

## **MENNONITE CHURCH ALBERTA**

**MARCH, 2002**

### **CONSTITUTION AND BY-LAWS**

#### **SECTION ONE**

##### **NAME**

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

#### **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 Saviour 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 well being and unity of spirit among member congregations
- h) planning joint worship and faith celebrations

#### **SECTION FOUR**

**AFFIRMATION OF FAITH: (Following is a summary of Articles 1-24 of the Confession of Faith in a Mennonite Perspective; refer to complete text as adopted at the delegate session of the General Conference Mennonite Church and the Mennonite Church meeting at Wichita, Kansas, July 25-30, 1995)**

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.

## **BY- LAWS**

### **SECTION ONE**

#### **THE CONGREGATION**

##### **1. 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.

##### **2. Relationship to MCA:**

Membership in the Conference 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 CONFERENCE**

1. As a Conference, 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.
2. As a Conference, 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.
3. 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 Conference. A congregation wishing to unite with this Conference 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 Conference 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 Conference programs
- serve: members of MCA congregations may serve on Conference 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 Conference
- be full participants in all Conference 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:

A congregation wishing to withdraw its membership in this Conference, 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.

A congregation withdrawing from MCA acknowledges that:

- i) it is renouncing all of its rights to, as well as interests in the assets of MCA, and
- ii) it is precluded from making any claim against MCA, its officers and directors as it relates to MCA assets and interests.

There may be a formal releasing to bring closure to such a process for both the Conference 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 Songfest and 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 Conference Pastor and all lead, associate and youth pastors of MCA congregations. The Conference Pastor shall lead and chair the meetings of this Council. In the event that the office of Conference 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 conference-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:

#### **1. Internal Congregational Issues:**

- a) 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 Conference Pastor.
- b) 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.

## 2. Conference/Congregational Issues:

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

- a) 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.
- b) When the process outlined in Six, 2 a) 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.
- c) If the process outlined in Six, 2 b) 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:
  - i) 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.
  - ii) 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?
- d) If the decisions from the Annual Delegate Session, resulting from the process outlined in subsection Six 2, c), ii) 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.

## 3. Discipline Process:

- a) 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.

- b) 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.
- c) 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.
- d) 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.
- e) 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

#### 1. MCA Delegate Sessions:

- a) Annual Delegate Sessions of MCA shall be held in the spring of each year. (These sessions may also be referred to as the Annual Conference or Annual Delegate Sessions.)
- b) Special Delegate Sessions may be called by the General Council with at least one months notice to MCA congregations.
- c) Voting shall be by show of hands, or, if so requested by one or more delegates, by secret ballot.

#### 2. Decisions at MCA Sessions:

- a) A quorum for an MCA session shall consist of 50% of the member congregations being represented.
- b) 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.

#### 3. 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

### A. Organization

1.
  - a) 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 RJC, or the General Board of Mennonite Church Canada.
  - b) The election of the Chair and Vice-Chair shall be on a rotational basis for a term of two years.
  - c) 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
  - d) 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.
  - e) The Executive shall meet at least four times each year
2.
  - a) The General Council shall consist of:
    - + The Executive.
    - + The chair of each of the following standing committees:
      - Missions and Service
      - Congregational Life
      - Camp
      - Congregational Leadership
      - Songfest
      - 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)
    - + The President of each of the following auxiliary organizations:
      - Youth of the Alberta Mennonite Church (YAMC)
      - Alberta Women in Mission (AWM)
      - Other MCA-related auxiliary organizations as may be created

- + Representative of Pastors Council, other than the chair
- b) 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. 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.
- 4. All Standing Committees consist of three members unless otherwise stated.
- 5. 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 ongoing basis, and no less often than twice a year.
- 6. 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. Duties of Officers:**

**1. Chair**

The Chair (or designate) shall:

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

**2. Vice-Chair**

The Vice-Chair shall:

- a) 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.
- b) be a member of the Program Committee.
- c) represent MCA on the RJC Board.
- d) be one of the signing officers of MCA.

**3. Secretary**

The Secretary shall:

- a) attend and record the minutes of all MCA sessions and General Council meetings.
- b) attend and record the minutes of all meetings of the Executive.
- c) prepare a list of the member congregations and their delegates at the MCA Delegate Sessions.
- d) conduct all necessary official correspondence.
- e) have the custody of the corporate seal of MCA and authorize its use on official documents.
- f) publish the MCA proceedings and resolutions.
- g) 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.
- h) be a member of the Nominating Committee.
- i) perform such other duties as directed or may be assigned by the Chair or the Executive.
- j) be one of the signing officers of MCA

**C. Organization and Duties of the Executive:**

The Executive shall:



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

**D. Organization and Duties of the General Council:**

**The General Council shall:**

- 1) review and work to implement decisions made at the annual sessions and provide initiative and orderly planning.
- 2) review the work of each standing committee.
- 3) advise on policy.
- 4) be the central co-ordinating body of MCA.
- 5) review and propose program, budget, and resolutions to be presented to the Annual Delegate session.
- 6) may be involved in the accountability process of member congregations

**E. Organization and Duties of the Congregational Leadership Committee:**

- 1) The committee shall consist of the Conference 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.
- 2) The committee shall assist in the equipping of congregational leaders for their task. Specifically, the Committee shall:
  - a) organize, publicize and conduct an annual conference/retreat for congregational leaders
  - b) organize, publicize and conduct an annual conference/retreat for the Pastors Council
  - c) act, upon invitation, to assist member congregations with plans or problems in which MCA involvement may be considered beneficial
  - d) organize an annual pulpit exchange among member congregations
  - e) participate in the call, ordination, evaluation, transfer, termination, credentialing and de-credentialing of pastors in member congregations
  - f) review applications of congregations wishing to become MCA members or wishing to discontinue their membership in MCA and make recommendations to General Council
- 3) The Committee shall be a support group for the Conference Pastor and Conference Youth Pastor.
- 4) The Committee shall include a Travel Pool for the Pastors Council in its annual budget.

**F. Organization and Duties of the Missions and Service Committee:**

- 1) The Committee shall consist of four members.
- 2) The Missions and Service Committee shall:
  - a) be active in promoting evangelical outreach.
  - b) give spiritual care to those who are isolated from a meaningful Christian fellowship.
  - c) promote a program of Christian peace witness.
  - d) arrange itinerary and funding for guest speakers or special resource persons who may become available to serve member congregations.
  - e) maintain contact with the Christian Witness Council of MC Canada and designated staff.
  - f) keep in contact with the MCA and/or MC Canada-affiliated missionaries and voluntary service personnel and encourage them in their work.
  - g) act as resource for voluntary service opportunities and actively seek recruits for such programs.

- h) explore areas of need and concern in Alberta to determine an effective means of bringing a Christian witness.
- i) make recommendations to General Council concerning the planting of churches.
- j) 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.
- k) represent MCC Alberta and Mennonite Disaster Service on General Council.

**G. Organization and Duties of the Congregational Life Committee:**

The Congregational Life Committee shall:

- 1) be responsible for all MCA educational work not specifically designated as the responsibility of another committee.
- 2) promote all aspects of Christian education.
- 3) serve as liaison between MCA and the representatives of Mennonite post-secondary schools, Christian Education Resources, and Young Adult Reference Council.
- 4) promote inter-congregational communications.
- 5) maintain contact with the Christian Formation Council of MC Canada and designated staff.

**H. Organization and Duties of the Camp Committee:**

- 1) The Camp Committee shall consist of seven voting members (five elected by MCA, one appointed by YAMC and one appointed by the AWM) and two non-voting members (the Camp Director and the Camp Manager).
- 2) The Committee shall be responsible for all staffing of Camp and its program except those positions which are the responsibility of the Personnel Committee.
- 3) Each member congregation shall name a 'contact' person and inform the Committee Chair of its choice.
- 4) The Committee shall hold a meeting with all 'contact' persons at least once a year.
- 5) The Committee shall be responsible for the efficient and proper operation of the camp, including facilities and equipment on or belonging to Camp Valaqua.
- 6) The Committee shall make recommendations to MCA regarding budget, programming, facilities, equipment and materials for the operation of Camp.
- 7) The Committee shall recommend to MCA regarding such by-laws as are needed for the operation of Camp.

**I. Organization and Duties of the Finance Committee:**

A. The Finance Committee shall consist of three elected members and the Treasurer (*non-voting*), and shall:

- 1) administer the financial affairs of MCA.
- 2) prepare an annual budget in consultation with all other committees and present it to General Council before presentation to MCA Annual Delegate Sessions.
- 3) assume responsibility for meeting budget requirements.
- 4) in consultation with the Executive, appoint a treasurer who shall be responsible to the Committee.
- 5) present an audited financial statement to the Conference when requested.
- 6) the Chair of the Finance Committee shall be one of the signing officers of MCA.

B. The Treasurer shall:

- 1) receive all MCA funds.
- 2) disburse approved budget funds as directed by the Finance Committee or other standing committee
- 3) keep accurate records of all financial transactions of MCA.
- 4) inform the Finance Committee of the financial position of MCA when requested.
- 5) issue donation receipts.
- 6) be responsible for depositing all funds received by MCA in the financial institution designated by the Executive.
- 7) prepare a financial statement when requested by the Executive.
- 8) carry out other duties as directed by the Executive
- 9) be a member of the Finance Committee.

**J. Organization and Duties of the Personnel Committee:**

- 1) **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
- 2) The Committee shall be responsible for the hiring and negotiating terms of employment for any ongoing salaried positions in MCA.

**K. Organization and Duties of the Nominating Committee:**

- 1) The Committee shall consist of the MCA Secretary and two elected members.
- 2) The Nominating Committee shall:
  - a) 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 the nomination is supported by two registered delegates.
  - b) provide brief profiles of all nominees to all registered delegates.
  - c) attempt to distribute fairly the representation of MCA among all member churches.
  - d) appoint a Resolutions Committee for each Delegate session.
  - e) appoint tellers for each Delegate Session.
  - f) appoint one person to perform floor privilege duties at each Delegate Session.
  - g) prepare ballots as necessary for the efficient conduct of elections.
  - h) notify the newly elected members of their election.
  - i) recommend to the Executive nominees to fill interim vacancies.

**L. Organization and Duties of the Program Committee:**

- 1) The Committee shall consist of the Vice-Chair, two elected members, and a representative of the hosting congregation.
- 2) The Program Committee shall:
  - a) prepare the program for each Delegate Session.
  - b) publish the program at least two weeks prior to the Delegate Session.
  - c) review and, where necessary, facilitate presentation to the Delegate Session of those matters not foreseen in the prepared program.

**M. Organization and Duties of the Songfest Committee:**

- 1) The Songfest Committee shall consist of:
  - i) three members elected by MCA
  - ii) a member appointed by YAMC, and
  - iii) a member of the church hosting Songfest for that particular year.
- 2) The Committee shall be responsible for the organization of a provincial songfest on an annual basis.

**N. 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 Alberta-Montana Mennonite Youth (TAMMY)**

- 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 TAMMY 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.
- 3. Rosthern Junior College
  - a) The RJC committee shall consist of the RJC Board members who are members of congregations belonging to the MCA
  - b) The MCA Vice-Chair shall represent MCA in the work of the RJC Corporation.
  - c)

**O. Related Organizations:**

- 1. MCA may be invited from time to time to elect or appoint one or more members to other organizations or boards.
- 2. 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**

**AUDIT**

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

- i) Be conducted by a duly qualified accountant, appointed for that purpose at the Annual Delegate Session, and
- ii) Take place as soon as possible after the end of the fiscal year.
- iii) An audited financial statement shall be presented to the members at the annual delegate sessions of MCA
- iv) The financial records and accounts of MCA shall be kept under the direction of the Treasurer in such location as agreed by the Executive
- v) 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 any two of the following:
  - a. the Chair
  - b. the Treasurer
  - c. the Vice Chair
  - d. the Chair of the Finance Committee
 in accordance with such terms as may be prescribed
- vi) The Executive may provide a common Seal for MCA to be kept at the Registered Office of MCA
- vii) 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.
- viii) 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.

## **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 or 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.