

## **PREAMBLE**

Whereas according to the Word of God it is the duty of Christians:

- (a) To fellowship with those who confess the true faith (Acts 2:42-47; Hebrews 10:24-25; I John 2:19; I Corinthians 1:10-11);
- (b) To endeavor to keep the unity of the spirit in the bond of peace (Ephesians 4:3-6);
- (c) To administer the Office of the Keys as a body (Matthew 18:17; John 20:22-23);
- (d) To conduct all the internal and external affairs of such body "decently and in order" (I Corinthians 14:40);

Therefore, we, in agreement with the principles outlined above, declare ourselves united as a congregation and herewith accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

## **ARTICLE I – NAME**

The name of this Congregation shall be ZION LUTHERAN CHURCH OF WAYSIDE, located in the Town of Morrison, Brown County, Wisconsin.

## **ARTICLE II – AFFILIATION**

This congregation shall be affiliated with The Lutheran Church-Missouri Synod.

## **ARTICLE III – MISSION**

The mission of this congregation shall be to make disciples of our membership, our communities and the world:

- (a) To serve its members and to build the kingdom of God by the preaching of the Word of God, by the administration of the Sacraments, by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article IV), and by due application of church discipline according to Matthew 18;
- (b) To share the Gospel with the unchurched of the community by an active program of local evangelism (Acts 1:8);

- (c) To spread the kingdom of God in all the world by adequately supporting the work of District and Synod (Matthew 28:19-20);
- (d) To promote Christian fellowship and love.

## **ARTICLE IV – CONFESSION**

This congregation acknowledges and accepts:

- (a) All the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and as the only rule of faith and life; and,
- (b) The Confessional Writings of the Lutheran Church, contained in the Book of Concord of the year 1580, as the true and genuine exposition of the doctrines of the Bible. These, Confessional Writings are the Apostles, Nicene, and Athanasian Creeds, the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Treatist on the Power and Primacy of the Pope, Luther's Large & Small Catechisms, & the Formula of Concord.

## **ARTICLE V – MEMBERSHIP**

The membership of this congregation consists of the following:

### **A. BAPTIZED MEMBERSHIP**

The baptized members includes all members who have been baptized.

### **B. COMMUNICANT MEMBERSHIP**

The communicant membership consists of those:

1. Who are baptized;
2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
3. Who are familiar at least with Luther's Small Catechism and have declared their acceptance of it;
4. Who permit themselves to be fraternally admonished and corrected when they have erred, and who submit to the rules and regulations adopted by this congregation, provided these are not contrary to God's Word;
5. Who are not members or affiliates of secret societies or other organizations conflicting with the Word of God.

## **C. VOTING MEMBERSHIP**

The voting membership consists of all confirmed male and female members of the congregation:

1. Who are at least eighteen years of age shall be entitled to vote. Voters who are at least twenty-one years of age shall be eligible to hold an office.
2. Who have read the Constitution and By-Laws;
3. Who have been accepted by the Voters Assembly;
4. Who have signed the Constitution and By-Laws.

## **ARTICLE VI – DUTIES OF MEMBERS**

It shall be the duty of every member of this congregation:

1. To make faithful and diligent use of the Word of God and the Sacraments:
  - (a) By attendance at divine services;
  - (b) By partaking of the Lord's Supper, if a communicant;
  - (c) By Bible study
  - (d) By the use of such educational agencies as are Provided by the congregation;
2. To lead a Christian life and not to live in manifest works of the flesh (Galatians 5:19-21);

3. To contribute regularly and faithfully, as God has prospered that member, toward the building of Christ's kingdom in the congregation and in all the world through District and Synod.
4. To devote their time and talents to the extension of the kingdom of God.

## **ARTICLE VII – POWERS OF THE CONGREGATION**

### **A. GENERAL**

The congregation as a body, through the Voters' Assembly, shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all institutions and organizations within the congregation shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article IV) and any such decision shall be null and void.

### **B. RIGHT OF CALLING**

The right of calling pastors, teachers, and other church professionals shall be vested in the congregation. Pastors, teachers, and other church professionals shall be

called by the congregation in a regular or special meeting of the Voters' Assembly.

### **C. DECISIONS**

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voters' Assembly by a majority vote unless otherwise specified by the Constitution or By-Laws.

### **D. PROPERTY RIGHTS**

All rights to the property of the congregation are vested in the congregation.

If, at any time, a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those members who continue to adhere in confession and practice to Article IV of this constitution. That part of the congregation on the other hand (even though it be the larger) which departs from the true doctrine of God's Word and the confessions of the Lutheran Church be it doctrine or practice, shall forfeit all its rights to property and real estate of the congregation. The decision, however, as to which part of the congregation remains true or departs from the doctrine of God's Word and the

confessions of the Lutheran Church shall in no case be placed into the hands of the Civil courts. If the congregation should dissolve the property, it shall go to the North Wisconsin District of The Lutheran Church-Missouri Synod.

## **ARTICLE VIII – THE OFFICES OF PASTOR AND TEACHER**

The office of pastor in this congregation and that of a called teacher and other church professionals shall be conferred upon such ministers, teachers, and candidates only as profess and adhere to the confessional standard set forth in Article IV of this constitution and have been declared eligible by Synod. Pastors, teachers, and other church professionals shall, in the call extended to and accepted by them, be pledged to this confessional standard.

## **ARTICLE IX – OFFICERS**

### **A. GENERAL**

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



## **B. POWER OF OFFICERS**

Congregational officers or committees, whether elected or appointed by the Voters, 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 voters.

## **C. REMOVAL FROM OFFICE**

Any officer, pastor, teacher, or other church professional may be removed from office by the congregation in Christian and lawful order according to (Matthew 18:7) for one of the following reasons; persistent adherence to false doctrine, scandalous life, and willful neglect of that person's official duties or inability to perform them.

## **ARTICLE X – DOCTRINAL LITERATURE**

Only such hymns, prayers, and liturgies shall be used in the services of the congregation and in all ministerial acts as conform to this confessional standard of Article IV. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as conform to this standard.

## **ARTICLE XI – AMENDMENTS**

Amendments to this Constitution and the By-Laws and changes in the Articles of Incorporation may be adopted at a regular or special meeting of the Voters' Assembly, provided:

1. That they do not conflict with the provisions laid down in Article IV or with any section of any other article that pertains to scriptural doctrine and practice; and
2. That the proposed amendment has been submitted in writing at a previous meeting of the Voters' Assembly.

The affirmative vote of a two-thirds majority of the voting membership present at the meeting of the Voters' assembly shall be required for the adoption of an amendment.

## **ARTICLE XII – BY-LAWS**

This congregation shall adopt such By-Laws as may be required for the accomplishment of its purpose.

# **THE BY-LAWS**

## **ARTICLE I – MEMBERSHIP**

### **ADMISSION INTO MEMBERSHIP**

#### **A. BAPTIZED MEMBERSHIP**

1. By Baptism

Persons received by the Sacrament of Baptism in this congregation become baptized members.

2. By Transfer

Baptized persons coming with a letter of transfer from a congregation in church fellowship may be received into baptized membership by the pastor and elders.

3. By Request

Other baptized persons who have no church affiliation and who have come under the spiritual care of this congregation may be received into baptized membership by the pastor and elders.

#### **B. COMMUNICANT MEMBERSHIP**

1. By Confirmation

Persons received by the sacred act of confirmation

in this congregation become communicant members.

2. By Transfer

Persons coming with a communicant letter of Transfer from a congregation in church fellowship may be received by the pastor whose action is to be approved in a subsequent meeting of the Voters' Assembly or Church Council.

3. By Profession of Faith

Other persons shall submit their application to the pastor, and having given satisfactory evidence of qualification for communicant membership to the pastor, shall be received as communicant members. This action to be approved in a subsequent meeting of the Voters' Assembly.

**C. VOTING MEMBERSHIP**

1. Reception

Applicants for voting membership shall give notice of their intention to the pastor, Elders, or President and shall read a copy of the Constitution and By-Laws of the congregation, which shall be furnished them. At a regular or special meeting of the Voters' Assembly and in the presence of the applicants, the President shall present such application. Upon majority vote

of the voting members present, they shall sign the Constitution and By-Laws of the congregation and be declared a voting member, who shall not be eligible to vote until the next regular or specially called meeting of the Voters' Assembly.

## 2. Duties

It shall be the duty of every member to attend the meetings of the Voters' Assembly. By failing to attend a meeting a member waives the right to cast a vote during that meeting. A member shall accept nomination for office, committee appointments, etc. if possible, and generally participate in the business activities of the Voters' Assembly.

## **TERMINATION OF MEMBERSHIP**

### **A. BAPTIZED AND COMMUNICANT MEMBERSHIP**

#### 1. Transfers to Other Congregations

Members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor. Such transfer of membership shall be considered and issued by the Voters' Assembly in a subsequent meeting.

#### 2. Joining Other Churches

In cases where members have joined another

congregation outside our own fellowship, they shall, upon the recommendation of the pastor, be considered to have terminated their membership. Their names shall be removed from the membership list by a resolution of the Voters' Assembly.

### 3. Whereabouts Unknown

If members move away or leave this congregation without applying for release or transfer, and no contact with them can be established within a year, their names shall be removed from the membership list by the Voters' Assembly, and forthwith such membership is terminated.

### 4. Excommunication and Self-Exclusion

Any member who conducts themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If after proper admonition they refuse to amend their sinful life, they shall be excommunicated. If the member refuses to appear at the Voters' Assembly or to meet with a smaller group officially acting for the Voters to discuss their case, they have thereby excluded themselves. A unanimous vote shall be required for every resolution by the Voters' Assembly for excommunication or self-exclusion. Excommunication or self-exclusion terminates

membership.

When such excommunicated or self-excluded person repents of their sins and seeks forgiveness from God and the congregation, they shall be reinstated.

#### 5. Inactive

If a member is inactive, that is, does not attend services, does not commune, and does not contribute to the support of the church, they shall be contacted by the pastor and the Board of Elders and be dealt with according to Matthew 18.

#### 6. Status

A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as they are not reinstated into membership. This does not apply to cemetery plots, which are owned by the member themselves.

### **B. VOTING MEMBERSHIP**

Voting membership is terminated by termination of communicant membership.

## **ARTICLE II – MEETINGS**

- A. Regular meetings of the Voters' Assembly shall be held quarterly.
- B. The regular meeting of the Voters' Assembly during the month of January shall be designated as the annual meeting.
- C. Notice of the regular meetings of the Voters' Assembly must be given either on two separate occasions (by bulletin or public announcement), or by a mailing to the membership. Whenever a meeting has thus been announced, the voting members present constitute a quorum. In all matters not already decided by the Word of God the majority rules, except in the case of amendment and changes as specified in Article XI of the Constitution.
- D. Special meetings of the Voters' Assembly as well as meetings of the church council may be called by the Board of Elders or by a pastor of the congregation or by the president of the congregation, as the need arises. Special meetings of the Voters' Assembly and their purpose shall be announced in at least one public service or by a mailing to the membership.



## **ARTICLE III – CALLING OF CALLED CHURCH PROFESSIONALS**

- A. In the case of a vacancy in the position of a pastor, teacher, or other called church professionals (i.e. Director of Christian Education), the congregation is urged immediately to notify the president of the district of Synod that he may assist in filling the vacancy:
- 1) By giving counsel in regard to the calling of a called church professional;
  - 2) By suggesting names of candidates for consideration.
- B. At a meeting of the Voters' Assembly properly convened, names of candidates for the called church professional shall be submitted for consideration. Any voter is entitled to make nominations.
- C. The election of a called church professional from the list of candidates chosen by the congregation shall be by ballot. The candidate receiving more than half of all votes cast shall be considered elected. The election shall, if possible, be made unanimous by a rising vote, and the call shall be sent to the called church professional.

## **ARTICLE IV – ELECTION OF CONGREGATIONAL OFFICERS**

The church Council shall prepare and publish a slate of candidates two Sundays prior to the annual meeting. The slate proposed shall consist of at least three names for each office. Additional nominations may be made from the floor at the annual meeting. The election of officers shall be conducted at the annual meeting. Voting shall be done by ballot. To be elected, a candidate must receive more than half of all votes cast. If such a majority vote is not received on the initial ballot, the second ballot shall consist of the two candidates who received the highest number of votes. The elected officers shall assume their respective duties on the Sunday of installation. Officers shall be elected for terms specified in these Bylaws and shall hold office until their successors have assumed their office.

All elected officers of the Church Council shall be officially installed into office on the first Sunday following the annual meeting.

## **ARTICLE V – OFFICERS**

The officers of this congregation shall be: a President, a Vice-President, a Secretary, a Treasurer, a Financial Secretary, a Board of Elders, a Board of Stewardship, a

Board of Trustees, a Board of Christian Education, a Board of Outreach and Missions, a Board of Human Care and Christian Fellowship, a Christian Day School Board, and such other officers and committees as may be necessary to effectively promote and carry out the work of the church.

## **ARTICLE VI – CHURCH COUNCIL**

The Church Council shall be composed of the President of the congregation, the Vice-President, the Secretary, the Treasurer, and the Chairman or their representative of each of the following Boards: Board of Elders, Board of Stewardship, Board of Trustees, Board of Christian Education, Board of Outreach and Missions, Board of Human Care and Christian Fellowship, the Board of Christian Day School and all third year elected board members. The Pastors, School Principal, and DCE shall be ex-officio members of the Church Council.

It shall be the duty of the Church Council to meet monthly to consider and discuss all matters pertaining to the spiritual and material welfare of the congregation as presented by the various boards and committees and to present recommendations to the congregation. The Church Council shall act in matters committed to it by the Voters' Assembly and, in cases of emergency, between congregational meetings.

## **ARTICLE VII – TERMS OF OFFICERS**

1. The terms of office of the President and the Secretary shall be a 2 year term. The Treasurer, the Financial Secretary and the Assistant Financial Secretary shall be three years. The Vice-President shall be a two year term, to succeed the President (thus, a four year term).

People elected to a position in the congregation may be elected to consecutive terms and are free to run for other positions immediately following their term of office.

2. Members of the Board of Elders, the Board of Stewardship, the Board of Trustees, the Board of Christian Education, the Board of Outreach and Missions, the Board of Human Care and Christian Fellowship, and the Christian Day School Board shall be elected for a term of three years.
3. The Head Usher shall be elected annually. Annually, team captains shall be appointed. they shall be recommended by the Board of Elders and approved by the voting members. The team captains shall select the members for their usher team.
4. If any office becomes vacant in the course of a term, the Church Council is to appoint a successor who will

serve in that capacity until the next annual election.

## **ARTICLE VIII – DUTIES OF OFFICERS, BOARDS AND COMMITTEES**

### **A. PRESIDENT**

The President shall be a male member of the congregation. He shall preside at all meetings of the Voters' Assembly and of the church Council and to see to it that all congregational business is conducted in an orderly and Christian manner. He is also ex-officio, a non-voting member of all other boards and committees.

#### **1. VICE-PRESIDENT**

The Vice-President shall take over for the President in his absence or if the President is unable to conduct a meeting. The Vice-President shall be in contact with all Boards and report to the President as to all functions and activities on a need-to-know basis for the President. The Vice-President shall be in charge of voter's ballots and agendas and assist Stewardship in any financial fund drives.

## **B. SECRETARY**

The Secretary shall keep accurate minutes of the meetings of the Voters' Assembly and of the Council for the permanent records of the congregation, submit such records for approval and shall perform other duties in keeping with the office.

## **C. TREASURER**

The Treasurer shall promptly pay all bills and salaries authorized by the congregation and shall make regular monthly remittances of mission offerings to the District Treasurer. The Treasurer shall keep accurate records of receipts and disbursements of the congregation in books which shall be and remain the property of the congregation. All of these books shall be audited annually, and a report of such audit shall be submitted to the congregation. The Treasurer shall submit a report at each Council and Voters' Assembly meeting. Such report shall show actual receipts and disbursements compared with budgeted amounts.

## **D. FINANCIAL SECRETARY**

It shall be the responsibility of the Financial Secretary to receive, record in books kept for such purpose, and deposit in the congregation's designated depository, all

congregational monies, including individual offerings and contributions, special collections, loans, subsidies, bequests, etc. A report of all receipts shall be submitted to the Treasurer at regular intervals.

The Financial Secretary has the responsibility to organize and supervise the Financial Committee. All offerings shall be counted in the presence of the Financial Secretary, and/or the Assistant Financial Secretary.

The books and records of the Financial Secretary shall be audited annually.

#### **E. ASSISTANT FINANCIAL SECRETARIES**

It shall be the duties of the Assistant Financial Secretaries to assist the Financial Secretary.

#### **F. BOARD OF ELDERS**

The Board of Elders shall consist of at least six male members. They shall organize annually and elect a chairman.

This Board shall:

1. Assist the pastors in all matters pertaining to the spiritual welfare of the congregation;

2. Consider complaints and grievances of members of the congregation if Matthew 18:15-16 has been fully observed and shall report to the congregation those which cannot be otherwise adjusted, in accordance with Matthew 18:17-18;
3. Make every effort to induce members who have been negligent in their attendance at services, in the use of the Sacraments, to mend their sinful ways and fully enjoy the rights and privileges of their membership;
4. Be an example of Christian conduct and life;
5. See to it that all services are conducted in such manner as to avoid needless disturbances and to foster an attitude conducive to worship among those in attendance;
6. Assist the pastors in arranging for pulpit assistance, special services, and guest speakers;
7. See to it that proper ushering is provided for all services;
8. They will annually audit and be responsible for the congregational record books.

## **G. BOARD OF STEWARDSHIP**

The Board of Stewardship shall consist of at least three members. They shall organize annually and elect a chairman. They shall be charged with supervision of the stewardship affairs of the congregation, and to that end it shall:



1. Provide continuing stimulation for God-pleasing growth of the congregation, individually and corporately, in commitment to the stewardship of the Gospel as a Spirit-empowered result of faith in Christ.
2. Study the Scriptural principles regarding the total stewardship calling of the Christian – as a member of his family, as a neighbor and citizen, and as a congregation member – and share these insights with congregation members.
3. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles.
4. Annually give every member an opportunity to make a commitment of his treasure for Kingdom work through the congregation.
5. Maintain a program to discover and enlist for Kingdom service the talent God has given members.
6. On the basis of congregational analysis, determine emphasis to be made in continuing stewardship education programs.
7. Identify for each member, especially those who are new, the privileges, opportunities, and responsibilities of membership in the congregation and the church.
8. Be responsible for the auditing of the congregation's financial records and the church records. Such auditing shall be done at least once a year and the results reported at the January Voters' Meeting.

## **H. BOARD OF TRUSTEES**

The Board of Trustees shall consist of at least three members. They shall organize themselves annually and elect a chairman.

This Board shall be the legal representatives of the congregation and the custodians of all its property, including all valuable papers as deeds, documents, insurance policies, certificates of incorporation, etc. They shall keep a careful record of all transactions. They shall make loans for the congregation when authorized by the congregation to do so. They are to transact all business of the congregation assigned to them by the Voters' Assembly. The congregation is to be directly responsible with its property for whatever the Trustees do in conformity with its resolutions and instructions and is in no such case to permit the Trustees to suffer any personal loss whatsoever.

This Board shall insure the entire property of the congregation against loss and damage and shall keep all buildings in good repair. They shall inspect these buildings at least once every year and make proper recommendations to the Voters' Assembly, or give orders for immediate repairs when necessary. They shall have authority to make such action and expend such money as

they may deem necessary to maintain the entire property of the congregation.

## **I. CHRISTIAN DAY SCHOOL BOARD**

The Christian Day School Board shall consist of at least three members, with a pastor and the parochial school principal as advisory members. They shall organize annually and elect a chairman.

The Christian Day School Board shall:

1. Concern themselves with the supervision of a full program of Christian education for the Day School.
2. Consider and study curriculum in education in general with special reference to Christian education.
3. Encourage and promote the enrollment of all children of church members in the Christian Day School.
4. Call or appoint teachers for the Christian Day School as needed in accord with the Bylaws and proposed salaries for these positions. (A copy of all calls shall be filed with the church office.)
5. Make annual salary proposals to the Board of Stewardship to maintain adequate financial support for the teaching staff.

## **J. BOARD OF CHRISTIAN EDUCATION**

The Board of Christian Education shall consist of at least three members with one pastor, DCE and Sunday School superintendent as advisory members. They shall organize annually and elect a chairman.

The Board of Christian Education shall:

1. Concern themselves with the educational life of the congregation and be charged with the supervision of the Sunday School, Adult Bible class, Vacation Bible School, and Youth Ministry.
2. Annually appoint the Sunday School Superintendent and assist him/her in the supervision of the Sunday School, provide the best materials available for instruction of the Sunday School pupils, assist the officers of the Sunday School in maintaining an adequate and trained teaching staff and, in general, do all that is possible to increase the effectiveness of this agency.
3. Encourage the development of a Bible Class program in the congregation and do all that is possible to increase the participation of the congregation in organized Bible study.
4. Encourage and promote the program of youth activity sponsored by the congregation, that the programs of the youth organizations contributes to the spiritual

edification of the participants, and that every effort be made to enroll all the young people in the congregation in the church's youth program.

## **K. BOARD OF OUTREACH AND MISSIONS**

The Board of Outreach and Missions shall consist of at least three members, with a Pastor as an advisory member. They shall organize annually and elect a chairman.

The Board of Outreach and Missions shall:

1. Foster a climate of outreach that encourages congregation members to witness Christ to one another and to those who do not yet know Christ.
2. Encourage prayer in church and homes that the church carry out the Great Commission of our Lord. (Matt. 28:19-20)
3. Promote and direct congregation-wide outreach undertakings.
4. Emphasize outreach in and through auxiliary organizations.
5. Be concerned about persons moving into the community.
6. Be conscious of the atmosphere of friendliness in The congregation and make suggestions for improvement.
7. Be responsible for a program of community public

relations that identifies the congregation with the Gospel of Christ.

8. Foster a concern for the mission work of our Synod, at home and abroad.
9. Regularly seek to evaluate the mission program of the congregation and make suggestions for improvement.
10. Provide mission information to the congregation regularly.
11. Plan and provide special Mission emphasis in the congregation.

## **L. BOARD OF HUMAN CARE AND CHRISTIAN FELLOWSHIP**

The Board of Human Care and Christian Fellowship shall consist of at least three members, with a pastor as an advisory member. They shall organize annually and elect a chairman.

The Board of Human Care and Christian Fellowship shall:

1. Educate and motivate all members in exercising their Christian faith to reach out to meet the needs of our fellowman.
2. Support an emergency assistance program, e.g. food pantry, clothing distribution.
3. Maintain and administer an emergency assistance fund for the members of Zion.

4. Plan, promote, and conduct a program of ministry to those with special physical, mental, spiritual, and emotional needs within the congregation and in the community.
5. Cooperate with social agencies of the Lutheran Church-Missouri Synod and the community to meet the needs of our fellowmen.
6. In conjunction with the Board of Stewardship, coordinate volunteer assistance within the congregation.
7. Provide opportunities for members of the congregation to get together, both formally and informally.
8. Coordinate with other boards and organizations any fellowship opportunities.

## **M. COMMITTEES**

All committee members are appointed to a two year term and appointed by their governing board and approved by the Church council and Voters' Assembly.

### **(a) GROUNDS COMMITTEE**

This committee shall be appointed by the Board of Trustees.

This committee shall be responsible for the upkeep and improvement of all church grounds.

**(b) YOUTH COMMITTEE**

This committee shall be appointed by the Board of Christian Education.

This Committee shall provide adult supervision for all youth activities and assist the youth in the planning, direction, and coordination of the youth program of the congregation.

**(c) FINANCE COMMITTEE**

The Finance Committee shall be appointed by the Board of Stewardship.

The Finance Committee shall work with the Financial Secretary and meet on designated dates set by the Financial Secretary to count all monies and mark all envelopes.

**(d) CEMETERY COMMITTEE**

This Committee shall be appointed by the Board of Trustees.



This Committee shall be responsible for the operation of the cemetery in accordance with the cemetery regulations of the state and the congregation.

**(e) ENDOWMENT COMMITTEE**

This Committee shall be appointed by the Board of Stewardship.

This Committee shall be responsible for collecting and administering the monies that are available in the Endowment Fund.

**(f) SCHOLARSHIP COMMITTEE**

This Committee shall be appointed by the Day School Board.

The entire management function of the Scholarship Fund shall rest with the Scholarship Committee, and they shall meet from time to time in order to perform such management functions as may be required to prudently manage the Scholarship Fund.

**(g) ALTAR GUILD**

The Altar Guild, under direction of the Elders, is in charge of the Altar properties.

## **ARTICLE IX – OTHER ORGANIZATIONS**

All organizations that develop from within the congregation must be sanctioned by the Voters' Assembly.

## **ARTICLE X – CHANGES IN BY-LAWS**

The congregation may from time to time adopt, alter, or amend rules and regulations for the guidance of officers, boards, and committees in their work.

## **ARTICLE XI – ORDER OF BUSINESS**

The following shall be the order of business for the regular meetings of the Voters' Assembly:

1. Devotion
2. Reading of Minutes
3. Reception of New Members
4. Attendance Registration
5. Pastoral Reports
6. Treasurer's Report
7. Reports of Boards and Committees
8. Unfinished Business
9. New Business
10. Adjournment and Closing Prayer.

## **CONTENTS**

<b><u>ARTICLE NO.</u></b>	<b><u>PAGE</u></b>
Preamble	1
I. Name	2
II. Affiliation	2
III. Mission	2
IV. Confession	3
V. Membership	4
VI. Duties of Members	5
VII. Powers of the Congregation	6
VIII. Offices of Pastor and Teacher	8
IX. Officers	8
X. Doctrinal Liturature	9
XI. Amendments	10
XII. By-Laws	10

## **BY-LAWS**

I. Membership	11
II. Meetings	16
III. Calling of Called Church Professionals	17
IV. Election of Congregational Officers	18
V. Officers	18
VI. Church Council	19
VII. Terms of Officers	20
VIII. Duties of Officers, Boards & Committees	21
A. President	21
1. Vice-President	21
B. Secretary	22
C. Treasurer	22
D. Financial Secretary	22
E. Assistant Financial Secretaries	23

	<u>PAGE</u>
F. Board of Elders	23
G. Board of Stewardship	24
H. Board of Trustees	26
I. Christian Day School Board	27
J. Board of Christian Education	28
ARTICLE NO.	
K. Board of Outreach & Missions	29
L. Board of Human Care & Christian Fellowship	30
M. Committees	31
a. Grounds Committee	31
b. Youth Committee	32
c. Finance Committee	32
d. Cemetery Committee	32
e. Endowment Committee	33
f. Scholarship Committee	33
g. Altar Guild	33
IX. Other Organizations	34
X. Changes in By-Laws	34
XI. Order of Business	34
Distribution of Responsibilities	

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By Annual Voters' Meeting