**2021**

**BYLAWS OF THE CONSTITUTION**

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**Article I - ORGANIZATIONAL STRUCTURE**

**It is the purpose of these Bylaws to provide a stable and effective organizational structure to aid this Church in accomplishing its mission. The sections that follow specify a structure that keeps the roles of Senior and Associate Pastor, Board of Directors (Board), Staff, and Congregation distinct and effective for church health, church growth, and church multiplication. These Bylaws shall be reviewed annually for any changes to the structure that may increase the effectiveness of the Senior Pastor, Associate Pastor(s), staff and the Church.**

**(A) The role of the Congregation is to serve as the primary outreach ministry of the Church, and to help in fulfilling the Mission of the Church.**

**(B) The role of the Board is to establish Guiding Principles for the Senior Pastor's leadership.**

**(C) The role of the Senior Pastor is to lead the Church to accomplish its mission. (D) The role of the Associate Pastor is to partner with the Senior Pastor in**

**team ministry, as called by the congregation.**

**(E) The role of the Staff is to manage the ministries of the Church, directed by the Senior Pastor.**

**The Mission of the Church is defined in the Mission Statement, which is**

**stated in the Church Handbook.**

**In the event of a conflict between the Constitution and Bylaws and/or Guiding Principles, the terms of the Constitution shall prevail. In the event of a conflict between the Bylaws and the Guiding Principles, the terms of the Bylaws shall prevail.**

**Article || – CONGREGATIONAL MEMBERSHIP**

**The Congregation of the Church for purposes of these Bylaws shall consist of baptized and communicant members who are at least 18 years of age and who meet the following qualifications:**

**(A) They participate regularly in worship and training of the Church, to grow in their faith.**

**(B) They agree to serve faithfully in the ministries and outreach activities of the Church.**

**(C) They support and defend the Mission, vision, and pastoral leadership of the Church.**

**(D) They endeavor to tithe and generously support the financial costs of achieving the Mission of the Church.**

**The Congregation shall be considered Church Members as defined in these Bylaws. Membership shall entail no definitions, rights, or responsibilities other than those explicitly stated in these Bylaws.**

**Article III – RECEIVING AND REMOVING MEMBERS**

**RECEIVING MEMBERS**

**Admission into communicant membership shall include the following:**

**(A) Baptized members who have been baptized with water in the name of the Triune God and who are under the spiritual care of the Senior Pastor of this congregation, including children who have not yet affirmed their confirmation vow.**

**(B) Communicant members who are baptized members and who fulfill the requirements of Article IV of the Constitution. Admission into communicant membership is achieved by:**

**(1) Confirmation - Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.**

**(2) Transfer - Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to Article IV of the Constitution regarding membership in this congregation, shall be received by the Senior Pastor. The transfer is to be approved by the Senior Pastor or Associate Pastor.**

**(3) By Profession of Faith - Other persons shall submit their application to the Senior Pastor, and having given satisfactory evidence of qualifications for communicant membership to the Senior Pastor, and having been approved by the Senior Pastor, shall be received as communicant members.**

**RΕΜΟVΙΝG ΜΕΜΒΕRS**

1. **Transfer to Other Congregations - Members desiring to transfer their membership to another congregation in fellowship shall present their request for transfer to the Senior Pastor or Associate Pastor for approval.**
2. **Joining Other Churches and Resignation: Members who join congregations outside our fellowship or request that their names be dropped from the roll thereby forfeit their membership. Their names shall be removed from the membership list**
3. **Whereabouts Unknown -The names of members whose whereabouts are unknown and cannot be established after reasonable effort shall have their names removed from the roll.**
4. **Excommunication: Members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after admonition, they shall be excommunicated. Each case shall be presented individually by an Elder to the Voters Assembly for action. A two-thirds majority vote by the voters present shall be required for excommunication. If such member is deliberately absent from the meeting at which the unchristian conduct is to be discussed, or in some other manner makes it impossible to be dealt with, such member shall be thereby excommunicated.**

**Article IV - ROLE OF THE CONGREGATION**

1. **The role of the members shall be to serve as the primary outreach ministry of the Church, contacting un-churched people first and also caring for the needs of one another within the Church.**

**Article V - ROLE OF THE BOARD OF DIRECTORS**

**The primary role of the Board shall be to provide accountability and support for the Senior Pastor by creating and enforcing Guiding Principles in three categories:**

**(1) Mission Principles shall define for the Senior Pastor what ends the Church exists to achieve.**

**(2) Boundary Principles shall define for the Senior Pastor what means may not be used in pursuit of achieving those ends.**

**(3) Accountability Principles shall define for the Board President how the Board is to establish the Guiding Principles and to monitor the Senior Pastor's compliance with them.**

**(A) The Board shall determine the compensation of the Senior Pastor based on achieving the mission principles and respecting the boundary principles. The Board shall influence all other operating and financial decisions through written policy in the Guiding Principles. The Board shall leave the leadership of the Church to the Senior Pastor and shall leave the management of the Church to the Staff under the direction of the Senior Pastor. Action of the Board shall be by simple majority vote of all Members.**

**(B) The Board will approve the initial compensation and raises for all called church workers.**

**(C) Board meetings shall occur quarterly and at other special times as needed when called by the Senior Pastor or the President. All Board Members shall be sent at least 24 hours notice of every meeting by electronic, verbal, or written means. However, such notice may be waived by unanimous consent.**

1. **The President shall:**

**(1) Enforce the Accountability Principles.**

**(2) Conduct the quarterly review of governance tasks.**

**(3) Work with the Senior Pastor to establish the agenda for all meetings of the Board and Voters Assembly.**

**(4) Lead the Board meetings in discussions of all matters properly coming before the Board**

**(5) Lead all meetings of the Voters Assembly.**

**(6) Initiate counsel with any Board Member who violates policy, insuring that policy is followed.**

**(7) Cast the deciding vote in any meeting where there is a tie vote.**

**(E) The Vice President shall:**

**(1) Perform the duties of the President when the President is absent or when requested to do so by the President.**

**(2) Initiate counsel with the President should the President violate policy, insuring that policy is followed.**

**(F) The Secretary shall:**

**(1) Maintain and distribute the current edition of the Guiding Principles and other Board documents.**

**(2) Record and maintain the minutes of all meetings of the Board and Voters Assembly. Such minutes shall be posted conspicuously within 15 days of each meeting. Thereafter, minutes shall be kept in the church office and made available to members of the Congregation upon request during normal business hours.**

**(3) Conduct all official correspondence of the Board and Voters Assembly, under the supervision of the President.**

**(4) Maintain a book of Voting Members who have signed the Constitution and Bylaws.**

**(5) Ensure that all required government forms are completed and submitted on time.**

**(6) Ensure that all required reports and forms for the Synod, District, and other organizations are completed and submitted on time.**

**(7) Coordinate mailings or other correspondence for any capital campaigns, stewardship drives, or any other church fund raising.**

**(G). The Board Treasurer shall oversee the Staff Treasurer in all of the duties described below. :**

**(1) The accurate recording of congregation receipts and disbursements.**

**(2) The presentation of a current written, duplicated financial report at Voters Meetings and at Board meetings, including a comparison of budgeted versus actual expenditures.**

**(3) The annual financial audit and submission of financial records for the annual audit.**

**(4) The payment of ordinary expenses and salaries.**

**(5) The definition of standard accounting procedures and controls, for approval by the Board of Directors. Suggest improved methods and systems for keeping financial records.**

**(6) The preparation of all financial reports required by law or requested by the Board of Directors.**

**(7) The tracking of commitments and actual donations for any capital campaigns, stewardship drives, or any other church fund drives. The tracking of the spending of the funds to ensure they are allocated properly to the predetermined need.**

**(8) The management and monitoring of any funds invested by the Church, and reporting of the status of the investments at regular Board Meetings.**

**(9) The reconciliation of the monthly bank statements and the balancing of the accounts.**

**(H) The Financial Secretary shall:**

**(1) Keep a record of members’ contributions, so that an annual report of giving can be provided to each member.**

**(2) Provide a weekly report to the Treasurer of all income received for the general fund and for all designated accounts.**

**(3) Secure church offerings until they are processed and deposited.**

**(4) Prepare and deliver bank deposits.**

**(5) Provide a report of giving at Board meetings.**

**(6) Collect and deposit all funds raised from any capital campaigns, stewardship drives, or any other church fund drives.**

**(7) Deposit all funds received for specific purposes in the proper account(s).**

**(l) The At Large Members shall:**

**(1) Attend all Board Meetings.**

**(2) Participate in discussions on all issues brought before the Board.**

**(3) Vote on all issues which require a vote of the Board.**

**(4) Participate on any special teams or project assigned to the At Large Member. (5) Perform other duties which may be assigned to them by the President.**

**(J) Any action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if all Directors consent to the taking of such action without a meeting by signing one or more written consents describing the action taken and indicating each Director’s vote or abstention on the action. The affirmative vote of the number of Directors that would be necessary to authorize or take action at a meeting is the act of the Board without a meeting. The written consent or consents shall be included in the minutes or filed with the Church’s records reflecting the action taken. Action taken by written consent is effective when the last Director signs the consent, unless the consent specifics a different effective date. Consent given by e-mail shall be considered written consent.**

**(K) Standing or special committees may be created or appointed from time to time by the Board of Directors as the work of the Board may require. A committee shall consist of one (1) or more Directors and may include persons who are not Directors, all of whom shall serve at the pleasure of the Board. Each committee shall have a chairperson to facilitate its work.**

**Article VI – ROLE OF THE SENIOR PASTOR**

1. **The role of the Senior Pastor is to lead the Church to accomplish its mission, based on the Guiding Principles and Mission Statement.**
2. **The Pastor shall lead the Congregation by teaching biblical truth, casting vision, and advancing the mission. The Pastor shall lead the Board in its discussion of Mission and Boundary Principles. The Pastor shall lead the Staff by directing them in their management of all Church operations.**
3. **With regard to compensation based on performance, the Pastor shall be accountable to the Board. With regard to his call and approval of major decisions, the Pastor shall be accountable to the Congregation.**
4. **The Pastor shall hire, direct, compensate, and dismiss any and all noncalled Church Staff in compliance with the Guiding Principles established by the Board. Criteria for evaluating the performance of non-called staff, as well as procedures for hiring and firing non-called staff, is noted in the Church Handbook.**

**Article VII - ROLE OF THE ASSOCIATE PASTOR(S)**

1. **The role of the Associate Pastor is to partner with the Senior Pastor in team ministry, as called by the congregation. The Associate Pastor will have charge over specific ministries in the Church in accordance with his gifts and in consultation with the Senior Pastor. The ministries in the Associate Pastor's charge may change over time.**
2. **The Associate Pastor will work within the Guiding Principles and in partnership to the Senior Pastor's vision for the Church.**
3. **With regard to compensation based on performance, the Associate Pastor shall be accountable to the Senior Pastor. With regard to his call the Associate Pastor shall be accountable to the Congregation.**

**Article VIII - ROLE OF THE DIRECTOR OF CHRISTIAN EDUCATION**

**(A) The Director of Christian Education is responsible for the overall management of all of Church programs which serve the youth, from seventh grade through completion of high school. While the Associate Pastor is responsible for overseeing the confirmation process, including confirmation classes for the seventh and eighth grade students, the Director of Christian Education is responsible for all other ministries related to the confirmation students. The Director's duties are more fully outlined in the Church Handbook.**

**(B) With regard to compensation based on performance, the Director of Christian Education shall be accountable to the Senior Pastor. With regard to job retention the Director of Education shall be accountable to the Congregation.**

**Article ΙΧ - RΟLΕ ΟF ΤΗΕ ΕΧΕCUΤΙVΕ DIRΕCΤΟR**

**(A) The role of the Executive Director is to assist the Senior Pastor in leading and developing staff members within the accountability model of governance and to support the Senior Pastor as he leads the congregation in its mission and vision.**

**(B) The Executive Director reports to the Senior Pastor and has other ministry responsibilities, including but not limited to daily operations and administration. The Executive Director's duties are more fully outlined in the Church Handbook.**

**(C) With regard to compensation based on performance, the Executive Director shall be accountable to the Senior Pastor. With regard to job retention the Executive Director shall be accountable to the Senior Pastor.**

**Article X - ROLE OF THE CHURCH STAFF**

**(A) A Staff person appointed by the Senior Pastor shall manage their area of Church operation, including property and finance.**

**(B) The term "Staff shall apply to all ministry leaders appointed for this management purpose, whether they are volunteer, part-time, or full-time with regard to compensation. A list of staff members and staff functions are more fully described in the Church Handbook.**

**(C) Staff positions shall be created, filled, vacated, or discontinued based on how effectively they accomplish designated parts of the Mission Principles within the means allowed by the Boundary Principles. All such decisions are the responsibility and prerogative of the Senior Pastor, who is accountable to the Board for the effectiveness of the Staff.**

**Article XI – ROLE OF THE ELDERS**

**(A) Elders will assist the pastors in the spiritual care of the congregation and in matters pertaining directly to worship. Elders are to encourage church attendance, proper exercise of the sacraments, and stewardship among the congregation. They are to care for the needy and preserve good order during worship and all other meetings of the congregation. The Elders will also minister to the sick by anointing and praying for those who are in need in accordance with Scripture (James 5:14-15).**

**(B) One Elder in the church shall be assigned for each twenty residential addresses, or fraction thereof. The Elders' Nominating Team shall annually adjust the number of Elders needed by the Congregation, based on this ratio. There shall be at least 7 Elders at all times. Elders will be appointed for service in accordance with the qualifications given in Scripture (l Timothy 3: 1-7, Titus 1:6-8).**

**(C) The appointment of new Elders will be acknowledged by affirmation at the next annual Voters Assembly Meeting.**

**(D) Prior to appointment, an Elder nominee must sign a covenant to uphold the highest standards of participation, service, supportiveness, and tithing with regard to the Church.**

**(E) Should a member of the Church staff give public offense in doctrine or life, it shall be the duty of the Elders to take appropriate action. Where church discipline of any member is necessary, Elders shall prayerfully consider the case and act in accordance with Scriptural guidelines for the spiritual welfare of the member involved.**

**Article XII — VOTERS ASSEMBLY MEETINGS**

**(A) It shall be the duty of every member to attend the Voters Assembly Meetings.**

**(1) In order to be eligible to vote at a Voters Assembly, Voting members must be communicant members eighteen or more years of age, who have signed the Constitution and Bylaws of the Church, are familiar with the contents, and accept the provisions of the Constitution and Bylaws,**

**(2) Any new member 18 years old or older or any present member turning 18 can become a member of the Voters Assembly by reading the Constitution, coming to a Voters Assembly meeting, and signing the Constitution.**

**(3) Absentee voting or voting by proxy is not allowed.**

**(B) The following decisions of the Church shall require the approval of the Voters Assembly by a two thirds majority of those members present and voting at any Voters Assembly Meeting:**

**(1) Calling or Removal of a called Church Worker**

**(2) Amending the Articles of Incorporation or the Bylaws**

**(3) Removing a member from the Board of Directors**

**(4) Removing a member from the position of Elder**

**(5) Approving the purchase or sale of the primary Church facilities**

**(6) Dissolving the corporation**

**(C) The following decisions of the Church shall require the approval of the Voters Assembly by a plurality (highest number of votes) of those members present and voting at any Voters Assembly Meeting:**

**(1) Ratifying the annual budget in broad categories**

**(2) Electing members to serve on the Board of Directors**

**REGULAR MEETINGS:**

**(D) Regular Voters Assembly Meetings shall be held a minimum of once per year with special meetings called as required. Dates and times of all Voters Assembly Meetings shall be recommended by the Board of Directors. An annual Voters Assembly Meeting shall include the presentation of the election of officers, elders and approval of the budget.**

**(1) The Congregation shall be given at least two week's notice of any Voters Assembly Meeting by announcement at regular services, either verbally, by a notice in the church bulletin, or other means of communication at the time of the notice, as may be appropriate. Ten percent of the average Sunday attendance of the previous three quarters shall constitute a quorum. No abstentions or votes by proxy shall be counted. The Senior Pastor, Associate Pastor, and President of the Board (or other Board member in the absence of the President) may also bring to the Congregation decisions not listed above for a nonbinding vote or a less formal expression of support, as they deem appropriate.**

**(2) The minimum annual Voters Assembly Meeting will be held on or as close as possible to the first Sunday in December each year.**

**SΡΕCΙΑL ΜΕΕΤΙΝGS:**

**(E) Special Voters Assembly Meetings may be called by the Board of Directors, the Senior Pastor, or at the request of a group of Voting Members who constitute at least 10% of the total average Sunday attendance of the past 90 days. The public announcement of a meeting as to the date, place, time, and nature of business shall be made known to the entire membership at least two weeks before such special meeting. Notice of the meeting will be made by announcement at regular services, either verbally, by a notice in the church bulletin, or other means of communication at the time of the notice, as may be appropriate.**

**QUORUM**:

**(F) For both regular and special meetings, a quorum must be present, and**

**is defined as 10% of the average Sunday worship attendance for the past 90 days preceding the meeting.**

**Article XIII - BOARD OF DIRECTORS STRUCTURE**

**(A) The Board shall consist of a President, Vice President, Secretary, Treasurer, Financial Secretary, three (3) At Large Members of the Congregation, and the Senior Pastor as an ex-officio non-voting member. In addition, at any time an Elder is not serving as an At Large Member of the Board, the Elders may from time to time choose one of their number to serve as an ex-officio non-voting member of the Board.**

**(B) A paid staff member cannot hold a Board of Directors position.**

**(C) Meetings of the Board shall be open to all voting members. Notice of each meeting will be made by announcement at regular services, either verbally, by a notice in the church bulletin, or other means of communication at the time of the notice, as may be appropriate.**

**(D) An Elder may hold a Board of Directors position as an At Large Member only, while concurrently serving as an Elder. While serving as an Elder, the**

**Elder cannot hold the position of President, Vice President, Secretary, Treasurer or Financial Secretary.**

**Article XIV - BOARD OF DIRECTORS SELECTION AND ELECTIONS**

**NOMINATING PROCEDURE:**

**(A) Starting on or near October 1 of each year, the Board President, Vice President, along with the Senior Pastor shall serve as the Nominating Team.**

**(B) The Nominating Team shall prepare a list of candidates drawn from among communicant members of the congregation, who are 18 years of age or over. This list shall then be made available to communicant members of the congregation. With respect to the nomination to fill the position of President, the Nominating Team shall give preference to the current Vice President and place their name as the sole nominee for the position unless the Vice President is unwilling or unable to serve as President or the Board has passed a resolution objecting to the nomination. Nothing in this section shall take away the right of Congregation members to nominate additional candidate(s) under the provisions of Section (C) of this Article.”**

**(C) Following the publication of the Nominating Team's list, any communicant member of the congregation may submit in writing to the Team additional names for inclusion on the list. The Nominating Team shall inform the congregation of the nominating process and provide the appropriate information which shall include Board Member qualifications, Board responsibilities, and the nomination form.**

**(D) Names received from communicant members of the congregation shall be placed in nomination by the Team along with the candidates already chosen, provided that the Nominating Team shall have investigated the proposed candidates and found them eligible for office and willing to serve. Eligibility is determined based on Nominating Procedure guidelines D1 through D3, E, and G1 through G6.In preparing the list of candidates, the Nominating Team shall also assure that:**

**(1) No paid staff or spouse of paid staff members or the Senior Pastor shall serve on the Board (Staff includes any paid professional church workers and office staff).**

**(2) No individual from any given family with less than two degrees of separation (parents, children, siblings, aunts/uncles, nieces/nephews or inlaws of same, grandparents) shall serve on the Board at the same time.**

**(E) Potential Board Members must successfully complete a training course taught by the Senior Pastor covering the mission, vision, and structure of the congregation. Potential Board Members must agree to uphold the mission, vision, and core values of the congregation with the highest standards of participation, service, supportiveness, and tithing. The Senior Pastor shall then present to the Board a selection of candidates to be certified by the Board as qualified to serve as Board Members.**

**(F) The Nominating Team, at least two weeks before the date of the December Voters Assembly meeting, shall post conspicuously in the church bulletin and other media as may be appropriate at the time, the list of candidates for Board Members that has been certified by the Board.**

**QUALIFICATIONS**:

**(G) Potential Board Members shall:**

**(1) Be communicant members of the congregation.**

**(2) Be 18 years of age or over.**

**(3) Be active members of the congregation as defined by the Senior Pastor and Lay Ministry Team.**

**(4) Be Voting Members of the congregation.**

**(5) Successfully complete a training course taught by the Senior Pastor covering the mission, vision, and structure of the congregation.**

**(6) Uphold the mission, vision, and core values of the congregation with the highest standards of participation, service, supportiveness, and tithing.**

**ELECTION PROCEDURE:**

**(H) From the list of candidates certified by the Board, the Voters Assembly shall, at its December meeting each year, elect by ballot and simple majority, the Board Members.**

1. **If there is only one nominee for each Board position, a motion will be made to dispense with the paper ballot and vote by a Show of Hands. If a second to the motion is announced, the vote will be by a Show of Hands for each Board position.**

**(2) If there is more than one nominee for any Board position, a paper ballot will be created listing all the nominees' names at the positions for which they are seeking. Copies of the ballot will be made, of sufficient quantity to give to all voters in attendance. Members will mark their ballots, and the ballots will be counted by 3 non-board members assigned to this task by the Executive Director. The votes will be counted during the Voters Meeting and the results will be announced at the Voters Meeting.**

**ΤΕRΜ ΟF ΟFFΙCΕ ΑΝD ΤΕRΜ LΙΜΙΤS:**

**(l) The term of office for the Board Members shall be two years. Terms of office shall be staggered so that approximately one-half of the Board Members will be elected each year, to assure continuity of service and experience on the Board, as follows:**

**Year 1: Vice President, Secretary, Treasurer, 1 At Large Member, and any position vacated early (for a 1 year term).**

**Year 2: Financial Secretary, 2 At Large Members, and any position vacated early (for a 1 year term).**

**(J) Board Members may not serve more than two consecutive elected terms, and if appointed to fill a vacancy, may not stand for re-election if another term would extend their consecutive years of service to more than six years. A former Board Member may stand for re-election after a lapse of 12 months following completion of his/her previous term.**

**(K) If there is no nominee for a particular Board position up for election, the outgoing Board Member may be nominated for that position, as long as the Board member will not have more than six years consecutive service at the end of the term.**

**VACANCIES:**

**(K) If any Board of Director's seat should become vacant before the end of that seat's term, the President shall appoint a Church member, who has been certified by the Board, to serve for the remainder of the calendar year, until the next Voters Assembly Meeting. Prior to commencing duties on the board, the potential member must:**

**(1)Successfully complete a training course taught by the Senior Pastor covering the mission, vision, and structure of the congregation.**

**(2) Uphold the mission, vision, and core values of the congregation with the highest standards of participation, service, supportiveness, and tithing.**

**(L) Any Board Member submitting his/her resignation shall provide a two week written notice to the Board President and Senior Pastor. Current members of the Board of Directors, other than the President and Vice President, may be nominated for the position of Vice President. If elected, term limits listed in Section (J) of this article shall not prevent them from serving as Vice President and subsequently serving as President.”**

**INSTALLATION / START AND END OF TERMS:**

**(M) The newly elected Board Members will be officially installed by the Senior Pastor on a Sunday before February 1 of the year following the election.**

**(N) New terms shall begin on January 1. Terms shall officially expire on December 31 of the individual member's term.**

**Αrticle ΧV - ΒΟΑRD ΜΕΜΒΕRS LΙΜΙΤΑΤΙΟΝ ΟF LΙΑΒΙLΙΤΥ**

**Board members shall not be personally liable for the debts, liabilities, or other obligations of the Church according to the Articles of Incorporation.**

**Article XVI – CALLING AND REMOVAL OF CHURCH WORKERS**

**CALLING:**

 **(A) The Voters Assembly of this congregation shall have the exclusive right to call ordained ministers. The right to call commissioned ministers (DCE and others) also belongs to the congregation and ordinarily shall not be delegated to a smaller body and never to an individual.**

**The pastoral office shall be conferred only upon pastors or candidates who profess and adhere to the confessional standard set forth in this Constitution, who are qualified for the work of the ministry, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod.**

**When a vacancy occurs in an office of an ordained or commissioned minister, the Board shall form a Call Committee and notify the Circuit Counselor and District President to receive assistance in temporarily filling the vacancy and to receive their counsel in calling a new pastor, teacher, or other church worker.**

**RΕΜΟVΑL:**

1. **Called ordained or commissioned ministers may be removed from office in Christian and lawful order by a two-thirds majority ballot vote of the Voters Assembly for violation of the Guiding Principles or other offense, such as persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office or the inability to perform those duties. Such matters will be reviewed by the Elders and Board with consultation of the District President prior to bringing it to the congregation.**

**Article XVII – CHURCH AFFILIATION**

**This congregation is affiliated with the Lutheran Church-Missouri Synod.**

**Article XVIII – CHANGES AND AMENDMENTS**

**These Bylaws may be amended in the following manner:**

1. **The proposed change shall be presented to the Board of Directors.**

 **(2) The Board of Directors will prepare a report for the congregation, outlining the proposed change. The Board will distribute the information to all interested members, by paper copy, e-mail or posting on the website, or any other media available at the time. An informational meeting will be held at least 30 days before the next scheduled Voters Assembly Meeting, to discuss the proposed change.**

**(3) At the next scheduled Voters Assembly Meeting, further discussion shall be in order, following which a vote shall be taken. A two thirds majority vote of those present shall constitute approval and the change shall become effective immediately.**

**(4) The change will be inserted in the Bylaws Document, and a new document will be printed and distributed. At the very end of the document, after the original adoption date of the Bylaws, an insertion will be made noting the date and type of change that was made to the Bylaws.**

**(5) Any change in these Bylaws will be subject to the review and approval by the District.**

**Article XIX – ORDER OF BUSINESS AT VOTERS ASSEMBLY MEETINGS**

**(1) Call to Order**

**(2) Opening Devotion**

**(3) Acceptance of Minutes of last Voters Meeting**

**(4) Sign In and Acknowledgement of New Members**

**(5) Board Member Elections**

**(6) Approval of Annual Budget**

**(7) Unfinished Business**

**(8) New Business**

**(9) Announcements**

**(9) Adjournment**

**Article XX – ANNUAL FINANCIAL AUDIT**

**An annual audit of the Church's financial records will be performed each January, for the prior fiscal year. The results of the audit will be made available to the church membership by any means of communication that may be appropriate.**

**Article XXI – ENDOWMENT FUND**

**It is recognized that the Voters Assembly of the Congregation has established a Grace Lutheran Church Endowment Fund and approved Bylaws by which it will operate (the Endowment Bylaws). It shall be the responsibility of the Board of Directors to oversee the operation of the Endowment Fund as provided in the Endowment Bylaws. No amendment to the Endowment Bylaws shall take effect unless approved at two consecutive meetings of the Voters Assembly by a two-thirds majority in each case.**

**The mission of The Grace Lutheran Church Endowment Fund is to provide the opportunity to give beyond a tithe to a lasting fund which will provide continuous support to advanced Christian education, service and new ministries with an ultimate goal of expanding the Kingdom of God by supporting new ministries that CONNECT people to Christ, granting scholarships to GROW Pastors and Christian leaders, and providing opportunities for Christians to SERVE.**