

Policy Manual
Emmanuel United Reformed Church
Neerlandia, Alberta

ARTICLE I NAME

1. The name of this religious organization shall be Emmanuel United Reformed Church of Neerlandia.
2. Whenever the word "church" is used in this document or its amendments it shall signify the legal organization of the church as herein established. The phrase "a vote of the church" or any similar phrase shall mean a vote of the eligible members of the congregation comprising the church at any legally convened meeting.

ARTICLE II MEMBERSHIP

1. Qualifications for membership shall consist of those who have made public profession of their faith in Jesus Christ as Savior and Lord (professing members) and those who become members of the church by baptism (baptized members).
2. The right to vote at business meetings shall be reserved for professing members in good standing.
3. Transfer of membership should be made by written request to the consistory.

ARTICLE III MEETINGS

1. Legally convened meetings shall ordinarily include three annual congregational meetings, one in March to present a report to the congregation on the previous year, one in May or June to elect new officers and one in December to approve the next year's budget. These meetings, and any special meetings, shall be announced to the congregation in the bulletin (or orally if necessary) at least fourteen days prior to the meeting.
2. No business other than that stated in the agenda shall be transacted.
3. All motions are presented by the council and need a second from the floor before being considered for discussion. These motions include the acceptance of absentee ballots as well as the motion to adjourn.
4. The transaction of all business shall be by majority vote of those present and voting unless otherwise specified herein.
5. Absentee ballots will be considered only for items not open for discussion (i.e. the election of officers) and shall be counted on the first ballot only by vote of the congregation. Absentee ballots should be unsigned and sealed in an envelope with the voters signature on the outside of the envelope. The names of all voting by absentee ballot shall be read to the meeting before a motion is made to receive those absentee ballots on the first ballot. Voting for officers shall always be by ballot. No nominations may be made from the floor. If a ballot votes for more persons than called for, it is a spoiled ballot and shall not be counted. If a ballot votes for less than the number called for, it is still a valid ballot and shall be counted.
6. The council members and/or a committee of former council members appointed by the council chairman shall serve as tellers on all votes by ballot. Serving in groups of three (one to read, one to record, and one to check) they shall tally the votes on the ballots. A majority shall be determined by counting the number of valid ballots cast.
7. Where there are four nominees with two to be elected and only one receives a majority, a second vote will be taken between the other three. If this does not result in a majority for one of the nominees the name with the least votes will be dropped from the list. If a tie vote is registered between the two remaining nominees, the tie vote will be broken by lot after prayer.
8. The decisions of the congregational meeting are advisory in nature and need to be confirmed by the council, either by motion or by taking no action and letting the decisions stand.
9. The fiscal year of the church shall be from January 1 to December 31.

ARTICLE IV COUNCIL

1. The council, consisting of the minister(s), elders and deacons, shall attend to those matters assigned to it by the Church Order or delegated to it by consistory. The normal term of office for the members of the council shall be three years. An elder or minister shall serve as chairman.
2. No office bearer who has served three years in succession shall be eligible for election as an office bearer until after a lapse of at least one year following the conclusion of his three-year term.
3. Only confessing male members in good standing shall be eligible for the ordained offices of the church.
4. Nominations for elder and deacon shall normally take place at the March meeting of the council. Both elders and deacons may make nominations for each office. As much as possibly, twice as many men are to be nominated as the number of vacancies occurring. Nominations for elders are to be considered before the nominations for deacons.
5. The nominating process shall begin with the distribution of a list of all professing male members in good standing one month prior to the meeting for nominations. Names of potential nominees shall also be solicited from the congregation by way of a bulletin announcement.
6. At the meeting for nominations, each member of the council may nominate eligible members to the office being considered. From such nominations a gross list of nominees shall be obtained. Suggestions of names by members of the congregation shall be announced and considered in the process.
7. All names on the gross list will be reviewed by the council. Names will be removed from the gross list either by consensus or, when there is no consensus, by a motion made supported and adopted by majority vote. From the remaining names voting by ballot will proceed until the nominees and alternate nominees are chosen.
8. The nominees chosen shall be informed by letter from the clerk along with a copy of the Form of Subscription with instruction to inform the council immediately if the nominee believes he cannot sign the Form of Subscription in good conscience. Opportunity for nominees to appear before the council shall be given before the names of the nominees are publicly announced. The nominations are to be publicly announced at least three Sundays prior to the election.
9. A special council meeting shall be called if valid congregational objections are raised concerning a nominee. Objections to nominees must be received at least one week before the election.
10. The council shall meet monthly to conduct its business. At the meetings of the council a majority of the office bearers shall constitute a quorum.
11. The council has authorization for the expenditure of all monies belonging to the church. The council has a \$5,000 limit for unbudgeted expenditures that may be made without the affirmative vote of a meeting of the church.
12. Those elected shall receive some form of officer bearer training prior to their ordination and installation. They shall sign The Form of Subscription in the service of ordination and installation prior to responding to the vows. They shall sign each time they are installed.
13. Installation of new officers shall usually take place in June or July if no valid impediments have arisen. The term of service of a newly elected officer begins with his installation and ceases as soon as a successor has been installed in his place at the end of his term of service.
14. Vacancies which occur before the end of a three year term shall be filled in keeping with the foregoing rules. If the end of the term is near, the council may decide to wait until the regular elections to fill the vacancy.
15. The secretary of the deacons shall read or distribute the minutes of their meetings at the council meetings for information. Questions shall be allowed. Confidential items (e.g. the names of those receiving benevolent assistance) shall be deleted from the shared minutes.
16. Copies of the minutes of the council and consistory shall be shared with the congregation with all confidential items deleted. The edited versions of the minutes shall be approved by the council or consistory prior to distribution to the congregation.

ARTICLE V CONSISTORY

1. The consistory shall consist of the elders and the minister(s). The consistory shall meet separately from the council and attend to those duties assigned to it by the Church Order.
2. In the event of a ministerial vacancy, the calling committee shall consist of a majority of elders or former elders. It shall ordinarily recommend to the congregation a duo or trio of men eligible for a call. It may also recommend a single nomination but should explain to the congregation why it has departed from normal procedure. Suggestions from the congregation will be accepted for consideration.

ARTICLE VI OFFICERS

1. The officers of the council shall be chairman, vice-chairman, treasurer, and general adjunct. All shall be members in good standing in the church and current members of the council with the exception that the treasurer need not be a member of the council.
2. The officers of the consistory shall be chairman, vice chairman, clerk, membership clerk and general adjunct. If the consistory is small, the clerk shall also serve as membership clerk.
3. The officers of the deacons shall be chairman, secretary, general adjunct and special funds treasurers (if there are any special funds).
4. The chairman of the council shall ordinarily be the chairman of the consistory and shall be elected annually. He shall ordinarily preside at all consistory, council and congregational meetings and establish the agenda in consultation with the clerk. He is responsible for calling council meetings at least monthly on a day of the week agreed upon by the council and consistory members. He is responsible for appointing those offering prayer before services and at the conclusion of council and consistory meetings. He shall welcome guest ministers in the council room before the service, explain the order of worship, and inform the minister of special prayer concerns for the congregational prayer.
5. The vice-chairman of the council and consistory shall be an elder or minister elected annually by the council. He shall call and preside over meetings of the council, consistory and congregational meetings when the chairman is unable. He shall serve with the chairman and clerk as a committee for deciding matters which need immediate attention when it is impossible to call a council meeting. In the absence of the chairman, he shall welcome guest ministers in the council room before the service, explain the order of worship, and inform the minister of special prayer concerns for the congregational prayer.
6. The clerk shall be a minister or elder elected annually by the council. He shall maintain the minutes of each meeting of the council, consistory and congregational meetings and maintain them in an appropriate file. He shall supply duplicate copies of the minutes to consistory and council members. He shall prepare an edited version of the council and consistory minutes for distribution to the congregation after approval by the respective body. He shall maintain the Form of Subscription. He shall keep a record of committee memberships and terms of office.
7. The membership clerk shall be an elder elected annually by the consistory. He shall keep a double record of all births, baptisms, professions of faith, deaths and transfers and receptions of members and former members. He shall not discard the records of former members. He may seek assistance from a membership secretary who is not a member of the council. The second copy of the membership records shall be stored in a different location from the first copy.
8. The treasurer shall be a deacon or member of the congregation elected annually by the council. If the treasurer is not a member of the council, he shall be an officer of the church but not of the council. He shall exercise oversight of all receipts and disbursements of the church. All moneys received by him or the special fund treasurers shall be deposited in the name of the church in a bank approved by the council. No disbursements shall be made except those budgeted or specially approved by the council. All disbursements shall be made by check. Benevolent disbursements, including tuition aid, need be

approved only by the deacons but must be reported for information to the full council, keeping the identity of the recipients confidential. The total expenditures for any budget item shall not exceed the amount budgeted by more than 20% without further approval from the council. He shall submit quarterly written reports of the church's finances to the council and prepare a year end report for the council and congregation. Copies of the quarterly reports should be distributed to every council member on the Sunday preceding the council meeting. He shall report monthly offering receipt totals to the congregation in the church bulletin. He shall present the annual budget to the congregation at the meeting set for that purpose prior to the vote for approving the budget. All offerings shall be handled only in the presence of at least two deacons.

9. The general adjunct shall be an elder or minister elected annually by the council.. He shall assist all the other officers in the performance of their duties as requested.

ARTICLE VII AMENDMENTS

These council policies are formulated by the consistory and recommended to the council for adoption by the council. Amendments, revisions, suspensions or substitutions should also be adopted by the council by a majority voted upon recommendation of the consistory.

Adopted in Council
October 15, 2010

Library Policy
Any books or other items donated to the church for inclusion in the church library must be approved by the council before they may be placed in the library.

Adopted in Council
September 9, 2012