

MESSIAH LUTHERAN CHURCH OF CAMROSE

GOVERNANCE MANUAL INDEX

- Section A Constitution
- Section B Bylaws
- Section C Governance Handbook
- Section D General Policies
- Section E Church Council
- Section F Worship
- Section G Learning
- Section H Witnessing
- Section I Service
- Section J Support
- Section K Privacy Policy
- Section L Protection Policy
- Section M Staff Policy
 with Position Descriptions
- Section N Miscellaneous

MESSIAH LUTHERAN CHURCH OF CAMROSE

MESSIAH LUTHERAN CHURCH OF CAMROSE

GOVERNANCE MANUAL TABLE OF CONTENTS

SECTION A CONSTITUTION

| | |
|-----------------------------------------------------------------------------|---------|
| Article 1 – Name and Incorporation | page 3 |
| Article 2 – Confession of Faith | page 3 |
| Article 3 – Nature and Mission | page 3 |
| Article 4 – Membership | page 5 |
| Article 5 – Authority | page 7 |
| Article 6 – Relationship to The Evangelical Lutheran Church in Canada | page 8 |
| Article 7 – The Office of The Ministry | page 8 |
| Article 8 – Lay Professional | page 10 |
| Article 9 – Governance | page 10 |
| Article 10 – Bylaws and Amendments | page 12 |

SECTION B BYLAWS

| | |
|----------------------------|---------|
| The Congregation | page 5 |
| Church Council | page 6 |
| Nominating Group | page 10 |
| The Senior Pastor | page 11 |
| Standing Committees | page 12 |
| Worship Committee | page 13 |
| Learning Committee | page 14 |
| Witnessing Committee | page 14 |
| Service Committee | page 15 |
| Support Committee | page 15 |
| Auxiliaries | page 16 |

SECTION C GOVERNANCE HANDBOOK

| | |
|--------------------------------------------------|---------|
| Governance Model | page 5 |
| Mission and Core Values | page 6 |
| Definitions | page 6 |
| Annual Planning Meeting | page 7 |
| Additional Church Council Responsibilities | page 8 |
| Additional Executive Responsibilities | page 8 |
| Nominating Group | page 8 |
| Administrative Ministry Coordinator | page 9 |
| Committee Member | page 9 |
| Providing a Mandate | page 11 |

SECTION D GENERAL POLICIES

| | |
|-------------------------------|---------|
| Facility Use | page 2 |
| Facility Use Contract | page 5 |
| Fees | page 6 |
| Funeral Policy | page 7 |
| Ministry Endowment Fund | page 9 |
| Special Events | page 10 |
| Wedding Policy | page 11 |
| Social Media Policy | page 13 |

MESSIAH LUTHERAN CHURCH OF CAMROSE

SECTION E CHURCH COUNCIL

| | |
|--------------------------|--------|
| Report for Council | page 2 |
|--------------------------|--------|

SECTION F WORSHIP

| | |
|------------------------------------------|---------|
| Chancel Care Group | page 2 |
| Choir Accompanist | page 5 |
| Choir Director | page 6 |
| Communion Bread | page 7 |
| Communion for Shut-Ins | page 8 |
| Communion Preparation and Clean-up | page 8 |
| Communion Assistants | page 11 |
| First Aid for Someone Who is Ill | page 13 |
| Greeter Guidelines | page 14 |
| Handbells | page 15 |
| Lector Guidelines | page 15 |
| Loaning Musical Instruments | page 16 |
| Messiah Big Drum | page 16 |
| Organ Studies Scholarship | page 17 |
| Organ Use | page 18 |
| Sanctuary Use | page 19 |
| Student Bursary Program | page 19 |
| The Grand Piano | page 20 |
| Usher Guidelines | page 21 |

SECTION G LEARNING

| | |
|-----------------------------------------|--------|
| Fundraising for Youth Activities | page 2 |
| Library Advisory Group | page 3 |
| Baby Ministry Coordinator | page 4 |
| Sunday School and Youth Offerings | page 5 |
| Transportation for Youth Events | page 5 |

SECTION H WITNESSING

| | |
|-----------------------------------|--------|
| Community Reporter | page 2 |
| Editor of Messiah Messenger | page 3 |
| Manager of Messiah Website | page 4 |
| World Mission Group..... | page 5 |

SECTION I SERVICE

| | |
|------------------------------------|--------|
| Good Samaritan Fund | page 2 |
| Ministry with Seniors | page 3 |
| Stewardship of Creation | page 3 |
| Volunteer Ministries | page 4 |
| Protection & Screening Group | page 6 |

MESSIAH LUTHERAN CHURCH OF CAMROSE

SECTION J SUPPORT

| | |
|-------------------------------------------------------|---------|
| Colour Advisor | page 2 |
| Congregational Mailboxes..... | page 3 |
| Counters | page 4 |
| Designated Donations | page 6 |
| Guidelines for Messiah Messenger | page 7 |
| Guidelines for Messiah Website..... | page 8 |
| Disposal of Church Property | page 8 |
| Office Volunteer | page 9 |
| Paper Pack | page 10 |
| Platform Lift | page 11 |
| Providing DVDs | page 12 |
| Sound & Video Technicians for Special Occasions | page 13 |
| Wednesday Workers | page 14 |
| Maintenance Work Order | page 15 |

SECTION K PRIVACY POLICY

SECTION L PROTECTION POLICY

SECTION M STAFF POLICY

Includes Staff Position Descriptions

SECTION N MISCELLANEOUS

| | |
|------------------------------------------|--------|
| Kitchen Care (MLW) | page 2 |
| Messiah Christian Fellowship (MCF) | page 3 |
| Messiah Lutheran Women (MLW) | page 4 |
| Mutual Ministry Team..... | page 5 |