

EPIPHANY EVANGELICAL LUTHERAN CHURCH

20 OLD KINGSTON ROAD, WEST HILL, ONTARIO

REVEREND RASMA CAUNE

TEL 416-284-5922

THE ANNUAL REPORT FOR THE YEAR 2018

Presented at the

ANNUAL CONGREGATIONAL MEETING

**Sunday February 24, 2019
following 9am Joint Service**



Please bring this copy of the Annual Report to the Meeting

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Epiphany Evangelical Lutheran Church

Annual General Meeting

SUNDAY, FEBRUARY 25, 2018

OPENING DEVOTION AND PRAYER — Call to order at 10:38 am. Extra copies of report offered if needed. Devotions on back of report cover. Pastor recognizes the indigenous people. Gratitude and respect that we gather on the land of the Anishinaabe. First Timothy and Hymn 678 read by Pastor. Opening remarks and prayer by Pastor.

CHAIRPERSON - OPENING REMARKS AND ESTABLISHMENT OF QUORUM — Quorum is 22 members based on 211 baptized members. Quorum was established as 33 members attended.

Attendees: Fred Kilian, Lilli Kilian, Wilhelm Wittemeier, Eva Wittemeier, Doris Schultes, Franz Fuerst, Edda Fuerst, Joe Kostroman, Nancy Kostroman, Pat Bramley, Greg Furian, Geoff Crewe, Marg Crewe, Jim Dennis, Denise Dennis, Ron Heino, Martin Wittemeier, Bettina Wittemeier, Sigrid Engler, Jennifer Albanese, Ursula Albrecht, Helen Heard, Werner Kinder, Hilde Kinder, Norbert Sommer, Hilda Sommer, Gord Munro, Sigi Sommer, Wolfgang Scheu, Dorothea Cameron, Ina Moratz, Erica Haebe, Nalini Badley.

ADOPTION OF MINUTES OF THE FEBRUARY 26, 2017 MEETING — Fred proposed this motion, Geoff seconded and the motion passed with unanimous show of hands.

PASTOR'S REPORT — Please see Annual Report. Pastor thanked all volunteers. Fred thanked Pastor for all her work.

COUNCIL CHAIRPERSON'S REPORT — Please see Annual Report. Greg thanked all council members, committee members, Pastor and all volunteers who keep this community going.

TREASURER'S REPORT — Please see Annual Report. No questions regarding report.

COMMITTEE REPORTS:

Finance — Please see Annual Report. No questions regarding report

Stewardship — Please see Annual Report. No questions regarding report

Property — Please see Annual Report. Thanks to Fred, Franz, Werner, Wolfgang and others who help with clean up.

Werner advised that rainwater is trapped between the inner and outer walls at the front of the sanctuary. Werner has drilled some holes on two occasions since December which released some of the water. Recommendation made to get a contractor's assessment. Property committee to get a couple of estimates.

Worship and Music — Please see Annual Report. Thank you to Marg for all her work. Marg thanks everyone for contributing to worship and congregation life. Marg has stepped in as Organist when needed.

Mutual Ministry — Please see Annual Report. No questions regarding report.

ELW — Please see Annual Report. Thank you to Lilli for all her work. Lilli thanked all who support ELW endeavours.

AD-HOC COMMITTEE REPORTS:

Morningstar — Please see Annual Report. Thank you to Sigi for all her work.

Senior's Group — Please see Annual Report. Willhelm announced a special event on April 3rd to which everyone was invited. Member of Parliament has been invited to attend as well.

Advertising/Website — Please see Annual Report. Thank you to Nalini for locating advertisers for many years. Nalini asked if anyone knows of new advertisers. Lilli mentioned that all of us can approach business people for advertising. It costs \$100.00 for one year of advertising. Thank you to Gord for his work on the website.

New Council Members — Greg has completed his term. Request for new council members. Current members: Fred, Geoff, Sigrid, Denise, Paulette and Ron will remain on council. Denise to continue for a second term. Looking for at least one replacement. Pastor advised that the commitment is for a 3-year term. Council meetings start at 7:15 pm. Maximum length is until 9 pm. Pastor nominated Joe who declined. Sigrid nominated Pat who stated that she would consider it.

Auditor's Report — Financial statements present fairly as of December 31, 2017. Joe Kostroman was the Auditor. Jim proposed motion to accept the Auditor's report, Fred seconded and approval was unanimous.

Proposed 2018 Budget — Revision at bottom of page in report. Budget should represent things we can control. Can't control investments and therefore they are not in the budget because it could skew what is happening. In 2017 the investments increased a further \$6000. That is our nest egg to be aware of. Budget was developed in November and we looked at what has been spent during the year. Twelve months of actual expenditures are in the left hand column. Spent approximately \$154,000. Underspent by \$7,000. Budget is an estimate and actuals are not the same. Fortunate that church repairs not huge this year. Income was \$174,000. Net income of \$2,600.00. Pastor's salary as per synod guidelines. The rest is based on historical expenditures. Budgeted to spend \$151,000.00 in 2018. Last line: Benevolence — this is what we sent to synod last year. We try to hit a target of roughly 10% of our expenditures. Synod asked us to increase by \$400.00. Parsonage expenditures covered by AMMS. Norbert expressed thanks to all involved in the budget preparation.

In reference to potential expenditures in the next year, it was mentioned that the parking lot is cracking. There are more cars, garbage pick up. Cracks should be filled with tar in the summer. May need black top and new lines in future. Have to resurface so water runs off instead of pooling. Jim said that resurfacing the parking lot is very expensive and that this type of item should be in the budget. Geoff advised that \$10,000.00 has been budgeted for property. Sigrid said the budget is only a guesstimate at this point. If it is determined that expenses will exceed the budget, there will have to be an extraordinary meeting. Fred made a motion to approve the budget, Sigrid seconded, passed unanimously.

Refugee Sponsorship update (Denise): Navros family that we agreed to sponsor with CLWR have all their paperwork processed and we are waiting for government on the other side of the world. Could take one year.

NEW BUSINESS — Sigrid made a request for new counters as we are down to 6 counters. She advised that it is not difficult and there are instructions. No volunteers came forward. If any change their mind, they can approach Sigrid.

Have a trial arrangement with a group, Bethel, to worship here. On behalf of council, Sigrid is the liaison. They meet here on Sundays at 1:30 pm. They do not have access to the school because this is probationary for 3 months. At end of March, we will look at making this longer term and a contract will be made. We are charging them \$300.00/month + \$150.00 per special event. They will take care of cleaning up after themselves. They have an average attendance of 10 - 20 people. They bring in a drum set for their service. The door is locked to the Fellowship Hall when they are here. Fred thanked Sigrid for negotiating with this group and letting them in every Sunday during the probationary period. If they have special events, we will see them listed in the Morningstar calendar.

Werner asked who the Caretaker is and it was confirmed that Andrea Polzl is the Caretaker.

Sigrid advised that anyone needing transportation to the World Day of Prayer, let her or Nalini know.

ADJOURNMENT OF MEETING WITH THE LORD'S PRAYER — at 11:49 am.

Respectfully submitted, Pat Bramley, Recording Secretary

2018 Pastor's Report

"The Holy Spirit has called me through the gospel, enlightened me with his gifts, made me holy, and kept me in the true faith, just as he calls, gathers, enlightens, and makes holy the whole Christian church on earth." — MARTIN LUTHER, SMALL CATECHISM, "THE CREED"

This quote by Martin Luther refers not only to me but also to all of you. We were all called in baptism and were given gifts by the Holy Spirit. We truly are a gifted congregation with people willing to serve in various capacities, which can help transform a congregation, enliven it and help it think outside the box. Having had the opportunity to attend the Missional Cohort, the question that emerged is "How do we transition from a maintenance mode to a missional mode?" In order to respond we need to be in community: in community with yourself, with companions in faith and with God. When we think of the early church, there were no buildings to maintain, but the disciples were sent out by twos to strangers, neighbours to experience the hospitality of others as they told their stories. They had a passion for mission. What is this? It is strongly believing that faith is contagious. It is being excited by discovering where God is at work, at and in Epiphany, in our neighbourhoods, and in our own people.

This past year I have been preaching about becoming a church without walls. We need the security of our building, our past heritage, our ways of worshipping, but can also dare to go out in our daily lives and experience life as God's children in the world.

Within our walls we hear the gospel and live it out at the Lord's Supper, at baptisms as we did when we welcomed Declan James MacDougall and Margaret Fler into membership this year. We also experience it in fellowship with one another as we share the Peace or just sit and have coffee and cake together. We experience it in the cards we send and receive at times of celebration, ill-health, or grief. For those cards we thank Bob Haebe for his compassion for others. I thank all of you for your concern for me after my surgery as you have watched me transform physically. We have reached out to the community thanks to the ELW events: the Applefest, the joint Summerfest, the Strawberry Social and the Advent Bazaar and have invited others in to share God's creation in here on Stewardship Sunday.

Though at times it may seem as if so much of what I do is sitting in front a computer screen preparing yet another service, or devotion, answering emails and sending them out, writing reports and attending meetings, my time spent with you, with shut-ins or hospitalised members is a time of reflection and a gift to me. It is at moments like these that I feel as if you are my companions walking together living out the gospel. I give God thanks for all of you. For Margaret Crew for her dedication to Bible classes and the choir and her worship leadership along with Ron Heino and Denise Dennis; for Dorothea Cameron and Nalini Badley for their caring for God's creation on the grounds of our church; for our ELW ladies especially Lilli Kilian and Sigrid Engler; for Sigi Sommer for her patience and creativity in putting our Morningstar articles together. For our Altar guild – Erika Haebe, Ute Wentzel, and Paulette Correia and Hildegard Kinder; for Norbert Sommer who always makes the Advent wreath appear; for Robert Jesswein for the beautiful tree and for all decorators; for our Senoirs and Ute's leadership after Wilhelm's year of service; for all our counters, ushers and lectors who help in making Epiphany a welcoming community; for all of the committees of this church that help to build up this Body of Christ.

So many thanks can also be expressed to those in our congregation whose love for God guided their lives and who have died in Christ: Alfred Lange, Elvira Trantau, Ingeborg Schwermann, Klara Streich, Willi Bek, Ruth Jung. Thanks for the hospitality I have experienced in your home or in the gifts you have showered upon me.

Where do we go from here is a concern of mine and yours. It is our joint responsibility to share the gospel through our word and deed. It is a time for serious reflection and questioning ourselves and visioning together as to how Epiphany will look, feel, and work to bring about God's kingdom here on earth. We have begun this task with our Community Impact Sunday efforts of cleaning the valley, collecting for the food bank, writing to seniors who are waiting for a new shelter and inviting the community out there participate with us. However, in the near future as I contemplate retirement it is time now to talk about our fears and hopes, the obstacles we face in becoming a congregation seeing what God is already doing and now is our time to run and catch up. Here is another food for thought:

"Do not try to call people back to where they were, and do not try to call them to where you are, as beautiful as it may seem to you. You must have the courage to go with them to a place that neither you nor they have ever been before." — FR. VINCENT DONOVAN

Let's vision together and be Christ for one another!

Pastor Rasma Caune

STATISTICS —

MEMBERSHIP: Started the year with 295 baptised of which 221 are confirmed

NEW MEMBERS: 1 by transfer; 1 by baptism

REMOVED BY DEATH: 6

At the close of the year 291 baptised members of which 216 are confirmed

SUNDAY SERVICES: 92 of those 55 were Holy Communion;

37 Service of the Word, of those 6 were Lay-lead

MIDWEEK SERVICES: 15 of which 4 were with Holy Communion and 11 without

AVERAGE ATTENDANCE AT WORSHIP: German 17.6; English 17.4 = 35 per Sunday;

Joint services 30.5

Council Report 2018

"It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change." — CHARLES DARWIN

Change at Epiphany is a certainty:

More and more of us are finding it harder to get into the pews each week...

Familiar groups are changing their meeting regimen (if not their mandate)...

Our membership is more often altered by "decrease" than "increase"...

Council has a rotating chairperson rather than one individual...

The requisite helping hands for annual events are lessening...

The average age of the congregation is rising...

At first glance, this may seem like an unbecoming reality at Epiphany. However, Council is able to continue its work by sharing the load...special events unfold by suiting the occasion and the participants... we are able to worship in two languages in the same space...

We cannot ignore the changes that are taking place at Epiphany. However, with prayer and perseverance, we can respond to these changes in ways that will suit God and suit us. Let us be steadfast yet stirred (to action). To paraphrase Erin Hanson:

"What if I fall? Oh, my beloved children, but what if you fly?"

Denise Dennis on behalf of the members of Council

Treasurer's Report 2018

EPIPHANY LUTHERAN CHURCH
FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2018

CURRENT ACCOUNT

Bank Balance at December 31, 2017	\$16,887.45
Income from Offerings (Includes Misc., Memorials, Special)	165,670.12
2017 GST & PST Refund received	788.97
2017 Investor's Edge Interest received	3,701.74
	170,160.83
Total Expenditures	(160,794.53)
2018 GST Refund Receivable (50% of GST paid on Expenses)	(219.43)
2018 PST Refund Receivable (82% of PST paid on Expenses)	(551.51)
	(161,565.47)
Bank Balance at December 31, 2018	<u><u>\$25,482.81</u></u> As per G.L.

CURRENT BALANCES:-

Chequing Account	25,482.81
2018 GST Refund Receivable (50% of GST paid on Expenses)	219.43
2018 PST Refund Receivable (82% of PST paid on Expenses)	551.51
CIBC Investor Services - Other	103,629.85
Total Balances	<u><u>\$129,883.60</u></u>

BENEVOLENCE

Receipts from Offerings designated for:	
General Benevolence (Budgeted)	\$16,400.00
TOTAL REMITTED TO EASTERN SYNOD FOR 2018	<u><u>16,400.00</u></u>

ITEMIZED SPECIAL INCOME *

AMMS PARSONAGE RENT	30,900.00
AMMS FELLOWSHIP HALL RENT	12,850.00
AMMS PARSONAGE UTILITIES	23,046.87
AMMS PARSONAGE INSURANCE	2,004.91
AMMS SANCTUARY RENTAL	750.00
AMMS FELLOWSHIP HALL UTILITIES	2,731.74
AMMS DONATION TO FH LIGHTING	300.00
AMMS 1/2 TONER FOR PHOTOCOPIER	63.27
BETHIEL RENT	3,600.00
LOONIE BIRD	12.50
FAITH FINANCIAL	700.00
ADVERTISING FOR JOHN'S CARPETS	100.00
ADVERTISING FOR KELLY'S TREES	100.00
SPIRITUAL SOCIETY PARKING	1,500.00
INITIAL OFFERING	181.00
MOVIE PARKING	2,000.00
YCC RENTAL	150.00
ELW ROOF REPAIRS	1,100.00
EHATARE PARKING	100.00
REFORMATION BAGS	20.00
PICNIC	97.00
TOTAL INCOME FROM SPECIAL SOURCES	<u><u>82,307.29</u></u>

In Memory of:- *	
MEMORIAL FOR L. PAPE	50.00
MEMORIAL FOR RUTH JUNG	50.00
TOTAL MEMORIAL FUNDS	<u><u>100.00</u></u>

* These funds are included in the Income from Offerings above

2018 Finance Report

Our Finance Committee is comprised of Geoff Crewe (Chair), Nalini Badley (Treasurer) and Sigrid Engler (Envelope Secretary). Together, with input from Council and Committee chairs, we establish the Church's annual budget each year, for approval by the membership at the Annual General Meeting in February. Throughout the year and at each monthly Council meeting, we review and monitor the actual revenues and expenses vis-a-vis the approved budget, using reports prepared by Nalini. These reports are published in every issue of The Morningstar. We watch offerings trends, manage cash flows and, as necessary, plan ways to deal with extraordinary expenses (such as major building repairs).

Excluding costs of \$22,500 (all numbers rounded) associated with the parsonage which are covered by the Montessori School, our expenses in 2018 totalled \$138,000, while we had budgeted to spend \$151,000. The primary reason for the under-spending was that we had allotted \$10,000 in the budget for major property/building repairs, but only spent \$2,000. The other \$5,000 of net under-spending consisted of smaller amounts spread over different categories of expenses. We have again budgeted \$10,000 for major repairs in 2019, even though the Property Committee is not currently aware of (or planning) any significant projects ... you never know when something may go wrong with a 50+ year-old property. Our 2019 budget, to be approved by the congregation at the AGM, proposes total expenditures of \$152,000 (excludes parsonage operating costs).

Revenues in 2018, again excluding amounts contributed by the Montessori School, were \$143,000. That means that we realized an excess of revenues over expenses for 2018 of approximately \$5,000.

Our investments, on the other hand, decreased in value by \$2,600 because the markets did not perform well in 2018.

So, we ended 2018 with cash and investments about \$2,200 higher than 2017.

Since the Absorbent Minds Montessori School began operating in our parsonage and fellowship hall, the rent they have contributed (\$44,000 in 2018) has been a major component of our overall revenues. They have been a very good tenant and we would not be covering our expenses without the funds which they contribute. In 2018 we began receiving rent from a small congregation ("Bethel") as well ... they hold their worship services at Epiphany on Sunday afternoons.

We have members who volunteer their time and talents to maintain our church property, members who lead worship services when the Pastor is away, and our ELW contributes funds from time to time to cover various costs. I would like to take this opportunity to thank them all for their hard work, which allows us to better control our operating costs. Collectively, I think we are very diligent about controlling our expenses. Our continuing challenge will be to at least maintain, and hopefully increase, our offerings to stay ahead of inevitable cost increases and build a larger reserve fund for the future. I am personally pleased that we have continued to provide meaningful support for the work of our Synod (approximately 10% of our 2018 revenues).

Submitted by Geoff Crewe, Chair, Finance Committee

2018 Stewardship Report

During our 10 a.m. joint (German/English) service on Sunday November 18, we were treated to a presentation by a very accomplished speaker, Mr. David Newland. David is a writer, performer and speaker who is a Fellow of the Royal Canadian Geographical Society, with a lifelong passion for Canadian landscapes and stories. He has travelled to the Canadian Arctic, East Coast, Gulf of St. Lawrence, Faroe Islands, Iceland and Greenland as a Zodiac driver and expedition host with travel company, Adventure Canada. He is currently working on a new album, "Northbound", based on his travels. David addressed the idea of stewardship through his own lens, which is that of someone who works with Indigenous people through the arts and travel. His presentation included songs he has written based on his experiences, beautiful photographs and some of the history of the Canadian Arctic. We were given some insight into the struggles the Inuit people have, not just to look after the land and sea, which are important food sources, but their very culture and native language. I don't think any of us would trade our relatively comfortable lives for a life in such a difficult, even hostile, environment.

David declined our offer of a speaking fee, asking instead that we consider making a donation to the Ottawa Inuit Children's Centre. Stated David, "I believe the work done at the OICC strongly echoes the themes of relationship that I touched upon in my presentation. If you would consider making the donation there, that would be a lovely gesture". In accordance with David's wishes, we sent a \$250 donation to the OICC in his honour.

Following the worship service, over 30 members stayed for a potluck lunch. Thank you to those who contributed a salad or dessert, helped set up the food, tables and chairs, and cleaned up afterwards – a real team effort! The best part is that people just see what needs to be done and jump right in to assist without needing to be asked. Special thanks to Sigrid Engler who played a major role in organizing the lunch and to the ELW for supplying a beautiful ham as our main course.

While stewardship is only addressed formally in the fall each year at Epiphany, it really is a year-round practice. A biblical view of stewardship can be defined as "utilizing and managing all the resources God provides, for the glory of God and the betterment of His creation." We are not owners but stewards of all that comes into our arena of responsibility—income, property, our environment, time, talents, and our very selves. We are called as God's stewards to manage that which belongs to God. While God has graciously entrusted us with the care, development and enjoyment of everything He owns, as His stewards, we are responsible to manage His holdings well and according to His desires and purposes. As Christians, we need to embrace this view of stewardship, which goes beyond church budgets or building projects; it connects everything we do with what God would have us do in the world to glorify Him, serve the common good and further His Kingdom. We are called to discern the plans of God and then to ponder how we can bring our lives into conformity with them.

One of our ongoing challenges is to keep the principle of stewardship top-of-mind in all aspects of our daily lives. It is a responsibility (and a joy) we carry every day. Thank you to all the good stewards at Epiphany who play various roles to enrich our spiritual and social lives as well as those of our neighbours, be they close to home or far away.

Submitted by Geoff Crewe, Director of Stewardship

2018 Property Report

Our major jobs in 2018 were once again roof related. We had eave troughs installed on the roof over the altar in an attempt to stop the white chalky material forming on the brick behind the altar. We also had a leak in the parsonage roof which turned out to be caused by tree branches fallen on the roof from the adjoining trees. The tree branches were removed and Huma had the water damaged ceiling torn down and replaced at her expense.

We are grateful to have in AMMS a tenant who goes above and beyond contractual obligations on a regular basis. We also appreciate their co-operation in clearing out the Fellowship Hall whenever required.

A cabinet was purchased for the quiet room to store cleaning supplies etc. for the Bethel Holiness Pentecostal Apostolic Ministries to use after their Sunday 1:30 pm services. This cabinet came in kit form and I would like to congratulate Pastor and Sigrid for assembling it as a duo. I would also like to thank Sigrid for being the liaison between Epiphany and Bethel.

I would like to thank Dorothea, Nalini, Paulette and any others for their efforts to keep our planters, flower beds and property looking wonderful throughout the seasons, to Peter for faithfully cutting the grass and to Werner for trimming the forsythia hedging. A big thank you to the many volunteers who support the Spring and Fall Property Clean-ups, despite the weather and Ute and the ELW for preparing the coffee and goodies. Property is very grateful for all this help.

We give many thanks to our able sign person Greg for continuously editing our sign through fine weather and foul. This is our message to the outside world so it is important to keep it up to date and relevant. It is also important for advertising our fund raising endeavours.

We give a big vote of thanks to our caretaker Andrea for keeping our church clean and tidy and a pleasure to come to each week.

As every year, Franz did a multitude of jobs big and small in our church and in the parsonage. Not having to contract out these jobs saves the church a great deal of money. Martin as always kept anything with an engine going as well as helping out whenever a younger back was required.

Our pseudo Property Committee member Robert, again donated and delivered our Christmas tree, a beauty that reached to the ceiling. Since neither I nor Martin could help this year, Franz and Werner, on their own, had the privilege of wrestling the tree into the Church and hoisting it into place. They barely survived to tell the tale. This year Norbert prepared and mounted the Advent wreath with help from his son, Armin. Werner fixed (replaced) the outdoor Christmas lights on our cross and put lights on the evergreen by the sidewalk.

We give major thanks to Kelly Tree Care for removing the large dead tree by the parking lot fence and the general maintenance of all trees on the property. Appreciation is extended to the women of the ELW for their ongoing financial support of the property committee projects. Every dollar they contribute is a dollar that does not have to come out of the Church coffers. This year again we managed to secure some Movie Parking revenue. Please note that Kilians negotiate all and any Movie Parking contracts for Epiphany which helps to boost our Church revenue.

Finally, sincere and heartfelt thanks go to Frank, Werner, Norbert, Martin, Peter, Robert, Ute, Nalini, Dorothea and any other congregational members and friends I may have overlooked, for their time and labour devoted to our Church building and property for Epiphany. Without their tireless efforts our annual budget would be substantially higher than it is.

Respectfully submitted by Fred Kilian

Mutual Ministry Report 2018

The Mutual Ministry Committee is comprised of Pastor Rasma, Geoff Crewe, Greg Furan, and Denise Dennis. The committee meets either quarterly, or as required.

We work at strengthening the ministry of the pastor and strengthening the mission of the congregation.

To that end, any member of the congregation may contact a member of the Mutual Ministry Committee with a question or concern about the life of our faith community here at Epiphany. All matters are reviewed confidentially and receive the combined wisdom and prayerful deliberation of the entire committee.

Together in faith, Denise Dennis

Epiphany Lutheran Women (ELW) Report 2018

Happy Healthy New Year to everyone from Epiphany's ELW. We were again very blessed during the past year. Herewith some of the highlights

The 2017 Bazaar income has given us the opportunity to help Epiphany in a variety of ways in 2018, from assisting with the cost of the roof repairs, provide a very enjoyable Summerfest, boost our kitchen supplies with new carafes and purchase four more gazebos to allow outdoor celebrations to be more comfortable. We would like to acknowledge those persons who volunteer for Coffeetime between services and the Altar Guild, both of whom we offer funds as necessary. While these are only a few ways our group has provided support to our members, the less fortunate in our community are also supported by way of food vouchers and bus tickets. On the larger scale, ELW provides funds through contributions to the Salvation Army and CLWR to help feed people outside of our immediate circle. For greater details, please review our 2018 Annual Financial Report.

ELW has been active at Epiphany for several decades and it's members have done their best to carry on, for which we owe them our heartfelt thanks. Unfortunately, we had a setback in the spring of 2018 with our fearless leader, Lilli Kilian, falling ill. She has been our untiring force for so many years, providing interesting programmes for our meetings and organized so many speakers and events. I know that ELW is joined by everyone at Epiphany, sending our prayers and wishing her well.

While this is a group led by the ladies of Epiphany, which deserve our heartfelt thanks, we also need to extend our appreciation to all the gentlemen who come out to assist us, particularly when we are holding special events. Those tables and chairs do not move themselves and who could do without our Grill-masters. We also owe our gratitude to the many members of Epiphany and their friends for attending our events and by continuing to support us with baking, hand-crafts and white elephant items. We are also blessed to have been able to count on the generosity of our corporate neighbours, not only in prizes for our Bazaar, but also with a variety of gift cards and reduced costs for delicious contributions to such celebrations as the Senior's luncheon, tree decoration, etc.

2018 sees an end to the usual ELW monthly meeting format, taking into consideration the ever-demanding commitments, advanced age and the reduced number of its members. These factors make it necessary to step back a bit. Our invitation is always open should more of the ladies of Epiphany wish to join us. We will still be meeting to organize our special events such as the Strawberry Social, Summerfest, Applefest and possibly Annual Advent Bazaar. The dates and times for these meetings will be advertised in the Morningstar and through calls.

I hope to have adequately recognized all the volunteers, although I feel sure some were missed. Please know that you are thanked from the heart.

The coming of 2019 gives us opportunities – not only to continue with some of our more traditional activities, but also to seek out fresh attitudes, open minds and new perspectives.

Blessings to everyone. Go forward in peace.

Submitted by Sigrid Engler, Interim Co-ordinator

ELW Financial Statement 2018

2018 ELW FINANCIAL STATEMENT

OPENING BALANCE - BANK + CASH + INVESTMENT		11,169.90
INCOME :	INCOME	EXPENSE
STRAWBERRY SOCIAL	500.00	
APPLEFEST	570.00	30.00
BAZAAR	2,193.00	41.55
SUMMERFEST		302.20
OFFERINGS	63.00	
EXPENSES :		
BANK SERVICE CHARGES, INTEREST AND ROUNDING		6.91
CHARITIES		381.80
CONTACT COMMITTEE		11.30
SUNSHINE CONVENOR CARDS / POSTAGE		77.80
ELC TOTAL		2,258.10
TOTAL INCOME / EXPENSE	3,326.00	3,109.66
CLOSING BALANCE-INCOME/EXPENSES		216.34
CLOSING BALANCE - BANK + CASH + INVESTMENT		11,386.24
=====		

CONTRIBUTIONS/CHARITIES 2018 DETAILS

TO EPIPHANY

COMMUNITY ASSISTANCE FUND	300.00
EXTERIOR TREE LIGHTS	36.20
SPECIAL BIRTHDAYS / RECOGNITIONS	29.25
PROPERTY (ROOF 1000. + Q RM SCREEN 100.)	1100.00
PROPERTY CLEAN-UP REFRESHMENTS	10.90
STEWARDSHIP LUNCH	41.05
COFFEE TIME/KITCHEN EXPENSES	60.75
KONTAKTKREIS MEETING REFRESHMENTS	54.90
6 CARAFES	77.30
4 GAZEBOES	397.75
GARDENING COMMITTEE	150.00
TOTAL TO ELC	2258.10

CHARITIES

SALVATION ARMY	50.00
CLWR-GIFTS FROM THE HEART	300.00
WORLD DAY OF PRAYER	31.80
TOTAL OTHERS CHARITIES	381.80
TOTAL CHARITIES	2,639.90

Morningstar Report 2018

*The single biggest problem in communication
is the illusion that it has taken place. – GEORGE BERNARD SHAW*

The Morningstar at the end of 2018 still is alive and well. Its format is as it has been for the last two years. It is still created, printed, collated and distributed by the same people who have done so for a long time, and we, the recipients of their efforts, appreciate and thank them for it.

For some reason the writer has been expected each year to report on its health for the Annual General Meeting. This time it has been challenging to say anything that hasn't repeatedly been said before, and whilst searching for an answer the thought occurred to have a closer look at the subject of communication, the reason and objective of a newsletter's existence. That does explain why G.B. Shaw's wise insight has been quoted in the header of this article.

Much has been written over the centuries by gifted men and women, some of them perceptive and brilliant, others funny and smart, all available at Google, including very detailed and graphic observations of its make-up and its obstacles.

Hopefully I will be forgiven for choosing this particular header in connection with our Morningstar in questioning how successful it is in reaching and engaging all of an approximately 200+ people via mail, pick-up from the Narthex, or by email. I know that it is regularly sent or made available, but not if it is received, welcomed and appreciated.

After all, communication is supposed to be a reciprocal process, and we are all invited and encouraged to make use of the privilege to respond now and then.

Submitted by Norbert Sommer

German Seniors Report 2018

We had a very active year with ten meetings, including our picnic in June and our Christmas luncheon in December. We average between 12-18 seniors at our meetings.

Our big change this year took place in September, when Ute Wentzel took over from Wilhelm Wittemeier as our president. We all say a big THANK YOU to Wilhelm for holding this position for the last 11 years. (Ute has big shoes to fill.)

A big thank you goes also to all the members who work tirelessly to set up tables for our meetings as well as preparing coffee and spoiling us with delicious cakes.

Respectfully submitted, Ute Wentzel

Advertising Report 2018

We now have three advertisers in the Morningstar (John's Flooring, Superior Carpet & Upholstery Cleaning and Kelly Tree Services). I have mailed out the 2019 invoices to these three advertisers.

I have advertised fundraising events for the ELW in the free section of the Scarborough Mirror.

Respectfully submitted, Nalini Badley

Website Report 2018

We have renewed with GoDaddy.com, Inc. for 5 years, 2016 to 2020 to store our domain name epiphanylutheranchurch.ca with Web fees at a cost of \$594.18

Gord Munro continues to maintain our website on GoDaddy.

Respectfully submitted, Nalini Badley

Proposed Budget for 2019

EPIPHANY EVANGELICAL LUTHERAN CHURCH ACTUAL VERSUS BUDGET EXPENSES December 31, 2018

	2018 <u>ACTUAL</u>	2018 <u>BUDGET</u>	2019 <u>PROPOSED BUDGET</u>
Salary	48,996.00	48,990.00	50,004.00
Housing Allowance	21,000.00	21,000.00	21,000.00
Car Allowance	1,643.00	1,500.00	1,500.00
Book Allowance	182.42	300.00	300.00
ELCIC Pension	6,152.89	8,050.00	5,700.00
Continuing Education Plan	600.00	600.00	600.00
Dental and Health	2,134.50	2,135.00	2,238.00
Canada Pension	2,268.42	2,500.00	2,500.00
Employment Insurance	1,142.92	1,200.00	1,200.00
TOTAL PASTOR RASMA	84,120.15	86,275.00	85,042.00
Treasurer Salary	1,944.00	1,944.00	1,992.00
Morningstar Editor	1,680.00	1,680.00	1,716.00
Caretaker Salary	1,514.76	1515.00	1,548.00
Organist	12,238.72	11,490.00	10,750.00
Employment Insurance	363.24	375.00	125.00
TOTAL OTHER EMPLOYEES	17,740.72	17,004.00	16,131.00
Lawyers Fees	-	-	-
Enbridge Gas - Parsonage	1,218.88	0.00	0.00
Enbridge Gas - Church	2,545.24	3,500.00	3,000.00
Hydro - Parsonage	2,257.84	0.00	0.00
Hydro - Church	2,042.72	2,500.00	2,500.00
Water - Parsonage	2,251.90	0.00	0.00
Water - Church	511.30	500.00	550.00
Property Taxes - Parsonage	14,804.60	0.00	0.00
Insurance - Church	2,288.52	1,800.00	2,500.00
Insurance - Parsonage	2,004.91	0.00	0.00
Maintenance	1,884.88	1,000.00	1,500.00
Snow Removal	1,307.58	1,300.00	1,500.00
Major Repairs	2,008.01	10,000.00	10,000.00
TOTAL OPERATIONS - CHURCH & PAR.	\$ 35,126.38	\$ 20,600.00	\$ 21,550.00
Office Supplies	384.82	500.00	500.00
Telephone and Internet - Church	1,210.44	1,400.00	1,400.00
Postage	479.06	700.00	700.00
Advertising	0.00	100.00	100.00
Bank Charges	350.85	400.00	400.00
Cleaning Supplies	41.82	200.00	200.00
Photocopies	319.84	500.00	500.00
Equipment Expense	0.00	500.00	500.00
Website (5 Year Contract to 2020)	0.00	0.00	0.00
TOTAL OFFICE OPERATION	2,786.83	4,300.00	4,300.00
Stewardship	250.00	400.00	400.00
Church School/Confirmation	0.00	100.00	100.00
Adult Education	0.00	100.00	100.00
REO and Refugees	0.00	100.00	3,000.00
Worship and Music	775.39	1,000.00	1,000.00
Altar Supplies	458.05	400.00	400.00
Conventions/Meetings	1,770.84	2,200.00	1,000.00
Offering Envelopes	293.90	450.00	450.00
Misc. Expense	442.03	500.00	500.00
Supply Pastors	630.24	700.00	700.00
Benevolence - Church	16,400.00	16,420.00	16,620.00
Benevolence - Other			800.00
TOTAL SPIRITUAL	21,020.45	22,370.00	25,070.00
TOTAL EXPENSES	\$ 160,794.53	\$ 150,549.00	\$ 152,093.00
TOTAL INCOME	\$ 165,670.12		
NET G.L. INCOME FOR THE YEAR 2018	\$ 4,875.59		
INCLUDES PARSONAGE REIMB. EXPENSES	\$ 22,538.13		
NET INCOME EXCLUDING PARS. EXPENSES	\$ 27,413.72		

EPIPHANY CONSTITUTION

Introductory Letter

January 3, 2019

In 2017, Synod approved recommended updates to the model constitution that is used as the base for governing documents by individual congregations. Each congregation has been encouraged to review the changes and incorporate any they may find suitable into their individual constitutions. The constitution currently in force at Epiphany dates to 1985.

Your Epiphany Church Council has reviewed the proposal, and has voted to recommend the replacement of the existing constitution with the new version as drafted by Synod.

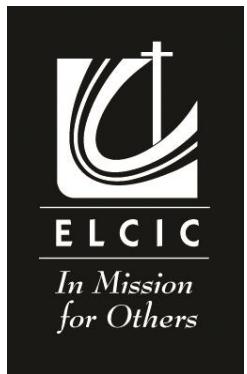
In order to help acquaint the congregation with key changes, the following documents are herein provided for your review prior to the Annual Congregational Meeting:

- A generic copy of the proposed new constitution.
- An information guide provided by Synod that highlights the key aspects of the new document.

Changes to our constitution require that a specific process be followed. At the February Congregational meeting, the proposal may either be rejected entirely, approved with changes, or approved without changes, by a majority vote. Should approval be granted, a second duly convened congregational meeting is to be held no less than 30 days later, where the proposed constitution requires approval by a two-thirds majority of voters present. No new changes can be made to the proposal at this second meeting. It is a simple yes/no vote. The new constitution would become effective upon providing official notice to and receiving approval from the Synod.

I look forward to reviewing these documents with you, receiving your feedback, and answering any questions you may have at the meeting.

*Yours in Christ,
Ron Heino
On behalf of Epiphany Church Council*



Model Constitution and Bylaws for Congregations

Approved by National Church Council
September 2017

[Insert name of congregation here]

Date of Congregational Approval: _____

Date of Synod Council Approval: _____

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PREAMBLE

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

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

CONSTITUTION

ARTICLE I

Name

Section 1. The name of this congregation shall be (*official name of congregation*) located in (*city/town and province*).

Section 2. *Name of incorporating Act*
Date of incorporation
Incorporation number

ARTICLE II

Confession of Faith

The Confession of Faith shall be that of the Evangelical Lutheran Church in Canada (ELCIC) as follows:

Section 1. This congregation confesses the triune God—Father, Son and Holy Spirit—as the one true God. It proclaims the Father as Creator and Preserver; his Son, Jesus Christ, as Redeemer and Lord; and the Holy Spirit as Regenerator and Sanctifier.

Section 2. This congregation confesses that the gospel is the revelation of God's saving will and grace in Jesus Christ, which he imparts through Word and Sacrament. Through these means of grace the Holy Spirit creates believers and unites them with their Lord and with one another in the fellowship of the Holy Christian Church.

Section 3. This congregation confesses the Scriptures of the Old and New Testaments as the inspired Word of God, through which God still speaks, and as the only source of the church's doctrine and the authoritative standard for the faith and life of the church.

Section 4. This congregation subscribes to the documents of the *Book of Concord of 1580* as witnesses to the way in which the Holy Scriptures have been correctly understood, explained and confessed for the sake of the gospel, namely:

- a. The Apostles', the Nicene, and the Athanasian Creeds as the chief confessions of the Christian faith;
- b. The unaltered *Augsburg Confession* as its basic formulation of Christian doctrine;
- c. *Luther's Small Catechism* as a clear summary of Christian doctrine; and

- d. The *Apology of the Augsburg Confession*, *Luther's Large Catechism*, the *Smalcald Articles with the Treatise*, and the *Formula of Concord* as further witnesses to the unaltered *Augsburg Confession*.

ARTICLE III

Purpose and Objectives

- Section 1. This organization shall be carried out without purpose of gain for its members, and any profit and other gains to the organization shall be used in promoting its objectives.
- Section 2. This congregation is a worshipping, learning, witnessing and serving community of baptized persons among whom the Word is proclaimed and the Sacraments are administered according to the Gospel, and whose existence is recognized by the ELCIC. It shall provide support to enable the fulfillment of the mission and ministry of the ELCIC.
 - a. Worship. This congregation, remembering God's mighty acts in the past, celebrating God's abiding presence, and moving toward God's promised fulfillment, will listen to the Word of God in Scripture and preaching, receive the Sacraments, and respond with confession, prayer, praise, thanksgiving, and with tithes and offerings. In order to assist members to acknowledge God's rule over their lives, their own unity as Christ's body on earth, and to express their relationship with God in public and in private, the congregation shall gather for worship regularly and, in accordance with the traditions of the Lutheran Church, recruit, equip and support members for leadership in worship, use appropriate worship materials, and make certain that worship has a place in other functions of the congregation.
 - b. Learning. This congregation shall develop an educational program designed to assist persons to grow in grace and faith and in the knowledge of the Scriptures and the Lutheran Confessions for service and witness in the world. To this end, it shall provide learning opportunities with appropriate curriculum, shall recruit, equip and support educational leaders, and shall ensure that adequate study undergirds all functions of the congregation.
 - c. Witnessing. This congregation, relying on the Holy Spirit, shall proclaim the Gospel by word and deed and thereby invite all people to repent and believe. This congregation shall recruit, motivate, equip and support its members to witness to their faith at every opportunity in daily life so that the Lord is glorified, the fellowship is strengthened, the lapsed are restored and new members are added to the congregation. It shall provide for the communication of the Gospel through partnership with the wider Christian community. It shall assure that all congregational functions witness to the faith of the church.
 - d. Service. This congregation shall live by faith active in love. It shall

motivate, equip and support its members to: minister in daily life; participate as members of a caring community; serve as Christians in all the institutions and structures of the society of which they are a part; and promote justice and reconciliation, meet human needs and alleviate suffering, both individually and corporately. In these efforts, this congregation shall cooperate with the synod and the ELCIC, other Christian churches, faith communities and groups in society. It shall make certain that all its functions strengthen the motivation and ability for service.

- e. Support. This congregation, in faithfulness to God, shall provide leadership, organizational structures, facilities and funds to enable fulfillment of its functions. This congregation shall strive to maintain effective stewardship practices, evaluate regularly the total life and ministry of this congregation, and recruit, equip and support members of this congregation to provide for these activities.

BYLAWS

PART I

Membership

Section 1. United in one Lord, one faith and one baptism, the members of the congregation are to be constant in worship and in the study of the Holy Scriptures, regularly nourishing their life in Christ in the partaking of the Sacrament of Holy Communion, presenting their children for Holy Baptism and providing for their Christian instruction.

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

Section 2. The membership of this congregation consists of those persons who:

- a. have been baptized in this congregation,
- b. having been previously baptized in the name of the Triune God, have been received by:
 - i. transfer from another Lutheran congregation, or another congregation of a church in full communion with the ELCIC,
 - ii. confirmation, or
 - iii. affirmation of faith.

Section 3. A list of members shall be maintained on the membership roster.

Section 4. Voting members, as defined in PART VI, Section 1, who have not, for a period of one (1) year, partaken of the Sacrament of Holy Communion, supported and participated in the life and worship of the congregation are placed on a responsibility list. The member will, when practicable, be contacted by the rostered minister and/or a Congregational Council member who will encourage the member to active membership.

Section 5. Prior to each annual meeting of the congregation, the Congregational Council shall review the membership roster to ensure that:

- a. changes have been recorded;
- b. voting members who have not, for a period of one (1) year, partaken of the Sacrament of Holy Communion, supported and participated in the life and worship of the congregation are placed on the responsibility list; and
- c. those members on the responsibility list who have not, for a further period of one (1) year, returned to active participation shall be removed from the membership roster. Anyone so removed shall be given written notice of the council's action.

- Section 6. In special circumstances, the Congregational Council may, in its sole discretion, leave a member on the membership roster.
- Section 7. Membership in the congregation shall be terminated by any of the following:
- a. death;
 - b. resignation;
 - c. transfer or release;
 - d. exclusion as a result of discipline; or
 - e. removal from membership roster (Section 5).

PART II

Reconciliation and Discipline of a Member

- Section 1. In situations when a member:
- a. causes strife or division within the congregation;
 - b. advocates doctrines which are contrary to the Holy Scriptures and the Confessions of the Church; or
 - c. has engaged in conduct that is unbecoming a member of the body of Christ;
- the goal of the congregation shall be reconciliation using restorative practices and/or mediation in accordance with Matthew 18: 15-18.
- Section 2. When, in the opinion of the Congregational Council, reconciliation cannot be achieved, the Congregational Council shall administer discipline. A person who is requested to appear before a properly called meeting of the Congregational Council shall be advised in writing no less than ten (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 hearing. If a person fails to appear at the time and place without valid excuse, the Congregational Council, with a quorum present, may proceed with the hearing and may reach its conclusion in the member's absence. Should the Congregational Council by a two-thirds (2/3) vote support disciplinary action, the Congregational Council shall impose one of the following:
- a. censure before the Congregational Council or the congregation,
 - b. suspension from membership until evidence is given of sufficient repentance and amendment,
 - c. exclusion from membership and participation in the life of the congregation.

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

- Section 3. There shall be a right of appeal to the congregation according to a policy approved by the Congregational Council and shall include consultation with the bishop of the synod.

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

PART III

Authority

Section 1. This congregation shall operate in accordance with this constitution and bylaws, including owning its own property, making decisions in regard to its programming, calling its rostered minister(s) after consulting with the bishop of the synod, and is subject to the authority of the ELCIC and its synods as expressed in their constitutions and bylaws as enacted from time to time retaining authority in all other matters that have not been committed to the ELCIC or its synods in their constitutions or bylaws or by subsequent enactments.

Section 2. The congregation shall operate in accordance with all applicable laws and regulations.

Section 3. The authority of the congregation shall be vested in the congregational meeting, called and conducted in the manner provided in these bylaws, and in the Congregational Council and its committees as provided by these bylaws or as assigned by the congregational meeting.

Section 4. Real property shall not be purchased, disposed of or encumbered in any manner except by resolution adopted by no less than a two-thirds (2/3) majority vote of the members present and voting at a properly called meeting of the congregation.

Section 5. The Congregational Council shall advise the bishop of the synod when the congregation is:

- a. experiencing strife and division;
- b. finding it impractical to function according to its bylaws (e.g. holding regular Congregational Council meetings; holding an annual meeting; electing the required number of Congregational Council members; complying with corporate, income tax or other legal obligations; obtaining quorum for congregational meetings; operating and fulfilling its purpose and objectives (ARTICLE III); fulfilling its duties and obligations with being part of the ELCIC (PART IV, Section 2));
- c. desiring to relocate, merge or amalgamate with another congregation;
- d. considering dissolution; or
- e. considering gifting or disposing of a portion of its assets (including real property) valued in excess of 25% of its operating budget.

- Section 6.** Should this congregation's membership so diminish in numbers or resources as to render it impossible or impractical for the congregation to function according to its constitution and bylaws, the bishop of the synod shall arrange a consultation with any remaining members after which Synod Council may deem the congregation defunct. If the congregation is deemed to be defunct, the Synod Council shall appoint trustees, including where feasible, members of the former congregation, who shall take charge and control of the property of said congregation to hold, manage and convey the same on behalf of the former congregation.
- Section 7.** Should this congregation wish to merge with another congregation that is a member of the synod of which this congregation is a member congregation, or should this congregation, with the consent of the synod, wish to merge with another congregation from another denomination, this congregation shall do so:
- a. only in accordance with a resolution adopted by no less than two-thirds (2/3) of the members present and voting at a properly called meeting prior to such merger, and all property real, personal and mixed shall be transferred or disposed of; and,
 - b. the proceeds of such disposition shall be distributed or the property shall be transferred in accordance with such resolution adopted by no less than two-thirds (2/3) of the members present and voting at a properly called meeting.
- Section 8.** Should this congregation dissolve for whatever reason, other than by merger with another congregation of the ELCIC, and after payment of all debts and liabilities, in accordance with the resolution adopted by no less than two-thirds (2/3) of the members present and voting at a properly called meeting of this congregation prior to the dissolution, all property real, personal and mixed shall vest in the synod of which it is a part, its successor or assigns.

PART IV

Relationship to the Evangelical Lutheran Church in Canada (ELCIC)

- Section 1.** This congregation is and shall be a part of the ELCIC or its successor and of the synod within whose boundaries it is located or to which it has otherwise been assigned.
- Section 2.** This congregation claims for itself all the rights and privileges and accepts all the duties and obligations connected with being part of the ELCIC. In so doing, this congregation recognizes it is subject to the constitution, bylaws and enactments of the ELCIC and of the synod as having governing force in its life.

- Section 3.** This congregation covenants to support faithfully with prayer, personal service and offerings the common work of the ELCIC and of the synod.
- Section 4.** This congregation operates under these synodically approved constitution and bylaws that are in accordance with the constitution and bylaws of the ELCIC and of the synod of which it is a part.
- Section 5.** Should the congregation consider severing its relationship with the ELCIC, it shall confer with the bishop of the synod before any formal steps are taken leading to such action. Subsequent to such consultation with the bishop of the synod, a motion to sever the relationship with the ELCIC may be considered at a special meeting of the congregation. This decision shall require a two-thirds (2/3) majority vote. Notice of the motion and the date and time of the congregational meeting shall be sent by registered mail to the bishop of the synod at least 30 days before the meeting. Such decision shall not be effective until the bishop of the synod has been notified and the initial decision has been ratified by a two-thirds (2/3) majority vote at a subsequent properly called and conducted meeting held not less than 90 days and not more than 150 days after the first meeting. Notice of the date and time of the second meeting shall be sent by registered mail to the bishop of the synod at least 30 days prior to the meeting.

PART V

Office of the Ministry

- Section 1.** A rostered minister of the congregation shall be a person whose soundness in the faith, aptness to teach and educational qualifications have been examined and approved by the ELCIC, and who has been properly ordained or consecrated, who accepts and adheres to the Confession of Faith of the ELCIC, and who strives in life and conduct to be above reproach.
- Section 2.** Authority to call and retain a rostered minister shall rest in the congregation. Such authority shall be exercised by not less than a two-thirds (2/3) majority vote of members present and voting at a meeting properly called for that purpose. Throughout the call process, the Congregational Council, or a committee authorized by the congregation(s), shall seek the advice and counsel of the bishop of the synod.
- Section 3.** Only a minister on the roster of the ELCIC or one who is recognized for call by a synod of the ELCIC may be called as a minister of the congregation.
- Section 4.** The regular call of this congregation when accepted by a rostered minister shall constitute a relationship which shall be terminated for the following causes:
- a. the resignation of the rostered minister;
 - b. the retirement of the rostered minister;

- c. disqualification of the rostered minister through discipline;
- d. division of a pastoral charge;
- e. the physical or mental incapacity of the rostered minister;
- f. continued neglect of ministry;
- g. inability to conduct the pastoral office satisfactorily in the parish in view of local conditions, without reflection on the moral and spiritual character of the rostered minister.

In the last three contingencies, the procedures provided for in the constitution and bylaws of the synod shall be followed.

- Section 6.** In the event of alleged defection in doctrine or alleged conduct unbecoming a rostered minister, the matter shall be referred by the Congregational Council to the bishop of the synod for action as provided for in the constitution and bylaws of the ELCIC.
- Section 7.** At a time of pastoral vacancy, the Congregational Council shall select an interim minister after consultation with the bishop of the synod. All interim and supply ministers shall refrain from exerting influence in the call process of the congregation.

PART VI

Congregational Meeting

- Section 1.** Voting members at any meeting of the congregation shall be those members on the membership roster who have attained the age of ___ as of the date of the meeting.
- Section 2.** The bishop of the synod or his/her designate shall be entitled to attend and speak at any meeting of the congregation.
- Section 3.** The annual meeting of the congregation shall be held within three (3) months of the congregation's fiscal year end.
- Section 4.** Special congregational meetings may be called by the Congregational Council and shall be called at the written request of one-tenth (1/10) of the voting members. The notice for each special meeting shall specify its purpose and no other business shall be transacted.
- Section 5.** Written notice of all congregational meetings shall be sent by mail or electronic mail to all voting members and the rostered minister(s) under call to the congregation at least ten (10) days in advance of the date of the meeting.
- Section 6.** The quorum for all congregational meetings shall be (*insert number here*) voting members present.

- Section 7. Proxy or absentee voting shall not be permitted in the transaction of any business of the congregation.
- Section 8. *Bourinot's Rules of Order*, latest edition, shall be the governing parliamentary law of this congregation, except as otherwise provided in the constitution and bylaws of the ELCIC or in these bylaws.

PART VII

Congregational Council and its Officers

- Section 1. At its annual meeting, the congregation shall elect a Congregational Council of _____ members (no fewer than six (6)) for terms of two (2) years each with approximately half of the terms expiring annually. No member of Congregational Council shall be eligible to serve for more than three (3) consecutive terms. The members of the Congregational Council must be voting members of the congregation.
- Section 2. Rostered minister(s) under call to the congregation shall not be a member of the Congregational Council but shall be entitled to receive notice of, attend and speak at all regular or special meetings of the Congregational Council and all its committees.
- Section 3. All members of the Congregational Council shall be installed by a rostered minister at the next public service following their election or as soon thereafter as convenient.
- Section 4. At its first meeting following the annual meeting of the congregation, the Congregational Council shall elect from its own membership a chairperson, a vice-chairperson and a secretary who shall be chairperson, vice-chairperson and secretary of the congregation. The council shall elect a treasurer who need not be a member of the Congregational Council but shall be a member of the congregation.
- Section 5. The Congregational Council shall be the trustees of the congregation and shall have general oversight of the life and activities of the congregation ensuring that everything is done in accordance with the Word of God and the faith and practice of the ELCIC. The Congregational Council shall exercise such authority as is delegated to it by its constitution and bylaws, and the resolutions of the congregation, and may adopt such policies not in conflict with these documents as needed to carry out its mandate.
- Section 6. A majority of members of the Congregational Council shall constitute the quorum for transacting the business of the Congregational Council.

- Section 7.** If a vacancy occurs on the Congregational Council, the Congregational Council is empowered to fill the vacancy until the next annual meeting of the congregation. Should the unexpired term be one (1) year or less, it shall not be considered in determining eligibility for re-election.
- Section 8.** A member of the Congregational Council who is absent from two (2) consecutive regular meetings shall be contacted by the chairperson of the congregation. If the member is absent from three (3) consecutive regular meetings without valid excuse, the Congregational Council may declare the position vacant.
- Section 9.** The Congregational Council shall declare vacant the position of any council member whose membership in the congregation is terminated as provided for in these bylaws. The Congregational Council may declare vacant the position of any council member who has been suspended from membership in the congregation by disciplinary action of the council or has been censured by a two-thirds (2/3) vote of the members of Congregational Council for behaviour that is inconsistent with the policies of the Congregational Council and/or the congregation.
- Section 10.** A rostered minister under call to the congregation, the chairperson or any three (3) members of the Congregational Council may call a special meeting. Notice of such meeting shall be given not less than three (3) days prior to the meeting and shall be announced at a regular service if one is held during that period.
- Section 11.** The Congregational Council shall:
- a. lead the congregation in stating its mission, doing long-range planning, setting goals and priorities and evaluating its activities in the light of its mission and goals;
 - b. seek to involve all members of the congregation in worship, learning, witness, service and support;
 - c. provide support for the rostered minister(s) and other professional leaders, assist them to review and evaluate their ministry and review annually their financial compensation making adequate adjustments;
 - d. exemplify for the congregation the life that is worthy of the high calling in Christ;
 - e. promote congregational unity and good will, fostering mutual understanding in times of conflict through reconciliation and exercising discipline, when necessary, under the provision of these bylaws;
 - f. arrange for pastoral service during the sickness or absence of the rostered minister(s);
 - g. appoint or elect all staff, voluntary or salaried, for the effective administration of all aspects of parish life;
 - h. appoint such committees as may be necessary or advisable;

- i. normally meet once a month;
- j. be responsible for maintaining and protecting the property of the congregation;
- k. obtain insurance protection that:
 - i. provides coverage for fraud committed by an employee or volunteer of the congregation; and
 - ii. limits the liability of the members of the Congregational Council;
- l. prepare an annual budget, supervise the expenditure of funds and ensure that the financial affairs of the congregation are conducted efficiently;
- m. ensure that the annual budget for adoption by the congregation includes adequate support for the church at large and that regular monthly benevolence monies are forwarded; and
- n. emphasize the partnership of the congregation with the synod and the ELCIC and encourage support for the work of the church at large.

Section 12. Congregational Council members may participate in a meeting of the council by means of electronic facilities that permit all persons participating in the meeting to hear each other. Each council member participating in such a meeting by such means is deemed to be present at the meeting.

Section 13. The Congregational Council may conduct a vote of the Congregational Council via email. Protocol for conducting these votes shall be outlined in a policy approved by the Congregational Council. Results of the vote shall be recorded in the minutes of the next Congregational Council meeting.

Section 14. Conflict of interest:

- a. A Congregational Council member shall declare a conflict of interest and will not take part in any discussion or vote if he or she or any member of their immediate family in any way, directly or indirectly, benefits from an existing or proposed contract, transaction or arrangement with the congregation.
- b. The Congregational Council may declare that a real or perceived conflict of interest exists with a council member and that member will not participate in any discussion or vote.

PART VIII

Duties of the Congregational Council Officers

Section 1. The chairperson shall preside at all meetings of the Congregational Council and of the congregation. The agenda shall be prepared in consultation with the rostered minister.

- Section 2.** The vice-chairperson shall preside at the meetings of the Congregational Council and of the congregation in the absence of the chairperson. In the event that the chairperson and vice-chairperson are absent, the chair of the meeting will be chosen by the quorum present.
- Section 3.** The secretary is accountable for keeping the minutes of the Congregational Council and of the congregation in a volume provided by the congregation, which shall be permanently preserved in the congregational archives.
- Section 4.** The treasurer shall:
- a. keep or cause to be kept proper accounting records;
 - b. be responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of this congregation;
 - c. make monthly remittance of benevolence receipts to the treasurer of the synod;
 - d. keep or cause to be kept a proper set of books showing accurately the financial position of this congregation;
 - e. ensure that receipts are issued for all contributions;
 - f. render to the Congregational Council whenever requested by such an account of all transactions as treasurer and of the financial position of this congregation;
 - g. have prepared for submission to the annual meeting a set of financial statements of this congregation since the previous annual meeting;
 - h. ensure an annual audit or review of year-end financial statements;
 - i. when requested to do so by the Congregational Council, prepare or have prepared interim financial statements; and
 - j. perform such other duties as may from time to time be directed by the Congregational Council.

PART IX

Amendments

- Section 1.** Amendments to this constitution or bylaws, with the exception of ARTICLE II, may be proposed by the Congregational Council and shall be proposed by the council at the request of five (5) voting members. Such proposed amendments shall:
- a. be reviewed by the Congregational Council;
 - b. be distributed to the voting members, along with the recommendation of the Congregational Council, not less than 30 days before the meeting at which they are to be considered;
 - c. require a two-thirds (2/3) majority vote of those present and voting in order to be approved;
 - d.

- i. amendments to the proposed amendment may only be considered in order to clarify the intent of the proposed amendment and require a two-thirds (2/3) majority for approval;
- ii. any changes to the basic intent of the proposed amendment shall require an additional meeting with at least 30 days' notice;
- e. become effective upon official notice and approval by the Synod Council.

Section 2. This constitution and bylaws and all amendments thereto, shall be transmitted to the synod for review and to ascertain that none of its provisions are in conflict with the constitution and bylaws of the ELCIC or with the synod constitution and bylaws.

Section 3. If, in the judgment of the National Church Council, an amendment of this constitution or bylaws is required, the secretary of the ELCIC shall provide official communication to that effect which will include a draft of the recommended amendment. Adoption of such an amendment shall then be in order at the next properly called meeting of the congregation. Two-thirds (2/3) majority vote of those present and voting shall be required. Confirmation of approval shall be submitted to Synod Council.



Before you begin: An Information Guide to transitioning to the Model Constitution and Bylaws for Congregations (2017)

Introduction

National Church Council (NCC) at its November 2015 meeting approved the formation of a task force to review the ELCIC Model Constitution for Congregations. Members of the task force included the ELCIC National Secretary along with one representative from each synod.¹ The work of the committee received legal vetting before being adopted by NCC in September 2017.

Why review governance documents?

The current model ELCIC Constitution for Congregations was adopted in 2010. Regular review of any institution's governance documents is a prudent exercise. For one, it serves as a check to ensure current practices are in line with what is dictated by those documents. Moreover, it provides a mechanism for revising those documents if more effective and efficient ways to meet the needs of the institution are discovered.

What's changed in the 2017 model?

The most significant change you will notice is a considerable downsizing of the model constitution from 12 articles to three accompanied by a commensurate broadening of the content of the model bylaws. The result is a much clearer division between the constitution, a document that names the organization and defines its purpose and objectives, and the bylaws which define the mechanisms and processes by which the congregation works to achieve those objectives.

Please see below for more commentary on the changes reflected in the 2017 model.

What is being asked of congregations?

All congregations of the ELCIC are being asked to undertake a review of their constitution and bylaws and begin the process of transitioning to the recommended model documents. When action is taken by the congregation to adopt the new model, such action must be submitted to your respective synod for final approval.

Attention – BC Synod Congregations

Congregations of the BC Synod are strongly urged to contact their synod office regarding a BC Synod version of a model constitution that is consistent with requirements of the BC Societies Act.

¹Task force members were Ms. Linda Grainger (NCC), Rev. James Whaley (BC Synod), Mr. Frank Thede (ABT Synod), Rev. Harold Hesje (SK Synod), Mr. Brian Lorch (MNO Synod) and Rev. Wendell Grahman (Eastern Synod).

Can the model be adopted without any adjustment on the part of our congregation?

Yes, but please be aware that are a few places where you must fill in information pertinent to your local situation. These are:

- **Constitution – ARTICLE 1** Your congregation's legal name and location and if applicable information pertaining to your congregation's incorporation (i.e., incorporating act, date of incorporation and incorporation number). Please remember to use your legal name if it is different from the name commonly used.
- **Bylaws – PART VI – Section 1** The age a member must attain to be granted voting rights at congregational meetings.
- **Bylaws – PART VI – Section 6** The number of members needed to form a quorum at a congregational meeting.
- **Bylaws – PART VII – Section 1** The number of Congregational Council members (note: no fewer than six)

May a congregation change aspects of the model to suit its own needs?

Yes, there is latitude for customizing the model document to suit local needs but keep in mind that all modifications will need to be ratified by your synod before becoming official. Listed below are some areas where customization might occur.

- **Bylaws PART VI – Section 7** In some circumstances, proxy or absentee voting may be allowed/ required because of the congregation's status through incorporation by provincial or federal legislation. Please check the pertinent legislation for information concerning the correct and appropriate use of proxy/absentee voting (including the extent of its power, its duration, revocability and so forth). More detailed discussion of proxy and absentee voting is provided as an appendix to this document.
- **Bylaws PART VI – Section 8** While *Bourinot's Rules of Order* is recommended, other standard sets of practices may be adopted.
- **Bylaws PART VII** A congregation currently using what was labelled ARTICLE IX – Alternate 2 in the 2010 model constitution is welcome to continue using that structure for its congregational council.

Are there components of the model which may not be amended?

Yes. Congregations may not amend ARTICLE II – Confession of Faith.

In addition, any provisions in the bylaws governing the relationship between the congregation and the ELCIC or the congregation's synod office including requirements for communication with or seeking the advice of the synod may not be amended.

Other Notable Aspects of the New Model Constitution and Bylaws

1. Bylaws – PART I – Membership – Section 5

A mechanism is introduced to trigger an annual review of the membership roster including placement of members on a responsibility list and removal of members from the membership roster. The role of the responsibility list is seen as means for tracking members' activity.

2. Bylaws – PART II – Reconciliation and Discipline of a Member

Note the addition of "reconciliation using restorative practices" as being the primary goal when attempting to resolve strife or other matters as a first alternative before considering disciplinary action.

3. Bylaws – PART III – Authority

Section 7 outlines threshold levels for determining the viability of congregations and a process to be followed when a congregation falls below those thresholds.

4. Bylaws – PART VI – Section 5 – Notice of Meetings

In order that information about upcoming congregational meetings reaches all eligible voting members, notice of said meetings must be communicated by mail or electronic mail. By making meeting dates and times known to all members, as opposed to only those who happen to be present when verbal announcements are made, congregations may be able to increase attendance.

5. Bylaws – PART VI – Section 6 - Quorum

In defining quorum, it is recommended that congregations use an absolute number as opposed to a percentage-based definition. Congregations should also consider choosing a number for quorum that negates the possibility that the members of the congregational council could themselves represent a majority of those in attendance at a properly called congregational meeting. To this end, it is suggested that quorum be at least two times the number of council members plus one (e.g., if council has six members, the quorum for a congregational meeting would be set at 13).

6. Bylaws – PART VII – Section 1 – Election of Congregational Council Members

Recommended length of council terms is two years but this may be adjusted to suit local needs. In choosing the number of council members and the length of terms, give consideration to succession planning. At an inaugural meeting of a congregation, it is recommended that terms of office be staggered to avoid scenarios in which more than a majority of council members have their terms expire at the same time.

7. Bylaws – PART IX – Section 2 – Amendments

With the transfer of all logistical aspects of congregational operations to bylaws from the constitution, bylaw amendments will now be subject to approval by the congregation's synod.