

**WILHELMINA
EVANGELICAL LUTHERAN
CHURCH**



“Glory to God in the Highest”

**CONSTITUTION
&
BY-LAWS**

CONSTITUTION WILHELMINA EVANGELICAL LUTHERAN CHURCH

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PREAMBLE

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

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

ARTICLE I

Name and Incorporation

- Section 1. The name of this congregation shall be Wilhelmina Evangelical Lutheran Church.
- Section 2. This congregation may be incorporated under the laws of the province of Alberta, Canada.
- Section 3. This congregation is a non-profit organization. It shall carry on its work without purpose of gain for its members and any profits or other gains to the congregation shall be used in promoting its mission and purpose.

ARTICLE II

Confession of Faith

Section 1. This congregation confesses the Triune God – Father, Son and Holy Spirit – as the one true God.

We proclaim the Father as our Creator and Preserver to whom all creation belongs and to which everything is subject.

God created Adam and Eve in His image to live and walk in fellowship with Him. Adam and Eve lost fellowship with God when they fell into sin through the temptation of Satan. Through their disobedience the entire human race has been separated from the love of God and by nature we are unable to trust, fear or love God. We are subject to the devil and condemned to death.

We proclaim Jesus Christ, God’s only Son, as our Redeemer and Lord. He is fully human and fully divine. Eternal salvation is available to all people by God’s grace alone, through faith alone, in Christ alone.

To accomplish our redemption and restore our relationship with God, Jesus Christ became fully human and through his perfect obedience and atoning death on the cross he has won for us salvation. Through faith in Christ, for Christ’s sake, God instantaneously forgives repentant and believing people and justifies them with Christ’s righteousness. Justification is the first aspect of salvation. The old nature separating us from God is replaced by a new and godly nature which walks once again in fellowship with our Creator. This is a free gift of God. Nothing done by human effort can accomplish this. Jesus Christ rose from the dead, ascended into heaven and is seated at the right hand of God where He continues to intercede on our behalf. He will come again to judge the living and the dead and his kingdom will have no end.

Without faith in Christ “we fell under [God’s] wrath and displeasure and were doomed to eternal damnation, as we had merited and deserved. There was no counsel, help, or comfort until [Jesus] this only and eternal Son of God in His unfathomable goodness had compassion upon our misery and wretchedness, and came from heaven to help us. [Sin, disobedience, death and misfortune] have been expelled, and in their place [stands] Jesus Christ, Lord of life, righteousness, every blessing, and salvation. He has delivered us poor lost creatures from the jaws of hell, has won us, made us free, and brought us again into the favor and grace of the Father. [Jesus] has taken us as His own property under His shelter and protection, so that He may govern us by His righteousness, wisdom, power, life, and blessedness.”¹

We proclaim the Holy Spirit as Regenerator and Sanctifier, one with the Father and with the Son. By our own understanding and strength we cannot believe in Jesus Christ, our Lord, or come to Him. It is the Holy Spirit who calls us to faith through the gospel, enlightens us with his gifts, makes us holy and keeps us in the one true faith.

Through the Word of God the Holy Spirit convicts us of sin, persuades us to confess our sinfulness to God and calls us to faith through the Gospel. He

¹ The Large Catechism by Martin Luther. Translated by F. Bente and W. H. T. Dau. Published in: Triglot Concordia: The Symbolical Books of the Ev. Lutheran Church. St. Louis: Concordia Publishing House, 1921, pp. 565-773

regenerates, sanctifies, and preserves believers in the one true faith. He comforts, guides, equips, directs, and empowers the church to fulfil the great commission which calls us to make disciples of all nations. The work of Sanctification is the second aspect of salvation.

Sanctification is God's gracious, continual work of spiritual renewal and growth in the life of every justified person. Through Word and Sacrament, the Holy Spirit works to reproduce the character of Christ within the lives of all believers, instructing and urging us to live out our new nature. The Holy Spirit enables believers to resist the devil, to overcome the world, and to count ourselves 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 us 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 we reach new, eternal life at Christ's return on the Last Day.

- Section 2. This congregation confesses that the Gospel is the revelation of God's saving will and grace in Jesus Christ, which He imparts through Word and Sacrament. Through these means of grace the Holy Spirit creates believers and unites them with the Lord and with one another in the fellowship of the Holy Christian Church.
- Section 3. This congregation confesses the Scriptures of the Old and New Testaments as the inspired Word of God, through which God still speaks, and as the only source of the Church's doctrine and the authoritative standard for the faith and life of the Church.
- Section 4. This congregation subscribes the documents of the Book of Concord of 1580 as witnesses to the way in which the Holy Scriptures have been correctly understood and explained and confessed for the sake of the Gospel, namely:
- a. The Apostles', the Nicene, and the Athanasian Creeds as the chief confessions of the Christian Faith;
 - b. The Unaltered Augsburg Confession as its basic formulation of Christian doctrine;
 - c. Luther's Small Catechism as a clear summary of Christian doctrine;
 - d. The Apology of the Augsburg Confession, Luther's Large Catechism, the Smalcald Articles with the Treatise, and the Formula of Concord as further witnesses to the Unaltered Augsburg Confession.

ARTICLE III

Nature and Mission

This congregation is a worshipping, learning, witnessing and serving community of baptized persons among whom the Word is proclaimed and the Sacraments are administered according to the Gospel. It shall provide support to enable the fulfillment of the mission and ministry of this church.

- a. **Worship.** This congregation, remembering God's mighty acts in the past, celebrating His abiding presence, and moving towards His promised fulfillment, will listen to the Word of God in Scripture and preaching, receive the Sacraments, and respond with confession, prayer, praise, thanksgiving, and with tithes and offerings. In order to assist members to acknowledge God's rule over their lives, their own unity as Christ's body on earth, and to express their relationship with God in public and in private, the congregation shall gather for worship regularly and, in accordance with the traditions of the Lutheran Church, recruit, equip and support members for leadership in worship, use appropriate worship materials, and make certain that worship has a place in other functions of the congregation.
- b. **Learning.** The congregation shall develop an educational program designed to assist persons to grow in grace and faith and in the knowledge of the Scriptures and the Lutheran Confessions for service and witness in the world. To this end it shall provide learning opportunities with appropriate curriculum, shall recruit, equip, approve and support teachers, and shall ensure that adequate study undergirds all functions of the congregation.
- c. **Witnessing.** This congregation, relying on the Holy Spirit, shall proclaim the Gospel by word and deed and thereby invite all people to repent and believe. The congregation shall recruit, motivate, equip and support its members to witness to their faith at every opportunity in daily life so that the Lord is glorified, the fellowship is strengthened, the lapsed are encouraged to return and new members are added to the congregation. It shall provide for the communication of the Gospel through fellowship in the wider Christian community. It shall assure that all congregational functions witness to the faith of the church.
- d. **Service.** This congregation shall live by faith active in love. It shall motivate, equip and support its members to minister in daily life; to participate as members of a caring community; to serve as Christians in all the institutions and structures of the society of which they are a part; and individually and corporately to promote justice and reconciliation, meet human needs and alleviate suffering. In these efforts the congregation shall co-operate with other Christian churches and other groups in society. It shall make certain that all its functions strengthen the motivation and ability for service.
- e. **Support.** This congregation in faithfulness to God shall provide leadership, organizational structures, facilities and funds to enable fulfillment of its functions. The congregation shall strive to maintain effective stewardship practices, evaluate regularly the total life and ministry of the congregation, and recruit, equip and support members of the congregation to provide for these activities.

ARTICLE IV

Membership

Section 1. Members of this congregation confess Jesus Christ as Lord and Saviour. Their testimony and life confirm that confession. United in one Lord, one faith and one Baptism, they are to be constant in worship and in the study of the Holy Scriptures, regularly nourishing their life in Christ through the Sacrament of the Altar, presenting their children for Holy Baptism and providing for their Christian instruction.

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

Membership classification and responsibilities shall be defined in the bylaws of this congregation.

ARTICLE V

Authority

Section 1. This congregation shall operate in accordance with its own constitution, owning its own property, making decisions in regard to its programming, and calling its pastor(s).

Section 2. The authority of the congregation shall be vested in:

- a. the congregational meeting, called and conducted in the manner provided in this constitution and its bylaws
- b. the boards and committees of the congregation as provided by this constitution and its bylaws or as assigned by the congregational meeting.

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

Section 4. Should this congregation disband, and after payment of all its debts and liabilities, its remaining property shall vest in such qualified donee(s)² as the membership of this congregation shall decide.

Section 5. In case of strife and division in the congregation, the council may seek the advice of a respected and neutral Christian mediator.

Section 6. This congregation is responsible for governance, maintenance and administration of the Wilhelmina Church Cemetery which is located on the church property and licensed under the Province of Alberta Cemeteries Act.

² as described in subsection 149.1(1) of the Canadian Income Tax Act

ARTICLE VI
Relationship to the Confessional Lutheran Church

- Section 1. This congregation may be part of a collective church body, and only to a church body that fully subscribes to the confessions of faith contained in Article II of this constitution.
- Section 2. This congregation covenants to support faithfully with prayer, personal service and offerings the common work of the church for the Kingdom of God.
- Section 3. If this congregation desires to join or sever a relationship with a larger governing church body all real property shall be retained by this congregation. This congregation will remain the rightful legal owners of any real property.
- Section 4. This congregation prohibits any corporate worship with any organization that practices the forms of religion without confessing faith in the Triune God and in Jesus Christ, the eternal and incarnate Son of God, as our only Saviour.

ARTICLE VII
The Office of the Ministry

- Section 1. A pastor of the congregation shall be a person whose soundness in the faith, aptness to teach and educational qualifications have been examined and approved by the congregation, who accepts and adheres to the Confession of Faith outlined in Article II of this constitution, and who strives in life and conduct to be above reproach.
- Section 2. Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by not less than a two-thirds majority vote of members present and voting at a meeting legally called for that purpose.
- Section 3. Every pastor shall:
- a. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church;
 - b. Baptize, confirm and marry in accordance with the belief and teaching of the congregation, visit the sick and distressed and bury the dead;
 - c. Encourage holiness in individual and family life and provide pastoral leadership to all schools and auxiliary organizations of the congregation;
 - d. Install members of the Congregational Council and, with the council, administer discipline;
 - e. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
 - f. Encourage the members to be generous in support of the ministry of the congregation;

- g. Keep accurate membership records including baptisms, confirmations, marriages and burials, and submit a report of such statistics to the Congregational Church Council. The parish records shall be kept in a separate book which shall remain the property of the congregation;
- h. Commend members who move to the pastoral care of the parish in which their new home is located.

Section 4. In order that a pastor of this congregation may be devoted fully to the duties of the office, adequate compensation shall be provided. Compensation shall be paid in semi-monthly or monthly installments. The congregation, except where other provisions are made, shall defray expenses incident to attendance at conventions of the church and at meetings otherwise required by the pastor's office.

Section 5. The regular call of this congregation when accepted by a pastor shall constitute a relationship that shall be terminated only for the following causes:

- a. the resignation of the pastor;
- b. the physical or mental incapacity of the pastor;
- c. neglect of the ministry;
- d. inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the pastor.
- e. the congregation's inability to provide adequate compensation for the position.

Section 6. In the event of alleged defection in doctrine or alleged conduct unbecoming a pastor, the matter shall be referred to the Congregational Council for action as provided in the constitution and bylaws of the congregation.

Section 7. At a time of pastoral vacancy the congregational council will arrange for supply or interim pastoral support.

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

Section 9. Upon receiving a call to another ministry, the pastor shall consult with the chairperson of the Congregational Council before a decision is reached. The pastor shall inform the congregation of the decision on the call within thirty days of official notice. When a call has been accepted, the pastor shall normally terminate the ministry within two months.

ARTICLE VIII

Congregational Governance

- Section.1. The Congregational Council shall be the trustees of the congregation and shall have general oversight of the life and activities of the congregation ensuring that everything is done in accordance with the Word of God and the faith and practice of the Lutheran Church as correctly understood under the Articles of Faith. The Congregational Council shall exercise such authority as is delegated to it by this constitution, the bylaws and the resolutions of the congregation.
- Section 2. The general duties of the congregational council are to:
- a. lead the congregation in stating its mission, in doing long-range planning, in setting goals and priorities, and in evaluating its activities in the light of its stated mission and goals;
 - b. provide support for the pastor(s) and other staff members serving the congregation. This should include ensuring that the ministry is reviewed and evaluated annually, and a review of the compensation of the pastor(s) and other staff is conducted annually;
 - c. exemplify for the congregation through their own lifestyles, a life that is worthy of the high calling in Christ;
 - d. promote congregational unity and good will, foster better understanding in times of conflict and exercise discipline, if necessary, in accordance with the requirements of this constitution;
 - e. arrange for pastoral service during the sickness or absence of the pastor(s);
 - f. appoint or elect all staff, voluntary or salaried, for the effective administration of all aspects of parish life;
 - g. on recommendation of the coordinators, appoint such committees as may be necessary or advisable, and ensure that their duties are adequately discharged;
 - h. normally meet once every two months, or as required;
 - i. review, approve and recommend annually a budget proposed by the finance committee to the meeting of the congregation at which the budget is considered;
 - j. ensure that the annual budget includes adequate support for the church at large and the regular monthly benevolence monies are forwarded;
 - k. ensure that the maintenance and protection of the property of the congregation is not being neglected;
 - l. encourage support for the work of the church at large;
 - m. have final authority with respect to all decisions relating to membership in the congregation.
 - n. oversee the governance, maintenance and care of the cemetery which forms part of the church property.

- Section 3. Duties of the executive committee, coordinators, treasurer, financial secretary, and other ministry committees shall be outlined in the bylaws.
- Section 4. All auxiliaries and organizations within the congregation shall exist to aid it in ministering to its members and to all whom it can reach with the Gospel of Christ. Regular reports concerning the program and work of these organizations and auxiliaries shall be made to the Congregational Council and congregational meetings.
- Section 5. An annual meeting of the congregation shall be held on a date to be stated in the bylaws. Semi-annual or quarterly meetings may also be held.
- Section 6. Special council meetings may be called by the pastor, the chairperson or any three members of the Congregational Council. Notice of such meeting shall be given not less than three days prior to the meeting and shall be announced at a public service if one is held during that period.
- Section 7. Special congregational meetings may be called by the Congregational Council and shall be called at the written request of one-tenth of the voting members. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted without the consent of 2/3 majority present and voting at the special congregational meeting.
- Section 8. Notice of all congregational meetings shall be given at the services of worship on the preceding two consecutive Sundays or by mail to all voting members at least ten days in advance of the date of the meeting. The pastor shall be notified of all regular and special meetings of the congregation.
- Section 9. 15 % voting members shall constitute a quorum.
- Section 10. The governing parliamentary procedures of this congregation shall be outlined in the bylaws of the congregation.

ARTICLE IX

Bylaws and Amendments

- Section 1. Amendments to this constitution may be proposed by the Congregational Council and shall be proposed by the council at the request of five voting members. Such proposed amendments shall be:
- a. Read at two successive public services of the congregation or mailed to the voting members not less than thirty days before the meeting at which it is to be considered;
 - b. Approved with or without change by a majority vote of those present and voting;
 - c. Approved without further change at a second congregational meeting to be held no less than thirty days later, by a two-thirds majority vote of those present and voting.
- Section 2. This congregation may adopt such bylaws, not in conflict with this constitution, as may be necessary. Such bylaws may be adopted or amended at any legally called and conducted meeting of the congregation, by a two-thirds majority vote of those present and voting.

BYLAWS

WILHELMINA EVANGELICAL LUTHERAN CHURCH

PART I

Communion Participation

1. Participation in Holy Communion shall be open to all persons baptized in the Christian faith.
2. Regular communing of an infant or young child shall be preceded by consultation between the child, the child's parents, and/or sponsors, and/or a responsible adult, and the pastor.
3. Written and oral announcements shall be worded to make prospective participants aware of the above requirements.

Part II

Membership

We believe, teach and confess that all people who have confessed Jesus Christ as Lord and received Him as their Saviour are full participating members of the Church, which is the Body of Christ. Through the means of grace and the work of the Holy Spirit, members of the Body of Christ will continue to grow in grace and faith and their lives will reflect the light of Christ in their words and actions. The scriptures do not specify any legal requirements about membership within the church.

Good governance, however, requires guidelines about how decisions are made and who makes those decisions within any community of believers. This congregation has adopted the following guidelines for good governance in our community.

1. Membership:

Members are individuals who have been baptized in "the name of the Father, and of the Son and of the Holy Spirit", who confess Jesus Christ as their personal Lord and Saviour, who partake in the sacrament of Holy Communion, who strive to live their lives as witnesses to Christ and who accept and agree to abide by the constitution of this congregation.

Members are expected to lead lives which give glory to Christ. They are to pray and study the scriptures, to regularly attend worship services, to support the congregation using the gifts God has given them and to support the work of the church through tithes and offerings.

2. Voting Members:

To qualify for voting membership, an individual must be at least 18 years of age and be an active participant in the life and work of this congregation having attended services in the past 12 months and made a financial contribution of record during that time.

3. Associate Members:

Baptized children of this congregation and individuals who desire the fellowship of this congregation but cannot or do not maintain active participation in the regular life and worship of this community are considered associate members.

An associate member shall not be entitled to hold any office or vote in church matters but in all other respects will be considered an equal brother or sister in Christ and fellow worker in the Kingdom of God. Associate members are invited to have a voice in congregational matters.

Associate members will be encouraged to become active members of the congregation who confess their faith in Christ and seek to be Christ's hands and feet within our community. The congregation will provide opportunities for education so that associate members may learn more about personal faith and what it means to be a disciple of Christ.

4. Voting and Associate Members may also be classified as:

- a. Baptized. Those individuals who have received the Sacrament of Holy Baptism in this congregation, or have been previously baptized in the name of the Triune God – Father, Son and Holy Spirit - in another Christian congregation.
- b. Confirmed. Those individuals who are baptized and have been confirmed in their faith in this congregation or have been previously confirmed in their faith in another Christian congregation.

5. Changes in Membership Status:

The congregational council will be responsible for maintaining the voting and associate membership lists.

A voting member of the congregation who does not, for a period of one year, partake of Holy Communion, support the church with offerings and participate in the life and worship of the congregation shall be considered an associate member without voting rights.

A voting or associate member who advocates teachings which are contrary to the Holy Scriptures and the confessions of this church, or who is guilty of conduct that is grossly unbecoming a member of the body of Christ, may be subject to discipline. Discipline shall be exercised according to Matthew 18:15-18 and be administered by the congregational council in consultation with the pastor.

Voting and/or Associate membership may be terminated by:

- a. transfer to another congregation;
- b. death of the individual;
- c. the request of an individual for personal reasons;
- d. disciplinary action by the congregational council;
- e. an inability to locate the individual because they have moved and their whereabouts are unknown.

Part III Annual General Meeting

1. Normally the annual meeting of the congregation shall be held on the fourth Sunday of the month of February.
2. All congregational meetings shall open with the Word of God and prayer.

3. In the following cases the vote shall be by ballot:
 - a. to elect members of the congregational council;
 - b. to adopt or amend the articles of incorporation, constitution, or bylaws of this congregation;
 - c. to call a pastor;
 - d. to suspend or dismiss any other officer of the congregation;
 - e. in any other matter upon the request of one voting member.
4. The business to be dealt with at the annual meeting shall consist of at least:
 - a. The minutes of congregational meetings which have not had prior approval;
 - b. The reports of the pastor(s), chairperson, coordinators, treasurer, financial secretary, auditing committee and other reports;
 - c. Appointment of auditing committee and nominating committee;
 - d. Unfinished business;
 - e. New business.
5. The council may call congregational forums from time to time to discuss items of interest to the congregation.

Part IV Annual Reports

1. The annual report shall be published and made available to the congregation at least one week prior to the annual meeting.
2. The reports shall include year-end reports from all committees and organizations active in the previous year and shall be submitted at least three weeks prior to the annual meeting.
3. Reports from representatives to other ministries shall be included in the annual report.
4. All auxiliaries, organizations and committees handling funds within the congregation shall submit year-end financial reports to the treasurer of the congregation. These reports shall be published in the annual report.
5. The annual report shall include a copy of the minutes of all congregational meetings held in that year.
6. The auditing committee shall submit a report at the annual meeting.

Part V
Congregational Council and its Officers

1. At its annual meeting the congregation shall elect a Congregational Council.
 - a. The congregational council will consist of not less than five members who will be elected for terms of two years with approximately one-half of the terms expiring annually.
 - b. The congregational council will be responsible for day-to-day management but may call congregational meetings when needed to allow the congregation to make decisions about the life and work of the church.
 - c. Members serving on the congregational council will not be eligible to serve more than two consecutive terms.
2. The pastor shall be an ex officio member of the Congregational Council and all its committees and shall be notified of all regular or special meetings of the Congregational Council.
3. All elected members of the Congregational Council shall be installed by the pastor according to the prescribed order of the church at the next public service following their election or as soon thereafter as convenient.
4. At its first meeting following the annual meeting of the congregation the Congregational Council shall elect from its own membership a chairperson, a vice-chairperson and a secretary who shall be chairperson, vice-chairperson and secretary of the congregation. The council shall also elect a treasurer and a financial secretary who need not be members of the Congregational Council.
5. A majority shall constitute the quorum for transacting the business of the Congregational Council.
6. If a vacancy occurs on the Congregational Council, the council shall fill the vacancy until the next annual meeting of the congregation. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.
7. A member of the Congregational Council who is absent from two consecutive regular meetings shall be contacted by the chairperson of the congregation; if the member is absent from three consecutive regular meetings without valid excuse, the council may declare the position vacant.

Part VI
Duties of the Congregational Council

1. The chairperson shall:
 - a. preside at all meetings of the council and of the congregation;
 - b. be responsible for the preparation and circulation of the agenda, in consultation with the pastor(s);
 - c. be an ex officio member of all committees.

2. The vice-chairperson shall:
 - a. preside at the meetings of the council and of the congregation in the absence of the chairperson;
 - b. act in an advisory capacity to the assigned coordinators and their committees;
 - c. be an ex officio member of assigned committees.

3. The secretary shall:
 - a. Record and maintain the minutes of the council and of congregational meetings in a volume provided by the congregation;
 - b. Ensure that these minutes are permanently preserved in the congregational archives;
 - c. Record in the minutes of council the names of congregational members added or deleted.

4. The treasurer shall:
 - a. have custody of all funds of the congregation;
 - b. ensure that the financial affairs of the congregation are conducted efficiently;
 - c. receive and disburse funds in accordance with the decision of the congregation and of the council;
 - d. make quarterly remittance of benevolence receipts to the designated recipients;
 - e. prepare an annual budget for review by the congregational council and presentation to the annual meeting in harmony with the current stewardship program;
 - f. oversee the work of the financial secretary;
 - g. provide a current financial report for council meetings and a year-end financial report for the auditing committee and the annual congregational meeting.

Part VII
Non-Council Positions

1. The financial secretary shall:
 - a. Receive all funds of the congregation;
 - b. maintain records of all contributions and handle the depositing of those funds;

- c. Forward those records to the treasurer for recording and issuing donation receipts;
 - d. Work under the guidance of the treasurer.
- 2. Delegates to conferences and conventions shall:
 - a. Be prepared to give an oral or written report to the congregation as requested.
- 3. Auditing Committee
 - a. The congregation at its annual meeting shall elect an auditing committee to function for the ensuing year. They shall audit all accounts and report to the next annual meeting.
- 4. Nominating Committee
 - a. The congregation at its annual meeting shall elect a nominating committee of at least three members to function for the ensuing year. It shall be the duty of this committee to nominate a slate of congregational council members and the other positions required each year. This committee may also be requested to submit nominations to council for vacancies that occur.

Part VIII Parliamentary Procedures

- 1. CALL TO ORDER, Second Edition: Meeting Rules, Procedures and Advice for Non-Profit Organizations by Herb Perry and Susan Perry will be the guiding principals used for governing congregational and council meetings.
- 2. In the event that a stalemate occurs when voting on an issue, the chair may choose to:
 - a. table the motion
 - b. recommend an amendment to the motion
 - c. cast the deciding ballot
- 3. Additional clarification may be provided within the bylaws if situations arise which are not covered by CALL TO ORDER by Herb and Susan Perry.

Part IX Distribution of Constitution and Bylaws

Active and new members of this congregation shall be entitled to receive a copy of the constitution and bylaws and notice of any and all amendments.