

HANDBOOK

for Leaders

MARANATHA CRC

Edmonton, Alberta



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Revision History

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Section 1 Introduction

1.1 OUR VISION

Maranatha Christian Reformed Church participates in God's great mission in the world - the redemption of His whole creation:

- Our worship services enable people of all ages, genders, backgrounds and abilities to glorify God while being motivated and equipped for His service;
- We intentionally reach out to our immediate community with a special emphasis on refugees and immigrants;
- Our ministries foster fellowship and discipleship, encourage growth and accountability, and help members discover and use the fruits and gifts the Holy Spirit has entrusted to them.

1.2 PURPOSE OF THIS *HANDBOOK*

To identify and explain the procedures to be used by Council, its committees and the ministry leaders.

1.3 USE AND UPDATING OF THIS *HANDBOOK*

- A. This *Handbook* is on our [website](#). The Administrative Director is responsible for ensuring that it is kept up to date as changes are made by Council.
- B. It is the duty of all office-bearers to be fully acquainted with its contents. Part of the first Council meeting in September is to be devoted to doing that.
- D. Deviation from the procedures described in this *Handbook* requires approval of Council.
- E. Members on committees or functions listed in this *Handbook* shall receive a copy of their committee's or function's policies or procedures.

Section 2 Council

2.1 CHURCH GOVERNMENT AND MUTUAL CENSURE

Christian Reformed Churches have embraced the Presbyterian form of church government which is described in our Church Order. **Highlights** of the Presbyterian form of government:

1. All authority belongs to Jesus Christ. He alone is to be obeyed.
2. Jesus rules his church with the "Word".
3. In exercising this rule Jesus makes use of men and women for the welfare of the congregation.
4. Those in office exercise the supervision and care of the church not individually but corporately, as Council or Consistory (elders) of the church.
5. The authority is spiritual in nature. It seeks to serve in Christ's name.
6. All the work must aim at the glory of God, subject to the Word, and stir members to greater faith and love and obedience.
7. The church through delegated representatives cooperates in broader assemblies to uphold the Gospel, maintain unity and promote Christ's cause and kingdom in the world.

Those provisions come to expression in our church order Article 29: *Decisions of ecclesiastical assemblies shall be reached only upon due consideration. The decisions of the assemblies shall be considered settled and binding, unless it is proven that they conflict with the Word of God or the Church Order.* Whatever the majority decides becomes binding for all. However, decisions should be arrived at with as much unanimity as possible and when conclusions have been reached, they should be considered settled.

Congregational meetings shall be conducted by the Council and only those matters which it presents shall be considered. The Council through these meetings *informs, consults* and *submits* matters to the vote of the church. Proposals presented to the meeting by Council cannot be radically altered by motions from the floor. The president or chairperson of Council brings forward the proposals of Council on behalf of *all Council members* who by common consent are *duty bound* to bring the proposals as a *united body* to the meeting and defend and clarify that proposal when called upon to do so. Office bearers attend the meeting as office bearers and *not* as members. They exercise their duty as *leaders* and as a consequence no office bearer can speak or vote *against a proposal of Council*, but may use their office to inform members why Council has taken a certain action or made that particular proposal (for instance the budget).

As we have accepted that our Reformed churches are Presbyterian in government, this means that office bearers are equal in authority and have no supervisor but Christ as the head of the church. As a result of this form of government the churches established the practice of *mutual supervision*. Office bearers and churches supervise each other. Article 36 of the Church Order states: *The Council, at least four times a year, shall exercise mutual censure (Censura Morum) in which office-bearers assess and encourage each other in the performance of their official duties.* This is intended to be a rich experience of candid conversation and evaluation in which elders and deacons together ask themselves:

- How are we doing?
- What are we doing that we should continue doing?
- What are we not doing that we might consider doing?

- What are we doing that we should decrease, or stop?

In the church of Jesus, accountability is always in season!

2.2 NOMINATION AND ELECTION PROCEDURES (of elders and deacons)

- A. Elders and deacons are urged, during the season, to consider potential candidates for office bearers.
- B. Two weeks prior to the Council meeting in March the congregation will be invited to submit to Council names of members whom they consider qualified to be nominated as elder or deacon.
- C. At the March meeting time will be devoted to discuss the qualities needed for a member of the church to be seriously considered for the office of elder and deacon.
- D. A list of nominees shall be established, including from congregational input, by a separate motion for each nominee, which should be made by the district elder of the prospective nominee.
- E. Nominees must be limited to:
 - 1. Those clearly familiar with God's Word and with the Church Order.
 - 2. Those who, in good conscience, can sign the Covenant for Office bearers and answer the questions asked of them in the form of installation in the affirmative.
 - 3. Those who have been out of office for at least two years unless special circumstances prevail.
 - 4. Those who do not have a spouse serving on Council.
- F. The district elders will inform nominees that their names have been placed on the nomination list for office bearers before the names are published in the bulletin. No name may be removed from the nomination list unless lawful objections are received.
- G. Council reserves the right to over-rule any person's objections to his/her nomination and to remove any name from the list if deemed wise. Final nominees need not be informed again of their nomination.
- H. Council will call a congregational meeting, ordinarily on a Sunday in May following the morning service, for the purpose of voting. The Chair of Council or in his absence another Council member will introduce the nominees and give the necessary instructions.
- I. The Executive will appoint a ballot-counting committee to count the ballots and report to the Executive immediately after the counting is completed.
- J. Nominees will be considered elected from the candidates with the highest number of votes and each elected nominee must have received a majority vote.

- K. The Council shall set the date for the installation of office-bearers, ordinarily on the last Sunday of May. The term of office is three years from the month of June just after the date of installation.

2.3 COUNCIL MEETINGS

- A. Meetings are ordinarily held on the first Wednesday of each month. All office bearers are expected to attend.
- B. Meetings are open to any member of the congregation unless Council has declared a meeting to be restricted because a delicate matter needs to be discussed. The contents of such discussions are not to be disclosed to anyone who is not a member of Council. Any member of the congregation who wishes to bring a matter to the attention of the Council may do so by letter, by making a personal appearance or by notifying the Clerk.
- C. The usual order of business is as follows:
1. Opening of the meeting with the reading of a passage from Scripture and prayer.
 2. Roll call.
 3. Additions/deletions to the agenda.
 5. Approval of the minutes of the previous meeting.
 6. Business arising out of the minutes.
 7. Membership matters.
 8. Correspondence.
 9. New business or Other Matters.
 10. Reporting by:
 - a. Pastor
 - b. Elders
 - c. Deacons
 - d. Committees
 - e. Anyone else as required.
 11. Question Period.
 12. Closing.
- D. The Chairperson of Council is responsible for ensuring good order. Some of the rules are:
1. Matters should be brought up in the form of specific motions or recommendations.
 2. No one should ordinarily speak more than twice on a given issue.
 3. The mover or supporter of a motion may be the last speaker before the vote is called.
 4. All remarks must be addressed to the chair.
 5. No one may speak until they are recognized by the Chair.
 6. Important items which are introduced at a meeting without prior notice will ordinarily be deferred to the next meeting.
 7. Notices of motion, submitted to the Clerk by Council members in writing, will be placed on the agenda of the next regular Council meeting.
- E. A printed agenda is to be prepared by the Council Executive and made available to each Council member on the Sunday prior to the meeting.

- F. The Chair of Council should be prepared to present whatever the Executive wishes to report.
- G. Correspondence to be acted upon should be listed on the printed agenda with a brief note concerning its content.

2.4 EXECUTIVE OF COUNCIL

- A. The Executive Committee consists of the Chairperson of Council, the Pastor, the Clerk of Council, the General Alternate (Vice-chairperson) of Council and the Chairperson of the Deacons or, in his/her absence, the General Alternate of the Deacons.

Note: The Chairperson of Council may be the Pastor or another suitable elder or deacon.

- B. **Duties** include:
 1. Meet a week prior to the Council meeting to prepare an agenda for that meeting. Agenda should include a brief explanation of items to be discussed and have information of importance attached. Agendas must be available to each Council member the Sunday prior to the Council meeting.
 2. Implement Council decisions.
 3. Make recommendations to Council on important matters to shorten required debate at Council meetings.
 4. Make decisions on routine issues, e.g. correspondence received, etc and report these decisions to Council.
 5. Make recommendations to Council regarding membership requests.
 6. Recommend to Council persons for various committees and functions when vacancies occur.
 7. Make adjustments as required to the districts of each elder prior to the first Council meeting in June.
 8. Exercise leadership of Council in order that all matters are dealt with in a proper and efficient manner.

2.5 CHAIRPERSON OF COUNCIL

- A. The Chairperson is elected by Council in June of each year immediately following the appointment of newly elected office bearers.
- B. **Duties** include:
 1. Serving as the Chairperson of Executive, Congregational, Council, Elders and Finance & Admin meetings.
 2. Serving as liaison between the Finance and Administration committee and Council and informing the committee of all pertinent Council decisions.
 3. Preparing donation sheets for each elder with the help of the Contributions Record Keeper. These sheets are to be updated at the beginning of the year, for the previous

year's contribution and at the beginning of October for the third quarter donations of each year.

4. Furnishing the church treasurer with authorization whenever a decision of Council affects church expenditures.
 5. Contacting all persons who have been recommended or nominated, inquiring if they can accept specific positions, and after Council's appointment, informing members of their appointment and explaining the duties involved.
 6. Carrying out all decisions of Council jointly with the Executive.
 7. Assisting the Pastor in all matters of concern in the church.
 8. Being prepared to provide an alternate to lead the worship service in case the designated person is unable.
 9. Ensuring that all rules, including rules of parliamentary order for the Council meetings, are properly observed.
 10. Ensuring that the stipulations of the Church order are followed.
 11. Stating and explaining the business to be transacted at meetings. The chair should not accept any motion made by a member unless the member has clearly stated the motion and the entire Council understands its precise meaning. After a motion has been made, supported and discussed, the chair should once again state the motion very clearly before a vote is taken.
- C. The Chairperson of Council may be exempted from Pastoral care visiting.

2.6 CLERK OF COUNCIL

- A. The Clerk is elected by Council in June of each year immediately following the appointment of newly elected office bearers.
- B. **Duties** include:
1. Preparing, in consultation with the Executive, the agenda for each regular meeting of the Council. This agenda must be available to the members of Council on the Sunday prior to the meeting.
 2. Recording, and keeping in a safe place, the minutes of Council, Consistory and Congregational meetings.
 3. Handling all correspondence on behalf of Council, corresponding by letter when necessary and keeping copies of letters.
 4. Keeping a record of the visits made by each elder and Pastor.
 5. Preparing a report on Council meetings for the congregation via the church bulletin on all matters that are of interest and concern to the members of the church.
 6. Providing the bulletin editor with announcements concerning the meetings of Council, Congregational meetings and other matters as required by Council.
 7. Obtaining copies of whatever material is required by Council members, such as:
 - Church Yearbook, Church Order, Acts of Synod
 - Elders' Handbook, Deacons' Handbook
 - Documents for meetings

8. Preparing assignment sheets for the following:
 - a. Elder of service for the worship services.
 - b. Elders for communion services.
 - c. Annual society visits by elders and deacons
 9. Providing district elders with up-to-date membership records
 10. Preparing ballots for all elections of elders and deacons.
- C. The Clerk may be exempted from Pastoral care visiting except to maintain contact with members who live out of town and to visit them when they come home.

2.7 GENERAL ALTERNATE (VICE-CHAIRPERSON) OF COUNCIL

- A. The General Alternate is elected by Council in June of each year immediately following the appointment of newly elected office bearers.
- B. **Duties** include:
1. Fulfilling the functions of the Clerk or the Chairperson during the absence of either one.
 2. Arranging for someone to conduct the worship services during the absence of the Pastor (Pulpit Supply).
 3. Special projects as assigned or willing.

2.8 CONGREGATIONAL MEETINGS (MEMBERS MEETINGS)

- A. Congregational meetings must be held at least twice a year. One meeting, held in late November or early December, is for the congregation to discuss and approve the budget as proposed by Council. A second meeting is held in March for the purpose of giving the congregation the opportunity to review the financial statements of the previous year and to listen to reports dealing with church activities. Additional congregational meetings may be scheduled by Council as required. The agenda for all meetings should normally be made known to the congregation at least two Sundays prior to the meeting.
- B. Year-end reports are presented to the Annual congregational meeting. Reports should include:
1. The financial statement approved by Council.
 2. The Auditors' Report
 3. The annual report of the Clerk of Council.
 4. The financial statement of the deaconate.
 5. Annual reports of all programs and ministries.
- C. All elders, deacons and confessing members are expected to be present at every congregational meeting.
- D. The Chairperson of Council ensures that the congregational meetings are announced from the pulpit on the Sunday prior to the meetings.

- E. Quorum is the lessor of 20 members or 20% of the active Members present at the meeting.

2.9 CLASSICAL MATTERS

- A. Delegates to Classis (a regional group of CRC churches) must be appointed by the Council prior to each scheduled meeting of Classis. Council must allot sufficient time to discuss the Agenda of Classis so that the delegates may know the sentiments of Council. Since Classis is a deliberative body, delegates may vote according to their own convictions but in general must convey the sentiments of the Maranatha Council.
- B. The Pastor and other delegates must report back to Council on those decisions and actions taken by Classis which are of importance and of interest to Council.
- C. All Council members should participate in discussions with church visitors representing Classis.

2.10 SAFE CHURCH POLICY

Article 63 of the Church Order says it well: *Each church shall minister to its children and youth—and to the children and youth in the community who participate—by nurturing their personal faith and trust in Jesus Christ as Savior and Lord, by nurturing their faithful participation in the Lord’s Supper, by preparing them to profess their faith publicly, and by equipping them to assume their Christian responsibilities in the church and in the world. This nurturing ministry shall include receiving them in love, praying for them, instructing them in the faith, and encouraging and sustaining them in the fellowship of believers.*

Our Safe Church policy is very long and detailed. It cannot be shared with other churches. The policy is on our [website](#) and is accessible only to members of Maranatha CRC who have the password.

Therefore, we include in this *Handbook* only some excerpts from the introduction:

- A. We believe it is the responsibility of Maranatha CRC to provide a safe environment for children, youth and vulnerable adults who are in attendance at Maranatha’s facilities or who participate in Maranatha-sanctioned activities and programs wherever they may be carried out.
- B. We recognize that we are a reflection of God’s love to those in our care and we take our responsibility seriously. Micah 6:8 presents this challenge: *He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?* Micah suggests that the Lord requires three things of us:
 - a. *To act justly* – we must work for justice, seeking to promote the truth and speak out on behalf of the vulnerable.
 - b. *To love mercy* – compassion needs to be the bedrock of all our work.
 - c. *To walk humbly with our God* – every area of our lives needs to be marked by humility, righteousness and integrity.

- C. We recognize that providing a safe place for children, youth and vulnerable adults is also a legal requirement. We have a legal responsibility to ensure that a plan for protecting children, youth and vulnerable adults is in place and is diligently followed. Our legal responsibility includes being accountable for the actions of our employees and volunteers, that as a church we could be held vicariously liable for their actions. This policy and the guidelines contained within it are to help us in fulfilling our responsibilities to provide as safe and nurturing environment as possible for children, youth and vulnerable adults. In partnership with parents, we, as a church, seek to provide quality care and instruction to families and in this way, promote spiritual growth at every age level.

Section 3 Duties of Elders and Deacons

3.1 ELDERS AND PASTORAL CARE

A. Districts:

1. Every year each elder is assigned a group of members which is called a district.
2. Each elder may be assigned to the same district for the entire three year term in office.

B. Visiting duties:

1. Each district elder should ordinarily visit each family or youth member in his district at least once a year.
2. Special attention should be paid to those who are inactive or "fringe" members.
3. Visits should be made promptly to persons who have recently joined Maranatha or who have shown an interest in doing so.
4. A district elder together with another member of Council must visit persons who wish to publicly profess their faith in the Lord or who wish to marry in the Lord.
5. Visits should be made promptly to those who have experienced a death in the family and the district elder should attend the funeral if possible.
6. Any person or family requesting a transfer of membership to Maranatha should be visited by a district elder before approval is given at a Council meeting.

C. Other Duties:

1. In the case of the death of a church member, each district elder should inform the members in his district as well as the district deacon. An exception may be made to this rule when a Sunday falls between the death and the funeral.
2. Advise the deacons of families who require financial assistance.
3. Attend weddings of persons in the district and present the wedding Bible.
4. Carry out assignments which include the following:
 - a. Serving as elder of service.
 - b. Serving at the Lord's Supper.
 - c. Making Ministry visits.An elder who cannot fulfil one of these assignments at the scheduled time is responsible for finding a replacement.
5. Be available to the Pastor (as well as the Pastor's wife, if appropriate) to discuss the work of the Pastor in all its facets, as it is perceived by the Pastor himself, by Council and by the congregation.
6. Advise the Pastor in the performance of his function. The positive aspects of the Pastor's performance should be emphasized in order to enhance his effectiveness; they should also try to find and suggest ways and means to strengthen aspects of the Pastor's work if and where that is desirable. The aspects of the Pastor's duties to be considered include:
 - a) The effectiveness of the Pastor's preaching
 - b) The visiting of the sick, the widow(er)s, the troubled
 - c) The relationship with Council and the congregation
 - d) The teaching of the youth of the church

7. Uphold the Pastor and his family in prayer and encourage the congregation to do so.
8. Attend all Elders, Council and Congregational meetings.
9. Attend all worship services.

3.2 ELDER OF SERVICE

- A. Each elder, in rotation, will be the elder of service during the worship services. The Clerk prepares the schedule for these assignments, providing each elder with a copy and posting a copy on the bulletin board. Anyone who cannot fulfil an assignment must find a replacement.
- B. **Duties** include the following:
1. Arrive in the meeting room at least 15 minutes prior to the service.
 2. Check the bulletin for any announcements that should be made by the Pastor.
 3. Lead in prayer before the morning service to ask for the Lord's blessing and lead in thanksgiving prayer after the evening service.
 4. Lead the Pastor or person leading the worship service into the auditorium and shake hands with him before he proceeds onto the pulpit. Shake hands again when the service has concluded. This symbolizes a transfer of authority to and from the Council to the Pastor.
 5. Ensure that a visiting Pastor conducting the service is familiar with the order of worship.
 6. Join the Pastor at the exit to greet the departing congregation (*morning service only*)

3.3 ELDERS' (CONSISTORY) MEETINGS

- A. **Purpose:**
1. To listen to the reports of each elder on the Pastoral visits that have been made.
 2. To offer mutual advice and counsel in the work of caring for the spiritual wellbeing of all the members of the districts.
 3. To decide upon disciplinary action when deemed necessary.
- B. Meetings are ordinarily held on the third Wednesday of the month.
- C. The Clerk should keep an accurate account of the minutes of each meeting and keep a record of all visits and disciplinary actions.
- D. All disciplinary actions are the responsibility of the elders. Actions which require an announcement to the congregation or the approval of Classis will be decided upon by the full Council upon the recommendation of the elders.

3.4 DEACONS (DIACONATE) DUTIES AND MEETINGS

A. Duties:

1. Each deacon is assigned to one or more districts in the congregation. They should become familiar with the families in their district. They should visit the elderly, widows, widowers, shut-ins and the sick. Moreover, they must seek to mercifully assist those who are in need by providing financial assistance and/or counsel as required and as agreed upon by the deacons.
2. The deacons plan and prepare a schedule of offerings for the church's worship services. This plan must be approved by Council. The first offering in the morning service is for the General Fund and the second offering is for a cause which seeks to advance the Kingdom of God. The offering in the evening service will be for various causes.
3. The deacons ordinarily receive the offerings during the worship services according to a schedule mutually agreed upon by the deacons.
4. Deacons are requested to consult with the district elders if a family or person in their district is in need of attention. The purpose of this is to keep each other informed and to support each other's efforts.
5. Each deacon should attend important occasions of those in their district.

B. Meetings:

1. The diaconate meets once a month as arranged by the deacons.
2. The diaconate elects its own chairperson, secretary, treasurer and general alternate.
 - a) The Chairperson chairs the meetings, prepares the agenda for each meeting, oversees the work of the deacons and reports on their work to Council.
 - b) The secretary keeps an accurate account of all diaconal decisions, prepares for the church bulletin any relevant announcements or items of news that are of interest to the congregation and handles all diaconal correspondence.
 - c) The treasurer keeps an accurate account of the moneys received and disbursed from the Benevolent Fund.
3. Representatives are elected each year to the following:
 - N.A.D.C.
 - Worship Committee
 - Refugee Committee
 - Missions Committee
 - Interfaith meetings

Section 4 Job Descriptions for Staff

4.1 PASTOR'S (MINISTER'S) DUTIES

- A. **Conduct regular worship services** in which the Word of God is proclaimed and the Sacraments are administered:
1. Lead two public worship services each Sunday, unless other arrangements have been approved by Council.
 2. Conduct worship services on special days to be observed by the churches in the denomination, e.g. Good Friday, or in specially-called services, e.g. Prayer Service for a specific purpose.
 3. Administer baptism and the Lord's Supper.
 4. Conduct wedding services upon request of Council. The Pastor may occasionally, with permission from Council, perform a wedding in a private gathering of relatives or friends.
- B. **Exercise Pastoral care:**
1. Visit with members of the congregation in order to feel the spiritual "pulse" of the congregation.
 2. In consultation with the elders or deacons, visit the troubled and spiritually wayward. Spiritual counselling may be called for in some instances; in other cases, referrals to professional counselling services may need to be made.
 3. Visit the sick, the elderly and the bereaved.
 4. Conduct funeral services upon request of Council. The Pastor may occasionally conduct the funeral of someone who is not a member of our church.
- C. **Take an active part** in the instructional program of the church:
1. Plan programs and materials for church school classes and fellowship group meetings.
 2. Advise other ministries concerning materials selection and purchasing.
 3. Teach a regular church school class and conduct a pre-confession class, (other classes are usually taught by competent, confessing members of the congregation).
 4. Conduct counselling sessions with those desiring to be married in the Lord.
- D. **Encourage and stimulate** the congregation in its church-related activities:
1. Encourage outreach and evangelism as opportunities arise.
 2. Stimulate vibrant worship by participating in the work of the Worship Committee.
- E. **Attend meetings:**
1. Attend monthly Executive, Council and Elders' meetings.
 2. Attend Classis meetings as the ministerial representative of our church.
- F. **Form and maintain relationships:**
1. Report to the Elders and Council concerning the work done and visits made; this is primarily to provide accountability.
 2. Maintain meaningful liaison with the Deacons.
 3. Maintain a good liaison with the district elders and deacons, in order to alert them to needed visits and/or action.

4. Consult with the Executive to arrange for vacations, Sundays off and other absences.
5. Maintain contact with other CRC Pastors, as well as with local clergy.

4.2 ADMINISTRATIVE DIRECTOR

- A. The Admin Director is appointed by the Council upon recommendation of the Finance and Administration committee. This is a salaried position, established as per annual budget.
- B. **Duties:**
1. Maintain the membership database and church website.
 2. Maintain the outdoor church sign.
 3. Coordinate with bulletin editor and Pastor regarding bulletin announcements.
 4. Provide administrative assistance as needed for the Pastor, Council, committees, programs and congregational meetings.
 5. Attend Council meetings: assist with agendas and minutes.
 6. Serve as Maintenance coordinator for the church, including grounds maintenance.
 7. Pick up and distribute church mail.
 8. Serve as administrative contact for classical and synodical requests and reports.
 9. Serve as Privacy Officer and assist Safe Church committee by ensuring that volunteer police checks and other requirements are met.
 10. Coordinate church bookings with custodians and other staff.
 11. Maintain an email list and send news to members as required.

4.3 BULLETIN EDITOR

- A. The bulletin editor is appointed by the Church Council upon the recommendation of the Finance and Administration Committee, and must be a mature and confessing member of the congregation.
- B. **Duties:**
1. Edit the contents of the weekly church bulletin in consultation with the Pastor and Administrative Director.
 2. Make arrangements for the duplication and distribution of the bulletin.
 3. Email *Orders of Worship* to visiting Pastors or service leaders for inclusion in the bulletin.
- C. The bulletin editor may abbreviate or edit bulletin announcements to conserve space and must ensure that the content of the Church bulletin reflects the official witness and proclamation of the Reformed Faith.

4.4 MEDIA EDITOR

- A. The media editor is appointed by the Church Council upon the recommendation of the Finance and Administration Committee, and must be a mature and confessing member of the congregation.
- B. **Duties:**
1. Enter all required information in the computer for projection during worship services. This includes duty assignments, announcements, responsive readings, songs, sermon slides and anything else required by the Council, Pastor or Musicians.

4.5 CUSTODIAN

- A. The custodian is appointed by the Council upon recommendation of the Finance and Administration committee. This is a salaried position, established as per annual budget.
- B. **Duties:**
1. Cleaning and preparing the church building for Sunday services, weddings, funerals, meetings, catechism classes and other approved functions during the week.
 2. Opening the church building in time for worship services, weddings, funerals, meetings, church school classes and other approved functions and securing the building afterward by locking the exterior doors.
 3. Preparing the table for the Lord's Supper and assisting the Worship Committee in the preparation of the elements.
 4. Preparing coffee for meetings.
 5. Preparing, with assistance, coffee and other refreshments after every morning service and occasionally for other services.
 6. Notifying the Admin Director for all repairs. The custodian is not responsible for the outside maintenance and snow cleaning; however, the custodian is to assist in cases of emergency.

4.6 GROUNDS MAINTENANCE

This is a paid contract position. Remuneration will be determined by the Finance and Administration committee, payable in 12 monthly installments.

Summertime Duties:

- Cut grass once a week
- Fertilize lawn area in spring and fall
- Water during dry periods
- Plant flowers in flowerbeds in spring
- Maintain flower bed borders, shrubs and trimming.

- Keep Church property reasonable free of weeds, debris, sand, etc, especially sidewalks (including public sidewalks) steps and entrances.
- Remove annual flowers before winter

Wintertime Duties:

- Keep Church property reasonable free of debris, sand etc., especially sidewalks (including public sidewalks) steps and entrances.
 - Remove snow as soon as reasonable after a snow fall within 24 hours and at least half an hour before the start of a worship service on Sunday, and any wedding or funeral service during the week.
 - Give special attention to the handicap parking next to the Church building and assure accessibility from the parked vehicle to the sidewalk by cleaning snow and ice from that area as much as possible.
- A. Sanding and the application of de-icing chemicals shall be done in time for all worship services and when needed during the week. Driving lanes on the parking lot and the back alley shall also be sanded in severe icy conditions.
- B. The Admin Director is responsible for informing the contractor about special church services or events during the week.
- C. Tools for maintenance will be provided by the maintenance contractor. Flowers, plants, fertilizer, sand, weed control and de-icing materials may be obtained with the approval of the F&A Committee and paid for by the Church. The removal of accumulated snow on Church property shall be the responsibility of the F&A committee.
- D. The F&A committee reserves the right to cancel the contract and withhold payment if the contractor fails to perform the stated maintenance requirements. In the event that a dispute shall arise between the contractor and the committee, final judgment shall rest with Council.

Section 5 Job Descriptions for Volunteers

5.1 CONTRIBUTIONS RECORD KEEPER

- A. The Contributions Record Keeper is appointed by Council.
- B. **Duties:**
 - 1. Purchasing and preparing for distribution sets of contribution envelopes for the members of the congregation. A set of envelopes is to be prepared for every family and single confessing member and every adult baptized member. The Administrative Director will assist in preparing a list of contributors. Envelopes are made available to the congregation by Christmas each year. Any sets of envelopes not picked up by the middle of January are to be delivered by the district elder.
 - 2. Preparing confidential contribution sheets for each district elder so that each elder may be aware of the contributions of the members in the district. These contribution sheets are to be updated in January for the previous year's contributions and in October for the third quarter of the year.
 - 3. Keeping an accurate record of the donations of each contributor and providing them with a statement of donations for the period ending September 30th and December 31st of each year. Tax receipts shall be created and distributed after the end of each year for income tax purposes.
 - 4. Give contribution envelopes to new members.

5.2 USHERS' GUIDELINES

- A. Be dependable in serving: be familiar with the schedule and arrive at Church at least 30 minutes prior to the start of the service when it is your turn to serve.
- B. Take your turn as indicated on the schedule. If you cannot be there, make arrangements for a replacement and notify the head usher of the change.
- C. Wear your badge whenever you are serving. The worshippers must be able to identify you as an usher.
- D. Offer to escort people into Church when it is busy. Ask people where they prefer to sit, escort them there and hand them a copy of the Church bulletin. Be aware of where the empty seats are.
- E. Be on the lookout for people needing songbooks or bulletins.
- F. Open or close curtains and doors as required. It is your responsibility to make everyone as comfortable as possible.
- G. After service duties:
 - 1. Open the doors.

2. Assist people who require help with stairs, elevators or information.

5.3 SOUND TECHNICIANS

- A. The head Sound Technician is appointed by Church Council upon the recommendation of the Finance and Administration Committee.
- B. The head Tech arranges for other volunteer technicians to assist as required for each church service and for special services such as marriages, funerals and congregational meetings.
- C. The head Tech creates a sound schedule every year. If a tech cannot be available for a service, he/she must find a qualified replacement.
- D. Sound techs control and adjust microphones and record each service on CD. The CD is given to the Admin Director immediately after each service to post on the website.
- E. Sound techs provide hearing assist aids to members who require them.

5.4 MEDIA TECHNICIANS

- A. The head Media Technician is appointed by Church Council upon the recommendation of the Finance and Administration Committee.
- B. The head Tech arranges for other volunteer technicians to assist as required for each church service and for special services such as marriages, funerals and congregational meetings.
- C. The head Tech creates a media schedule every year. If a tech cannot be available for a service, he/she must find a qualified replacement.
- D. Media techs control projection of songs, litanies, sermon slides and anything else that needs to be projected for the congregation.

5.5 HALL MONITORS

Hall Monitor responsibilities are designed to maintain the safety and security of all persons in the church building gathered for church services at Maranatha. This includes morning, evening and special services.

- A. In order to be considered qualified to perform the duties/responsibilities of the Hall Monitor the scheduled person must be a current member of Maranatha council. The Hall Monitor must have a current Criminal Record history check, including vulnerable sector check. The Hall Monitor should not be related to both nursery personnel.

- B. The Hall Monitor for a church service cannot also be performing the duties/ministry of the:
- Media Projectionist;
 - Sound Technician;
 - Nursery or Sunday school teacher; or
 - Praise team/musician.
- C. **Duties:**
1. Arrive at Maranatha no later than 15 minutes prior to the start of any church service;
 - In the event a scheduled Hall Monitor knows he/she will not be able to fulfill their duties/responsibilities, the Hall Monitor shall contact another qualified person prior to the commencement of the church service.
 - The church service will not commence until a qualified person is identified to be Hall Monitor.
 2. Be aware of the locations of all fire extinguishers, first aid kits and defibrillators and ensure they are accessible.
 3. Visit the nursery 5 minutes before the service and identify yourself as the Hall Monitor.
 4. Should the nursery attendant(s) require additional personnel or the scheduled person(s) do not arrive, the Hall Monitor will:
 - Notify the Nursery coordinator to locate a suitable replacement. If a replacement cannot be located, then;
 - Notify a parent to take over responsibilities of the Nursery. If no parent will volunteer, then;
 - Notify the Pastor and/or the Elder of Service and an announcement will be made from the pulpit before commencing the church service that 'X' number of person(s) are required to assist in the nursery. Once enough persons are identified and have left the sanctuary, the church service can begin.
 5. Once the ushers have taken their seats (usually 10 minutes into the church service) the Hall Monitor shall exit the sanctuary and complete a "walk-through" of the building. A "walk-through" shall consist of the following:
 - Checking the entire interior of the building including coat rack areas, all empty/unlocked classrooms/offices and each bathroom.
 - i. To check a bathroom of the opposite gender, the Hall Monitor shall knock on the door with sufficient force, edge the door open and announce in a clear voice: "Hall Monitor. Is there anybody in here requiring assistance?" Pause and listen for a moment to ensure no one responds.
 - ii. If assistance is required, either request permission to enter, or in the event of a non-emergency situation, advise a person of the same gender in the sanctuary to provide assistance.
 - Checking the exterior of the building and ensuring the doors are locked (excluding the main front entry doors).

6. Upon dismissal of Sunday school children from the sanctuary, the Hall Monitor shall exit the sanctuary at the same time, checking in with the head Sunday school teacher/leader to confirm there is an adequate number of teachers and helpers. In the event there are not enough teachers and/or helpers the Hall Monitor shall ensure the following:
 - Hall Monitor or a Sunday school teacher proceeds to the sanctuary to locate additional person(s) to assist.
7. Upon ensuring there are enough person(s) assisting with Sunday school, the *Hall Monitor* will check on the Nursery room before returning to the sanctuary.
8. Approximately half-way through the sermon, the Hall Monitor will check on each Sunday school room, the Nursery and each bathroom.
9. At the conclusion of the sermon, the Hall Monitor will check on each Sunday school room, the Nursery, each bathroom and visually monitor the parking lot.
10. If after a church service begins a person or group enters the Church, the Hall Monitor will welcome them to Maranatha and provide assistance in locating a seat in the sanctuary. If the person or group requires something other than finding a seat, the Hall Monitor will ask the custodian (or any other person) to locate a second member of Council to assist in order to not leave the person or group unattended and the situation/request should be handled with at least 2 Council members present.

5.6 HALL MONITOR CHECKLIST

1. Arrive at Maranatha no later than 15 minutes prior to the start of any church service.
2. Be aware of the locations of all fire extinguishers, first aid kits and defibrillators and ensure they are accessible.
3. Visit the nursery 5 minutes before the service and identify yourself as the Hall Monitor.
4. Be aware of the mandatory ratios of personnel to children:
 - 2 personnel for every 10 children ages 0 - 5 years
 - 2 personnel for every 20 children ages 6 – 12 years
5. Should the nursery attendant(s) require additional personnel or a scheduled person does not arrive:
 - Ask the Nursery coordinator to locate a suitable replacement. If a replacement cannot be located, then;
 - Ask a parent to take over responsibilities of the Nursery. If no parent will volunteer, then;
 - Ask the Pastor and/or the Elder of Service to make an announcement from the pulpit before the church service that 'X' number of person(s) are required to assist in the nursery. Once enough persons are identified and have left the sanctuary, the church service can begin.
6. **WALK 1:** 10 minutes into the church service do a "walk-through" of the building:

- Check the entire interior of the building including coat rack areas, all empty/unlocked classrooms/offices and each bathroom.
 - Check the exterior of the building and ensure all doors are locked except for the main front entry doors.
7. **WALK 2:** Accompany Sunday school children when they are dismissed for classes. Check in with the head Sunday school teacher/leader to confirm there is an adequate number of teachers and helpers. In the event there are not enough teachers and/or helpers:
 - Hall Monitor or a Sunday school teacher proceeds to the sanctuary to locate additional person(s) to assist.
 8. Check on the Nursery room before returning to the sanctuary.
 9. **WALK 3:** Half-way through the sermon check on each Sunday school room, the Nursery and each bathroom.
 10. **WALK 4:** At the conclusion of the sermon check on each Sunday school room, the Nursery, each bathroom and visually monitor the parking lot.
 11. If during any church service, a person or group enters the Church, welcome them to Maranatha and provide assistance in locating a seat in the sanctuary.

5.7 CHURCH DIRECTORY

- A. The Admin Director and Clerk of Council are responsible for preparing annually an up-to-date list of all members of the congregation for inclusion in a church directory.
- B. The list of members for the directory shall include the names of the members of each family and the names of individual members living outside the family setting. The list must also include the names of those who worship regularly with us but who may not be members.
- C. Council favours the printing of a city-wide church directory of the Christian Reformed Churches in Edmonton. If the greater Edmonton CRC community fails to arrange for the printing of such a directory, a local directory will be prepared at appropriate times for members of the Maranatha congregation only.

5.8 TREASURER

Duties:

- A. Disburse monies on behalf of the Church under the direction of Council.
- B. Issue and sign cheques on behalf of the Church.
- C. Maintain payroll records and accounts payable records.

- D. Invest funds belonging to the Church as directed by Council.
- E. In cooperation with the Counting Committee, record and deposit the monies received by the Church into the proper bank accounts.
- F. Keep a full and accurate account of all assets, liabilities, receipts and disbursements of the Church, including the following:
 - (i) recording the Church income and receipts
 - (II) recording Church disbursements
 - (iii) preparation of monthly bank reconciliations
 - (iv) preparation of monthly bank statements
- G. Present and explain the annual Budget and Financial Statements to the congregation.
- H. As a member of the Finance & Admin Committee, assist in annual budget preparation.
- I. Ensure that no member of the Council receives any remuneration for services on Council from the Church unless such monies are for purposes of reimbursing such member for legitimate expenses incurred on behalf of the Church, or unless such monies are for purposes not relating to that person being a member of Council.
- J. Be the custodian of all financial documents of the Church, including mortgage documents, legal papers relating to the property, and insurance policies.

5.9 GREETERS

- A. Prior to every Sunday morning worship service, two members of the congregation greet worshippers as they arrive in the front foyer.
- B. A head greeter is assigned by Council to create a schedule; greeters normally are scheduled every 8 weeks or so.
- C. Visitors must be welcomed warmly and invited to join the congregation for refreshments after the service. Any questions about bathrooms, nursery etc are answered.
- D. For Lord's Supper services, Council members are assigned to greet members and visitors. In addition to a warm welcome, visitors are invited to participate in Communion and are informed of our Lord's Supper participation policy which is that all baptized Christians, including children, are welcome.

Section 6 Ministries

6.1 WELCOMING NEW MEMBERS

- A. After a new member or family is accepted into the fellowship of our church, they will be assigned to a specific elder's district. The elder is expected to make a "Get-Acquainted Visit" as soon as possible during which the elder should seek to acquaint the new member with the history of the Maranatha congregation and invite the member(s) to participate in the activities of the church (ministries, groups, programs, etc.).
- B. The Pastor will arrange for a public welcome of new members during a worship service.
- C. The Clerk must see to it that an announcement, including address, postal code and phone number, appears on the church bulletin concerning the new member's acceptance into the fellowship of the church.
- D. The Clerk must contact the Contributions Record Keeper to provide the new member(s) with contribution envelopes.
- E. The Clerk will provide the district elder with the particulars of the new member and also update the church register.
- F. Each new member or family shall be provided with the following:
 - 1. List of districts.
 - 2. Church Directory.
 - 3. Picture directory
 - 4. Box of contribution envelopes.

6.2 CHURCH SCHOOL

- A. The church school classes are planned by the Pastor for children in grades 6-12. The materials to be used and the appointment of teachers are to be approved by the Council in the summer prior to the beginning of the church season.
- B. The minister normally teaches the pre-confession and Grade 11/12 classes. Other classes are taught by mature, confessing members of the congregation.
- C. Ordinarily, classes begin in September and continue until Easter.
- D. All materials, including books, are paid for by the Church.
- E. The elders must visit each class annually according to a schedule prepared by the Clerk. Any elder may be called upon to make these visits and to report to Council their evaluation of the teaching and the response and interest of the students.

6.3 SUNDAY SCHOOL

- A. The purpose of Sunday School is to supplement the teachings of the church in terms understandable to children.
- B.
 - 1. Teachers should be adult confessing members who are faithful in their relationship with God. Each teacher must have a helper who is normally a younger member of the church.
 - 2. Teachers must be able to teach at the level of their students.
 - 3. They must use the curriculum that has been approved by Council and should be open to instructions and suggestions.
- C. New leaders should have the opportunity to become familiar with the material and to get to know the students and other teachers before they begin to teach.
- D. The Sunday school Superintendent is appointed by Council for a period of three years.
- E. The Superintendent should have a meeting with the Sunday School teachers at least once during the term in order to determine if any improvements need to be made.
- F. Each class must be visited by an elder at least once during each term. This is to provide encouragement for the teachers and students and accountability to Council.
- G. Liaison with Council is through either the Pastor or the elder who visits.
- H. Age groups of classes will be determined by the Superintendent and teachers each year depending on the number and ages of the students.

6.4 NURSERY COORDINATOR

- A. The nursery coordinator is appointed for a three-year term by Council upon the recommendation of the Finance and Administration Committee.
- B. The nursery coordinator prepares schedules for attendants and generally supervises the nursery. The coordinator shall also clean and maintain all toys quarterly.

6.5 HOMEWORK CLUB

The Homework Club meets on Tuesday evenings from 7:00-8:30 where immigrant refugee children from grades 1-12 are welcome to come to get help with their homework. The time includes specific homework help and supervised educational games to allow more social learning.

This is a time of building community and friendships among the children and the adult helpers. The club has up to 20 children attending on a weekly basis and about 10 adult helpers.

6.6 CADETS

Cadets is a club for boys grades 3 to 6 (ages 8 to 11), which meets every second Monday night from 7:00-8:30 p.m. The boys will study the Bible, do badge work, make crafts, and participate in other fun activities including a snow derby and a pine car derby. This group is currently not active.

6.7 GEMS

The name "GEMS" stands for *Girls Everywhere Meeting their Saviour*. This program is open to all girls ages 7-11 (grade 2 to grade 6). On average, GEMS meets two Thursday evenings plus one Saturday afternoon per month. Join us for crafts, stories, and a whole lot of fun while learning about God and the Bible!

6.8 YOUTH GROUP

This group is for youth in junior and senior high school. From pumpkin carving, bubble gum sculpture making, and gingerbread house creating to bowling, from discussions to movie making, from attending conventions to throwing a red carpet awards evening, they do it all. The group typically meets 2-3 times each month: two Friday evenings and an occasional Saturday.

6.9 COLLEGE & CAREERS

This group is for young adults ages 19-35 who are attending college or beginning a career. They meet occasionally to discuss topics ranging from book readings to video series with study guide questions to stir conversation and discussion. Members of the group take turns hosting the evening and leading the discussion.

6.10 COFFEE BREAK

Coffee Break is a Bible Study program for women. It meets in church on Thursday mornings from 9:30 to 11 a.m. from October to the end of April. The program has been running in Maranatha since 2000.

Meetings include a social time and a Bible study using the *Discover Your Bible Series*, an inductive Bible study from Faith Alive Christian Resources. As well as lively discussions, the group spends time in prayer and singing. At Easter and Christmas they enjoy special litanies and lunches.

Women from our church and from outside of our church and of any background, age and Christian experience are welcome!

6.11 PRAYER MINISTRY TEAM

Believing that prayer is vital to our church, both locally and beyond, the Prayer Group of Maranatha strives to be a place of openness and honesty, to pray for church leaders and ministries, share concerns and blessings with each other and bring them to God in prayer.

Meetings are at the church on the first and third Monday evening of each month, October through June. The group spends time in reflection and prayer, bringing the needs and praises of the church and community that are brought forward through the church bulletin, prayer request box and verbally.

All are welcome, whether regularly or occasionally, to attend this casual yet meaningful gathering.

Section 7 Committees

7.1 WORSHIP COMMITTEE

- A. The Committee consists of three confessing members of the congregation, plus a representative of Council, a musician and the Pastor, if he so desires.
- B. Council encourages the Worship Committee to plan meaningful worship services reflecting the theology we believe for the glory of God, attempting to strike a balance between the preferences of all members. This shall be accomplished by:
1. Planning the liturgy around the Reformed tradition of:
 - Entering into the presence of God
 - Confessing our sins
 - Experiencing the forgiveness of our sins
 - Hearing God's word proclaimed
 - Bringing our tithes and offerings
 - Worshipping God with prayer and song
 - Going out to serve God and our neighbour
 2. This should involve:
 - Songs of praise, celebration, confession and thanksgiving
 - Videos, litanies, responsive readings and slide presentations, as appropriate
 - Praise groups and choirs to lead congregational singing.
 - Choosing a balance of traditional and contemporary songs
 - Involving as many people as possible to make people feel welcome in our church and our services.
 3. Scheduling a calendar of planned services.
 4. Promoting frequent contact between committee and Council for consultation and feedback.
- C. Other responsibilities:
1. Preparing schedules, coordinating, appointing, training and supervising the tasks of musicians, song leaders, greeters and ushers.
 2. Obtaining and preparing the elements for the sacrament of the Lord's Supper, with the assistance of the custodian.
 3. Making recommendations to Council regarding the purchase of approved Bibles and hymnals.
 4. Arranging for flowers, decorations and banners in the church sanctuary and lobby when appropriate.
 5. Arranging for legal use of copyright material by obtaining appropriate licences and permission for use.
 6. Arranging for guest musicians.
- D. The Worship Committee operates within an annual budget determined by Council.

- E. The Worship Committee reports to Council through minutes of its meetings and its Council representatives.

7.2 FINANCE AND ADMINISTRATION COMMITTEE (ADMINISTRATION COMMITTEE)

A. Organization:

- 1 The Finance and Admin Committee consists of five members appointed by Council to their respective functions. The five members are: Chair of Council, who is also chair of this committee, Admin Director, Treasurer and two members at large. Immediate family members should not serve together on this committee.
- 2 Members of the committee shall be appointed for three year periods. For vacancies in committees under their supervision, they shall make recommendations to Council. The committee meets at any time there is a need to do so.
- 3 The signature of the treasurer and another confessing member of the congregation shall be required on all cheques above a certain amount, as set by decision of Council.
- 4 The Treasurer has specific responsibility for the counting committee and reports to the Finance and Administration Committee.

B. Duties include:

1. Administration of the properties, funds and revenues which include the following:
 - a) The collection of budget contributions by methods which are approved by Council.
 - b) The maintenance of proper financial records and the establishment and maintenance of proper files and documents.
 - c) The maintenance and repairs of Church buildings and properties, including lawn care and snow removal.
 - d) The control and distribution of all meeting space of the church.
 - e) The supervision of the following committees and people: the counting committee, Treasurer, nursery coordinator, bulletin editor, custodian and sound and media technicians.
 - f) The maintenance of adequate insurance coverage on church property.
2. Financial administration subject to the following conditions:
 - a) That it shall disburse and collect all monies funds and revenues which as set out in the annual budget, which shall be approved by Council.
 - b) That it shall not purchase, sell or otherwise dispose of assets, nor engage mortgages, loans or debentures, without the express consent of Council.
 - c) That it shall maintain all valuable papers and documents in the safe or in another designated safe place, approved by Council. These files and documents shall be available at all times to all persons authorized by Council.
 - d) That the committee shall report as follows:
 - a) A monthly report to Council of any activities that need to be brought to the attention of Council.

- b) A monthly report on the bulletin, consisting of a report on actual receipts, compared with the budgeted amount and an evaluation of budget requirements.
 - c) Verbal reports as requested by Council.
 - e) That the Finance and Administration Committee will submit requests for expenditures, which are in excess of those approved in the budget, to Council.
 - f) That the Finance and Administration Committee will submit annually, prior to February 1st, a report to the Council listing the previous year's finances and activities.
 - g) That the committee shall submit to the full Council, prior to the November meeting each year, a proposed budget for the following calendar year, complete with detailed explanations (*see section 8.11*).
- 3. Coordination and supervision of the work of the committees mentioned above, subject to the following provisions:
 - a) That it shall not engage or dismiss any member of a committee, or the custodian, without having obtained the prior approval of Council.
 - b) That it shall recommend to Council one person for each vacancy in any of the committees, so that Council may make the appointments.

C. Council and the Finance & Administration Committee:

- 1. The responsibility for the administration of the properties, funds and revenues of the Maranatha Christian Reformed Church of Edmonton lies with Council. The execution of this administration is delegated to the Finance and Administration Committee. The Finance and Administration Committee reports to and is responsible to the full Council.
 - 2. In accordance with the above, Council shall refer to the Finance and Administration Committee for study and recommendations all matters relating to the administration of the Maranatha Church, before making a decision on such matters.
 - 3. Council decides in all matters not expressly set out in the above or in all doubtful matters.
 - 4. According to Church Order Article 32d of the Supplement and the decisions of Synod 1963 (*Acts of Synod 1963, Page 51ff*) and Synod 1970 regarding proper incorporation of each church, the Council members in common as trustees of this church have the authority to *bargain, sell, convey, mortgage, lease or release any real estate, and to erect churches, parsonages, etc.* and to *alter and repair the same and to fix the salary of anyone in its employment* provided the affirmative vote of the majority of the church members is first obtained.
- D. The Finance and Administration Committee must ensure that all those engaged in performing duties under the supervision of the committee are properly informed in writing of the details of the duties involved. The committee shall meet, as it deems necessary, with each of the persons and committees it supervises.

7.3 MISSION FUND COMMITTEE

- A. The committee will promote the work of Home and World missions in the Maranatha congregation.
- B. The committee will implement ways and means to encourage contact with and spiritual support for people supported by the Maranatha Congregation.
- C. The committee shall review a request for funds from any person working or desiring to work in mission outreach, and shall recommend to Council ways and means to raise funds for that person or the project that person is involved in.
- D. The committee shall, as a rule, limit itself to considering requests for support from persons who are working for CRC recognized agencies or who are members of our own Maranatha CRC working in mission outreach.
- E. The committee shall make recommendations to Council regarding an application for funds.
- F. A ruling on an application by the committee shall normally be made by Council within 30 days.

7.4 FINANCIAL REVIEW COMMITTEE

- A. Consists of two or three mature and confessing members of the congregation. They are appointed directly by the Church Council upon recommendation of the Executive of Council.
- B. **Duties** include reviewing the financial records of the Church treasurer and reporting directly to the Church Council prior to the congregational meeting in March.

7.5 COUNTING COMMITTEE

- A. Consists of five mature members appointed by the Church Council upon recommendation of the Finance and Administration Committee and/or the Executive. The committee must have a Chairman, appointed by Council in cooperation with the Finance and Administration Committee, who is responsible for making bank deposits of money collected and counted. The committee shall also appoint a checker.
- B. **Duties** include:
 - 1. Meeting bi-weekly to count the offerings and contributions of the congregation.
 - 2. Depositing the funds at the bank as per instructions by the Finance and Administration Committee.
 - 3. Reporting to the Finance and Administration Committee through the Church treasurer.
 - 4. Both Chairman and checker must initial count sheet.

7.6 REFUGEE COMMITTEE

- A. The purpose of the Refugee Committee is to sponsor refugees from various refugee camps around the world. The Committee consists of 5 members at large and meets as needed.
- B. The first priority is to sponsor Christian families. The committee identifies individuals or families and, following Council approval, helps them prepare their applications which are submitted to the Federal Government via the Refugee Office at World Renew.
- C. When the sponsored individual or family arrives in Canada the committee assists with housing, furniture, clothing, groceries, etc. The committee also assists with obtaining documents such as a SIN number, an AHC number, bank accounts, doctors, and school registration.
- D. The church is legally responsible for refugees for one year after they arrive in Canada. During that time and afterward assistance is given as needed. The church membership is encouraged to help financially and in other practical ways.

7.7 SOCIAL COMMITTEE

The social committee is comprised of four active members who organize and arrange various social events for the congregation. Volunteers are called upon to assist when necessary. The committee helps our church family to grow closer together by enjoying Christian fellowship.

Duties:

- A. Organize events as requested by Council and other committees such as cake-servings, potlucks, bike trips, baby showers, Bible study lunches, Sinterklaas and the church campout.
- B. Propose and organize new activities and events that involve as many members as possible.

Section 8 Guidelines and Procedures

8.1 WORSHIP SERVICES

- A. Our worship services are held each Sunday at 10:30 am and 6:30 pm.
- B. Special services on special days are held at times decided by Council. These include services on New Year's Day, Ascension Day, Thanksgiving Day, Good Friday, Christmas and New Year's Eve.
- C. A praise book may be used in conjunction with the *Psalter Hymnal* and *Lift Up Your Hearts*.
- D. The Pastor and worship committee should encourage other members to participate in a variety of ways during the worship services.
- E. See Worship Committee (section 7.1) for more details on our worship services.

8.2 LORD'S SUPPER PROCEDURES

Church Order Article 59a: *All baptized members who come with age- and ability-appropriate faith in Jesus Christ are welcome to the Lord's Supper and called to obey the scriptural commands about participation in an age- and ability appropriate way under the supervision of the elders.*

- A. The Lord's Supper is celebrated eleven times a year: seven times during morning services and four times during evening services. The Lord's Supper is celebrated during the Good Friday service.
- B. The elders who are to serve the elements of the Lord's Supper are appointed by the Clerk of Council and the schedule will be posted on the Council's bulletin board the Sunday prior to the celebration of the Lord's Supper.
- C. Elders will serve as greeters prior to the service and inform visitors that we will be celebrating the Lord's Supper and that all baptized Christians are welcome to participate, including children.
- D. All baptized and confessing members are invited to participate in the Lord's Supper. Baptized members under the age of 18 who have not yet professed their faith are invited under the auspices of their parents.
- E. Preparatory forms or other means to remind the congregation that the Lord's Supper will be celebrated the following Sunday, shall be used the week prior to every Lord's Supper.

8.3 INFANT AND ADULT BAPTISM PROCEDURES

- A. The minister and/or district elder shall visit the parents of a new-born child in order to discuss and arrange for the child's baptism.

In certain cases it is incumbent on the minister to obtain the approval of Consistory before making arrangements for the baptism of children of the congregation, e.g. when the parents have been unfaithful in church attendance, or have failed to provide support for the work of the church even though they are able, or when they have generally failed to exhibit a Christian walk of life.

- B. Parents of children to be baptized should make themselves familiar with the baptism form of their choice.
- C. Parents of children to be baptized are asked to arrive in the Council room at least ten minutes prior to the service. The elder of service will lead in prayer and usher the parents into the church auditorium at the same time as the office-bearers. The Pastor will present the parents with a *Certificate of Baptism* after baptism.
- D. After the service the Pastor, elders and deacons will congratulate the parents after which the congregation will have the opportunity to do the same.
- E. Children who are adopted into a believing home may be baptized when requested by the parents, even if the final adoption papers have not yet arrived. Each case is to be considered on its own merits and approval must be given by the Elders.
- F. Adults who have not been baptized shall receive holy baptism upon public profession of faith. The form for the Baptism of Adults shall be used for such public professions (*Article 57 of the Church Order*).

8.4 PROFESSION OF FAITH PROCEDURES

- A. Anyone wishing to make public profession of faith must obtain approval from Council. This approval is based upon the recommendation made by the district elder and another Council member following an interview used to determine why the individual wants to make profession of faith and how well the individual understands the meaning of this decision. A guideline is available for conducting the interview (*section 8.5*). Instruction in the doctrine of the Christian Reformed Church should precede profession of faith.
- B. Profession of faith must be made using a form approved by Synod.
- C. A memento, in the form of a Bible or a book of daily devotions, shall be given to those who make public profession of their faith

8.5 PROFESSION OF FAITH INTERVIEW GUIDE

Church Order Article 59b: *Baptized members shall be encouraged to make a public profession of faith with the use of a prescribed form in a public worship service. This public profession of faith includes a commitment to the creeds and confessions of the Christian Reformed Church. Before their profession of faith, they shall give an appropriate testimony of their faith, life, and doctrine to the elders. The names of those who will make a public profession of faith shall be announced to the congregation for approval at least one Sunday before their profession takes place. Upon their public profession of faith, they shall be designated as "confessing members".*

As interviewers of candidates for profession of faith, we must seek to do the Lord's will. The interview, therefore, must be spiritual in character and must aim at assuring the interviewer that candidates are aware of their motivations for confessing their faith, that they have a faith to confess and that it is the Christian faith, and that they are seriously intent on living by faith in the Lord Jesus Christ, with the gracious help of God and in the context of the fellowship of the Lord's people. The interviewer should begin and end the interview with prayer. Following are a series of suggested questions:

A. **Motive:**

1. Why do you want to be a Christian? Why do you want to publicly profess your faith?
2. Do you yourself think that you are ready to profess your faith? How do you know?
3. Are you aware of the Spirit's leading you to do it?
4. Are you glad that you have been baptized? And do you see a connection between your baptism and your profession of faith?

B. **Doctrine:**

1. The word "gospel" means "good news". What's so good about the Gospel of Jesus Christ?
2. You say that Jesus is your Saviour. What does he save you from? And how does he do that? And why does he do it?
3. Would you say that you feel ready to profess your faith, that you are a sinner or a saint? Or, are you perhaps both?
4. Can you as a Christian live apart from the church? Why do we need the fellowship of fellow believers?
5. What importance does the preaching of the Word have for you? Do you like to go to the worship services?
6. What do you think of the Christian Reformed Church? Are you happy to be a member of it? What is there about it that attracts you to it?
7. Do you have any reservations about the teachings of the Christian Reformed Church? What do you think of its creeds?
8. Does it matter to you to which church you belong?
9. Why is the death of Jesus so important?

C. **Life:**

1. What does it mean to you to say that Jesus is your Lord?
2. Why is the resurrection and ascension of Christ so important?
3. Are you happy to be a Christian? What makes you happy? Could you die happily as well as live happily?
4. How do you go about seeking fellowship with the Lord Jesus? Do you practice daily reading of the Bible and prayer?
5. You say that you want to serve the Lord. How are you going to do that? I mean, how do you determine the Lord's will for your life?
6. What do you understand by "church discipline"? Is it a threat to you or is it a comfort?
7. How will you seek to determine your financial contributions to the church? Will you also use the budget envelopes?
8. Will you attend the worship services and congregational meetings on a regular basis?
9. Will you be willing to serve in church activities? Will you volunteer?
10. What spiritual gift do you have that you think could be of benefit for the common good of the church?
11. Will you seek to support all kingdom causes with prayer, moral support and involvement whenever possible?
12. Do you consciously seek to be one of the Lord's witnesses? How do you do that?
13. Can you honestly answer affirmatively the questions of the Form for the Public Profession of Faith?

8.6 MARRIAGE GUIDELINES

- A. The Council shall take steps in their Pastoral work (family visiting, preaching and teaching) to remind the congregation of the scriptural command to marry "only in the Lord" (1 Cor. 7:39). Christians may never marry one who is merely "nice" or who merely comes from a "good family," but are commanded to marry only one who is a fellow believer in the Lord Jesus Christ and is responsibly committed to the establishment of a distinctively Christian home. Failure to obey this command can only lead to misery later on and will break down the communal life of God's people (cf. also 11 Corinthians 6:14-15; Ephesians 5:21-33). Article 69 of the Church Order reads:
- *Consistories shall instruct and admonish those under their spiritual care to marry only in the Lord.*
 - *Christian marriages should be solemnized with appropriate admonitions, promises and prayers as provided for in the official form. Marriages may be solemnized either in a worship service, or in private gatherings of relatives and friends.*
 - *Ministers shall not solemnize marriages which would be in conflict with the Word of God.*
- B. Couples contemplating marriage in Maranatha CRC. shall ordinarily give four months' notice of their intentions to the church Council (via the Clerk or the Pastor). The Pastor who is to officiate at the wedding ceremony will be responsible for conducting marriage counselling to assist the couple to plan the marriage ceremony and to prepare themselves for the establishment of a distinctively Christian home, reserving the right to ask the couple to

postpone their wedding if he feels that they are not yet ready for it. For marriage not only concerns the well-being of a husband and wife, but also the quality of our church life. Hence, the church must have time to be convinced that the marriage is being entered into according to the Word of God. Only then can the church, in good conscience, cooperate in the solemnization of the marriage.

1. Upon such notice of intention, the Council shall appoint two elders to visit with the couple in order to evaluate the couple's commitment to the establishment of a Christian home.
 2. Should a couple, one of whom is not a member of the CRC, or a couple which has not yet publicly professed their faith in the Lord Jesus Christ, desire to be married in Maranatha CRC, two elders, one of whom is the district elder, shall interview the couple on the issues of "marrying in the Lord" and "confessing Christ as Lord and Saviour" in order to determine the couple's sincerity and readiness to establish a Christian home. The couple shall be encouraged to profess their faith before they marry. The Council reserves the right to refuse permission to be married in the Maranatha CRC.
- C. The couple to be married should expect to be introduced to the congregation on the Sunday prior to their wedding ceremony, and the congregation shall be encouraged to attend the wedding and to share in the joy of the couple. Marriage ceremonies ought to be integrated into the life of the congregation and ought to be considered as gatherings of the church (cf. I Cor. 12:12-26).
- D. Couples shall have the choice of a marriage in a weekday service, but may also consider being married during a Sunday worship service. If the marriage is to take place during the week, the couple shall be encouraged to earnestly invite all the members of the congregation. Preaching of the Word of God should be part of the wedding ceremony. The district elder is expected to attend the wedding in his/her official capacity.
- E. Couples, as well as their families, shall be encouraged to have celebrations that are distinctively Christian in character. Alcoholic beverages should be served, if at all, only in moderation.

8.7 MARRIAGE PROCEDURES

- A. Couples wishing to have a church wedding should notify the Pastor or Clerk of Council at least four months prior to the intended wedding date.
- B. The Pastor who intends to officiate at the wedding is responsible for the pre-marital counselling necessary to assist the couple in establishing a distinctively Christian home.
- C. Couples contemplating marriage should be urged to enrol in a premarital counselling course sponsored by the Edmonton Christian Reformed Churches or by the Pastor.

- D. The district elder and another office-bearer must meet with the couple to discuss the couple's commitment to establishing a Christian marriage and home and make a recommendation to Council after this visit.
- E. Couples should be introduced to the congregation during the morning service on the Sunday just prior to the wedding.
- F. The district elder assigned to the couple should represent the Council at the wedding.
- G. After the ceremony the couple will be presented, on behalf of the congregation, with a wedding Bible.

8.8 MARRIAGE INTERVIEW GUIDE

Young couples contemplating marriage in the Maranatha CRC are to be interviewed by the district elder (along with one other office-bearer) for the following reasons:

1. To give expression to the belief that marriage is of utmost importance to the health of the Lord's Church because it establishes a home which in turn is the nucleus of society. Where there are healthy marriages there also will be healthy homes, and where you have healthy homes you have a healthy church, and where you have a healthy church you have a healthy society. We have a real interest and concern in marriage therefore and we must do our best to help young couples to build distinctively Christian homes by their marriages.
2. The elders of the church ought to be assured that the marriage being contemplated is indeed a marriage in the Lord and that a believing, godly home is to be established. Hence, by means of these interviews, we may learn about the couple's faith in the Lord Jesus Christ, their commitment to live for the Lord and their awareness of the meaning of a Christian home.
3. That the elders may also become aware of any concern with the couple that may require further attention is also of value to the church Council.

Here follow some suggested questions for such interviews:

A. **Marriage Readiness:**

1. How long have you known each other? Do you know each other well?
2. Where and how did you meet?
3. Do you believe that the Lord brought you together? How do you know that?
4. Have you prayed together? Have you also prayed about your intended marriage?
5. Why do you want to marry? What motivates you?
6. Do you consider yourselves ready for marriage? Do you see it as a life-long commitment? What does it mean to be "committed"?
7. Do you find it fairly easy and comfortable to talk together about your faith in the Lord?
8. Is it the sincere intention of both of you to build a Christian marriage and a Christian home? What does that mean to you?
9. Have you read over the Marriage Form? Does it reflect the biblical teachings concerning marriage?

B. Marriage and the Church:

1. Why do you want to get married in the church? Do you see it as a "right" or a "privilege"?
2. Do you understand why the church, through its Council, has such an interest and concern in your marriage?
3. Is the church important to both of you? Do you intend to worship together on a regular basis? Why? Or ... why not?
4. Have you professed your faith in the Lord Jesus? If you don't feel ready to do so, then can you honestly say that you are ready to marry?
5. Do you both pray for the church?
6. Has the church found a place in your budget?
7. Can you comfortably discuss the life of the church together?
8. Will you keep the church informed about matters concerning your life? e.g. change of address, sickness or other crises, etc.
9. Will you welcome the elders when they come for family visiting?

C. Marriage and the Home:

1. Do you plan to have regular family devotions? How do you plan to go about it?
2. Will both of you be working outside the home?
3. Do you look forward to having children? How will you make decisions in this regard?
4. Should the Lord bless you with children, will you seek to provide a Christian education for them?
5. Have you involved your parents in your marriage plans? For example, have you consulted with them about your plans?
6. Have you sought to prepare some kind of family budget?
7. What will you do if serious conflicts arise in your marriage? Will you call the Pastor or an elder or deacon when you need help?
8. Do you consciously seek to cultivate friendships within the Christian community? For example, do you participate in a discussion group of any kind? Are your friends also Christians?
9. What significance do you see the Gospel of Jesus Christ to have for your marriage and your home life?

8.9 GUIDELINES FOR FUNERALS: MEMBERS OF MARANATHA

A. There are no fees for the use of church facilities by members of Maranatha.

B. **Funerals** - guidelines to be followed:

The family will ordinarily arrange with the Pastor to have the funeral in our church building. If that is the case, the Pastor will advise the custodian as soon as possible about the probable day and time of the funeral, the probable arrangement for the funeral and whether lunch/refreshments are likely to be part of the arrangements.

The Pastor will advise the family that the above arrangements need to be confirmed with the custodian.

The custodian will arrange for preparation of any refreshments/lunches etc., as discussed with the family and will invoice the family for the expenses.

Note: in connection with this, it's good to keep in mind the three types of funeral services that may take place:

1. Funeral service, with funeral directors' staff present, and refreshments to be served after interment.
2. Funeral service, with funeral directors' staff present, but without use of lower level facilities.
3. Memorial service, after interment, with refreshments to be served afterwards.

C. Members have to make their own arrangement for the services of musicians, sound system operator and minister if our own is not available.

No fees will be charged for the services of the minister, custodian, musicians or sound technician. If there are any expenses associated with the services of any of the above functionaries, the cost will be absorbed by our church capped, however, at the following levels:

Minister (if not our own):	\$85.00
Musicians, in total:	\$75.00
Sound technician:	\$20.00

D. In case there are any differences of opinion as to how the above rules are to be interpreted, the Executive of Council will make the final decision.

8.10 GUIDELINES FOR USE OF CHURCH FACILITIES

Following are guidelines for the use of our church facilities, procedures to be followed with weddings and funerals, the fees associated with the use of the church building and the services of the various functionaries. These guidelines are to be reviewed every third year, beginning in the fall of 2016.

- A. Church-owned equipment, such as tables, chairs or musical instruments, shall not be taken from the church building, unless approval has been obtained from the Finance & Administration Committee or the Chair of Council. Equipment may be used for our own church functions at other locations, e.g. at the Northeast Christian School gym. Arrangements should be confirmed with the custodian.
- B. Permission for the use of the church auditorium or meeting rooms in the basement (e.g. reception) must be obtained from the Admin Director. When permission is obtained, the party requesting the use of the facilities must confirm the arrangements with the custodian.
- C. The Church limits the use of the church facilities to church-approved programs and purposes which are consistent with the constating documents of this Church.
- D. Conditions attached to the use of the church building:

1. No alcoholic beverages will be allowed in the church building, with the exception of wine for a toast at a wedding or reception.
 2. Functions or meetings on Saturdays must end no later than 11:00 pm, to allow time for preparation for Sunday services.
 3. Any group using the church building must see to it that the rooms used are left in good condition or additional charges may apply.
- E. There are no fees for the use of church facilities by members of Maranatha.
- F. In the case of weddings, where at least one of the parties is a member of Maranatha, members will have to make their own arrangements for the services of a minister, musicians and sound system operator. No fees will be charged for the services of the minister and the custodian, while members are responsible for any fees associated with the services of musicians, sound system operator and outside minister.
- G. Fees for the use of facilities to non-members are set as follows:
- | | |
|---|----------|
| Church auditorium: | \$150.00 |
| Lower level and kitchen: | \$150.00 |
| Church auditorium plus lower level and kitchen: | \$225.00 |
- The custodian will receive \$75.00 out of the above fees as compensation for extra work. Where the services of the minister, organist or sound system operator are required, (funerals, weddings, etc.) the following fees are applicable:
- | | |
|-------------------|---|
| Minister: | \$85.00 |
| Musicians: | \$75.00 |
| Sound technician: | \$20.00 (compensation for wage loss not included) |
- H. In case there are any differences of opinion as to how the above rules are to be interpreted, the Executive of Council will make the final decision.

8.11 BUDGET FORMATION

- A. The Finance and Administration Committee is responsible for preparing the annual budget of the church. All budgetary concerns or changes must be evaluated by this committee. The Finance and Administration Committee has the responsibility for making the proposed budget available to the members of Council at least one Sunday prior to the November Council meeting.
- B. The F & A Committee is responsible for initiating salary proposals for the minister and the custodian. In the case of the custodian the committee will consider economic factors and remuneration for similar work. In the case of the Pastor, the committee will consider economic factors, synodical guidelines and the range of salaries for ministers of the Christian Reformed Churches in Edmonton and elsewhere. At least one elder will visit with the Pastor and his wife to discuss the recommendations.
- C. The Council discusses and adopts the proposed budget, with amendments if required.

- D. The Clerk prepares copies of the proposed budget on behalf of the Council for each family of the congregation, to be distributed at least one Sunday prior to the congregational meeting.
- E. The Treasurer is responsible for explaining and the Chair of Council for defending the proposed budget at the congregational meeting.
- F. The congregation votes on the proposed budget after discussion. No amendments are allowed, as the whole budget is presented to the congregation for approval. In case the budget is not accepted by majority vote, it will go back to Council for reconsideration.
- G. Before the Council may make a decision concerning non-budgeted financial items, the matter must be referred to the Finance and Administration Committee for comment.
- H. Council has committed the congregation to the budgeted 100% for Classical and Synodical ministry shares. Deviation from this rule must be approved by Council.
- I. In order to make payment as required in the budget, and there is a shortage of funds, a line of credit might be established with the bank if required, providing the congregation is immediately notified of such action.

8.12 EMERGENCY EVACUATION GUIDELINES

In the Event a fire occurs during a worship service the following rules and regulations will apply:

- 1) A person sitting closest to the South wing door will head for the kitchen and notify the Fire Department immediately. A request will be made from the pulpit for an orderly evacuation. In addition any person with a cell phone should attempt a 9-1-1 call.
- 2) The Church address is posted at the phone location.
- 3) Elders, Deacons and Hall Monitor, regardless of where they sit are designated as "WARDENS" to maintain order at specific exits.
- 4) Persons in charge of children in both the nursery and Sunday school rooms shall be responsible for evacuating the children via the nearest usable exit.
- 5) The WARDENS are to stand by the exterior exits and are to assist in the evacuation on the outside. Should the window exits be needed the WARDENS will proceed to assist as needed on either side of the window.
- 6) The congregation will leave via the nearest and safest usable exit. The WARDENS will assist to determine which exits are the most suitable.
- 7) Leave all your belongings behind. Do not attempt to retrieve any item that is not on your person.
- 8) The Physically Handicapped will be carried out by the nearest able bodied person in the vicinity. If needed the WARDENS shall designate an able bodied person.
- 9) Use of the elevator is STRICTLY PROHIBITED.
- 10) WARDENS will conduct a final sweep thru the auditorium and basement as needed.
- 11) WARDENS should be familiar with the location of fire extinguishers should the need arise.

- 12) A WARDEN shall assume control outside and assemble everybody in the designated muster point determined as the northwest corner of the parking lot near the fence.

A copy of these guidelines and evacuation diagram shall be posted at each normal exit and at each doorway in the basement. One copy shall remain on the pulpit.

8.13 FAMILY VISITING GUIDE

Introduction

Family visiting on an annual basis is required by the Church Order of the Christian Reformed Church. Article 65: *The office-bearers of the church shall extend Pastoral care to all members of the congregation and to others whenever possible. Home visitation and other methods, such as spiritual mentorship and personal contact, shall be used to encourage them to live by faith, restore those who err in doctrine or life, and comfort and assist those experiencing adversity.* The practice is not explicitly required by any passage of scripture, but nevertheless the following passages certainly speak of annual family visiting. Every elder should be thoroughly familiar with these passages: Ephesians 4:11-14; 1 Peter 5:1-5; John 15:1-17; Hebrews 13:17; Matthew 13:1-9 and 18-23; 1 Thessalonians 5: 12-22 (especially 14).

Elders do not have the right to visit in believers' homes for the purpose of family visiting just because they are an elder! It does have a bearing, however, since it is ultimately Jesus Christ who appoints the elders and they must do the work in the name of Christ in obedience to him as their SENDER. Elders are appointed by the Spirit of the Lord who led the congregation to choose these men to be their elders (overseers) because they were recognized as the best qualified among the congregation for the task of tending the flock of God.

But the elders' authority lies in the fact that they bring the Word of God to the members of the church. The Word of God, from which and on the basis of which they speak, gives them the authority to enter the homes of God's people to ask questions concerning their lives and to discuss the issues of faith and love with them. The elders' task is to encourage, comfort and warn as may be required, but to do so only with the Word of God as the power and authority by which we are called to holy, righteous and wise living before the Lord. Hence, the elders must seek to become more and more familiar with the Word of God, and to live by that Word in their own lives in order to reflect by both word and way of life the authority of God's Word that drives believers toward a godly way of life. Elders ought to be able to refer to the Bible during the course of the visit or at its end in such a way that the Word of God speaks directly to the family in their own particular situation and to their needs. Official preaching in a worship service is general: it is addressed to the whole congregation. Family visiting is specific: it is addressed to the individual family in terms of their individual needs and concerns.

At times elders will find that believers will be rather "cool" or even openly hostile, angry or offensive toward them or toward the church. It often happens when you lay the demands of God's Word before those who are living disobediently or indifferently before the Lord. Whenever that happens, remember your SENDER! Whenever you speak to fellow believers in the name of Christ, driven by the Word, then the people to whom you speak will be reacting to your SENDER and not personally toward you. If they respond in loving faith, we rejoice, because they are responding to the Lord in that way; if

they respond with hostility, they do so toward Jesus Christ and we may feel sad and hurt by it but we will feel that way because the name of Jesus Christ is hurt. We as elders must remember that we are only servants and are always in the background; Jesus Christ is the Master and He is always in the foreground!

The Mechanics

Our Reformed heritage has left us with a traditional image of the family visit that makes us think of it as very "official" and "formal" and "tense". Many make remarks about these visits as if they were something that has to be done and endured but are not really worthwhile or meaningful. We do need to work at becoming more informal and flexible in order to make the visits pleasant and helpful. We need to remember that there is room for humor! Nor should the visits all follow the same pattern but there ought to be variety depending on the mood, atmosphere and needs of the family. We should feel free to go off on a tangent that may at the moment seem to be totally irrelevant to the nature of family visiting, providing we make sure that the discussion comes back to the real issues of life before the Lord and our life in relationship to each other and the world.

Elders should know the members of their district well. First-time elders will perhaps feel uncomfortable because they do not know the families in their district. And the families in turn may not be very eager to open to a new and strange elder with whom they are unfamiliar. In such cases, it is highly advisable, almost necessary, that the elders make "social get-acquainted calls". They could invite the families over for coffee or invite themselves to the home for the same purpose for a relaxed, informal, social visit. Then the family visit, to be made later on, will ordinarily be easier, more open and more profitable.

Elders ought to do the most difficult visits first! There is always the tendency to postpone the more difficult visits because they are not expected to be pleasant with the result that we run out of time to make the visits or at least to make repeat visits. That's why there are many of these who complain (rightly so!) that they tend to be forgotten. Doing the more difficult visits first gives room to deal more effectively with such families and more importantly gives time for repeat visits as well as furnish the elders an opportunity to consult as to how to give help and support dealing with the family in the future.

Making appointments can be difficult. We ought to phone well ahead of time and if the first suggested date does not satisfy, then we ought immediately to try to find another suitable date even it is two, three or four weeks in advance. And it is good to remember that the best time to phone seems to be around supper time (5:30-7:00 pm.).

Whether an elder goes alone or with another elder should be left to the discretion of the district elder. There are some visits that can best be made alone and then more visits can be made. However, there is good reason to try to make your visits as a team of two elders (or perhaps with the district deacon). You will then receive greater support (after all, two heads are better than one, they say); there will also be a greater attempt on your part to work harder at making the visit profitable; there will be less likelihood that the discussion remains with the weather and the prices of gasoline and sugar, etc. It just seems that family visiting works better when there are two elders.

Reading the Bible and prayer for the family during or at the end of the visit is of utmost importance obviously. However, we need to be flexible in this respect. To begin a family visit with a selection from Scripture and prayer gives the impression of formality and stiffness as if a meeting were being conducted for business purposes. It is better to begin the visit in a casual way and to seek to set a relaxing tone first. The elder should seek to maintain control of the discussion, however, and it must be steered in the direction of talking of those matters that concern the family's relationship to the Lord, to each other, to the body of Christ and to other people. During such discussions, the elder should seek to refer to the Bible to enforce whatever the elder may be trying to accomplish with that family. And, the elder should not leave the family, if at all possible, without reading a passage that speaks to the family's needs and asking the family to join with him in prayer for them.

Elders must always be ready to listen! The family visit is not an "investigation". It is a visit to build up, to instruct, to encourage and strengthen in faith, to admonish and warn or rebuke, as the need may be. But the elder needs to LISTEN! This is especially true with young people: the elder may ask questions, but then listen. And we must listen not only to what the people may SAY, but try to ascertain what they MEAN. What makes them say that which they have just said? What lies behind the scenes in this person's life? What's his/her real concern? When the elder begins to sense something of that, then he is ready to begin making a contribution by giving something that is helpful and which will be appreciated.

Whenever the elder encounters serious difficulties that are not expected, and cannot be sufficiently dealt with at the time, it is not wise to prolong the visit to try to deal with the matter to its conclusion. It is better to make another appointment right away and perhaps also, if you were alone, to ask another elder or the Pastor to accompany you the next time so that the difficulty can be pursued. Such a repeat visit should also be made within two or three weeks.

The Support

Elders need support for they will sometimes cry "HELP" -- not audibly perhaps, but at least inwardly. There are resources by which the elder can become better prepared and more effective, which should not be forgotten. The best help really, however, (and this applies especially to first-time elders) is to do as much family visiting as possible as a team with another, more experienced elder.

Each elder should feel free to discuss a family or a problem with any other elder at any time. Be cautious about talking about families or persons in the church with those who are not elders or deacons; however, every elder is available (and the Pastor too) for mutual advice and support.

With such families that may present difficulties, those who live somewhat "on the fringe of the church's life" and those who may soon become discipline cases, you may want the Pastor to accompany you. The Pastor may be visiting with these families too, on his own, but it is of great value that the Pastor be included in some of the regular family visiting, particularly with such who need special consideration.

There are regular meetings of the elders about once a month for the purpose of hearing and discussing the reports each elder makes concerning the family visits he makes. The purpose of these meetings is three-fold:

1. that all the elders may be made aware of the spiritual atmosphere of all the families and consequently come to "know" the congregation;
2. that elders may have the opportunity to discuss their visits in order to receive advice and help from the other elders;
3. to take specific actions regarding disciplinary situations.

The Visits to be Made

Regular family visits are to be made to each family of the congregation AT LEAST once a year as required by the Church Order. More visits can and ought to be made, however. Particular attention should be paid to the young people of our families because frequently they are not present for the ordinary family visit for one reason or another. If they are not present, a separate visit ought to be made to those individuals to maintain contact. (Note: If you hear of a young person who is not married and is living away from home, please notify the Clerk and the youth elder for Pastoral care. This is important because young people so easily drift away from the fellowship of God's people!)

Attention should also be given to the families in your district in connection with times of crisis or times of thanksgiving. You could take your spouse along with you to visit those who are ill, or who experience the death of a close relative, and those who celebrate important anniversaries. Special attention should also be paid to those who are widows/widowers and the elderly. These visits are often pleasant and can be very casual. Your purpose is only to show interest and love.

Get-acquainted calls should be made as soon as possible when a new member is accepted into the congregation. This visit should include making arrangements for a public welcome during one of the worship services. Moreover, you should seek to acquaint the new member somewhat with the history of our congregation and its activities inviting the new member to participate in these activities (societies, evangelism work, etc.). And further, a directory of the church and a set of envelopes with a copy of the current church budget should also be delivered to the new member on this visit.

Socializing evenings ought also to be arranged by the elders. This is not to replace the annual family visit, but it will go a long way toward building the actual experience of the communion of the saints.

The Reports

Elders are expected to report to the elders' meetings concerning the regular family visits they make. The purpose of such meetings is for all the elders to become aware of the spiritual condition of the church, to help each other by seeking and giving advice, to come to understand the situation of each family, and to take action whenever disciplinary measures are called for.

The reports of family visits should include the date of the visit and the general content of the discussion in order to give an indication of the spiritual health of the family.

Notes concerning the family visit should be written by the elder immediately following the visit. Reports to the elders' meetings can be made quickly, efficiently and profitably by simply reading the notes! Elaboration can always be made during the discussion.

Lines of communication between elders, deacons and Pastor need to be kept open. If there is a change of address, make sure to pass the information along to the Clerk. If a young person becomes married

outside the church let the Pastor and Clerk know. If there is a need in a family that would require diaconal work, please let the deacons know.

One last point concerns holding confidences. Gossip hurts the church! It may be that we contribute to that gossip and perhaps even generate it if we are not careful about what we say and to whom. All elders and deacons and Pastors need to guard their mouths! It can be, and often is, beautiful when believers talk about each other in the spirit of loving concern in order to seek ways of helping those in trouble. But let us never talk about others merely for the sake of talking!

Section 9: BY-LAWS

Approved By-Laws follow this page.

**AMENDED GENERAL OPERATING BY-LAW NUMBER ONE OF MARANATHA CHRISTIAN
REFORMED CHURCH OF EDMONTON, ALBERTA**

Believing that all things should be done decently and in order, we hereby adopt the following By-law for the regulation, management and governance of this church to replace the existing By-law.

PART I DEFINITIONS, FUNDAMENTAL TERMS AND INTERPRETATIONS

1. DEFINITIONS

1.1 In this By-law and all other By-laws and Resolutions of the Church unless the context otherwise requires, the following definitions shall apply:

- (a) "Act" means The Religious Societies' Lands Act of the Province of Alberta as amended from time to time and any statute enacted in substitution thereof, and in the case of such substitution, any references in the By-law of the Church to provisions of the Act shall be read as references to the substituted provisions thereof in the new statute of statutes;
- (b) "Active Member" means any member declared to be active by Consistory from time to time;
- (c) "By-law" or "By-laws" means any By-law of the Church from time to time in force and effect, including the General Operating By-law;
- (d) "Church Order" means the Church Order of The Christian Reformed Church in North America, being the original Church Order of Dort 1618-19, as revised by The Christian Reformed Synod of 1914 and 1965 and as may be further amended by Synod from time to time;
- (e) "Church" means the legal entity incorporated as a Church under the Act by Declaration of Incorporation dated the 16th day of September, 1997, and named Maranatha Christian Reformed Church of Edmonton, Alberta, Canada;
- (f) "Classis" means Classis Alberta North of the Christian Reformed Church;
- (g) "Constitution" means the Declaration of Incorporation (including the Objects and Fundamental Principles), the General Operating By-law and all other By-laws;
- (h) "Committee" means a Committee of the Church as established in accordance with this General Operating By-law;
- (i) "Committee Member" means a Member of a Committee of the Church;
- (j) "Consistory" means the body of elected Elders and the Minister of the Local Church;
- (k) "Council" means the Council of the local Church consisting of the Minister(s) (if there be such) the Elders and the Deacons all of whom are individually deemed to be Directors pursuant to the Act and collectively deemed to be the Board of Directors pursuant to the Act;

- (l) "Declaration of Incorporation" means the Declaration of Incorporation incorporating the Church, as from time to time amended or supplemented by Revised or Amended Declarations of Incorporation, or similar documents.
- (m) "Denomination" means the Christian Reformed Church in North America (The Christian Reformed Church);
- (n) "Diaconate" means the body of elected and serving Deacons of the Local Church;
- (o) "Fundamental Principles" means the Fundamental Principles of the Church doctrine and government generally subscribed by the Denomination and as set out in the Church Order, and the Local Church's Statement of Mission Vision and Goals, but without restricting the generality of the foregoing shall include the following:
 - i) that the Holy Bible is the Word of God,
 - ii) that the Church's mandate is to promote the true Christian doctrine of the Holy Scriptures as reflected by the Doctrinal Standards of the Christian Reformed Church consisting of the Belgic Confession, the Heidelberg Catechism and the Canons of Dort;
 - iii) that marriage is an institution ordained by God. It is a life-long covenant relationship established by mutual vows between one man and one woman united by God; and
 - iv) that the Church provides that all clergy under its employ and retired pastors whose credentials are held by the Church, recognize marriage as an institution ordained by God, a life-long covenant relationship established by mutual vows between one man and one woman united by God..
- (p) "General Operating By-law" means this By-law, any amendments thereto, and any other By-laws of the Church intended to amend or replace the General Operating By-law herein;
- (q) "Local Church" means that congregation of the Denomination known as Maranatha Christian Reformed Church of Edmonton, Alberta, Canada, currently meeting in the City of Edmonton, in the Province of Alberta, and consisting of confessing members and baptized members, also called the Church and the Church herein;
- (r) "Meeting of Members" or "Membership Meetings" means any annual or special Meeting of Members;
- (s) "Member" means a confessing member of the Local Church who has made a Public Profession of Faith and is eighteen (18) years of age or older;
- (t) "Members" or "Membership" means the collective confessing Membership of the Church;
- (u) "Minister(s)" means those serving as ordained Minister(s) of the Word in the Church described herein. It is noted that the Minister is not an officer of the Church and is an *ex officio* member of the council or board as the case may be. As such, the Minister may not and does not have the right to vote at Council meetings;
- (v) "Object" means the objects of the Church as contained in the Articles of Incorporation;

- (w) "Principles of Natural Justice" mean and include the right to know the charges made against one's person, the right to a hearing, and the right to present a defense;
- (x) "Resolution" means a Motion passed by either the Council, or Members by a simple majority vote of fifty percent (50%) plus one (1) of those voting, unless the Act of this By-Law otherwise requires;
- (y) "Synod" means Synod of the Christian Reformed Church in North America; and
- (z) All other ecclesiastical terms or those having ecclesiastical connotation shall, where the context so permits, be interpreted and defined in accordance with the Church Order and Practice of the Christian Reformed Church. ****Note:** Belgic Confession Article 30 and CRC Church Order Article 35 require that ministers of the Word serve as members of the church council. This By-law assumes throughout and specifies in certain articles (see 1.01k, 8.1, 8.5, and 15.2) that the minister will be a member of the council/board of directors, but that when he/she does serve as director of the Church, he shall serve as an *ex officio* board (council and consistory) member only without the right to vote.

2. **FUNDAMENTAL TERMS AND INTERPRETATION**

- 2.1 Objects and Fundamental Principles - This General Operating By-law and any other By-Laws of the Church shall be strictly interpreted at all times in accordance with and subject to the Objects and Fundamental Principles contained in the Declaration of Incorporation of the Church, which for purposes of this General Operating By-law are incorporated by reference and made a part hereof. If any of the provisions contained in this General Operating By-law are inconsistent with those contained in the Declaration of Incorporation or the Act, the provisions contained in the Declaration of Incorporation or the Act, as the case may be, shall prevail.
- 2.2 Interpretation - In this General Operating By-law and all other By-laws and Resolutions of the Church, unless the context otherwise requires, the following interpretations shall apply:
 - (a) words importing the singular number include the plural and vice versa; and
 - (b) words importing or referring to person or persons shall include individual persons only and shall specifically exclude Churches, partnerships, trusts and unincorporated organizations.
- 2.3 Headings - Headings used in this General Operating By-law are for convenience of reference only and shall not affect the construction or interpretation thereof.

PART II PROPERTY AND DIVISION

3. **REAL AND PERSONAL PROPERTY OF THE CHURCH HELD IN TRUST**

- 3.1 Property Held in Trust - The Church shall hold all real and personal property exclusively upon the trusts described in the Objects and in furtherance of the Fundamental Principle as set out in the Declaration of Incorporation of Articles of Incorporation of this Church, and as interpreted by the Classis of which this church is a member, subject to review on appeal by Synod.
- 3.2 Disposition of Property on Disbanding - In the event of the disbanding of this Church, with the approval of Classis, and dissolution of this Church, its remaining assets, if any, after the payment

of its debts and expenses, shall be distributed to, and only to, one or more charities in Canada that are registered with Revenue Canada for the purpose of the Income Tax Act of Canada and have Objects similar to this Church, in the manner proposed by the Council, upon the advice of Classis - and approved by the affirmative vote of a majority of Members of the Church.

- 3.3 Distribution of Property on a Division - In the event of consensual division of this Church by vote of its Members and with the consent of Classis into two or more Christian Reformed Churches, all real and personal property of this Church shall be distributed between the two or more Christian Reformed Churches as agreed to by the Members, subject to the review of the said distribution by Classis (or Synod on appeal).
- 3.4 Disposition of Property on a Schism - In the event that the Classis (or Synod on appeal) determines that an irreconcilable division (schism) has occurred within this Church, the Members of this Church who, according to the exclusive determination of Classis (or Synod on appeal), remain true to the Objects, the Fundamental Principles, as set out in the Declaration of Incorporation or Articles of Incorporation, shall be the lawful congregation of this Church and shall constitute the sole Membership of this Church which shall have the exclusive right to hold and enjoy the real and personal property of this Church. Nothing in this Article 3, however, shall prevent the Classis (or Synod on appeal) from determining, in keeping with the scriptural injunction of 1 Corinthians 6, that more than one group of Members of this Church are each a lawful congregation and from dividing the real and personal property among this Church and such other lawful congregation(s) having the same or similar objects and arising from this Church in such proportion as Classis (or Synod on appeal) may determine.

PART III MEMBERSHIP

4. MEMBERS

- 4.1 The first Directors of the Church shall be the initial members of the Church. Thereafter, Membership in the Church shall consist of those persons who:
- (a) have made Public Profession of Faith in accordance with the practice of the Local Church and the Denomination;
 - (b) have been entered on the rolls of the Local Church as Confessing members; and
 - (c) have attained the age of eighteen (18) years.

5. PRIVILEGES RIGHTS AND DUTIES

- 5.1 Membership shall carry the following privileges, rights and duties:
- (a) the duty to subscribe to the Fundamental Principles of the Church;
 - (b) the right to enjoy all the privileges of a confessing member of the Local Church;
 - (c) the right to attend, speak and participate at all Meetings of Members;
 - (d) the right to a single vote in person or by absentee ballot at all Meetings of Members;
 - (e) the right to submit a written ballot for the election of Directors (Elders and Deacons); and

- (f) the privilege to submit names to Council for consideration by Council in preparing a slate of nominees for the election of Council members.

6. **WITHDRAWAL AND REMOVAL**

- 6.1 Membership is contingent on being a confessing member;
 - (a) Membership in the Church ceases when the person is no longer a confessing member of the Local Church whether by reason of Church discipline or otherwise; and
 - (b) Termination of Local Church membership by a decision of Council shall be made in accordance with the provisions of the Church Order and the Principles of Natural Justice.
- 6.2 Transfer - A member of the Local Church may request a transfer of membership to another Congregation within the Denomination or may request that a statement of membership be sent to another church outside the Denomination and upon such request being granted by Council, Membership of such person in the Church shall cease.
- 6.3 Removal - A Member may request that his or her name be removed from the confessing members list of the Local Church, and Council shall consider such request and advise the person how to proceed or acquiesce in the request.

7. **MEMBERS MEETINGS**

- 7.1 Semi Annual Meetings -There shall be semi annual meetings of Members at such times and places as determined by Council. The purposes of the Semi Annual Meetings of the Members shall include the following:
 - (a) receive necessary reports from the Officers, Committees, and the Council;
 - (b) review the financial statements for the immediately preceding year, including the Review Engagement Report therein, and approve the budget for the upcoming year; and
 - (c) transact any other necessary business.
- 7.2 Special Election Meetings - Special Election Meetings shall be held at such time (at least once per year) and place as determined by Council to do the following:
 - (a) elect Members as Elders and Deacons to the Council as required; and
 - (b) transact any other business.
- 7.3 Other Special Meetings - At the request of the Council or a Majority of Council, or upon the request of the lesser of at least twenty-five (25) Members or 10% of the total Membership of the Local Church, other special Meetings of Members shall be called and convened by the Council within Thirty (30) days of the request.
- 7.4 Notice of Meetings - Notice of all Membership Meetings (annual and semi annual and special) shall be given to Members by notice in the Church bulletin at least two Sundays prior to the date of the Membership Meeting. The notice for all Membership Meetings shall include the date, time,

place and purpose of the meeting. Sufficient information shall be distributed at least one (1) Sunday prior to the meeting to permit the Member to form a reasoned judgment on the decision to be taken.

- 7.5 Waiver of Notice - A Member may waive notice of a Meeting of Members and attendance of any such Person at a Meeting of Members shall constitute a waiver of notice of the Meeting, except where such Person attends a meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.
- 7.6 Omission of Notice - The accidental omission to give notice to any Member of any Meeting of Members or any irregularity in the notice of any such meeting or the non-receipt of any notice by any Member of the Church shall not invalidate any Resolution passed or any process taken at any Meeting of Members, provided that no Member objects to such omission or irregularity. Objections must be in writing to the Chairperson and be submitted prior to the approval of the minutes of the meeting in question.
- 7.7 Quorum - A quorum for annual, special election or other special meetings of members shall be constituted by the presence of, the lesser of, Twenty (20) Members or Twenty (20%) per cent of the active Members who are Members just prior to the meeting in question being called. No business shall be transacted at any meeting of members unless the requisite quorum is present at the time of transaction of such business.
- 7.8 Chairperson - the Chairperson (or in his or her absence the Vice Chairperson or other designate as appointed by Council) shall act as Chairperson of all Members Meetings and shall only be entitled to vote in:
- (a) the event of a tie vote (in which the Chairperson shall have the second or casting vote),
or
 - (b) in the event of a secret ballot.

This paragraph shall take precedence over paragraph 7.10 below.

- 7.9 Majority Vote - At all annual, semi annual and special Meetings of Members, every question shall be determined by Resolution, being a simple majority vote of fifty percent (50%) plus one (1) of those Members voting who are present or represented by absentee ballot, unless otherwise provided for by the Act or elsewhere in the general operating By-law.
- 7.10 Voting Procedure - Every question submitted to any Meeting of Members shall be decided by voice vote or a show of hands, except where a secret ballot is provided for or requested as stated below. In the case of an equality of votes, the Chairperson of the Meeting shall either by a show of hands or by secret ballot, as applicable, have the casting vote. At any Meeting, unless a secret ballot is provided, a declaration by the Chairperson that a motion has been carried or carried unanimously or by a particular majority or lost, or not carried by a particular majority shall be conclusive evidence of the fact. A secret ballot may be held either upon the decision of the Chairperson or upon request of any member and shall be taken in such a manner as the Chairperson directs. The result of a secret ballot shall be deemed to be the decision of the meeting at which the secret ballot was held. A request for secret ballot may be withdrawn.
- 7.11 Voting Rights - Voting at Meetings of Members may be given personally or by absentee ballot.

- 7.12 Emergency Meetings - Sections 7.1 – 7.11 do not apply to emergency meetings, which can be called at the pleasure and sole discretion of Council.

PART IV COUNCIL

8. COUNCIL

- 8.1 Board of Directors - The administration and temporal affairs of the Church shall be the responsibility of the Council comprised of not less than three Members of the Church, being the Elders and Deacons as determined by the Members at a Special Election meeting of Members each year. For purposes of the Act, the Council shall be deemed to be the Board of Directors and in this regard, each such Elder, Deacon and Minister shall be deemed to be a Director of the Church (the Minister being an *ex officio* Director without the ability to vote on Council or Board matters), subject to the provisions of 11.2 hereof.
- 8.2 Election of Elders and Deacons- As often as may be required and in any event not less than once yearly at such time as Council may determine, Council shall prepare and present to Members a slate of nominees of confessing members of the Local Church for election to the office of Elder and the office of Deacon by the Members to replace those Council members (Elders or Deacons) whose term of office has expired or will expire shortly after the Members Meeting. The nomination and election of each Elder and each Deacon shall in all respects observe the provisions, formalities and requirements of the Church Order. Each Elder and each Deacon shall be deemed to be a Director of the Church subject to the provisions of 11.2 (a) hereof.
- 8.3 Calling of a Minister - A qualified person is called by Council to serve the Church as Minister after a recommendation of Council to the Members, for the calling of the person to serve the Church as Minister, has been approved by the Members. Membership approval shall require a majority vote as set by Council of the Members voting who are present at the Members Meeting duly called for that purpose. The person accepting the call to serve the Church, upon being installed into the office of Minister, is deemed to be a Director and a member of the Council.
- 8.4 Agreement with Fundamental Principles - A person may be considered for election to the Council if he or she fulfils all of the following qualifications:
- (a) the person must be a member in good standing;
 - (b) the person must be at least the age of 18;
 - (c) the person must meet the scriptural requirements for an Elder or Deacon in accordance with the provisions of the Church Order; and
 - (d) the person elected to office of Elder or Deacon shall signify in writing his or her agreement with the Fundamental Principles of the Church as set out in its originating documents and amendments from time to time.

9. TERM OF OFFICE OF ELDERS AND DEACONS

- 9.1 A person elected as Elder or Deacon shall hold office for a term of three years.

9.2 A specified number of Elders and Deacons shall be elected each year. Retiring Elders and Deacons shall be succeeded by newly elected Elders and Deacons, unless the circumstances of the church make immediate eligibility for re-election or leaving the position vacant, advisable.

9.3 A Member may be re-elected to the office of Elder and Deacon for any number of terms subject to the provision of 9.2.

10. **AUTHORITY OF COUNCIL**

10.1 General Authority- The Council shall be responsible for the overall administrative and temporal affairs of the Church and shall make or cause to be made for the Church in its name any kind of contract which the Church may lawfully enter into, save as hereinafter provided, and generally may exercise such other powers and do such other acts and things as the Church by its originating documents, the Act, or otherwise authorized subject to the following restrictions:

(a) No purchase, sale or conveyance, mortgage, lease of any real estate belonging to the Local Church; or the fixing of the salaries shall be made, unless the affirmative vote of a majority of the Members of the Church shall be first obtained at a meeting of such Members of the Church present and entitled to vote, duly and specially called for that purpose by notice given for two successive Sundays at the usual place of meeting next preceding such meeting; and

(b) No sale, mortgage, or conveyance shall be made of any gift, grant, or donation, conveyance, devise, or bequest which would be inconsistent with the express terms of the plain intent of the grant, donation, gift, conveyance, devise or bequest.

10.2 Specific Authority- Council shall be authorized to carry out the duties and responsibilities and have the authorities assigned to it by the Church Order and without limiting the generality of the foregoing to:

(a) exercise overall responsibility over the day to day administration and operations of the Church and to oversee the expenditure of Church funds in general accordance with the approved annual budget;

(b) take such steps as are necessary to enable the Church to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the Objects of the Church;

(c) appoint such agents and engage such employees (with exception of the Minister(s) which shall require Church Membership approval) as it deems necessary from time to time and such Persons shall have such authority and shall perform such duties as shall be prescribed by Council at the time of such appointment; and

(d) generally exercise such power and to do such things as the Church is, by its originating documents, the Act, By-laws or otherwise, authorized to exercise and do by By-law.

10.3 Remuneration of Employees- Subject to 10.1 (a), the reasonable remuneration for all employees and agents of the Church as determined appropriate by Council shall be fixed by the Council by Resolution. Such Resolution shall have force and effect provided that such remuneration does not exceed the last approved budget of the Church, otherwise such Resolution shall require the approval of the Membership before coming into force and effect.

- 10.4 Council Report- The Council shall give an annual report.
- 10.5 Resignation- If for any reason an Elder or Deacon asks to be released from office, then that member shall give thirty (30) days written notice, if possible, to the Chairperson of Council who in turn shall call it to the attention of Council. A letter requesting release from office shall set out the reasons for the departure of the member of the Council. Council has authority to approve the release from office.

11. **VACANCY ON COUNCIL**

- 11.1 Vacancy on Council - The position of a member of Council shall be automatically vacated if any of the following situations occur:

- (a) such member resigns his or her position on Council by delivering of written resignation to the Chairperson of Council and Council accepts such resignation;
- (b) such member is removed or suspended from the office of Elder or Deacon as the case may be in accordance with the provisions of the Church Order;
- (c) such member ceases to be a Member of the Church;
- (d) such member is found to be mentally incompetent or of unsound mind; or
- (e) such member dies.

- 11.2 Removal of a Director - Notwithstanding the provisions of 8.1 hereof:

- (a) An Elder or Deacon may be removed from the office of Director if such Elder or Deacon is determined by an eighty percent (80%) majority vote of the Members voting who are present at a Meeting of Members duly called for that purpose, to be unfit to hold the office of Director. Such removal shall not otherwise affect the status of such person as Elder or Deacon of the Church.

12. **MEETINGS OF COUNCIL**

- 12.1 Regular Meetings - The Council may appoint a day or days in any month or months for regular meetings at a place and hour to be named, provided that Council shall ordinarily meet monthly. A copy of any Resolution of Council fixing the place and time of regular meetings of the Council shall be sent to each Director forthwith after being passed. No other notice shall be required for any such regular meetings.
- 12.2 Special Meetings – may be called by the Chairperson of Council upon giving of notice to Council Members by telephone and pulpit announcement or other oral or written communication.
- 12.3 Notice of Meetings - All regular and special meetings of Council shall be held on fourteen (14) days notice either addressed and mailed or delivered to each member of the Council or published in the Church Bulletin on two consecutive Sundays prior to such meeting or at the call of the Chairperson of the Council in the event of an emergency.

- 12.4 Waiver of Notice - A member of Council may waive notice of a meeting of Council and attendance of any member at such meeting shall constitute a waiver of notice of the meeting, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.
- 12.5 Omission of Notice - The accidental omission to give notice of any meeting of the Council to, or any irregularity in the notice of any such meetings, or the non-receipt of any notice by, any Member of Council shall not invalidate any motion passed, or any proceeding taken at such meeting, provided that no member objects to such omission or irregularity.
- 12.6 Quorum- A quorum for a meeting of Council shall be a majority of the members of Council.
- 12.7 Voting Rights- With the exception of the Chairperson, who shall only vote in the event of an equality of votes, all members of Council shall each have one vote.
- 12.8 Minutes- The Council shall keep written minutes of each meeting. The Clerk, or other person assigned such task, shall be responsible to maintain such minutes.

PART V CONSISTORY

13. CONSISTORY

- 13.1 Definition - The Consistory consists of those confessing members elected to the office of Elder and the Minister(s) of the Church. The Consistory shall be responsible for the overall spiritual ministry and welfare of the Church. The number of Elders shall be determined by Council.
- 13.2 Authority and Duties of Consistory - The authority and duties of Consistory shall be consistent with the provisions of the Church Order and as may be requested by Council.
- 13.3 Meetings of Consistory - The Consistory shall meet at such time and place as per schedule adopted at the first meeting of Council after the election of Elders and Deacons, or as may be determined by Consistory or deemed necessary by the Chairperson of the Consistory.
- 13.4 The Chairperson of Consistory shall be determined by the procedure outlined in the Handbook for Leaders, updated from time to time.

PART VI DIACONATE

14. DIACONATE

- 14.1 Definition - The Diaconate consists of all those confessing members of the Church elected to the office of Deacon. The Diaconate shall be responsible for and oversee the charitable ministries of the Church. The number of Deacons shall be determined by Council.
- 14.2 Authority and Duties of Diaconate - The authority and duties of the Diaconate shall be consistent with the provisions of the Church Order and as may be requested by Council.
- 14.3 Meetings of the Diaconate - The Deacons shall meet at such time and place as per schedule adopted at the first meeting of the Council following the election of Elders and Deacons or as determined by the Deacons or deemed necessary by the Chairperson of the Deacons.

- 14.4 The Chairperson of the Diaconate shall be determined by the procedure outlined in the Handbook for Leaders, updated from time to time.

PART VII MINISTER

15. MINISTER

- 15.1 Minister - The Members may call one or more persons, qualified and eligible for call as Minister of the Word in the Christian Reformed Church, to serve the Local Church as Minister.
- 15.2 Duties and Authority of Minister - The Authority and Duties of a Minister shall be consistent with the provisions of the Church Order and this By-law and as may be determined by the Council.
- 15.3 Calling and Ordination/Installation of a Minister - The calling and ordination/installation into the office of Minister shall in all respects be carried out in accordance with and in adherence to the provisions of the Church Order.
- 15.4 Minister's Remuneration - The remuneration of the Minister shall be determined by Council and approved by the Members by majority vote in accordance with section 10.1 of this By-law.
- 15.5 Termination or Deposition of Minister - The Minister-Church relationship shall not be terminated nor shall the minister be deposed from office, except in accordance with the provisions of the Church Order and the Principles of Natural Justice.

PART VIII OFFICERS

16. OFFICERS

- 16.1 The Officers of the Church shall be:
- (a) Chairperson of Council (President);
 - (b) Vice-Chairperson of Council (Vice-President);
 - (c) Clerk; and
 - (d) Treasurer.

17. DEFINITION OF OFFICERS

- 17.1 **The Chairperson-** The duties of the Chairperson shall be as follows:
- (a) to call all meetings of the Council;
 - (b) to preside at all such meetings as the Chairperson;
 - (c) to prepare agenda for all meetings of the Council;
 - (d) to vote only when a deciding vote is necessary at any meeting of Council;
 - (e) to ensure that all directives and Resolutions of Council are carried into effect;
 - (f) as President of the Church to call all Meetings of the Membership in accordance with the procedures set out in the Church order, and this By-law;
 - (g) to preside at all Meetings of the Members as the President;
 - (h) to prepare agenda for all Meetings of Members;
 - (i) to vote at Membership Meetings only when a deciding vote is necessary; and

- (j) to carry out such other duties as are directed from time to time by the Council.

17.2 **The Vice-Chairperson-** The duties of the Vice-Chairperson of Council shall be as follows:

- (a) in the event that the Chairperson of Council is not able to function in his or her position then the Chairperson or President shall be replaced by the Vice-Chairperson of Council who shall exercise all of the authority and comply with all of the obligations of the Chairperson;
- (b) to carry out such duties as may from time to time be determined by Council or the Membership; and
- (c) in his or her absence, the duties of the Vice-Chairperson shall be performed by such other Member of Council who is assigned the duties of the Vice-Chairperson by Resolution of Council.

17.3 **Clerk-** The Duties of the Clerk shall be as follows:

- (a) to faithfully note and record all of the business of Council Meetings and of Members Meetings and present the minutes of previous meetings when called upon to do so;
- (b) to conduct all correspondence on behalf of the Church arising out of such meetings;
- (c) to publish or cause to be published the time and place of all Members Meetings with due notice;
- (d) to be the custodian of the seal of the Church which he or she shall deliver only when authorized by Resolution of Council to do so and to such Person or Persons as may be named in the said Resolution;
- (e) to be the custodian of all papers and documents of the Church;
- (f) to carry out such other duties as directed from time to time by Council or by the Membership; and
- (g) in his or her absence, the duties of the Clerk shall be performed by such other member who is temporarily acceptable to the Council upon a Resolution of the Council.

17.4 **Treasurer-** The duties of the Treasurer shall be as follows:

- (a) to be responsible for the disbursing of monies on behalf of the Church;
- (b) to issue and sign cheques on behalf of the Church;
- (c) to maintain payroll records;
- (d) to maintain accounts payable records;
- (e) to pay all accounts and authorized expenses by cheque whenever practical and possible;
- (f) to invest funds belonging to the Church as directed by Council;
- (g) to record and/or deposit the monies received by the Church into the proper bank accounts;
- (h) to keep account of all monies received by the Church and keep a full and accurate account of all assets, liabilities, receipts and disbursements of the Church, including the following:
 - (i) recording the Church income and receipts;
 - (ii) recording the Church fund disbursements;
 - (iii) preparation of monthly bank reconciliations; and
 - (iv) preparation of monthly bank statements.
- (i) to keep an accurate record of all contributions made through envelopes to the general, building and other funds of the Church as exist from time to time;

- (j) to ensure that no member of the Council receives any remuneration for services on Council from the Church unless such monies are for purposes of reimbursing such member for legitimate expenses incurred on behalf of the Church, or unless such monies are for purposes not relating to that person being a member of Council;
- (k) to be the custodian of all financial documents of the Church, including mortgage documents, legal papers relating to the property, and, insurance policies;
- (l) to carry out such other duties as directed from time to time by Council or the Membership; and
- (m) in his or her absence, the duties of the Treasurer shall be performed by such Member who is temporarily acceptable to the Council upon a Resolution of the Council.

18. **APPOINTMENT AND ELECTION OF OFFICERS**

- 18.1 All Officers with the exception of the Treasurer and the Clerk shall be appointed by the Council from among their members at the first meeting of Council following election of Council members during each fiscal year.
- 18.2 The Treasurer and Clerk shall be appointed by Council, however, the Treasurer and Clerk may be but need not be a member of Council.

19. **TERM OF OFFICERS**

- 19.1 All Officers, other than the Treasurer and the Clerk, shall serve a one (1) year term of office.
- 19.2 An Officer may be re-appointed to any number of terms during the period he or she is a member of Council.
- 19.3 The Treasurer and the Clerk may be appointed for such term of office as determined by Council.

20. **RESIGNATION OF OFFICERS**

- 20.1 If for any reason any Officer chooses to resign his or her position, a letter of resignation together with an explanation shall be directed to the Council at least thirty (30) days prior to the effective date of such resignation and the Council shall have the power to accept such resignation on behalf of the Church.

21. **VACANCY**

- 21.1 The position of an Officer shall be automatically vacated if any of the following situations occur:
 - (a) such Officer resigns his or her office by delivery of a written resignation to the Council,
 - (b) the Officer ceases to be a Member of the Church;
 - (c) such Officer is found to be mentally incompetent or of unsound mind;
 - (d) such Officer dies; or
 - (e) such Officer is removed from Office by a two-thirds (2/3) majority vote of Council.
- 21.2 If any vacancies should occur for any reason as set out in section 21.1 of the above, Council by Resolution, may by appointment, fill the vacancy during the remaining term.

PART IX PROTECTION AND INDEMNITY

22. PROTECTION AND INDEMNITY TO DIRECTORS AND OFFICERS

22.1 Protection of Directors, Officers and Others - Except as otherwise provided in the Act, no Director or Officer of the Church shall be liable for the acts, receipts, neglects or defaults of any other Director or Officer or employee or for any loss, damage or expense happening to the Church through insufficiency or deficiency of any title to any property acquired by the Church or for or on behalf of the Church or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Church shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any Person including any Person with whom or which any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Church or for any other dealings with moneys, securities or other assets belonging to the Church or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the Director or Officer's respective office or trust or in relation thereto unless the same shall happen through such Person's willful neglect or default. The Directors and Officers of the Church shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name of or on behalf of the Church, except as shall have been submitted to and authorized or approved by Council.

22.2 Indemnity to Directors and Officers - Every Director, Officer or any Member or Person (with "Person" in this section to include Churches, partnerships, joint ventures, sole proprietorships, unincorporated associations and other forms of business organizations) who has undertaken or is about to undertake any liability on behalf of the Church, its heirs and assigns, will respectively be indemnified and saved harmless out of the funds of the Church from and against:

- (a) all costs, charges and expenses which such Director, Officer or any other Member or Person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her, in or about the execution of his or her office or in respect of any such liability, except such costs, charges or expenses as are occasioned by their own willful neglect or default; and
- (b) all other costs, charges and expenses which he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

22.3 INDEMNITY TO OTHERS

The Church shall also indemnify any such Persons as described above in such other circumstances as the Act or law permits or requires. Nothing in this By-law shall limit the right of any Person entitled to indemnity to choose indemnity apart from the provision of this By-Law to the extent permitted by the Act or law.

PART X EXECUTIVE

23. EXECUTIVE COMMITTEE

23.1 Executive Committee - Council may establish an Executive Committee comprised of not less than three (3) Directors. The Executive shall exercise such powers as are authorized by Council.

- 23.2 Regular Meetings of Executive - Subject to this By-law and Resolution of Council the executive committee may meet for the transaction of business, adjourn and otherwise regulate its meetings as it sees fit. Meetings shall ordinarily take place monthly at such time and place as executive may determine in accordance with a schedule of meetings determined by Council at its first meeting following the election of Elders and Deacons. Each member of executive shall receive a written copy of the schedule of meetings.
- 23.3 Special Meetings - Special meetings of the executive committee may be called by the Chairperson of the executive committee by telephone or pulpit announcement or other oral or written communication.
- 23.4 Notice of Meetings - Regular meetings of the executive shall be publicly announced prior to the meeting. Emergency meetings may be called upon 24 hour notice at the call of the Chairperson.
- 23.5 Quorum - A quorum for the meeting of the executive committee shall be a majority of the members of the executive.
- 23.6 The Chairperson of the executive committee shall be determined in accordance with the procedures outlined in the Handbook for Leaders, updated from time to time.
- 23.7 Voting Rights- With the exception of the Chairperson, who shall vote only in the event of an equality of votes, all members of the executive shall have one vote.
- 23.8 An Executive member may be removed by the majority vote of Council.
- 23.9 Executive members shall receive no remuneration for serving as such but are entitled to reasonable expenses incurred in the exercise of their duty.

PART XI ADMINISTRATION COMMITTEE

24. ADMINISTRATION COMMITTEE

- 24.1 Council may establish an Administration Committee comprised of such individuals and such number as Council may from time to time determine. The Administration Committee shall exercise such powers as are authorized by Council.
- 24.2 Regular meetings of the Administration Committee – subject to this By-law and Resolution of Council, the Administration Committee may meet for the transaction of business, adjourn and otherwise regulate its meetings as it sees fit. Meetings shall ordinarily take place monthly at such time and place as the Administration Committee may determine in accordance with a schedule of meetings determined by Council at its first meeting following the election of elders and Deacons. Each member of the Administration Committee shall receive a written copy of the schedule of meetings.
- 24.3 Special Meetings – Special Meetings of the Administration Committee may be called by the Chairperson of the Administration Committee by telephone or pulpit announcement or other oral or written communication.

- 24.4 Special Meetings – Special Meetings of the Administration Committee may be called by the Chairperson of the Administration Committee by telephone or pulpit announcement or other oral or written communication.
- 24.5 Notice of Meetings – Regular meetings of the Administration Committee shall be publicly announced prior to the meeting. Emergency meetings may be called upon Twenty-Four (24) hours notice at the call of the Chairperson.
- 24.6 Quorum – A quorum for the meeting of the Administration Committee shall be a majority of its members.
- 24.7 The Chairperson of the Administration Committee shall be determined in accordance with the procedure outlined in the Handbook for Leaders, updated from time to time.

PART XII STANDING COMMITTEES

25. DEFINITION OF STANDING COMMITTEES

- 25.1 The Council by Resolution may establish such Standing Committees as it determines necessary from time to time for the purpose of a specific task.
- 25.2 The number of members for each Standing Committee and the mandate of such Standing Committee shall be determined by the Council from time to time.
- 25.3 Members on each Standing Committee shall serve without remuneration, provided that a committee member may be paid reasonable expenses incurred by him or her in the performance of his or her duties.

26. ELECTION AND TERM OF OFFICE ON STANDING COMMITTEES

- 26.1 Council may appoint members to the Standing Committees in such number and for such terms as Council, by Resolution, may determine.

27. CHAIRPERSON OF STANDING COMMITTEE

- 27.1 The Chairperson of each standing Committee shall be appointed from amongst the membership of a particular Standing Committee either by the Council or by the membership at the first meeting of the Standing Committee during each year. The Chairperson may be but need not be a member of Council.

28. SPECIFIC DUTIES OF STANDING COMMITTEES

- 28.1 The specific duties of each Standing Committee shall be:
- (a) fulfill the mandate as approved by Council;
 - (b) keep minutes of each meeting and make copies of all minutes available to Council;
 - (c) prepare regular reports for the Council; and
 - (d) prepare an annual budget for presentation to Committee of Administration and/or Council.

29. PROCEDURES FOR MEETINGS OF STANDING COMMITTEES

- 29.1 Standing Committees shall meet at such times as determined by the Chairperson of the Committee, subject to the approval of the Council.
- 29.2 The procedures to be adopted during the meetings of each Standing Committee shall be the same as those set out herein for Council with modifications as necessary.
- 29.3 A quorum for the meetings of a Standing Committee shall be the majority of the members of the Committee.
- 29.4 With the exception of the Chairperson who shall vote only in the event of an equality of votes, all members of a Standing Committee shall have one vote.

30. REMOVAL OF MEMBERS FROM STANDING COMMITTEES

- 30.1 Council may remove any member from any Standing Committee for any reason upon a majority vote of Council and may fill such vacancy by appointment.

PART XIII SPECIAL COMMITTEES

31. SPECIAL COMMITTEES

- 31.1 Council may appoint such Special Committees as may be necessary, having such power and authority as may be appropriate, whose members will hold office at the will of Council. Council shall determine the duties of Special Committees.
- 31.2 The appointment of a Chairperson of such a Special Committee shall be determined by Council unless specifically directed otherwise by the Members. Members of such Special Committees shall serve without remuneration, provided that such committee member may be paid reasonable expenses incurred by him or her in the performance of his or her duties.
- 31.3 The number and time of meetings of such Special Committee shall be determined by the Chairperson of such Special Committee subject to the approval of Council.
- 31.4 All Special Committees shall report to the Members through Council.
- 31.5 The procedures to be adopted during meetings of each Special Committee shall be the same as set out herein for Council with modifications as necessary.
- 31.6 Council may remove any member from a Special Committee for any reason upon Resolution and may fill the vacancy by appointment.

PART XIV RULES AND REGULATIONS

32. RULES, REGULATIONS AND GUIDELINES

- 32.1 The Council may adopt by Resolution such rules, regulations or guidelines not inconsistent with this general operating By-law or the Constitution relating to the management and operation of the Church as Council deems expedient.

PART XV FINANCIAL MATTERS AND AUDITORS

33. FISCAL YEAR END

33.1 Unless otherwise ordered by Council, the fiscal year end of the Church shall be the 31st day of December each year.

34. FINANCIAL STATEMENTS AND ANNUAL BUDGET

34.1 Council is responsible for the annual preparation of the following:

- (a) financial statements for the preceding year prepared in accordance with the financial reporting for Charitable and Non-Profit Organizations as may be in place from time to time; and
- (b) an annual budget for the upcoming year prepared in consultation with the Chairperson of each Standing and Special Committee, and to include the budget and expenditures of at least the previous year.

34.2 The financial statements and the annual budget shall be forwarded to the Council for approval at least two weeks prior to the annual Meeting of Members and shall thereafter be made available to the Members for review at least one (1) week (including one (1) Sunday) prior to the Annual Membership Meeting.

34.3 The financial statements and the annual budget shall be presented at the annual Meeting of Members for approval of the Members by Resolution.

35. FINANCIAL REVIEW ENGAGEMENT

35.1 Subject to section 33.2 above, Council shall appoint a person holding a CMA/CGA/CA designation or such other person as Council shall designate to perform the following services:

- (a) report to the Members on the fairness of the financial statements presented by the Council or the Finance Committee at the annual Meeting of Members;
- (b) review the financial statements, accounts, general fund of the Church and other general funds which may be in existence from time to time and to submit the results of such reviews to the Membership at the next annual Meeting of Members;
- (c) act as a liaison between the Church and any professional accountant retained by the Church and to ensure that the recommendations of such accountant are implemented; and
- (d) to carry out such other duties as are directed from time to time by Council or by the Membership.

PART XVI GENERAL PROVISION

36. CORPORATE SEAL

36.1 The seal, an impression thereof is stamped in the margin hereof or as changed by Resolution of the Council from time to time, shall be the seal of the Church.

37. EXECUTION OF DOCUMENTS

37.1 Documents - Contracts, documents or any instruments in writing requiring the signature of the Church shall be signed by any two Officers, and all contracts, documents and instruments in writing so signed shall be binding upon the Church without further authorization or formality. Council shall have the power from time to time by Resolution to appoint any two of its members, Officers or Person's on behalf of the Church to specifically sign contracts, documents, and instruments in writing. Council may give the Church's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the Church. The seal of the Church when required may be affixed to contracts, documents, and instruments in writing as aforesaid by any Council member, Officers or Persons appointed.

38. HEAD OFFICE

38.1 The Head Office of the Church shall be in the City of Edmonton, in the Province of Alberta, Canada.

39. BOOKS AND RECORDS

39.1 Council shall see that all necessary books and records of the Church required by the By-Laws of the Church or by any applicable statute or law are regularly and properly kept.

PART XVII AMENDMENTS

40. AMENDMENTS TO BY-LAW

40.1 The By-laws of the Church not embodied in the Declaration of Incorporation may be replaced or amended by By-law and enacted as follows:

- (a) by a majority vote of the Council voting at a meeting duly called for that purpose; and
- (b) sanctioned by an affirmative vote of at least seventy-five percent (75%) of the Members voting who are present or represented by proxy at a Membership Meeting duly called for the purpose of considering the said By-law,

provided that notice of such Members Meeting shall be given in the Church Bulletin on two consecutive Sundays prior to such Membership Meeting and provided further that the notice shall state the proposed amendment and the purpose thereof, and provided further that the repeal or amendment of such By-laws shall not be enforced or acted upon until they are registered with Alberta Government Services – Corporate Registry.

Passed on this 28th day of November, 2016 at a congregational meeting called for the express purpose of doing the same.



Roy Schouten – Chairperson



Stephen Velthuisen - Secretary


SPECIAL RESOLUTION
RELIGIOUS SOCIETIES ACT

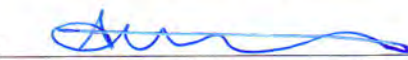
We hereby certify that the following special resolution was passed at a meeting of the members of Maranatha Christian Reformed Church of Edmonton, Alberta on November 28, 2016.

The By-laws were changed as follows:

- the existing by-laws are repealed.
- They are replaced by the attached by-laws.

Dated: December 21, 2016

Signature: 
Roy Schouten – Chairman

Signature: 
Stephen Velthuisen - Secretary