

By Law No.1  
made pursuant to the Constitution ( Articles of Incorporation)of the  
German Evangelical Martin Luther Church of Ottawa Inc

**I Membership**

Section 1. The membership of this congregation consists of those baptized persons who

- a. Have been baptized in this congregation, or
- b. Having been previously baptized in the name of the Triune God, have been received either by
  - i. Transfer from another Lutheran congregation,
  - ii. Confirmation, or
  - iii. Affirmation of faith.

Section 2. All Members of this congregation who are confirmed or otherwise designated as members in good standing and have attained the age of 16 years may vote.

Section 3. United in one Lord, one faith and one Baptism, the members of this congregation are to be constant in worship and in the study of the Holy Scriptures, regularly nourishing their life in Christ in the Sacrament of the Altar, presenting their children for Holy Baptism and providing for their Christian instruction.

Section 4. The members are called by the Spirit to lead godly lives, to promote the unity and welfare of the congregation in the bond of peace, to proclaim the Gospel and to renounce the evil one. The commitment of each baptized member to this call is to be expressed through the Evangelical Lutheran Church in Canada, its synods and this congregation by a life of repentance, faith, prayer and the sharing of resources.

Section 4. Membership in this congregation shall be terminated by any of the following:

- a. Death;
- b. Resignation;
- c. Transfer or Release;
- d. Dismissal;
- e. Inactivity.

Section 5. A confirmed member 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 visited by the pastor and the congregation's committee responsible for active membership. If, during the second year, the confirmed member does not actively participate, the

member's name may be removed from the membership roster of the congregation, but it shall be retained on a responsibility list as one who is in special need of the congregation's prayer and concern.

## **II Discipline**

Section 1. A member who advocates teachings which are contrary to the Holy Scriptures and the Confessions of the Church or who is guilty of conduct that is gross and unbecoming a member of the body of Christ shall be subject to discipline.

Section 2. Discipline in the congregation shall be exercised in accordance with Mathew 18: 15-18.

Section 3. Discipline shall be administered by the Congregational Council. A person who is requested to appear before the Congregational Council shall be advised in writing no less than ten days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the hearing. If a person fails to appear at the time and place without valid excuse, the council may proceed with the hearing and may reach its conclusion in the member's absence. Should the person be found guilty by a two-thirds vote of the members of the council, the council shall impose one of the following:

- a. Censure before the Congregational Council or the congregation,
- b. Suspension from membership until evidence is given of sufficient repentance and amendment,
- c. Exclusion from membership and denial of the Sacraments.

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

Section 4. There shall be the right of appeal to the congregation. Right of further appeal from a decision of the congregation shall be as provided in the constitution and bylaws of the synod.

## **III Meetings**

Section 1. An annual meeting of the congregation shall be held on a date no later than 15 month after the last annual meeting. The meeting shall be held at the Church Building at 933 Smyth Rd, Ottawa, Ontario.

Section 2. Special congregational meetings may be called by the Congregational Council . Special meetings shall also 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.

Section 3. Notice of all congregational meetings shall be given at the services of worship on the

preceding two consecutive Sundays or by mail s or by electronic means to all voting members at least 13 days in advance of the date of the meeting. The pastor shall be notified of all regular and special meeting of the congregation.

Section 4. Twenty five (25) voting members shall constitute a quorum.

Section 5. Voting can be in person or by proxy. Votes can also be cast by electronic means.

Section 6. Bourinot's Rules of Order, latest edition, shall be the governing parliamentary law of this congregation, except as otherwise provided in the constitution or bylaws of the Evangelical Lutheran Church in Canada or in this congregation's constitution .

#### **IV Congregational Council and its Officers**

Section 1. At its annual meeting the congregation shall elect a Congregational Council of not less than six nor more than thirteen members for terms of three years each.

Section 2. The pastor shall be entitled to be notified of all regular or special meetings of the Congregational Council.

Section 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.

Section 4. At its first meeting following the annual meeting of the congregation the Congregational Council shall elect from its own membership a president, a vice-president and a secretary of the congregation. The council shall also elect a treasurer and a financial secretary who need not be members of the Congregational Council.

Section 5. 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 Evangelical Lutheran Church in Canada. The Congregational Council shall exercise such authority as is delegated to it by its constitution, the bylaws and the resolutions of the congregation.

Section 6. A majority shall constitute the quorum for transacting the business of the Congregational Council.

Section 7. If a vacancy occurs on the Congregational Council, the council shall fill the vacancy until the next meeting of the congregation.

Section 8. A member of the Congregational Council who is absent from three consecutive regular meetings shall be contacted by the chairperson of the congregation; if the member is absent form three consecutive regular meetings without valid excuse, the council may declare the position vacant.

Section 9. A special meeting 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 3 days prior to the meeting and shall be announced at a public service if one is held during the period.

Section 10. Meetings of the council shall ordinarily take place at the Church but the council may designate another location for special occasions. The council can also decide to hold virtual meetings using electronic means.

Section 11. Attendance at meetings can be in person or by electronic means.

## **V Duties of the Congregational Council and its Officers**

Section 1. The chairperson shall preside at all meetings of the council and of the congregation. The agenda shall be prepared in consultation with the pastor.

Section 2. The vice-chairperson shall preside at the meetings of the council and of the congregation in the absence of the chairperson.

Section 3. The secretary shall keep the minutes of the council and of the congregation in a volume provided by the congregation, which shall be permanently preserved in the congregational archives.

Section 4. The meetings of the Council are normally open to the members of the congregation. The meeting agenda may have a part which is closed to the public.

Section 5. The meetings of the Council shall be normally once a month

Section 6. The Congregational Council shall:

- a. Appoint such committees as may be necessary or advisable;
- b. Be responsible for maintaining and protecting the property of the congregation;
- c. Prepare an annual budget, supervise the expenditure of funds and ensure that the financial affairs of the congregation are conducted efficiently;
- d. Ensure that the annual budget includes adequate support for the church at large and that regular monthly benevolence monies are forwarded;
- e. Emphasize the partnership of the congregation with the synod and the Evangelical Lutheran Church in Canada and encourage support for the workings of the church at large.
- f. 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 missions and goals;

- g. Seek to involve all members of the congregation in worship, learning witness, service and support;
- h. Provide support for the pastor(s) and other professional leaders, assist them to review and evaluate their ministry and review annually their financial compensation making adequate adjustments;
- i. Exemplify for the congregation the life that is worthy of the high calling in Christ;
- j. Promote congregational unity and good will, fostering mutual understanding in times of conflict and exercising discipline, when necessary, under the provision of this constitution;
- k. Arrange for pastoral service during the sickness or absence of the pastor;
- l. Appoint or elect all staff, voluntary or salaried, for the effective administration of all aspects of parish life;

## **VI Financial Affairs**

Section 1. The treasurer shall have custody of all funds of the congregation and shall receive and disburse such funds in accordance with the decision of the congregation and of the council. The treasurer shall make monthly remittance of benevolence receipts to the treasurer of the synod.

Section 2. The financial secretary shall maintain records of and issue receipts for all contributions.

Section 3. The treasurer and the financial secretary shall make written report of all financial transactions to the council monthly and to the congregation with audit at the annual meetings. All financial officers shall be bonded.

Section 4. The fiscal year of the Corporation shall be the calendar year.

Section 5. Each cheque, issued on behalf of the congregation must be signed by two authorized persons, one of which must be a member of council.

Section 6. The Council may incur expenditure, not approved in the budget, of more than \$10,000.00 only after authorization by a congregational meeting.

## **VII. Committees**

Section 1. Standing or ad hoc committees for special tasks may be appointed by the Council at

any congregational meeting.

Section 2. The chairperson of the Council is an ex officio member of all standing committees.

Section 3. Decisions involving expenditures in excess of \$ 2000.00 need to be ratified by council before they can be implemented.

### **VIII Use of the congregational property**

6.1 The property of the congregation shall be for the use of the congregation in its normal function as a Christian Church and shall not be used in any way not in harmony with the purpose of the congregation.

6.2 The Church Building and its facilities are primarily available for all congregational activities. They may be used by other groups and individuals provided an application has been made to and approved by the Council. In considering such an application, Council must bear in mind that the use of the Church building by such groups or individuals must be in agreement with the dignity and purposes of this building.