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# Mennonite Church Alberta

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## Policy and Procedure Manual

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Revised July 4, 2012

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## **Purpose of Manual**

The purpose of this manual is to give guidance and direction to the staff as well as Council and committee members of the elected positions of Mennonite Church Alberta in carrying out their responsibilities, and to ensure the smooth functioning of our organization from year to year.

A copy shall be made available to all staff and newly elected committee members of MCA committees at the first meeting of the All Committee meeting following the AGM.

## **A. Vision**

Our vision is to be a community of Anabaptist – Mennonite congregations worshipping the Triune God, unified in Jesus Christ, guided by the Holy Spirit, living a Biblical faith, growing as communities of grace, joy and peace, and together presenting Jesus Christ to the world.

## **B. Mission Statement**

Our mission is to glorify God by proclaiming His kingdom here on earth. To fulfill our mission, we are committed to:

- a) Proclaiming Jesus Christ as the only Lord and Savior of the world;
- b) Promoting conference-wide ministries of evangelism, missions, education and service;
- c) Planting and nurturing new congregations, encouraging local congregations to initiate mission outreach activities, supporting congregation-based ministries, and providing assistance to small groups who are unable to sustain themselves;
- d) Communicating with, and relating to affiliated Conferences and to other denominations;
- e) Facilitating mutual accountability between congregations in areas of faith, life and ministry;
- f) Assisting congregations in calling and nurturing of leaders;
- g) Promoting spiritual wellbeing and unity of spirit among member congregations;
- h) Planning joint worship and faith celebrations.

## **C. Priorities**

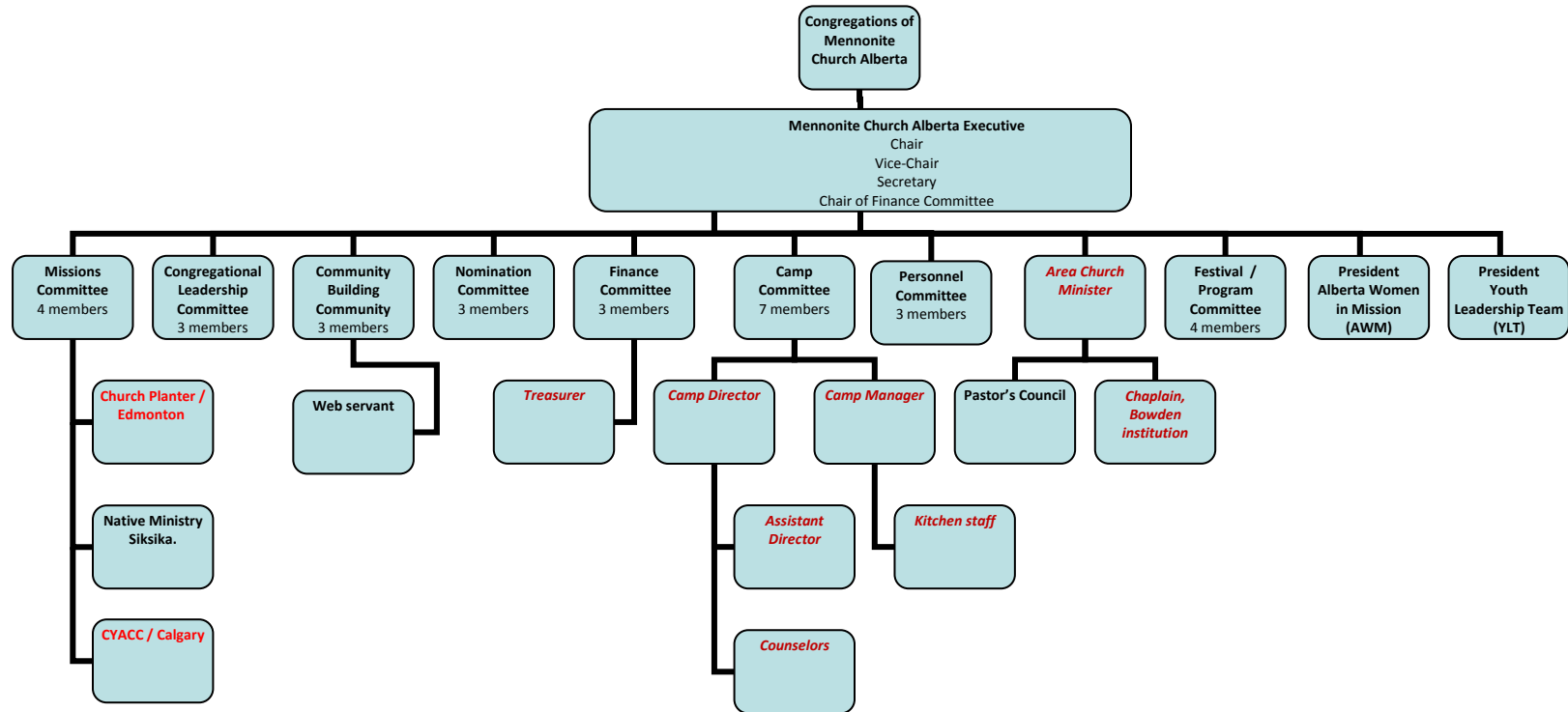
1. To nurture and strengthen communities of faith. Provide training and support for leadership within the congregational setting and beyond.
2. To strengthen relationships among our congregations and to foster a sense of community. Provide a variety of opportunities for intra-congregational interaction, worship, fellowship, and learning together.
3. To equip people to follow Jesus. Provide a variety of avenues (summer camp, retreats, schools, workshops, etc.) where people are introduced to the Gospel and/or equipped toward maturity.

### **Strategic Goals for 2010 - 2013**

In this section we will list the specific strategic priorities approved by the previous AGM(s). This list will be updated annually.

### **Tasks for the Next Three Years**

## D. Mennonite Church Alberta Organization Chart



Revised Oct 7/10

Positions in italic / red indicate paid or contracted positions.

See Mennonite Church Alberta for information about a full description of elected and appointed positions for each committee.

## **E. Job Descriptions**

### **E.1 Moderator**

The Chair (or designate) shall:

- preside at all meetings of the Executive.
- be one of the signing officers of MCA.
- perform all other duties pertaining to the office of the Chair.
- preside at all sessions of MCA and conduct the meetings in the spirit of Christ, in accordance with generally accepted rules of order.
- preside at all meetings of the General Council.
- be the official spokesperson for MCA.
- be responsible for calling special meetings when necessary.
- promote contact between the member churches and MCA.
- be a member of the Personnel Committee.
- be a member of the General Board of Mennonite Church Canada.

### **E.2 Vice-Moderator**

The Vice-Chair shall in all respects act in the place of, and instead of, the Chair in the absence of the Chair, or to assume other duties as determined by the Executive. In addition she/he shall:

- be a member of the Festival/Program Committee.
- represent MCA on the RJC Board.
- be one of the signing officers of MCA.

### **E.3 Chair of Finance Committee**

The Chair of the Finance Committee serves as one of four members of the Executive Committee. In addition she/he shall:

- be one of the signing officers of MCA.
- regularly and at least annually review insurance requirements of MCA.

### **E.4 Secretary**

The Secretary shall:

- attend and record the minutes of all MCA sessions and General Council meetings.
- attend and record the minutes of all meetings of the Executive.
- prepare a list of the member congregations and their delegates at the MCA Delegate Sessions.
- conduct all necessary official correspondence.
- have the custody of the corporate seal of MCA and authorize its use on official documents.
- publish the MCA proceedings and resolutions.
- notify sister organizations (i.e. Mennonite Church Canada) of appointments ratified, following the annual AGM.
- gather and publish membership statistics of MCA on an annual basis.

## **E.5 Executive**

The Executive shall:

- represent MCA between delegate sessions.
- be the legal representative of MCA.
- be responsible for all matters that are not the specified duties of a committee.
- appoint special and ad hoc committees as and when needed.
- fill, by appointment, any vacancies which may occur during the fiscal year, such appointment to terminate with the next MCA Annual Delegate Session.
- provide counsel when requested by committees.
- appoint a parliamentarian for all delegate sessions.
- be responsible for establishing and maintaining inter-conference relationships and co-ordinate all inter-conference activities and projects.
- recommend an impartial financial auditor, to be ratified at an annual delegate session.
- appoint an archivist for MCA.
- be involved in the accountability process of member congregations, referred to in Section Six of these bylaws.

## **E.6 General Council**

The General Council shall:

- review and work to implement decisions made at the annual sessions and provide initiative and orderly planning.
- review the work of each standing committee.
- advise on policy.
- be the central co-coordinating body of MCA.
- review and propose program, budget, and resolutions to be presented to the Annual Delegate Session.
- may be involved in the accountability process of member congregations, referred to in Section Six of the MCA bylaws.

## **E.7 All Committee**

There will be two annual all committee meetings, held in spring shortly after the MCA Annual Meeting and in fall to be informed of progress in meeting goals set in spring and in preparation for the coming year's budget

## **E.8 Committee Chairs**

Committee Chairs are chosen, internally, by each committee. The Chairperson is elected annually. The Chairperson will personally attend General Council meetings on behalf of his/her committee or delegate another member of the committee to do so. The Chair will call a minimum of quarterly meetings of their committee and will ensure the recording of minutes of those meetings. One set of minutes will be forwarded to the MCA Secretary.



The Chairperson is responsible for the effective and prudent management of budgeted dollars assigned to their respective committee. All expenditures must be formally approved by the chairperson by signing the appropriate requisition form. He/she will submit the requisition to the Treasurer for processing. The Chair will ensure that expenditures stay within the approved budget. Where forecasted expenditures are expected to exceed total budget allotments, the Chair must notify the Finance Chair as soon as possible, explaining the situation and outlining the anticipated deficit.

## E.9 Terms of Reference – Congregational Leadership Committee

1. **Title:** Congregational Leadership Committee
2. **Purpose:** CLC shall assist in equipping of congregational leaders for their task and especially work with and support the Area Minister and Youth Pastor.
3. **Members:** The committee shall consist of the Area Minister and three members who are either Deacons, Lay Ministers or Pastors who are elected from among MCA congregations. At least one member must be ordained. Members shall be elected for two year terms and can be elected for a maximum of three consecutive terms.
4. **Number of meetings:** Committee shall meet at least 4 times a year or more as needed.

These meetings should, if possible, be scheduled to coincide with other events where all members are already present to save on time and travel expenses

5. **Roles of the members.** At the first meeting after the General meeting the committee shall decide on:
  - a) Chairperson, who is responsible for the Agenda and to lead the meeting.
  - b) Secretary, who will keep minutes of all meetings and distribute them to each Committee member and send a copy to the MCA Secretary.
6. **Duties of CLC:**
  - i. Upon invitation CLC may assist member congregations with plans or problems in which MCA involvement may be considered beneficial.
  - ii. Participate in the call, ordination, evaluation, transfer, termination, credentialing and de-credentialing of pastors in member congregations.
  - iii. Review applications of congregations wishing to become MCA members or wishing to discontinue their membership in MCA and make recommendations to General Council.
  - iv. Organize, publicize and conduct an annual conference/retreat for congregational leaders.
  - v. For continued education of leaders in MCA , CLC shall organize, publicize and conduct an annual Theological Studies event for leaders and anyone else who might be interested.
  - vi. Organize and strongly encourage Pastor exchanges and, if possible, congregational exchanges with other MCA congregations.
  - vii. CLC shall include a Travel Pool for Pastors Council in its annual budget

## E.10 Terms of Reference – Missions and Service Committee

### Purpose:

- Be active in promoting evangelical outreach.
- Promote a program of Christian peace witness.
- provide appropriate assistance to congregations for leadership training or resources as requested
- Arrange itinerary and funding for guest speakers or special resource persons who may become available to serve member congregations.
- Maintain active contact with the Christian Witness Council of MC Canada and designated staff.
- Keep in contact with the MCA and/or MC Canada-affiliated missionaries and voluntary service personnel and encourage them in their work.
- conduct periodic workshops and retreats to promote missional church activity
- partner with and/or facilitate partnerships amongst interested member congregations in missional activity within the province or beyond
- Explore areas of need and concern in Alberta to determine an effective means of bringing a Christian witness.
- Make recommendations to General Council concerning the planting of churches.
- Endeavour to make congregations aware of theological implications of contemporary social and political trends and events and to encourage and assist them in presenting their convictions before the local authorities.
- Represent MCC Alberta and Mennonite Disaster Service on General Council.

**Type:** Standing Committee of MC Alberta

**Responsible to:** Mennonite Church Alberta General Council

### Composition and Leadership of Committee:

The Missions & Service Committee shall consist of 4 members. The members of the committee will elect a Chair and Secretary from within their membership, following the AGM each spring.

### Frequency of Meetings:

#### Current Projects:

1. Edmonton Multi-cultural Ministry Initiative: Vision is to “share the whole gospel with people in North Edmonton with the hope of starting a community of faith who are passionate about Jesus and social justice.” The plan is to be a “Kingdom presence by building relationships and determining what sharing the gospel means in a multicultural context. There is a potential focus on (African) refugees and immigrants”
2. Intentional- Anabaptist Student Community: the vision (which has not been fully developed) is to start an intentional student community in the Calgary area with an Anabaptist focus. Students would live together in Christian community, sharing meals, sharing their lives, following Jesus together and serving together while attending a local school/University.
3. Edmonton Ecumenical Peace Network: At the initiative of MCA constituents, a peace network has been established and continues to evolve as the Spirit leads. A website is already set up: [www.eepeacenetwork.org](http://www.eepeacenetwork.org). The group includes people from Holyrood Mennonite, 1st Mennonite, Lendrum MB and several Anglican churches. The vision statement follows:

### Mission Statement

Since peace, justice and reconciliation are an integral part of the message of Jesus; the Network seeks to promote a vision of wholeness, unity and healing of all God's creation.

We believe that a fuller expression of Christian discipleship requires the living out of the Gospel of Peace. Thus, the mission of the Network is to proclaim the Gospel of Peace to the church and broader society through:

#### 1. Education

- a) Offering a speakers' bureau to the greater Edmonton community
- b) Offering seminars, workshops and symposiums
- c) Providing quality educational resources

#### 2. Dialogue

- a) Facilitating dialogue within the Church
- b) Facilitating dialogue with people of different cultures and religions

#### 3. Advocacy

- a) Training Christians to participate in advocacy through prayer, letter writing and public action.
- b) Facilitating opportunities for advocacy

## E.11 Terms of Reference – Community Building Committee

**Purpose:**

- A. Be responsible for all aspects of MCA educational work not specifically designated as the responsibility of another committee.
- B. Promote all aspects of Christian Education
  - Promote Student Bursaries and equitably distribute same
  - Promote new Sunday School Curriculum
- C. Serve as Liaison between MCA and the representatives of Mennonite post-secondary schools, Christian Education Resources, and Young Adult Reference Council
  - Promote Mennonite secondary and post-secondary schools
  - Liaison with Mennonite Church Canada Resource Advocate
  - Liaison with Young Adult Reference Council
- D. Promote inter-congregational communications
  - MCA website
    - a) identify, train and support MCA Web servant
    - b) maintain website
    - c) promote use of website as a communication tool
    - d) ensure that news items are kept current
    - e) maximize use of calendar
  - Newsletter
    - a) identify, train and support Editor
    - b) Provide budget support
    - c) Promote use of newsletter among member congregations
- E. Maintain contact with the Christian Formation Council of Mennonite Church Canada and designated staff.

**Type:** Standing Committee of Mennonite Church Alberta

**Responsible to:** Mennonite Church Alberta General Council

**Composition of Committee:** The committee will consist of three members. The members of the committee will elect a chair person and secretary from within their membership as soon as possible following the AGM. Minutes will be kept of all meetings and a copy will be sent to the Secretary of MCA.

**Frequency of Meetings:** at least twice a year @ All Committee Meetings and additionally as required

Approved February 4, 2012

## **E.12 Terms of Reference – MCA Newsletter**

A newsletter will be published quarterly.

The objective is to “strengthen relationships among our congregations and to foster a sense of community” (MCA Priority Statements). The editor will endeavor to obtain and circulate contributions from every congregation as well as to regularly report on the activities of Mennonite Church Alberta, its General Council, staff and committees.

The topic or focus of each edition will be chosen by the editor in his call for articles.

The newsletter will be distributed electronically to all member congregations, to members of General Council and to individual who request to be on mailing list.

It is the responsibility of the local congregation to disseminate the newsletter to members/adherents of the congregation. This may be done by placing a newsletter in each person’s mailbox. Alternately it may be forwarded electronically.

The editor will be provided with a budget to cover his/her office expenses.

Approved February 4, 2012

## **E.13 Terms of Reference – Camp Committee**

### **1. Title:**

Camp Valaqua Committee

### **2. Purpose:**

It is responsible for the efficient and proper operation of the camp, including facilities and equipment on or belonging to Camp Valaqua. It is to make recommendations to MCA regarding budget, programming, facilities, equipment and materials for the operation of Camp. It is responsible for all staffing of Camp and its program except those positions, which are the responsibility of the Personnel Committee.

### **3. Mission of Camp Valaqua:**

Camp Valaqua is a Christian ministry of the member Churches of Mennonite Church Alberta. It extends the ministries and congregational life of these churches by providing facilities and Christian programs in a unique setting close to creation. Camp Valaqua also serves as a ministry outreach to the larger community by inviting others to participate in the use of its facilities and Christian ministry.

Camp Valaqua is dedicated to proclaiming the Good News that God is the Creator, we are God's people, and the earth is placed in our hands as a gift and a trust. We give campers the opportunity to develop a personal relationship with Jesus Christ, to be with others in a Christian community, to learn how to care for God's creation, and to have a lot of fun.

To Summarize, our objective is to provide a safe and caring environment for campers to experience God in community, nature and themselves. The children will try new things, learn self-confidence and grow in all sorts of directions all while having a great time!

### **4. Members:**

A. Consists of seven voting members:

- five elected by Mennonite Church Alberta
- one appointed by Youth Leadership Team
- one appointed by the Alberta Women Mission

B. Consists of three non-voting members: Camp Director, Camp Manager and an Executive representative.

### **5. Terms of Membership:**

Terms:

- the length of a term for a camp committee member is two years and can be a maximum of three consecutive terms
- a camp committee member shall be nominated by the MCA nominating committee and is appointed at the annual spring MCA conference

Roles/Responsibilities of the Committee:

The committee annually at the spring meeting shall elect all the positions of the committee.

All the positions can make recommendations to MCA regarding by-laws.

The committee can recommend a replacement to the MCA Executive if a member ceases to be a member of the committee.

**A. Chairperson**

Their responsibilities include:

- set the tone for the committee and its members to foster a hardworking, committed and passionate group
- set meetings, timelines and schedules
- chairs meetings
- oversees personnel with vice chair (camp director/manager)
- is responsible with the vice chair for the visioning process
- works closely with the camp director in areas of program, personnel and marketing
- is responsible to communicate and attend meetings with the General Council

Assembly

**B. Vice-Chair**

Their responsibilities include:

- will chair in the chair's absence
- oversees personnel with chair (camp director/manager)
- works alongside the director, manager, board chair with the monthly budget
- is responsible with the chair for the visioning process

**C. Secretary/Treasurer**

Their responsibilities include:

- record minutes and distribution of information after each meeting in a timely fashion
- follows the standard minute protocol
- works alongside the director and manager with the monthly budget

**D. Fundraising/promoter/advertiser/Camp Contact Liaison**

Their responsibilities include:

- raises funds
- establishes and maintains a relationship with camp supporters and alumni
- works alongside the camp manager and camp director in advertising the camp
- promotes the camp

**E. Maintenance/Building Support**

Their responsibilities include:

- works alongside the camp manager with the up-keep of the facilities, equipment and materials

**F. Camp contact liaison**

Their responsibilities include:

- establishes and maintains a relationship with each camp contact
- assures that there is an annual meeting of camp contacts

**G. Appreciation/Recognition**

Their responsibilities include:

- works alongside the manager in specific recognition of donors or volunteers

Committee members will cease to be a member if they:

- resign from the committee
- fail to attend 3 consecutive meetings without providing apologies to the chairperson
- breach confidentiality
- complete the maximum number of terms allotted by the MCA



**6. Committee Duties/Goals Expected by the MCA Organization:**

The Committee shall:

- Provide all staffing of Camp and its program except the positions of director and manager, which is the responsibility of the Personnel Committee.
- Solicit a “contact person” from each member congregation and hold a meeting with all “contact persons” at least once a year.
- Be responsible for the efficient and proper operation of the camp, including facilities and equipment on or belonging to Camp Valaqua.
- Make recommendations to MCA regarding budget, programming, facilities, equipment and materials for the operation of Camp.
- Recommend to MCA regarding such by-laws as are needed for the operation of Camp.

**7. Relationship With the MCA Executive**

The representative from the executive is to attend all camp committee meetings, provide guidance and support and report back to the MCA Executive.

**8. Resources and Budget**

Monthly statements will be given by the MCA Executive to the director, manager, chair and vice-chair. Signing authority is given to the director, manager and designated committee member. When making decisions that involve \$5,000 or more above budgeted expenditures, the MCA Executive needs to be informed and to affirm the decision.

The manager and director require the committee approval before spending \$1,000 or more for a single purchase or transaction.

**9. Governance**

The decision-making technique will be a majority vote without the chair voting. However, the committee will consistently strive for consensus.

A quorum of members must be present before a meeting can proceed. At least three members must be present before voting can proceed.

Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the committee to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the chairperson.

**10. Additional Notes**

- a. Relationships to other committees
  - The camp committee members will attend the All Committee meetings that are held twice a year (spring and fall).
- b. Communications outside of meetings
  - The chair may arrange conference calls when decisions and/or reports need to be completed. Discussions and decisions may also occur via e-mail.
- c. Storage of Information
  - The terms of reference, policies, camp contact information and camp committee agendas and minutes will be stored both electronically and hard copy. The chair and secretary are responsible for this.

- Minutes will be archived on an annual basis to the MCA Secretary by the Chairperson.
  - d. Reporting
    - Minutes of each camp committee meeting will be taken by the secretary and sent to all the camp committee members and MCA Executive in a timely fashion.
  - e. Schedule of meetings and/or other important timelines.
- Consistent annual dates of events
- Spring work day – Usually the Saturday before Mothers’ Day
  - Hike-a-thon – Usually the 2<sup>nd</sup> Saturday in June
  - Fall work day – Usually the Saturday on the Weekend before Thanksgiving
- Typical annual schedule of events
- January/February meeting
  - March meeting before the annual MCA meetings
  - March MCA Annual Meetings
  - April MCA All Committee Meeting
  - May meeting before the Spring work day
  - October meeting before the Fall work day
  - November MCA All Committee Meeting
  -

## **11. Amendments**

The terms of reference shall be reviewed every two years from the date of approval. They may be altered to meet the current needs of all committee members, by agreement of the majority of the committee.

## **E.14 Terms of Reference – Finance Committee**

### **1. Budgets**

The Chair or Finance Chair initiates budget preparation by asking each Committee to establish a budget request for the coming year. The Finance Chair compiles the budget requests into a document that includes committee requests, expected contributions from churches and expected contributions from other sources. The Finance Committee and the Executive review the document and propose changes as needed. The Executive reviews the proposed changes and prepares the first draft budget.

At General Council's meeting in either December or January, General Council reviews the requests that are presented by each Committee Chair and the first draft budget document that is presented by the Chair Finance. General Council approves a draft budget, preferably by consensus and by vote if needed.

### **2. Reporting**

The contract Treasurer completes all bookkeeping entries and prepares monthly statements that list the expenditures to date. The statements are presented to the Chair, Finance, who reviews them and sends the statements to the Executive and to the members of the Finance Committee. Each Chair receives monthly statements that relate to their committee.

### **3. Accessing Budgeted Funds**

The Treasurer maintains and updates forms that committee members and Chairs use to pay bills. The forms are available on the MCA web site. Committee members and staff that require invoices to be paid must submit the forms to the committee chairs for signature, unless other arrangements have been made. The Chair is responsible to ensure that the invoice is necessary to achieve the program goals and within the budget as approved by the Assembly. The Chair submits the form and the associated documentation to the Treasurer, who makes the payment.

### **4. Accessing Reserve Funds**

The Committee prepares a budget for projects that require funds in reserves. After Committee approval, the project description and budget are forwarded to the Executive. The Executive is responsible to ensure that there is a budget in place that uses the funds for the purposes intended, that sufficient funds are in place to complete the project or otherwise meet the requirements of approvals at Assembly, and that a project management plan is in place. After Executive approval, the Treasurer transfers funds out of reserves and into the committee budget as needed.

### **5. Establishing Reserve Funds**

Reserve Funds are established to receive designated donations that are not usefully allocated to an existing budget line or existing reserve fund. Reserve Funds are also established to hold funds that are designated through the budget to a specific project or groups of projects that cannot be accomplished within the fiscal year.

## E.15 Terms of Reference – Personnel Committee

The Personnel Committee shall consist of:

1. One member who is elected by MCA for a two-year term and who will act as Chair of this committee;
2. The MCA Chair;
3. The Chair of the Committee most directly relating to the position being hired; and
4. The Chair of the Finance Committee.

The Committee shall be responsible of the hiring and negotiating terms of employment for any on-going salaried position in MCA, such as:

- Advertising for positions
- Reviewing of applications
- Facilitating the interview process
- Preparing budgets related to the position
- Negotiating salaries
- Preparing memo of understanding between successful applicant and MCA

MCA abides by the human resource policies and procedures of Mennonite Church Canada, unless stated otherwise in the MCA by-laws and office manual.

On-going salaried positions in MCA include the following:

- Area church minister
- Camp Director
- Camp Manager
- Other positions funded by MCA, such as church planting or Native Ministry positions.
- Contracted positions (such as the Treasurer)
- Other contracts (such as the chaplaincy at Bowden Correctional Institute)

The Camp Director is responsible, together with the Camp Manager and Camp Committee, for the hiring of all camp positions (including assistant director, kitchen staff, and counselors).

Documentation (including CVs, MLIs, memo of understanding, job descriptions) for all persons employed by and/or contracted by MCA, and under the responsibility of the Personnel Committee, will be on file in a locked cabinet with the MCA Secretary

The Personnel Committee will review the names, positions and job descriptions of all salaried and contracted positions yearly, at the first committee meeting following the Annual Meeting.

## E.16 Terms of Reference - Nominating Committee

(Revisions Approved June 23, 2012)

### **PURPOSE:**

To identify and approach members of Mennonite Church Alberta congregations to allow their names to stand for election to any and all elected positions within Mennonite Church Alberta and to make recommendations for appointments of individuals to General Council when vacancies occur throughout the year. The Nominations Committee will also recommend appointments to boards of church bodies that MCA has membership in.

**TYPE:** A Standing Committee of Mennonite Church Alberta, this committee is made up of three members, the MCA Secretary and two elected members.

**RESPONSIBLE TO:** A member of this committee serves on General Council.

### **ANNUAL CYCLE OF ACTIVITIES AND DUTIES:**

Throughout the year we note talents and attributes of constituents and think about roles played by members of committees.

In fall make a list of those positions needing replacement at the next AGM & contact those eligible for another term.

Communicate with chairs of committees regarding talents needed for the work of their committee and any ideas of potential nominees. Ministers and church chairpersons are very good resources.

Attempt to represent as many churches as possible on the committees keeping in mind that committee members need to be easily accessible to each other.

Potential nominees are given a deadline of several days to consider the position offered to them. If they consent, we require: name (verify correct spelling), address, phone numbers, email addresses, and church membership. This information is then passed on to the MCA secretary. Preferably, all nominees are in place at least a month before the annual meeting.

Keep lists of those interested in serving in the future or who express interests in specific areas.

Nominees filling interim vacancies are appointed by the executive until the next AGM and do not start their first term (as per constitution) until after their election at the AGM.

### Annual Meeting:

In advance of the annual meeting, appoint 2 people to serve as a **Resolutions Committee** and 2 or 3 **tellers** to count ballots in the event of a secret ballot.

Prepare sufficient ballots for the delegates and extras for unexpected votes. The current practice is to put ballots in the delegates' name tags so that the appropriate people receive ballots.

### In AM at the AGM:

Present the nominees with a brief introduction including church membership and potential contributions to the position.

Inform the audience that nominations from the floor are open until the afternoon, explaining that any nominees must be aware of the nomination and be supported by 2 registered delegates.

In the PM at the AGM:

Ask for any nominations from the floor. If none, move that nominations cease. The chairperson will ask for a seconder and affirmation by a show of hands. The chair will declare the slate of nominations elected. If there are more nominations than needed to fill vacant positions, ask the chair for a ballot vote.

After the AGM:

Notify nominees not present at the AGM of the result of the election.

Notify Rosthern (Geraldine Balzer) of who the vice-chair is. That person is the rep on the Rosthern Board.

## **E.17 Terms of Reference – Program and Festival Committee**

(Approved: June 23, 2012)

**Purpose:** To create opportunities for the people of Mennonite Church Alberta to celebrate what God is doing in MCA and build intergenerational relationships and a sense of community by working with a host congregation to organize an annual festival and annual General Meeting

**Type:** Standing Committee of MC Alberta

**Responsible to:** MC Alberta General Council

**Composition and Leadership of Committee:** The Program/Festival Committee shall consist of three elected members and the Vice Chair of MCA.

Encouragement is given to the committee to develop themes and to find locations for Annual General Assemblies in a multi-year cycle.

### **General Committee Duties:**

#### **A. April/May/June**

- Orient new committee members and elect committee chairperson.
- Review annual cycle of activities and identify any additional specific tasks for coming year.
- Post dates and locations of events on MCA Website.
- Contact chairperson/pastor of prospective host congregation for the festival, and invite them to host the festival the following year.
- Identify theme of Annual Delegate Session and begin developing it.
- Identify Keynote Speaker for Annual Delegate Session
- Communicate theme and supporting scripture to keynote speaker.
- Provide guidelines to Host Congregations

#### **B. July/August/September**

- Encourage host congregations for next year's festival to appoint three committee members and one youth committee member and set date for event (Sept-Oct is suggested time-frame).
- Continue to post information about events on MCA Website.

#### **C. October/November/December**

- Identify and invite a congregation to share on the Friday evening of the Annual Delegate Session. This to be done on a rotating basis.
- Continue to post information about events on MCA Website.
- Review this year's Festival and incorporate lessons learned into planning for next year.
- Consult with MC Alberta General Council to identify possible host congregations for next year's festival.
- Begin planning for next year's festival – theme and possible activities to suit capabilities of the host congregation.
- Prepare budget for next year.

#### **D. January/February/March**

- Consult with MC Alberta General Council to identify possible host congregations for the next year's Annual Delegate Session.
- Develop and publish the Annual Delegate Session program at least one month before event.
- Review and facilitate presentation to the Annual Delegate Session of those matters not foreseen in the prepared program.
- Submit minutes of meeting and other committee documentation from past year to Secretary of MCA for archiving.
- Festival Hosting Guidelines shared with host church.
- Festival announcement at Annual Delegate Session.
- Announcement of next year's location at Annual Delegate Session.

**Festival:**

The Festival Planning Committee will consist of 1 representative from the Program and Festival Committee and three persons from the host congregation, one of whom shall be a youth or young adult. Duties may include:

**A. Apr/May/June**

- Identify volunteers and support personnel required for the festival.
- Prepare and issue promotional materials for this year's festival.
- Finalize schedule and activities for the current year's festival.
- Promote the Festival (website, newsletter, bulletin announcements, etc).

**B. Jul/Aug/Sep**

- Finalize this year's festival registration and ensure all plans are ready for implementation.

**C. Oct/Nov/Dec**

- Celebrate this year's Festival

**D. Jan/Feb/Mar**

- Host church and basic information given at Annual Delegate Sessions.
- Festival Hosting Guidelines shared with host church.

**Delegate Sessions:**

The Assembly Planning Committee will consist of a member of the Program and Festival Committee, the Pastor or designate of host congregation, and such other person(s) from the host congregation as may be appointed.

Duties:

**A. Apr/May/June**

- Provide Host church with Guidelines

**B. July/Aug/Sep****C. October/November/December**

- Identify volunteers and support personnel required for the assembly.

**D. January/February/March**

- Meet with pastor/designate of Host Congregation to identify space and equipment needs.
- Name/ identify break-out rooms and other gathering places (as needed) for the Delegate Sessions.
- Review Host guidelines.

E. Sample Delegate Session Agenda (See Appendix M20)

F. MCA Guidelines for Host Congregations (See Appendix M21)



## F. Travel Expenses

Committee members are entitled to be reimbursed for travel costs incurred in attending meetings. Committee members are expected to travel by the least expensive means possible, including carpooling where practical and (for members living in larger centres,) renting a car where it would be less costly to do so. Where using one's personal vehicle mileage expenses will be paid at the rate of \$0.35 per kilometer. Meal costs incurred in travel are also covered (at the discretion of the chairperson). Receipts are required for all purchases. In order to be reimbursed the claimant must access the requisition form from the MCA website and submit it to the chair of the committee for approval.

## G. Yearly Calendar

Committee members are reminded of the following scheduled events in the MCA annual calendar. While some flexibility is expected in all events except the official year end date, these dates serve as a general reminder of the contents of the yearly calendar.

- Fiscal year is January 1 to December 31
- Annual Meeting will be held in March - April
- All Committee group will meet shortly after the spring AGM meeting and once again approximately six months later, to assess progress toward meeting yearly goals.
- General Council will meet an additional three times per year.
- Theological Studies Week is normally scheduled for May
- Festival will be held in late summer or autumn

## H. Fiscal Year

The fiscal year of Mennonite Church Alberta is January 1 to December 31. Donors and Expense Claimants are reminded to submit all donations or expense claims no later than December 21 to allow the Treasurer to close his books on time and in an orderly way.

## I. AGM

- All annual reports which are to be included in the MCA Report Book are to be submitted to the MCA Secretary no later than 6 weeks prior to the Annual Meeting or as per the Secretary's instructions.
- The MCA Secretary will compile the Report Book and have it in the hands of delegates four (4) weeks in advance of the AGM.
- Reports will be completed in PDF format (see [www. Software995.com](http://www.Software995.com)).
- In January of each year the MCA Secretary will circulate the MCA Statistic Form to all the congregations within MCA to be completed on a set Sunday in late January. These statistics will be compiled and included in the MCA Report Book
- In early January the MCA Secretary will circulate the Annual Delegate Sessions Registration Form and Church Delegate List to all the congregations of the Area Church with a covering letter to congregational chairs and/or pastors requesting each congregation to select delegates for the AGM and to notify the MCA Secretary by means of these forms.

- In early January the Annual Delegates Sessions Registration Form and the Church Delegate List form will be posted on the MCA Website.
- In early January the Display Table Registration Form will be posted on the MCA Website.
- Registration forms shall be received no less than 7 days prior to the AGM to give time to the hosting congregation to arrange billeting and meals.

#### Registration of Delegates

- Each congregation is entitled to one delegate per fifteen (15) members or part thereof.
- Delegates shall present their credentials from their congregation to the MCA Secretary prior to opening of MCA sessions.
- A delegate is permitted to carry one written proxy vote. Where a congregation asks a delegate to carry a proxy vote, the Chair of that congregation will write a letter to the MCA Secretary authorizing the same. The delegate will be issued specially identified ballots which he/she will raise in show of hands votes or mark where secret ballots are called for. A person carrying a proxy vote is considered to be representing his/her congregation in all matters whether or not the issue was included in the pre-conference report book.

#### Delegate Database

- The MCA Secretary will create a permanent record of the delegates at each AGM. This record will be included in the Meditation and Minutes Report Book.

#### Delegate Display Tables

- Display Tables will be made available in accordance with available space in the hosting congregation. Tables will be assigned to Mennonite Church Canada and Mennonite Church Alberta ministries and programs first and others will be assigned in the order they are requested. Church agencies are encouraged to register in advance to secure a table and space. A nominal administrative fee may be requested.

#### Name Tags

- Name tags will be created for all delegates and guests of MCA Annual Meetings as a sign of hospitality one to the other.

## J. Minutes and Meditations Report Book

- Within 60 days following the annual meeting a Minutes and Meditations Report Book will be compiled and disseminated to all member congregations of MCA.
- It will contain, as a minimum, a record of the meditations provided by our keynote speaker, a copy of the minutes of the business meeting and all resolutions coming out of the meeting, a record of the delegates in attendance and a list of all elected members of each of the standing committees.

## K. Archiving Files

- Once a year, in the month of April, the MCA Secretary will prepare files for archiving as per MCA policies.

## L. Glossary of Acronyms and Definitions

AGM	Annual General Meeting, otherwise also known as Delegate Sessions
AM	Area Minister (formerly Conference Minister)
AMC	All Committee Meeting
AWM	Alberta Women in Mission
CLC	Congregational Leadership Committee
	Confession of Faith in a Mennonite Perspective – the statement of faith our congregations adhere to
CV	Camp Valaqua
CYACC	Calgary Young Adult Christian Community
GC	General Council
CBC	Community Building Committee
CWC	Christian Witness Council (Mennonite Church Canada)
DM	Denominational Minister for Mennonite Church Canada
EMMI	Edmonton Multi-cultural Ministry Initiative
EWC	Edmonton Worship Centre (location of Edmonton Vietnamese and Edmonton Chinese Mennonite congregations)
EWCCCT	Edmonton Worship Centre Coordinating Team
ISC	Intentional Student Community
	Missional – The church in mission; in a mission(ary) context
MCA	Mennonite Church Alberta
	MCA Executive –Chair, Vice-Chair, Secretary and Chair of Finance Committee
MCCA	Mennonite Central Committee Alberta
MCC	Mennonite Central Committee
	MC Canada-Mennonite Church Canada
MHS	Mennonite Historical Society
MM	Mennonite Men
M&S	Missions & Service / M&S Committee: Mission and Service Committee
PC	Pastor's Council
SDS	Special delegate Sessions, held throughout the year on an as needed basis
RSA	Religious Societies Act
YLT	Youth Leadership Team (of Mennonite Church Alberta)

## **M. Appendices**

## **M.1 Mennonite Church Alberta Constitution**

Adopted at the Delegate Assembly, Didsbury, Alberta, March 2, 2002

(Revisions accepted at the Delegate Assembly, Calgary, Alberta, March 1, 2003)

(Revisions accepted at the Delegate Assembly, Edmonton, Alberta, March 12, 2011)

### **INTRODUCTION**

#### **SECTION ONE: NAME**

The name of this organization shall be Mennonite Church Alberta [hereinafter referred to as MCA or Area Church.

#### **SECTION TWO: VISION**

Our vision is to be a community of Anabaptist-Mennonite congregations worshipping the Triune God, unified in Jesus Christ, guided by the Holy Spirit, living a Biblical faith, growing as communities of grace, joy and peace, and together presenting Jesus Christ to the world.

#### **SECTION THREE: PURPOSE AND MISSION**

Our mission is to glorify God by proclaiming His kingdom here on earth. To fulfill our mission, we are committed to:

- a. proclaiming Jesus Christ as the only Lord and Savior of the world
- b. promoting conference-wide ministries of evangelism, missions, education and service
- c. planting and nurturing new congregations, encouraging local congregations to initiate mission outreach activities, supporting congregation-based ministries, and providing assistance to small groups who are unable to sustain themselves
- d. communicating with and relating to affiliated Conferences and to other denominations
- e. facilitating mutual accountability between congregations in the areas of faith, life and ministry
- f. assisting congregations in calling and nurturing of leaders
- g. promoting spiritual wellbeing and unity of spirit among member congregations
- h. planning joint worship and faith celebrations

#### **SECTION FOUR: AFFIRMATION OF FAITH**

We accept as our Confession of Faith the complete text of the twenty-four articles of the Confession of Faith in a Mennonite Perspective adopted at the delegate sessions of the General Conference Mennonite Church and the Mennonite Church meeting at Wichita, Kansas, July 25-30, 1995, including the commentary sections also endorsed by the bodies in 1995. The Summary Statement of these twenty-four articles, also accepted by the bodies in 1995, is quoted here:

1. We believe that **God** exists and is pleased with all who draw near by faith. We worship the one holy and loving God who is Father, Son, and Holy Spirit eternally. God has created all things visible and invisible, has brought salvation and new life to humanity through Jesus Christ, and continues to sustain the church and all things until the end of the age.
2. We believe in **Jesus Christ**, the Word of God become flesh. He is the Saviour of the world, who has delivered us from the dominion of sin and reconciled us to God by his death

on a cross. He was declared to be Son of God by his resurrection from the dead. He is the head of the church, the exalted Lord, the Lamb who was slain, coming again to reign with God in glory.

3. We believe in the **Holy Spirit**, the eternal Spirit of God, who dwelled in Jesus Christ, who empowers the church, who is the source of our life in Christ, and who is poured out on those who believe as the guarantee of redemption.
4. We believe that all **Scripture** is inspired by God through the Holy Spirit for instruction in salvation and training in righteousness. We accept the Scriptures as the Word of God and as the fully reliable and trustworthy standard for Christian faith and life. Led by the Holy Spirit in the church, we interpret Scripture in harmony with Jesus Christ.
5. We believe that God **has created the heavens and the earth** and all that is in them, and that God preserves and renews what has been made. All creation has its source outside itself and belongs to the Creator. The world has been created good because God is good and provides all that is needed for life.
6. We believe that God **has created human beings** in the divine image. God formed them from the dust of the earth and gave them a special dignity among all the works of creation. Human beings have been made for relationship with God, to live in peace with each other, and to take care of the rest of creation.
7. We confess that, beginning with Adam and Eve, humanity has disobeyed God, given way to the tempter, and chosen to **sin**. All have fallen short of the Creator's intent, marred the image of God in which they were created, disrupted order in the world, and limited their love for others. Because of sin, humanity has been given over to the enslaving powers of evil and death.
8. We believe that, through Jesus Christ, God offers **salvation** from sin and a new way of life. We receive God's salvation when we repent and accept Jesus Christ as Saviour and Lord. In Christ, we are reconciled with God and brought into the reconciling community. We place our faith in God that, by the same power that raised Christ from the dead, we may be saved from sin to follow Christ and to know the fullness of salvation.
9. We believe that the **church** is the assembly of those who have accepted God's offer of salvation through faith in Jesus Christ. It is the new community of disciples sent into the world to proclaim the reign of God and to provide a foretaste of the church's glorious hope. It is the new society established and sustained by the Holy Spirit.
10. We believe that the **mission** of the church is to proclaim and to be a sign of the kingdom of God. Christ has commissioned the church to make disciples of all nations, baptizing them, and teaching them to observe all things he has commanded.
11. We believe that the **baptism** of believers with water is a sign of their cleansing from sin. Baptism is also a pledge before the church of their covenant with God to walk in the way of Jesus Christ through the power of the Holy Spirit. Believers are baptized into Christ and his body by the Spirit, water, and blood.
12. We believe that **the Lord's Supper** is a sign by which the church thankfully remembers the new covenant which Jesus established by his death. In this communion meal, the church renews its covenant with God and with each other and participates in the life and death of Jesus Christ, until he comes.
13. We believe that in **washing the feet** of his disciples, Jesus calls us to serve one another in love as he did. Thus we acknowledge our frequent need of cleansing, renew our willingness to let go of pride and worldly power, and offer our lives in humble service and sacrificial love.
14. We practice **discipline** in the church as a sign of God's offer of transforming grace.

Discipline is intended to liberate erring brothers and sisters from sin, and to restore them to a right relationship with God and to fellowship in the church. The practice of discipline gives integrity to the church's witness in the world.

15. We believe that **ministry** is a continuation of the work of Christ, who gives gifts through the Holy Spirit to all believers and empowers them for service in the church and in the world. We also believe that God calls particular persons in the church to specific leadership ministries and offices. All who minister are accountable to God and to the community of faith.
16. We believe that the church of Jesus Christ is **one body** with many members, ordered in such a way that, through the one Spirit, believers may be built together spiritually into a dwelling place for God.
17. We believe that Jesus Christ calls us to **discipleship**, to take up our cross and follow him. Through the gift of God's saving grace, we are empowered to be disciples of Jesus, filled with his Spirit, following his teachings and his path through suffering to new life. As we are faithful to his way, we become conformed to Christ and separated from the evil in the world.
18. We believe that to be a disciple of Jesus is to know **life in the Spirit**. As the life, death, and resurrection of Jesus Christ takes shape in us, we grow in the image of Christ and in our relationship with God. The Holy Spirit is active in individual and in communal worship, leading us deeper into the experience of God.
19. We believe that God intends human life to begin in **families** and to be blessed through families. Even more, God desires all people to become part of the church, God's family. As single and married members of the church family give and receive nurture and healing, families can grow toward the wholeness that God intends. We are called to chastity and to loving faithfulness in marriage.
20. We commit ourselves to tell the **truth**, to give a simple yes or no, and to avoid the swearing of oaths.
21. We believe that everything belongs to God, who calls the church to live in faithful **stewardship** of all that God has entrusted to us, and to participate now in the rest and justice which God has promised.
22. We believe that **peace** is the will of God. God created the world in peace, and God's peace is most fully revealed in Jesus Christ, who is our peace and the peace of the whole world. Led by the Holy Spirit, we follow Christ in the way of peace, doing justice, bringing reconciliation, and practicing nonresistance, even in the face of violence and warfare.
23. We believe that the church is God's holy nation, called to give full allegiance to Christ its head and to witness to **every nation, government, and society** about God's saving love.
24. We place our hope in the **reign of God** and its fulfillment in the day when Christ will come again in glory to judge the living and the dead. He will gather his church, which is already living under the reign of God. We await God's final victory, the end of this present age of struggle, the resurrection of the dead, and a new heaven and a new earth. There the people of God will reign with Christ in justice, righteousness, and peace forever and ever.

## **M2: Mennonite Church Alberta BY- LAWS**

### **SECTION ONE: THE CONGREGATION**

#### **A. Role and Function:**

The congregation is a local community of believers with a common confession of Jesus Christ as Lord and Saviour, uniting in worship, nurture, fellowship, proclamation, service, discernment, reconciliation, mutual care and discipline. It is a body of believers whose commitment to Christ and to each other and whose proximity to each other makes it possible to experience the above activities on a regular and continuing basis.

#### **B. Relationship to MCA:**

Membership in Area Church means the responsible support of positions, resolutions, and ministries developed and accepted by the delegate body of MCA. Each MCA congregation retains full privileges of self-determination with regard to organization, polity, local ministry and mission projects.

### **SECTION TWO: THE AREA CHURCH**

#### **A. Description and Purpose**

As an Area Church, MCA congregations have voluntarily joined together in relationships of love, caring and mutual accountability for the purpose of serving in and building the Kingdom of God according to the Scriptures as expressed by the Confession of Faith in a Mennonite Perspective. MCA does not exist as an entity separate from the congregations, and is the congregations joined in relationship and gathered in meeting and ministry. MCA seeks to serve and to strengthen the local congregations and provides and coordinates provincial programs.

#### **B. Administration**

As an Area Church, the will of MCA congregations is expressed through the delegate body and administered through the General Council and the various Committees. MCA has authority, which rests in the congregations as expressed through the delegate body.

#### **C. Affiliations**

MCA is a member of Mennonite Church Canada (MC Canada) and is committed to partnership in national and international programs that advance the ministry of its congregations and affiliated organizations. Congregations may individually request consideration for special membership status with MC Canada.

### **SECTION THREE: MEMBERSHIP IN MCA**

#### **A. Process for Becoming a Member of MCA:**

Any congregation that agrees with the vision, purpose and mission of MCA and adheres to the Confession of Faith in a Mennonite Perspective, as set forth in the MCA Constitution, may become a member of the Area Church. A congregation wishing to unite with this Area Church shall send its application in writing to the MCA secretary at least six months prior to the Annual Delegate Session, in order for its application to receive consideration at the Annual Delegate Session. This application will be reviewed by the Congregational Leadership Committee, which



may recommend the application to the Annual Delegate Session for approval. Single Area Church membership is encouraged.

**B. Privileges and Responsibilities of Membership:**

Any congregation that agrees with the vision, purpose and mission of MCA and adheres to the Confession of Faith in a Mennonite Perspective as set forth in the MCA Constitution, will participate fully with other MCA congregations in the privileges and responsibilities of membership. These privileges and responsibilities include the right to:

- send delegates to MCA delegate sessions
- participate in dialogue: delegates may speak to and vote on issues
- provide financial support for and encourage involvement by local members in Area Church programs
- serve: members of MCA congregations may serve on Area Church committees
- lead: members of MCA congregations may serve in appointed or elected leadership positions
- be eligible to apply for and receive financial or other necessary support from the Area Church
- be full participants in all Area Church sponsored or related activities and events
- promote and publicize local congregational activities/events at MCA festivals and Delegate Sessions
- access services of MC Canada and participate in the ministries of MC Canada, including sending delegates to MC Canada assemblies

**C. Membership Withdrawal:**

1. A congregation wishing to withdraw its membership in this Area Church, shall send its intention in writing to the MCA Secretary at least six months prior to the Annual Delegate Session in order for its withdrawal application to be considered at the Annual Delegate Session. The Congregational Leadership Committee shall process this request and present its findings to the Annual Delegate Session for the response of the delegates.
2. A congregation withdrawing from MCA acknowledges that:
  - a. it is renouncing all of its rights to, as well as interests in the assets of MCA, and
  - b. it is precluded from making any claim against MCA, its officers and directors as it relates to MCA assets and interests.
3. There may be a formal releasing to bring closure to such a process for both the Area Church and the congregation. However, the Executive and/or the Congregational Leadership Committee shall maintain an avenue of communication with the congregation to ensure that relationships are maintained.

**SECTION FOUR: PASTORS**

Pastors provide spiritual leadership and care for MCA congregations and are seen as an important influence in shaping MCA congregations and Conference. Therefore,

1. Congregations will call pastors who are committed or willing to commit to an understanding of our faith and interpretation of scripture as articulated in the Confession of Faith in a Mennonite Perspective, and who are in support of the goals and programs of MCA.
2. MCA, through the Congregational Leadership Committee, and the congregation will provide opportunity for further study in Anabaptist-Mennonite theology and ministry through seminars and/or home study.
3. MCA will provide assistance through the Congregational Leadership Committee in the areas of pastoral searches, calling, ordination, reviews, credentialing and de-credentialing.
4. MCA, through the Pastors Council and the Congregational Leadership Committee, will organize regular pastoral and joint pastors and deacons gatherings to discuss issues of theology, practice and ministry. It is expected that congregations will provide opportunities for their pastors to participate in these encounters and in other MCA-sponsored events such as Delegate Sessions.
5. MCA holds the credentials of pastors, chaplains and other credentialed ministers in its congregations, and has the authority to grant or alternatively withdraw the credentials of MCA pastors.
6. Congregations are encouraged to recognize and celebrate their pastors during ministry at their church.

**SECTION FIVE: PASTORS COUNCIL**

The Pastors Council consists of the Area Church Pastor and all lead, associate and youth pastors of MCA congregations. The Area Church Pastor shall lead and chair the meetings of this Council. In the event that the office of Area Church Pastor is vacant, the Pastors Council will determine the leadership of the Pastors Council internally.

The purpose of this Council shall be to:

1. assist pastors to discern the leading of the Holy Spirit
2. serve as a unifying body
3. work toward spiritual enrichment of pastors
4. provide opportunity for fellowship and sharing of concerns
5. provide opportunity for testing of direction and exploring deeper understandings
6. help pastors to develop skills in dealing with significant issues within their congregation
7. process issues of Area Church-wide significance and serve as an advisory body to the General Council of MCA with regard to such issues

This Council must meet at least once a year, but it is recommended that it meet at least twice a year. Congregations are expected to encourage their pastors to be active members of this Council.

**SECTION SIX: CONGREGATIONAL ACCOUNTABILITY**

MCA will not usually involve itself in the affairs of the local congregation, but may do so in particular circumstances as outlined below:

**A. Internal Congregational Issues:**

1. Should serious irregularities or problems arise within a MCA congregation, the board, pastor, or group of members from that congregation has the right to approach the Pastors Council for help via the Area Church Pastor.
2. The Pastors Council shall determine an appropriate process and actions for resolving the problem, including dialogue, counsel, mediation, and may also recommend that outside professional help become involved.

**B. Area Church /Congregational Issues:**

When the Pastors Council perceives that a MCA congregation is at variance with the provisions of MCA's Constitution, then:

1. The Pastors Council shall take the initiative to engage in a process of discernment with the particular congregation over that matter. The Pastors Council may delegate a number of pastors to process that matter, keeping the MCA Executive informed of the process.
2. If the process outlined in **Six, B, 1)** does not resolve the matter, then either the Pastors Council or the congregation shall ask the Executive to form an ad hoc group for the purpose of resolving the matter.
3. If the process outlined in **Six, B, 2)** also fails to resolve the matter, the issue shall be presented to a MCA Delegate Session with at least three (3) months notice. At this Session, the delegates shall vote on a motion to initiate a review process which shall include the following:
  - a. a proposed period of study on the particular issues shall be conducted in all MCA congregations. This period of study shall not exceed one year and shall include one study conference facilitated by either the Pastors Council or the General Council.
  - b. at the end of the one-year period of study, a decision will be made at a subsequent Annual Delegate Session on each of the following questions:
    - Is the stated MCA position on the issue in question basic to who we are as MCA?
    - Do we believe that the congregation is holding a position that varies significantly with that adopted by MCA?
    - Do we ask the congregation to change its position?
4. If the decisions from the Annual Delegate Session, resulting from the process outlined in sub-section **Six B,3b)** above indicate that the MCA position is a basic one, that the congregation is at variance with the MCA position, and MCA has requested the congregation to change its position, then the congregation shall, prior to the fall meeting of the General Council of MCA, give an official response to the request that the congregation change its position.

**Discipline Process:**

1. If the congregation continues to reject the MCA position, the delegates of the other MCA congregations, at the next Annual Delegate Session, will deal with that congregation's membership status by voting on the following motion:  
"Be it resolved that the membership of the congregation shall, effective with this Annual Delegate Session, be designated as a 'Restricted Member' of MCA for a period of time not to exceed one year while that congregation reconsiders its position."  
A two-thirds majority of votes cast by eligible delegates is required to carry this motion.
2. To be designated as a 'Restricted Member' of MCA means that the congregation may no longer exercise any of the Privileges and Responsibilities of membership as defined in Section 3-B). Members and adherents of the so designated congregation may not promote this divergent position within the MCA; however, they may attend all Delegate Sessions.
3. Further official discussions [e.g. at an Annual Delegate Session] on the issue of disagreement between MCA and the particular congregation shall be suspended for a period of not less than one year. The Executive of MCA shall put in place a series of conversations with that congregation with the goal of restoration, and keep congregations of MCA informed of the progress of these conversations. Congregations are encouraged to pray for this congregation, its members and adherents and for all MCA congregations and their members and adherents.
4. A congregation which has been designated as a 'Restricted Member' shall be welcomed back into full membership upon giving official notice that its position has changed and is now consistent with that of MCA. Notice of such change shall be delivered to the MCA Chair at least three (3) months prior to an Annual Delegate Session, in order for the congregation's request for full membership status to receive consideration at the Annual Delegate Session.
5. If a congregation which has been designated as a Restricted Member chooses not to give notice of a change in its position within the one year time period that it remains a Restricted Member, then this will be deemed to be a formal notice of the congregation's withdrawal from MCA and all membership ties of that congregation to MCA shall be terminated. MCA will acknowledge and formally ratify that decision in a letter to that congregation.

**SECTION SEVEN: DELEGATE SESSIONS****A. MCA Delegate Sessions:**

1. Annual Delegate Sessions of MCA shall be held in the spring of each year.
2. Special Delegate Sessions may be called by the General Council with at least one month notice to MCA congregations.
3. Voting shall be by show of hands, or, if so requested by one or more delegates, by secret ballot.

**B. Decisions at MCA Sessions:**

1. A quorum for an MCA session shall consist of 50% of the member congregations being represented.
2. All decisions shall be determined by a 50% plus one of majority of votes cast by eligible delegates, unless a higher percentage is specified in these bylaws, by the delegate body, or by the Societies Act RSA 1980, c. S-18.

**C. Representation and Privileges:**

Each member congregation shall be entitled to send one delegate per fifteen members or fraction thereof, to all MCA Delegate Sessions. Delegates shall present their credentials from their congregation to the secretary of MCA. A delegate is entitled to carry one written proxy vote. Floor privileges will be extended at the discretion of the chair.

**SECTION EIGHT: ADMINISTRATIVE BODIES OF MCA****A. The General Council**

1. The General Council shall consist of:
  - a. The Executive.
  - b. The Area Church Pastor as a non-voting member.
  - c. The chair of each of the following standing committees:
    - Missions and Service
    - Community Building
    - Camp
    - Congregational Leadership
    - Program and Festival Committee
    - Other standing committees as may be created by MCA
    - (Members of the Executive and the General Council may also be referred to as Directors and Officers of MCA)
  - d. The President of each of the following auxiliary organizations:
    - Youth Leadership Team [YLT]
    - Alberta Women in Mission (AWM)
    - Other MCA-related auxiliary organizations as may be created
  - e. Representative of Pastors Council
2. The General Council shall meet at least twice a year, once shortly after the Annual Delegate Session, and once at least two months prior to the Annual Delegate Session. Additional meetings may be called when the Chair or any three Council members deem necessary.
3. If a member of the Executive or a chair or member of a Standing Committee is found to be acting contrary to the Constitution and Bylaws of MCA, then he or she can be removed from his or her position by a majority vote of the General Council of MCA.

**B. The Executive**

1. The Executive of MCA shall consist of the Chair, Vice-Chair, Secretary, and the Chair of the Finance Committee. When deemed necessary, elected members may be appointed annually to serve as representatives of the Executive Committee on agencies such as the Rosthern Junior College Board, hereafter referred to as RJC, or the General Board of Mennonite Church Canada.
2. The election of the Chair and Vice-Chair shall be on a rotational basis for a term of two years.
3. Members of the Executive may hold the same office for three consecutive two-year terms. They shall be elected by a minimum of 50% plus one of the votes cast at an Annual Delegate Session of MCA.
4. The Executive has the authority to appoint an MCA member to fill a vacancy on the Executive or the General Council. Such appointment to terminate at the subsequent Annual Delegate Session.
5. The Executive shall meet at least four times each year

**C. Standing Committees**

1. Standing Committee members are elected for a two-year term on a rotation basis, and must be in good standing with a MCA member congregation. No one may be a member of more than one standing committee. Committee members may not hold the same office for more than three consecutive terms. Each committee is responsible for its own internal organization, including the election of a chair.
2. All Standing Committees consist of three members unless otherwise stated.
3. All chairs of Standing Committees are to ensure that copies of all documents, correspondence and minutes of meetings be submitted to the MCA Secretary on an on-going basis, and no less often than twice a year.

**ORGANIZATION AND DUTIES****A. General Council:**

1. The General Council shall:
  - a) review and work to implement decisions made at the annual sessions and provide initiative and orderly planning.
  - b) review the work of each standing committee.
  - c) advise on policy.
  - d) be the central coordinating body of MCA.
  - e) review and propose program, budget, and resolutions to be presented to the Annual Delegate Session.
  - f) may be involved in the accountability process of member congregations, referred to in Section Six of these bylaws.
2. Officers:
  - a) Chair  
The Chair (or designate) shall:
    - i. preside at all meetings of the Executive.
    - ii. be one of the signing officers of MCA.

- iii. perform all other duties pertaining to the office of the Chair.
- iv. preside at all sessions of MCA and conduct the meetings in the spirit of Christ, in accordance with generally accepted rules of order.
- v. preside at all meetings of the General Council.
- vi. be the official spokesperson for MCA.
- vii. be responsible for calling special meetings when necessary.
- viii. promote contact between the member churches and MCA.
- ix. be a member of the Personnel Committee.
- x. be a member of the General Board of Mennonite Church Canada.

b) Vice-Chair

The Vice-Chair shall:

- i. in all respects act in the place of, and instead of, the Chair in the absence of the Chair, or to assume other duties as determined by the Executive.
- ii. be a member of the Program Committee.
- iii. represent MCA on the RJC Board.
- iv. be one of the signing officers of MCA.

c) Secretary

The Secretary shall:

- i. attend and record the minutes of all MCA sessions and General Council meetings.
- ii. attend and record the minutes of all meetings of the Executive.
- iii. prepare a list of the member congregations and their delegates at the MCA Delegate Sessions.
- iv. conduct all necessary official correspondence.
- v. have the custody of the corporate seal of MCA and authorize its use on official documents.
- vi. publish the MCA proceedings and resolutions.
- vii. see to the safekeeping of all minutes, records, correspondence and documents belonging to MCA, at a location in Alberta, the address of which is to be published in the Annual Delegate Session proceedings.
- viii. be a member of the Nominating Committee.
- ix. perform such other duties as directed or may be assigned by the Chair or the Executive.
- x. be one of the signing officers of MCA

**B. Executive:**

The Executive shall:

- i. represent MCA between delegate sessions.
- ii. be the legal representative of MCA.
- iii. be responsible for all matters that are not the specified duties of a committee.
- iv. appoint special and ad hoc committees as and when needed.

- v. fill, by appointment, any vacancies which may occur during the fiscal year, such appointment to terminate with the next MCA Annual Delegate Session.
- vi. provide counsel when requested by committees.
- vii. appoint a parliamentarian for all delegate sessions.
- viii. be responsible for establishing and maintaining inter-conference relationships and co-ordinate all inter-conference activities and projects.
- ix. recommend an impartial financial auditor, to be ratified at an annual delegate session.
- x. appoint an archivist for MCA.
- xi. be involved in the accountability process of member congregations, referred to in Section Six of these bylaws.

**C. Standing Committees:**

**1. Congregational Leadership Committee:**

- a. The committee shall consist of the Area Church Pastor and three members who are either Deacons, Lay Ministers or Pastors who are elected from among MCA congregations. At least one of the three members must be ordained.
- b. The committee shall assist in the equipping of congregational leaders for their task. Specifically, the Committee shall:
  - i. organize, publicize and conduct an annual conference/retreat for congregational leaders
  - ii. organize, publicize and conduct an annual conference/retreat for the Pastors Council
  - iii. act, upon invitation, to assist member congregations with plans or problems in which MCA involvement may be considered beneficial
  - iv. organize an annual pulpit exchange among member congregations
  - v. participate in the call, ordination, evaluation, transfer, termination, credentialing and de-credentialing of pastors in member congregations
  - vi. review applications of congregations wishing to become MCA members or wishing to discontinue their membership in MCA and make recommendations to General Council
- c. The Committee shall be a support group for the Area Church Pastor and Area Church Youth Pastor.
- d. The Committee shall include a Travel Pool for the Pastors Council in its annual budget.

**2. Missions and Service Committee:**

- a. The Committee shall consist of four members.
- b. The Missions and Service Committee shall:
  - i. be active in promoting evangelical outreach.
  - ii. promote a program of Christian peace witness.



- iii. provide appropriate assistance to congregations for leadership training or resources as requested
- iv. arrange itinerary and funding for guest speakers or special resource persons who may become available to serve member congregations.
- v. maintain active contact with the Christian Witness Council of MC Canada and designated staff.
- vi. keep in contact with the MCA and/or MC Canada-affiliated missionaries and voluntary service personnel and encourage them in their work.
- vii. conduct periodic workshops and retreats to promote missional church activity
- viii. partner with and/or facilitate partnerships amongst interested member congregations in missional activity within the province or beyond
- ix. explore areas of need and concern in Alberta to determine an effective means of bringing a Christian witness.
- x. make recommendations to General Council concerning the planting of churches.
- xi. endeavor to make congregations aware of theological implications of contemporary social and political trends and events and to encourage and assist them in presenting their convictions before the local authorities.
- xii. represent MCC Alberta and Mennonite Disaster Service on General Council.

### **3. Community Building Committee:**

- a. The Community Building Committee shall:
  - i. be responsible for all MCA educational work not specifically designated as the responsibility of another committee.
  - ii. promote all aspects of Christian education.
  - iii. serve as liaison between MCA and the representatives of Mennonite Elementary, Secondary and Post-secondary schools, Christian Education Resources, and Young Adult Reference Council.
  - iv. promote inter-congregational communications.
  - v. maintain contact with the Christian Formation Council of MC Canada and designated staff.

### **4. Camp Committee:**

- a. The Camp Committee shall consist of seven voting members (five elected by MCA, one appointed by YLT and one appointed by the AWM) and two non-voting members (the Camp Director and the Camp Manager).
- b. The Committee shall be responsible for all temporary or seasonal staffing of Camp and its program. The Personnel Committee is responsible for all permanent, year round staffing of Camp.

- c. Each member congregation shall name a 'contact' person and inform the Committee Chair of its choice.
- d. The Committee shall hold a meeting with all 'contact' persons at least once a year.
- e. The Committee shall be responsible for the efficient and proper operation of the camp, including facilities and equipment on or belonging to Camp Valaqua.
- f. The Committee shall make recommendations to MCA regarding budget, programming, facilities, equipment and materials for the operation of Camp.
- g. The Committee shall recommend to MCA regarding such by-laws as are needed for the operation of Camp.

#### **5. Finance Committee:**

- a. The Finance Committee shall consist of three elected members and the Treasurer (non-voting), and shall:
  - i. administer the financial affairs of MCA.
  - ii. prepare an annual budget in consultation with all other committees and present it to Executive Committee before presentation to MCA Annual Delegate Sessions.
  - iii. in consultation with the Executive, appoint a treasurer who shall be responsible to the Committee.
  - iv. present an audited financial statement to the Area Church annually
  - v. the Chair of the Finance Committee shall be one of the signing officers of MCA.
  - vi. forward financial statements to the Executive when requested
- b. The Treasurer shall:
  - a) receive all MCA funds.
  - b) disburse approved budget funds as directed by the Finance Committee.
  - c) keep accurate records of all financial transactions of MCA.
  - d) inform the Finance Committee of the financial position of MCA when requested.
  - e) issue donation receipts.
  - f) be responsible for depositing all funds received by MCA in the financial institution designated by the Executive.
  - g) carry out other duties as directed by the Finance Committee.

#### **6. Personnel Committee:**

- a. The Committee shall consist of:
  - i. one member who is elected by MCA for a two-year term and who will act as chair of this committee
  - ii. the MCA Chair
  - iii. the Chair of the Committee most directly relating to the position being hired
  - iv. the chair of the Finance Committee

- b. The Committee shall be responsible for the hiring and negotiating terms of employment for any ongoing salaried positions in MCA.

**7. Nominating Committee:**

- a. The Committee shall consist of the MCA Secretary and two elected members.
- b. The Nominating Committee shall:
  - i. nominate at least one qualified candidate for each committee position to be filled at the Annual Delegate Session, as well as nominate candidates for positions in other organizations on invitation. Additional nominations from the floor shall be permitted, provided that any such nomination has the consent of the nominee and that such nomination is supported by two registered delegates.
  - ii. provide brief profiles of all nominees to all registered delegates
  - iii. attempt to distribute fairly the representation of MCA among all member churches.
  - iv. appoint a Resolutions Committee for each Delegate Session.
  - v. appoint tellers for each Delegate Session.
  - vi. appoint one person to perform floor privilege duties at each Delegate Session.
  - vii. prepare ballots as necessary for the efficient conduct of elections.
  - viii. notify the newly elected members of their election.
  - ix. recommend to the Executive nominees to fill interim vacancies.

**8. Program and Festival Committee:**

- a. The Committee shall consist of the Vice-Chair, three elected members, and representation from the hosting congregation.
- b. For the Annual Meeting the Committee shall:
  - i. prepare the program for each Delegate Session.
  - ii. publish the program at least two weeks prior to the Delegate Session.
  - iii. review and, where necessary, facilitate presentation to the Delegate Session of those matters not foreseen in the prepared program.
- c. For the Annual Festival the Committee shall:
  - i. plan activities and schedule of upcoming Festival
  - ii. promote the festival by all means available
  - iii. With the support of General Council, identify future host congregations of Festival and extend invitations for them to take on the challenge.

**D. Conference Auxiliaries:****1. Alberta Women in Mission (AWM):**

- a. this organization shall be free to function according to its constitution insofar as it agrees with the provisions of the MCA Constitution.
- b. the President of the AWM shall report to the General Council on the activities and plans of the organization.
- c. the AWM shall give an annual report to MCA.
- d. the AWM shall appoint a member to the Camp Committee.

**2. The Youth Leadership Team [YLT]**

- a. this organization shall be free to function according to its constitution insofar as it agrees with the provisions of the MCA Constitution.
- b. the President of YLT shall report to the General Council on the activities and plans of the organization.
- c. the organization shall give an annual report to MCA.
- d. the organization shall appoint a member to the Camp Committee.

**D. Related Organizations:**

1. Rosthern Junior College [RJC]: Members of Mennonite Church Alberta congregations are, by virtue of such membership, also members of the RJC Corporation. They are entitled to attend its meetings, to vote, and to stand for election to the RJC Board. MCA is represented directly by its Vice-Chair on the RJC Board. The RJC Board through its Chair or designated representative[s] will report to MCA as requested.
2. MCA may be invited from time to time to elect or appoint one or more members to other organizations or boards. It shall be the duty of such member(s) to report to MCA when requested.

**SECTION NINE: HOLDING PROPERTY**

All MCA property shall be held in the name of Mennonite Church Alberta. This includes real estate, monies, other properties, legacies and donations held in trust and used by MCA for its work.

**SECTION TEN: BORROWING**

For the purpose of carrying out the work of MCA, the Executive may borrow money upon the security of assets of MCA, but only after the borrowing has been authorized by a resolution duly passed at a MCA delegate session and upon notice of such intention to borrow having been given in the notice of the calling of the meeting.

**SECTION ELEVEN: FINANCIAL AND CORPORATE****A. Audit**

The fiscal year of MCA shall be the calendar year. The audit of MCA's financial statements shall:

1. Be conducted by a duly qualified accountant, appointed for that purpose at the Annual Delegate Session, and
2. Take place as soon as possible after the end of the fiscal year.
3. An audited financial statement shall be presented to the members at the Annual Delegate Session of MCA
4. The financial records and accounts of MCA shall be kept under the direction of the Treasurer in such location as agreed by the Executive
5. All notes and contracts shall be executed on behalf of MCA by the Chair in a manner that is consistent with such terms as may be prescribed by the Executive. All cheques shall be executed on behalf of MCA by the Treasurer or an alternate person authorized by the Finance Committee plus one signing officer of MCA, in accordance with such terms as may be prescribed by the Executive.
6. The books and records of MCA shall be:
  - a. kept at a location, the address of which is to be published in the Annual Delegate Session proceedings; and
  - b. made available for inspection during normal business hours to those who are authorized representatives of a member congregation in good standing with MCA, and who have submitted a written request to the Chair of MCA. Any costs incurred from the inspection will be paid by the congregation.

**B. Corporate seal**

1. The Executive may provide a common Seal for MCA to be kept at the Registered Office of MCA
2. The Seal shall be affixed only when authorized by Resolution of the Executive, and then only in the presence of two (2) signing officers of MCA.

**SECTION TWELVE: DISSOLUTION**

In the event that MCA must be dissolved, all assets remaining after all debts and other obligations have been discharged, shall be given to registered charities which are devoted to Christian evangelism, charitable, or educational purposes, and which have Mennonite programs and affiliation.

**SECTION THIRTEEN: DIRECTORS AND OFFICERS INDEMNIFICATION**

MCA shall indemnify its directors and former directors and officers and their heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or proceeding, or to satisfy a judgment, reasonably incurred by them in respect to any civil, criminal or administrative action or proceeding to which they are made parties by reason of them being directors or officers of MCA if they:

1. acted honestly and in good faith with a view to the best interests of MCA;

2. gave notice to the Executive of MCA of the civil, criminal or administrative action of proceeding immediately upon becoming aware of it and also cooperated with MCA in the defense of the action or proceeding to such an extent as may be reasonable in the circumstances; and
3. had reasonable grounds for believing the conduct was lawful or were acquitted in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty.

#### **SECTION FOURTEEN: AMENDMENTS:**

1. The Constitution may be rescinded, amended or added to only by a Special Resolution (as defined in sections 1(d) and 12 of the Societies Act) passed by seventy-five percent (75%) of those delegates entitled to vote and as are present in person, at an Annual Delegate Session, of which written notice has been given to MCA congregations at least two (2) months prior to the meeting date. Such notice shall specify the intention to propose the resolution as a Special Resolution.
2. The Bylaws may be rescinded, amended, or added to only by a Special Resolution (as defined in sections 1(d) and 11 of the Societies Act) passed by seventy-five (75%) of those delegates entitled to vote and as are present in person, at an Annual Delegate Session, of which written notice has been given to MCA congregations at least two (2) months prior to the meeting date. Such notice shall specify the intention to propose the resolution as a Special Resolution.

### **M.3 Annual General Meeting Registration Form**

MENNONITE CHURCH ALBERTA

\_\_\_\_st Annual Delegate Session

(Date)

(Name of) Church

(Street Address)

#### **ANNUAL CONFERENCE REGISTRATION FORM (One per guest)**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Home Church:** \_\_\_\_\_

**Delegate:** [ ]

**Guest:** [ ]

**Would like to be billeted:**

**Friday Night** [ ]

**Saturday Night** [ ]

**Please send registration to:**

**(Secretary)**

**Street Address**

**Postal Code**

**Fax:**

**Email:**

**before March**

Registration Fee is \_\_\_\_\_ per Delegate and per guest.

Please make cheques payable to Mennonite Church Alberta and bring to the Delegate Session.

**M.4 Congregation Delegate List**

(Revisions approved June 23, 2012)

Mennonite Church Alberta

(...) th Annual Session

(Date)

(Place)

**CHURCH DELEGATE LIST**

Church Name:			
Total Number of Members:		Form completed by:	
Number of Delegates		(1 per 15 members or portion thereof)	

**Names of Delegates:**

1		2	
3		4	
5		6	
7		8	
9		10	
11		12	
13		14	
15		16	
17		18	
19		20	
21		22	
23		24	

Please complete and forward to Secretary.

E-MAIL

FAX:

Mail a cheque made out to Mennonite Church Alberta for \$35.00 times the number of delegates to:

Secretary

(Name, address and e-mail information)



**M.5 Delegate Data Base**MENNONITE CHURCH ALBERTA ANNUAL MEETING  
DELEGATE LIST

Surname	First Name	Congregation	Delegate/Guest	Billet -Fri/Sat

**M.6 MCA Display Table Registration Form**

(Revisions approved June 23, 2012)

Display Table  
Registration Form

\_\_\_ Annual Delegate Sessions  
MCA Alberta  
(Insert Date)

Name of organization:		
Contact Person:		
Address: City, Postal Code		
Phone #:		
Email Address:		
Yes: ___	No: ___	We would like to bring a display. (A donation of \$20.00 to MCA is appreciated).
Yes: ___	No: ___	We request electrical supply for our display. (limited availability- first, come, first served).
Please describe the amount (dimensions) of space you will require:		

Please return this form to our office no later than March 4, 2011.

Secretary, MC Alberta  
(Include Name, Address and e-mail of secretary)

## M.7 MCA Statistics

(Revision Approved June 23, 2012)

### The People of Mennonite Church Alberta In the Year

	# members	Attendance	Age Groups								Total	# Baptism during the year
		4 <sup>th</sup> Sunday in January	0-4	5-14	15-17	18-29	30-49	50-64	65-79	80+		
Bergthal												
Calgary Chinese												
Calgary First												
Calgary Vietnamese												
Calgary Chin (Emerging Church)												
Edmonton Chinese												
Edmonton Vietnamese												
Foothills												
Holyrood												
Lethbridge												
Rosemary												
Springridge												
Tofield												
Trinity												
Word of Life												
Total												

## M.8 Mennonite Church Alberta Survey

This survey is being done to gather information that is expected to be useful to the Mennonite church of Alberta (MCA) and anyone who just wants to know about MCA.

Summarized results of this survey will be included in the MCA Report Book for the 2011 Annual Delegate Session.

The results will also be sent back to ALL those who completed the survey.

Your Church Name: \_\_\_\_\_

Pastor's Names & titles	Full-Time	Part-Time
Secretary's Name		

Total Worship Service Attendance (including children) on January 23, 2011 \_\_\_\_\_

Total Number (estimated) of Regular Attendees in 2010 \_\_\_\_\_

(Let's define a "Regular Attendee" as someone who attended at least 12 worship services in 2010)

Age 4 or less \_\_\_\_\_  
 Age 5 to 14 \_\_\_\_\_  
 Age 15 to 17 \_\_\_\_\_  
 Ages 18 to 29 \_\_\_\_\_  
 Ages 30 to 49 \_\_\_\_\_  
 Ages 50 to 64 \_\_\_\_\_  
 Age 65 to 79 \_\_\_\_\_  
 Age 80 + \_\_\_\_\_

Number of church members as of January 23, 2011 \_\_\_\_\_

Number of people baptized in 2010 \_\_\_\_\_

Date that the questions were completed \_\_\_\_\_

Person who completed all, or most of the questionnaire \_\_\_\_\_

Please return the survey by (date) to:  
 Secretary, Mennonite Church Alberta Secretary

## **M.9 MCA Annual Meetings & Festivals, Guidelines for Host Congregations**

### **A. Annual Meetings**

#### **Program Responsibilities**

- The Area Minister will host the annual Pastor's Council Meeting between 1:30PM and 4:30PM Friday (or as announced).
- Annual Delegate Sessions historically run from 6:30PM to 9:00 PM on Friday evening, re-convening at 8:30 AM on Saturday until 4 PM.
- The host Pastor (or delegate) will bring greetings and co-host the worship service on Friday evening and again for the official opening of Delegate Sessions on Saturday morning, with the MCA Moderator.
- The host congregation will provide a song leader and pianist for worship service on Friday evening and Saturday morning.
- The host congregation will provide a Registration Desk with two volunteers to accept registrations.

#### **Hosting Responsibilities**

##### **Facilities**

- The local congregation will provide a host for the weekend who will make necessary announcements at appropriate times and who will be available to respond to needs of delegates throughout the weekend.
- The host congregation, together with members of the Program Committee will review space needs for the Delegate Sessions and will provide the necessary amenities for each plenary or break-out room.

##### **Meals**

- The host congregation will be asked to provide an afternoon coffee and snack and an evening meal for the Pastor's Council Meeting on Friday.
- On Friday evening, between 6:30 PM and 7:30PM, coffee and snack will be made available for delegates and guests in the Display Area, if possible, to encourage interaction with each other and representatives of our larger Mennonite Church constituency.
- For Saturday, the host congregation will be asked to provide coffee and snack for delegates mid-morning, a lunch meal and refreshments for delegates immediately following the close of the Delegate session (including a bag lunch for guests and delegates with a distance to travel.)
- The MCA Program Committee will give the local congregation their best estimate of the number of guests and delegates to be expected, 7 days prior to the opening sessions.
- The host congregation is asked to submit receipts of costs for meal preparation to the MCA treasurer.

##### **Billets**

- The hosting congregation will be asked to provide billeting for delegates and guests from out of district.
- In recent years the number of guests requiring billets has been around 10-12.

### **B. Festival**

#### **Program Responsibilities**

- The Program of each Festival will be a cooperative effort between elected members of the Festival and Program Committee and three members of the host congregation.
- At least one member of the host congregation must be a youth or young adult. There is a clear expectation that the program will appeal to youth.

#### Hosting Responsibilities

##### Facilities

- The facilities will be influenced by the nature of the program. It is expected that guest registration income will cover any costs.

##### Meals

- A snack will be provided by the host congregation on Friday evening. The congregation will also provide lunch on Saturday along with refreshments as appropriate.

##### Billets

- The host congregation(s) will attempt to provide billeting for Friday evening.

## **M10: MCA Discernment Guide**

(Approved June 23, 2012)

Adapted from Mennonite Church Canada by Mennonite Church Alberta General Council, February 21, 2012

The work of the church is best described as discussion and discernment rather than as debate. We desire the work of discussion, discernment, and decision making to be conducted in the best possible atmosphere in these delegate sessions. We want to provide the best possible atmosphere for discussion and discernment in these delegate sessions.

We have much work to do in a short period of time, while at the same time conducting ourselves in a manner that allows for maximum discussion. We need to use procedures that are fair and open, but not complex and cumbersome. The size of our delegate body makes it difficult to make decisions through a process of simple consensus. A brief introduction to some basic rules may help us. As usual, we will have a parliamentarian to assist us in our work.

### **About Motions**

During a delegate session, you may wish to introduce a motion, raise a question, or extend discussion. Please follow these basic principles.

A motion or resolution of new or substantive business must first be taken to the Resolutions Committee by the mover and seconder. The purpose of this committee is to help us complete our business on time by reviewing new motions for clarity and appropriateness before they are brought to the Assembly.

The Resolutions Committee has the prerogative to combine resolutions with others or modify them for presentation, to refer a resolution to General Counsel or other body as an alternative to delegate action, or to rule a motion out of order. If the delegates disagree with a decision of the Resolutions Committee they can bring a motion to the floor. In that case, the moderator will call for a vote on whether to debate the motion. This vote will require support of a simple majority of the delegate.

To amend a motion, limit or extend debate on a motion or lay a motion on the table, you will need to make a motion to that effect while the main motion is still under consideration. To do that, seek recognition from the moderator and then make the motion.

To object to consideration of a motion, call for a more precise vote, ask a question of parliamentary procedure, or offer information on a question, seek recognition of the moderator and make your comment or motion. This includes a call for a recess, or adjournment.

In order to facilitate a good process, amendments to resolutions that appear on the agenda should be presented in advance in writing to the Resolutions Committee before they can be offered to delegates.

Any delegate may speak to points of order and other motions of parliamentary procedure, such as a motion on the table.

Only registered delegates can make or move motions as well as vote.

Most motions require a second – that someone else also indicates a desire to consider the motion. When the moderator asks for a second to a motion, please raise your hand and seek acknowledgment.

The MC Alberta Executive Committee may offer an amendment or a new resolution without processing it through the Resolutions committee (for the purpose of efficient process).

If you think that it is time to end discussion you can “call for the question.” However, if there is any objection to ending discussion, then the delegate body will need to take a vote on your proposal to end discussion.

### **Basic Guidelines**

Our overarching interest in a delegate assembly is to make sure that we hear from as many persons as possible.

If you wish to speak, please approach a microphone and be recognized by the moderator.

We ask delegates to treat each other with respect in Christian love.

Make sure you identify yourself and your congregation before making your remarks.

Please direct your remark to the moderator and speak for yourself only, unless specifically commissioned to speak for a group. If so, name the group. We urge delegates to listen carefully to the flow of the meeting.

Allow everyone who wants to speak an opportunity to do so before speaking a second time to the same motion.

Speaking no more than twice to any motion in one day will help to ensure speaking opportunities for more delegates.

Make it clear whether you support a motion on the floor or have a different view.

Keep your remarks brief to allow others to speak after you.

### **Additional Items**

Many of the proposals being brought for delegate action have been developed through an extensive process of feedback from congregations, and committees.

We encourage vigorous debate on proposals.

We ask you not show your approval or disapproval (for instance by clapping) of any speaker on the floor.



**M.11 Edmonton Multi-cultural Ministry Initiative**

Vision is to "share the whole gospel with people in North Edmonton with the hope of starting a community of faith who are passionate about Jesus and social justice." The plan is to be a "Kingdom presence by building relationships and determining what sharing the gospel means in a multicultural context. There is a potential focus on (African) refugees and immigrants"

**M.12 Intentional Student Community Terms of Reference**

The vision (which has not been fully developed) is to start an intentional student community in the Calgary area with an Anabaptist focus. Students would live together in Christian community, sharing meals, sharing their lives, following Jesus together and serving together while attending a local school/University.

**M.13 Edmonton Ecumenical Peace Network:**

At the initiative of MCA constituents, a peace network has been established and continues to evolve as the Spirit leads. A website is already set up: [www.eepeacenetwork.org](http://www.eepeacenetwork.org) The group includes people from Holyrood Mennonite, 1st Mennonite, Lendrum MB and several Anglican churches. The vision statement is on the website (My cut and paste button doesn't work on this computer)

## M.14 Area Minister Job Description

### Area Minister - Mennonite Church Alberta Job Description

The Area Minister is a pastor to the pastors and spiritual leaders within Mennonite Church Alberta (MCA). He/she gives primary attention to the pastoral care and leadership development of the pastors of MCA congregations, and MCA staff and contract employees. She/he completes administrative duties related to assisting congregations in pastoral searches, pastoral reviews, the licensing, ordination and commissioning of pastors etc. and he/she provides spiritual oversight to the work and ministry of the Area Church.

#### I. ADMINISTRATIVE DUTIES

1. Primary Committee – As a member of the Mennonite Church Alberta Congregational Leadership Committee (CLC), the Area Minister assists in the equipping of congregational leaders for their task in matters pertaining to leadership. The committee is responsible for oversight of transitions (exit and entry interviews, licensing/ordination interviews) and planning leadership events (theological studies etc)
2. Transitions – The Area Minister works with the search committees and the Mennonite Church Canada office to assist in finding appropriate matches for congregations seeking pastors. It involves sharing appropriate Ministerial Leadership Information forms of pastoral candidates with Search Committees and sitting in on search committee meetings as appropriate.
3. Reviews – The Area Minister connects with and works with pastoral support committees (where they exist) to provide counsel and resourcing for healthy reviews.
4. Licensing and ordination: The Area Minister works with pastors and congregations to process licensing and ordinations and is the governing authority for the issuing of marriage licenses.
5. Visible link between the Area Church and the Denomination. This means attendance at Area Ministers gatherings, Leadership Assembly, Pastors Conferences and the North American annual CM and AM meetings.

#### II. PASTORAL CARE / LEADERSHIP DEVELOPMENT

The Area Minister is responsible for the following areas of pastoral care and leadership development:

1. Oversight, coordination and direction for the Pastor's Council.
2. Visitation and support to MCA employees and contracted positions.
3. Helping new and established pastors with professional development based on the six (6) core competencies.
4. Provide for/ resource coaching and mentoring for new pastors.
5. Provide/ coordinate leadership resourcing events.
6. Visit schools on a regular basis for the purpose of cultivating relationships with prospective leaders.

### III. AREA CHURCH OVERSIGHT / RESOURCING

The Area Minister supports the area church in the following ways:

1. Be accountable to and help implement Executive initiatives.
2. Help shape and cast the Missional Vision.
3. Connect with and resource local leadership teams (Church councils)
4. Speak in local congregations.
5. Visit/drop in on local congregation worship services.
6. Provide support and direction for area Church Committees.

Hours of work:

- This is a permanent, three-quarter time (0.75 FTE) salaried position.
- The contract is renewed on a yearly basis.

Education and experience:

- Preference of a Masters In Divinity and 10 years of experience in pastoral ministry, or
- a suitable combination of education and experience

Accountability:

- The Area Minister will be accountable to the Chair of the MCA and to the Chair of the Congregational Leadership Committee.
- The Area Minister will provide quarterly written reports to MCA Executive and Chair CLC that include a description of activities for each of the 3 areas of work.
- The Area Minister will participate in a yearly review of his/her ministry with the Chair of MCA and the Chair of the Congregational Leadership Committee.

Location:

- The Area Minister works out of a home office, and is preferably be based in the Calgary area.

Travel:

- Extensive travel required (approximately 50 percent of work requires out-of-home work, mostly within Alberta, but with some travel out of province and in USA).
- The Area Minister needs to have a valid driver's license, and have access to a vehicle.

## **M.15 Camp Valaqua Director Job Description**

Fall 2005

The Camp Director is responsible for the effective planning, promotion and implementation of the camp program and vision.

Responsibilities include:

**1. Developing Camp Programs and Facilities**

- a) Develop summer theme and associated program curriculum in line with MCA theology
- b) Develop and implement camp programs that nurture spiritual and emotional understanding and well being of campers, staff and volunteers
- c) Adjust camp practices within policy guidelines to take into account the opportunities and restrictions resulting from the resources of the staff, the site and the facilities
- d) Pursue follow-up avenues with campers including sending Christmas cards and together with the MCA Youth Coordinator inviting campers to attend snow camps
- e) In partnership with the Camp Manager and Camp Committee prepare plans on facility development

**2. Promoting Camp Valaqua and Camp Programs**

- a) Create enthusiasm and support for camp in MCA churches and in other groups through creative promotion of the camp program, camp rental, and other events
- b) Plan and implement innovative promotional events
- c) Market the Camp to the wider Mennonite and non-Mennonite community through advertising and distribution of promotional material
- d) Connect with MCA churches to inform and encourage ownership and support of Camp Valaqua as a ministry of the Church, by visiting churches, sending out a biannual newsletter, creating power point presentations, updating the display board, attending and reporting at MCA annual meetings and working together with Camp Contacts to keep churches informed of Camp needs and events

**3. Staff Supervision and Camp Leadership**

- a) Recruit, hire, supervise, support, train and exit interview/evaluate summer staff and volunteers (the Camp Manager recruits, hires and supervises kitchen staff)
- b) Invest personal attention to the spiritual growth, faith understanding, and leadership skills of staff
- c) Establish positive spirit, high morale, and sense of community among staff and volunteers
- d) Ensure all guests, staff and volunteers are trained and follow all safety standards and other camp policies
- e) Support camp manager with rental group supervision and camp security

**4. Reporting and Administration**

- a) Operate under the general direction of the Camp Committee and provide the Committee with monthly activity summaries and plans, annual program evaluations and budget recommendations
- b) Submit authorization requests for all non-routine expenditures over \$1000

- c) Provide Camp Manager with all summer registration income and detailed receipts for program expenditures to be documented and submitted to MCA
- d) Pursue fundraising avenues including applying for government funding and organizing Camp Valaqua's annual Hike-a-thon
- e) Keep accurate records of camper registration data and submit to MCA as requested
- f) Support the Camp Manager by managing rentals for 6 weekends during the months September, October, November, December, January and April

#### 5. Camp Valaqua Policy

- a) Adhere to the Camp Valaqua policy manual
- b) Ensure Camp Valaqua policy manuals are made available to staff, that policies are understood and that all staff are committed to working within the policy framework
- c) Annually review the Camp Valaqua policy manual, complete new sections as required and recommend changes to the Camp Committee to reflect learning from the past camping season, particularly in regards to safety and the practice of due diligence
- d) Maintain and update the camp programs and policy manual to reflect current industry camping standards and practices and government regulatory changes
- e) alert the Camp Committee concerning major changes to industry camping standards and government regulatory changes

#### 6. Support Mennonite Church Alberta Youth and Young Adult Activities and Efforts

MCA has a Youth Worker/Pastor position and a Youth Leadership Team that is responsible for youth and young adult programs and initiatives. The Youth Worker will from time to time establish programs and projects to develop efforts and services related to youth and young adults.

The Camp Director should cooperate with other MCA staff by contributing advice to meetings of youth workers/pastors connected to MCA and MCA churches that are called to support, plan, promote, and carry out activities for youth and young adults.

The Camp Director should encourage children, youth and young adults to connect to MCA churches, programs, activities and staff by

- 1) Appropriately promoting MCA programs and activities at existing programs such as summer camps, Jr. and Sr. Snow Camps, and young adult retreats and
- 2) Inviting the youth worker/pastor and other MCA staff to participate in the summer camp program and
- 3) Working to connect youth and young adults to Camp and to other MCA programs and activities

The Camp Director may provide specific services, as agreed by the Camp Director, to programs and projects that are part of the youth and young adult programs of MCA. The Camp Director and the Camp Committee should agree annually on the number of days to be provided, to be no less than 10 days and not to exceed 20 days per year and would be concentrated in the months of October through March. Camp should restrict agreements to provide services under section 6 so that providing these services does not interfere with the Camp Director's responsibilities to manage and develop Camp Valaqua.

#### 7. Relate to MCA's Pastors

As invited, relate to the Conference Pastor and the MCA Congregational Leadership Committee's pastoral support and education initiatives, including attending pastoral meetings, accepting and/or providing mentorship, and attending educational events.

## 8. Other Duties

The Camp Director may be asked to perform other such duties in keeping with the Camp Director's responsibilities for Camp, as the Committee may from time to time decide.

### Education/experience requirements

Shall be at least 24 years old and have a minimum of three years applicable experience in camp administration and leadership

### Skills and Attributes

Be dedicated to Christian faith and ministry and commitment to the principles of the Confession of Faith in a Mennonite Perspective.

Have personal values, beliefs and integrity that build trust among campers, staff, and churches

Be empathic, perceptive and able to resolve conflicts and establish effective partnerships

Be self-aware and able to maintain personal motivation and enthusiasm in times of stress

Be a clear, effective, and motivational communicator with strong organizational skills

Be strongly committed to serving the needs of campers, guests and staff

Be pro-active in developing self-leadership skills and personal spiritual growth

Be a self-starter and able to work independently

Be able to work as an independent member of a larger team



## M.16 Camp Valaqua Manager Job Description

The Camp Manager is responsible for the effective maintenance, administration, security and group rental of the camp facilities. **Responsibilities** include:

1. Maintenance of facilities
  - a) Plan and implement facility and equipment repair and enhancements
  - b) Maintain attractive and welcoming camp appearance
  - c) Ensure all camp facilities and equipment are in safe and proper working order
  - d) Plan and supervise volunteer camp workdays and related projects
  - e) Supervise maintenance workers and volunteers
  - f) Negotiate and supervise contracts with suppliers and installers
2. Administrative Duties
  - a) Negotiate all required property and liability insurance
  - b) Maintain clear and thorough income and expense records and forward details to MCA promptly
  - c) Liaise with authorities including municipal and provincial bodies and camping associations.
  - d) Obtain the authorization of the Camp Committee for all agreements with authorities including municipal and provincial bodies and camping associations.
3. Security
  - a) Ensure that all guests are registered for insurance purposes
  - b) Ensure that camp premises are secure and kept private between groups
  - c) Ensure all guests, staff and volunteers follow all safety standards and other camp policies
4. Group rental of Camp
  - a) Negotiate rental agreements with groups using the camp during the school year
  - b) Welcome guests and ensure that all safety and other camp policies are understood and followed, and obtain report from the group and/or supervise at departure
  - c) Support the Camp Director in maintaining positive spirit and morale among campers and staff
4. Reporting
  - a) Operate under the general direction of and be accountable to the Camp Committee and provide the committee with monthly activity summaries and plans, annual facility evaluations and maintenance budget recommendations
  - b) Submit authorization requests for all non-routine expenditures over \$1000
  - c) Maintain a maintenance log listing repairs and changes to facilities and equipment.

### Education and Experience

Previous experience or training in general building and equipment maintenance required.

### Skills and Abilities

- a) Energetic and motivated to create a safe and inspirational experience for campers and staff
- b) Proactive with strong organizational skills
- c) Empathic, perceptive and able to resolve conflicts effectively and work well in partnership with others.

## **M.17 Treasurer Terms of Reference**

### **Position and Term**

The position carries the title of Treasurer.

It is a part-time contractual position within Mennonite Church Alberta, with a yearly renewal.

The position is accountable to the Chair, Financial Committee and, in his/her absence, to the Chair, Mennonite Church Alberta.

### **Duties and responsibilities**

- Receive all MCA Funds and deposit all funds into the financial institution and accounts designated by MCA;
- Disburse or prepare for disbursement approved budget funds as directed by the Chair, Finance Committee or, in his/her absence, other members of the Finance Committee;
- Keep accurate records of all financial transactions of MCA, by verifying, allocating and posting transactions in accounting software;
- Balance accounts by reconciling entries and banking records on a monthly basis;
- Coordinate payroll for all MCA employees, including management pension and life insurance plans with MCA; and direct deposit payroll into employee accounts
- Prepare financial reports for Chair, MCA and Chair of Finance Committee, by the 21st of each month for the previous month, such as restricted fund statements, balance statements, receipt and disbursement statements, by collecting and summarizing account information, as requested by the Chair, Financial Committee
- Communicate with the full time staff at Camp Valaqua concerning income received and invoices generated from Camp
- Issue donation receipts;
- Send out information letters to a selected list of donors in November of each year;
- Provide year end information to the auditor and answer the auditor's questions
- Maintain historical records by filing documents in a secure location known and accessible to the Chair Finance, Committee;
- Advise Financial Committee on needed actions
- Carry out other duties as designated by the Finance Committee.

### **Professional Standards**

- Comply with federal and provincial legal requirements; enforce adherence to requirements
- Observe privacy guidelines, as outlined in Mennonite Church Canada Privacy Code: ([www.http://www.mennonitechurch.ca/resourcecentre/FileDownload/7583/MC\\_Canada\\_Privacy\\_Code.pdf](http://www.mennonitechurch.ca/resourcecentre/FileDownload/7583/MC_Canada_Privacy_Code.pdf)). Keep strictly confidential any matter relating to any donor to MCA, anyone receiving any funds whatsoever from MCA, and participant in any MCA activity. Information can be shared with the Chair Finance and Chair MCA but no other person

unless requested by legal warrant from the government. In the matter of privacy MCA expects staff, contractors and officials to meet or exceed legal requirements to protect personal privacy, including but not limited to donors, employees, and students.

- Abide by the following MCA Human Resources policies (available on line at: <http://mca.mennonitechurch.ab.ca/>): Expectation of staff; Conflict of Interest and Commitment Policy; Record keeping policy; Conflict resolution policy; Personal Website and Social Media Policy

**Workload**

The workload for this position is not evenly distributed over the year. January and February are busy because that is when audit is done. March to July are less busy than the average month. Mid July to mid-September are busy because Camp is in session, there are new temporary employees and more invoices. October to December are less busy than average.

**Skills / Qualifications**

- Knowledge of bookkeeping and pay roll management, and generally accepted principles of bookkeeping and accounting
- Knowledge of bookkeeping and accounting software
- Coordinating skills to organize and maintain financial records
- Planning skills / time management skills
- Ability to work independently
- Commitment to follow the standards of faith and conduct of Mennonite Church Alberta.

## **M.18 Distribution of MCA Office Manual**

To Whom:

1. All elected members of MCA Executive and Standing Committees
2. President of Alberta Women in Mission
3. President of Youth Leadership Team
4. Area Church Minister
5. Director of Camp Valaqua
6. Manager of Camp Valaqua
7. MCA Treasurer
8. MCA Archivist
9. MCA Web Servant
10. Pastors of member congregations

How:

Revisions, additions and deletions will be made, at minimum, on a semi-annual basis, in May and November of each year. The MCA Secretary is responsible to make necessary revisions and to email them to the above distribution list.

A copy of the Policy and Procedures Manual will be maintained on the MCA Website

Responsibility of User:

It shall be the responsibility of the manual holder to maintain the accuracy of their copy. Upon leaving office, staff and elected personnel may choose to return the manual to the MCA Secretary or to shred the contents.

## M.19 Committees and Representatives of Mennonite Church Alberta 2012

\*denotes second term, \*\* denotes third term. E.g. 2012 indicates when term ends. Standing Committee members are elected for two year terms on a rotational basis and must be members in good standing with a MCA congregation. No one may be a member of more than one Standing Committee. Committee members may not hold the same office for more than three consecutive terms. Each committee is responsible for its own internal organization, including election of a Chair.

### Executive Committee

2014	Chair	Ernie Engbrecht	8 Erminebend Pl. N., Lethbridge, AB T1H 6R8 H: (403) 380-6446 E: <a href="mailto:ernie.engbrecht@shaw.ca">ernie.engbrecht@shaw.ca</a>
2013	Vice-Chair	Ed Kauffman	2021 -56 Ave SW, Calgary AB T3E 1M7 W: (403) 249-8784, H: (403) 500-9924 E: <a href="mailto:ed.kauffman@mennonitechurch.ab.ca">ed.kauffman@mennonitechurch.ab.ca</a>
2014	Secretary	Joani Neufeldt	2217 - 20 Street, Coaldale, AB T1M 1G5 H: (403)405-2406 E: <a href="mailto:pjneufeldt@gmail.com">pjneufeldt@gmail.com</a>
*2013	Finance	Lois Epp	2 Candle Terrace SW Calgary T2W 6G7 (403) 201-2583 E: <a href="mailto:lhhepp@shaw.ca">lhhepp@shaw.ca</a>

### Congregational Leadership Committee

*2014	Chair	Tim Wiebe-Neufeld	3650 – 91 Street <b>NW</b> , Edmonton, T6E 6P1 W: (780) 436-3431 E: <a href="mailto:pastor@edmonton1st.mennonitechurch.ab.ca">pastor@edmonton1st.mennonitechurch.ab.ca</a> E: <a href="mailto:office@edmonton1st.mennonitechurch.ab.ca">office@edmonton1st.mennonitechurch.ab.ca</a>
2014		Jake Froese	47 Midglen Drive SE, Calgary T2X 1G9 H: (403)256-0689, C: (403)852-1792 <a href="mailto:froesej@hotmail.com">froesej@hotmail.com</a>
2013		Ryan Dueck	2223 – 12 Street, Coaldale, AB T1M 1C8 W: (403)329-8557, C: (403) 795-3700 E: <a href="mailto:ryandueck75@gmail.com">ryandueck75@gmail.com</a>
	Area Church Pastor	Dan Graber	15 Shawmeadows Place SW Calgary, T2Y 1G3 C:(403) 909-5105 E: <a href="mailto:dan@mennonitechurch.ab.ca">dan@mennonitechurch.ab.ca</a> .

**Missions & Service Committee**

2014		Val Proudfoot	9228-60 Street NW Edmonton, AB T6B 1N1 H: (780) 465-6083 C: (780) 910—0651 <a href="mailto:georann@telus.net">georann@telus.net</a>
2014		Jayson Besserer	105 Arbour Wood Mews NW, Calgary, AB T3G 4B5 H: (403) 241-6634, C: (403)889-6634 E: <a href="mailto:jbth@yahoo.com">jbth@yahoo.com</a> .
2013	Chair	Gay Kauffman	2021 – 56 Ave SW, Calgary AB T3E 1M7 (403) 500-9924 E: <a href="mailto:glk4570@gmail.com">glk4570@gmail.com</a> .
2013		Vacant	H: E:

**Community Building Committee**

2014		Reece Retzlaff	3008 Morley Trail, NW Calgary, T2M 4H2 E: <a href="mailto:reecenator@gmail.com">reecenator@gmail.com</a> .
2013	Chair	William Loewen	106 Cimarron Trail, Okotoks AB T1S 2G9 C: (403) 909-8723, W: (403) 256-7157 E: <a href="mailto:william.loewen@trinity.mennonitechurch.ab.ca">william.loewen@trinity.mennonitechurch.ab.ca</a>
2013		Michael Ewert	11615 – 69 Street, Edmonton, AB T5B 1S1 H: (780) 887-5456 E: <a href="mailto:michael.ewert@live.ca">michael.ewert@live.ca</a> .

**Finance Committee**

*2013	Chair	Lois Epp	2 Candle Terrace SW, Calgary T2W 6G7 H: (403) 201 – 2583 E: <a href="mailto:lhepp@shaw.ca">lhepp@shaw.ca</a>
2014		Angela Loewen	#1751 Bighill Way, Airdrie, AB T4A 1L7 C: (403) 507-5820 E: <a href="mailto:Loewen@live.com">Loewen@live.com</a> .
2014		Phuong Huynh	#303, 21 Dover Point, Calgary, AB T2B 3K4 C: (403) 204-3390 E: <a href="mailto:cavihuynh@yahoo.ca">cavihuynh@yahoo.ca</a> .
	<b>Treasurer</b>	Tany Warkentin	Box 1839, Pincher Creek, AB T0K 1W0 H: (403) 627-2232 E: <a href="mailto:treasurer@mennonitechurch.ab.ca">treasurer@mennonitechurch.ab.ca</a>

**Personnel Committee**

\*2014 Chair H  l  ne Wirzba 406 – 26 Street S., Lethbridge, AB T1J 3R2  
 H: (403) 328-8994, C: (403) 330-4524  
 E: [wirzbah@telus.net](mailto:wirzbah@telus.net)

**Camp Valaqua Committee**

\*\*2013 Chair Brian Hildebrandt PO Box 1168, Carstairs, AB T0M 0N0  
 H: (403) 337-2940  
 E: [bdhilde@xplornet.com](mailto:bdhilde@xplornet.com)

\*2013 Michael Brown RR#1, Site 6, Box 4, Carstairs, AB T0M 0N0  
 H: (403)337-2231  
 E: [mn\\_brown@xplornet.com](mailto:mn_brown@xplornet.com)

\*2014 Barry Andres #11 Nottingham Estates, Sherwood Park AB  
 T8A 5M2  
 H: (780) 467-7004  
 E: [brandres@shaw.ca](mailto:brandres@shaw.ca)

2013 David Neufeldt 122 – 20 Street N., Lethbridge, AB T1H 3M5  
 H: (403) 328-0237  
 E: [dave@haulall.com](mailto:dave@haulall.com)

2013 Scott Warkentin 1425 – 18 Ave NW Calgary, AB T2M 0W7  
 H: (403) 284-4347  
 E: [scott.warkentin@gmail.com](mailto:scott.warkentin@gmail.com)

**Nominating Committee**

\*\*2014 Chair Ruth Neufeld 631 -19 Street S, Lethbridge, AB T1J 3G8  
 H: (403) 320-7194  
 E: [rvneufeld@telus.net](mailto:rvneufeld@telus.net)

2013 Marlene Epp Box 17, Site 10, RR#2, Didsbury AB  
 (403) 337-2258  
[marlene\\_epp@yahoo.ca](mailto:marlene_epp@yahoo.ca)

2014 Exec Rep Joani Neufeldt 2217 - 20 Street, Coaldale, AB T1M 1G5  
 H: (403)405-2406  
 E: [pjneufeldt@gmail.com](mailto:pjneufeldt@gmail.com)

**Program/Festival Committee**

2014 Lindsey Rion RR#2, Site10, Comp 9, Didsbury AB  
 T0M 0W0  
 H: (403) 335-2093  
 E: [lindseyrion@hotmail.com](mailto:lindseyrion@hotmail.com)

*2014	Chair	May Tarnowsky	162 Rocky Ridge Close NW Calgary AB T3G 4X1 H: (403) 275-7772 E: <a href="mailto:mjtarnowsky@yahoo.ca">mjtarnowsky@yahoo.ca</a>
2014	Exec Rep	Ed Kauffman	2021 -56 Ave SW, Calgary AB T3E 1M7 W: (403) 249-8784, H: (403) 500-9924 E: <a href="mailto:ed.kauffman@mennonitechurch.ab.ca">ed.kauffman@mennonitechurch.ab.ca</a>
2013		Adela Wedler	#5, 12504 – 15 Ave SW, Edmonton, AB T6W 1V2 H: (780) 437-1504 E: <a href="mailto:mwedler@shaw.ca">mwedler@shaw.ca</a>
<b>Alberta Women in Mission</b>			
	President	Ev Buhr	716 Knottwood Rd. Edmonton, AB T6K 1W5 H: (780) 439-3594 E: <a href="mailto:pebuhr@telus.net">pebuhr@telus.net</a>
	Vice President	Kate Janzen	Box 7 Site 21 RR2, Cochrane, AB T4C 1A2 H: 403-932-6436 E: <a href="mailto:bkjanzen@velocitynetworks.ca">bkjanzen@velocitynetworks.ca</a>
	Sec/Treasury	Ellie Janz	21 Longeway Place, Calgary, AB, T3Z 2C7 H: (403) 242-9247 E: <a href="mailto:ellie@janzfamily.ca">ellie@janzfamily.ca</a>
	Camp Rep	vacant	
	Archivist	vacant	

**YLT Executive Members****Reps to MCC Alberta Boards and Committees**

Marguerite Jack {First Mennonite Calgary}  
 Rob Baerg, 2013 {Rosemary Mennonite}  
 Linden Willms, 2013 {Springridge Mennonite}



**Mennonite Disaster Service**

Gary Wiens {Foothills Mennonite Church}

**Mennonite Mutual Insurance Co (Alberta) Ltd**

Alfred Janz {First Mennonite, Calgary}

Kevin Neufeldt {Lethbridge Mennonite}

**Canadian Mennonite Publishing Service**

Dan Jack {First Mennonite, Calgary}

**Canadian Mennonite University**

Ted Regehr, 2013 {First Mennonite, Calgary}

**Mennonite Church Canada Nominating Committee**

Lorne Buhr, 2012, {First Mennonite, Edmonton}

**Canadian Mennonite**

Jim Moyer, 2014, {Lethbridge Mennonite}

**Mennonite Church Canada Council/Board Members from MCA**

Witness Council: Hugo Neufeld {Trinity Mennonite}

General Board: Ernie Engbrecht {Lethbridge Mennonite}

Genera Board: Donita Wiebe-Neufeld {First Mennonite, Edmonton}

Faith & Life: Doug Klassen {Foothills Mennonite}

**Other Important Addresses**

Mennonite Church Canada,	600 Shaftesbury Blvd, Winnipeg MB R3P 0M4 1-866-888-6785
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Canadian Mennonite University	500 Shaftesbury Blvd, Winnipeg MB R3P 2N2 (204) 487-3300
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Rosthern Junior College	410 – 6 Ave, Rosthern, SK S0K 3R0 (306) 232-4222
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Mennonite Foundation Gary Sawatsky Kevin Davidson	240, 2946 – 32 St. NE Calgary, AB T1Y 6J7
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Northwest Mennonite Church Mal Braun – Conf Minister	Box 1316, Didsbury, AB T0M 0W0 (403) 337-2412
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## **M20: Sample Annual Delegate Sessions Agenda**

(Approved June 23, 2012)

AGENDA  
84th? ANNUAL DELEGATE SESSIONS  
Mennonite Church Alberta  
Friday, March  
Registration: 6:45 – 7:30 p.m.  
Evening Service: 7:30 p.m.

Welcome & Opening	Chair and Rep from Church
Congregational Song	
Celebrating Host Church	
Memorial Service/Celebrating New Beginnings	Area Pastor
Scripture Reading	
Meditation	
Congregational Song	
Announcements and Closing Remarks	Chair
Song Leader –	
Pianist –	

SATURDAY, MARCH , 20  
Registration: 8:30 – 8:45 a.m.

8:45 – 9:45	Opening/Welcome	Chair/Host
	Congregational Song	
	Introduction of Guests from afar	Chair
	Scripture Reading	
	Meditation	
	Presentation of Nominations	Chair - Nominating Committee
	Congregational Song	
9:45 – 10:00	Introduction/Overview of the day	Chair
10:00 – 10:15	Coffee Break	
10:15 – 12:00	Plenary Reporting <ul style="list-style-type: none"> <li>- Congregational Leadership Committee</li> <li>- Camp Committee</li> <li>- Missions &amp; Service Committee</li> </ul>	
12:00 – 1:00	LUNCH	Grace –
1:00 – 1:15	Acknowledgements/Thank you	
1:15 – 1:45	PLENARY REPORTING <ul style="list-style-type: none"> <li>- Community Building Committee</li> </ul>	
1:45 – 2:45	New Business <ul style="list-style-type: none"> <li>- TBD</li> <li>- Announcement – Festival, 20</li> </ul>	
2:45 – 3:00	Elections	Nominating Committee
3:00 – 3:15	Financial Report	
3:15 – 3:30	Resolutions/Conference Summary	Chair
3:30 – 3:45	Commissioning/Closing Remarks	Area Pastor
3:45 – 4:00	Closing of Conference	Chair
	Congregational Song	
	Song Leader –	
	Pianist –	

## **M21: MCA Annual Meetings & Festivals Guidelines for Host Congregations**

(Approved June 23, 2012)

### **Annual Meetings**

#### *Program Responsibilities*

- The Area Minister will host the annual Pastor's Council Meeting between 1:30PM and 4:30PM Friday (or as announced).
- Annual Delegate Sessions historically run from 6:30PM to 9:00 PM on Friday evening, re-convening at 8:30 AM on Saturday until 4 PM.
- The host Pastor (or delegate) will bring greetings and co-host the worship service on Friday evening and again for the official opening of Delegate Sessions on Saturday morning, with the MCA Moderator.
- A member congregation will be asked to share during the Friday evening worship service. This will be done on a rotating basis.
- The host congregation will provide a song leader and pianist/musicians for worship service on Friday evening and Saturday sessions.
- The host congregation will provide a bulletin for Friday evening.
- The host congregation will provide a Registration Desk with two volunteers to accept registrations.

#### *Hosting Responsibilities*

##### **Facilities**

- The local congregation will provide a host for the weekend who will make necessary announcements at appropriate times and who will be available to respond to needs of delegates throughout the weekend.
- The host congregation, together with a member of the Program and Festival Committee will review space needs for the Delegate Sessions and will provide the necessary amenities for each plenary session, break-out room, and displays. There are usually 12 – 15 displays.

##### **Meals**

- The host congregation will be asked to provide afternoon coffee and refreshments and an evening meal for the Pastor's Council Meeting on Friday.
- On Friday evening, between 6:30 PM and 7:30PM, coffee and refreshments will be made available for delegates and guests in the Display Area, if possible, to encourage interaction with each other and representatives of our larger Mennonite Church constituency.
- For Saturday, the host congregation will be asked to provide coffee and refreshments for delegates mid-morning, a lunch meal, and refreshments for delegates immediately following the close of the Delegate session (including a bag lunch for guests and delegates with a distance to travel.)
- The MCA Program and Festival Committee will give the local congregation their best estimate of the number of guests and delegates to be expected, 7 days prior to the opening sessions.

**Other**

- The host congregation is asked to submit receipts of costs to the MCA treasurer.
- The hosting congregation will be asked to provide billeting for delegates and guests from out of district.
- In recent years the number of guests requiring billets has been around 10-12.

**Festival**

*Program Responsibilities*

- The Program of each Festival will be a cooperative effort between elected members of the Festival and Program Committee and three members of the host congregation.
- At least one member of the host congregation must be a youth or young adult. There is a clear expectation that the program will appeal to youth.
- Host church to plan theme and focus of event.

*Hosting Responsibilities*

- The facilities will be influenced by the nature of the program. It is expected that guest registration income will cover any costs.
- Refreshments will be provided by the host congregation on Friday evening. The congregation will also provide lunch on Saturday along with refreshments as appropriate.
- The host congregation(s) will attempt to provide billeting for Friday evening.

## M22: MCA Policy and Procedure Acceptance Form

(Approved June 23, 2012)

Mennonite Church Alberta (MCA) represents and serves a Christian constituency in Alberta that is guided by the Bible, Confession of Faith in a Mennonite Perspective, a constitution and by-laws, a vision and a mission statement.

In accepting a paid or a volunteer position with Mennonite Church Alberta, individuals commit themselves to abide by the following expectations:

1. Testifying to and giving evidence of a personal faith in Jesus Christ as Saviour and Lord;
2. Maintaining active membership in a local congregation that is part of MC Alberta<sup>1</sup>;
3. Upholding in word and action the *Confession of Faith in a Mennonite Perspective*;
4. Upholding in word and action Mennonite Church Alberta's Vision and Mission statements; and
5. Abiding by the constitution and by-laws, policies and procedures as defined in the MCA Policy and Procedure Manual, and in the MCA Human Resources Manual.

Failure to comply with these expectations will result in conversation with the person's direct supervisor with intent to rectify the failure, and may result in a reprimand, modification in the terms of employment or volunteer commitment, or dismissal.

I commit myself to abide by the above MCA Policy and Procedure Acceptance Form:

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Signature

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Date

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<sup>1</sup> Where there are persuasive contingencies, a person paid by or volunteering for MCA may be released by the Chair, Mennonite Church Alberta to maintain active membership in congregations that are not part of MC Alberta.