



# AGM

March 14, 2024

## 17.2K HRS

Watched on our YouTube channel in the last 365 days.

## 34,897

Downloads of our Sermon Podcast in the last year.

## 1,486

Total attendance across five Christmas Eve services.

### SUNDAY ATTENDANCE:

## UP 24%

across all services in 2023!

## \$65,000+

Raised to help address the food security of our neighbours and peace around the world.

Our LARGEST Advent ever!



## 45

Groups Meeting regularly across the Commons community.



3000 pancakes, 15 gallons of syrup, 1500 neighbours served at our 2023 Stampede Breakfast.



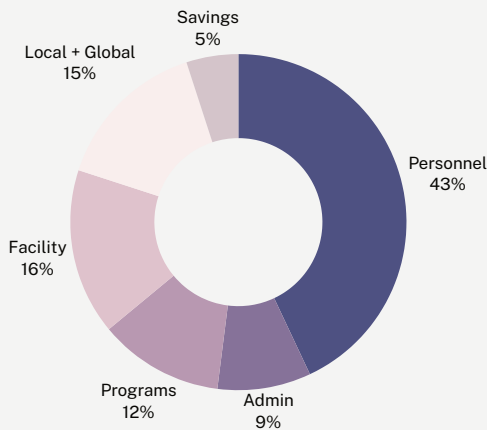
## 287

Active volunteers were up 9% in 2023.

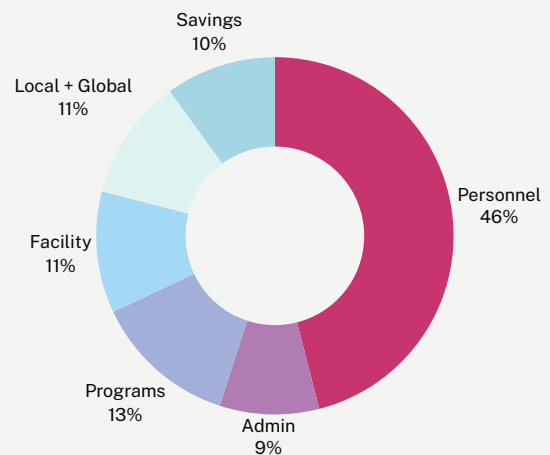


## 571

Individual donors in 2023!



2023 EXPENSES



2024 BUDGET

In 2023 donations reached \$1.38M. The 2024 budget is set at \$1.38M.

Let me start by saying thank you for an incredible 2023. It really felt like we were able to turn a new corner and begin dreaming about the future again this year. And that's exciting because 2024 will bring with it our tenth anniversary!

In 2023, we saw increased participation in Groups and Courses across Commons. This interest tells us that the community is looking to make new friends and build connections with more depth. In fact, in our fall in-seat survey, those who told us they participated in a small group were 14% more likely to say they are "making steady forward progress" in their spiritual growth. That's encouraging, and we are working hard to facilitate more of these types of opportunities. One of these initiatives for 2024 is our new Pop-Up Commons experiment, where we will be showing up in a new neighbourhood for a month of dinners and conversations. If it goes well we imagine these popping up throughout the year in new areas of the city; one more way to meet some new friends or invite your neighbours to experience Commons.

In 2023 we also relaunched our 7PM service with a distinct focus on community interaction. Sitting at tables instead of rows and adding question-and-response to the end of our sermons has been a lot of fun and we plan to double down on this format in 2024.

With the Kensington building being stretched to capacity again we have planned some significant facility investments to keep up. A new sanctuary air conditioning and full-facility air circulation system was installed in early 2024. New seating to make things a little more comfortable on Sundays arrived in February. And this spring, we have a new custom-designed speaker system scheduled for installation. This is our first audio upgrade since opening in 2014 and we are excited to hear it!

At the same time, we continued to refine our online presence, making minor adjustments to the Livestream but focusing on building out our podcast and YouTube channels with additional content. We even passed the 5000 subscriber mark on YouTube recently

2022 ended with a surprise surplus and this past year continued that solid financial support throughout the calendar. That generosity put us in a place to be generous, increasing our support to partners and raising our Advent goal to new heights. In 2023, just over 15% of our resources went out our doors to causes locally and globally. We made a practical difference in a lot of lives, and you were a huge part of that.

In 2024, we are looking forward to our 10th anniversary! We have big plans for that weekend, so mark September 8, 2024, on your calendar now! We can't wait to see what God has in store for us next.

Thank you for everything you invest in this community,



Jeremy Duncan  
Lead Pastor

Our Financial Officer, Michael Wing, has prepared your tax receipt. Please contact our bookkeeper at [donate@commons.church](mailto:donate@commons.church) if you have any questions about your donor profile. You can also log into your profile to print a copy of your receipt from the donation link at [www.common.church/donate](http://www.common.church/donate)

**Minutes of the Annual General Meeting (the “Meeting”) Of Commons Church (‘Commons’), held on March 16, 2023, from approximately 7:00 p.m. to approximately 7:45 p.m. at Kensington Commons Church and online on the Zoom meeting platform.**

**MEETING ADMINISTRATION**

*Confirmation That Notice of Meeting Was Properly Provided*

It was determined that notice of the Meeting was properly provided to members, and that the meeting had been properly called.

*Appointment of the Chair and Secretary*

**1. Call to Order – Janice Chan**

- Janice welcomed everyone to the meeting. She thanked the staff and members for their commitment to the church for the last year. She also thanked the Board.
- Janice highlighted key accomplishments over the last year and introduced themes for the next year, including diversity and team empowerment.
- It was determined by the Board that a sufficient number of members have voted to constitute a quorum for the transaction of business at the Meeting.
- 268 members total; 155 activated for 2023; quorum set at 52.
- Janice Chan served as Chair of the Meeting, Jeremy Duncan served as Facilitator and Erik Lottermoser served as Secretary of the Meeting.

**2. Lead Pastor’s Report – Jeremy Duncan**

Jeremy walked through his Lead Pastors report as outlined in the 2023 package provided to members. Highlights of this past year:

- Jeremy thanked the outgoing Board members (Thioni Shafer, Jeff Ehmann, Regina Chan)
- Finances stabilized during the year and started to grow near the end of the year.
- Online work continues to connect us to people from all over, even outside of the city. We are attempting to support, resource and share with other churches.
- We formally shut down the Inglewood Parish.
- We introduced a new Kids Curriculum (a 3-year plan), it is very Jesus focused.
- We are focused on rebuilding community in Calgary (i.e. groups, courses)

- We are excited to start thinking about our second decade together. Approximately \$1.5MM given away to global and local partners in the last 10 years. Millions of minutes of sermons and videos viewed online.

### **3. Financial Report – Michael Wing**

Michael provided a brief walk through the Financial Statements for 2022 in the package provided to the members. Highlights of this past year:

- For 2022 we budgeted conservatively (a decline compared to 2021).
- 2022 revenue was just over \$1.2MM, we maintained global and local partnerships.
- The Advent campaign was increased from a \$50K target to \$60K.
- Net income for the year was \$90K, which was a slight surplus. We will direct some of that surplus to local partners and the remainder to savings.
- GIC investments were made several years ago, we are currently evaluating opportunities to reinvest in higher-earning GICs in the near-term.

### **4. Leadership Team Elections – Jeremy Duncan and Mita Adesanya**

- Jeremy described the nomination process.
- Jeremy introduced the 2023 Board nominees (Shahani Kariyawasam, Lael Campbell, Jeremy Fehr).
- Mita offered a thanks and prayer for the outgoing and incoming Board members

### **5. Staff Presentations – Introduction by Erik Lottermoser, Presentations by Ashley Hill, Yelena Pakhomova, Kalie Eeles, and Scott Wall**

- Erik thanked the staff for their hard work over the last year.
- Ashley, Yelena and Scott provided highlights of their work as contained in the 2023 package provided to the members.
- Kalie described her work background and examples of what she does as Operations Director.

### **6. Amendment to Constitution and Bylaws – Jeremy Duncan and Janice Chan**

Jeremy walked through the Constitutional and Bylaw amendments as outlined in the 2023 package provided to members.

## 7. Live Question Period

Jeremy Duncan and Janice Chan opened the floor for questions.

- Rowan Weibe: Is there consideration for encouraging more non-car commuting to Commons?

Jeremy: In the winter it's difficult. For Spring/Summer/Fall we previously put in bike stands. We will need to encourage non-car transport if we lose our parking at Louise Dean. Louise Dean leaves Sep-2024, we've had a great relationship with them. The Board is working on alternatives.

- Tom Harper: There is a capital fund of ~\$1.2MM, is there a specific intention for the fund?

Jeremy: That amount includes all of the capital assets we own as a church. Approximately \$750K is invested for things like purchasing or renting land for parking or purchasing a second parish facility. We are not currently negotiating or pursuing any land.

- Laura Davies: Under the Personnel budget category for 2023, there is an increase of about 10% compared to 2022, why is that?

Janice: Yelena has returned to full time and we have provisioned for a full-time youth pastor. We also provided modest inflation increases to staff.

Jeremy: There was a 1.9% salary increase for staff. Yelena returned to full-time salary.

- Paul Weibe: What are we doing to fill Larisa's role?

Jeremy: Alex Chubachi is now working with the Sr. High students, and we have several people volunteering with the Jr. High students. We are not in a rush to fill this position, we're deliberately taking our time to find the right candidate.

- Jason Goebel: What do you see Commons church looking like in the future?

Janice: This year we'll be continuing to figure out what post-pandemic rhythms and rituals look like. Our online presence will continue to be part of Commons's future. We'd also like to support other communities and faith groups in Canada.

Jeremy: We will spend some time being steady and still. With Season 10 approaching it is time to start dreaming big again.

## 8. Confirmation of Vote Tallies – 71 Total Tally

11 absentee votes cast online ahead of the meeting

5 votes cast on paper ballots on March 16

55 votes cast electronically on March 16

- i. Motion to approve the 2022 AGM Minutes as presented: Motion by Janice Chan, seconded by Jeff Ehmann - unanimous in favour*
- ii. Motion to approve the Audit Report from KMSS for the 2022 financial period: Motion by Janice Chan, seconded by Jeff Ehmann - unanimous in favour*
- iii. Motion to approve the Budget for 2023 as proposed: Motion by Janice Chan, seconded by Jeff Ehmann - unanimous in favour*
- iv. Motion to Amend the Constitution and Bylaws as presented: Motion by Janice Chan, seconded by Jeff Ehmann - unanimous in favour*
- v. Affirmation of Shahani Kariyawasam to a first term on the Board – unanimous in favour*
- vi. Affirmation of Lael Campbell to a first term on the Board – unanimous in favour*
- vii. Affirmation of Jeremy Fehr to a first term on the Board – unanimous in favour*

#### **ADJOURNMENT**

UPON A MOTION duly made (Rowan Weibe) and seconded (Jason Goebel) and carried unanimously, the meeting was adjourned.



## Annual General Meeting - March 14, 2024

Confirmation of Quorum

Confirmation of Meeting Chair: Erik Lottermoser

Confirmation of Recording Secretary: Jeremy Fehr

1. Call to Order - Erik Lottermoser
  - A. Motions are available at [commons.church/agm](https://commons.church/agm) and in your AGM Package. Voting will be conducted online, with paper ballots available by request.
2. Lead Pastors Report - Jeremy Duncan
3. Financial Report - Michael Wing
4. Leadership Team Elections - Jeremy Duncan
  - A. Thanks for outgoing Board Member Mita Adesanya
  - B. Nominee Stuart McGibbon (first term)
  - C. Prayer for Board Members
5. Staff Presentations  
Introduction Lael Campbell
7. Amendments to Constitution and bylaws.  
See AGM Documents for details.
8. Live Question Period (20 min)
9. Confirmation of Vote Tallies
  1. Approval of Minutes from 2023 Meeting.
  2. Approval of Audit Report from KMSS.
  3. Approval of Budget.
  4. Approval of Amendment.
  5. Affirmation of Stuart McGibbon to a first term on the Board.
10. Motion to Adjourn



## 2024 Leadership Team Nominee Bio

The nomination committee is tasked with receiving nominations, recruiting candidates, interviewing potential nominees, and presenting to the community persons who represent the diversity at Commons as well as provide the board with the necessary skills, expertise, and spiritual maturity to guide our Church.

The committee has put forward the following name to serve in the upcoming term: Stuart McGibbon for a first term. We want to thank Stuart for his willingness to serve and for the way he already leads in our community.

Board Members serve a three-year term and can serve two consecutive terms before stepping off.

prepared by: *Krista Marushy, Kristal Hoff, Jeremy Fehr, Jeremy Duncan*  
**Nomination Committee**

### Thanks

We also want to express our gratitude to **Mita Adesanya**, who has completed her term on the board. Mita served as the Vice Chair this year but has recently returned home to England. We are grateful for her wisdom and commitment. Thank you.

### Returning Board Members

Returning to the board in 2024 are **Janice Hsu-Chan** (Chair), **Michael Wing** (Financial Officer), **Erik Lottermoser** (Recording Secretary), **Shahani Kariyawasam**, **Jeremy Fehr**, and **Lael Campbell**. Full bios for all board members are available at <https://www.common.church/board-members>



## **Stuart McGibbon**

My wife (Alyssa) and I have been attending Commons since the fall of 2014. During this time, we have welcomed into our family a daughter (Reese) and son (Zachary). We have also been active members of the community, leading a home group, serving with the connection team, and serving on the Inglewood Parish launch team.

I previously served on the Board from 2016-2021, holding the position of Finance and Board Chair. I am excited for the opportunity to serve on the Board again and look forward to working alongside Jeremy and the team as our community continues to grow and make its mark on the city.

I love spending time with my family, especially finding new camping spots in the summer months. Professionally, I started my career as a Chartered Accountant for a large global accounting firm and am currently serving as the Chief Financial Officer of a group of Brewpubs.





## STAFF REPORTS

### Kevin Borst - Worship & Creative



I can't think of a more meaningful place to start with my 2023 report than highlighting the incredible team I get to work with. There are 72 creative team members! These are musicians, production technicians, photographers, videographers and other artists. In 2023 we added twelve new team members! Every Sunday and every big event is made happen in part because of these incredible volunteers. They give their skills and presence to create an excellent experience at all our Commons gatherings.

Our creative teams contribute to creating really incredible services and I would like to highlight a couple from 2023. Last year we relaunched our 7PM service. With bringing this back we knew we wanted to make this different. So our staff team worked hard to imagine a different experience tailored to a younger generation. What we came up with I believe was pretty amazing. A weekly service designed around conversation. Sitting at tables, sharing the Eucharist weekly, and an opportunity to ask questions (just to name a couple elements). Our creative team stepped up and extended their day from the morning into the evening and tried new creative ideas for this service. Christmas Eve this year was incredible with over 1,500 in attendance, our creative team brought everything to the next level. Special songs, videos, and so many elements to make this a really special gathering for families. In fact, there were a little over 300 production cues planned and programmed behind the scenes to make that service operate. It was incredible.

2023 brought various production equipment updates. These upgrades are important to continue to bring excellence in everything we do and give our community the best experience. A big focus

of our recent production upgrades have been bringing our audio video system to a professional standard. Here are a few highlights. We added two additional front spot lights to provide better coverage of our stage where there were dark spots. Consolidating lots of our backstage rack gear into a single rack. Updating our sound patching system, creating better infrastructure for our audio runs. Various upgrades to facilities network to provide redundancy solutions and better performance in critical moments such as live streaming a Sunday service. In late 2023 we upgraded our handheld camera gear, now more often for our live stream we will have a camera operator for a camera at the front of the room. This brings a more lively experience for those joining us at home. Lastly, we began prepping the infrastructure for our new PA system (speakers and subs) that will be installed in 2024.

Without a doubt 2023 was an incredible year. What brings me encouragement is to see over a year how our community continually learns what it means to be a worshiping community. I see the ways we are lifting one another in song and prayer. As we step into 2024 may God continue to strengthen and unit us in our worship together.

### **Alexandra Chubachi - Youth**



Jr High has been following the sermon series happening in the main service, and finding ways to engage different learning styles and spiritual practices. The Junior high group continues to grow, with new students checking out our group almost every Sunday. Kids and families are engaged and asking for more to participate in. In January we started a Jr High Fun Night one Friday a month to offer this group another evening to play and connect. We've also grown our volunteer team for the Jr High group to facilitate more intentional small group conversation.

Sr High has been exploring different Spiritual Practices each month that we want to define our group. We have a committed group of volunteers in this group who are invested in relationships with these students. The Sr High has been a consistent group of students with a couple newcomers that have meshed right in.

We have a joint Jr/Sr high night once a month and that has offered a great opportunity for us to form some new connections and try new things. We have partnered with some families in the Common's Community who have opened their homes to the youth group. We've also partnered with local nonprofits, Highbanks Society and Urban Society for Aboriginal Youth, to explore volunteer opportunities and ways for the students to expand their social awareness.

## **Kalie Eeles - Operations**



There is never a lack of activity happening in the operations world, and 2023 was no exception. I've often said that one of my favourite things about being the Director of Operations at Commons is the variety of work I get to do. From organizing facility maintenance and upgrades, to planning events like the Stampede Breakfast, to working with volunteers, to bookkeeping and finances, I truly enjoy the range of responsibility involved in my role.

This year included some highlights for me. In addition to small repair and maintenance projects, we also added a few larger facility projects. We installed permanent lights on the outside of our building, updated the paint in our sanctuary, and found a better way to eliminate noise in our basement halls.

I also had the opportunity to take on more responsibility with some of our Sunday morning hospitality teams. I've really enjoyed getting to know our volunteers more and participating in the Commons' Life on Sunday mornings.

Planning Stampede Breakfast was a huge highlight this year. Working with our amazing Commons volunteers, communicating with vendors, and finally seeing it all come together make this a day that always stands out as a high point in my summer.

In July my husband and I found out we are pregnant with a baby boy, our first child, due on March 15. Although a parental leave takes me away from a job I love for a year, I am beyond excited for what this next adventure for our little family holds!

Thank you, as always, to the Commons' community for welcoming me in these last few years, and for your support as I move into my new role as mom. I will miss the team and the people, but am looking forward to spending some time getting to know our new addition.

## **Ashley Hill - Commons Kids**

Commons Kids has had another eventful and exciting year! We welcomed many new families to Commons and we've had the pleasure of meeting so many amazing kids this year. The north hall is as busy as ever with more kids calling Commons their home. As the need for more team members has increased, we've been blessed with the addition of student leaders in the classrooms. Our student leaders have been such a blessing for the team in the preschool room,



the nursery and the toddler room. This year we changed some of the role descriptions of team members to help bring some clarity and give our team members more agency in their roles with the kids. We are excited for this new development and feel very blessed by the incredible volunteers that make Commons Kids possible.

Creating our curriculum this year was another huge undertaking by the Commons Kids team. Patricia, Alexandra and myself spent a lot of time carefully creating activities, crafts, games, lesson plans, leader's guides, video scripts, parent emails and follow-up questions for each lesson. In 2023 we were able to film over 50 new videos in the studio that were used with our own curriculum! It was incredible to see our Kids

Team and staff use their gifts on screen to create fun and thoughtful videos each week for families to enjoy. I am very excited to see where this year's curriculum will take us as we continue to grow our skills in this area.

And while I really do love editing the videos, I am most passionate about the kids who walk through our doors. Our team shares the desire that children at Commons will feel as loved, accepted, involved, and known as anyone else who walks through our doors. We believe that each child is formed in God's graceful image and that each child brings something unique and positive to our community. So thank you parents and caregivers for letting us get to know your amazing kids this year. We look forward to seeing them again soon!

### **Yelena Pakhomova - Community**



If I had to choose a word to describe how I experienced the year 2023 unfolding in my areas of work at Commons, it would be "engagement." This was my first full year back on staff after maternity leave, and I was really encouraged by how people responded to invitations to step into leadership and by the amount of interest people showed in making Commons a place where they belong and create meaning.

Here are some highlights for you:

Groups:

- In 2023, we added 11 new groups: 4 long-term groups (one in Lethbridge), 4 drop-in groups, and 3 short-term groups that engaged with particular demographics in our community -

LGBTQ+, retired folks, and mothers.

- Just in the fall of 2023, 145 people participated in different group opportunities.
- Our fall survey showed that people in groups are 14% more likely to say that their spiritual growth is making "steady forward progress" and 40% less likely to say they are "stagnating."
- I am beyond grateful for the 40 group leaders who make our church community safe, welcoming and growing.

Local Partners:

- In the area of relationships with local partners, one of my priorities was to connect with them in person and explore opportunities for engagement beyond financial support. Our youth pastor, Alexandra, joined me for some of those meetings to see how our youth can get more involved in the neighbourhood and the work of reconciliation.
- We also saw solid engagement with our long-standing volunteering commitments at Mustard Seed and Inn from the Cold. Thank you to the team-leads who coordinate those events.

Other community-building initiatives:

- We brought Commons Dinners back, and the community responded wonderfully. For most of the year, we've managed to hit our goal of two dinner parties a month. Thank you to all the incredible hosts!
- We started a Monthly Potluck for family members whose loved ones identify with the Queer community.
- And we worked on creating more opportunities for young adults to connect through dinners, events, and groups.

Finally, some personal highlights of what's been life-giving:

- Facilitating a short-term group for moms, "Rewilding Motherhood."
- Helping resettle a Ukrainian family - the generosity of our community's response to their needs gave them a much needed initial stability.
- Being part of the teaching team again.

It was a stretching and rewarding year for me, and I am deeply grateful to be part of what Commons is becoming.

### **Bobbi Salkeld- Formation and Teaching**

Here are a few formation highlights from 2023.

In 2023, we gathered volunteers for various Team Nights: the fall team dinner, a games night, an art night, and a yoga night. Attendance varied from 30-140, with people making new connections and having fun together. In 2024, we're adding an end-of-the-year park picnic to thank the volunteers at Commons.



Another volunteer highlight was working with a psychologist in our community to put on a trauma-informed prayer session for the prayer team (Nov 1, 2023). We recorded the session to live on as training material for the prayer team. If you're curious, you can check it out. [https://www.youtube.com/watch?v=8\\_edFXANb3g](https://www.youtube.com/watch?v=8_edFXANb3g)

One of my favourite parts of my job at Commons is working with our staff team. This year, the staff did an Equity, Diversity, and Inclusion training session with Rebecca Foshole-Luke (May 30, 2023). Rebecca has a relationship with Commons and relationships with the staff team – she did an excellent job deepening our understanding of diversity through our work at Commons.

Finally, I had the privilege of working with the Commons kids and youth staff through a year of both transition and stability.

The work that the kids team has done to elevate the curriculum and programming for kids is to be celebrated and admired – classroom design, volunteer placement, theologically careful and creative curriculum, and pastoral care for families and kids.

We started the year for Commons youth in an interim place, but once Alexandra took the reins of junior high and senior high youth, the program stabilized and flourished with students and volunteers. Alexandra has brought such thoughtfulness, excellence, and creativity to her work, offering teenagers the safety of belonging and the space to explore their faith further.

### **Scott Wall - Parish Life**

For me, these AGM reports provide an opportunity to reflect and be grateful that I'm part of this community. The thinking we do and the ways we serve together continues to inspire me, so thank you: to our faithful members and participants, our incredible board, and my friends on our brilliant staff team.

My work early last year centred on organizing, preparing, and leading our team that was able to visit our Hands at Work partnership in Zambia. This connection continues to be a place where Commons' imagination is stretched meaningfully to consider what local engagement and service looks like — from on the other side of the world. Being able to represent our church there and learn from our Zambian siblings was a honour, as was being able to come back and share our experience with you through our Hands events. I'm excited that we've already begun early



preparations for our team that will head to Kalende (hopefully) next spring.

I also continue to develop and create Courses and Short Term Groups. The end of 2023 was spent preparing and offering our Great Tradition Course (which was so fun), and in getting ready for three new initiatives in early 2024. By the time you're reading this we will have already run our first PopUp Commons initiative in south Calgary, and I'm thrilled to see what transpires in the masculinity group and parenting course we're offering later in the year.

Thanks for all your support, and for your willingness to learn and grow in Jesus' humble way together.



Proposed Budget: COMMONS CHURCH 20234

		2023 Budget	2024 Budget	Category
▼ Income				
	4-1110 Contributions - Received	1,150,000.00	1,306,000.00	Income
	4-1120 Contributions - Non-receipted	2,600.00	4,600.00	Income
	4-1140 Contributions - Registered Charities	30,000.00	50,000.00	Income
	4-2100 Rental revenue	20,000.00	24,000.00	Income
	4-4100 Fundraising contributions	14000.00	0.00	Income
	<b>TOTAL INCOME</b>	<b>1,216,600.00</b>	<b>1,384,600.00</b>	<b>Income</b>
▼ Personnel				
	5-1100 Salary, wages & benefits	632,400.00	642,250.00	Personel
	<b>TOTAL PERSONEL</b>	<b>632,400.00</b>	<b>642,250.00</b>	<b>Personel</b>
▼ Admin				
	5-1300, 1500, 1550, 1600 Staff development	14,850.00	15,850.00	Admin
	5-2100, 2120 Bank charges - card processing	23,250.00	28,000.00	Admin
	5-2130, 2170, 2180 Office Expense	10,400.00	13,000.00	Admin
	5-2135 GST Expense	5,000.00	5,000.00	Admin
	5-2150 Software fees and licenses	24,000.00	28,000.00	Admin
	5-2160 Insurance	14,500.00	15,000.00	Admin
	5-2190, 2195 Professional and legal fees	14,500.00	14,000.00	Admin
	<b>TOTAL ADMIN</b>	<b>106,500.00</b>	<b>118,850.00</b>	<b>Admin</b>
▼ Facility				
	5-2300 Repair and maintenance	10,000.00	20,000.00	Facility
	5-2310 Capital purchases	49,000.00	55,000.00	Facility
	5-2320, 2350, 2390 Grounds, Facility, Custodial	34,500.00	45,000.00	Facility
	5-2330, 2335 Facility, Storage, Vehicle Rental	7,000.00	9,000.00	Facility
	5-2340 Utilities	14,000.00	18,000.00	Facility
	<b>TOTAL FACILITY</b>	<b>114,500.00</b>	<b>147,000.00</b>	<b>Facility</b>
▼ Ministry				
	5-2400 Social events	10,000.00	12,000.00	Ministry
	5-2405 Barista and coffee supplies	14,000.00	21,500.00	Ministry
	5-2410 Sunday events	36,000.00	50,000.00	Ministry
	5-2430 Meals and entertainment	6,000.00	4,500.00	Ministry
	5-2435 Advertising and promotion	7,500.00	8,500.00	Ministry
	5-2440 Educational supplies and resources	24,000.00	24,000.00	Ministry
	5-2445, 2450, 2460 Children, Youth, Volunteer	14,000.00	15,500.00	Ministry
	5-2465 Production Equipment	18,000.00	24,500.00	Ministry
	5-2470 Production Costs	12,500.00	10,000.00	Ministry
	5-2480,2490 Honorariums, Contracts	9,700.00	10,500.00	Ministry
	<b>TOTAL MINISTRY</b>	<b>151,700.00</b>	<b>181,000.00</b>	<b>Ministry</b>
▼ Development				
	5-4000, 4050 Registered charities, Partners	95,000.00	120,000.00	Development
	5-4100 Benevolence	24,000.00	24,000.00	Development
	5-4200 Refugee resettlement costs	0.00	0.00	Development
	5-4300 Short Term Teams	20,000.00	0.00	Development
	5-4400 Local Global events	2,500.00	1,500.00	Development
	<b>TOTAL MISSION</b>	<b>141,500.00</b>	<b>145,500.00</b>	<b>Development</b>
▼ Total				
	<b>BALANCE</b>	<b>\$ 70,000.00</b>	<b>\$ 150,000.00</b>	<b>Total</b>
	<b>TOTAL EXPENSE</b>	<b>\$ 1,146,600.00</b>	<b>\$ 1,234,600.00</b>	<b>Total</b>

# **Commons Church**

**Financial Statements  
December 31, 2023**

## Independent Auditors' Report

To: The Board Members of **Commons Church**

### Qualified Opinion

We have audited the financial statements of Commons Church (the "Church"), which comprise the statement of financial position as at December 31, 2023 and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Church as at December 31, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Church derives revenue from contributions, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Church. Therefore, we were not able to determine whether any adjustments might be necessary to contributions revenue, excess of revenues over expenses, and cash flows from operations for the years ended December 31, 2023 and 2022, current assets as at December 31, 2023 and 2022, and net assets as at January 1 and December 31, for both the 2023 and 2022 years. Our audit opinion on the financial statements for the year ended December 31, 2022 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Church in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged With Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Church's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Church or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Church's financial reporting process.

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial

## Independent Auditors' Report (continued)

statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Church's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Church's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Church to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants

February 20, 2024  
Calgary, Alberta

# Commons Church

## Statement of Financial Position

As at December 31,

2023

2022

	General Fund	Local and Global Development Fund	Refugee Resettlement Fund	Capital Fund	Total	Total
<b>Assets</b>						
<b>Current assets</b>						
Cash	\$ 557,455	\$ 121	\$ 167	\$ 71,225	\$ 628,968	\$ 591,036
GST receivable	8,294	-	-	-	8,294	5,618
Prepaid expenses	6,195	-	-	-	6,195	6,351
	571,944	121	167	71,225	643,457	603,005
<b>GIC investments (note 4)</b>	-	-	-	736,085	736,085	726,815
<b>Deposits on capital assets (note 5)</b>	-	-	-	60,464	60,464	-
<b>Capital assets (note 5)</b>	-	-	-	447,639	447,639	452,902
	\$ 571,944	\$ 121	\$ 167	\$ 1,315,413	\$ 1,887,645	\$ 1,782,722
<b>Liabilities and Net Assets</b>						
<b>Current liabilities</b>						
Accounts payable and accrued liabilities	\$ 18,212	\$ -	\$ -	\$ -	\$ 18,212	\$ 64,416
<b>Net assets</b>						
Unrestricted	553,732	-	-	-	553,732	515,091
Invested in capital assets	-	-	-	508,103	508,103	452,902
Internally restricted	-	121	-	807,310	807,431	750,146
Externally restricted	-	-	167	-	167	167
	553,732	121	167	1,315,413	1,869,433	1,718,306
	\$ 571,944	\$ 121	\$ 167	\$ 1,315,413	\$ 1,887,645	\$ 1,782,722

Approved on behalf of the Board:

 Director

 Director

# Commons Church

## Statement of Operations

Year ended December 31,

2023

2022

	General Fund	Local and Global Development Fund	Refugee Resettlement Fund	Capital Fund	Total	Total
<b>Revenues</b>						
Contributions	\$ 1,171,145	\$ 195,381	\$ -	\$ -	\$ 1,366,526	\$ 1,230,157
Rental	18,500	-	-	-	18,500	12,775
Interest income	12,393	-	-	-	12,393	6,255
	1,202,038	195,381	-	-	1,397,419	1,249,187
<b>Expenses</b>						
Salaries and wages	597,293	-	-	-	597,293	592,358
Local and global development costs	-	200,374	-	-	200,374	172,389
Supplies	180,304	-	-	-	180,304	150,047
Amortization	-	-	-	50,635	50,635	51,071
Repairs and maintenance	49,722	-	-	-	49,722	14,518
Professional fees and licenses	48,871	-	-	-	48,871	41,638
Social event, volunteer and rentals	31,535	-	-	-	31,535	18,875
Banking and finance charges	25,550	-	-	-	25,550	22,200
Utilities	17,079	-	-	-	17,079	13,431
Staffing costs and expenses	16,202	-	-	-	16,202	20,915
Insurance	14,978	-	-	-	14,978	13,542
Advertising, promotion and honorariums	8,377	-	-	-	8,377	5,732
Operating lease	1,481	-	-	-	1,481	1,481
Refugee resettlement costs	-	-	-	-	-	37,617
	991,392	200,374	-	50,635	1,242,401	1,155,814
<b>Other</b>						
Loss on disposal of assets	-	-	-	(3,891)	(3,891)	(2,919)
<b>Excess (deficiency) of revenues over expenses</b>	\$ 210,646	\$ (4,993)	\$ -	\$ (54,526)	\$ 151,127	\$ 90,454

See accompanying notes to the financial statements

## Commons Church

### Statement of Changes in Net Assets

Year ended December 31,

**2023**

	General Fund	Local and Global Development Fund	Refugee Resettlement Fund	Capital Fund	Total
<b>Balance, beginning of year</b>	\$ 515,091	\$ 5,114	\$ 167	\$ 1,197,934	\$ 1,718,306
Excess (deficiency) of revenues over expenses	210,646	(4,993)	-	(54,526)	151,127
Board approved interfund transfers	(172,005)	-	-	172,005	-
<b>Balance, end of year</b>	<b>\$ 553,732</b>	<b>\$ 121</b>	<b>\$ 167</b>	<b>\$ 1,315,413</b>	<b>\$ 1,869,433</b>

**2022**

	General Fund	Local and Global Development Fund	Refugee Resettlement Fund	Capital Fund	Total
<b>Balance, beginning of year</b>	\$ 381,357	\$ 2,411	\$ 37,784	\$ 1,206,300	\$ 1,627,852
Excess (deficiency) of revenues over expenses	179,358	2,703	(37,617)	(53,990)	90,454
Board approved interfund transfers	(45,624)	-	-	45,624	-
<b>Balance, end of year</b>	<b>\$ 515,091</b>	<b>\$ 5,114</b>	<b>\$ 167</b>	<b>\$ 1,197,934</b>	<b>\$ 1,718,306</b>

*See accompanying notes to the financial statements*

## Commons Church

### Statement of Cash Flows

Year ended December 31,	2023	2022
<b>Operating activities</b>		
Excess of revenues over expenses	\$ 151,127	\$ 90,454
Items not affecting cash		
Amortization	50,635	51,071
Loss on disposal of assets	3,891	2,919
Reinvestment of interest income	(9,270)	(2,739)
	<u>196,383</u>	<u>141,705</u>
Changes in non-cash working capital items		
GST receivable	(2,676)	2,658
Prepaid expenses	156	(1,069)
Accounts payable and accrued liabilities	(46,204)	45,135
	<u>147,659</u>	<u>188,429</u>
<b>Investing activities</b>		
Purchase of capital assets	(52,830)	(53,667)
Deposits paid on capital assets	(60,464)	-
Proceeds on disposition of capital assets	3,567	14,130
	<u>(109,727)</u>	<u>(39,537)</u>
<b>Increase in cash</b>	37,932	148,892
<b>Cash, beginning of year</b>	<u>591,036</u>	<u>442,144</u>
<b>Cash, end of year</b>	<u>\$ 628,968</u>	<u>\$ 591,036</u>

*See accompanying notes to the financial statements*



# Commons Church

## Notes to the Financial Statements

December 31, 2023

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### 1. Nature of operations

Commons Church (the “Church”) is an intellectually honest, spiritually passionate community that takes Jesus seriously. The ongoing operations of the Church are dependent on the continued donation support of its congregation. The Church is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from paying income taxes.

### 2. Basis of presentation

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles, specifically Canadian accounting standards for not-for-profit organizations (“ASNFPO”).

### 3. Significant accounting policies

#### (a) Cash and cash equivalents

The Church considers all investments with maturities of three months or less at the date of acquisition to be cash equivalents.

#### (b) Fund accounting

The Church accounts for its activities using the following funds:

##### *General Fund*

The General Fund reports unrestricted revenues and reflects all ministry and administrative activities other than those of the Capital, Local and Global Development and Refugee Resettlement Funds.

##### *Capital Fund*

The Capital Fund reflects the activities related to capital assets.

##### *Local and Global Development Fund*

The Local and Global Development Fund reflects restricted resources that are to be used for benevolent, local, national and international mission purposes.

##### *Refugee Resettlement Fund*

The Refugee Resettlement Fund reflects restricted resources that are to be used for the resettlement of government approved refugees.

# Commons Church

## Notes to the Financial Statements

December 31, 2023

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### 3. Significant accounting policies, continued

#### (c) Measurement of financial instruments

The Church initially measures its financial assets and financial liabilities at fair value and subsequently at amortized cost.

Financial assets measured at amortized cost include cash and GIC investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations for the applicable fund. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of operations for the applicable fund.

#### (d) Capital assets

Capital assets are recorded at cost. The Church provides for amortization using the declining balance method at various rates designed to amortize the cost of the capital assets over their estimated lives. A half year's amortization is recorded in the year of acquisition other than computer software. No amortization is recorded in the year of disposal. The annual amortization rates are as follows:

Building	5%
Furniture and fixtures	20%
Vehicles	30%
Computers	55%

The Church records a write-down when capital assets no longer contribute to the Church's ability to provide a service or when the value of the future economic benefits or service potential associated with it is less than its net carrying amount. The excess of the asset's net carrying amount over its fair value or replacement cost is recognized as an expense in the statement of operations for the applicable fund. Previous write-downs are not reversed.

#### (e) Revenue recognition

The Church follows the restricted fund method of accounting for contributions.

Restricted contributions are recognized as revenue of the appropriate restricted fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions related to general operations for which no restricted fund exists are recognized as revenue of the General Fund in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue of the General Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

# Commons Church

## Notes to the Financial Statements

December 31, 2023

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### 3. Significant accounting policies, continued

#### (f) Contributed materials and services

The Church records the value of contributed materials and services only when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Church's operations and would otherwise have been purchased.

The Church is dependent on the services of many volunteers on an operational basis. Due to the difficulty of determining their fair value, volunteer services are not recognized in the financial statements.

### 4. Guaranteed Investment Certificates ("GICs")

During the year the Church held twelve (2022 – eight) GICs with interest rates at 0.50% to 4.35% (2022 – 0.50% to 1.40%) with maturity dates between January 2024 and August 2026. The GIC investments which have matured since year end to the date of the audit report have been reinvested at rates of 4.0% and expire April 27, 2024.

### 5. Capital assets

	<b>2023</b>		
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>
Land	\$ 2,000	\$ -	\$ 2,000
Building	560,925	260,528	300,397
Furniture and fixtures	334,705	199,544	135,160
Computer	42,916	33,365	9,550
Vehicles	3,725	3,193	532
	<b>\$ 944,271</b>	<b>\$ 496,630</b>	<b>\$ 447,639</b>
	<b>2022</b>		
	<b>Cost</b>	<b>Accumulated Amortization</b>	<b>Net Book Value</b>
Land	\$ 2,000	\$ -	\$ 2,000
Building	560,925	244,719	316,206
Furniture and fixtures	312,539	186,128	126,411
Computer	37,715	30,190	7,525
Vehicles	3,725	2,965	760
	<b>\$ 916,904</b>	<b>\$ 464,002</b>	<b>\$ 452,902</b>

During the year the Church made deposits of \$60,464 on sound system equipment and furniture, that have not yet been received.

# Commons Church

Notes to the Financial Statements

December 31, 2023

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## 6. Financial instruments

### Market Risk

The Church is exposed to the risk that the fair value of its GIC investments that bear interest at a fixed rate will fluctuate because of changes in the market rate of interest.

The Church is not exposed to any significant credit or liquidity risk.



## **LIST OF CREDENTIAL HOLDERS**

The following staff members are credentialed by Commons Church with licenses to perform weddings in the province of Alberta:

- Jeremy Duncan
- Yelana Pakhomova
- Bobbi Salkeld
- Scott Wall

# PROPOSED CHANGES

Two updates are being proposed this year.

A. Article I of the constitution identifies the name of our denomination as Evangelical Covenant Church **In** Canada when the proper name is Evangelical Covenant Church **Of** Canada.

B. Article I of the bylaws includes a preamble that outlines the purpose of Membership at Commons. There is a proposed change to clarify that Voting Membership is intended for participants in the local congregation of Commons Church as per our charitable mandate. We continue to welcome the input of our digital adherents, including their participation in our governance through the AGM. Still, it is important to align our bylaws with our mandate under the Charities Directorate of Canada.

Proposal:

*Membership*

*Section 1: Preamble*

*We are all part of community the moment we choose to be part of the collective conversation. However, at an organizational level, Voting Membership is needed to help make collective decisions and provide proper accountability and support for our leadership. While we serve a broad community through our digital ministries, our charitable mandate is to provide pastoral and religious care to a local congregation. Therefore, Voting Membership is reserved for those who choose to participate in the local congregation of Commons Church.*

**CONSTITUTION AND BY-LAWS of  
COMMONS CHURCH**



Approved by the membership March 16, 2023.

## **CONSTITUTION for THE EVANGELICAL COVENANT CHURCH OF CALGARY**

### **Preamble**

[An historical statement from the Preamble of the Constitution and Bylaws of the Evangelical Covenant Church as adopted by the Evangelical Covenant Church in 2002]

The Evangelical Covenant Church is a communion of congregations gathered by God, united in Christ, and empowered by the Holy Spirit to obey the great commandment and the great commission. It affirms its companionship in faith with other church bodies and all those who fear God and keep God's commandments

The Evangelical Covenant Church adheres to the affirmations of the Protestant Reformation regarding the Bible. It confesses that the Holy Scripture, the Old and New Testament is the Word of God and the only perfect rule for faith, doctrine and conduct. It affirms the historic confessions of the Christian Church, particularly the Apostles' Creed and Nicene Creed while emphasizing the sovereignty of the Word of God over all creedal interpretations.

In Continuity with the renewal movements of historic Pietism, the Evangelical Covenant Church especially cherishes the dual emphasis on new birth and new life in Christ, believing that personal faith in Jesus Christ as Savior and Lord is the foundation for our mission of evangelism and Christian nurture. Our common experience of God's grace and love in Jesus Christ continues to sustain the Evangelical Covenant Church as an interdependent body of believers that recognizes but transcends our theological differences.

The Evangelical Covenant Church celebrates two divinely ordained sacraments; baptism and the Lord's Supper. Recognizing the reality of freedom in Christ and in conscious dependence on the work of the Holy Spirit, we practice both the baptism of infants and believer baptism. The Evangelical Covenant Church embraces this freedom in Christ as a gift that preserves personal conviction, yet



guards against an individualism that disregards the centrality of the Word of God and the mutual responsibilities and disciplines of the spiritual community.

The Evangelical Covenant Church has its' roots in historical Christianity, the Protestant Reformation, the biblical instruction of the Lutheran Church of Sweden and the great spiritual awakenings of the eighteenth and nineteenth centuries. These influences together with more recent North American renewal movements continue to shape its development and distinctive spirit. The Evangelical Covenant Church is committed to reaching across boundaries in the cultivation of communities of life and service.

THE EVANGELICAL COVENANT CHURCH OF CALGARY is an Evangelical Covenant Church located in Calgary, Alberta, Canada. This document, which is in harmony with the above preamble, is the Constitution and Bylaws of THE EVANGELICAL COVENANT CHURCH OF CALGARY.

## **ARTICLE I**

### **Name**

The name of the church shall be THE EVANGELICAL COVENANT CHURCH OF CALGARY, hereafter referred to as “the Church”. The name of the denominational affiliation is Evangelical Covenant Church ~~in~~of Canada, hereafter referred to as “ECCC”.

## **ARTICLE II**

### **Affiliation**

The Church is a member of the ECCC and is pledged to work in harmony with the Covenant and its affirmations.

## **ARTICLE III**

### **Confession of Faith**

The Church believes in the Holy Scriptures, the Old and New Testaments, as the Word of God and the only perfect rule for faith, doctrine and conduct.

## **ARTICLE IV**

### **Purpose**

We have a conviction that the Creator God is at work to heal and remake the whole world through the person of Jesus Christ and the work of the Spirit. Our mission then, is to join with God in the renewal of all things— agents of reconciliation in our homes, our neighbourhoods, our careers, and city through the work of God in us.

## **ARTICLE V**

## **Membership**

Membership in The Church is granted as provided in the Bylaws to those who profess trust in our Lord Jesus Christ and desire to live a Christian life, promise to faithfully support the mission, ministries and policies of the Church, and to share in its fellowship and obligations.

## **ARTICLE VI**

### **Governance**

The authority of the government of the Church is vested in its membership acting through duly called congregational meetings. The management, administration and oversight of business and spiritual affairs are delegated by the congregation to appropriate leadership as delineated in the Bylaws. All elected leadership specified in the Bylaws shall be members of the church.

## **ARTICLE VII**

### **Officers**

The designated officers of this church shall be a chair, vice-chair, a secretary and a financial officer/treasurer. All officers shall be members of the Board of Directors.

## **ARTICLE VIII**

### **Congregational Meetings**

An Annual Congregational Meeting shall be as near the first of the fiscal year as feasible. At the annual meeting, written progress reports shall be submitted by the Lead Pastor and by various ministry teams as deemed necessary by the Board of Directors. The treasurer shall submit reports on an independent review of financial records for the Church and each of its organizations. Election for Offices shall be held. The church budget shall be submitted for action.

Additional congregational meetings shall be held as necessary. Items as required by the Constitution and Bylaws shall be submitted for congregational action.

## **ARTICLE IX**

1. The congregation shall hold title to its' own assets. No person shall profit from any real, personal, or mixed properties held by the Church. The organization will be carried on without purpose of gain for its members, and any profits or other gains to the organization shall be used in promoting its purposes.
2. In the event of a schism within the Church, in which there are competing claims to the assets by various factions of the Membership, the title of all church property, real or personal, shall remain with the group that abides by the Constitution and Bylaws as determined by the Leadership Board of The ECCC.
3. No action for the sale or transfer of assets may be taken when the closure of the church is under consideration without the prior approval of the Leadership Board of The ECCC.
4. In the event of dissolution, or the congregation votes cease, the property and all assets of this church shall become the property of The ECCC. In the event that at a time of dissolution The ECCC is no longer a qualified donee, the organization will distribute or dispose of its remaining property to other organizations that are qualified donees as determined by the Leadership Board.

## **ARTICLE X**

### **Amendments**

Amendments in harmony with this Constitution and not in conflict with the ECCC principles and policies may be adopted by a two-thirds vote of those members present and voting in an annual meeting of the congregation, providing the proposed

amendment(s) was presented in written form to all members at least 1 month prior to the annual meeting date.

Articles IX and X may be amended only with the approval of the Leadership Board of The ECCC.

## BYLAWS for THE CHURCH

### ARTICLE I

#### Membership

##### Section 1: Preamble

We are all part of community the moment we ~~walk in the door and~~ choose to be part of the collective conversation. However, at an organizational level, Voting Membership is needed ~~in order~~ to help make collective decisions and provide proper accountability and support for our leadership. ~~While we serve a broad community through our digital ministries, our charitable mandate is to provide pastoral and religious care to a local congregation. Therefore, Voting Membership is reserved for those who choose to participate in the local congregation of Commons Church.~~

~~In that light, every Member is given a voice in the unfolding vision and direction of our community and is expected to model a vibrant and ongoing relationship with Christ and our local church.~~

##### Section 2: Responsibilities

The following ideas help us better understand the role of a member.

Together we:

- a. teach new participants about our community (Mission, Vision, Values) and those new to faith about basic Christian Theology (see affirmations section).
- b. lead by countering negative talk with positive conversation, by courageously addressing concerns in a healthy way with leadership, and by actively involving ourselves in the work it takes to run a church.

c. contribute financially so that the community remains financially sustainable. We don't teach a particular measure in terms of our financial giving but we aspire to be generous people.

d. take an active role in helping to measure the health and productivity of our leaders (through open, honest conversation) and the effectiveness of our worship experiences and communication strategies (through in-seat surveys).

e. commit to pray for wisdom in our leadership, discernment concerning the specific will of God for our Church, and the courage to fulfill our mission in the city.

f. take personal responsibility to study the scriptures in order to stay growing in our own faith and to better understand what it means to be a follower of Jesus.

g. expect the church to be committed to individuals. We are in this for the long haul and that means that when we see areas for growth in each other we can name them and challenge each other, in love, without the shadow of judgement or condescension.

h. trust our leadership to be accessible. Church is more than sermons and information, it is community. Leadership can't be the beginning and ending of this process but we expect the pastoral staff to make a conscious effort to be available outside church for the rhythms of care and conversation.

### **Section 3: Admission into Membership**

#### **1. Application for Membership**

Upon completion of a membership class, persons desiring to apply for membership shall submit their application to the Board of Directors. As part of the membership class applicants shall give testimony to personal faith in Jesus Christ. Upon completion of such, the Board of Directors will review and approve new members.

2. Reception

Applicants who are received into membership of the church shall be welcomed at the next congregational meeting of The Church.

**Section 4: Children and Youth**

Children and Youth have a significant place in the life of The Church. The church shall seek to nurture each individual, regardless of age, toward spiritual maturity in Jesus Christ. Members must be at least 16 years of age.

**Section 5: Membership Renewal**

1. Renewal

Active status must be renewed yearly. Members must renew their active status at any point in the 12 months prior to the Annual General Meeting in order to be able to vote at said meeting. Active status renewal can be done either in written application or by email. Renewal forms will be available during public gatherings and the designated email address will be publicized two months prior to any regularly scheduled congregational meeting. There is no cost to become a member or to renew active status.

2. Active Members

To be Active, a member must be a regular attendee of The Church and participate in the ministry of the church in keeping with their gifting and health as determined by the Board of Directors at the point of renewal. All Active members have voting privileges. The Board of Directors may present a list of the Active and Inactive members where appropriate.

3. Inactive Members

Members who do not renew active status automatically move to inactive status. Inactive members will remain part of church contact lists and be informed of all congregational meetings unless they request to be removed from the membership role. Inactive members will not have



voting privileges. Inactive members can renew their active status at any point within five years of moving to inactive status. The Board of Directors may present a list of the Active and Inactive members where appropriate.

**Section 6: Discipline and Care**

Any member known to err in doctrine or conduct shall be given spiritual care and direction as outlined in Matthew 18: 15-18 and Galatians 6:1. The goal is always to achieve a loving restoration of the one who has stumbled. Any member having knowledge of such error shall, in the spirit of Christian love and where they are comfortable, seek to restore the erring member. If the individual fails to heed the counsel of restoration, the Board of Directors shall listen to the full issue and make a decision regarding the status of membership. Any decision made by the Board of Directors requires a two-thirds vote of all current Board of Directors members.

**Section 7: Transfer of Member**

Any member desiring to transfer or withdraw from membership shall make such a request in writing to the Board of Directors. The Pastor shall issue Letter(s) of transfer.

**Section 8: Recording**

The names of those joining and terminating membership shall be duly recorded and reported at the next Congregational Meeting following the action.

**Section 9: Non-member Friends**

Non-member church friends shall be considered a part of the total constituency of The Church family. The church and its' Pastor shall serve them in their spiritual needs, and they shall be encouraged to consider this their church home and to move in commitment towards membership. Non-member church friends shall have a voice, but no voting privileges at Congregational Meetings.

## **ARTICLE II**

### **Board of Directors**

#### **Section 1: Purpose**

The Board of Directors shall be responsible for building, maintaining and overseeing the spiritual welfare of the congregation and overseeing all ministries and business affairs of the church.

The Board of Directors shall govern with an emphasis on (a) biblically-based integrity and truthfulness in all methods and practices, (b) visionary leadership rather than administrative management, (c) clear distinction of Board of Directors and Lead Pastors roles, (d) collective rather than individual decisions, (e) future rather than past or present focus, and (f) pro-activity rather than reactivity.

Accordingly, the Board of Directors is accountable to Jesus Christ, who is the Head of the Church, and to The Church community. The Board of Directors recognizes the affirmations of the ECC.

#### **Section 2: Composition**

The Board of Directors shall be comprised of not less than five and not more than nine members, plus the Lead Pastor (non-voting). The Board of Directors shall have the option to appoint additional members of the staff to the board as non-voting members. Immediate family members (spouses, parents, children) of staff or other lead team members shall not be eligible for election to the Board of Directors. The Chair shall hold the golden vote in the event of a tie but efforts will be made to work together with consensus rather than majority decisions.

#### **Section 3: Qualifications**

Any active member of this church meeting the Biblical standard of character and giftedness for church leaders, and deemed to live out the responsibilities of a member (Article 1 Section 2) may be nominated and elected to the Board of Directors. The Nomination Committee will be responsible to review any candidate who chooses to allow his/her name to stand to determine whether the candidate meets this criteria. See Article V

**Section 4: Election**

Board of Directors members shall be elected by two-thirds vote of those members voting at a meeting of the congregation called for that purpose. A Nominating Committee is established for this purpose to receive nominations. Nominations will be accepted up until the Sunday prior to the scheduled congregational meeting. Nominations from the floor of the meeting shall not be allowed.

**Section 5: Term of Office**

Board of Directors members shall be elected for a term of up to three years and shall not be elected for more than two consecutive terms with possible extensions in special circumstances at the invitation of the Nomination Committee. After one year off, a member may be eligible for subsequent service.

**Section 6: Vacancies**

A Board of Directors member may resign. A Board of Directors member may be removed from office by a majority vote of congregational members voting at a meeting called for that purpose. A Board of Directors member may be removed by a 2/3 vote of the Board of Directors, (see **Section 10: Care and Discipline**) Vacancies created by removal or resignation shall be filled by appointment of the Board of Directors effective until the end of the original term.

**Section 7: Quorum**

A majority of Board of Directors members shall constitute a quorum.

**Section 8: Responsibilities of the Board of Directors**

1. The Board of Directors shall present yearly ministry goals and objectives to the congregation.
2. The Board of Directors shall act as the Directors of the church and its assets. They shall designate those Board of Directors members and any other members of this church who shall be authorized to sign legal documents on behalf of the church.
3. The Board of Directors shall elect from among them a Chair, Vice-Chair Secretary, and Financial Officer/Treasurer. As a non-voting member of the Board of Directors the Lead Pastor will not be eligible for these positions.
  - i. **Chair:** The Chair shall preside at all Congregation Meetings of the church and of the Board of Directors. The Chair shall confer with the Lead Pastor in preparing the agenda for such meetings and shall utilize the counsel that the pastor can give by virtue of the pastor's training, experience and calling.
  - ii. **Vice Chair:** The Vice-Chair shall preside at all Congregation Meetings of the church and of the Board of Directors in the absence of the Chair.
  - iii. **Secretary:** The Secretary shall keep and preserve the minutes of all Congregational Meetings of the church and of the Board of Directors, and shall conduct and preserve all official correspondence as shall be delegated, and shall be responsible for the official seal and documents of the Church.
  - iv. **Financial Officer:** The Financial Officer shall ensure proper policies, processes, reporting, and reviewing of documents related to the finances of the Church.

4. The Board of Directors shall be responsible for reviewing the preparation and submission of a proposed budget for each fiscal year to the Membership for approval.
  - i. Upon approval of the budget by the Membership, the Board of Directors shall be responsible for seeing that the budget is carried out as approved. The Board of Directors shall have the authority to appropriately adjust budget items and amounts where ministry objectives necessitate, but in no event shall the board authorize debt without prior approval of the Membership.
  - ii. The Board of Directors shall annually appoint auditors to review the financial records of this church.
5. The Board of Directors shall be responsible for representing the congregation in certain staff relationships including:
  - i. Annual appraisal of the ministry of the Lead Pastor and to provide godly counsel or discipline as required.
  - ii. Annual review and approval of staff compensation and approval of compensation for new staff positions, all subject to overall budget approval.
  - iii. Establishment of personnel policies
  - iv. Approval of any changes to Lead Pastor job description and review of changes in staff job descriptions and of job descriptions for new staff positions, including maintenance of job descriptions for all staff positions
6. The Board of Directors is responsible to carry out duties outlined in Article I: Membership. In addition to Membership Section 3, Discipline and Care, where discipline must be administered in the spirit of Christ with due regard for the welfare of the individual disciplined as well as the welfare of the

Church. The Board of Directors shall not consider any grievance against a member unless such grievance is submitted in writing and supported by the evidence of two or more witnesses.

7. The Board of Directors shall hear and respond appropriately to the concerns of members.
8. The Board of Directors shall determine Ministry Teams needed to carry out this church's mission and appoint appropriate leadership.

### **Section 9: Unity**

Action by the Board of Directors shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.

### **Section 10: Care and Discipline**

The Board of Directors is expected to act in Christian character and with the best interests of the Church in mind. If for any reason a team member is found to act in contravention of these standards all care will be given to restoring that person in grace. If necessary a 2/3 vote of the Board of Directors will remove that person from their position on the Board of Directors. If discipline requires the dissolution of membership privileges see ARTICLE 1 Section 4.

### **Section 11: Indemnification**

The Church will maintain liability insurance for all directors. The Church agrees to cover the cost of compensatory or punitive damages beyond what is covered by the insurer resulting from civil actions based on the director's actions or inactions in his or her capacity as a director. This protection extends to actions arising from committee work as designated in the bylaws. This does not apply to legal action that results from directors' or officers' own willful neglect, default or illegal acts.

## ARTICLE III

### Ministerial Credentials

#### Section 1: Categories

There shall be the following categories of credentials: **Licensed**.

Candidates for **ordination** may work with the ECCC.

#### Section 2: Qualifications to Receive Credentials

All applicants for credentials shall be employed in a full or part time capacity by The Church, have a personal experience of salvation and shall subscribe to the Affirmations and Creeds of The Church.

Credential holders shall be expected to maintain biblical standards of holiness, and always, as ministers of the gospel of Jesus Christ, shall seek to conform to the positive virtues of love, mercy, and forgiveness as taught by the Lord.

1. **Time Requirement:** The time required to apply for credentials, shall be a minimum of two full and continuous years of ministry in a comparable ministry setting.
2. **Proven Ministry:** A proven ministry shall be understood to mean that the candidate has clear evidence of the following:
  - i. The call of God.
  - ii. The operation of the ministry gifts according to Ephesians 4:11:12.  
Provision shall also be made for specialized ministries such as music, Christian education, and visitation.

- iii. Discipline and maturity in personal life and effectiveness in preaching or other means of communicating the gospel.
  - iv. The manifestation of genuine spiritual concern for all people.
3. **MINISTRY APPOINTMENT:** The granting of this credential shall be conditional upon the applicant currently holding an appointment in ministry at The Church or a related ministry.
  4. **PRE-LICENSE TRAINING:** Candidates for credentials shall complete at a minimum a bachelors degree in theological or biblical studies.
  5. **EXCEPTIONS FOR LICENSING:** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Senior Pastor and Board of Directors upon application from the candidate.

### **Section 3: DISCIPLINE**

1. **THE NATURE AND PURPOSES OF DISCIPLINE:** Discipline is an application of scriptural principles that guide conduct and lifestyle. The aims of discipline are that God may be honoured, that the purity and welfare of the ministry may be maintained, and that those under discipline may be brought to repentance and restoration. Discipline is to be administered for the restoration of the minister, while fully providing for the protection and advancement of the spiritual welfare of our local assemblies. It is to be redemptive in nature as well as corrective, and is to be exercised as under a dispensation of both justice and mercy. The following actions shall be proceeded with only after all other avenues of Christian counsel and admonition have been attempted.
2. **CAUSES OF DISCIPLINARY ACTION**
  - I. Any moral failure involving sexual misconduct (including but not limited to sexual assault).



- II. Any moral or ethical failure unbecoming to a credential holder (including but not limited to deception, fraud, theft, assault).
- III. The propagation of doctrines and practices contrary to those affirmed by The Church.
- IV. A contentious or non cooperative spirit, an assumption of dictatorial authority, or an arbitrary rejection of counsel and direction from the Lead Pastor or Board of Directors.
- V. The mismanagement of church finances.
- VI. Any action that results in employment with The Church being terminated or in Membership at The Church being revoked. See Article 1 Section 6

#### **Section 4 DETERMINATION OF DISCIPLINE**

- 1. It shall be the responsibility of the Board of Directors to determine whether the circumstances of the case merit probation, suspension, or dismissal. The Board of Directors shall weigh decisions on:
  - I. the basis of the offence itself;
  - II. the manner and thoroughness of repentance;
  - III. the attitude of the offending credential holder toward the discipline; the manifested willingness to cooperate;
  - IV. the requirements of the Constitution and By-Laws.
- 2. If the verdict is guilty, the credential shall be suspended immediately unless it is determined to be a minor violation. Ministry employment may also be terminated.
- 3. If, in the opinion of the Board of Directors, restoration is feasible, a restoration program shall be provided.

**Section 5: THE OFFICIAL MINISTERIAL LIST**

1. A list of all credential holders shall be issued at every Annual General Meeting of The Church

**Section 6: CEREMONIES AND ORDINANCES**

1. Ministers holding credentials with The Church are permitted to conduct the various ceremonies and ordinances in accordance with the customs and practices of The Church and the laws of Alberta.
2. Licensed ministers are permitted to solemnize marriages if they are registered with the government.

**Section 7: MARRIAGE CEREMONY**

1. We recognize a need for each ceremony to be customized for the couple but all ceremonies will follow a basic outline
  - I. Prayer
  - II. Homily
  - III. Vows
  - IV. Exchange of Rings or Symbol of Marriage
  - V. Pronouncement of Marriage
  - VI. Singing of License and Registry by Couple, Officiant, and Witnesses
  - VII. Prayer and Blessing

**Section 8: SACRAMENTS, TENETS, RELIGIOUS BELIEFS**

1. The Church recognizes the sacraments of Marriage, Eucharist, and the Baptism of both infants and adults
2. The Church recognizes the tenets of the ECCC

- I. We affirm the centrality of the word of God.
  - II. We affirm the necessity of the new birth.
  - III. We affirm a commitment to the whole mission of the church.
  - IV. We affirm the church as a fellowship of believers.
  - V. We affirm a conscious dependence on the Holy Spirit.
  - VI. We affirm the reality of freedom in Christ.
3. The Church recognizes the historic Apostles' creed as the guiding religious beliefs of the Christian faith

We believe in God, the Father almighty, creator of heaven and earth.

We believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead.

On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.

We believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

Amen.

## **ARTICLE IV**

### **Pastoral Staff**

#### **Section 1: Qualifications**

The pastoral staff shall meet the New Testament requirements of their office as dictated in 1 Timothy 3: 2-7. They shall be in agreement with the purpose

and values of this congregation. The Lead Pastor may hold ministerial credentials (or be in the process to hold credentials) with either The ECCC or through The Church. Pastors and their spouses shall be members by virtue of the call to serve the church.

**Section 2: Duties**

The pastoral staff shall devote themselves to the service of this church as servant leaders. The staff shall devote themselves to faithfully upholding God's Word and to giving themselves to their pastoral work. They shall model personal integrity and love toward the congregation. They shall work in cooperation with the Board of Directors.

**Section 3: Call of a new Lead Pastor**

The Lead Pastor shall be called at an Annual or special Congregational Meeting, the purpose of which shall be announced two weeks in advance. A Pastoral Search Committee shall select a pastoral candidate.

The Search Committee shall be selected by the Board of Directors and shall have three to seven members. The Search Committee shall have at least two members who are not a part of the Board of Directors. The Search Committee shall work cooperatively with The ECCC through the office of the Superintendent.

A Pastor must receive a vote of at least two-thirds of the members present at the Congregational Meeting to receive a call. The call shall be for an indefinite period of time.

**Section 4: Duties of the Lead Pastor**

The Lead Pastor shall preach and teach the Word of God, administer the sacraments, provide missional leadership, and faithfully carry out pastoral work. The Lead Pastor shall direct the church staff, providing counsel, encouragement and Christian discipline so as to assist in the accomplishment of objectives for each staff member.

All staff shall be responsible to the Lead Pastor. The Lead Pastor shall be a non-voting member of the Board of Directors and a non-voting member of all ministry teams and committees and in such capacity shall strive to establish and accomplish objectives and strategies in conjunction with the mission and purpose of this church.

**Section 5: Cooperation**

All Pastor(s) shall, both in word and precept, strive to work in harmony with the Evangelical Covenant Church and The ECCC.

**Section 6: Other Pastors**

Other pastors shall carry out specific areas of ministry under the direction of the Lead Pastor.

**Section 7: Resignation of the Lead Pastor**

Under ordinary circumstances the Lead Pastor may resign by submitting a letter of resignation to the Board of Directors, with a minimum of six weeks' notice required by this church or the Pastor for termination of pastoral duties. Should there be extenuating circumstances the six-week notice will be waived.

**Section 7: Charges against a Pastor**

Charges against a Pastor shall be submitted in writing to the Board of Directors – charging a Pastor with indiscretion, immorality, intentional instruction of false doctrine, unethical behaviour (Matthew 18: 15-18). If in the discernment of the Board of Directors of the Church there is substance to the charges, the case shall be referred to the Regional Conference Superintendent.

The superintendent shall confer with the Covenant executive secretary of the ministry. These two officers shall confer and determine the Covenant regarding discipline, prior to further action by the Church.

## **ARTICLE V**

### **Nominating Committee**

#### **Section 1: Composition**

The Nominating Committee shall consist of one Board of Directors member designated by the Board of Directors, the Lead Pastor, and at least two members of this church not from the Board of Directors. The Board of Directors shall designate one of the committee members to serve as Chair of the Nominating Committee.

#### **Section 2: Quorum**

A majority of members shall constitute a quorum of the Nominating Committee.

#### **Section 3: Responsibilities**

The Nomination Committee will be responsible to 1. receive nominations from the congregation, 2. make nominations on behalf of the congregation, 3. review nominees to determine whether the candidate meets the criteria named in Article II Section 3 and in the Board of Directors Qualifications set out in the Related Materials section, and to 4. approach those nominated to see if they will allow their name to stand for election. The Nominating Committee shall be responsible for providing appropriate nominations to fill the offices of the Board of Directors, and any other positions assigned to it either by the Board of Directors or congregation – for example: conference delegates.

#### **Section 4: Unity**

Actions by the Nominating Committee shall be taken in such manner as to preserve the unity of the Spirit in the bond of peace.

## **ARTICLE VI**

### **Meetings**

#### **Section 1: Annual Congregational Meeting**

The Annual Congregational Meeting shall be held as near to the beginning of the year as feasible. The Pastor, Ministry staff, the Board of Directors, and the Financial Officer or Treasurer shall submit written reports. The budget shall be presented at this meeting.

#### **Section 2: Special Meetings**

Special meetings may be called by the Board of Directors or by written request signed by two-thirds of the Membership.

#### **Section 3: Notification of Meetings**

All meetings shall be announced and presented in writing to the Membership of the church at least two weeks prior to the meeting date.

#### **Section 4: Conduct of Meeting**

The Chair of the Board of Directors or such other person as may be designated by the Board of Directors shall serve as Chair of any meeting of the Membership.

#### **Section 5: Voting**

Each Active member and only active members shall be entitled to cast one vote in any election on any subject at any Annual or Special Meeting of the Membership. Voting may be conducted at the in-person Meeting and electronic voting may be provided prior to the meeting date. Voting access, if provided, will be available by request to each active member. Members who request an electronic vote will not be eligible to vote in person. Scrutineers will count electronic votes along with on-site votes for each subject being voted on at the time of the in-person vote.

**Section 6: Quorum**

One-third of the active Membership shall constitute a quorum of any Congregational Meeting.

**Section 7: Rules of Order**

All Congregational Meetings shall be guided by the Biblical principle to “speak the truth in love” and to have things done “decently and in order”. Robert’s Rules of Order shall be the organizational guide for The Church.

**Section 8: Final Voice**

The congregation reserves for itself final authority in any matter of its choice.

**ARTICLE VII**

**Amendments**

**Section 1: Procedure**

Amendments in harmony with the Constitution may be adopted by a two-thirds majority vote of those members present in an Annual Meeting of the congregation. A proposed amendment to the Bylaws must be presented in writing to the members not less than 30 days prior to the Annual Congregational Meeting.



## **RELATED MATERIALS**

### **Board of Directors Qualifications**

In our community we use the term “Board of Directors” to designate not only the functional leadership role but also the collective eldership role.

The terms “elders” and “overseers” are interchangeable and designate the primary spiritual leaders of the church (Titus 1:5, 7; Acts 20: 17, 28). The term “elder” emphasizes maturity and “overseer” emphasizes the leadership responsibility. Ideally the local church has a plurality of elders (Acts 14:23; 20:17; Philippians 1:1; 1 Timothy 4:14; 5:17; Titus 1:5; James 5:14). Elders are equal in authority, but not equal in influence. For example, the Pastor serves a unique role within the community setting vision but does not necessarily speak solely for God or with unquestioned authority. The elders’ authority is to be expressed in leadership but not lording it over the community (1 Peter 5:3; Hebrews 13:17).

Elders have responsibility for prayer ministry (James 5:14), teaching and shaping the church’s doctrine (Acts 6:4, Acts 20:27-31; 1 Timothy 3:2, 5:17; Titus 1:9), and the pastoring of the community (1 Peter 5:2). For us, this means that the primary teaching voice for community gatherings be represented in the eldership but also that each lead team member be comfortable to explain core Christian concepts clearly and effectively in

conversation. This type of relational-pastoral dynamic is something we reach towards as a community sensing the need for the community to participate in the pastoral role. For more information on our place within the Christian tradition, see the affirmations of the ECCC.

The scriptures talk about elders being blameless in character (1 Timothy 3:1-7; Titus 1:5-9). Obviously this does not mean perfect. However it does indicate an ongoing pattern of conformance to the life of Christ which includes healthy lifestyle choices, commitment to spiritual growth and generosity in personal interactions and finances. We do not teach tithing (a 10% donation to the church) as an absolute requirement in our community but we do understand that generosity and positive contribution to the ongoing life of the community are a scriptural imperative. Elders are expected therefore to model this commitment, contributing to the community with their time and finances generously, as life circumstances allow.

An elder must be the “husband of one wife” (1 Timothy 3:2; 3:12). We understand that this qualification does not exclude women, an unmarried person, someone remarried after the death of a spouse, nor necessarily one who has divorced and remarried. The phrase describes for us, a reputation as a “faithful” spouse.

In Scripture elders were selected by the original church planter (Acts 14:23) or by other elders (Titus 1:5), with recognition from the congregation for its leaders (Acts 6:3; 15:22-23). In our tradition, the existing lead team takes the initiative to approach potential team members based on an assessment of the qualifications outlined here and an eye towards identifying and acknowledging those who are operating with the relational authority in the community.

It is assumed that all elders operate in the best interest of the community at all times.

Scripture does not describe how elders should organize themselves, so this is determined by church size, cultural context and specific needs of the body. This document reflects our best attempts to appropriately organize ourselves.