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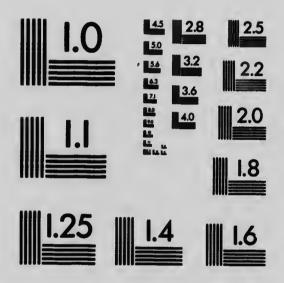
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Constitution
—and—
By-Laws

of-

Central Congregational Church

Winnipeg,

Canada

## AMENDED 1906

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ANNEX.

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### CHURCH COVENANT

Believing it to be the duty of believers in Christ to associate themselves together in Churches, for the maintenance of worship, the promotion of spiritual fellowship and growth, and for the conversion of mankind, we hereby solemnly covenant together as a Church of Christ, humbly relying upon Divine Grace to accomplish the object of our union.

With contrite hearts we acknowledge our sinfulr, and our utter need of salvation through the redemption and help of our Lord Jesus Christ. We confess our belief in God the Father, Son, and Holy Spirit as revealed in the Gospel, and declare our full and hearty acceptance of the Holy Scriptures as the inspired word of God, and as our Divine guide and authority in our religious belief, life, and

worship.

Deriving our coctrines for faith and practice from the Bible, we recognize and claim the privilege and right of individual interpretation, under the guidance of the Holy Spirit, as the enlightener of our minds; ever holding ourselves ready for any further unfolding of Scripture teaching as that it may please the Spirit of Truth to grant us. Recognizing the unity of the Church of Christ in all the world, and knowing that we are but one branch of Christ's people, while adhering to our adopted faith and order, we extend to all believers the hand of

Christian fellowship upon the basis of those great fundamental truths in which all Christians agree.

We do also covenant together to seek the prosperity of the Church in all Christian ways and means; to submit ourselves one to another in love and faithful fellowship, for mutual edification in the ordinances, labors, and discipline of the Gospel. We sincerely intend in this and in all things to seek first the Kingdom of God and His righteousness. And we do devoutly pray that God our Saviour may graciously accept our worship and our work, and that as a Church of Christ, we may be baptized with the Holy Spirit, and thus be made wise to win souls to Christ, and at last be joined to the Church of the First-born, who are enrolled in Heaven.

### DOCTRINAL STATEMENT.

"Ye shall know the truth and the truth shall make you free."—John 8:32 "Let every man be fully persuaded in his own mind."—Rom. 14:5

I. "We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible;

"And in Jesus Christ, His only Son, our Lord, who is of one substance with the Father; by whom all things were made;

"And in the Holy Spirit, the Lord and Giver of life, who is sent from the Father and Son, and who together with the Father and Son, is worshipped and glorified.

II. "We believe that the Providence of God, by which He executes His eternal purposes in the government of the world, is in and over all events; yet so that the freedom and responsibility of man are not impaired, and sin is the act of the creature alone.

III. "We believe that man was made in the image of God, that he might know, love and obey God, and enjoy him forever; that our first parents by disobedience fell under the righteous condemnation of God; and that all men are so alienated from God that there is no salvation from the guilt and power of sin except through God's redeeming grace.

IV. "We believe that God would have all men return to Him; that to this and He has made Himself known, not only through the works of Nature, the course of His providence, and the consciences of men, but also through supernatural revelation made especially to a chosen people, and, above all, when the fulness of time was come, through Jesus Christ, His Son.

V. "We believe that the Scriptures of the Old and New Testament are the records of God's revelation of Himself in the work of redemption: that they were written by men under the special guidance of the Holy Spirit; that they are able tomake wise unto salvation; and that they constitute the authoritative standard by which religious teaching and human conduct are to be regulated and judged.

VI. "We believe that the love of God to sinful

men has found its highest expression in the redemptive work of His Son; who became man, uniting His divine nature with our human nature in one person; who was tempted like unto men, yet without sin; who, by His humiliation, His holy obedience, His sufferings, His death on the cross, and His resurrection, became a perfect Redeemer; whose sacrifice of Himself for the sins of the world declares the righteousness of God, and is the sole and sufficient ground of forgiveness, and of reconciliation with Him.

VII. "We believe that Jesus Christ, after he had risen from the dead, ascended into Heaven, where, as the one Mediator between God and man, He carries forward His work of saving men; that He sends the Holy Spirit to convict them of sin, and to lead them to repentance and faith; and that those who through renewing grace turn to righteousness, and trust in Jesus Christ as their Redeemer, receive for His sake the forgiveness of their sins, and are made the children of God.

VIII. "We believe that those who are thus regenerated and justified, grow in sanctified character through fellowship with Christ, the indwelling of the Holy Spirit, and obedience to the truth; that a holy life is the fruit and evidence of saving faith; and that the believer's hope of continuance in such a life is in the preserving grace of God.

IX. "We believe that Jesus Christ came to establish among men the Kingdom of God, the reign of truth and love, righteousness and peace; that to Jesus Christ, the Head of this Kingdom, Christians are directly responsible in faith and conduct; and that to Him all have immediate access without mediatorial or priestly intervention.

X. "We believe that the Church of Christ, invisible and spiritual, comprises all true believers, whose duty it is to associate themselves in churches for the maintenance of worship, for the promotion of spiritual growth and fellowship, and for the conversion of mankind; that these churches, under the guidance of the Holy Scriptures and in fellowship with one another, may determine—each for itself—their organization, statements of belief, and forms of worship, may appoint and set apart their own ministers, and should co-operate in the work which Christ has committed to them for the furtherance of the Gospel throughout the world.

XI. "We believe in the observance of the Lord's Day, as a day of holy rest and worship, in the ministry of the Word, and in the two Sacraments which Christ has appointed for His church; baptism to be administered to believers and to children, as the sign of cleansing from sin, of union to Christ, and of the impartation of the Holy Spirit; and the Lord's Supper, as a symbol of His atoning death, a seal of its efficacy, and a means whereby He confirms and

strengthens the spiritual union and communion of believers with Himself.

XII. "We believe in the ultimate prevalence of the Kingdom of Christ over all the earth; in the glorious appearing of the Great God and Our Saviour Jesus Christ; in the resurrection of the dead; and in a final judgment, the issues of which are everlasting punishment and everlasting life."

XIII. The above Doctrinal Statement is presented, not as an authoritative creed, but as a simple, clear and comprehensive statement of the truths of the glorious Gospel of the blessed God for the instruction and edification of the members of this Church. These truths, we, as a Church, believe and teach on the authority of the Word of God. "If any man teach otherwise and consent not to wholesome words, even the words of Our Lord Jesus Christ, and to the doctrine which is according to godliness—from such withdraw thyself."—1 Tim. 6: 3, 5.

XIV. This statement is not intended as a barrier to men who give evidence of a personal faith in Jesus Christ as their divine Lord and Saviour, but who may on minor points diverge from it, or who may not have come to a decision on points of doctrine. It simply declares what in the mature judgment of the Church are the leading doctrines of the Christian faith. It is of course held by the Church subject to the word of God.

### ADMISSION OF MEMBERS.

### CONFESSION OF FAITH AND COVENANT.

## PASTOR'S ADDRESS TO THOSE ENTERING ON CONFESSION OF FAITH.

"What shall I render unto the Lord for all His benefits toward me? I will take the cup of salvation, and call upon the name of the Lord. I will pay my vows nnto the Lord now in the presence of all His people."—Psalms cxvi; 12-14.

"Whosoever therefore shall confess Me before men, him will I confess also before My Father, which is in Heaven. But whosoever shall deny Me before men, him will I also deny before My Father, which is in Heaven."—Matt. x: 32-33.

For with the heart man believeth unto righteouseess; and with the mouth confession is made unto salvation."—Rom. x: 10.

Dearly beloved, called of God to be His children through Jesus Christ our Lord, you are here, that, in the presence of God and His people, you may enter into the fellowship and communion of His Church. You do truly repent of your sins; you heartily receive Jesus Christ as your crucified Saviour and risen Lord, you consecrate yourself unto God, and your life to his service; you accept His Word as your law, and His Spirit as your Comforter and Guide; and trusting in His grace to confirm and strengthen you in all goodness, you promise to do God's holy will, and to walk with this Church in the truth and peace of our Lord Jesus Christ.

Accepting, according to the measure of your understanding of it, the system of Christian truth held by the churches of our faith and order, and by

this Church into whose fellowship you now enter; you join with ancient saints, with the Church throughout the world, and with us, your fellow believers, in humbly and heartily confessing your faith

in the Gospel, saying:

I believe in God the Father Almighty, Maker of heaven and earth. And in Jesus Christ, His only Son our Lord, who was conceived by the Holy Ghost, born of the Virgin Mary; suffered under Pontius Pilate; was crucified, dead and buried; the third day He rose from the dead; He ascended into heaven, and sitteth at the right hand of God the Father Almighty; from thence He shall come to judge the quick and the dead. I believe in the Holy Ghost; the Holy Catholic Church; the communion of saints; the forgiveness of sins; the resurrection of the body; and the life everlasting. Amen.

(Baptism shall be administered to those who have not been

baptized.)

Those who unite with the church by letter shall then rise in their places as the pastor calls their names and to them the pastor will say: '

Confessing the Lord whom we unitedly worship, you do now renew your self-consecration, and join with us cordially in this, our Christian faith and covenant.

### PERSONAL COVENANT.

You do here and now enter into solemn covenant with this Church of Christ; you accept a share in its privileges and duties; you promise to love and watch over its members as brethern; you pledge yourself to submit to the government of this Church, to attend its worship, to engage in its work, to uphold its discipline, to promote its purity and harmony, and to contribute of your means and ability to its support; you engage to aid its undertakings in a spirit of hearty and prayerful co-operation so long as you remain its member.

Thus you covenant, relying on the help of God.

# RESPONSE AND COVENANT OF THE CHURCH.

(The members of the church arise.)

Most gladly and affectionately then do we, the members of this Church, receive you to our communion. We welcome you to all the ordinances of the House of God. We break with you this Bread of Life. We drink with you this Cup of Blessing. We share with you joy in winning to our Master the souls of men. We pledge to you our sympathies and our prayers. We engage to walk with you in sorrow or in joy as Christian friends, seeking advice and strength from you, and giving in return the counsel and aid which you may ask. We promise to hold your peace and welfare as our own, gladly to render our offices of love, and in all ways, so far as in us lies, to seek your growth in knowledge, and in grace, your sweet and as red experience of Christ's love, and

your perfect meetness for your Heavenly Home. The Lord bless thee and keep thee; the Lord make His face to shine upon thee and be gracious unto thee; the Lord lift up His countenance upon thee

and give thee peace.

Now the God of peace, that brought again from the dead our Lord Jesus Christ, that great Shepherd of the sheep, through the blood of the everlasting Covenant, make you perfect in every good work to do His will, working in you that which is well pleasing in His sight, through Jesus Christ, to whom be glory for ever and ever. Amen.

### THE COMMUNION.

Ye that do truly and earnestly repent of your sins, and are in love and charity with your neighbors, and intend to lead a new life, following the Commandments of God and walking from henceforth in His holy ways; draw near with faith and take this Holy Sacrament to your comfort, and make your humble confession to Almighty God, remembering the blessed Gospel and comfortable words of our Lord Jesus Christ who said: "Come unto Me all ye that labor and are heavy laden, and I will give you rest." "Ye shall find rest unto your souls." "For God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life."

"As often as ye eat this bread and drink this cup

ye do show the Lord's death till He come."

### ECCLESIASTICAL PRINCIPLES.

- I. A Christian Church we understand to be an association of professed believers in Christ, for the promotion of His cause in the world, for the maintenance of the public worship of God, for mutual watchfulness, and for the enjoyment of Christian ordinances. We accordingly declare this Church to be such an association, to be known as the "Central Congregational Church" of Winnipeg.
- II. Independence.—This Church is an independent ecclesiastical body. It acknowledges the Lord Jesus Christ as its only infallible guide in matters of Faith, Order, and Discipline.
- III. Government.—The government of this Church, according to established Congregational principles, is vested in the body of believers who compose it. It is amenable to no other ecclesiastical body. It will elect its own officers, regulate its worship, and determine what persons shall be received into membership, and what persons shall be excluded, according to its understanding of the Word of God. Every question is decided by the majority vote of the members present and voting, except in such cases as are hereinafter specified.
- IV. Fellowship.—Recognizing the fact that there is but one Kingdom of God on earth, and that all true believers are one in Christ, this Church will extend to other Evangelical Churches, and receive from them that fellowship, advice, and assistance which the law

of Christ requires, and holds itself sacredly bound to seek the promotion of peace among all the Churches of our Lord.

V. Membership.—Desiring to make the terms of admission into our fellowship correspond as nearly as possible with the scriptural conditions of admission into the Kingdom of Heaven, this Church will insist as the one and only condition of membership that applicants shall give evidence of personal faith in Jesus Christ as their Divine Lord and Saviour.

Equality.—The members of this Church are on an equality as to privilege and obligation. There are no distinctions of class and rank. All we are brethern. It is, therefore, alike the privilege and duty of every member to have a voice in every act and transaction of the Church. Having this right there is the corresponding personal responsibility for the well-being of the body, so that personal interest and personal exertion on the part of each member becomes constant and pressing duty. "Whether one member suffer, all the members suffer with it; or one member be honored, all the members rejoice with it." Every member is therefore expected and considered as voluntarily bound to be diligent in private and social duties; to attend habitually the stated meetings of the Church; to regularly contribute towards the financial support of the Church as God hath prospered him or her; to abstain from all wilful and factious conduct; and do all in his or her power to

exemplify the doctrines of the Gospel, and to spread it through the world.

VII. Discipline.—The Church claims and will exercise the right of discipline according to the spirit and teachings of the New Testament. Its method of dealing with offending members is that given by our Lord Himself in the 18th chapter of Matthew, 15th to 17th verses.

The Church regards as offences subject to discipline all immoral conduct; breach of express covenant vows; neglect of acknowledged religious or relative duties, and avowed disbelief of "The Confession of Faith." No member shall be deprived of his or her privileges and rights without due course of investigation as provided for in standing Rules Nos. 8-12.

VIII. Sunday School.—Accepting the principle that the Church is responsible for the religious instruction and training of the young, this Church regards the Sunday School as a necessary and integral part of itself. The Sunday School shall therefore be under the immediate control and care of the Church. It shall be called the Central Congregational Church Sunday School. It shall further be the duty of this Church to organize and maintain Sunday Schools in other parts of the city as occasion demands, and to have a general oversight in regard to them.

IX. Amendments to Constitution.—While it is

a fundamental principle of Congregationalism that a majority vote decides the action of the Church, and that all are peaceably to accept and acquiesce in all such decisions, yet the Doctrinal Statement, Covenant and the Ecclesiastical Principles of the Church shall not be altered or amended except by a vote of two-thirds of the members present and voting at any annual meeting, a notice containing the substance of the proposed alteration to be given at a previous business meeting.

### STANDING RULES.

Membership.—All persons desiring to make a profession of religion, and members of other churches desiring to unite with this Church shall make application through the pastor, secretary, or Members from other churches will produce proper credentials. All applications, on being received by the Church, shall be referred to the Fastor and Board of Deacons, whose duty it is to take proper measures to learn of the applicant's fitness for membership, and report at the next business meeting of the Church. Those who have been received by a vote of the Church shall become members by publicly assenting to the Church's Confession of Faith and Covenant. All persons so received shall be required to subscribe their full name to the Confession of Faith, Covenants, Ecclesiastical Principles and standing rules of the Church, in a book prepared for the purpose.

- 2. Any member who may know of any reason why a candidate proposed for admission should not be received into the Church, shall first make known such reason to the Pastor or Board of Deacons and if they deem it insufficient he or she may afterward make it known to the Church.
- 3. It shall be the duty of members removing beyond our bounds, to obtain letters of transfer to deposit with some other church within one year from the time of their removal, unless circumstances be such as to render a union with any other church inexpedient; and in such case to inform the Church why they have not requested a letter of transfer. The names of such members as shall have removed from our bounds shall be reported to the Church at the annual meeting by the Secretary or Board of Deacons; also where they are, so far as may be known, the length of time since their removal, together with any other information they may possess in relation to them, and which they may deem it important to communicate.
- 4. Members of the Church, desiring a letter of transfer from this and reconstitution to another Church, shall make known that request to the Pastor, or Secretary, or Board of Deacons, in writing. The Board of Deacons shall report thereon at the next business meeting. The letter being granted by vote of the Church, shall be prepared and signed by the Pastor and Secretary, according to the regular form adopted by the Church.

- 5. After one year's absence, members shall not be entitled to letters of dismission in the regular form, but only to a certificate of their standing at the time of leaving us, unless satisfactory reasons are given for the delay in asking for letters.
- 6. In case of the death of any member of the Church, it shall be the duty of any surviving member of the family to supply the Secretary with a notification of the fact. If none of the family or immediate relatives of the deceased are members of the Church, then it shall be the duty of any member of the Church acquainted with the facts to inform the Secretary of the same in writing, that it may be entered upon the records.
- 7. It shall be the duty of every member of this Church, on becoming acquainted with the fact that any member has committed an offence subject to discipline, to make known such facts to the Pastor or Board of Deacons to be inquired into, and if they deem it necessary they may lay the complaint before the Church.
- 8. The Church may refer any case of discipline to a committee to hear the evidence and report its opinion thereon. Proceedings before any committee shall be kept private until otherwise ordered by the Church. If the evidence has been taken by a committee, the Church is not bound to hear evidence on either side. In all cases where a trial is had, the accused must have a full opportunity to be heard

in his or her own defence. The Secretary must use due diligence to forward a copy of the complaint to the accused, and, if practicable, give him or her personal notice of the time and place of hearing. On proof of such offence by any member, on due hearing of the case, the censure inflicted by the Church shall be either private reproof, public admonition, suspension of Cnurch privileges, withdrawal of fellowship, or excommunication. In cases of excommunication, notice thereof must be given from the pulpit on the Sabbath of at the next Communion Service. In other cases notice of the action of the Church may or may not be given publicly, at the option of the Church.

- 9. In cases not involving immoral or scandalous conduct, he Church may instruct the Secretary to drop the name of the member from the roll. Prolonged absence from the services of the Church, without good reasons, is sufficient cause for the name being dropped from the roll.
- 10. Whenever any member shall have committed any of the offences specified as subject to discipline, and shall have removed beyond our bounds, or having already removed, shall have committed such an offence, so that the preliminary and regular steps of discipline cannot be taken, the Church may proceed at once to act upon the case.
- 11. All members of the Church in good standing shall be entitled to vote at all elections, and on all

questions before the Church, except on questions relating to the purchase or sale of real estate, when only members of the legal age of twenty-one years and upwards will be entitled to vote. But members who have habitually absented themselves from worship or ordinances for six months without rendering satisfactory excuse, and members under discipline shall be debarred from voting with the Church so long as such absence or discipline continues.

### MEETINGS.

12. The Sabbath Day services shall be at 11 o'clock a.m. and 7 o'ctock p.m.

Communion.—The Lord's Supper shall be celebrated (unless otherwise directed by the Church) on the first Sunday of every second month. Contributions shall be made at the close of every Communion service, and the funds thus obtained shall be used for the relief of members in need, and for benevolent purposes of the Church.

13. Baptism.—Baptism will be administered to those uniting with the Church on Confession of Faith, who have not previously been baptized. Children may be baptized in the Church on the Sunday morning following the celebration of the Lord's Supper, or at such times as agreed on between the parents and the Pastor. Parents will furnish the Secretary in writing with their own names, and

the names in full, and date of birth, of children presented for baptism, for the permanent records of the Church. Children over ten years of age are not admissible to baptism except upon Confession of Faith.

14. Prayer Meeting.—This Church will meet for prayer and praise in one of the rooms of the Church every Wednesday evening at eight o'clock. The meeting shall be conducted by the Pastor, or in his absence by one of the brethern. Matt. 18: 20.

15. Business Meetings.—A regular business meeting of the Church shall be held after the close of the prayer meeting on the Wednesday evening preceding the first Sunday in each month. The business meeting shall be attended by the members of the Church only, except visitors from sister Congregational Churches who may be invited by the Pastor or Deacons.

- 16. Special Meetings.—The Pastor may of his own motion, the deaconate and the Secretary must, on the written requisition of any seven members, call a special business meeting of the Church, by causing a notice to be read from the pulpit at each service on the previous Sunday, stating the object of the meeting.
- 17. Annual Meeting.—A meeting of the Church shall be held on the Wednesday, preceding the first Sunday in February, for the purpose of receiving the annual financial statement, and reports from the

various Officers and Societies of the Church. Business shall be conducted in the following order:

- (1) Meeting to be opened with prayer.
- (2) Reading minutes of former meeting.
- (3) Treasurer's statement, and Auditor's report.
- (4) Reports from the Boards of Deacons, and Management.
  - (5) Sunday School Superintendent.
  - (6) Christian Endeavor Society.
  - (7) Central Brotherhood.
  - (8) Woman's Missionary Society.
  - (9) Ladies' Aid.
- (10) Amendments to standing rules, Confession of Faith, or Constitution.
  - (11) Other business.
- 18. General Provisions.—No business can be transacted except at meetings regularly organized, and with at least ten members present; but the action of a meeting irregularly convened, may be ratified at a subsequent regular meeting. But no annual meeting of the Church shall be competent to transact business unless there be present, and participating in the deliberations, at least twenty members authorized by the standing rules to vote, and no purchase, sale, mortgage or transfer of any property or real estate shall be made except by the vote of a meeting of which notice shall have been

given on the two preceding Sabbaths, and the object thereof mentioned in said notice, or by a notice of motion at a previous business meeting.

19. Benevolence.—As it is the duty and should be esteemed the privilege of every Church and congregation to extend the Kingdom of Christ, the Pastor shall present, or have presented annualy, the claims of the various Benevolent and Missionary Societies, at such time and in such manner, as the officers of the Church shall direct.

### CHURCH OFFICERS.

- 20. The Officers and standing committees shall consist of a Pastor, President, Treasurer, Secretary, twelve (12) Deacons, Board of Management consisting of nine (9) members, six (6) of whom shall be members of the Church, and of which the Treasurer shall be one, three (3) Trustees, two (2) Auditors, a Chief Usher, Sunday School Superintendent, and six (6) Deaconesses.
- 21. The selection of a Pastor shall be by open vote of the Church at a special meeting called for that purpose, due notice of which must be given from the pulpit on two Sundays previous to calling such meeting.
- 22. Officers.—All other Officers shall be elected by ballot at the regular business meeting in December of each year, and those elected shall serve for one

year, except the Deacons and Trustees, the former being elected for two (2) and the latter for three (3) years. Six (6) Deacons and one (1) Trustee retiring annually. The newly-elected officers shall assume their duties on the first of January following One year must elapse before a retiring deacon may be eligible for re-election.

23. Should an office become vacant from any cause during the year, the same may be filled at the first, or any subsequent, business meeting of the Church. The majority vote of the members present at such meetings carries all elections.

## DUTY OF THE PASTOR AND OFFICERS.

24. The Pastor shall be ex-officio a member of all committees and his duty shall include the ministering of the Word, the promotion of the spiritual welfare of the Church and congregation, and perform such duties as are consistent with his office, and for the general good of the Church.

25. The President by virtue of his office shall be a member of all Committees, and when present shall occupy the chair at all business meetings of the Church. Should the necessity arise he will instruct the Church officers in their duties. He may also hold any other office in the gift of the Church.

26. The Deacons shall meet the Monday previous to the monthly meeting of the Church.

They shall assist the Pastor in all things pertaining the spiritual needs of the Church, and congregation. They shall provide pulpit supply when necessary; they may in conjunction with the Pastor and Deaconesses, visit the Church members, and adherents, and make a report of said visits to their Board at the June and December meetings of each year. They shall assist to prepare and administer the Lord's Supper. They shall relieve any deserving cases of distress in their several districts, drawing on the Benevolent Fund for such purposes when necessary. They shall also be eligible for election to the Board of Management. They shall appoint at. their monthly meetings four (4) of their number to take duty at the Church do on Sundays, in order to extend a welcome to strangers. The Pastor and Deacons shall be a Committee on Music, and look after the musical services of the Church.

27. The Secretary.—His duties shall be: (1) To keep full minutes of the transactions of the Church at its business meetings. (2) To keep two registers of all members of the Church, one chronological and the c'alphabetical, ir order. (3) To keep a recorain the admission, dismission or death, of members of the Church, showing the date of the event, and to note the same briefly on the registers. (4) To enter a summary of all reports accepted in the Church in the minutes, and file the reports under their proper headings. (5) To keep the covenant, articles of belief, form of admission, Ecclesiastical

principles and rules, recorded in a place by themselves. (6) To notify officers, delegates, etc., of their appointment. (7) To issue letters of dismission or recommendation pursuant to rule. (8) To call special meetings when requested to do so under rule. (9) To give reasonable notice of the meetings of the Church. (10) To conduct the correspondence of the Church. (11) To present at the annual meeting, a written report on the state of the Church, giving its history for the preceding year, and an account of the members received dismissed, and deceased, which report must be previously submitted to the Board of Deacons for revision. (12) To deliver up to the Church all the books, papers, and correspondence of the Church when requested to do so by the Church. His books shall always be accessible to the Pastor, President, Deacons and the Board of lanagement.

28. The Treasurer shall receive from the Board of Management all monies collected in and by the Church for whatever purpose, and give receipt for same. He shall keep a separate account of each fund, and present a financial statement to the Church quarterly, at the business meetings in January, April, July and October. The January report to be the annual report which must be printed and distributed amongst the congregation on the Sunday previous to said meeting. He is not to pay out any money except on the written order of the Board of Management and in case of the Benevolent Fund

from the Pastor, the Board of Descons or the Deaconesses. He must deliver up all books, vouchers, etc., belonging to the Church, when called upon to do so by a vote of the Church.

- 29. The Board of Management shall have charge of the insuring, heating, lighting, repairing, cleaning and renting of the Church, the appointing of caretaker and direction of his work; also all matters pertaining to the finances an allotting of sittings, and shall make provision for the taking up of the collections (in connection with the Church) and hand said collections over to the Treasurer, taking his receipt for same. They shall hold a meeting each month, on the Monday preceding the monthly business meeting, to discuss matters pertaining to the welfare of the Church, and congregation, they shall appoint their own chairman and secretary.
- 30. Nominating Committee.—The Nominating Committee for the selection of candidates to fill the various offices connected with the Church, for the ensuing year shall consist of the Pastor, President, Secretary, and Chairmen of the Boards of Deacons and Management.
- 31. The Chief Usher's duty shall be to select and train his staff of ushers, and also keep in reserve a competent staff for emergencies. All sittings of members, and adherents to be reserved until ten minutes before the commencement of the service.

- 32. THE USHERS SHALL ATTEND THE CHURCH AT ALL SERVICES, AND BE ON DUTY THIRTY MINUTES BEFORE THE TIME SPECIFIED FOR THE BEGINNING OF THE SERVICE. THEIR DUTY SHALL BE TO CONDUCT STRANGERS AND OTHERS TO PEWS AND SEATS, AND TAKE INSTRUCTIONS FROM THE CHIEF USHER.
- 33. The Trustees.—The property of the Church shall be vested in the Church Corporation. The Trustees shall not have power to buy, sell, transfer, mortgage, or otherwise dispose of any of the Church property without a two-third vote of the Church; said vote to consist only of those who have attained the age of twenty-one years—suspended, or members who have been absent from worship for six months without cause, shall not be entitled to vote.
- 34. Auditors.—The Auditors shall examine the books and accounts of the Treasurer and Managers, and report thereon quarterly. Their annual report to be attached to the Treasurer's printed statement.
- 35. The absence of any Officer from three (3) consecutive regular meetings without sufficient cause shall render the office vacant, and it shall be the duty of the President to report said vacancy at the first ensuing business meeting of the Church.
- 36. Superintendent of the Sunday School.—The management of the Sunday School shall be vested in a committee consisting of the Pastor. Officers, and

Teachers of the School. The teachers may elect the other officers of the School, but the election of the Superintendent must be by the Church. may nominate teachers their choice Superintendent to the Church. The Superintendent and Assisstant, if any, shall be members of the The appointment of teachers shall be made by the Pastor and Superintendent. It shall be the duty of the Superintendent of the School or Schools sustained by the Church to report to the Church quarterly and annually concerning the prosperity of the schools under their care. The Superintendent shall furnish the Church, through the Deacons, one week before its annual meeting, a full report of the year's work, number and name of teachers, and list of officers for the ensuing year.

37. The Standing Rules may be altered or amended at any meeting of the Church by a vote of two-thirds of the members present and voting: Provided that notice of the proposed amendments shall have been given from the pulpit at least two Sundays previous, with the time and place of meeting, or by a notice of motion given at a previous business meeting.

# ORDER OF PROCEDURE AT BUSINESS MEETINGS.

- 1. Meeting called to order.
- 2. Devotional exercises.
- 3. Reading minutes of last meeting.
- 4. Reception and consideration of reports from Diaconate or from any brother or sister who may have to report any member being sick or in distress.
- 5. Reception and consideration of any reports of Officers or Standing Committees which may require to be made in pursuance of standing rules.
- 6. The reading and consideration of any communication in the hands of the Secretary.
  - 7. Unfinished business; new business.
  - 8. Closing exercises.
- 9. The above Order of Business may, at the discretion of the President, be changed at any meeting.



