. continually review social issues of pressing concern to the believer (locally, province-wide and nationally), believing that the Christian Church is the ""Salt" or moral preservative of the earth (Matt. 5:13), and assess how this congregation can make an impact in the world.
11. review, accept, or decline all offers of non-solicited monetary gifts to the congregation.
12. be responsible, together with the Treasurer and Financial Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate Boards.
13. review the offerings of the congregation regularly, and share this review with the members of the congregation.
14. annually review the budgeting procedures of the congregation in conjunction with the Treasurer and Financial Secretary and recommend to the Planning Council any necessary improvements or revisions.
15. submit annually an itemized proposed budget of anticipated expenditures and a ministry plan to support the requested expenditures for the coming year to the Congregational Planning Council.
16. submit a copy of the minutes of each meeting to the Board of Elders.

### **Financial Secretary**

The Stewardship Team shall appoint one of its members as Financial Secretary. The Financial Secretary shall:

1. be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions and to that end shall appoint assistants to count and record all contributions.
2. furnish the Treasurer with a duplicate deposit slip for all deposits.
3. be responsible for requisitioning and distribution of offering envelopes.

### **C. Congregational Planning Council**

The planning council shall bring together and coordinate the ministry plans of all teams including the budgetary requests for the next fiscal year, work to develop a congregational long range ministry plan, and submit such proposals for congregational approval at the annual meeting.

Determine the date and time for the annual meeting and all special business or informational meetings.

The Congregational Planning Council shall normally meet in each of the following months: March, May, July, October, and December. Additional meetings may be called by its Chairman and/or the Pastor/s as required.

The Congregational Planning Council is not primarily a decision-making body but serves as a forum where the activities of the Administrative Boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program. The Congregational Planning Council shall be available at all times, however, for any additional functions which the Voting Membership may wish to confer upon it.

The Congregational Planning Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

### **D. Officers of the Congregation**

#### **1. Treasurer**

The Treasurer of the congregation shall:

1. keep a current, itemized account of all receipts and disbursements of the congregation on file.
2. keep an accurate record of all receipts of the congregation in a local financial institution.
3. pay all authorized bills and salaries.
4. present a written, duplicated financial report at congregational Meetings and a preliminary report at the Congregational Planning Council meetings.
5. submit permanent financial records for annual audit.
6. be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Boards and Chairpersons as duly constituted sources.
7. coordinate the authorized payment of expenditures by the board and various teams in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
8. remit to the professional workers of the church payments for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction they function.
9. receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same.
10. have available for all teams a current record of their accrued disbursements and budget allotment.
11. have the authority to work out with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.
12. from payroll deductions, prepare monthly payments to the Receiver General i.e. CPP, EIC, income tax, etc. And keep precise records of all payments for the year-end report to Revenue Canada.
13. manage investment accounts i.e. reinvestment on renewal dates, interest control, etc.

14. prepare income and expense statements as needed.
15. prepare an annual financial report
16. assist in preparation of annual budget; finalize document in Annual Report.
17. prepare a variety of annual returns for Revenue Canada and for the Province of Alberta, such as: T4 Summary Tax Return; Income and Expense Tax Return; Charitable Donation Tax Return; GST Rebate Return
18. assure that all financial reports and records are kept and properly audited in compliance with the regulations of Revenue Canada and the Province of Alberta.
19. maintain an organized and reliable filing system for all the above.

## **2. Secretary**

The Secretary of the congregation shall:

1. record the minutes at all Church Council meetings as well as Church Congregational meetings. It is the responsibility of this person to have minutes of meetings typed and distributed to council members as soon as possible following the meetings.
2. prepare and distribute all necessary correspondence directly related to the Planning Council's activities.
3. be expected to read the minutes at subsequent meetings upon the request of the chairperson or as set out in the agenda.
4. file a copy of all minutes and correspondence in the church office.

## **Article IV Teams**

### **A. Nominating Team**

The congregation shall elect a Nominating Team each year at its annual meeting which shall present a slate of candidates for each elective office (with the exception of the election of elders, whose nominations will be made by the Board of Elders) which must be filled at the next annual meeting. The Nominating Team shall be composed of one elder appointed by the Elder Board, and two members elected at large.

### **B. Auditing Team**

The congregation shall elect two persons each year at its annual meeting from its membership to serve as an Auditing Team in preparation for the following annual meeting. The treasurer of the congregation shall provide access to all financial books, statements of income and disbursements, in order that the Auditing Team may submit a report to the annual meeting verifying the financial state of the congregation.

### **D. Building Team**

The congregation shall elect a Building Team of at least three persons, each serving a three year term. This team shall exist as long as the congregation deems it necessary.

The team shall serve the congregation by seeking out appropriate facilities for the ministry of the Gospel, and operating under the direction of the congregation, shall work to secure such facilities.

In order that the objectives of this team may be carried out, the team, either corporately or through specifically designated individuals, shall:

1. prayerfully consider the mission focus of the congregation.
2. consider the current and future facility needs of the congregation.
3. work toward securing appropriate facilities for worship, education and fellowship in the greater Edmonton area, specifically in an area which could be considered part of the Beaumont community.
4. regularly communicate it's progress to the congregation.
5. submit annually an itemized proposed budget of expenditures to the Congregational Planning Council.
6. submit a copy of the minutes of each meeting to the Board of Elders

### **D. Additional Teams**

When additional teams are established by the congregation, the name, description of task, and the manner in which that task will be conducted, shall be included in Article IV of the by-laws.

## **Article V**

### **Meetings**

#### **A. Worship Services**

Worship Services shall be conducted weekly or more often. Central in the Worship shall be the preaching of the Word of God, both Law and Gospel, and the administration of the Sacraments. The primary purpose of the Worship shall be to up-build the body of Christ and to evangelize the unsaved. The Lord's Supper shall be celebrated monthly or more often. The style of worship shall be dignified and orderly, in accordance with the guidance of the apostle Paul in I Corinthians 14:40 "Everything should be done in a fitting and orderly way," it shall provide for variety so that its structure is not bound by ritualistic form, and shall lead the congregation in jubilantly praising the Lord God.

#### **B. Annual Congregational Meeting**

An annual business meeting of the congregation shall be held within the first six weeks of the new fiscal year. Each annual meeting shall be announced at the worship service on two Sundays preceding the date of the meeting.

The business sessions must be conducted in a brotherly spirit. At a business session no one shall bring forth another's mistakes or shortcomings or anything of a personal nature that will disturb the spirit of brotherliness. The meetings should begin and end with prayer.

Only confessing members who have attained voting age shall be eligible to vote at this meeting. However, all parishioners of the congregation are also to be encouraged to attend and may be given speaking rights by vote of the congregation.

At the annual meeting, the officers and team members of the congregation shall be elected, the budget set, and the annual congregational ministry plan approved. Reports from the officers, Board of Elders and teams shall be presented.

#### **C. Business Meetings**

Business meetings, other than the annual meeting, shall be held as often as deemed necessary by the Congregational Planning Council. Business meetings shall be announced on the preceding Sunday prior to the meeting.

#### **D. Quorum**

A quorum of twenty percent of the resident members is required at every business meeting of the congregation in order to transact legal business. However, when the congregation meets for its annual meeting, or for purposes of calling or dismissing a pastor, or for the sale or purchase of property, the necessary quorum of resident members shall be fifty percent.

## **Article VI**

### **Limits to Expenditures**

Non-budgeted expenditures, such as unforeseen repairs or replacements, or special opportunities, shall be approved by the Congregational Planning Council. Expenditures exceeding \$1000 must be approved by the congregation.