

SAINT JOHN EVANGELICAL LUTHERAN CHURCH

Covina, California

CONSTITUTION

and

BY-LAWS

Adopted by the Voters

April 21, 2002

Amended by the Voters

May 16, 2004

PREAMBLE

Our God requires that His people shall conform to His Divine Word in doctrine and practice (Ps. 119:105; Mt. 28:18-20; Gal. 1:6-8; II Tim. 4:1-5), and that all things be done decently and in order (I Cor. 14:40).

“Here is a trustworthy saying: if anyone sets his heart on being an overseer, he desires a noble task,” writes St. Paul in I Timothy 3:1. Such nobility is a matter neither of birthright nor inherent quality but of the call of God to serve His Holy Church. From earliest times God has called and appointed servants to speak His Word and to officiate His deeds before His people and even unto the world. Primarily we designate these called spokesmen as prophets and apostles. In these latter times God calls His servants through His Church where they are therein ordained: approved as ready and able to preach the Gospel, teach the Word, absolve sin in the name of Christ and administer the Holy Sacraments. Pastors, as they are called, offer the public ministry of Word and Sacrament to all the saints of the congregation on behalf of Christ. Christ is the Head of His Church who gathers by His Spirit the faithful to receive in worship His life-giving grace. This authority belongs to the whole Church but is exercised publicly by the called and ordained servant of God. Thus by calling a pastor, a congregation maintains a God-pleasing order to the ministry of the Gospel.

St. Paul again speaks of the pastoral office when in I Thessalonians he writes; “Now we ask you, brothers, to respect those who work hard among you, who are over you in the Lord and who admonish you. Hold them in the highest regard in love because of their work,” and again in Hebrews 13:17, “Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work may be a joy, not a burden, for that would be of no advantage to you.” Thus Scripture grants an authority to pastors as leaders and visionaries in their congregations. Their counsel must be weighed heavily in both spiritual and temporal matters. Yet this is a power best demonstrated in humility and not a “lording over.” A pastor is a shepherd under Christ, the Good Shepherd, who laid down His life for His sheep.

Lastly, Scripture notes those who uniquely support the pastor from the priesthood of believers in His ministry and offer him their advice (see Acts 6: 1-4; I Timothy 3: 8-13). They are here designated as elders and must, as the pastor, demonstrate temperance, humility, discernment and a willingness to serve rather than be served. Their place in the congregation is deserving of respect as they regularly offer their time and love in the spiritual and temporal care of the congregation’s membership.

While the commissioning of Christ to share the Gospel to all nations and the command to love our neighbors and share their burdens and joys is the call of all Christians, God has so ordered His Church by calling and ordaining pastors and appointing and commissioning elders to facilitate, inspire, guide and direct this mission and ministry to His glory and the greatest possible productivity of all the Body of Christ.

Therefore we, the members of St. John Evangelical Lutheran Church, accept and subscribe to the following Constitution and By-Laws, in which are established the principles of incorporation, and by which all spiritual and material affairs of the congregation shall be governed.

## ARTICLE I – NAME

The name of our congregation shall be Saint John Evangelical Lutheran Church of Covina, California. It is incorporated as a non-profit corporation under the Corporation Code of the State of California.

## ARTICLE II – PURPOSE

The purpose of our congregation shall be to serve its members and to spread the Kingdom of God by the preaching of the Word of God; by witnessing; by the administration of the Sacraments; by the religious instruction of children, youth, and adults – according to the confessional standards of the Lutheran Church (Article III); and by fostering Christian fellowship and love both in church and the community.

## ARTICLE III – CONFESSIONS

We acknowledge and accept all the canonical books of the Old and New Testaments as the verbally inspired and inerrant Word of God. We also acknowledge and accept all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord (of 1580), as a true and sound exposition of the doctrines of the Bible. In our congregation no doctrine shall be taught or tolerated which is at variance with these confessions of the Evangelical Lutheran Church, which include:

- A. The Three Ecumenical Creeds (Apostles', Nicene, and Athanasian).
- B. The Unaltered Augsburg Confession.
- C. The Apology of the Augsburg Confession.
- D. The Smalcald Articles.
- E. Luther's Large Catechism.
- F. Luther's Small Catechism.
- G. The Formula of Concord.
- H. Treatise on the Power and Primacy of the Pope (1537)

We also accept the "Brief Statement of the Doctrinal Position of the Missouri Synod" (adopted in 1932), and "A Statement of Scriptural and Confessional Principles" (adopted in 1973). All doctrinal controversies which may arise in this congregation shall be decided and judged according to this norm of teaching.

## ARTICLE IV – MEMBERSHIP

The membership of this congregation includes the following:

- A. Baptized Membership – Baptized members are all who have been baptized in the name of the Triune God, and are under the spiritual care of our church.
- B. Communicant Membership – Communicant members are all baptized members who comply with the provisions for Communicant membership as stated in the By-Laws (Article I-B-2).
- C. Voting Membership – All Communicant members, including the Pastor, who have attained the age of 16 years are members of the Voters' Assembly.

## ARTICLE V – THE OFFICES OF CALLED PERSONNEL

- A. The Office of the Public Ministry (Pastoral Office) shall only be conferred upon he who professes and adheres to the confessional standard set forth in Article III of this Constitution. Such called person shall, in the call extended to and accepted by him, be pledged to this confessional standard.
- B. All other called personnel of this congregation shall profess and adhere to the confessional standard set forth in Article III of this Constitution. Such called personnel shall, in the call extended to and accepted by them, be pledged to this confessional standard.

- C. Only those persons shall be eligible for a call who present, through the appropriate administrative office, the proper credentials, demonstrating qualifications for the position involved.

## ARTICLE VI – POWERS OF THE CONGREGATION

### A. GENERAL

1. The congregation as a body, through the Voters' Assembly, shall have exclusive power and final authority to call a Pastor or other called personnel; to decide to erect or substantially change any building; to buy, receive as a gift, hold, or sell real estate; to amend, repeal, or replace the "Article of Incorporation", the "Constitution", or "By-Laws", to remove a Pastor or other called personnel or any officer of the congregation from office; to excommunicate a member; to establish or terminate denominational or other affiliations; to elect members of the Board of Directors; to borrow money in excess of \$5,000, and this authority shall never be delegated to another group or individual.
2. The Board of Directors shall have final authority and responsibility to administer and manage all the congregation's external and internal affairs within the bounds of this Constitution and By-Laws except those specified in Article VI-A-1.
3. The Board of Directors shall delegate authority and responsibility to its "Standing Boards" in accord with this Constitution and By-Laws. The "Standing Boards" of the congregation are:
  - Board of Elders
  - Board of Evangelism
  - Board of Christian Fellowship
  - Board of Worship
  - Board of Stewardship
  - Board of Trustees
  - Board of Care and Support
  - Board of Parish Education
4. The establishment and conduct of all auxiliary organizations within the congregation shall at all times be subject to the approval and supervision of the Board of Directors.

### B. DECISIONS

1. Matters of doctrine and conscience shall be decided by the Word of God and the Confessions (Article III).
2. Other matters shall be decided by the Board of Directors and other Boards by a majority vote of those present unless otherwise specified by this Constitution or By-Laws.
3. All decisions of the Voters' Assembly shall be approved by a 2/3 favorable vote, a quorum being present as defined in the By-Laws Article VIII-A-4.

### C. POWERS OF OFFICERS

Congregational officers, boards, and committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the Board of Directors or by Constitutional change.

### D. REMOVAL FROM OFFICE

Any officer or called personnel may be removed from office by the Voters' Assembly, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, inability to perform their official duties, or willful neglect of their official duties.

## ARTICLE VII – OFFICERS

The officers of this congregation shall be such officers, boards, or committees as the By-Laws of this Constitution may prescribe.

## ARTICLE VIII – PROPERTY RIGHTS

- A. If for any reason a separation should take place in this congregation – a thing we pray our Lord may graciously prevent – the property of the congregation and all the benefits therewith connected shall remain with those members who continue to adhere in confession and practice to the unalterable articles of this Constitution, as given in Article XIII-A.
- B. The arbitrator in such cases shall be the Pacific Southwest District of the Lutheran Church-Missouri Synod or the successor thereto.
- C. The property of this non-profit corporation is irrevocably dedicated to religious purposes and upon dissolution none of its assets shall inure to any individual.
- D. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Pacific Southwest District of the Lutheran Church-Missouri Synod.

## ARTICLE IX – DOCTRINAL LITERATURE

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise, in all classes for instruction in Christian doctrine, only such books shall be used as conform to the standard (Article III). Any questions regarding soundness of doctrine shall be referred to the Pastor.

## ARTICLE X – SYNODICAL AFFILIATION

This congregation shall hold membership in the “Lutheran Church-Missouri Synod.” It shall be the duty of the congregation and its individual members to support the work of Synod – its own work for the Lord.

## ARTICLE XI – OTHER AFFILIATIONS

This congregation may vote to align itself with other denominations, synods, or local churches, as specified in the By-Laws, in any appropriate form (merger, pulpit and/or altar fellowship) on the local or larger level only if:

- A. The other group is in complete accord with the confessional basis of this congregation – Article III, and
- B. Congregational members may not belong to any organization which by oath binds them to a faith and practice which is in conflict with the faith and confession we hold from Holy Scripture, and
- C. Such affiliation does not conflict in any way with Article II (Purpose), Article V (Offices of Called Personnel), or Article IX (Doctrinal Literature), and
- D. Such affiliation does not conflict with the policy of the synod or denomination of which this congregation is a member, and
- E. Such affiliation will not give offense, but will rather further the purpose of this congregation (Article II) and the glory of God.

## ARTICLE XII – BY-LAWS

This Voters’ Assembly may adopt such By-Laws under the Constitution as may be required for its work.

## ARTICLE XIII – CONSTITUTIONAL CHANGE

### A. UNALTERABLE ARTICLES

The following Articles of this Constitution or sections thereof shall be irrevocable: III, V, VIII-A, IX, XI, XIII.

### B. AMENDMENTS

Amendments to this Constitution may be adopted at a Voters' Assembly meeting provided:

1. That they do not conflict with Article XIII, Section A, or with the provisions of Article III, or with any section of any other Article that pertains to Scriptural doctrine and practice; and
2. That the proposed amendment has been mailed to all Voting Households, not less than thirty (30) days prior to the vote on its adoption.

### C. A NEW CONSTITUTION

This Constitution may be repealed and a new Constitution adopted at a Voters' Assembly meeting, provided that the new Constitution:

1. Does not conflict with the provisions defined in Article III, Article V, Article VIII-A, Article IX, Article XI, or with any section of any other Article of this Constitution that pertains to Scriptural doctrine and practice; and
2. Has been submitted in writing at a previous meeting of the Voters' Assembly, and mailed to all Voting Households at least thirty (30) days prior to the vote on its adoption.

## BY-LAWS

### ARTICLE I – MEMBERSHIP

#### A. REQUIREMENTS

##### 1. BAPTIZED MEMBERSHIP

It is expected that all baptized members will:

- a) Live to the glory of the Triune God
- b) Grow in Christian knowledge and faith
- c) Avoid whatever conflicts with the Word and will of God
- d) Serve their Savior and church as God enables them
- e) Daily renew their Baptismal vow
- f) Seek the necessary instruction and preparation – in accord with God's Word and the church's practice – for Communicant membership.

##### 2. COMMUNICANT MEMBERSHIP

It is required that all Communicants:

- a) Be baptized in the name of God the Father, Son, and Holy Ghost; and
- b) Accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life; and
- c) Be instructed in the basic teachings of the Bible (summarized in Luther's Small Catechism), and declare their acceptance of them; and
- d) Accept and promote the purposes of this congregation as defined in the Constitution, Article II; and
- e) Attend divine services faithfully; and
- f) Lead Christian lives, and do not live in open works of the flesh (Gal. 5:19-21); and
- g) Devote their time and abilities to the building of the Kingdom of God; and

- h) Contribute of their income, regularly and faithfully, as God has prospered them; toward the building of Christ's Kingdom in the congregation and throughout the world; and
- i) Permit themselves to Pastoral admonishment and correction when they have erred; and
- j) Congregational members may not belong to any organization which by oath binds them to a faith and practice which is in conflict with the faith and confession we hold from Holy Scripture.

### 3. VOTING MEMBERSHIP

It is the duty of every Voting member to attend Voters' Assembly meetings. They should diligently evaluate their responsibility to accept nomination for office, committee appointments, etc., if eligible and qualified, and should generally participate in the business activities of the Voters' Assembly.

## B. ADMISSION

### 1. Baptized Membership

A candidate may become a baptized member of this congregation by any one of the following:

- a) Baptism under the jurisdiction of our congregation.
- b) Transfer (or the request of a child's parent or guardian) having been baptized in the name of the Triune God, from a congregation in church fellowship with us.

### 2. Communicant Membership

- a) All candidates for Communicant membership shall apply through the Pastor to the Board of Elders, who shall be empowered to act on the application.
- b) All candidates for Communicant membership in this congregation must concur with the requirements for such membership as outlined in Article I: Section A-2 of these By-Laws.
- c) A candidate may become a Communicant member through one of the following:
  - i. By Confirmation and/or Adult Baptism  
All candidates for Confirmation and Adult Baptism shall be approved by the Elders. The Rite of Confirmation and The Rite of Adult Baptism are themselves a reception into Communicant Membership.
  - ii. By Transfer  
Communicant members of a congregation in fellowship with us who present a letter of transfer shall be accepted by the Elders as Communicant members of our congregation in accord with the By-Laws Article I-B-2-a and b.
  - iii. By Profession of Faith  
Other Lutheran candidates who, in accord with the By-Laws Article I-B-2-a and b, give satisfactory evidence of qualifications for Communicant membership shall be accepted by the Elders.
  - iv. By Re-instatement  
Any Communicant member who has been excommunicated according to these By-Laws, (Article I, Section C-1-c), and has given evidence by repentance of their sins, shall be – in accord with the By-Laws Article I-B-2-a and b – re-instated into Communicant membership.

3. Voting Membership  
Every Communicant member who has attained the age of 16 years shall be a member of the Voters' Assembly and shall be given a copy of the "Constitution", and the "By-Laws", of this congregation, and are expected to be acquainted with its contents. The Voting Rights shall not be exercised either by absentee ballot or by proxy.
4. Admission to membership shall at no time be based either partially or in whole upon the racial, social, educational, or financial background of the candidate.

### C. TERMINATION

#### 1. Baptized and Communicant Membership

- a) Baptized and/or Communicant members desiring to join a congregation in church fellowship with us shall present their request through the Pastor to the Elders, to whom authorization is granted to issue such transfers.
- b) In cases where Baptized or Communicant members have:
  - i. Joined another congregation outside our own fellowship, or
  - ii. Lost contact with our congregation and whose whereabouts are unknown, or
  - iii. Submitted their written request for release from membership, or
  - iv. Moved from the area served by our congregation, and have not – after a reasonable time – requested a transfer or release of such membership.

The Elders shall verify this information, and they shall be empowered to declare such Baptized and/or Communicant members released from membership in our congregation. Follow up referrals shall be made wherever possible.

- v. All member termination(s) will be reported to the Voter's Assembly by the Board of Elders.

#### c) Excommunication and Self-exclusion of Communicant Members

- i. Any member who conducts himself/herself in an unChristian manner (including persistent neglect of worship and the Lord's Supper) shall be admonished according to Matthew 18:15-20.
- ii. If they refuse to amend their sinful life after proper admonition, they shall be excommunicated.
- iii. If the member refuses to discuss their case with the Voters or a group officially designated by the Voters, they have thereby excluded themselves; and the Voters' Assembly shall so declare it.
- iv. A two-thirds vote of the Voters present at the meeting (a quorum as defined in these By-Laws being present) shall be required for every resolution by the Voters' Assembly for excommunication or self-exclusion.
- v. Excommunication or self-exclusion terminates membership.

#### 2. Voting Membership

Termination of Communicant membership is automatically and simultaneously termination of Voting Membership.

#### 3. Forfeiture of Rights

A person whose Baptized, Communicant and/or Voters' membership has been terminated has forfeited all rights of membership in this congregation.

## ARTICLE II – CALLING OF CALLED PERSONNEL

### A. CANDIDATE LIST

1. The Board of Elders shall develop a candidate list for all called personnel.

2. A list of qualified candidates shall be prepared with the help of the proper District official, suggestions by members, and other sources available. This list shall be presented to the Voters' Assembly at a properly convened meeting.

## **B. CANDIDATE SELECTION**

The selection of a Pastor or other called personnel shall be by ballot from the list of candidates accepted by the Voters' Assembly. The name of the person with the lowest number of votes shall be dropped on each succeeding ballot, with a minimum of two names on the ballot. If after repeated balloting no candidate is able to get a majority of cast votes, the presiding officer shall cast the deciding vote. The selection shall, if possible, be made unanimous by a rising vote, and the call sent to the selected person.

## **ARTICLE III – RESPONSIBILITIES OF THE PASTOR**

### **THE PASTOR will**

- A. As the Chief Shepherd of the congregation, be concerned about the spiritual life of all members.
- B. Teach and apply the Word of God (Law and Gospel) to all situations – organized groups and individuals.
- C. Supervise and normally conduct the public worship of the congregation.
- D. Administer the Sacraments in public worship and in private need.
- E. Be an advisory member of the Board of Directors, Boards and Committees of the congregation to:
  1. Stimulate and challenge the congregation and all its boards, committees, organizations, and people – collectively and individually – to carry out God's work as effectively and efficiently as possible, using whatever resources God has given us.
  2. Be a resource to all boards, committees, organizations and officers.
  3. Help to equip and train the officers and boards for their God-given tasks.
  4. Recommend policies to the congregation and/or its boards.
  5. Implement the policies of the congregation within the realm of his Pastoral duties.
- F. Supervise and normally teach confirmation instruction.
- G. Teach other classes (adult Bible Study, Youth, Sunday School, Vacation Bible School, etc.) in cooperation with the Board of Parish Education.
- H. Counsel all who seek such service (Pre-marital, Marriage, the bereaved, vocational, emotional, etc.). Referrals to other professional people and resources shall be made as needed.
- I. Visit the sick, shut-ins, delinquents, and the members in general – in cooperation with the Elders.
- J. Be an active evangelist.
- K. Take adequate time for the study of the Scriptures and for professional growth.
- L. Keep and/or supervise the official records of the congregation such as births, deaths, marriages, confirmations, baptisms, transfers, etc.
- M. Contribute to and supervise the publication of the Sunday bulletin, monthly news mailing and similar items.
- N. Serve the Circuit, District and Synod in volunteer work, as time permits.
- O. Serve the community as opportunities are available and time permits – in accord with God's Word and the best interests of the church.
- P. Perform other duties normally associated with the Pastoral office.
- Q. Perform such other duties as the Board of Directors may direct, in accord with this Constitution and By-Laws.
- R. Interview staff in cooperation with the Board of Parish Education.

## ARTICLE IV – OFFICERS

- A. The elected officers of this congregation shall be:  
President; Vice-President; Recording Secretary; Financial Secretary; Treasurer;  
and the Chairpersons of each of the Standing Boards.
- B. The President shall be an ex-officio member of all boards and committees of the congregation.
- C. No female members shall serve on the Board of Elders, or as President or Vice-President of the congregation.
- D. Convention delegates shall have authority to represent the congregation.

## ARTICLE V – SELECTION OF CONGREGATIONAL OFFICERS AND BOARDS

### A. ELECTION OF OFFICERS

#### 1. NOMINATIONS

- a) The President shall appoint the nominating committee to include one member of The Board of Directors, one member of the Standing Boards and one member from the congregation at large. The President shall be the chairman of this committee.
- b) The slate proposed by the nominating committee shall consist of at least two names for each vacancy, if possible.
- c) Additional nominations may be made from the floor.
- d) The consent of each nominee shall be secured before his/her name is added to the slate of candidates.

#### 2. ELECTIONS

- a) The nominating committee shall also serve as the election committee.
- b) The annual election shall be by ballot at the Voters' Assembly meeting designated by the Board of Directors.
- c) In the event of a vacancy in any elected office, the Board of Directors shall appoint a successor who shall serve the unexpired term, except as otherwise provided by these By-Laws.
- d) Officers shall be elected for the terms specified in these By-Laws.
- e) Officers shall be elected in the order they are listed in Article IV of these By-Laws.

### B. DELEGATE ELECTION

Delegates to District and Synodical Conventions shall be appointed by the Pastor.

### C. APPOINTMENTS

- 1. The chairman of each Standing Board shall recommend Board members subject to the approval of the Board of Directors, as required by these By-Laws.
- 2. Unless otherwise specified in these By-Laws or by resolution, the President of the Congregation shall select all other Boards and Committees, subject to the approval of the Board of Directors.

ARTICLE VI – MEMBERSHIP OF THE BOARD OF DIRECTORS AND STANDING  
BOARDS

- A. The Board of Directors shall consist of the President, The Vice-President, Recording Secretary, Financial Secretary, Treasurer, and the Chairpersons of the Standing Boards.
- B. All Standing Boards shall include a chairperson plus a minimum of three voting members, if possible.
- C. The Board of Elders shall divide the number of family units by the number of Elders.
- D. The Board of Parish Education shall have as members, representatives of the various congregational educational agencies, as defined in Section IX D8.
- E. The Financial Secretary and the Treasurer shall be members of the Board of Stewardship.
- F. All Standing Boards may include a confirmed youth of the congregation as an ex-officio member.

ARTICLE VII – TERMS OF OFFICE

- A. Terms of office begin on July 1, and end on June 30.
- B. The Board of Directors shall be elected annually.
- C. Elected officers shall be permitted to hold the same office for 3 full consecutive terms.
- D. The term of office for all appointed members of Standing Boards shall be for 3 years unless a shorter term is required so that approximately one third of the members of any Board are appointed annually.
- E. Appointed members of Standing Boards shall be permitted to hold the same office for 2 full consecutive terms.  
(Due to the nature of the office, the members of the Board of Elders must be tested in accordance with I Timothy 3:1-7 and may serve indefinitely.)
- F. No person may hold more than one major office (Board of Directors, member of a Standing Board) at the same time.

ARTICLE VIII – MEETINGS OF THE VOTERS’ ASSEMBLY AND THE BOARD  
OF DIRECTORS

A. VOTERS’ ASSEMBLY

- 1. Meetings of the Voters’ Assembly shall be held on the dates designated by the Board of Directors.
- 2. Special meetings of the Voters’ Assembly may be called at the discretion of the President of the congregation and/or the Pastor and/or three members of the Board of Directors and/or at the written request of any 10 members of the Voters’ Assembly.
- 3. Voters’ Assembly meetings shall be announced by word or in the bulletin at the regular Sunday worship service(s) prior to it. For special meetings, except for call meetings, members shall be notified at least 72 hours prior to the meeting. Whenever a meeting has been thus announced, and a quorum is in attendance, it shall be considered a properly convened and legal meeting capable of transacting business.
- 4. A quorum shall consist of those Voting Members present – with a minimum of 30 people or five percent of the Voters’ Assembly, whichever is greater.

B. BOARD OF DIRECTORS

- 1. A monthly meeting of the Board of Directors shall be held on the date designated by the Board of Directors.
- 2. A special meeting of the Board of Directors may be called at the discretion of the President and/or Pastor and/or 3 members of the Board of Directors.
- 3. A quorum shall consist of 2/3 of the active members of the Board of Directors.
- 4. A Board Chairperson can designate a member of his/her board to represent that board at the Board of Directors meeting with full voting rights.

ARTICLE IX- RESPONSIBILITIES OF OFFICERS, BOARDS, AND THE BOARD  
OF DIRECTORS

A. INDIVIDUAL OFFICERS

1. The President shall:

- a) Preside at the meetings of the Voters' Assembly, Board of Directors and the Nominating Committee.
- b) Serve as an ex-officio member of all boards and committees.
- c) Represent the congregation as requested by the Board of Directors.
- d) Sign contracts and other legal documents on behalf of the congregation, under direction and control of the Board of Directors and the Voters' Assembly.
- e) Sign checks in the absence of the Treasurer, and/or the Chairperson of the Board of Stewardship.
- f) Make appointments as directed by these By-Laws or the Board of Directors.
- g) Have the administrative responsibility in congregational matters, with notification to the Board of Directors.
- h) Consult with the Pastor prior to every Voters' Assembly or Board of Directors meeting regarding congregational welfare and planning and as necessary or desirable.

2. The Vice-President shall:

- a) In the absence of the President, perform the duties of that office.
- b) In case of the President's death, disability, resignation, or expulsion from office, succeed him in office for the remainder of that term.

3. The Recording Secretary shall:

- a) Keep accurate minutes of the meetings of the Voters' Assembly and of the Board of Directors for the permanent records of the congregation. These minutes shall include the total attendance at such meetings.
- b) Perform other duties in keeping with his/her office, including signing of contracts and legal documents as required.
- c) Present for member's inspection all minutes as may be deemed appropriate by the Board of Directors.

4. The Financial Secretary shall:

- a) Receive and record in books kept for such purposes, and deposit in the Congregations' designated depository, all congregational monies. In the absence of the Financial Secretary, the Chairperson of the Board of Stewardship shall assume or delegate these duties.
- b) Submit a report of all receipts to the Treasurer as often as they are counted (at least weekly).
- c) Give a written report at each Board of Director's Meeting and each Voters' Assembly Meeting showing the sources of income and amounts, and the status of total income to date compared with anticipated receipts.
- d) Give each "giving unit" a quarterly report of their offerings.
- e) Serve as a member of the Board of Stewardship.
- f) As requested, submit his/her records for an annual audit to a committee appointed by the President.
- g) Keep names of individual, regular church offerings confidential.

5. The Treasurer shall:
  - a) Pay all congregational bills that are approved by the appropriate Board.
  - b) Keep accurate records of the income and disbursements (with receipts for disbursements) of the congregation in books which shall be and remain the property of the congregation.
  - c) Submit a written report at each regular Board of Directors and Voters' Assembly Meeting showing actual income and disbursements, and otherwise furnish financial reports as directed by the Board of Directors.
  - d) Notify the Board of Directors of any expenditures in excess of 10% of any board's annual budget - either in actuality or probability; he/she shall make similar notification regarding overall disbursements relative to overall income.
  - e) Serve on the Board of Stewardship as needed on financial matters.
  - f) As requested, submit his/her records for an annual audit to a committee appointed by the President.
6. Chairpersons of Standing Boards shall:
  - a) Appoint a Secretary.
  - b) Consult with Pastor, President and/or Vice President prior to each Board Meeting, as needed.
  - c) Prepare in advance of each regular meeting an agenda for business.
  - d) Make reports at each regular Board of Directors and Voters' Assembly meeting.
7. The Secretary of Each Standing Board shall:
  - a) Keep accurate minutes.
  - b) Distribute a copy of minutes to each member prior to the meeting.
- B. THE VOTERS' ASSEMBLY shall:
  1. Have the sole rights and duties as specified in the Constitution – Article VI-A-1.
  2. Refer all requests for action(s) relative to its duties in the Constitution, Article VI-A-1, to the Board of Directors.
  3. Also hear reports of its officers and boards.
- C. THE BOARD OF DIRECTORS shall:
  1. Appoint a presiding officer in the absence of both the President and Vice-President.
  2. Conduct the business of the congregation as specified in the Constitution and By-Laws.
  3. Coordinate with the church secretary the activities of the congregation, through a master calendar.
  4. Decide upon programs and procedures for the congregation.
  5. Implement programs and procedures for the congregation.
  6. Consider all recommendations prior to submission to the Voters' Assembly.
  7. Make and/or approve appointments as directed by these By-Laws.
  8. In the event of an EMERGENCY, initiate and execute appropriate action, within the limits of the Constitution and By-Laws, including the expenditure of above budget funds and the borrowing of money up to \$5000. Constitution Article VI-A-1. Only one such indebtedness may be outstanding at any one time.
  9. Report quarterly to the Voters' Assembly.
  10. Shall not have the authority to authorize personal loans.

D. STANDING BOARDS

1. The Board of Elders shall:

- a) Develop and evaluate candidate lists for all called personnel.
- b) Actively assist the Pastor and family in all matters of spiritual and physical need.
- c) With the Pastor, assume the responsibility for the spiritual life of all the members.
- d) Make regular home visits with general or specific spiritual emphases.
- e) Visit members with special problems or needs – especially the aged, sick, infirm, poor, delinquent, or those with a spiritual problem.
- f) Institute and maintain high levels of instruction both for youth and adult confirmands.
- g) Approve all candidates for confirmation.
- h) Facilitate the application of all candidates for Baptized and/or Communicant membership.
- i) Approve all Baptized and/or Communicant membership terminations, except in cases of excommunication and self-exclusion.
- j) Assist the Pastor in arranging for pulpit assistance, special services, guest speakers, and administration of the Sacraments.
- k) Consider all complaints of a spiritual nature of members, and supervise all official church discipline according to Matthew 18:15-18, including all who have been negligent in worship and use of the Sacraments. In accord with Matthew 18:15-18, they shall make recommendations to the Voters' Assembly through the Board of Directors for excommunication or self-exclusion.
- l) Be an example of Christian conduct and conversation.
- m) Be available to advise the Board of Directors on all spiritual matters.

2. The Board of Evangelism shall:

- a) Plan, promote, and carry out a thorough Evangelism program in the congregation and community.
- b) Enlist and help train the laity for evangelistic visits.
- c) Integrate new members into the life and work of the church.
- d) In the area of public relations, endeavor to publicize the Gospel through the activities of the congregation by the various modern means available, including the reference library.
- e) Educate our members about our District and Synod evangelism efforts and actively promote them.

3. The Board of Christian Fellowship shall:

- a) Be responsible for the development, promotion and direction of social events subject to the approval of the Board of Directors.
- b) Work in concert with the support and cooperation of the other boards to enrich both the temporal and spiritual lives and promote goodwill among all congregational members.

4. The Board of Worship shall:

- a) Arrange for all services to be conducted in an orderly, meaningful, worshipful manner.
- b) Coordinate the responsibilities of the acolytes, head usher, Altar Guild, organist(s), choir director(s), wedding coordinator, and other aspects of the worship service.

- c) Assist the Pastor in planning and arranging creative, varied, and meaningful worship throughout the year, considering needs of all worshippers.
  - d) Plan and carry out seasonal emphases – also in church decoration.
5. The Board of Stewardship shall:
- a) Discover the talents of the membership and seek to enlist them in the congregational program.
  - b) Assist in training lay workers, especially in the area of Christian Stewardship.
  - c) Sponsor stewardship talks, discussions, movies, etc. in the congregation and its organizations.
  - d) Work in close co-operation with the circuit and District stewardship committees.
  - e) Fully inform the members of our congregation's mission program, and of the extension of that program through our District and Synod.
  - f) Give the congregation a clear vision of the world's need for Christ, and how they can supply that need.
  - g) Instruct and encourage the people in proportionate giving for Christian financial support of His work.
  - h) Prepare the annual work program and proposed budget compared to income projections for submission to the Board of Directors.
  - i) Annually review all salaries in consultation with the appropriate boards.
  - j) Approve the raising of all funds within the congregation, including an annual solicitation of pledges and gifts.
  - k) Supervise the expenditure of all funds in the annually adopted budget.
  - l) Secure the help and/or advice of the Treasurer and/or Financial Secretary in financial matters as needed.
  - m) Make recommendations to the Board of Directors relative to the expenditure of all funds not provided for by the annual budget.
  - n) Be responsible for employees' benefits and workers' compensation.
  - o) Coordinate with the family the disbursement of memorial funds.
  - p) Sign checks in the absence of the Treasurer and/or President.
6. The Board of Trustees shall:
- a) Administer all property of the congregation.
  - b) Supervise and enlist the help of the congregation as needed for the maintenance and repair of all properties.
  - c) Insure compliance with all ordinances, regulations, and laws pertaining to congregational property and assets.
  - d) Secure adequate property and liability insurance, with Board of Directors approval.
  - e) Sign all necessary documents (including legal documents – excepting checks).
  - f) Make an annual inventory of congregational property and equipment regarding needs for repair and replacement.
7. The Board of Care and Support shall:
- a) Be alert to the care and support of the members, render possible assistance, and secure appropriate congregational help.
  - b) Alert the congregation to the social service agencies of our church, the social needs of the community, and auxiliary organizations and solicit support for them; in accord with our doctrine and practice.
  - c) Provide information to the congregation for a Christian approach to special issues and concerns of the community, state, nation, and world.

8. The Board of Parish Education shall:
- a) Strengthen the Christian home, and help equip parents, children, and young people for Christian family living.
  - b) Encourage the Board of Directors to organize and/or approve agencies and organizations (Sunday School, Vacation Bible School, Youth Groups, Ladies Groups, various other groups, etc.) to help the congregation best perform its educational task for each specific age level or group need. The Board of Parish Education shall exercise supervision over all such agencies and organizations.
  - c) Establish guidelines and review materials for every age level, agency, and organization - including training in Christian knowledge, attitudes, and skills.
  - d) Provide leadership education for teachers, officers, and workers.
  - e) Annually appoint superintendent(s) of the various congregational agencies as needed, subject to the approval of the Board of Directors.
  - f) Encourage able young people for professional church-related careers.

#### ARTICLE X – COMMITTEES

Special and/or standing committees may be selected from time to time to accomplish definite goals (i.e. Building, Constitution and By-Laws revision, etc.). Monthly reports shall be submitted to the Board of Directors for the duration of the committee. These committees shall serve until discharged by the Board of Directors.

#### ARTICLE XI - RULES OF ORDER

- A. The meetings of the Boards, the Board of Directors and the Voters' Assembly shall be conducted according to Robert's Rules of Order, insofar as these are not inconsistent with the law of Christian love or this Constitution and By-Laws.
- B. The Voters' Assembly and the Board of Directors may from time to time adopt, alter, or amend rules, regulations, and/or directives for the guidance of officers, boards, and committees in their work.

#### ARTICLE XII – ORDER OF BUSINESS

- A. The following is the suggested order of business for the Board of Directors and for the Voters' Assembly meetings:
  - 1. Opening and Devotion
  - 2. Establishment of a quorum
  - 3. Reading and Approval of the Minutes
  - 4. Spiritual Reports
    - a) Pastor
    - b) Board of Elders
    - c) Board of Evangelism
  - 5. Reports of boards and committees
    - a) Board of Christian Fellowship
    - b) Board of Parish Education
    - c) Board of Care and Support
    - d) Board of Worship
    - e) Financial Secretary
    - f) Board of Stewardship
    - g) Treasurer
    - h) Board of Trustees
    - i) Standing and Special Committees

- j) Unfinished Business
- k) New business
- l) Amendments to Constitution and By-Laws
- m) Election and/or appointment and/or approval of appointment of officers
- n) Announcements
- o) Adjournment and Closing Devotion

### ARTICLE XIII -- BY-LAWS CHANGES

#### A. AMENDMENTS

Amendments to these By-Laws may be adopted at a Voters' Assembly meeting provided:

1. That they do not conflict with the provisions of the Constitution: Article III, Article V, Article VIII-A, Article IX, Article XI, or any other part of the Constitution or By-Laws that pertains to Scriptural doctrine and practice; and
2. That the proposed amendment has been mailed to all Voting Households not less than 30 days before a meeting of the Voters' Assembly convened to consider the amendment.

#### B. NEW BY-LAWS

These By-Laws may be repealed and new By-Laws adopted at a Voters' Assembly meeting, provided the new By-Laws:

1. Do not conflict with the provisions of the Constitution: Article III, Article V, Article VIII-A, Article IX, Article XI, or any other part of the Constitution or By-Laws that pertains to Scriptural doctrine and practice; and
2. That the proposed new By-Laws have been mailed to all Voting Households at least 30 days prior to the vote on its adoption.