

**BE IT ENACTED AND IT IS HEREBY ENACTED as the
CONSTITUTION and GENERAL BY-LAW of
ST. PAUL’S EVANGELICAL LUTHERAN CHURCH
of STEINBACH INC., MANITOBA
(Hereinafter called “The Church”) as follows:**

SUMMARY OF CONSTITUTION

ARTICLE 1	Name and Location
ARTICLE 2	Seal
ARTICLE 3	Confession of Faith
ARTICLE 4	Liturgy
ARTICLE 5	Purpose
ARTICLE 6	Synodical Connection
ARTICLE 7	Membership
ARTICLE 8	The Pastoral Office
ARTICLE 9	Power of the Congregation
ARTICLE 10	Legal Ownership
ARTICLE 11	The Congregational Meeting
ARTICLE 12	The Church Council, Officers of the Congregation
ARTICLE 13	By-Laws
ARTICLE 14	Amendments

PREAMBLE:

According to the Word of God (1 Corinthians 14:40), all things should be done decently and in order in a Christian congregation and experience teaches us that no congregation can exist without order.

ARTICLE 1 – NAME AND LOCATION

1. The name of the congregation shall be ST. PAUL’S EVANGELICAL LUTHERAN CHURCH OF STEINBACH INC.
2. The official center of the said congregation shall be its church building located at 465 Henry Street East, Steinbach, Manitoba, under the Officiating Pastor and the president of this congregation.
3. The congregation shall be carried on without purpose of gain for its members, and any profits or other gains shall be used in promoting its objectives.

ARTICLE 2 – THE SEAL

The Seal, an impression whereof is stamped in the margin hereof, shall be the official seal of the church.

ARTICLE 3 – CONFESSION OF FAITH

This congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed and inerrant Word of God and submits to this as the only infallible authority in all matters of faith and life.

As brief and true statements of the doctrine of the Word of God, this congregation accepts and confesses the following symbols, subscription to which shall be required of all its members:

- 1) The Ancient Ecumenical, the Apostolic, the Nicene and the Athanasian Creeds,
- 2) The Unaltered Augsburg Confession and Luther’s Small Catechism.

As further elaboration of and in accord with these Lutheran Symbols, this congregation also receives the other documents in The Book of Concord of 1580, The

Apology, Luther's Large Catechism, The Smalcald Articles and The Formula of Concord and recognizes them as normative for its theology.

This congregation accepts without reservation the Symbolical books of The Evangelical Lutheran Church in Canada, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of The Evangelical Lutheran Church in Canada.

ARTICLE 4 – LITURGY

The public services of this congregation shall conform to the authorized liturgies and rituals of The Evangelical Lutheran Church in Canada or its legal successor. The authorized hymn books of the Church shall be used in its worship and in its schools. Only such variations as are authorized by the congregation shall be permitted.

ARTICLE 5 – PURPOSE

The object and purpose of this congregation shall be to proclaim and propagate the Christian faith through the Means of Grace and to cooperate in the work and service of The Evangelical Lutheran Church in Canada.

ARTICLE 6 – SYNODICAL CONNECTION

1. This congregation shall hold membership in The Evangelical Lutheran Church in Canada. This synodical affiliation shall continue as long as The Evangelical Lutheran Church in Canada remains faithful to the principles embodied in the constitution adopted at its organization.
2. This congregation claims for itself all the rights and privileges and accepts all the duties and obligations connected with such membership as long as its own integrity, independence and self-government is guaranteed and respected by such synodical relation.
3. Severance of membership in The Evangelical Lutheran Church in Canada shall require a majority vote of all voting members present and voting at a legally called meeting. Such a decision shall not become effective until at least ninety days after The Bishop of the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada has been notified and until the initial action has been ratified by a majority vote at a subsequent legally called meeting.

ARTICLE 7 – MEMBERSHIP

1. Members of this congregation shall be those who are defined as such at the time this constitution is adopted, or who are admitted hereafter; and who maintain membership in accordance with the provisions of the constitution and by-laws.
2. Members shall be classified as:
 - a) Baptized b) Confirmed c) Voting
 - a) Baptized members shall be those who have been baptized in the name of the Triune God and have been approved by the Church Council of this congregation.
 - b) Confirmed members shall be the baptized members who have been confirmed in the Lutheran faith and have been approved by the Church Council.
 - c) Voting members of this congregation shall be those baptized and confirmed members of this congregation who are 16 years of age and older and have signed this constitution.
3. Active members of this congregation shall be requested:
 - a) To make diligent use of the Means of Grace, both Word and Sacraments.
 - b) To live a Christian life in accordance with the Word of God and the teachings of The Evangelical Lutheran Church in Canada.
 - c) To support the work of the congregation and of The Evangelical Lutheran Church in Canada.

Members who have not fulfilled these requirements for two years, in the opinion of the Church Council shall be deemed as inactive.

4. Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18.

ARTICLE 8 – THE PASTORAL OFFICE

1. Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by at least a majority vote of members present and voting at a meeting properly called for a purpose. Before a call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of The Bishop of the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada.

2. Only a clergyman of The Evangelical Lutheran Church in Canada in good standing or one who is recommended for call by the Church Council of The Evangelical Lutheran Church in Canada may be called as a Pastor of this congregation.
3. The Pastor, as spiritual leader of the congregation, shall be ex officio a member of the Church Council and an advisory member of all other boards, committees, and organizations of the congregation.
4. No one shall serve in the pastoral office of this congregation as an interim Pastor, nor officiate and preach at occasional services, who is not a member in good standing of The Evangelical Lutheran Church in Canada or who is not acceptable according to the standards of The Evangelical Lutheran Church in Canada.
5. Complaints against the Pastor in respect to his/her teachings or behavior must be confirmed in a legal manner. Such complaints must be presented by a voting member of this congregation to its Church Council in writing. If the latter considers the charges of a serious nature and importance, an investigation shall take place, but not without first giving the accused a fair and full opportunity to justify his/her position in the accusation.
6. Matters of discipline involving the Pastor for alleged defection in doctrine or for alleged conduct unbecoming a Pastor, shall be referred by the Church Council to The Bishop of the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada for action in accordance with the Constitution and by-laws of The Evangelical Lutheran Church in Canada.
7. A resolution requesting the Pastor's resignation must be adopted by not less than a majority of those present and voting at a meeting of the congregation especially called to consider such a resolution. Notice of such a meeting must be announced at least two consecutive Sundays immediately preceding the meeting date. When the Pastor's resignation has been requested in the manner here specified, he/she shall vacate the office at such a time as the congregation shall specify.

ARTICLE 9 – POWER OF THE CONGREGATION

1. In all matters of Christian faith and life the authority of the Word of God shall be supreme.
2. In all matters not decided by the Word of God and not subject to civil laws, the congregation itself, not any individual or group within it, shall have the right of ultimate decision.

3. At the meetings of the congregation, open accusations against the Pastor, a teacher, or an officer or member is not to be permitted, unless such a person has been spoken to prior to the meeting.
4. All schools, societies, and other organizations within the congregation shall be organized only with the approval of the Church Council and shall operate in harmony with its policies.

ARTICLE 10 – LEGAL OWNERSHIP

1. Title to all real or personal property acquired by the congregation, its organizations, or individuals for use by the congregation and its organizations, shall be held by the trustees of the congregation.
2. Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a majority vote of the members present and voting at a legally called meeting of the congregation.
3. Should the congregation by means other than legal dissolution cease to exist or its property be abandoned, title of its land and other estate, real and personal, shall pass to The Evangelical Lutheran Church in Canada.

ARTICLE 11 – THE CONGREGATIONAL MEETING

1. The power and authority of this congregation shall be exercised through the congregational meeting, called and held in conformity with civil laws and the provisions of the constitution and by-laws of the congregation.
2. Article 11 – 2. THE YEAR-END FOR THE CHURCH SHALL BE DECEMBER 31, AND THE ANNUAL MEETING SHALL BE HELD IN FEBRUARY AND THE SEMI-ANNUAL MEETING SHALL BE HELD IN SEPTEMBER OF EACH YEAR.
3. a) Special congregational meetings may be held at the call of the Pastor or of the Church Council and must be called by the Pastor at the written request of two-thirds of Church Council or ten (10) other voting members of the congregation.

b) Notice of all special meetings must be given at public services on two consecutive Sundays preceding the meeting, or at one public service, and/or notification of the meeting by mail; such notice to include a statement of the questions to come before the meeting. The voting members present shall constitute a quorum at all business meetings.

4. Only the business for which a special meeting has been called shall be transacted at the meeting.

**ARTICLE 12 – THE CHURCH COUNCIL,
OFFICERS OF THE CONGREGATION**

At its annual meeting the congregation shall elect in the manner provided in the by-laws, a Church Council of not less than sixteen (16) members.

The Church Council shall:

1. Exercise only such authority as may be delegated to it by the congregation, and this authority shall be exercised in accordance with the constitution, by-laws, and resolutions of the congregation.
2. Work with the Pastor in providing for the spiritual care of the congregation and in promoting its material welfare.
3. Act upon such disciplinary matters as may be referred to it, provided, however, that no member shall be dismissed without the action of the congregation.
4. Manage the financial affairs of the congregation.
5. Elect from its own membership a secretary of the congregation; and elect a treasurer of the congregation, who need not be a member of the Church Council.
6. Appoint such committees as may be necessary or advisable to facilitate the discharge of the above responsibilities.

ARTICLE 13 – BY-LAWS

1. The congregation shall adopt such by-laws as may from time to time be found necessary. No by-laws may conflict with this constitution.
2. By-laws may be adopted or amended at any legally called meeting of the congregation by a majority vote of those present and voting. The proposed by-law or amendment must be read at a public service of the congregation or mailed to the voting members, in either case at least two weeks prior to the meeting.

ARTICLE 14 – AMENDMENTS

1. The doctrinal basis and the confessional subscription as contained in Article 3; the purpose as contained in Article 5; and this section of Article 14 shall be unalterable; and no amendment to this constitution shall conflict therewith.
2. A proposed amendment to this constitution shall be:
 - a. Read at a public service of the congregation or mailed to the voting members, in either case at least thirty (30) days before the general meeting at which it is to be considered;
 - b. Approved, with or without change, at the general meeting following its announcement, by a majority vote of those present and voting;
 - c. Ratified without further change at the next annual meeting or semi-annual meeting by a majority vote of those present at voting.
3. If a proposed amendment fails adoption, it may be amended by a majority vote of those present and voting; and adopted without change by a vote of those present and voting at the next following annual or semi-annual meeting.

BY-LAWS

PART ONE – COMMUNION PARTICIPATION (C.F. Article 3 of Constitution)

Participation in Holy Communion shall be limited to members of this and other congregations who have been formerly instructed in the significance of Holy Communion and in consultation with the students, parents/guardian, and Pastor, who sincerely repent, have faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, as well as accept the scriptural teaching regarding the Real Presence of Christ with His Body and Blood in the Sacrament. Registration forms or oral announcements shall be so devised as to make prospective participants aware of these requirements.

Record of participation in Holy Communion shall be entered upon the books of this congregation. If a member of any other congregation communes, notice shall be sent to his/her Pastor.

PART TWO – CONFLICTING LOYALTIES

(C.F. Articles 3 and 5 of Constitution and Article 5 of the Minneapolis Theses as quoted in The United Testimony on Faith and Life).

1. This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and thus teach salvation by works.
2. Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation.
3. The Pastor of this congregation shall take no part in any such ceremonies even if they are conducted outside of the church premises.

PART THREE – MEMBERSHIP

(C.F. Article 7 of Constitution)

A. Admission to Baptized Membership

1. Children, one or both of whose parents or guardians are members of this congregation, shall upon receiving Christian baptism, be received as baptized members of this congregation.
2. In case of a child moving from the location of this congregation, a transfer shall be issued to the congregation in which the child is to be enrolled.
3. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by The Evangelical Lutheran Church in Canada, shall upon confession of faith and Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

B. Admission to Confirmed Membership

1. Baptized adults, not previously members of the congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by The Evangelical Lutheran Church in Canada shall be admitted to confirmed membership through the rite of confirmation.
2. However, adults received as baptized members according to the provisions of Section A-3 of this Part of the by-laws shall be recognized as confirmed members.

3. Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.
4. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the Church Council and the report of their names to the congregation.
5. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be admitted to confirmed membership when the Church Council has determined that they meet the standards of Christian faith and life indicated in the constitution and by-laws.

C. Admission to Voting Membership

The Church Council shall be responsible for determining the voting membership in accordance with the qualifications specified in the constitution and by-laws. Any doubtful cases shall be decided by the Church Council.

D. Discontinuance of Membership

1. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his membership to another Lutheran Congregation shall, upon request, receive a Letter of Transfer.
2. A communicant member who, in the judgment of the Church Council, shows no interest in attending church services, and does not partake of Holy Communion, and who does not contribute to the congregational treasury according to the congregation's records, for a period of two years, shall be placed on the inactive membership list, shall not be counted in the active membership statistics of the congregation and shall lose all congregational rights. Such a person shall be encouraged to take part in congregational life, or to transfer elsewhere, as the situation may indicate to be advisable. If he resumes activity, he shall be restored to the active membership list.
3. A member who for any reason has terminated his membership also terminates all congregational rights.

**PART FOUR – THE PASTORAL CALL
(C.F. Article 8 of Constitution)**

1. When the congregation has voted to call a Pastor, it shall issue a Letter of Call to the Pastor-elect, in a form approved by The Evangelical Lutheran Church in Canada. It shall be signed by the chairman and the secretary of the meeting at which the call was voted and shall be attested by the signature of The Bishop of

- the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada. A call to a clergyman to be an assistant to the Pastor shall be issued only with the concurrence of the Pastor and in accordance with the provisions of the constitution and these by-laws relating to a call of a Pastor.
2. The call shall normally be for an indefinite time. A call issued for an assistant to the Pastor may be for a definite time. The provisions of the constitution and these by-laws regarding the Pastor shall also apply to the assistant except as revised by the provisions of these by-laws.
 3. If the Pastor receives a call to another congregation, he/she shall notify his/her present congregation, or at least notify the Church Council before coming to a decision. He/she should attempt to reach a decision as quickly as possible, normally within three weeks. He/she shall thereupon notify his/her present congregation and The Bishop of the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada. When a release has been granted and the call accepted, the Pastor shall terminate his/her ministry and transfer to his/her new field of service as quickly as feasible, normally within one month.
 4. A desire for a change in Pastorate by either congregation or Pastor shall be brought to the attention of The Bishop of the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada who shall advise in the matter in accordance with this constitution (Article 8) and with the established procedures of The Evangelical Lutheran Church in Canada.
 5. The congregation requires that its Pastor shall be loyal to the faith and purpose of the congregation, as stated in Article 3 and 5 of this constitution.
 6. Clergymen qualified according to Article 4 and 8 of this constitution may occasionally perform pastoral functions in this congregation with the approval of the congregation and its Pastor, or, in case of a vacancy in the pastorate, with the approval of the congregation and The Bishop of the Manitoba Northwestern Ontario Synod of The Evangelical Lutheran Church in Canada.
 7. The assistant shall assist the Pastor in his congregational duties; shall work under the Pastor's leadership and shall be responsible to the congregation and the Church Council through the Pastor.
 8. The assistant to the Pastor shall refer any grievance arising from his relationship with the Pastor to the Pastoral Relations Committee.
 9. The salary (including all allowances) of the assistant to the Pastor shall not exceed 80 percent of the Pastor's salary and allowances.

**PART FIVE – ANNUAL AND SEMI-ANNUAL MEETINGS
(C.F. Article II of Constitution)**

1. Announcement of the time and place of the annual and semi-annual meetings of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart, and in such publications as the congregation or the Pastor may periodically issue; or by written notice to the voting members mailed at least ten (10) days in advance of the meeting.
2. The current roster of voting members shall be determined prior to each annual meeting.
3. THE VOTING MEMBERS PRESENT SHALL CONSTITUTE A QUORUM AT ALL BUSINESS MEETINGS.
4. The order of business at the Annual Meeting shall be:
 - a) Opening Devotion
 - b) Signing of Constitution
 - c) Approval of the minutes of the previous meeting
 - d) Reports of Pastor, Church Council, treasurer, committee and others
 - e) Elections
 - f) Approval of Budget
 - g) Unfinished Business
 - h) New Business
 - i) Closing Prayer
5. In the following cases, voting shall be by written ballot:
 - a) To elect the members of the Church Council
 - b) To adopt or amend the articles of incorporation, constitution or by-laws of the congregation
 - c) To call a Pastor or to request his/her resignation
 - d) To dismiss a member from the congregation or to remove a member from office in the congregation
 - e) To sever membership in The Evangelical Lutheran Church in Canada
 - f) To dispose of, encumber or purchase real property
 - g) When requested by ten or more voting members present
6. Except as otherwise provided in the constitution and by-laws, all matters shall be decided by majority vote of those present and voting.
7. No one shall be declared elected unless he has received a majority of the votes cast.

8. If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.
9. Unless otherwise ordered, parliamentary procedures shall be in accordance with “Bourinot’s Rules of Order”.

**PART SIX – THE CHURCH COUNCIL
(C.F. Article 12 of Constitution)**

A. MEMBERSHIP AND MEETING OF THE CHURCH COUNCIL

1. The Church Council shall consist of sixteen members as follows:

President	1 member
Vice-president	1 member
Elders	3 members
Trustees	3 members
Deacons	6 members
Business Secretary	1 member
Sunday School Superintendent	1 member

The president shall be elected by the congregation and should be a voting member who has served not less than three years on Church Council. The president’s term of office shall be two (2) years.

The vice-president shall be elected in the same manner, with the same qualifications, and term of office as the president.

The elders, trustees and deacons shall be elected by the congregation. Their term of office shall be three (3) years but elected in such a manner that after the first election, approximately one-third of each office are elected each year.

The business secretary shall be elected by the congregation for a term of one (1) year.

2. In addition to the requirements of congregational membership stated in Article 7 of the constitution, qualifications for membership on the Church Council shall include such practical ability as is needful in promoting the various interests of the various committees of the Council.
3. No member of the Church Council shall succeed himself in office more than once. An unexpired term of less than one year shall not be considered a term of office.

4. Immediately after the annual meeting of the congregation, the Church Council shall elect the officers and committees prescribed by the constitution (Article 12, Section 6) and by-laws.
5. A vacancy on the Church Council shall be filled by appointment of a voting member of the congregation, by the president. The new member shall hold office until the next annual meeting.
6. The Pastor shall be an ex officio (because of his/her office) member of the Church Council.
7. Meetings of the Church Council shall be held on the First Tuesday of each month or such other day as Church Council may decide.
8. A special meeting of the Church Council may be called by a notice given at a public service or personal notification to each member two days in advance. A special meeting may be called by the Pastor or the president or by any three members of the Church Council.
9. If a member of the Church Council absents himself from three consecutive regular meetings without an excuse acceptable to the Council, he has forfeited his membership on Council. A member having two consecutive unexcused absences from regular meetings shall be notified by the secretary.
10. The Pastor shall submit a monthly report of his/her Pastoral activities to the Church Council.
11. The first regular Church Council meeting after the annual congregational meeting shall be a meeting of recognition to outgoing officers.

B. COMMITTEES OF THE CHURCH COUNCIL

1. The Church Council shall elect from its own membership committees on evangelism and worship, on stewardship, on parish education, including a Pastoral Relations Committee consisting of the president as its chairperson and two other members from the congregation who are not members of Church Council; and shall also have authority to appoint such other committees as may from time to time be necessary or advisable.
2. The Church Council shall have authority to appoint or elect additional congregational members who are not members of the Council as members on its regular committees.

3. The Church Council shall at least once a year invite the full membership of its regular committees together with representatives chosen by the organizations of the congregation to review the entire program of the congregation.

C. DUTIES OF OFFICERS AND COMMITTEES OF THE CHURCH COUNCIL

1. The president shall preside over meetings of the Church Council and of the congregation. He shall see that the constitution, by-laws, rules and regulations of the congregation are rightly executed.
2. The vice-president shall preside at meetings in the absence of the president. He shall be responsible for the membership and statistician's duties of the congregation.
3. The secretary shall keep the minutes of the Council and of the congregation and shall preserve its archives.
4. The treasurer shall be bonded and shall be custodian of all funds of the congregation; and shall disburse all such funds in accordance with the decision of the congregation or the Church Council. He shall present an audited report to the annual congregational meeting and such other reports to the Church Council as may be required.
5. The elders, having judicial function, shall exercise discipline and order in the congregation; shall assist the Pastor wherever necessary, especially in the distribution of the sacraments and in visiting the sick and needy in times of emergency and bereavement.
6. The trustees shall be responsible for the care of all the property of the congregation and shall see that same is kept in good repair; shall assist in preparation of congregational budget.
7. The deacons shall be responsible for order at services; shall see that monies are faithfully collected and turned over to the treasurer. They shall welcome visitors and in a dignified manner usher them to their seats.
8. The business secretary is responsible for the preparation of the yearly budget and its presentation to the annual congregational meeting, the distribution of envelopes and the preparation of quarterly budget reports.
9. The committee on evangelism and worship shall have special responsibility under the supervision of the Pastor for the development of a sound program of evangelism, for matters pertaining to the congregation's worship and for the general spiritual care of the congregation and shall make recommendations thereon to the Church Council.

10. The committee on stewardship shall have special responsibility under the supervision of the Pastor for the congregation's development in accordance with the scriptural principles of stewardship and for the raising of funds and shall make recommendations thereon to the Church Council.
11. The committee on parish education shall have special responsibility under the supervision of the Pastor to operate the Sunday School and other schools of the congregation, to promote adult education and to develop the youth program in the congregation and shall make recommendations.
12. The committee on Pastoral relations shall have special responsibility regarding relationship between the Pastor and the assistant. It shall hear the grievances of the assistant and report to the Church Council at its next meeting after having heard any grievance of the assistant.

D. OTHER RESPONSIBILITIES OF THE CHURCH COUNCIL

1. The Church Council shall be empowered to secure such help as is needed to carry on the work of the congregation, such as organist, choir director, parish worker, Pastor's secretary, office secretary, intern, custodian, or others, and shall fix their salaries.
2. Adjustments in the salary of the Pastor shall be the responsibility of the Church Council, subject to the congregation's approval of the budget.
3. The Church Council shall, as far as possible, operate within the limits of the approved budget of the congregation. Any expenditure in excess of the total voted budget must be approved by the congregation.
4. An auditing committee composed of two persons shall be appointed by the president with the approval of the Church Council. The auditing committee shall audit all financial records of the congregation proper and shall present its report to the annual meeting in writing. The auditing committee shall carefully examine all insurance policies to determine the amount and kind of insurance in force and include this report in its statement.

5. USE OF THE PROPERTY

- a) The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
- b) Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with

The Evangelical Lutheran Church in Canada unless application for such use has been approved by the Church Council by a majority in the request for occasional use, or by a majority vote of the congregation in the case of a request for regular use.

- c) Property of the congregation shall not be loaned or rented to any group or any individual of the congregation unless application for such has been approved by at least two trustees of the Church Council. The persons involved will assume responsibilities for making arrangements for services with the Pastor.
- d) Regarding weddings and funerals: The persons concerned will assume the responsibility of securing and paying for the services of the organist. The fees and rent of the church to non-members shall be determined by the Church Council and ratified by a general meeting.
- e) All church property shall be examined by the trustees from time to time as deemed necessary.

PART SEVEN – NOMINATING COMMITTEE

1. The nominating committee shall be composed of three members. Two shall be elected by the Church Council from its own membership and one shall be elected from the congregation at large and shall be elected by the annual meeting from nominations made on the floor. The Pastor shall serve as convener and as an advisory member.
2. The members of the nominating committee shall serve for the year following their election. They shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve if elected.
3. The names named by the nominating committee shall be announced to the congregation in conjunction with the announcements of the special or annual meeting at which the election is to take place.
4. In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.

PART EIGHT – REPORTS OF ORGANIZATIONS

All committees and organizations handling funds within the congregation shall submit accounts to the treasurer or the church office at least fourteen (14) days prior to the annual meeting, and the treasurer shall include such accounts in his report to the meeting.

PART NINE – PARISH RECORDS

The Pastor shall be responsible for keeping accurate records of membership and of his/her ministerial acts, on forms provided by the congregation, and which shall remain the property of the congregation.

He/she shall report those statistics to the congregation annually, and, when required, to the secretary of The Evangelical Lutheran Church in Canada. Upon leaving the congregation he/she shall complete the records of his/her ministry up to the time of his/her departure.

PART TEN – BY-LAW AMENDMENT

Amendments to the By-laws shall be made in the same manner as Amendments to the Constitution (Article 14 – Amendments).

Appendix: Resolutions

December 1996: Cemetery fees shall be the same as City of Steinbach fees.

September 30, 2007: Council shall be approved to spend up to \$5,000.00 on a single purchase without congregational approval.

2008

Council is intending to bring the following motions to the annual meeting. Both motions will be discussed at the annual meeting, with voting to take place at the semi-annual meeting in September as required by the Constitution:

Motion: That both the terms of the President and Vice-President be two-year terms.

Currently the Constitution states: “The president’s term of office shall be one year. The vice-president shall be elected in the same manner, with the same qualifications, and term of office as the president.” The proposal to be made at the annual meeting is that both positions be two-year terms.

Motion: That we change the voting age at St. Paul Evangelical Lutheran Church to 16.

Currently the Constitution states: “Voting members of this congregation shall be those baptized and confirmed members of this congregation who have attained the legal voting age and have signed this constitution.” The National Church has already accepted the request. As such, the proposal to change the voting age at St. Paul to 16 will be made at the annual meeting.