

Bylaws of Trinity Shared Ministry

These bylaws form the governing document of Trinity Shared Ministry in conjunction with the North Thompson Ecumenical Shared Ministry Agreement.

1. This Ecumenical Shared Ministry (referred to herein as this Congregation) is people worshipping and serving God according to the faith, practice, and traditions of The Anglican Church of Canada, the Evangelical Lutheran Church in Canada (ELCIC), and the United Church of Canada (referred to herein as “the partner churches”). Being one point of the North Thompson Ecumenical Shared Ministry (NTESM), it serves the people living in the North Thompson Valley from Little Fort to Blue River. This Congregation will be known as Trinity Shared Ministry.
2. Everyone is invited and welcome to participate in the life and worship of this Congregation. All who are members of this Congregation according to the practices of their stated denomination as well as adherents are eligible to serve on the Board and to vote at congregational meetings.
3. This Congregation shall meet annually and may hold other special meetings as necessary. Notice of all such meetings shall be announced at Sunday worship on two (2) successive Sundays prior to the meeting.
4. This Congregation shall have a Board consisting of not less than five (5) members and not more than seven (7) members with consideration given to representation from each denomination. The clergy shall be an *ex-officio* member of the Board with both voice and vote. Board members shall be elected for a two-year term at the Annual Congregational Meeting with approximately half of the Board being elected each year. At least a majority of the Board shall be members of the congregation. In the event of a vacancy, a person may be appointed to the Board by the Board to serve for the remainder of the term.
5. The Board will normally meet monthly, excluding July and August, or more frequently if necessary.
6. A quorum of the Board shall be the clergy and three (3) members of the Board.
7. It shall be the duty of the Board
 - a. to elect from among its members at the first Board meeting following the Annual Congregational Meeting, a chairperson, secretary, and treasurer. The duty of the chairperson shall be to preside, preserve order, take the vote, and announce the decisions of the Board. The chairperson shall vote only in the event of a tie. The duty of the secretary shall be to keep the record of proceedings, conduct the correspondence, ensure that all annual reports are submitted to the NTESM for inclusion in the published annual reports, and preserve all documents. If the chairperson and/or secretary are unavailable for a meeting, the Board shall

appoint an acting chairperson and/or secretary from among those present for that meeting. The chairperson of the Board shall also be the chairperson of congregational meetings excepting those at which a representative of one of the partner churches is mandated to chair the meeting. The secretary of the Board shall also be the secretary of congregational meetings. The duty of the treasurer shall be to receive all monies for the support of the congregation, disburse them under the direction of the Board, keep a record of receipts and expenditures, present a report to each Board meeting, prepare an annual statement to be presented at the Annual Congregational Meeting, and ensure that an annual financial review is completed.

- b. to prepare a budget for the next fiscal year to be presented to the Annual Congregational Meeting for adoption.
 - c. to secure the monies required to support the budget.
 - d. to receive reports on the actions of the NTESM and to make known the concerns and wishes of the congregation to the members of the NTESM Council.
 - e. to appoint an envelope secretary who will record the individual weekly offerings and pass on information to the NTESM treasurer for official receipts.
 - f. to oversee the worshipping, learning, witnessing, and serving life of this congregation.
 - g. to give directions to the Board of Trustees on property matters.
 - h. to recommend members to the NTESM Council for appointment to the Personnel Relations Committee.
 - i. to prepare and submit to the congregation at the Annual Congregational Meeting reports on the life and work of the congregation and recommendations for its consideration and to also submit these reports to the NTESM.
8. This Congregation shall elect members to the NTESM Council as stated in the NTESM Agreement.
 9. A Lay Delegate to the APCI Assembly (or equivalent), a Lay Delegate to the Southern Interior Convention of the BC Synod, and a Lay Presbytery Representative shall be elected at the Annual Congregational Meeting. Alternate delegates / representatives may also be elected. The Lay Delegate to the Southern Interior Convention will also attend the BC Synod Convention. Delegates / representatives shall make reports to the Board and this Congregation.
 10. The Board of Trustees shall consist of three (3) members and the clergy. When necessary, this Congregation shall appoint trustees at a duly called congregational

meeting with the Trustees being named in the record of each Annual Congregational Meeting. At least two of the trustees shall be members of this Congregation. Quorum for meetings of the Board of Trustees shall be the clergy and two (2) trustees. The Board of Trustees is responsible for holding all congregational property for this Congregation. Recognizing that all congregational property, investments, and assets brought into this Congregation belonged to Clearwater United Church, the Board of Trustees shall be governed by *The Manual of the United Church of Canada* when making any decisions concerning them and upon dissolution of this ESM shall remain the property of the United Church of Canada.

11. The following records will be maintained according to denominational standards
 - a. Minutes of all Board and Congregational meetings
 - b. An annual review of the financial records
 - c. United Church Membership and Historic Rolls
 - d. List of all Baptized and Confirmed Members of the Lutheran Church
 - e. List of all Communicant Members of the Anglican Church
 - f. Current list of households affiliated with the congregation
 - g. Baptismal, Confirmation, Marriage, Burial, and Communicant records
 - h. Vestry Book

Congregational financial records for each denomination are kept jointly. All year-end financial reports to each denomination will be broken down on an equal percentage.

12. Baptism and Confirmation will be administered in accordance with the traditions of each denomination. Holy Communion / Eucharist shall be celebrated regularly, at least two (2) Sundays a month, except at times when an Ordained Minister is not available.
13. It is expected that clergy will abide by the requirements of the partner churches with regard to the conduct of marriages, funerals, confirmations, and baptisms.
14. In the case of conflict in any congregational matter, the Board or the clergy may call upon the resources of the partner churches for assistance in seeking resolution.
15. This Congregation and its Board may adopt policies and practices that are not in conflict with these bylaws and the NTESM Agreement.
16. This Congregation and its Board may appoint committees for specific purposes.
17. Amendments to these bylaws may be made by a two-thirds majority vote of those attending a duly called and constituted congregational meeting. Copies of the amended bylaws will be sent to the NTESM and the partner churches.