



**Constitution & Bylaws
St. Paul's Evangelical Lutheran Church
Sheboygan Falls, Wisconsin**

Rev. 3/18/08

CONSTITUTION

PREAMBLE

We, a congregation of Lutherans of Sheboygan Falls, Wisconsin, sensitive to our spiritual needs and mindful of our Christian duties, should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), administer the sacraments of Baptism and Holy Communion (Matthew 26:26-29, Matthew 28:19-20), practice fellowship with one another (Acts 2:42), witness to all people (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all people in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and finally maintain decency and order (I Corinthians 14:40) in the Church. To that end we adopt the following Constitution and By-Laws in Jesus' name under which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I

Name of the Congregation

The name of this congregation shall be "The Evangelical Lutheran Saint Paul's Church and Congregation of the Unaltered Augsburg Confession of Sheboygan Falls, Wisconsin."

ARTICLE II

Articles of Faith or Confession

We, the members of the Evangelical Lutheran Saint Paul's Church, believe and confess that the Bible, i.e., the Canonical Scriptures of the Old and New Testaments, is the revealed Word of God, inspired by the Holy Ghost, and the only infallible authority, source, rule and guide in all matters of faith and practice. To this word we humbly submit ourselves in all things.

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We also accept the symbolical books of the Evangelical Lutheran Church, viz.: the three Ecumenical Creeds - Apostolic, Nicene and Athanasian, the Unaltered Augsburg Confession, the Apology of the same, the Smalcald Articles, Luther's small and large Catechisms, and the Formula of Concord as the true interpretation of the faith set forth in the Holy Scriptures.

ARTICLE III

Membership

Only those can be and remain members, hold office, or enjoy the rights and privileges of membership in this congregation, who

- _ are baptized;
- _ declare their adherence to all the canonical books of the Old and New Testaments as the only source, rule and guide in matters of faith and practice;
- _ are familiar at least with Luther's Small Catechism, and declared their acceptance thereof;
- _ abstain from manifest works of the flesh (Galatians 5:19-21) and lead Christian lives;
- _ do not despise preaching and the Word of God and His Sacraments;
- _ are not members of any lodge or anti-Christian society;
- _ subject themselves to all regulations adopted by the congregation, as long as these are not in conflict with God's Word, and who, whenever they have failed, submit in brotherly love and meekness to the correction to be applied according to the Scriptural rule in Matthew 18:15-19.

ARTICLE IV

Powers of the Congregation

The congregation as a whole has the supreme power in the administration of all internal and external church and congregation affairs.

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Any arrangement or regulation made by an officer or board may be brought to the Congregation meeting as the highest court for a final decision.

But the Congregation shall have no authority to teach or tolerate anything which is in any degree at variance with the inspired Word of God or the symbolical books of the Evangelical Lutheran Church.

The right of electing and calling pastors, teachers and other officers shall ever be vested in the Congregation, and shall never be delegated to an individual or to a minor body or circle within the congregation.

The pastorate of this congregation shall be conferred only upon such ministers or ministerial candidates who unqualifiedly and publicly profess their acceptance and adherence to Article II of this Constitution, and such acceptance and adherence shall be required of them in the call or vocation extended by the congregation.

In the public service of this congregation purely Lutheran hymns, and in all ministerial acts purely Lutheran forms shall be used.

In the educational institutions none other than Lutheran books shall be introduced and used for instruction in Christian doctrine.

ARTICLE V

Suffrage

All confirmed members at age eighteen (18) shall automatically become voting members of this congregation.

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Both men and women may serve as officers and members of ministry teams and committees including the Church Council. However, women may not serve in positions that are directly involved in the specific functions of the pastoral office including preaching, administering of the Sacraments, and church discipline. Likewise they shall not serve as pastor, or as an Elder.

ARTICLE VI

Meetings of the Congregation

The voting members of the congregation shall hold regular meetings in March (elections), June (budget) and other meetings as deemed necessary by the Church Council.

At least two (2) Sundays before any congregation meeting, notice of such meeting shall be made for the purpose of giving individual voting congregation members the opportunity to place an item on the agenda. At least one (1) Sunday before the congregation meeting, the agenda shall be published. At the time of the meeting, additional items may be placed on the agenda and discussed, but no vote shall be taken on those items until the next meeting of the congregation.

However, any voting Congregation member may bring up an item for discussion or recommendation or state an opinion at any regular meeting without having any vote taken or deferred.

Special meetings shall be called as prescribed by the By-Laws.

Fifteen or more members present at any meeting properly announced constitute a quorum.

In all matters not already decided by the Word of God, the majority rules.

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Absentees accept the rule of the majority.

ARTICLE VII

Privileges and Responsibilities of Members

In Christian love, it is the privilege and responsibility of members of this congregation to:

- Grow in faith as they search the Scriptures at home and in congregational fellowship. (Psalm 119:1-14; 2 Timothy 3:14-17)
- Partake in the Lord's Supper frequently. (Matt. 26:26-28; 1 Cor. 11:23-25)
- Pray for and support the staff, lay leaders and ministry of the Church. (Eph. 6:18-19)
- Live a morally decent life before God and our fellow men, abstaining from open works of the flesh (Gal. 5:18-21), and so conduct themselves at all times in such a way as to bring honor and glory to God..
- Provide for the Christian training of their children by instruction at home and through the ministries of the church. (Deut. 6:4-9; Eph. 6:4)
- Contribute proportionately and generously of the financial blessings that God has entrusted to them for the support of the mission and ministry of the church at home and abroad. (2 Cor. 8:12; 9:6-8, 11-13)
- Seek to discover and use their God-given spiritual gifts so that they may participate in fulfilling the mission of the congregation. (1 Cor. 12:1-11)
- Attend the Congregation meetings.

ARTICLE VIII

Election of Officers and Church Council

The congregation shall elect its church officers and Church Council by ballot at its March meeting. Those elected will assume their positions on July 1 of that year.

Any candidate for an elective office must be a confirmed member and at least 21 years of age.

All officers shall serve the congregation according to instructions given in the By-Laws and in accord with special resolutions of the congregation.

ARTICLE IX

Removal from Office

Any officer, pastor, or teacher of the congregation can, according to Christian form and order, be removed from office. Sufficient and urgent causes for removal are persistent adherence to false doctrine, scandalous life, or willful neglect of duty. Two-thirds vote of

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those present at the Congregation meeting is required for dismissal. In the case of a pastor or teacher the district president will be called upon for counsel.

ARTICLE X **Released**

Members who, for reasons that are justified by the Word of God, ask for their release shall be peaceably dismissed by the congregation and receive a letter of transfer to a sister congregation. Released members relinquish all their rights in the congregation and its property.

ARTICLE XI **Excommunication and Removal**

Members excommunicated according to Matthew 18:15-20, and such as by removal or otherwise sever their connection with the congregation, give up all their rights in the congregation and its property.

ARTICLE XII **Schism**

If at any time a schism should occur in this congregation on account of doctrine or for any other cause, the property of this congregation and all of its benefits shall remain with those members who adhere to Articles II, III and IV of this Constitution.

ARTICLE XIII **Repeals and Amendments**

Articles I, II, III, IV, XII and XIII of this Constitution shall be and remain unalterable and irrevocable.

Proposals to amend or repeal any alterable or repealable article of this constitution shall be offered in writing to the council and announced at two consecutive regular services preceding any action thereon in a Congregation meeting. Two-thirds of all the members present shall be necessary to pass the alteration or repeal.

The vote shall be by ballot.

ARTICLE XIV **Synodical Affiliation**

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This congregation shall be affiliated with the Lutheran Church—Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and constitution of this congregation as laid down in Article II.

This congregation shall, to the best of its ability, work with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

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ARTICLE I Membership

All members are expected to lead a Christian life as outlined in Article III and VII of the Constitution.

Admission into Membership

By Baptism: All who are baptized in the name of the Triune God, including children who have not yet confirmed their Baptismal vows, are included in the Body of Christ and are eligible for membership in this congregation as Baptized Members.

By Confirmation: Baptized Christians who have been instructed in the teachings of the Christian faith as set forth in Martin Luther's "Small Catechism" and who have completed all of the requirements of the membership process, are eligible to become confirmed members by the rite of Confirmation. The Senior Pastor or a Pastor designated by the Church Council shall receive them into membership and shall report such action at a subsequent meeting of the Elders Ministry Team.

By Transfer: Persons coming with a letter of transfer from a congregation in church fellowship with the Lutheran Church-Missouri Synod, provided they conform to all of the requirements of membership of this congregation, shall be received into membership by the Senior Pastor or a Pastor designated by the Church Council. He shall report such action at a subsequent meeting of the Elders Ministry Team.

By Profession of Faith: Other persons requesting membership, provided they have met all of the requirements of membership of this congregation, shall be received into membership by the Senior Pastor or a Pastor designated by the Church Council. He shall report this action at a subsequent meeting of the Elders Ministry Team.

Termination of Membership

By Transfer: A member desiring to transfer to another congregation in fellowship with the Lutheran Church-Missouri Synod, may request such transfer from the Senior Pastor or a Pastor designated by the Church Council.

By Release of Membership: A release of membership shall be granted to members who request it.

By Joining other Churches: In cases where members join congregations outside of our fellowship but have not contacted the Pastor, they shall, upon the discovery and corroboration of this, be considered to have terminated their membership in this congregation and their name(s) shall be removed from the membership list.

By Self-Exclusion: Any member who deliberately absents him/herself from the congregation, rejects admonition and refuses to meet with the Pastor(s) or any appropriate team designated by the Pastor(s) to discuss such conduct has thereby excluded him/herself. Upon the recommendation of the Senior Pastor or a Pastor designated by the Church

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Council and approval by the Church Council, such a person shall be removed from the membership roll by reason of self-exclusion.

By Excommunication: Confirmed members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after admonition, the Pastor(s) shall recommend excommunication to the Church Council. Each case shall be presented individually for decision and a unanimous vote shall be required for such action.

A person whose confirmed membership has been terminated for any reason has forfeited all rights as a member of the congregation, all claims upon the property of the congregation, or upon any part thereof, so long as he/she is not reinstated into membership.

Reinstatement into Membership

Self-exclusion or excommunication terminates membership. However, should a person so excluded, repent and desire to be received into the fellowship of the congregation again, he/she shall have their membership reinstated upon approval of the Senior Pastor, or a Pastor designated by the Church Council, and the approval of the Church Council.

ARTICLE II **Ministry Staff**

The Ministry Staff are the Pastoral Office, Minister of Religion Commissioned, and Associate in Ministry Offices

A. Integrity

The Pastoral Office, Minister of Religion Commissioned and Associate In Ministry offices include all ministry staff members who are called or contracted by this congregation to carry out Christ's mission. Upon being installed into office, each staff member is obligated to:

- Uphold the teachings of the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of 1580.
- Live their life, by the grace of God, according to the pattern given in 1 Timothy 3:2-7 and Titus 1:6-9
- Seek to equip the members of St. Paul for the work of ministry as outlined in Ephesians 4:11-16

B. The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God through a divine call of a congregation to exercise the Public Office of the Ministry through preaching and teaching the Word and through the administration of the sacraments. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue.

1. To qualify as a candidate for the office of Pastor a candidate must meet the qualifications established by the Lutheran Church-Missouri Synod.

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2. The right of calling Pastors of the Congregation shall be vested in the congregation and shall never be delegated to the Church Council, an individual or to a minor body within the congregation.

3. In the event of a pastoral vacancy, the Congregation President shall appoint a Call Committee of at least 5 and no more than 9 members.

4. The Call Committee shall prepare a list of candidates for the office of Pastor with the assistance of and recommendations from the District President.

5. Opportunity shall be provided for members of the congregation to submit additional names of candidates to the Call Committee.

6. After due consideration of all of the candidates, the Call Committee shall prepare its recommendation of one or more of the nominees to present for the congregation to consider at the congregation meeting.

7. The voting process shall be conducted by written ballot.

C. Minister of Religion Commissioned

The Minister of Religion Commissioned office is the authority conferred upon a person by God through a divine call of the congregation to perform the duties associated with this office according to the Word of God and the needs of the congregation. The person shall be on the Minister of Religion Commissioned roster of the Lutheran Church-Missouri Synod.

D. Associate In Ministry

The Associate in Ministry Office is the authority conferred upon a person by the congregation through a contract to perform the duties associated with this office according to the Word of God and the needs of the congregation. The person need not be synodically trained.

E. Selection process for Minister of Religion Commissioned and Associate in Ministry

In the event of a staff vacancy or if a new staff position is created in which a Minister of Religion Commissioned or an Associate in Ministry person may serve, the following procedure shall be followed:

- If needed (as in the case of creating a new staff position), the Church Council shall receive approval for the position from the Voter's Assembly.
- The Congregation President shall appoint a Search Committee of at least 5 and no more than 9 members.
- The Search Committee shall prepare a list of candidates for the ministry position by advertising the position through appropriate channels, soliciting names of candidates from the congregation, and when appropriate, contacting the District President for suggestions.
- After due consideration of all of the candidates, the Search Committee shall present its recommendation to the Church Council.
- The Church Council shall make the final decision on which candidate to hire or to extend a Call.

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ARTICLE III Election of the Church Council

Nomination Procedure

In early January, the President shall appoint, and the Church Council shall approve the appointment of the Nominating Committee consisting of four (4) voting members, the Senior Pastor, and the Director of Membership Services. Such action shall be published.

Notice shall also be given that names of potential candidates may be submitted to the Committee by voting members of the Congregation. Voting members nominating a candidate for office must secure the consent of the candidate prior to submitting the candidate's name to the Nominating Committee.

The Nominating Committee shall prepare a slate of qualified candidates who are 21 years of age or older from among the confirmed members of the congregation. Members of the Ministry Staff and other paid staff members shall not be eligible to serve in elected positions of the congregation. Only male candidates shall be eligible for the position of Head Elder. The Committee shall seek multiple candidates for the elective offices.

A slate of candidates shall be published by the Nominating Committee at least four weeks prior to the March meeting. Any voting member of the congregation may submit names of additional candidates for inclusion on the slate in the same method as stated in the second (2nd) paragraph of this section. Such names shall be placed in nomination along with the candidates already chosen provided:

1. Such names shall have been submitted at least 14 days before the date of the March meeting, and
2. The Nominating Committee shall interview all candidates nominated by voting members to determine that they are eligible for office according to Articles III and VII of the Constitution and are willing to serve.

On the weekend preceding the March meeting, the Nominating Committee shall publish a final slate of candidates for the following offices:

President

Vice-President

Head Elder

And members as necessary to complete the membership of the Church Council

Nomination to a different office does not terminate the current office term.

Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the voting members shall, at the March meeting, elect by ballot and simple majority (more than half of the votes cast) the following officers:

A President, in the odd-numbered years;

A Vice-president, In the even-numbered years;

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A Head Elder, in the even-numbered years.

At the same meeting, the voting members shall elect the five Church Council members-at-large in the following manner:

- a. The ballot for the three (3) members-at-large in the odd-numbered years shall have at least five (5) candidates. Voting members shall vote for three (3) of the candidates. The three (3) candidates with the highest number of the votes cast shall be elected.
- b. The ballot for the two (2) members-at-large in the even-numbered years shall have at least four (4) candidates. Voting members shall vote for two (2) of the candidates. The two (2) candidates with the highest number of the votes cast shall be elected.

Election to a different office terminates the current office term.

Voting for the election of officers and council members shall be by secret ballot. The names of persons elected shall be recorded by the Secretary/Treasurer.

Voting members may vote for the election of officers and council members by absentee ballot. Such absentee ballot voting shall be conducted according to policies established by the Church council.

Suggested Absentee Ballot Policy:

1. Voting member shall request an absentee ballot by mail, phone, or in person.
2. Absentee ballots are available during regular church office hours.
3. The absentee ballot shall be mailed to the voting member in order to arrive 5 days prior to the Election meeting. After that, members must come to the church to complete a ballot.
4. The ballot must be completed in the presence of a witness.
5. Voting member shall complete the ballot, fold as indicated and place in ballot envelope.
6. Voting member shall record the name of the voter on outside of the ballot envelope.
7. Witness must sign and date the ballot envelope.
8. The ballot envelope shall be returned to the church by the closing of the church office on the business day preceding the election.
9. At the Election meeting, the Congregation President shall inform the assembly of procedures regarding the use of the absentee ballots in the tally of the vote based on the following sections of this policy.
10. At the Election meeting, ballot tellers shall record the names of the voting members who submitted a ballot envelope. The tellers shall compare those names against the Election meeting registration list to confirm that voting members who used absentee ballots are not present at the meeting. If such voting member is in attendance, that member's absentee ballot shall be destroyed.
11. After comparing the registration list and the absentee ballot list, the tellers shall separate the folded ballot from the ballot envelope and count those ballots separately from the ballots completed at the meeting.
12. The tellers shall confirm that the number of absentee ballots counted is the same as the number of valid absentee voters.

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In the event that a vacancy occurs in any elective office, an election shall be held at the next congregation meeting to fill the unexpired term. If necessary, the council may appoint a person to fill the vacancy during the interim.

Appointment of Secretary/Treasurer

- The congregation President shall appoint a Search Committee of at least 5 and no more than 9 members.
- The Search Committee shall prepare a list of candidates from the congregation for the Secretary/Treasurer by advertising the position through the appropriate channels and soliciting names of candidates from the congregation.
- After due consideration of all the candidates, the Search Committee shall present its recommendation to the Church Council.
- The Church Council shall make the final decision on which candidate to appoint.

Installation of Officers

The newly elected officers and Church Council members of the congregation shall be installed on the last Sunday in June and shall assume their duties of office as of July 1st.

ARTICLE IV **Terms of Office**

The term of office for the President, Vice-President, Head Elder and Council members-at-large shall be for two years.

Officers and members-at-large may serve consecutive terms without limit.

The Past President shall remain a member of the Church Council for a period of one year.

ARTICLE V **The Church Council**

Personnel:

The council shall consist of President, Vice-president, Past President, Secretary/Treasurer, Head Elder, five members at large, and the Senior Pastor. The Senior Pastor and Past President shall not have voting privileges on the Church Council.

Meetings:

The Church Council shall convene regularly and upon the request of any one of its members. An accurate record shall be kept of its proceedings. Meetings will be open to the members of the congregation except when an executive session is officially announced by the President. Executive sessions will only be used when the subject matter is related to litigation, personnel, or contemplated real estate transactions. The agenda for the meetings

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shall be jointly set by the President, Vice-President and the Senior Pastor, and allow for congregation members to address the Council.

Powers:

The Church Council shall have no legislative authority. Its function shall be of an executive, administrative, supervisory, strategic planning, and advisory nature in accordance with such powers, duties and regulations as may be specified in the By-Laws and the resolutions of the congregation.

For all performances of the council, when faithfully done in fulfillment of its prescribed duties or congregation resolutions, the congregation is liable for all acts and performances of the council or individual members of the council. In relation to property or finances of the congregation undertaken without authority from the congregation, the council or individual shall be held liable to the congregation.

Duties:

The members of the Church Council shall devote themselves to prayer and God's Word so that they may provide vision, leadership and direction in the following ways:

1. Grow in their relationship with Jesus through regular study of the Word and prayer.
2. Use their combined gifts to ensure that the congregation:
 - Remains on course biblically (2 Timothy 3:16; Ephesians 4:11-16);
 - Remains true to fulfilling our mission and purposes (Proverbs 29:18; Matthew 28:18-20);
 - Is shepherded, cared for and protected (Acts 20:28-31; 1 Peter 5:1-4)
3. Be responsible for establishing policies necessary to direct the overall ministry program of the congregation for the building of Christ's Kingdom.
4. Approve the major ministry and strategic initiatives of the congregation.
5. Appoint subcommittees or teams to accomplish its objectives. (i.e. annual review of the Senior Pastor, annual audit etc.)
6. Authorize the Ministry Staff to administer the day-to-day ministry of the congregation in accordance with its own policies and directives and those established by the congregation through its Voter's Assembly.
7. Encourage the Ministry staff in their work through prayer, word and action and provide for the spiritual and physical health and welfare of the Ministry staff and their families.
8. Monitor and address unresolved church discipline issues in accord with the guidelines of Matthew 18:15-20.
9. Be responsible for receiving and acting upon, if necessary, feed-back and/or complaints from members of the congregation regarding all aspects of its ministry in accord with the guidelines of Matthew 18:15-20.
10. Be faithful stewards of the congregation's offerings, maintaining the financial integrity of the congregation.
11. Assume custody and control of the corporate property of the congregation, such as lands and buildings, and the equipment thereof, (it may enter into contracts relating thereto; it may buy, sell, mortgage, lease, or otherwise convey or dispose of the property of the congregation, provided, however, that a resolution authorizing such acts shall first have been adopted by the congregation in a properly announced and convened meeting);

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12. Insure the property of the congregation against loss and damage;
13. Prepare the annual budget and submit it to the congregation for adoption;
14. Have authority to spend no more than one and one-half percent (1-1/2%) of the operating expense budget for the current fiscal year on any single project related to the repair or capital projects of the church property, and on any other project not approved in the congregational budget related to the duties described above. Any projects exceeding this limit are subject to Congregation approval.”
15. Direct the calling of special meetings of the Voter’s Assembly as requested by the pastor(s) or voting members.
16. Appoint members to fill unexpired terms of members of the Church Council.
17. Fulfill the responsibilities of the Board of Trustees for the congregation as this term is used in Chapter 187 of the Wisconsin Statutes.
18. Be available for any additional functions which the Voter’s Assembly may confer on it.

ARTICLE VI

Ministry Action and Ministry Advisory Teams

Ministry Action Teams and Ministry Advisory Teams shall be appointed as needed and appropriate to permit the Church Council and Ministry Staff, respectively, to exercise their responsibilities effectively in conducting the activities and programs of the congregation.

A member of the Ministry Staff shall be a liaison to each Ministry Action Team and Ministry Advisory Team.

Meetings of the Ministry Action Teams and Ministry Advisory Teams will be held as deemed necessary by their designated chairperson. Records shall be maintained of all their actions.

ARTICLE VII

St. Paul Lutheran Church Endowment Fund

- A. The Congregation shall have an Endowment Fund. The purpose of the Fund shall be to receive gifts and bequests, invest those gifts and bequests, and to use the assets of the Endowment Fund to carry out the mission of St. Paul Lutheran Church, to support the ministries of St. Paul Lutheran Church, and to support the ministries of the Lutheran Church – Missouri Synod.
- B. The Congregation shall elect an Endowment Fund Committee at the same time as the Congregation elects Church Council members. The Endowment Fund Committee shall determine the number of members, the officers, the terms of office, and method of nomination within the Endowment Fund Committee’s operational bylaws and / or guidelines.
- C. The offices of President, Treasurer and Senior Pastor of the Congregation shall be permanent non-voting members of the Endowment Fund Committee.

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- D. Upon the recommendation of the Endowment Fund Committee, the Church Council shall appoint a congregation member to fill a vacancy on the Endowment Fund Committee.
- E. The Congregation Treasurer shall be responsible for receipts to and disbursements from the Endowment Fund, shall maintain complete and accurate records of the Fund, and shall annually provide a written financial report of the Fund to the Congregation.

ARTICLE VIII

The Elders Ministry Advisory Team

Personnel

The Elders Ministry Advisory Team shall be a regular, standing ministry team of the congregation. The chairman shall be the Head Elder who is elected to the Church Council. The chairman, in consultation with the Senior Pastor and the current elders, shall appoint the number of elders deemed necessary to fulfill their mission in any given year. Elders shall be confirmed men of the congregation who have demonstrated a mature understanding of the Christian faith. Elders shall be appointed July 1 and there is no limit to the number of years they may serve.

Qualifications: 1 Timothy 3:8-13

Worthy of respect
Sincere
Not addicted to alcohol
Not pursue dishonest gain
Hold the deep truths of the faith with a clear conscience
Able to stand up to the scrutiny of his life
Husband of one wife
Manages his household well

Responsibilities

The Elders Ministry Team shall serve in an advisory capacity to the Church Council in such areas as: worship, church discipline, doctrinal concerns, and pastoral support (including recommendations on pastoral compensation).

ARTICLE IX

President, Vice President and Past President

President:

The President shall preside at the Congregation meetings. The President shall preside at Council meetings. The President shall sign the records of the proceedings of the congregation meetings after such records have been read and approved by the congregation. The President and the Secretary/Treasurer shall sign all other records, transactions and documents involving the corporate body of the congregation on behalf of the congregation when properly authorized by the congregation or the council.

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Vice-President:

The Vice-President shall preside at congregation meetings and at council meetings in the absence of the President or upon request of the President.

The President and Vice-president shall perform all such duties as are usually required of chairs and vice-chairs of corporate bodies and as may be required of them by the congregation.

Past President:

The Past President shall preside at congregation meetings and at council meetings in the absence of the President, Vice-President, or upon request of the President during the year the Past President serves on the Council. The Past President is to provide advice and counsel to the President during the year the Past President serves on the Council.

ARTICLE X

Duties of Secretary/Treasurer

The Secretary/Treasurer shall be a member of the council. The Secretary/Treasurer shall accurately record the proceedings of the congregation meetings and the council meetings, submit records for revision and approval at the following regular session of each group and perform such other duties as are common to the office.

The Church Council may appoint a recording secretary to carry out the recording duties in the preceding paragraph.

The Secretary/Treasurer shall also sign, together with the President, all other records, transactions and documents involving the corporate body of the congregation on behalf of the congregation when properly authorized by the congregation or the council.

All approved records made must be preserved and, at the expiration of the Secretary/Treasurer's term of office, delivered to the successor.

The Secretary/Treasurer is responsible for maintaining of proper, complete and accurate financial records for the church and shall submit reports to the Church Council and Congregation on the financial condition of the church. These duties will be carried out with the assistance of the church office staff.

The Secretary/Treasurer, with the assistance of Ministry Team Leaders, is responsible for the compilation and submission of the annual operating budget to the Church Council and congregation for approval.

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ARTICLE XI **Meetings**

Regular congregation meetings shall be held each year during the months of March and June. Special congregation meetings may be called at any time by the Church Council. Any two (2) voting members, may submit a request in writing to the Church Council, for a special congregation meeting. The written request shall include specific reasons for the special meeting and direct the Church Council to schedule the special meeting as soon as possible.

All special congregation meetings and their purpose shall be published at two (2) consecutive sets of regular weekly services preceding the special meeting.

ARTICLE XII **Order of Business**

The congregation meeting shall be conducted according to Roberts Rules of Order, and by the following order:

1. Opening prayer;
2. Reading and approval of minutes of previous session;
3. Comments and Concerns from voting members.
4. Reports of officers, committees and Teams and action thereon.
5. Unfinished business;
6. Recommendations of the Church Council and new business;
7. Adjournment with prayer and a benediction.

ARTICLE XIII **Amendments to the By-Laws**

The By-Laws may be repealed or amended by a 2/3 majority vote of all the members present at a meeting of the congregation. Proposals to repeal or amend an article shall have been offered in writing to the Church Council and announced at the regular weekly services to the congregation preceding action thereon.

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