

Valhalla Lutheran Church



Constitution and Bylaws

CONSTITUTION

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

Preamble:

Recognizing our unity in Christ and our common practice in the Christian faith,
desiring to express our fellowship in worship and work,
knowing our spiritual needs,
being mindful of our Christian privileges and duties, and
wishing to observe orderly cooperation,
we adopt the following Constitution.

ARTICLE I – Name and Incorporation

The name of the congregation shall be Valhalla Evangelical Lutheran Church. The congregation shall be incorporated under the laws of the Province of Alberta.

ARTICLE II – Confession of Sin

- 2.1** The Bible – The congregation accepts all the canonical books of the Old and New Testaments as a whole and in all their parts as the divinely inspired, revealed, and inerrant Word of God, and joyfully submits to this as the only infallible authority in all matters of life and faith.
- 2.2** Faith in the Triune God – The congregation is built upon faith in the ever-living Triune God, Father, Son, and Holy Spirit as revealed in the Holy Scriptures, to whom be the glory for ever and ever.
- 2.3** God the Father
 - 2.3.1** Almighty God, Creator of the universe, who formed man in His own image, who from the beginning loved goodness and hated evil, desires that all the children of His creation live in eternal fellowship with Him. We hold to the creation and fall of humanity as described in the first chapters of Genesis, not as a myth, but as historical facts.
 - 2.3.2** Therefore, the Creator gave His only begotten Son (John 3:16) to be the Saviour of the world, that people might be set free from the bondage of sin and become

joint heirs with Jesus Christ of eternal life.

2.4 Jesus Christ, God's Only Son and Our Saviour

2.4.1 At the heart and centre of this faith is confidence in Jesus Christ and love for Him, the Eternal Word of God, true God (only Son of the Father from Eternity) and true man (born of the virgin Mary), and the only Saviour of the world.

2.4.2 The reason for our being as the Valhalla Evangelical Lutheran Church is to proclaim salvation solely by grace through faith alone in Jesus Christ.

2.5 Dependence Upon the Holy Spirit – We also acknowledge dependence upon the Holy Spirit working solely through the means of grace to call unbelievers into saving faith in Jesus Christ, to empower believers to grow in faith, to bestow His gifts for the ministry of the church locally and universally, to inspire love for one another, and to bring glory to the Father through the Lord Jesus Christ, the only Head of the Church.

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

2.6.1 The ancient ecumenical Creeds: the Apostolic, the Nicene, and the Athanasian

2.6.2 The Unaltered Augsburg Confession and Luther's Small Catechism

2.7 Book of Concord: Normative – As further elaboration of and in accordance with these Lutheran symbols, this congregation also receives the other documents in the Book of Concord of 1580: the Apology, Luther's Large Catechism, the Smalcald Articles (including the Treatise on the Power and Primacy of the Pope), and the Formula of Concord, and recognizes them as normative for its theology.

2.8 Pure Doctrine – The congregation accepts without reservation these symbolic books of the Lutheran Church, not insofar as but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith of the Evangelical Lutheran Church.

ARTICLE III – Purpose

The purpose of the congregation shall be to proclaim and propagate the Christian faith through the means of grace, and to cooperate in the program approved by the affiliated church body.

ARTICLE IV – Powers

4.1 All power in the congregation has its source in the Word of God, which is the norm for its faith and life. All individuals and groups within the congregation shall submit to the

authority of the Word. The life and activity of the congregation and its organizations shall conform to it.

- 4.2** The powers of the congregation shall be those necessary to fulfill its purposes as set forth in this Constitution.
- 4.3** The powers of the congregation shall be vested in the congregational meeting called and conducted in such a manner as is provided in this Constitution and, to the extent conveyed by this Constitution or as assigned from time to time by the congregational meeting, in the boards elected by the congregation.
- 4.4** In the fulfillment of its purpose, the congregation is empowered to:
 - 4.4.1** acquire real and personal property by gift, device, bequest, purchase, or other lawful means.
 - 4.4.2** hold title to and use its property for any and all activities consistent with its purpose.
 - 4.4.3** sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means.
 - 4.4.4** enter into contract.
 - 4.4.5** sue and be sued.
 - 4.4.6** elect officers and boards for the exercise of their powers and authority, and require them to conduct their affairs in accordance with this Constitution and its bylaws, and with the resolutions of the congregation.
- 4.5** Real property shall not be purchased, disposed of, or encumbered in any manner except by resolution adopted by not less than a two-thirds majority vote of the members present and voting at a legally called meeting of the congregation.
- 4.6** Should be congregation by operation of law or otherwise cease to exist, all property and funds remaining after the payment of its obligations shall be distributed by the local congregation.

ARTICLE V – The Congregation’s Relationship to Its Affiliated Church Body

- 5.1** According to the Word of God, the Kingdom of God is correctly expressed through the local congregation, and the congregation is the correct form of the Kingdom of God on earth.
- 5.2** The congregation is the local assembly “among whom the Gospel is preached in its purity and the Holy Sacraments are administered according to the Gospel,” and consists of believers using the means of grace and the spiritual gifts given them as directed by the Word of God. Such congregations may take a variety of forms, such as the traditional, parish groups, chaplaincy ministries, house churches, Christian communities,

etc.

- 5.3** According to the New Testament, the congregation needs an external organization with membership roll, election or appointment of officers, stated times and places for its gatherings, and other similar provisions.
- 5.4** Members of the organized congregation are not, in every instance, believers, and such members often derive false hope from their external connection with the congregation. It is therefore the sacred obligation of the congregation to purify itself by the quickening preaching of the Word of God, by earnest admonition and exhortation, and by disciplining the openly sinful and perverse.
- 5.5** The congregation directs its own affairs, subject to the authority of the Word and the Spirit of God, and acknowledges no other ecclesiastical authority or government above itself. Congregations voluntarily bind themselves as members of their affiliated church body according to the categories provided in the Constitution and bylaws of the affiliated body.
- 5.6** The congregation esteems and cherishes all the spiritual gifts which the Lord gives for its edification, and seeks to stimulate and encourage their use.
- 5.7** The congregation gladly accepts the mutual assistance which congregations can give one another in the work for the advancement of the Kingdom of God.
- 5.8** Such assistance consists partly in the mutual sharing of spiritual gifts among the congregations through conferences, exchange visits, lay activities, etc., whereby congregations are mutually edified, and partly in the voluntary and Spirit-prompted cooperation of the congregations for the accomplishing of such tasks as exceed the ability of the individual congregation.
- 5.9** Among such tasks may be mentioned specifically the training of pastors, the distribution of Bibles and other literature, home and foreign missions, children's homes, Bible schools, Bible camps, and other works of mercy.
- 5.10** Congregations have no right to demand that other congregations shall submit to their opinion, will, judgment, or decision; therefore, domination by a majority of congregations over a minority is to be rejected.
- 5.11** Agencies of our affiliated church body found to be desirable for conducting joint activities of congregations (such as conferences, committees, officers, etc.) cannot impose any obligations or restrictions, exert any compulsions, or lay any burden upon the individual congregation, but have the right only to make recommendations to, and requests of, congregations and individuals.

- 5.12** Every free congregation, as well as every individual believer, is constrained by the Spirit of God and by the privileges of Christian love to do good and to work for the salvation of souls and the quickening of spiritual life, as far as its power and abilities permit. Such free spiritual activity is limited neither by parish nor by synodical bounds.
- 5.13** According to scripture teaching and example, each congregation is independent, sovereign, and autonomous in its own affairs, subject only to Holy Scripture and the Spirit of God, and an association or synod is neither of higher nor of equal authority to any of its congregations (Mark 10:42-45). Therefore, in relation to its members, the association is not a church or church government that exercises legislative or coercive powers but, in recognition of an individual congregation's right of self-government, it is rather an advisory or service body. Accordingly, no resolution of the affiliated church body is of binding force if it is held by any of its members to be contrary to the Word of God, or inexpedient as far as the condition of a congregation is concerned.
- 5.14** Nevertheless, as Holy Scripture does not countenance arbitrary modes of procedure or behaviour, but commands us to do all things in Christian love and good order, and not to abuse our Christian liberty (Galatians 4:13; Corinthians 14:40), all members of the congregation and those in our fellowship shall be expected to cooperate in accordance with the Constitution and the other resolutions of the congregation within the scriptural limitations set forth above.
- 5.15** Any objections to official resolutions and procedures of our affiliated church body shall be dealt with in accordance with the procedures detailed in the bylaws of the affiliation.
- 5.16** No public circulation by the congregation regarding disputes or objections should be made until after the procedures detailed in Section 5.15 above, with due patience, have been exhausted with no satisfactory resolution.
- 5.17** Should the congregation deem it to be in its best interest and in harmony with God's Word to either enter into or sever a relationship with a church body, the decision shall require a two-thirds majority vote of all voting members present and voting at a legally called and conducted meeting. Such action must be ratified by a two-thirds majority vote at a subsequently called and conducted meeting held a minimum of 60 days later.

ARTICLE VI – Membership in the Congregation

- 6.1** Members of the congregation shall be those who are designated as such at the time that this Constitution is adopted and those who are admitted thereafter, and who maintain their membership in accordance with the provisions of this Constitution and its bylaws. There shall be no membership restrictions with respect to race or colour.
- 6.2** Members shall be classified as (a) baptized, (b) confirmed, or (c) voting.

- 6.2.1** Baptized members shall be those who, as provided in the bylaws, have been baptized in the name of the Triune God.
 - 6.2.2** Confirmed members shall be those baptized members who have been admitted to confirmed membership as provided in the bylaws.
 - 6.2.3** Voting members shall be those who are confirmed, active members and who have attained the age of 18 years.
- 6.3** It shall be the privilege and duty of members of the congregation to:
- 6.3.1** make diligent use of the means of grace, both Word and Sacraments.
 - 6.3.2** live a Christian life in accordance with the Word of God.
 - 6.3.3** support the work of the congregation and the affiliated church body.

ARTICLE VII – Discipline

- 7.1** A member who advocates doctrines which are contrary to Holy Scripture and the Confessions of the Church, or who is guilty of conduct that is grossly unbecoming a member of the Body of Christ, shall be subject to discipline.
- 7.2** Discipline shall be administered by the church council on behalf of the congregation, with the right of appeal to the congregation.
- 7.3** Discipline in the congregation shall be exercised in accordance with Matthew 18:15-18 (NIV), which reads as follows:
15 “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. **16** But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ **17** If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.
18 “I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven.”

ARTICLE VIII – The Pastor

- 8.1** The pastor of the congregation shall be a person whose soundness in the faith, aptness to teach, and educational qualifications have been examined and approved by our affiliated church body, and one who has been properly ordained, who accepts and adheres to the Confession of Faith of our affiliation and of the congregation, and who strives in life and conduct to be above reproach.
- 8.2** Authority to call a pastor shall rest in the congregation. Such authority to call shall be exercised by not less than a two-thirds majority vote of voting members present and

voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee authorized by the congregation, shall seek the advice and help of the general president of the affiliated group or his assistant.

- 8.3** In the event of a vacancy in the pastoral office, the church council shall provide for interim pastoral service.
- 8.4** If, in the judgment of the congregation, the pastor is no longer able to serve it satisfactorily, the pastor may be requested to resign. Before the resignation is requested, all parties including the pastor shall have the opportunity to be heard at a specially called meeting of the church council at which the general president of the affiliation or his assistant shall be present. After the hearing before the church council, a special meeting of the congregation may be called to consider a request for the pastor's resignation. A resolution requesting a pastor's resignation must be adopted by a majority of those present and voting. Not less than 10 days' notice of such a meeting of the congregation must be given. If the pastor's resignation has been requested in the manner here provided, the pastor shall vacate the office at the time the congregation specifies. Should he fail to do so, the church council shall declare the pastoral office vacant.
- 8.5** In the event of alleged defection in doctrine or alleged conduct unbecoming a pastor, the matter shall be referred by the church council to the general president for disciplinary action as provided in the Constitution and bylaws of our affiliation.

ARTICLE IX – Meetings of the Congregation

- 9.1** The power and authority of the congregation shall be exercised through the congregational meeting, which shall be called and conducted in conformity with civil laws and the provisions of the Constitution and bylaws of the congregation. The annual meeting of the congregation shall be held each year as stated in the bylaws. Notice of the meeting shall be given as provided in the bylaws.
- 9.2** A quorum for any regular or special meeting of the congregation shall be the voting members present.
- 9.3** A special meeting of the congregation may be called by action of the congregation, by petition of at least 20 of the voting members, or by any one of the following: the church council, the chairman of the congregation, or the pastor. The chairman or church council shall call a special meeting upon the request of the president of the affiliation. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships, or published in the weekly worship bulletin. Such notice shall state the time, the place, and the purpose of the meeting. It shall be signed by the chairman and the secretary of the congregation,

or by the person or persons who have called the meeting, as authorized by this paragraph. The notice of a special meeting shall also be read at all public services of the congregation held during the 10 days preceding the date of the meeting.

- 9.4** The pastor shall be notified of the time and place at which a special meeting of the congregation is to be held.
- 9.5** Only the business for which a special meeting has been called shall be transacted at the meeting.

ARTICLE X – Officers and Boards

- 10.1** The congregation executive shall consist of a chairman, vice-chairman, secretary, treasurer, and financial secretary. The treasurer and financial secretary may be the same person. At the annual meeting each year, the congregation shall elect each vacant position for one 3-year term. An exception to this is the treasurer/financial secretary position, which may be held indefinitely as long as they are re-elected at the annual meeting. The duties of the officers of the congregation shall be those provided in the bylaws.
- 10.2** The Board of Deacons
 - 10.2.1** There shall be a Board of Deacons composed of three members elected at the annual meeting of the congregation, each for one term of three years. One-third of the members of the board shall be elected at the annual meeting of the congregation. No members of the board shall be eligible to succeed themselves. The pastor and the chairman shall be advisory members by virtue of their office, but they shall be without vote.
 - 10.2.2** The duties and responsibilities of the Board of Deacons shall be to provide spiritual leadership in the congregation, working with the pastor to guide the work, witness, worship, and service of the congregation in the world. As well, the deacons shall work with the Parish Education Board in the supervision of the education program of the congregation.
- 10.3** The Board of Trustees
 - 10.3.1** There shall be a Board of Trustees composed of three members elected at the annual meeting of the congregation, each for one term of three years. One-third of the members of the board shall be elected at the annual meeting of the congregation. No members of the board shall be eligible to succeed themselves. The pastor and the chairman shall be advisory members by virtue of their office, but they shall be without vote.
 - 10.3.2** The duties and responsibilities of the Board of Trustees shall be to have charge of the general management of all matters relating to legal and corporate affairs, and to supervise the maintenance of the properties of the congregation.

10.4 The Parish Education Board

10.4.1 There shall be a Parish Education Board composed of three members elected at the annual meeting of the congregation, each for one term of three years. One-third of the members of the board shall be elected at the annual meeting of the congregation. No members of the board shall be eligible to succeed themselves. The pastor and the chairman shall be advisory members by virtue of their office, but they shall be without vote.

10.4.2 The duties and responsibilities of the Parish Education Board shall be to provide leadership and supervision of the education program of the congregation.

10.5 The Church Council

10.5.1 The officers of the congregation, the members of the boards, and the chairman or designate of each committee shall constitute the church council. The pastor shall be an advisory member.

10.5.2 The duties and responsibilities of the church council shall be to:

10.5.2.1 have general oversight of the life and work of the congregation and to coordinate the activities of the boards, committees, and auxiliaries of the congregation.

10.5.2.2 perform such other duties and responsibilities as are provided in this Constitution and bylaws.

10.5.2.3 elect such committees as are provided in the bylaws and supervise their work. The pastor and the chairman shall be advisory members of all committees. The chairman or designate of each committee shall be a member of the church council.

ARTICLE XI – Bylaws

11.1 The congregation shall adopt such bylaws as may from time to time be necessary. No bylaws will conflict with this Constitution.

11.2 Bylaws will be adopted or amended at any legally called and conducted meeting of the congregation by a two-thirds majority vote of those present and voting.

ARTICLE XII – Amendments

12.1 The doctrinal basis and the confessional subscription contained in Article II and this paragraph of Article XII shall be unalterable, and no amendment to this Constitution shall conflict therewith.

12.2 A proposed amendment to this Constitution shall be:

12.2.1 read at a public service of the congregation or mailed to the voting members not less than 30 days before the congregational meeting at which it is to be

considered.

12.2.2 approved, without change, at the congregational meeting following its announcement by a majority vote of those present and voting.

12.2.3 ratified without further change at the next congregational meeting by a two-thirds majority vote of those present and voting.

12.3 If a proposed amendment fails to be adopted, it may be amended by majority vote of those present and voting, and adopted without change by a two-thirds majority vote of those present and voting at the following congregational meeting.

BYLAWS

PART I – Communion Participation (Article II of the Constitution)

- 1.1** Holy Communion is open to all who come in sincere repentance and faith in Jesus Christ as Saviour, in an earnest desire to amend one's sinful life, and in acceptance of the scriptural teaching of the real presence of Christ with His body and blood in the Sacrament. A child may participate in Holy Communion after studying Holy Communion in confirmation classes and speaking to the pastor, OR a child may participate in Holy Communion after speaking with the pastor.

PART II – Conflicting Loyalties (Article II of the Constitution and Article V of the Minneapolis Theses as quoted in the United Testimony on Faith and Life)

- 2.1** While the building of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship, the congregation rejects all fellowship with organizations, secret or open, which are avowedly religious or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the Eternal Son of God incarnate to be our only Saviour from sin, and which thus teach salvation by works.
- 2.2** Ceremonies of lodges or other such organizations shall not be permitted in the buildings or premises of the congregation, nor shall its pastor(s) or lay assistant(s) take part in any such ceremonies wherever they are conducted.

PART III – Membership and Discipline (Articles VI and VII of the Constitution)

- 3.1** Baptized Members
- 3.1.1** A child, one or both of whose parents or guardians are members of the congregation, shall, upon receiving baptism, become a baptized member.
- 3.1.2** A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving baptism, become a baptized member of the congregation, unless for good reason he is to be a baptized member of another congregation, in which case his membership shall be transferred to that congregation.
- 3.1.3** A child baptized in another congregation shall be received as a baptized member of the congregation when a transfer has been received.
- 3.1.4** An unbaptized adult who has received instruction and has given evidence of an adequate understanding and acceptance of the teaching of the Word of God as confessed by this church shall, upon confession of faith and baptism, become a

baptized member of the congregation.

3.2 Confirmed Members

- 3.2.1** A baptized adult, not previously a confirmed member of a Lutheran congregation, shall become a confirmed member of the congregation through the rite of confirmation or through a declaration of faith after having received instruction and having given evidence of adequate understanding of the teaching of the Word of God as confessed by this church.
- 3.2.2** A baptized member of the congregation shall become a confirmed member through the rite of confirmation, except that an adult who has become a baptized member in accordance with the provisions of Section 3.1.4 above shall be considered a confirmed member without participation in the rite of confirmation.
- 3.2.3** An applicant for membership who presents a Letter of Transfer which certifies that he is a confirmed member in good standing of a Lutheran congregation shall become a confirmed member of the congregation upon approval by the church council. The acceptance of the applicant should be reported to the congregation.

3.3 Discontinuance of Membership

- 3.3.1** The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve him effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of his residence should be notified.
- 3.3.2** A confirmed member in good standing desiring to change his membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

3.4 Discipline – In exercising discipline as provided in the Constitution, the following shall be the procedure:

- 3.4.1** A person who is requested to appear before the church council for possible discipline shall be advised in writing no less than 10 days prior to the hearing. The written notice shall include the time and place of the hearing and shall specify the exact reason for the possible discipline. If the person fails to appear at the time and place without valid excuse, the church council may proceed with the hearing and may reach its conclusion in the person's absence.
- 3.4.2** Should the person be found guilty by a two-thirds majority vote of the members of the church council, the council shall impose one of the following:
 - 3.4.2.1** Censure before the church council or the congregation.
 - 3.4.2.2** Suspension from membership until evidence is given of sufficient repentance and amendment.
 - 3.4.2.3** Exclusion from membership and denial of the Sacraments. In the event of the imposition of Section 3.4.2.2 above or of this paragraph, the action of the church council shall be in writing.

PART IV – The Pastor (Article VIII of the Constitution)

- 4.1** When the congregation has voted to call a pastor, a committee formed for that purpose shall compile a list of suitable candidates who will be invited to apply for the pastoral position. Applicants will be interviewed by the congregation and the pastor will be chosen on the basis of a two-thirds majority vote of members present and voting at a duly called congregational meeting.
- 4.1.1** In the event that a suitable candidate is found, a Letter of Call will be issued.
- 4.1.2** In the event that a suitable candidate is not found, or the congregation is unable to make a selection, an invitation to an interim clergyman or lay pastor shall be issued in accordance with the provisions of this paragraph and for an indefinite time.
- 4.2** An invitation to a clergyman to be an assistant pastor of the congregation shall be issued in accordance with the provisions of this paragraph.
- 4.3** The invitation to serve as pastor, assistant pastor or interim lay pastor shall normally be for an indefinite time.
- 4.4** If a pastor receives a call to another ministry, he/she shall consult the church council or, if desired, the congregation before reaching a decision. The pastor shall announce his/her decision as soon as possible, normally within three weeks, and shall notify the church president of this decision. When a call has been accepted, the pastor shall give a minimum of one month's notice of the termination of his/her ministry to the church council.

PART V – Meetings of the Congregation (Article IX of the Constitution)

- 5.1** The annual meeting of the congregation is to be held in two parts. The meeting convened in November is to deal with the election of church boards, the budget for the following year, and any other business which may arise. This meeting is then recessed to February of the following year to receive reports from all the organizations of the congregation, to elect a nominating committee for the following November, and to deal with any other business which may arise.
- 5.2** Announcement of the time and place of each annual meeting of the congregation shall be made at two public services immediately preceding the meeting, with said services to be at least a week apart; in such publications as the congregation or the pastor may periodically issue; or by written notice to the voting members mailed not less than 10 days in advance of the meeting.
- 5.3** The current rosters of voting, confirmed, and baptized members shall be available at each meeting of the congregation.

- 5.4 The second part of the annual congregational meeting shall receive reports from all committees of the congregation. The financial statement shall be submitted in writing not less than 14 days before such a meeting. Other reports may be written or verbal.
- 5.5 The second part of the annual congregational meeting shall elect a nominating committee comprised of three members. The pastor and the chairman shall serve as advisory members. The term of office of the members of the nominating committee shall be one year.
 - 5.5.1 The nominating committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate.
 - 5.5.2 The list of nominees shall be announced to the congregation in conjunction with the announcements of the meeting of the congregation at which the elections are to take place.
 - 5.5.3 In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.
 - 5.5.4 The church council shall fill vacancies on the nominating committee.
- 5.6 Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.

PART VI – Officers and Boards (Article X of the Constitution)

- 6.1 Eligibility and Duties of Officers
 - 6.1.1 Only a voting member of the congregation shall be eligible to serve as an officer.
 - 6.1.2 The chairman shall preside at the meetings of the church council and of the congregation.
 - 6.1.3 The vice-chairman shall preside at the meetings of the church council and of the congregation in the absence of the chairman.
 - 6.1.4 The secretary shall take minutes at the meetings of the church council and of the congregation. Minutes from previous years are to be stored in a safe.
 - 6.1.5 The treasurer shall have custody of all funds of the congregation and shall receive and disburse such funds in accordance with the decisions of the congregation or the church council. Any one of chairman of the church council, treasurer, or chairman of the Board of Trustees are to have signing authority.
 - 6.1.6 The financial secretary shall maintain records of all contributions and make regular reports to the church council and to the congregation as required.
 - 6.1.7 With regard to governing authority, a person will be appointed by the church council to be the liaison/contact person between the congregation and Vital Statistics (Province of Alberta).
- 6.2 Membership and Meetings of the Boards – In addition to the provisions of the Constitution, the following shall govern membership on the Board of Deacons, the Board of Trustees, and the Parish Education Board, and of the conduct of their

meetings:

- 6.2.1** Only a voting member of the congregation shall be eligible for membership on the boards of the congregation.
 - 6.2.2** If a vacancy occurs on a board, the church council may fill the vacancy at its next meeting. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.
 - 6.2.3** A member of a board who is absent from two consecutive regular meetings may be contacted by the chairman of the congregation. If he is absent from three consecutive regular meetings without valid excuse, the board may declare the office vacant.
 - 6.2.4** A quorum for any regular or special meeting of a board shall be one-half of the membership of the board.
 - 6.2.5** A special meeting of a board may be called by the pastor, the chairman, or any two members of the board. Notice of such meeting shall be given not less than five days prior to the meeting, and announced at a public service if one is held during that period.
- 6.3** Duties and Responsibilities of the Board of Deacons – In addition to the duties and responsibilities provided in the Constitution, the Board of Deacons shall:
- 6.3.1** choose from its own membership a chairman and a secretary.
 - 6.3.2** conduct regular meetings at such time and place as the board may determine, and make regular reports to the meetings of the church council.
 - 6.3.3** develop a program of evangelism in consultation with the pastor.
 - 6.3.4** work with the Parish Education Board as required for long-range Christian education planning.
 - 6.3.5** consider matters relating to the worship of the congregation and make recommendations to the annual meetings.
 - 6.3.6** initiate and implement witness and service in the community.
 - 6.3.7** arrange for pulpit supply and the conducting of services in the absence of the pastor.
- 6.4** Duties and Responsibilities of the Board of Trustees – In addition to the duties and responsibilities provided in the Constitution, the Board of Trustees shall:
- 6.4.1** choose from its own membership a chairman and a secretary.
 - 6.4.2** conduct regular meetings at such time and place as the board may determine, and make regular reports to the meetings of the church council.
 - 6.4.3** work together with the treasurer to ascertain that the church's expenditures are within the budget approved by the congregation. Any expenditures in excess of the total voted-on budget must be approved by the church council.
 - 6.4.4** work together with the treasurer to prepare a budget for review by the church council, which in turn shall make recommendations for submission to the November part of the annual meeting of the congregation.
 - 6.4.5** be responsible for the maintenance of the buildings and premises of the congregation so that their use is normally limited to the functions of the

congregation. Should groups or individuals not associated with the congregation desire to use such property, application shall be made to the Board of Trustees for its approval.

6.4.6 report its activities to the second part of the annual meeting of the congregation and at such other times as the congregation may decide.

6.5 Duties and Responsibilities of the Parish Education Board – In addition to the duties and responsibilities provided in the Constitution, the Parish Education Board shall:

6.5.1 choose from its own membership a chairman and a secretary.

6.5.2 conduct regular meetings at such time and place as the board may determine, and make regular reports to the meetings of the church council.

6.5.3 develop an effective teaching ministry which includes the training of teachers and leaders, and provide opportunity for study for every member of the congregation through its teaching agencies.

6.5.4 elect the superintendent(s), teacher(s), and helper(s) of the Sunday church school, and the director(s), teacher(s), and helper(s) of any vacation Bible schools which may be held.

6.5.5 choose and order appropriate teaching materials for the teaching ministry, including the Sunday church school and any vacation Bible schools which may be held.

6.5.6 assist the superintendent(s), director(s), teacher(s), and helper(s) in dealing with problems as they arise, and submit a report to the second part of the annual meeting of the congregation.

6.5.7 meet annually with the Board of Deacons for long-range Christian education planning.

6.6 Meetings of the Church Council – In addition to the provisions of the Constitution, the following shall govern the church council in the conduct of its meetings:

6.6.1 A quorum for any regular or special meeting shall be those properly notified and present.

6.6.2 A member of the church council who is absent from two consecutive regular meetings may be contacted by the chairman of the congregation. If he is absent from three consecutive regular meetings without valid excuse, the church council may declare the office vacant.

6.6.3 A special meeting may be called by the pastor, the chairman, or any three members of the church council upon notification of all members.

6.7 Duties and Responsibilities of the Church Council – In addition to the duties and responsibilities provided in the Constitution, the church council's duties shall include the following:

6.7.1 Conduct regular meetings at such time and place as the church council may determine.

6.7.2 Secure necessary staff other than pastor(s) – such as administrative assistant, Christian day school teacher, business administrator, church musician, parish

education director, parish secretary, parish worker, youth worker, intern, custodian, etc. – and fix and review their salaries annually.

- 6.7.3** Annually review the salary of the pastor(s) and make adjustments from time to time within the limits of the budget approved by the congregation.
- 6.7.4** Review the budget prepared by the Board of Trustees and submit it to the November part of the annual meeting of the congregation with its recommendation.
- 6.7.5** Convene at least once each year a meeting of all committees to meet jointly with the church council to review the life, work, and programs of the congregation. If deemed desirable, the council may invite the leader of each auxiliary and organization of the congregation to the joint meeting.
- 6.7.6** Exercise discipline in accordance with the provisions of this Constitution and its bylaws.
- 6.7.7** Report its activities to the second part of the annual meeting of the congregation and at such other times as the congregation may decide.
- 6.7.8** If a vacancy occurs on a board of the congregation, the church council may fill the vacancy until the next meeting of the congregation. Should the unexpired term be one year or less, it shall not be considered in determining eligibility for succession.
- 6.7.9** The church council shall have the authority to appoint such committees as may from time to time be necessary or advisable.

PART VII – Parish Records

- 7.1** The records of the congregation shall be and shall remain the property of the congregation. The pastor shall be responsible for the maintenance of the records. Upon termination of his/her service to the congregation, the pastor shall have brought the records up to date prior to departure. The records shall consist of:
 - 7.1.1** the roster of baptized, confirmed, and voting members.
 - 7.1.2** the ministerial acts performed by the pastor.
 - 7.1.3** the minutes and reports of the affiliated church body.
 - 7.1.4** the minutes of the meetings of the congregation and the church council, for which the secretary of the congregation shall be responsible.
 - 7.1.5** the financial records of the congregation, for which the treasurer of the congregation shall be responsible.
- 7.2** The pastor shall report to the general president of the denomination such statistics as may be requested, and shall annually report to the congregation a summary of his/her ministerial acts.

PART VIII – Committees (as required)

8.1 Cemetery Committee – There shall be a cemetery committee elected at the November part of the annual meeting of the congregation. The committee shall be composed of three members, one of whom shall be an active member of the congregation. The term of service shall be three years. An additional member shall be elected for an indefinite term to be responsible for the records of the committee.

8.1.1 Duties and responsibilities of the cemetery committee shall be as set out in the policies of the congregation.

8.2 Bible Camp Board Committee – There shall be a Bible Camp Board committee elected at the November part of the annual meeting of the congregation. The committee shall be composed of three members. The term of service may be three years with a maximum of one successive term.

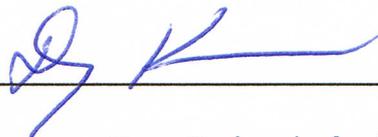
8.2.1 Duties and responsibilities of the Bible Camp Board committee shall be as set out in the policies of the congregation.

8.3 Nominating Committee – There shall be a nominating committee elected at the second part of the annual meeting of the congregation as set out in Part 5.5 of these bylaws.

8.4 Head Usher – There shall be a head usher elected at the November part of the annual meeting of the congregation. The term of service shall be one year with a maximum of three consecutive one-year terms.

8.4.1 Duties and responsibilities of the head usher and the ushers shall be as set out in the policies of the congregation.

This Constitution and bylaws adopted this 25th day of April, 2017.



Doug Kochendorfer (Chairman)



Gisela Everton (Secretary)

MARRIAGE/WEDDING POLICY and CHURCH RENTAL POLICY

As a matter of belief, doctrine, and religious practice, our congregation reserves the term “marriage” for the covenant relationship between one man and one woman to the exclusion of all others. Therefore, **NO** same-sex marriages may be performed in our church by any pastor or anyone licensed to perform marriages, nor may any member of our staff or clergy be allowed to officiate or take part in the celebration of a marriage if it does not conform to our congregation’s statement on marriage.

Valhalla Lutheran Church seeks to glorify God in all of the events and functions held within this church according to the teachings of Jesus Christ and His followers as recorded in the New Testament. Use of the church is permitted by those who agree with and adhere to our statement of faith and practice, and to those community organizations whose activities identify with the general aims of the church (i.e. TOPS, 4-H).

1. The officiating clergy should consult with the pastor and/or chairman as to their understanding of the policy. After consultation, the decision to rent will be made by the trustees.
2. The music shall be appropriate church-style music.
3. The chancel furnishings shall not be moved without prior consultation with and consent from the pastor and/or chairman.
4. Candles (other than the candelabra and/or the unity candles and table candles in appropriate containers) are not to be used. **ALL** candles must be extinguished at the completion of the ceremony.
5. Lights shall be turned off and all doors properly sealed upon exiting.
6. The rental fee of _____ shall be paid at time of booking or prior to the ceremony. Non-members shall pay a rental fee to be determined from time to time.
7. Registry information shall be left in the church office for the pastor.
8. There is to be **NO** throwing of confetti or rice **IN** or **ON** church property.
9. The resident pastor shall be present for all weddings and funerals that take place on church property, except at the discretion of the church council.