

Bylaw / Declaration Change Religious Society - Proof of Filing**Alberta Amendment Date: 2021/11/15****The Resolution / Declaration / Constitution / Bylaws are filed as of 2021/11/15**

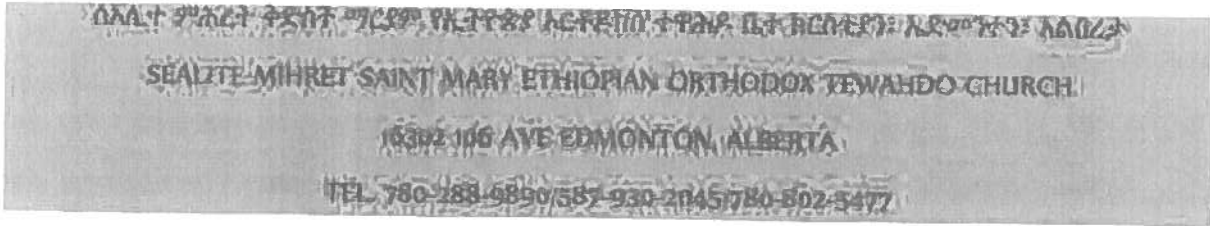
Service Request Number: 36652352
Corporate Access Number: 5412187014
Business Number: 805030673
Legal Entity Name: SAINT VIRGIN MARY ETHIOPIAN ORTHODOX TEWAHEDO
 CHURCH - EDMONTON
Legal Entity Status: Active

Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Nuans	10000605101205414	2006/01/25
Affidavit	10000005101205412	2006/01/25
Declaration of Incorporation	10000805101205413	2006/01/25
Bylaws & Special Resolution	10000307104921267	2008/11/04
Notice of Address	10000707104919352	2008/11/04
List of Director/Officer	10000907106417658	2009/10/16
Letter - Spelling Error	10000407106411673	2009/10/30
List of Director/Officer	10000707109940777	2011/03/17
List of Director/Officer	10000307118796254	2015/02/18
Notice of Address	10000807114948711	2016/07/07
List of Director/Officer	10000407124827555	2017/04/21
List of Director/Officer	10000407134518439	2020/02/18
Bylaws & Special Resolution	10000907135569806	2021/11/15

Registration Authorized By: BEKELE TELILA
 CHAIR

The Registrar of Corporations certifies that the information contained in this proof of filing is an accurate reproduction of the data contained in the specified service request in the official public records of Corporate Registry.



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In the name of the Father, and the Son, and the Holy Spirit, one God! Amen!

ቁጥር/Ref. no. ሰ/ም/ቅ/ማ 0016/2021

Date: October 10, 2021

To: Service Alberta

Corporate Registry

Subject: Submitting a new bylaw adopted by our church

We hereby certify that a meeting was held on October 10, 2021, and the membership of the Saint Virgin Mary Ethiopian Orthodox Tewahedo Church passed and adopted the new bylaws attached to this special resolution.

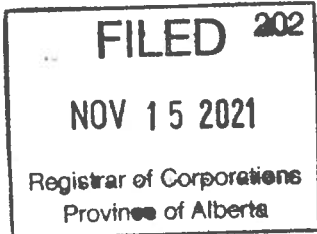
Sincerely,

Getachew Bekele Telila

Chairperson, Church Administrative Board of Directors

Date 10/10/2021

Signature [Handwritten signature]

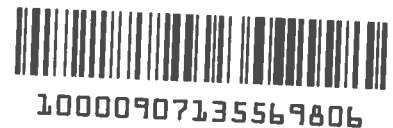


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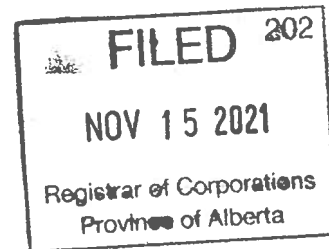
Secretary, Church Administrative Board of Directors

Date 10/10/26

Signature [Handwritten signature]



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In the Ethiopian Orthodox Tewahedo Church
Western Canada Archdiocese
By-laws of
Edmonton Se'alite Mihret St. Mary Church

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Translator and Interpreter
Amharic/English
Accredited by Ontario
Ministry of Attorney General

A by-law prepared for the Edmonton Se'alite Mihret Church

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Necessity and purposes of the bylaw

This bylaw is developed based on the governing bylaws ratified by the Ethiopian Orthodox Tewahedo Church Archdiocese of Western Canada and is aligned with the laws of the province of Alberta. It is also prepared noting the basic goals enumerated hereunder:

- Assuring the consistency and clarity of organizational relationship between the parish church up to the Patriarchate.
- To enable the parish church to have a bylaw that aligns with the dogma, canon, and tradition of Ethiopian Orthodox Tewahedo Church.
- To maintain consistency of relationship between spiritual services and church administration.
- To fill in the gap in the existing bylaw both in form and content, thereby, including new articles containing decisive duties and responsibilities.
- To contribute our part in the move for all sister parish churches governed by differing laws, including us, to get registered and administered under the federal government of Canada, abiding by one single bylaw to be promulgated by the Archdiocese in future.

Ethiopian Orthodox Tewahedo Church Western Canada and its Archdiocese

Constitution of the Se'alite Mihret Saint Mary's Church of Edmonton

1 - Name - This Church is named Ethiopian Orthodox Tewahedo Church Archdiocese of Western Canada, Se'alite Mihret Saint Mary's Church of Edmonton

2 - Address where church service is conducted is:

16302, 106 Avenue, Edmonton NW AB, T5P 0W9

3 - Duties and objective of the Church

A. To preach the gospel of the kingdom of God and expand the teachings.

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- B. To educate the future generation in Edmonton and its surroundings starting at young age, the bible, ethics, church discipline, their history and culture so they know it and grow up to become good citizens with spiritual morals.
- C. To enable members of the church gather with love and as one under the shade of Ethiopian Orthodox Tewahedo Church religion (dogma, canon, and discipline) to safeguard the religion and spread their belief.
- D. To cultivate the congregation through preaching the gospel and teachings of the foundation of their religion so they live in equality, respect, peace, unity, and love with others.
- E. Creating a conducive situation and provision of support for newly arriving immigrants.
- F. Performing sacraments (Baptism, Christening, Marriage, Prayers for the departed) for members of the church and Christian followers of the belief in accordance with the rules and regulations of the church.
- G. Providing the church members with consequent spiritual advice on necessary matters.
- H. To attain the objectives listed above, the church shall own assets, purchase, sell or lease as necessary.

ARTICLE 1 – Definition

1.1 - Unless the context requires otherwise, in this bylaw:

- A. "The Ethiopian Orthodox Tewahedo Church Holy Synod" means, the patriarch, the supreme council convened by the patriarch and archbishops, which inherited the throne of the apostles and guided by the holy spirit. The synod is the highest and highest decision-making body seated in Addis Ababa.
- B. "Patriarch" is the head of Archbishops of the Ethiopian Orthodox Tewahedo Church.
- C. "Enat Church" means an alternate name for Ethiopian Orthodox Tewahedo Church led by the Holy Synod whose seat is in Addis Ababa.
- D. "The Archbishop" means the head bishop appointed by the Ethiopian Orthodox Tewahedo Church Holy Synod to serve in Western Canada and its surroundings.
- E. "Parish Church" means the building, the congregation of Ethiopian Orthodox Tewahedo Church Christians in Western Canada and its surroundings associated as one, who adhere to faith, dogma doctrine and traditions of the church.

- F. "Head Priest or Parish Church Administrator" means a head spiritual father, known for his professional and administrative efficiency, recognized for his discipline and church services, chosen by the parishioners and the church administration, and appointed by the archbishop.
- G. "The Parish spiritual assembly" means general spiritual assembly of the parish, clergy and Sunday school students who are eligible to elect and be elected in the parish church's spiritual administration assembly.
- H. "The Parish Spiritual Administration Council" means the executive body comprising the head priest and members elected by the general assembly of church members. This body may include not more than three priests/deacons, the head priest being in the list.
- I. " Parish Member " means a person baptized according to the dogma of Ethiopian Orthodox Tewahedo Church and accepts and complies with the bylaw, and who carries an ID upon registration on the church official book.
- J. "A regular Member " means a parishioner who fulfils the conditions in "I" above and is a member for one year fulfilling his responsibilities and whose membership is in Se'alite Mihret.
- K. " General Assembly" means a meeting where all members of the church take part.
- L. "Committee" means a body with members nominated by the parish spiritual administration assembly for different services and accountable to the general council.
- M. " Law of Association" means a law that governs non-profit organizations which can be altered or improved through time in Alberta province.

1.2- Meaning of words

Words that indicate singulars apply for plurals, and those used for masculine apply for feminine and the church and vice versa. In case of discordance between the Amharic and English versions of these bylaws, the Amharic version prevails.

ARTICLE 2 - Organizational Structure and Accountability

- 2.1 - The parish church is accountable to Archdiocese of Western Canada and its surroundings.
- 2.2 - The church will abide by and put into practice laws, rules regulations and chain of command by the Holy Synod, the Patriarch, the Ethiopian Orthodox Tewahedo Church and spiritual orders from the Archbishop of the Archdiocese of Western Canada.

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2.3 - The Archbishop is the top decision maker in Archdiocese of Western Canada and therefore:

- A. Upon request by the Parish spiritual Administration Assembly, he appoints the chief priest.
- B. He ordains priests and deacons as per the rules and regulations of the E.O.T.C.
- C. Upon request by the Parish Council Administration Assembly, assigns priests in vacant positions.
- D. Shall provide administrative solutions in consultation with the office of the Archdiocese and the Parish spiritual Administration council if the head priest or other clergy are not accepted by most of the parishioners.
- E. Is the topmost responsible authority on religious matters, but matters pertaining to internal administration, finance and assets are the responsibility of the Parish spiritual Administration council.
- F. Attends annual spiritual holydays and benedicts the congregation. The Parish Church covers his travel and related costs.

ARTICLE 3 - Membership to the Parish Church

3.1- Criteria for membership

- A. Eighteen years of age, baptized according to faith and practice of E.O.T.C., who respects bylaws of the church and safeguards it.
- B. who accepts the church's rules and got registered, with a membership in good standing, can apply for membership. Upon approval by the executive committee, he will be registered in the book for members.
- C. A parishioner from other parishes of E.O.T.C. who can produce satisfying evidence can register as member when approved by the executive committee.
- D. The clergy who serve the church on a regular basis have the right to be members of the council of spiritual administration able to elect and be elected free from membership fee.

3.2 - Rights of Members

- A. Access to all spiritual services provided by the church.

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- B. Obtain a certificate of membership from the parish spiritual administration council upon request.
- C. Presence in general assembly and right to forward ideas, vote, right to elect and be elected in parish spiritual administration council.
- D. A member will enjoy the privileges in the bylaws when he carries the responsibilities and meets the criteria, apart from sacramental services.
- E. Right to sponsor his relatives to Canada using the church's access to sponsor. Procedures will be laid by internal regulations.

3.3- Membership Obligations

- A. Totally adhere to and safeguard these bylaws.
- B. Must pay membership fee set by the General Assembly and the parish spiritual administration assembly timely, but the assembly can relieve him of it for reasons and keep him as member.
- C. Must actively participate in the church's activities and make a visible significant contribution.
- D. A member in the assembly or a sub-committee member must hand over any documents and belongings of the church to the office when unable to stay in post, or upon leaving office or the country, or upon removal from position or membership.
- E. Parents must encourage children and family to register as members when they become of age and get employment.
- F. Parents must work hard to make sure their children participate in Sunday school to help them understand their religion and adhere to church traditions.
- G. Every member or family need to have a confessor father.
- H. Membership fee of an individual and a family will be assessed by the parish spiritual administration council and determined by the general assembly.
- I. Members who contribute tithe to the church are not required to pay membership fee, however, they can pay if they wish to, voluntarily.

3.4 - Membership and Church Service

- A. A person who is not a regular member in the parish spiritual council of the church cannot serve in any church services or committee including Sunday school.

B. When priests and deacons move from other places to live here and serve the parish church, the chief priest and clergy will keep them on hold to check their background and credentials. They will be allowed to serve as guests for a year and then register as regular members in the parish spiritual council. They can be exempted from membership fee upon application if they cannot pay and the criteria stipulated above will apply to the clergy too.

3.5 - Removal from Membership

A member will be removed from membership:

- A. When he/she applies in writing to the church of his/her resignation.
- B. Upon death.
- C. When terminated by a special decision by the parish spiritual administration assembly and ratified by the general assembly. One or all the following are reasons for removal from membership.
 1. Discontinuance of membership contribution for a year without satisfactory reason.
 2. Failure to fulfill membership obligations provided under 3.3 of the bylaws.
 3. Contravene the teachings, faith, and orders of the E.O.T.C.
 4. When found working for disunity of the church.
 5. Obstruction of proper church services and its functions.
 6. Standing against the doctrines and teachings, beliefs and traditions of the church and being unable to quit on advice from the executive body.
 7. Involvement in negative practices that affect the honor and dignity of church members.

The executive body will discuss and share advice to members who don't abide by the laws and will approach the clergy and holy fathers to do the same. The body will issue warning and will remove those who stood firm on their position depending on the gravity of the case. Members in fault will be delivered to the general assembly for a dismissal decision. The member has a chance to explain the case to the general assembly before decision is made. A member will receive a letter of suspension with detailed reasons regarding the case.

D. If a priest or deacon fails to meet the provisions laid out in 3.3 above and commits the acts under 3.5.c.

1. The parish spiritual administration council in consultation with the chief priest will give him verbal warning. Detailed report of the decision will be sent to the office of the archbishop.

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2. He will receive a written warning the parish spiritual administration council on the second violation, after consultation with the church administrator and the archbishop.

3. He will be suspended from service on third violation. The final disciplinary decision will be reached on approval by the general assembly when the parish spiritual council forwards the case. The decision will be binding only when approved by the archbishop.

E. If the church administrator fails to meet obligations under article 3.3 and commits the acts under 3.5.c., upon detailed application by the spiritual administration council the archbishop will take necessary correction measures according to the church's internal regulations.

F. If a member of the parish spiritual assembly does not fulfill the obligations under article 3.3 and commits acts under 3.5.c. he shall be provided with spiritual advice initially, a written warning for the second, and will be suspended till the next general assembly meeting on third violation. The member has the right to defend himself before the general assembly which is the final decision maker.

ARTICLE 4 - General Assembly

4.1 – Authority and duties of the general assembly

The Parish general assembly is the highest decision-making body on the parish church level and the following are its main authorized duties.

- A. Approves annual plan and budget of the church.
- B. Approves laws, policies, and regulations useful to the church, and amends it when necessary.
- C. It gives decision on cases and ideas of decision presented to it by the parish spiritual administration assembly according to articles 5,6 and 15.
- D. Endorses emergency purchases of materials and services of over 5000 dollars (CAD) in one month which are not in the budget on a special decision.
- E. supervises the performance of the parish spiritual administration council and gives directive.
- F. Approves annual performance, cash, and audit reports.
- G. Elects the parish chief administrator and propose him to the archbishop through the assembly's chairperson for appoint.

4.2- Notice of General Assembly Meetings

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A. General Assembly of members is held once a year on a venue and time designated by the spiritual administration council B. other than the regular annual assembly, a special meeting on emergency or a meeting to hear the first six months performance, progress and cash flow report may be called. Six members from the spiritual administration assembly or two thirds of all the members can petition on a written document to the spiritual administration council request such meeting.

C. Procedure of Notice of General Assembly

1. Venue, date and time, the agenda if it is an emergency meeting, must be announced verbally on the congregation, on a notice board and on the social media and church website.
2. The special meeting will not be cancelled for accidental reasons that a member was not properly informed, or notice was not posted in all places where members could find them.
3. Announcement for the special meeting must be made 15 days prior unless a force majeure is met.

4.3 - General Assembly meetings procedure

A. Meeting Procedure

The general assembly is opened and closed with prayers. The parish spiritual administration council chairperson presides the meeting. The clerk will replace him in his absence. In the absence of both, the council will nominate a temporary chairperson to proceed.

B. Quorum is when half / 50% /of the members who fulfilled their membership responsibilities are present.

C. Voting

All resolutions pass on a majority vote. Chairperson shall cast a vote only to break a tie vote. Each member has single vote. Members registered on family level have two votes. Vote is cast in a hand show or ballot box. Voting by proxy is not allowed.

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ARTICLE 5 - Parish Spiritual Administration Assembly

The parish spiritual administration council.

5.1. Members of the Executive Body

The parish spiritual administration council have nine executive members including the parish church administrator.

1. Parish Church Administrator
2. Chairperson
3. Clerk /secretary
4. Apostolic and Spiritual Education Section Head
5. Development and property Section Head
6. Public relations and Charity Section Head
7. Finance Section Head
8. Treasurer
9. Sunday School Section Head

5.2. Office of The Church

The church administrator, the parish spiritual administration chairperson and the assembly, the secretary, church office members are deemed to be the office, who will have one consolidated plan and report.

5.3. The Parish Spiritual Administration Authority and Duties.

The authority and duties are the following:

5.3.1. The Parish Spiritual Administration Council Authority

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- A. Protect and maintain the faith, order and synodal structure of the church in accordance with the laws of the church.
- B. Ensure that the youth in Sunday school take songs and education according to E.O.T.C. dogma, canon and tradition, supervise them for Christian morality and ethics, encourage others to register and strongly adhere to religious discipline.
- C. The council has the right to put into practice the bylaw, and all new regulations coming from the general assembly time to time, however, the bylaws shall not contradict the law of the province.
- D. Controls the church's cash flow and administration, administers and determines pays of clergy and deacons, controls movable and immovable assets.
- E. Forms committees to ensure effective church service, elects committee members, prepares workplace directives, and checks performance.
- F. Endorses any expenses stipulated under article 5.3.1.
- G. The chairperson and finance head or the treasurer will sign on cheques and financial documents. At least two officials need to sign a cheque. Spending related to the chairperson shall be signed by the finance head and treasurer.
- H. The council can endorse unexpected expenditure which are not in the budget, not exceeding 5000 CAD in a month without approval of the general assembly. Approval by the general assembly is mandatory for spending beyond this limit.
- I. When the need arises to build a church or any other building, it forms a committee that it controls, it will open a bank account related only to the construction and controls it.

5.3.2. The Parish Spiritual Administration council duties

- A. It prepares annual work and budget plan, additional long-term technical plan to present to the general assembly and makes it functional upon approval. It writes annual plan accomplishment report to the assembly. It provides members with the first six months work process and accomplishment and financial report additionally.
- B. It represents the church and negotiates contracts in the realm of the faith and goal of the church, with third parties, signs a contract, sues and defends to the merit of the church regarding property.
- C. Hires priests and other professionals who provide services to the church (except the church administrator) after approval of the administrative assembly of the archdiocese of

West Canada, determines salary, controls their services. When the need arises to recruit or accept other professionals, it evaluates the need and puts it into effect.

- D. Determines salary of church administrator and signs the contract.
- E. It will have a complete book with names and address of members. It will provide members with ID in less than six months for those in good standing.
- F. It delivers birth, baptism, marriage and death certificates in due time.
- G. It proposes annual membership fee and seek approval from general assembly.
- H. It keeps the church's money in the church's account, manages the accounts and property of the church in accordance with legitimate lawful procedures.
- I. It registers and keep documents of movable and immovable assets/ property.
- J. It takes care of church building and service residences, all other properties in the premise, follows up and approves proper maintenance.
- K. Maintain records of incoming and outgoing letters with appropriate booking reference.
- L. Gives awards and certificates of recognition for role model members for the best services they provided.
- M. Maintains chain of command with the archbishop, other E.O.T.C. representatives and officials of other Christian beliefs and their representatives, for the benefit of the church.
- N. Conflict arising between members of the spiritual administration association council be resolved by the council itself otherwise the general assembly will form a committee to resolve the issue.
- O. It will cover the expenses of the chairperson of the spiritual administration council or the assembly's representative when sent to the annual general meeting of the archdiocese to present the annual report. When it is short of budget, the chief priest will represent the church. For other religious meetings representation, decision will be made depending on the budget of the spiritual administration council.
- P. If there are enough clergymen in the parish, it will form assembly of the clergy.
- Q. It will put policies, regulations and the parish bylaw into practice.

5.4. The Parish Spiritual Administration council tenure

- A. Executive committee members serve for three years in a single electoral year.

- B. Executive committee members can be reelected after a one term break or 3 years; however, an executive committee member cannot be elected for more than two terms or 6 years.
- C. If a member's seat in the spiritual administration council is vacant, another one with a higher vote in the waiting list will fill in it.
- D. Relatives or members of the same family cannot serve in the spiritual administration assembly in same electoral year.

5.5. The Parish Spiritual Administration Council Proceedings

- A. The chairperson presides the meeting, if the chair is missing or the agenda refers to him, the secretary will preside.
- B. A decision made by more than half of the executive members present will be binding. The presider will vote only when the two side votes are equal, to pass a decision.
- C. Minutes will be taken by the secretary to be signed by the members who were present during last session after proper inspection. A minute done in writing and signed by the members is binding.
- D. Parish Spiritual Administration Council will have a regular meeting at least once in a month and all meetings are held according to these bylaws.
- E. All members of the Parish Spiritual Administration Council serve voluntarily and free of payment except the head priest.
- F. When the clerk is not present at a meeting an interim secretary will be appointed from the members.

5.6. Parish Spiritual Administration Council members eligibility criteria

- A. Those who accept E.O.T.C. faith, orders and laws and who are ready to safeguard it.
- B. Those who accept and fulfil the criteria for membership under this bylaw and ready for putting it into effect.
- C. Who fully receive and implement resolutions of the general assembly.
- D. No overdue membership fee payments of over three months.
- E. Those ready to sacrifice their time for services.

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- F. Gifted in coordination and leadership skills.
- G. Devoted to spiritual services.
- H. Those who have confession father.

5.7. Removal from Parish Spiritual Administration council membership

If a member is found negligent of his responsibilities and found acting against the church's objectives-

- A. Will be suspended until the next general assembly meeting on a special resolution by the Parish Spiritual Administration council
- B. B. Could be removed by special resolution of the general assembly of members from the executive body and replaced by another member.

ARTICLE 6 - Parish Spiritual Administration Assembly Election Committee

The Parish Spiritual Administration Council Election Committee

The Parish Spiritual Administration Council's members Election will be conducted by an election committee elected by the general assembly.

6.1. Criteria of members of election committee

- A. Those with no overdue membership fee of over three months.
- B. Those who got time enough for consecutive work until election is completed.

6.2. Members of Election Committee

- A. The election Committee will have five members including the church administrator, who will elect a chairperson and a clerk from amongst.

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B. Members of the election committee will not appear as nominees for the Parish Spiritual Administration Council

6.3 Duties of Election Committee

A. Prepare electoral documents, takes nominees from the members.

B. The Electoral Committee must acquaint members with the date and time of the election process and target date in advance.

C. The Electoral Committee checks over the announced 12 candidates to the general assembly to elect 7 spiritual administration council members [Boards]. [annexation see 'k 'Below].

D. The Election shall be held on a specially designed ballot card. The ballot box remains open for seven days. The ballot card is counted in front of observers and the result will be announced same day.

E. The Electoral committee works with the outgoing members of spiritual administration council and the incoming members during hand over. After confirmation of the hand over the term of the electoral committee winds up.

F. The handover of power to the newly elected council of Spiritual Administration [board] after the announcement of the election result takes place within fifteen days. Council of spiritual administration [board] will not commence its duty before the handover.

G. The newly elected board makes a division of labor based on merit, experience and inclination. If they failed to accept the division on consensus the assignment will take place on individual election results. A member who wins the majority vote will become a vice chairman and the second majority will be a treasurer. The remaining position will be assigned in a draw.

H. The Electoral Committee shall hand over all the documents, minutes and materials used during the process of election including election forms for documentation, to the newly elected assembly of Spiritual Administration [board].

I. During the transition period the incoming assembly/ council of spiritual administration [board] will have detailed discussion and exchange of ideas with the outgoing body on outstanding issues that need follow ups and short- and long-term applicable plans.

J. The church Administrator [head of the church] is a non-elected member of assembly/council of spiritual administration.

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Article 7 - Parish Council Administration Assembly Members Duties and Responsibilities

DUTIES AND RESPONSIBILITIES OF COUNCIL OF SPIRITUAL ADMINISTRATION [BOARD OF DIRECTORS]

7.1 Head of the church [the Church Administrator]

Shall have the following duties and responsibilities:

- A. conducts a prayer and blessing on the opening meeting of the general assembly that of the spiritual administration council
- B. The head Priest [the church administrator] is fully authorized on spiritual services and ecclesiastical matters.
- C. He leads the prayer and the liturgical services, processional and spiritual ceremonies, preaching of gospel based on the doctrine and dogma of the Ethiopian orthodox Tewahedo Church.
- D. Provides spiritual guidance for the laity to cultivate their spiritual life to take a repentance and protect them from false teachings and Heresy, for priests should educate their repentant children and nurturing spiritual life.
- E. Provides direction for priests and deacons who are serving the church and shall excel in apostolic missions.
- F. Sojourn parishioners and the clergy who are sick and grieving.
- G. Represent the church and participate in the spiritual conference and shall maintain when it is necessary to communicate with other churches.
- H. Welcomes the clergy home by the invitation of the assembly of the spiritual administration, places priests and gospel preachers according to their qualifications.
- I. Signs Birth, Baptismal and Marriage-certificates and different types of spiritual certificates.

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- J. Maintain and control the sacred objects used for divine services in collaboration with councils of spiritual administration and priests.
- K. Authorizes purchases of goods for church spiritual services 150.00 CAD from the petty cash with the approval of assembly/council of spiritual administration.
- L. Deliver messages to the parishioners when it is necessary.
- M. Signs letters containing spiritual messages drafted by the secretary.
- N. When approved by the assembly/council of spiritual administration, represents the church in negotiations and co-sign contracts with the vice-chairperson.
- O. Observes the election of assembly/council of spiritual administration [board] and report the electoral process to the head of the Dioceses parish Coordination Director.

7.2 CHAIRMAN

- A. Chairs the general council meeting and assembly/council of the spiritual administration, presents annual reports and plans to the general council.
- B. Follow up with the church administrator that members of the council of spiritual administration attain their duties and responsibilities.
- C. When approved by the council of spiritual administration represents the church in negotiations and sign conventions.
- D. Supervise daily activities of the Committee.
- E. When necessary, issues statements, briefings and notice to the parishioners.
- F. Signs administrative letters and documents drafted by the secretary.
- G. Vanguard the bylaw, security Unity and rights of the church.
- H. Approves Expenses prepared and checked by the head of accounts.
- I. Co- signs cheque with a treasurer except payment made for him.

7.3 - Secretary

- A. Organize meetings and set agendas in collaboration with the head of the church for the assembly/ council of spiritual administration and send invitations for participants.
- B. Register meeting participants takes minutes and reads minutes of the previous meeting he presents for approval to the general assembly/council or the executive committee.
- C. Prepares action plan and office report, coordinate the plan of the council of spiritual administration.
- D. Registers permanent and new members, gives ID to the permanent members and approves due renewal.
- E. Prepares registration book for Birth, Baptismal and marriage certificates and death registration.
- F. Holds the seal of the church and stamped on outgoing letters and documents follow up letter distribution to the appropriate bodies and follow up decisions.
- G. Registers outgoing and incoming letters and follows letters reach the relevant bodies and decided on.
- H. Holds the key to the church mailbox, delivers letters to the relevant section in due time.
- I. In the absence of the chairman he leads the activities of the church.
- J. Leads the parish on annual and long-term plan.

7.4 - Apostolic Services and Spiritual Director (Better if chosen from the clergy)

- A. Head of gospel preaching, and spiritual school organizes scheduled sermons on the days where church services are conducted and advice the administrator, follows the implementation.
- B. Organizes scheduled bible studies for adults and youth assigns teachers consulting the administrator and follows up the program.
- C. Prepares special gospel sermons advising the administrator and assigns preachers.

- D. Controls and supervises images, printed materials and audios which has an approval from The Ethiopian Orthodox Council of Scholars, forbids unauthorized distributions.
- E. Controls unauthorized preachers and singers.
- F. Based on the potential and financial capacity of the church, by consulting the administrator opens the traditional church school to teach geez literacy, and calligraphy, hymns, church history and hermeneutic. Supervises the performance.
- G. According to directive given from the holy synod follows and supervises children Amharic literacy, basics of religion and nurturing Christian ethics and religion.
- H. On the teaching program of children section or Sunday school consulting the administrator assign teachers and supervise the lesson.
- I. Supervise the class attendance of the students, tests their knowledge and award certificates.
- J. Opens library, encourages children, priests and parishioners to read and borrow books from the library.
- K. Follows and encourages parents to register their children in Sunday school to inculcate spiritual knowledge and inform parents to fulfill their Christian obligation.
- L. Gives an ID card for students and teachers who register as members of the church.

7.5 - Development and Property Section Head

- A. Prepares various development proposals and fund-raising mechanisms to apply after approved by assembly/council of spiritual administration [board].
- B. For temporary and permanent projects focusing on churches, for monasteries and churches, spiritual schools in rural Ethiopia, collects donations organizing fundraising. confirms its target objectives are met and submits timely report to the donors.
- C. Coordinates the youth members of the parish church and Sunday school human capital, financial and material resources for use in the development of the church.
- D. controls and registers movable and immovable properties of the church.
- E. Supplies utilities to the church.
- F. Supervise the cleaning activity of the church compound, take care of maintenance and renovation of the church.

G. Accomplishes the bid of outdated properties of the church selling on bid and disposal of weed out of service property of the church for the approval of assembly/council of spiritual administration [board].

H. Conducts research and assessment plan for the expansion and purchase of a building with the approval of council of spiritual administration [Board].

7.6 - Finance Section Head

A. Prepare financial documents, checks, register financial journals and bookkeeping, submits financial summary report to executive committee and members, when it is necessary for different bodies.

B. Registers modern accounting system of income and expense statement of the church

C. Reconciles the allocated budget and expense of the church. when it is necessary prepares an expense voucher.

D. Supervise payments of the federal and provincial tax. File annual tax statement to the government.

E. Cosign on cheque with the chairman except for payment made to him or on petty cash.

7.7 - Public relations philanthropic Section Head

A. Cultivate strong spiritual relations and love among the parishioners.

B. Present complaints and comments of members to assembly/Council of spiritual administration.

C. Welcomes and hosts new members and introduce them to members and assembly/council of spiritual administration. Provides information about the constitute of the church and gives support and assistance.

D. Inform the council when members become ill, grieving, coordinates support and assistance when they require.

- E. Head the refugee committee formed by assembly/council of spiritual administration.
- F. Coordinates and supports the newcomer refugee settlement program in Canada, gives orientation and liaison from agencies working on settlement.
- G. Gives information of the church to refugees invited to attend church ceremonies and introduce them with members of the assembly/council of spiritual administration and give support when they need.
- H. Coordinates fundraising activities for natural and manmade disasters, approves the material and financial support delivered to the needy.
- G. Organizes annual religious holidays organized in the compound of the church receptions of festivities.
- H. Organize, lead and supervise the church media.
- I. organize and keep full information of members.

7.8 - Treasurer

- A. Keeps financial statement and documents of the church, receipts, and donated properties.
- B. Deposit collected cash within two working days in the account of the church.
- C. Holds the key to the safe deposit box in which valuables and expensive jewelries are kept.
- D. Registers membership fees, gifts and donations accordingly.
- E. If appointed as the cheque cosigner by the church administrator in the absence of the chairman and administrator, he cosigns with either of them except for payment made to him.

7.9 - Sunday School Section Head

The Chair of Sunday School or the person represented by the Sunday School is directly selected by the council of spiritual administration [board] to become Section Head of Sunday School. when sucked from his position, the newly elected one will replace him immediately.

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The following are responsibilities and duties:

- A. Heads the Sunday School, organize children and youth in age groups in collaboration with the head of gospel preaching and spiritual education of the church, invites priests and deacons to participate in the education.
- B. In collaboration with the head of gospel preaching and spiritual education chief, categorize child and youth in their age groups, teaching them the doctrine of the Ethiopian orthodox Church as directed from the central office.
- C. Recruits outstanding and best achievers from the Sunday school students gives additional training and have them certified by assembly of spiritual administration for teaching.
- D. In collaboration with the Apostolic services and Spiritual education setup a weekly program for teachings of church doctrine, cannon dogma, biblical studies and ecclesial activities.
- E. Supervises the indoctrination of children and youth in the values and moral teachings of the Ethiopian orthodox Tewahedo church accepting directives from council of spiritual administration and follow up its implementation.
- F. Supervises the choirs of the Sunday school rehearsed and performed spiritual songs approved by council of scholars of the Ethiopian orthodox church. Controls the process.
- G. Establishes library in collaboration with Apostolic services and spiritual education. Encourages youngsters nurturing the knowledge to read in and borrow books from the library.
- H. Supervises the holy day events and spiritual programs organized by Sunday school which need prior approval by council of spiritual administrations.
- I. Supervises money collected by Sunday school students on holy days and special occasions is given to treasurer of the church. The annual budget of Sunday school is approved by assembly/council of spiritual administration and the head makes sure to use it properly and reconcile the balance.
- J. The age of Sunday school leaders shall be 16 and above. Election is handled by assembly/council of spiritual administration elected by the general council of the Sunday school. Their tenure is three years with the acclamation of members of Sunday school, they serve two terms.
- k. Ensure Council of spiritual Administration provides uniforms for Sunday school singers, during spiritual festivities, in accordance with the teachings of the church, and makes sure students use it properly.
- L. Serves as the communication bridge between the council of the church and Sunday School

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on mutual respect and efficient working relations.

M. Provides a work plan budget and performance report on the Sunday school to the spiritual administration assembly.

N. Presents issues raised by Sunday school to assembly/council of spiritual administration.

O. Shares decisions related to Sunday school passed by the council of Spiritual Administration to the Sunday School.

P. Make certain that all Sunday school members are involved in all church services and affairs.

Article 8 - Seal

Seal content and usage

A. The seal of the church shall be rounded and, in the middle, the processional cross of the Ethiopian orthodox church, in rounded runner up the name of the church should be written as The Ethiopian Orthodox Church Diocese of Western Canada and its environs Edmonton Se'alite Mihret St. Mary Church in bi-lingual writing in Amharic and English.

B. Holder of the seal is the secretary of the assembly/council of spiritual administration.

C. Seal is stamped on documents by the decision of the assembly/council of spiritual administration.

Article 9 – Minutes

A. The minutes of members of General assembly and assembly/council of spiritual administration agendas and issues ratified and signed by the general council and executive Committee shall be kept on the records of the church. Minutes of major decisions are signed and translated into English and kept in records.

Article 10 – Records

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- A. All documents of the church i.e., letters, bank statements, financial and work reports, agreements, constitution of the church, bylaws, and all other documents and journals shall be kept in the office of the church.

Article 11 - Agreements

- A. Assembly/Council of spiritual Administration within the domain of the faith and objective of the church may enter goods and contracts of service with the third party, may hire employees as required.

Article 12 - Loan

- A. Assembly/Council of spiritual administration may take loan from the bank on bond on behalf of the church for the purchase of church building or other basic purchases of collateral, but the loan should be ratified by the general council / assembly.

Article 13 - Auditors

13.1 - Election of Auditors

- A. Committee for finance and property Audit comprising three members which is accountable to the members general assembly will be elected by the general assembly.
- B. Current members of the council of spiritual administration and employees of the church cannot be elected as auditors. Close relatives of executive members shall not be elected as auditors.
- C. Auditor who failed to perform his professional duty is terminated by special decision passed by the General council/assembly.
- D. The appointment and termination of the auditor shall be contacted in writing.

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E. Auditors must be regular members of the church.

13.2 - Duties and Responsibilities of Auditors

- A. Establish financial systems and prepare charts of accounts, money collection, payments and bank deposits.
- B. Supervises the transfer and transaction of financial and properties of the church fixed and non-fixed assets, profit and loss receipts and payment vouchers and prepares balance sheets.
- C. Presents annual audit control reports to the general assembly. Additionally, comes up with and presents new and improved ideas on financial and property management.
- D. On the handover of the outgoing and incoming assembly/council of spiritual administration, the audit Committee should make financial and property auditing and announce the financial closing statement immediately to the general council in due time.

Article 14 - Notice and Announcements of the general assembly/Council meeting

14.1. Announcements of general assembly/council Meeting

Notice of General assembly/Council Meeting shall be called, in one or more of the following ways before two weeks.

- A. Verbal announcement on the venue of Mercy [pulpit] by the head of church, or chairman of council/assembly of Spiritual Administration or member delegated by executive of the assembly/council.
- B. Posting on the notice board of the church.
- C. E-mail and text message sent on the member address.
- D. Announcement conducted after the spiritual service during the festivities on the church hall.

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E. Dissemination on different social media.

14.2 Notices

A. Any spiritual and other social events are announced strictly by the church administrator and chairman of the assembly/council of spiritual administration or executive delegated by the council /assembly.

B. The office of the assembly / council of spiritual administration approved third party notices are posted on the notice board based on spiritual and social values.

Article 15 - Miscellaneous bylaws

A. The parish spiritual Administration assembly determines the fee paid for members and non-members and revises it time to time when it is necessary.

B. Church members are expected to pay tithe.

C. Fixed and non-fixed assets of the church shall not be used for private purposes unless written permission is given by the chairman, and the secretary.

D. Members of assembly / council of spiritual administration or members of Committee who embezzled money and church property are prosecuted by Alberta law and by laws.

E. Members who willingly left or sucked from the church shall not make property claims, their financial contribution remains as property of the church.

F. Anyone who is a lay man or a priest before conducting fundraising must get permission from the diocese or the parish church. For different similar religious or charitable organizations or individuals, 10% of the collected money is given to the church when it is necessary.

G. The local church should generate a spiritual service and administration policy that leads its regular duty.

H. No payment is made for invited teachers, singers except transportation and reasonable daily per diem. The invitees must be informed to know their duty and obligation before they come. No fundraising without the permission of the diocese.

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I. Upon registration members have the right to get a copy of this by law free of charge, and the church has an obligation to give it.

J. No amendment shall be made on this by law without special decision of the general council /assembly.

k. Based on the decision of the general assembly / council of the diocese, the local church shall pay the due.

Article 16 - Effective Date and Amendments

16.1. Effective Date

These bylaws are effective on the ratification of the general assembly / council of the diocese dated ~~Oct. 10, 2021~~. All previous bylaws are replaced by this bylaw.

16.2 Amendments


A. These bylaws may be amended if two-thirds of the general assembly / council of members agree and if the diocese approves it.

Article 17 - Dissolution of the Association

A. On the dissolution of the church(association), the assets shall not be distributed among its members. After All debts and outstanding arrears are settled, the remaining properties of the association will be transferred to the Ethiopian Orthodox Tewahedo Church Western Canada archdiocese.

B. Without the special decision of the general assembly/council members, the church service shall not be terminated and dismantled.

Signature:



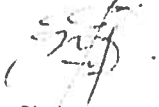
Date: Oct. 31, 2021

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Mela'k Selam Kesis Mezemem Kassa

Church Administrator:

Full Name



Signature:

Date:

2023/2021

Chairman of the parish Spiritual Administration Assembly

Gefachewi Bekele Telula

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