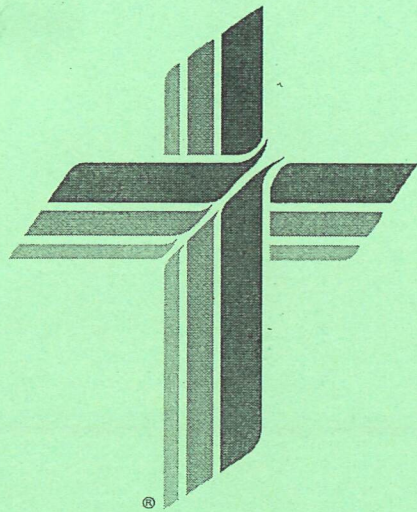
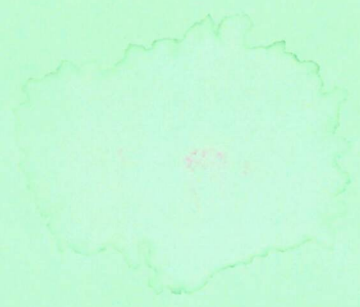




CONSTITUTION
AND
BY-LAWS
OF
MOUNT OLIVE
LUTHERAN CHURCH
IRMO, SC

REVISED May 20, 2018



Adopted – September 12, 1993

Revised – MAY 20, 2018

**Constitution And By-Laws
Of
Mount Olive Evangelical Lutheran Church
Irmo
Lexington County, South Carolina**

Member of the Lutheran Church Missouri Synod

Preamble

It is the mission of Mt. Olive Evangelical Lutheran Church to be a fellowship of God's people in which they are nurtured so that they might fulfill their calling as the redeemed people of Jesus Christ.

Recognizing that we cannot by our own reason or strength believe in Jesus Christ, our Lord, or come to him, that the Holy Spirit calls us by the Gospel, enlightens us with his gifts, sanctifies and keeps us in the one true faith, we therefore affirm that at the center of our fellowship is the Word of God which is made active and powerful by the Holy Spirit. For the furtherance of Christian fellowship, for the nurturing of Christian people, for help in fulfilling a Christian calling (Ephesians 4:11-16), this Constitution and By-Laws is set forth to organize mission and ministry efforts, spiritual and material, in an orderly manner according to the Word of God.

(I Corinthians 14:40, II Timothy 4:1-5, Galatians 1:6-8).

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CONSTITUTION

Article I.

Name

The name of this congregation shall be Mount Olive Evangelical Lutheran Church of Irmo, Lexington County, South Carolina, incorporated in and under the laws of the State of South Carolina.

Article II.

Purpose

We affirm that we are first and foremost a community of people who recognizes Jesus Christ as Lord and Savior. Relying on the revealed Word of God (Sacred Scripture), we affirm that God sent His Son, Jesus Christ, into this world, which He created, to bring God's plan of salvation of all people into reality through His holy birth, sinless life, sacrificial death and victorious resurrection. We further affirm that the same Jesus Christ continues to guide, sustain and direct us through His presence in Word and Sacrament and that, as we, whom the Spirit has called to faith, continue to be sensitive to the directives of the Holy Spirit, so then do we continue to participate in God's mission of love to our world.

Recognizing and affirming our uniqueness as people of God, called to faith in Jesus Christ and to a life of discipleship, we the members of Mount Olive Evangelical Lutheran Church give ourselves to the following purposes:

- A. A life of individual and corporate worship in Word and Sacrament of God the Father, Son and Holy Spirit;
- B. A life of individual and corporate witnessing to share the Good News (Gospel) by word and deed both among members and with others outside the immediate fellowship;
- C. A life of individual and corporate education in the Christian faith as it is revealed in Sacred Scripture and as it is articulated in the Lutheran Confessions;
- D. A life of individual and corporate fellowship, one with the other, so that the spirit of unity and joy pervades within the congregation;
- E. A life of individual and corporate service to all people, sharing the good news of God's love in Christ, as well as acts of mercy and concern; and
- F. A life of individual and corporate stewardship of God's gifts to us, so that the tasks of mission are accomplished by the intelligent, consecrated, and ambitious use of our total services.

G.

Article III.

Declaration of Creed

This congregation as a body and all its members as individuals accept without reservation:

- A. The Scriptures of the Old and New Testament as the written Word of God and the only rule and norm of faith and practice.
- B. All of the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God; to wit:
 - 1. The three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, and the Athanasian Creed),
 - 2. The Unaltered Augsburg Confession (1530),
 - 3. The Apology of Augsburg Confession,
 - 4. The Smalcald Articles,
 - 5. The Large Catechism of Luther,

Article VIII.**Officers**

- A. The officers of the congregation shall be:
 - 1. President,
 - 2. Vice President,
 - 3. Secretary,
 - 4. Treasurer, and
 - 5. Financial Secretary.
- B. For official actions required by civil law, the corporate officers of Mount Olive Evangelical Lutheran congregation shall be the President, Secretary, and Treasurer. Among such actions will be such things as signing contracts, signing official documents, appearing in court, etc.

Article IX.**Boards and Committees**

- A. The purposes of the congregation shall be fostered through programs and activities of the following boards and committees, which shall provide for the ongoing management of such, and shall provide for continuous planning and evaluation:
 - 1. Board of Elders,
 - 2. Board of Trustees,
 - 3. Preschool Board,
 - 4. Board of Evangelism,
 - 5. Board of Worship,
 - 6. Board of Education,
 - 7. Board of Public Relations,
 - 8. Board of Stewardship,
 - 9. Board of Social Ministry,
 - 10. Board of Parish Fellowship,
 - 11. Nominating Committee, and
 - 12. Finance Committee.
- B. Other committees, task forces, etc., may be formed under the auspices of and by the direction of the Voters' Assembly or Church Council. These will generally be deemed to be of a temporary nature.

Article X.**Church Council**

The Church Council shall consist of the President, the Vice President, the Secretary, the Treasurer, the Financial Secretary, the Chairmen of the Boards, and the Senior Pastor (ex-officio).

Article XI.**Societies**

Societies may be organized within the congregation only with the expressed approval of the Voters' Assembly, and all such societies shall be under the supervision of the Pastor(s) and the appropriate administrative board or committee under whose jurisdiction they function. Only confirmed members of this congregation shall be officers of such societies or groups. Any decision, enactment, or performance of or by such societies or groups shall be invalid if it conflicts with this Constitution and its associated By-Laws. The Pastor(s), by virtue of his office, shall be an advisor of such societies or groups within the congregation.

Article XII.**Property and Separation**

- A. This congregation may receive, acquire, hold title to, and manage such real estate and other property as it may deem necessary to accomplish its purpose as a congregation and may sell or dispose of such real estate and other property or any part thereof; and this congregation shall have all the rights and powers that are granted by the laws of the State of South Carolina to religious organizations.
- B. If, at any time, a separation should take place within this congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Article III of this Constitution.
- C. In the event the congregation should disband, the property and all rights connected therewith shall be transferred to that District of the Lutheran Church - Missouri Synod of which the congregation is a member.

Article XIII.**By-Laws**

The Voters' Assembly may adopt such By-Laws as necessary to provide for orderly accomplishment of its Purpose. Such may include, but not be limited to, direction and delineation of authority, responsibilities and duties of officers, organization of boards and committees, etc. Such By-Laws shall serve to carry out the intent of this Constitution.

Article XIV.**Amendments**

- A. To alter or repeal any article or portions thereof of this Constitution it shall be required that:
 - 1. The proposed change(s) be presented in writing to a regularly scheduled Church Council meeting at least thirty (30) days prior to the first regular Voters' Assembly meeting at which the proposed change is to be presented, and
 - 2. The proposed change(s), with any Church Council recommendation(s), be presented for information and discussion to the subsequent regular meeting of the Voters' Assembly, and
 - 3. Notification of intent to amend, including a copy of the proposed change(s), be mailed within fifteen (15) days following the aforesaid meeting of the Voter's Assembly to each person eligible to be a voting member of the congregation, and
 - 4. The proposed change(s) with amendments, if any, be affirmatively adopted by a three-fourths majority of the votes cast at the next regular meeting of the Voters' Assembly.
- B. Article III of this Constitution is hereby made irrevocable.

Article XV.**Adopted Date and Effective Date**

This constitution was adopted by the Voters' Assembly on September 12, 1993, and shall take effect on January 1, 1994, superseding all previous documents of similar nature and purpose.

BY-LAWS

Article I. **Membership**

A. **Baptized Members.** Baptized Members

1. are persons who have been baptized in the name of the Father and of the Son and of the Holy Spirit.
2. shall be received into membership through the Sacrament of Baptism administered at Mount Olive Evangelical Lutheran Church, or by transfer from another Christian congregation (parent[s] or guardian[s] consenting, in the case of minor children), application and determination to be considered by the Pastor and the Church Council.

B. **Communicant Members.** Communicant Members

1. are persons who
 - (1) are baptized;
 - (2) declare their belief and faith in the Triune God;
 - (3) are familiar with those portions of Luther's Small catechism and the principles of the unaltered Augsburg Confession with respect to the Sacrament of Holy Communion, and declare their acceptance of them;
 - (4) do not live in the manifest works of the flesh (Galatians 5:19-21), but by confession and absolution prepare themselves for and partake of the Sacrament of Holy Communion; and
 - (5) have reached a minimum age of 10 years.
2. shall be received by letters of transfer from other congregations in fellowship with Mount Olive Evangelical Lutheran Church (acted upon by the Pastor and the Church Council), or, having been instructed in the fundamentals of the Sacrament of Holy Communion, shall make their intentions and requests known to the Pastor and the Church Council for consideration of acceptance.

C. **Confirmed Members.** Confirmed Members

1. are persons who
 - (1) are baptized;
 - (2) declare their belief and faith in the Triune God, and their adherence to the canonical books of the Old and New Testaments;
 - (3) are familiar with Luther's Small Catechism and the Principles of the unaltered Augsburg Confession, and declare their acceptance of them;
 - (4) do not live in the manifest works of the flesh (Galatians 5:19-21), but by confession and absolution prepare themselves for and partake of the Sacrament of Holy Communion;
 - (5) are not members or adherents of an unchristian society or of any other organization conflicting with the Word of God or the conduct of a Christian (II Corinthians 6:14-18);
 - (6) are in agreement with the Declaration of Creed, the government, and the discipline of this congregation, administered according to this Constitution and By-Laws; and
 - (7) have reached a minimum age of 11 years.
2. shall be received by letters of transfer from other congregations in fellowship with Mount Olive Evangelical Lutheran Church (acted upon by the Pastor and the Church Council), or, having been instructed in the fundamentals of the Faith, shall

make their intentions and requests known to the Pastor and the Church Council for consideration of acceptance.

- D. **Voting Members.** Voting members are persons who take an active part in the affairs of this congregation through participation in the Voters' Assembly. All confirmed members at least 18 years of age have the right and privilege of suffrage in the Voters' Assembly. Voting members shall have read and accepted this Constitution and By-Laws by signature. New voting members shall be received by vote at the beginning of each regular meeting of the Voters' Assembly. Voting membership shall be forfeited by those who have not attended any of four consecutive regular meetings of the Voters' Assembly. Reinstatement may be achieved by again acknowledging by signature this Constitution and By-Laws, attending a regular meeting of the Voters' Assembly, and being received by vote at that meeting.
- E. **Associate Members.** Associate members are those persons who are temporarily located in the area and who desire to establish membership with Mount Olive Evangelical Lutheran Church while maintaining permanent membership in another congregation in fellowship with this congregation. Requests for associate membership shall be acted upon by the Pastor and the Church Council. Associate members are not eligible to vote or hold elective office, but may serve on committees or any appointive position. Associate members shall not be included in any statistical reports or calculations.
- F. **Responsibilities.** It shall be considered the responsibility of all members to
 1. attend worship services regularly;
 2. partake frequently of Holy Communion, if eligible;
 3. accept fraternal admonition and correction;
 4. participate in and support the work of the church and its offices, according to their spiritual gifts and abilities;
 5. support the education practices of the church, to include provision for the proper training and instruction in the Christian faith and doctrine; and
 6. lend time, talents, financial resources, and other faculties to assist in furthering the purpose of this congregation.
- G. **Termination of Membership.**
 1. **Transfers.** A member desiring transfer to another congregation in fellowship with this congregation shall apply to the Pastor. Upon approval by the Pastor and the Church Council, a letter of transfer shall be issued by the Pastor.
 2. **Releases.** A member desiring release to any other Christian congregation shall apply to the Pastor. Upon approval by the Pastor and the Church Council, a peaceful release shall be granted by the Pastor.
 3. **Joining Other Churches.** In cases where members of this congregation have joined any other congregation (except as an Associate Member as described in Article I.E. above), they shall, upon the decision of the Pastor and the Church Council, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership.
 4. **Whereabouts Unknown.** Members whose whereabouts are unknown and cannot be established within a period of six months shall, upon the recommendation of the Pastor and Board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership.

5. **Self-Exclusion and Excommunication.**

- (1) **Self-Exclusion.** When a member abandons the church for over a 1 year period despite attempts by the Pastor and the Board of Elders to effect reconciliation and rejects the forgiveness of sins offered by the church, that member shall be declared as having excluded himself or herself from membership in this congregation.
- (2) **Excommunication.** When a member persists in living as a manifest and impenitent sinner and has resisted all efforts by the Pastor and the Board of Elders to convince him/her to amend his/her sinful life, the Pastor and Board of Elders shall recommend the excommunication of that member to the Voters' Assembly. Excommunication shall require a three-fourths majority of those present and voting for removal.
- (3) **Reinstatement.** Persons who have been removed from membership under the procedures of (1) or (2) above shall be restored with all rights and privileges when they repent and seek forgiveness through the Pastor and the Board of Elders.

- H. **Notification and Publication.** The Church Council shall report all changes in membership to the congregation via church publications and to the Voters' Assembly at the next regular meeting of that body.

Article II. Meetings of the Congregation

A. **Regular Meetings**

1. Regular meetings of the Voters' Assembly shall be held four (4) times during each calendar year, on or about the second Sunday of the following months: February, May, September, and November. Dates and times of all meetings of the Voters' Assembly shall be set by the Church Council. The May meeting shall include the election of officers for the following term. The November meeting shall include the consideration and acceptance of the budget for the following year.
2. All confirmed members of the congregation may attend the meetings of the Voters' Assembly but may not vote unless they are a voting member. With the consent of the Voters' Assembly confirmed members may submit recommendations or participate in a discussion of any given item of business before the Assembly.
3. Every meeting of the Voters' Assembly shall be announced at the Sunday worship services at least a week preceding the date of the meeting.
4. Copies of the minutes of the preceding regular meeting of the Voters' Assembly, the minutes of any intervening special meetings of the Voters' Assembly, approved minutes of intervening Church Council meetings, and the Agenda for the coming regular meeting shall be mailed to all voting members during the week preceding the meeting.

B. **Special Meetings**

1. Special meetings of the Voters' Assembly may be called by the Church Council, the President of the Congregation, the Pastor(s), at the request of any standing Board, or at the request of ten (10) members of the Voters' Assembly
2. Notice of the date and time of such a meeting and of the nature of the business to be transacted shall be given at the Sunday worship services at least a week preceding the date of the meeting or by attempting to contact all voting members personally at

least forty-eight (48) hours preceding the meeting, with at least 75% being contacted.

3. The business to be conducted at such a meeting shall be restricted to that contained in the announcement discussed in the preceding paragraph.

C. Order of Business at Regular Meetings

1. Regular meetings of the Voters' Assembly shall proceed as follows:
 - (1) Call to Order;
 - (2) Devotion and/or prayer;
 - (3) Roll Call of Voting Members (voice or written);
 - (4) Reception of New Voting Members;
 - (5) Approval of Minutes of Previous Meeting(s), including special meetings;
 - (6) Unfinished Business;
 - (7) Treasurers Report;
 - (8) Reports of Boards and Committees;
 - (9) New Business;
 - (10) State of the Parish Report by the Pastor(s); and
 - (11) Adjournment with Prayer and Benediction.
2. The president may, with the consent of the Voters' Assembly, vary the above order in the interests of efficiency.

D. Restrictions Pertaining to Voters' Assembly Meetings

1. Fifteen percent (15%) of the registered voting members shall be present to constitute a quorum for an official meeting of the Voter's Assembly, except in the instances of sale or purchase of property, erection of buildings, authorization of individual expenditures in excess of \$10,000.00, approval of the budget, and amending of the Constitution, when thirty-three percent (33%) of the registered voters shall be necessary for a quorum.
2. In general, for purposes of order, Robert's **Rules of Order** shall prevail.
3. In all matters not already decided by the Word of God, a majority vote of those present and voting shall rule, except as otherwise provided in this Constitution and By-Laws for dealing with specific situations defined herein.
4. The President of the Congregation, in fulfilling his duty to chair the Voters' Assembly, is entitled to vote when the vote is by ballot (but not after the tellers have commenced to count the ballots), and in all other cases where the vote would change the result.
5. There shall be no voting by proxy.

Article III.

The Office of the Pastor

A. The Pastoral Office

1. **Definition.** The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights of the priesthood in behalf of all. Accordingly, in accordance with Scripture and the Lutheran Confessions, we hold that the Pastoral Office is established in the congregation but not by the congregation, while at the same time it is exercised with the congregation; that is, "... God instituted the office of the ministry, that is, provided the Gospel and the sacraments. Through these, as through means, He

gives the Holy Spirit, who works faith, where and when He pleases, in those who hear the Gospel” (AC,V). In support of the Pastoral Office the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to each office.

2. **Duties of the Pastor.** The pastor of the congregation, duly called, ordained, and installed, shall fulfill the responsibilities outlined in the call document and accompanying information. These shall generally include the following duties:
 - a. Proclaim the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and as professed in the confessional writings enumerated in Article III of the Constitution;
 - b. Administer the Holy Sacraments, Absolution, and the Office of the Keys in accordance with their divine institution;
 - c. Discharge to all members of the congregation the function of pastor and curate of their souls in an evangelical manner; in particular, visit the sick and dying, admonish indifferent and erring members, teach and instruct in the Word of God and the Catechism, and advise all members in spiritual matters;
 - d. Faithfully guard the spiritual welfare of the members by exposure of and advise against false doctrine from within and without the congregation;
 - e. Provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;
 - f. Supervise all worship services in conjunction with the Board of Worship so that they are at all times in harmony with the doctrine and practice of the Lutheran Church--Missouri Synod;
 - g. Serve as an example to the congregation of Christian conduct;
 - h. Do all that is possible toward the building up of the congregation and the advancement of the kingdom of God; and
 - i. Serve as an ex-officio member of all boards and committees as deemed desirable or necessary.

3. **Duties of the Members**

- a. Members of the congregation are obligated to;
 - (1) accord the pastor(s) honor, love, and obedience in his ministry of God's Word;
 - (2) support his ministrations with diligence and faithful prayers;
 - (3) help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and
 - (4) provide for his maintenance according to the ability of the congregation.
- b. In calling a pastor to preach the Word of God and to administer the Sacraments in their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

B. **Calling of Pastors**

1. At the time of vacancy in the office of pastor the President of the Congregation shall, following the guidance of the **Operations Manual**, the Southeastern District, The Lutheran Church--Missouri Synod, notify the District President and the Circuit Counselor and request the procedure for calling a new pastor.

2. At a meeting of the confirmed membership (Article I.C. of the By-Laws) called for this purpose, nominations (in writing) for the office of pastor will be received. Any confirmed member of the congregation may place one or more names in nomination. The persons so nominated shall stand as recognized candidates by the congregation.
 3. The list of nominees shall be submitted to the District President for his action, which may include additions to or deletions from the list submitted.
 4. When the list of candidates is returned from the District President, the President of the Congregation, in consultation with the Circuit Counselor and the vacancy pastor, shall establish a date for a meeting of the confirmed membership at which the list of candidates shall be presented for discussion. At this meeting nominations from the floor by any confirmed member may be added to the list of candidates.
 5. Following this meeting, the President of the Congregation, in consultation with the Circuit Counselor and the vacancy pastor, shall establish a date for a meeting of the confirmed membership to vote on extending a call. Such meeting will normally be a part of a Sunday morning worship service in order both to encourage maximum participation by the congregation and to conduct the calling process in a worshipful setting wherein the Holy Spirit may most effectually exercise His leading.
 6. The date and time of the call meeting shall be announced at the Sunday morning worship service(s) at least one week prior to the date selected for the call meeting. At the same time public announcement shall be made of the names of the persons on the list of candidates.
 7. At the meeting of the confirmed membership called for this purpose the list of candidates received from the District President, as amended, shall be placed in nomination. In accordance with Article VI.D. of the Constitution, any confirmed member of the congregation may vote in the election. There shall be no voting by proxy. The election shall be by ballot, and the candidate receiving a majority of the votes cast shall be regarded as elected by the congregation. Should no candidate receive a majority of the votes cast, the name of the candidate with the fewest number of votes shall be removed from the list and another vote taken, proceeding thus until one candidate shall have achieved a majority of the votes cast. If, at any time during the voting, there should be a tie for the fewest number of votes, the ballot shall be resubmitted to the confirmed membership with no removals until such time as a removal is possible based on the previous procedure.
 8. The election shall, if possible, be made unanimous. It shall be the duty of the President of the Congregation to see that notice of his election is delivered promptly to the pastor-elect in whatever manner the confirmed membership shall deem advisable.
 9. The Circuit Counselor, or his representative, shall be present at all call meetings.
 10. Prior written notification will be made to all confirmed members regarding meetings and lists of candidates in the calling process described above.
- C. Removal from Office**
1. A pastor may be removed from office by the confirmed membership in a Christian and lawful manner for one of the following reasons:
 - a. Persistent adherence to false teaching contrary to the Declaration of Creed (Article III of the Constitution) of this congregation;

- b. A scandalous life; or
 - c. Inability to perform or willful neglect of duties.
- 2. The Circuit Counselor and the District President shall have full knowledge of any and all charges when they are preferred against a pastor and all such actions shall be taken in full consultation with said officials.
- 3. Charges on any of these counts shall be carefully investigated by the Board of Elders. The pastor concerned shall be advised in writing of such charges preferred against him and given an opportunity to answer such charges.
- 4. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation.
- 5. Such an opportunity having been given and declined, the Board of Elders, after consultation with the Church Council, shall notify the confirmed membership of the situation, and shall submit the matter for action at a special meeting of that body.
- 6. Such meeting shall be announced by the President of the Congregation at regular divine services on the two Sundays preceding the meeting and all confirmed members shall be notified by mail at least two weeks in advance.
- 7. A two-thirds majority of the confirmed members present and voting shall be required to remove a pastor from office.

Article IV. Election of Officers and Boards

A. Nomination Procedure

- 1. At the February meeting of the Voters' Assembly the Church Council shall announce its selection of four Voting Members (Article I.D. of the By-Laws) who, together with the Vice President and the Pastor, shall serve as the Nominating Committee. The Vice President will be chairman of this Committee. At this meeting, the Voters may submit to the Committee the names of possible candidates for office.
- 2. The Nominating Committee, as soon after the February meeting as possible, shall prepare a list of candidates drawn from among the confirmed members of the congregation who are 18 years of age or over, either male or female, and from the nominations submitted by the Voters at the February meeting. This list shall be made available to confirmed members of the congregation at least four weeks prior to the May meeting of the Voters' Assembly. Only male candidates shall be eligible for membership on the Board of Elders.
- 3. Following publication of the Nominating Committee's list, any confirmed member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided:
 - a. That such names be submitted at least three weeks before the day of the May meeting of the Voters' Assembly, and
 - b. That the Nominating Committee, through consultation with the Pastor and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.
- 4. The Nominating Committee, at least two weeks before the date of the May meeting, shall publish and post conspicuously the list of candidates for the following offices:
 - a. In even-numbered years:

- (1) President, Vice President, and Treasurer;
- (2) Members of the Boards of Elders, Worship, Public Relations, Social Ministry, Evangelism, Education, Stewardship, Parish Fellowship and Trustees, and Preschool as necessary to complete the membership of those Boards; and
- b. In odd-numbered years:
 - (1) President, Vice President, Secretary, and Financial Secretary;
 - (2) Members of the Boards of Elders, Worship, Public Relations, Social Ministry, Evangelism, Education, Stewardship, Parish Fellowship, Trustees, and Preschool as necessary to complete the membership of those Boards.

B. Election Procedure

- 1. From the list of candidates for each elective office submitted by the Nominating Committee, the Voters' Assembly shall, at its May meeting, elect by ballot and simple majority, the following officers in the order herein indicated:
 - a. In even-numbered years:
 - (1) President;
 - (2) Vice President;
 - (3) Treasurer;
 - (4) Members of the Boards of Elders, Worship, Public Relations, Social Ministry, Evangelism, Education, Stewardship, Parish Fellowship, Trustees, and Preschool as necessary to complete the membership of those Boards.
 - b. In odd-numbered years:
 - (1) President;
 - (2) Vice President;
 - (3) Secretary;
 - (4) Financial Secretary;
 - (5) Members of the Boards of Elders, Worship, Public Relations, Social Ministry, Evangelism, Education, Stewardship, Parish Fellowship, Trustees, and Preschool as necessary to complete the membership of those Boards.
- 2. At the election meeting nominations from the floor shall not be permitted.
- 3. At the election meeting any nominee not already a Voting Member shall become a Voting Member in accordance with Article I.D of these By-Laws.
- 4. No individual may hold more than one elected office. Boards may have volunteers as non-voting memberships allowed to serve with the board's approval. Elected board members and officers may serve as volunteers to multiple boards.

C. Installation of Officers – Terms of Office

- 1. The newly elected officers and board members shall be installed on the last Sunday in August and shall assume their duties as of September 1st.
- 2. The term of office of the President, Vice President, and Treasurer shall be one year, terminating on August 31st. Incumbents to each of these offices may succeed themselves without restriction.

3. The term of office for the Secretary and Financial Secretary shall be two years, terminating on August 31st of the second year of their terms. Incumbents may succeed themselves once.
4. The term of office of all members of all boards shall be three years, terminating on August 31st of the third year of their terms. Such members may succeed themselves once.

D. Vacancies

1. If, for any reason, a vacancy should occur in the office of President of the Congregation, the Vice President shall automatically succeed to the office of President for the remainder of the unexpired term of office. Election of a new Vice President will be in accordance with Article IV.D.2 of these By-Laws.
2. If, for any reason, a vacancy should occur in any other office, the Church Council, in consultation with the Pastor(s), shall appoint a person to serve in that office until the next regular meeting of the Voters' Assembly, at which time a special election to fill the unexpired term of office shall be held.

Article V.

Duties of Officers

- A. The President of the congregation shall preside at all meetings of the Confirmed Membership, the Voters' Assembly, and the Church Council. He shall, to the best of his ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voters' Assembly. All boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the President, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall, in consultation with the Pastor(s) and appropriate officers, boards, or committees, nominate to the Church Council persons to fill vacancies in any elected position. He shall also endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst. In an emergency, when the Treasurer is unable to act, he shall have the authority to sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.
- B. The Vice President shall:
 1. in the absence or at the request of the President, act for and in the stead of the President;
 2. serve as Chairman of the Nominating Committee;
 3. be a member of the Finance Committee; and
 4. be welcomed as an ex officio member of all boards and committees.
- C. The Secretary shall:
 1. record accurate minutes of the meetings of the Confirmed Membership, the Voters' Assembly, and the Church Council;
 2. record attendance at meetings of the Confirmed Membership, the Voters' Assembly and the Church Council;
 3. maintain those minutes for the congregation and read or publish them as appropriate in accordance with Article II.A.4 of these By-Laws;
 4. maintain the Constitution and By-Laws and the signing of them;
 5. maintain an up-to-date list of Confirmed Members and Voting Members;

6. determine the presence or lack thereof of a quorum in accordance with Article II.D.1 of these By-Laws;
 7. conduct the official correspondence of the congregation as directed by the Voters' Assembly or the Church Council; and
 8. arbitrate procedural questions in the conduct of the meetings of the Confirmed Membership, the Voters' Assembly, and the Church Council.
- D. The Treasurer shall:
1. be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and for suggesting, as deemed advisable, improved methods and systems for keeping financial records for Church Council and Voters' Assembly consideration;
 2. present a written, duplicated financial report at meetings of the Voters' Assembly and Church Council;
 3. submit permanent financial records for audit;
 4. be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by Voters' Assembly or the Boards and Committees within their budget allocations;
 5. furnish the congregation a surety bond in the sum designated by the Voters' Assembly, and such bond shall be procured and the premiums paid by the congregation;
 6. coordinate the flow of monies from the treasury to the various Boards and Committees in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses;
 7. receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same;
 8. sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort;
 9. have available for all Boards and Committees a current record of their accrued disbursements and budget allotment; and
 10. be a member of the Finance Committee.
- E. The Financial Secretary shall:
1. be responsible for the prompt and accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions;
 2. be responsible for issuance of regular semi-annual statements to members, showing their offerings to date;
 3. furnish the Treasurer with a duplicate deposit slip for all deposits;
 4. be responsible for the requisition and distribution of offering envelopes;
 5. without violating the confidence of individual contributors, submit permanent records for audit;
 6. provide the Treasurer with a summary of receipts to be included in the financial reports submitted to the Voters' Assembly and Church Council;
 7. furnish the congregation a surety bond in the sum designated by the Voters' Assembly, and such bond shall be procured and the premium paid by the congregation; and

8. be a member of the Finance Committee and an ex-officio member of the Board of Stewardship

Article VI.

Duties of Boards

A. The Board of Elders

1. The Board of Elders shall consist of at least six members elected by the Voter's Assembly, from whom the Board shall annually elect a Chairman. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year. The nature of the duties of this Board requires that only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be elected to membership.
2. The Elders shall be lay spiritual advisors of the congregation. They shall, by the grace of God, ensure that Lutheran doctrine and Christian discipline are preserved in the congregation, and that children are brought up in the sound doctrine of the church. They shall assist the Pastor in all matters pertaining to the spiritual welfare of the congregation and shall use their good office to adjust differences and dissensions in the congregation and restore peace. They shall make every effort to induce members who have been negligent in their worship participation, in the use of the Sacraments, and in the financial support of the church, to completely fulfill the responsibilities of their membership. They shall be an example of Christian conduct and Christian witness. They shall, together with the Pastor investigate financial needs and make recommendations to the Board of Social Ministry.
3. The Board of Elders shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each committee not to exceed the budgeted amount.
4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, shall:
 - a. Pray for the Pastor(s) and other spiritual leaders;
 - b. Encourage the Pastor(s) in his work by word and action;
 - c. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end specifically review these items once a year;
 - d. Assist the Pastor(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation;
 - e. Review yearly the salary and performance of the Church Secretary(ies) and make appropriate recommendations to the Voters' Assembly or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s);
 - f. Exercise leadership in gathering call lists and calling a new Pastor when a vacancy occurs in consonance with Article III of these By-Laws;

- g. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions and Article I of these By-Laws and exercise discipline when required;
 - h. Take spiritual charge and oversight of the geographical or familial groupings assigned to them in liaison with the Pastor(s), with a goal of having one elder for every twenty to twenty-five families and recommending to the Voters' Assembly increases or decreases in the size of Board membership as needed, provided a minimum of six elders is maintained;
 - i. Insure that the congregation functions in accordance with the established doctrine of the Church as listed in Article III of the Constitution;
 - j. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article V of the Constitution and Article I of these By-Laws;
 - k. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community;
 - l. Engage in member conservation and discipleship training in conjunction with the Boards of Evangelism and Stewardship;
 - m. Engage in continual review of communion and church attendance of all members, make calls on delinquents, and follow-up on all newborn children in the congregation until they are baptized;
 - n. Engage in visitation of all sick, hospitalized, aged, and shut-ins in the congregation continually;
 - o. Investigate cases of financial need within the congregation and make specific recommendations to either the Pastor(s) or the Voters' Assembly;
 - p. Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership in accordance with the policies and aims of the Board of Education;
 - q. Be responsible for the integration of new members in conjunction with the Board of Evangelism;
 - r. Be present for periodic training as determined by the Pastor(s) and this Board;
 - s. For administrative purposes, serve as liaison between the Church Council and the Lutheran Women's Missionary League and Lutheran Laymen's League within the congregation;
 - t. Encourage spiritual programs in the societies of the congregation generally; and
 - u. Assist the Pastor(s) with communion distribution.
- B. The Board of Trustees**
- 1. The Board of Trustees shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year.
 - 2. The Trustees shall make provisions for maintaining the congregation's buildings, grounds and equipment, recommending alterations, improvements, and additions as it deems wise and/or necessary. To this end it may spend amounts authorized in the annual budget approved by the Voters' Assembly to accomplish these objectives

without further resolution of that body. With the approval of Council, they are responsible for contracting for custodial and grounds care, defining the duties and supervising the work. They shall supervise any repairing, painting, decorating and cleaning of the congregation's buildings and the planning and maintenance of the congregation's grounds.

3. The Trustees shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each committee not to exceed the budgeted amount.
4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals shall:
 - a. have charge of all congregational property, including the cemetery (see Article IX of these By-Laws), but with this understanding, that they manage the property in the name of, and as stewards of, the congregation;
 - b. be charged with the duty of securing and reviewing insurance policies on all congregational property;
 - c. see to it that those who handle congregational monies are properly bonded;
 - d. provide for custodial and grounds care.

C. The Preschool Board

1. The Preschool Board shall consist of seven members elected by the Voters' Assembly, from whom the Board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-laws shall provide for replacement of approximately one-third of the board each year.
2. The Preschool Board shall oversee all phases of Mt. Olive Lutheran Preschool.
3. The Preschool Board shall prepare and submit an annual budget for the preschool in the form and at the time requested by the Finance Committee.
4. In order to carry out the objective of paragraph 2 above, the Board, either corporately or through specifically designated individuals insofar as possible shall:
 - a. Keep the Preschool's mission and philosophy in accordance with the congregation's mission.
 - b. Prepare and annually review the job description for all staff.
 - c. Develop policies to guide the Director in daily operation of Christ-centered Preschool.
 - d. Assist Director and staff in providing program that exceeds state requirements and fulfills purpose and goals.
 - e. Appoint a member of the Board as the Treasurer for the Preschool. The Treasurer may be a volunteer who is a member of the congregation, in which case the Treasurer will not have a vote on the Board. The Treasurer shall be responsible for the disbursement of all Preschool funds. The Treasurer shall submit monthly reports to the Preschool Board.
 - f. Work with the Education Committee to coordinate educational activities within the congregation.
 - g. Provide opportunities to enlist, train, and place volunteers in positions to assist the Preschool.

- h. Study and adopt or adapt suggestions by the educational departments of Synod, District, and Circuit.
- i. Conduct annual examination of the preschool facilities and make recommendations to the Board of Trustees as to the upkeep and repairs of such facilities.
- j. Arrange for the cleaning of the preschool facilities.
- k. Annually evaluate the preschool program
- l. Be responsible for the hiring of the Director of the Preschool.
- m. Approve the hiring of teachers and assistant teachers as recommended by the Director.
- n. Conduct annual evaluation of the Preschool Director.

D. Board of Evangelism

- 1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board Each year.
- 2. The Board of Evangelism shall have cognizance of work in the fields of evangelism and missions. Included in its scope are the extra- and intra-congregational mission efforts (personal witnessing, canvassing, integration of new members, and visiting prospects). They shall foster a climate of evangelism that encourages congregational members informally and spontaneously to share Christ with one another, both within the congregation and in the Community.
- 3. The Board of Evangelism shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each board not to exceed the budgeted amount.
- 4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, insofar as possible shall:
 - a. Share with the Pastor(s) in the entire program of proclaiming the Gospel to all persons;
 - b. Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the Church;
 - c. Foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with one another, both within the congregation and in the community;
 - d. Emphasize evangelism through an intensive everymember education program annually;
 - e. Maintain an ongoing prospect visitation program, offering people more than membership in a church--a saving relationship with Christ;
 - f. Be responsible for maintenance and follow-up of a prospect file at all times;
 - g. Be responsible for training and follow-up of visitation teams;
 - h. Promote and direct congregation-wide evangelism undertakings;

- i. Be responsible, together with the Board of Public Relations, for a program of community relations that identifies the congregation with the Gospel of Christ;
- j. Utilize the evangelism potential of **The Lutheran Hour, This Is The Life**, and other Synodical or Christian programs;
- k. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations;
- l. Emphasize, in conjunction with the Board Education, child and youth evangelism both in participation and outreach;
- m. Canvass the congregation's geographical area of responsibility and effectively record, study, and utilize the results in churching the lost and straying;
- n. Before organization of Pastor's instruction classes, conduct special visitations to witness for Christ and to invite prospective members to attend;
- o. Be genuinely concerned for those moving into the community, using any and all means available for maintaining such contacts;
- p. Be concerned for the reception, orientation, and integration of new members into the congregation, reviewing their progress after 6 to 12 months; and
- q. Periodically sponsor dinners, fellowship nights, etc., in conjunction with the Board of Parish Fellowship which will serve the cultivation, reception, orientation, and integration of new families or individuals.

E. **Board of Worship**

- 1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year.
- 2. The Board of Worship shall oversee all matters pertaining to worship services. With the approval of Council, it shall be responsible for contracting for services of Choir directors and Organists. It shall appoint ushers and shall coordinate the work of the ushers, choirs, musicians, the acolytes and the Altar Guild.
- 3. The Board of Worship shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each board not to exceed the budgeted amount.
- 4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, insofar as possible shall:
 - a. Supervise the organist and choir director of the congregation;
 - b. Provide for vicars, assistants, substitute pastors and guest speakers as needed;
 - c. Staff, train and supervise the ushering staff;
 - d. Assist the Pastor(s) with reading of Scripture, preaching, etc., as required;
 - e. Set the time, schedule and number of communion services in conjunction with the Pastor(s) and the Voters' Assembly;
 - f. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship;
 - g. Provide administrative and budgetary support to the Altar Guild for:

- (1) maintenance of the sacred vessels, the altar furnishings, and vestments.
- (2) provision of and adequate supply of expendable items for worship such as attendance registration forms, pew pencils, communion wine and bread, baptismal napkins, candles, etc.; and
- (3) coordination of all church and chancel decor.
- h. Plan and publicize the services for the year;
- i. Supervise the budgeted allotment for the selection and procurement of appropriate music, choir and acolyte vestments, and other related matters;
- j. Recommend and annually review compensation and personnel for the music staff as required for public worship;
- k. Arrange and publicize special services as required;
- l. Maintain and supervise adequate nursery facilities and personnel;
- m. Be responsible for a friendly personal welcome of visitors at worship; and
- n. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.

F. Board of Education

- 1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year.
- 2. The Board of Education in conjunction with the Pastor shall supervise all Christian Education in the congregation. Its scope includes but is not restricted to the Sunday School, Vacation Bible School, Confirmation Classes, Bible Classes, Youth Groups, and all other educational groups. It shall determine educational policy and methods of procedures, subject to the approval of the voters.
- 3. The Board of Education shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each board not to exceed the budgeted amount.
- 4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, insofar as possible shall:
 - a. Be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, in the community and beyond;
 - b. Establish objectives, set policies for, and supervise the total education program for each education agency in the congregation, including the personnel; i.e., for the Sunday School, Vacation Bible School, confirmation classes, Bible classes, youth groups, and all other educational groups;
 - c. Provide for active expression of Christian love and concern as an integral part of the total education program;
 - d. Approve curriculum and analyze performance of each education agency and seek constant improvement;
 - e. Continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable;

- f. Make annual analyses, by age groups, to determine the degree of participation of the total membership of the congregation in its total education program;
- g. Maintain a "people accounting system" to record members' participation in the education program and to follow up the uninvolved;
- h. Be responsible for the assimilation of newly confirmed youth into appropriate agencies for study and activity (e.g., youth groups);
- i. Work with organizations and other Boards and Committees to coordinate educational activities within the congregation;
- j. Provide, in conjunction with the Board of Evangelism, for the recruitment of pupils for the educational agencies of the church;
- k. Encourage increasing participation of every congregation member in Bible study, privately and in formal and informal groups;
- l. Delegate administration of education agencies to qualified persons, i.e., Sunday School Superintendent and Vacation Bible School Superintendent;
- m. Exercise leadership in gathering lists of candidates for vacancies in the teaching staff;
- n. Enlist, train, place and continue to train lay teachers and leaders as the congregation's needs require;
- o. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation;
- p. Strengthen families as basic units of Christian Education and closely relate congregational agencies to the homes through programs directed toward parental support and involvement;
- q. Encourage Christian educational programs in societies of the congregation such as the L.L.L. and L.W.M.L.;
- r. Consider special classes, courses, conferences, retreats and the like for special purposes and for special groups;
- s. Consider provision of special education opportunities for special needs persons;
- t. Maintain, improve and cultivate the use of a church library;
- u. Provide for and promote the use of audiovisual aids and to this end establish and maintain an audiovisual library;
- v. Provide and/or promote subscriptions to church periodicals;
- w. Study and adopt or adapt suggestions by the education departments of Synod, District, and Circuit;
- x. Establish and maintain, in conjunction with other Boards and Committees, a continuing program for the recruitment of full-time workers in the church at large such as pastors, teachers, deaconesses, and the like;
- y. Establish and maintain a permanent file of all children and youth of the congregation by age, grade level, and the like and see to it that such a file is kept continually up to date, e.g., Cradle Roll;
- z. Annually examine the education facilities and equipment, and make recommendations to the Board of Trustees as to upkeep, repairs and replacements needed as well as new equipment needed;

- aa. Check the safety of education facilities--steps, handrails, lights, exits, housekeeping practices, fire drills and the like on a regular basis; and
- bb. Engage at least once yearly in self-study of methods progress, and the like of the Board's work.

G. Board of Public Relations

1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year.
2. The Board of Public Relations is responsible for publicizing the work of and activities of the congregation through various channels. This publicity shall reflect favorably on the congregation and its commitment to the Gospel of Christ.
3. The Board of Public Relations shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each committee not to exceed the budgeted amount.
4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, insofar as possible shall:
 - a. Be concerned, together with the Board of Social Ministry and other appropriate Boards and Committees, with the congregation's role in the community and develop useful means of becoming a better servant to the community;
 - b. Work with other churches to improve the unified Christian image to the community and to implement the Church's mission;
 - c. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ;
 - d. Be responsible for the compilation, publication, and distribution of a periodic congregational newsletter;
 - e. Maintain the church bulletin boards indoors and outdoors and recommend appropriate messages and themes for publication;
 - f. Work for the overall enhancement of the image of the congregation in the various news media and publications of the community;
 - g. Work together with the Board of Worship in making visitors feel welcome in our midst; and
 - h. Engage at least once yearly in self-study of methods, progress, and the like of the board's work.

H. Board of Stewardship

1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year. The Financial Secretary shall serve as an ex-officio member of this board.
2. The Board of Stewardship is responsible for the fostering of total stewardship in the congregation including time, talents and treasures. This includes the development of

good stewardship attitudes in the members of the congregation to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first fruits giving.

3. The Board of Stewardship shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each board not to exceed the budgeted amount.
4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, insofar as possible shall:
 - a. 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;
 - b. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work;
 - c. Maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults;
 - d. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members;
 - e. Provide opportunities for the development of talents (training courses, workshops, and the like);
 - f. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices;
 - g. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs;
 - h. Annually give every member an opportunity to make a commitment of his treasure for Kingdom work through the congregation;
 - i. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees, and organizations, rallies, festivals, film and filmstrips, letters and tracts, appearances of missionaries, and the like;
 - j. Administer the congregation's Welfare Fund in conjunction with the recommendations of the Board of Elders;
 - k. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole;
 - l. Screen all outside appeals for funds and make appropriate recommendations to the Voter's Assembly or initiate the necessary action appropriate to such an appeal;
 - m. Review all offers of non-solicited gifts to the congregation and make appropriate recommendations to the Voters' Assembly;
 - n. Establish and vigorously pursue a program for endowing the congregation through Christian estate planning;
 - o. Encourage stewardship programs in the societies and auxiliaries of the congregation; and

- p. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.

I. Board of Social Ministry

1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year.
2. The Board of Social Ministry is responsible for promoting the reaching out to help those in need within the congregation and in the community at large including Lutheran Church--Missouri Synod World Relief.
3. The Board of Social Ministry shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each board not to exceed the budgeted amount.
4. In order to carry out the objectives of paragraph 2 above, the Board, either corporately or through specifically designated individuals, insofar as possible shall:
 - a. Educate and motivate all members in the proper stewardship of God's gifts to reach out to help those in need, both within the congregation and in the larger community;
 - b. Maintain contact with benevolent and charitable agencies in the community, state and on the national level and recommend to the congregation responses to opportunities for service;
 - c. Promote ministry to those with special physical needs: the elderly, the disabled, the retarded, and the like;
 - d. Plan, promote and conduct a program of ministry to those with special mental, spiritual and emotional needs within the congregation and in the community;
 - e. Plan and recommend a year-round program of support for Lutheran Church--Missouri Synod World Relief (financial gifts, clothing drives, kiddie kits, and the like) through the various agencies, committees and boards of the congregation;
 - f. Annually prepare and submit as part of the budget of this Board a selected list of charities for the congregation and suggest the source of revenue designated for that purpose;
 - g. Keep the congregation informed on social issues affecting the life of the community and nation and suggest congregational response or action;
 - h. Study and maintain a list of available social agencies for help with alcoholics, drug problems, delinquents, special needs individuals, unwed mothers, and the like, whether of Lutheran, private, or public nature;
 - i. Together with the Pastor(s), study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community; and
 - j. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.

J. Board of Parish Fellowship

1. The Board shall consist of at least three members elected by the Voters' Assembly, from whom the board shall annually elect a Chairperson. Elections in accordance with Article IV of these By-Laws shall provide for replacement of approximately one-third of the Board each year.
2. The Board of Parish Fellowship is responsible for the strengthening of Christian fellowship within the congregation both spiritually and socially. This includes the integration of new members into the life and activity of the congregation and the general building up of mutual cooperation, trust and enjoyment among the members of the congregation.
3. The Board of Parish Fellowship shall submit an annual budget request in the form and at the time requested by the Finance Committee. Such budget requests shall explain the intent of the use of the monies requested. Those approved monies then could be spent at the discretion of the majority of each board not to exceed the budgeted amount.
4. In order to carry out the objectives of paragraph 2 above, the Board either corporately or through specifically designated individuals, insofar as possible shall:
 - a. Plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation;
 - b. Maintain constant contact with other Boards and Committees, both suggesting to them ways of furthering the work of their organizations through fellowship and drawing from them requests and suggestions for fellowship activities;
 - c. Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals;
 - d. Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, societies, Bible classes, and the like ways of bringing their members into meaningful personal relationships;
 - e. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, rallies, and the like in conjunction with the Board of Evangelism;
 - f. Review and adopt or adapt materials and ideas from various sources which will bring congregation members into personal contact in groups such as family nights, plays, fun fairs, talent shows, and the like;
 - g. Plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregations' work;
 - h. Receive and approve requests for the use of the congregation's facilities for wedding receptions, recreational activities by various groups, and all other activities of whatever nature and from whatever source;
 - i. Develop policies and rules for the use of the facilities at the functions sponsored by this Board in conjunction with the Board of Trustees;
 - j. Maintain and publish a weekly and monthly schedule of activities within the congregation's facilities and coordinate, approve or disapprove requests for

- such activities in the best interests of the congregation in accordance with current facilities use policy;
- k. Be responsible for and supervise the use of all property and equipment used for the various activities sponsored by this and other committees or groups who have requested and received approval of an activity in our facilities; and
- l. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.

Article VII.

Duties of Committees

A. Nominating Committee

1. The Nominating Committee shall consist of the Vice President, Pastor, and four (4) Voting Members (Article I D. of the By-Laws). The Vice President shall be Chairman of this Committee.
2. The basic objective of this Committee is the preparation of a slate of nominees for election to the offices of the congregation.
3. That the objective of this Committee may be carried out, the Committee shall prepare a slate of nominees in accordance with the procedures contained in Article IV.A of these By-Laws.

B. Finance Committee

1. The Finance Committee shall consist of the Treasurer as Chairman, the Vice President, the Financial Secretary, and two other Voting Members appointed by the Church Council.
2. The duties of this Committee are to:
 - a. Keep well informed about the financial condition of the congregation, and do what is necessary to keep the financial affairs in good order; and
 - b. With input from Pastor(s), Officers, Boards, Committees, and other organizations of the congregation, prepare an annual budget and submit it through the Church Council to the membership prior to the November meeting of the Voters' Assembly, at which time it shall be presented for final adoption.

Article VIII.

Duties of the Church Council

- A. The Church Council shall be comprised as set forth in Article X of the Constitution.
- B. The basic objectives of the Church Council are to serve as a forum where the activities of the Boards and Committees of the congregation may be discussed, evaluated, and coordinated and to determine the course of action to be taken in carrying out the mission and ministry of the congregation.
- C. That these objectives may be carried out, the Church Council shall:
 1. Hear reports from all Officers, Boards, and Committees;
 2. Serve as the point of liaison between the Pastor(s), the Officers, and the Boards and Committees in planning the total work of the congregation;
 3. Meet monthly and at other times as deemed necessary by the President or the Pastor(s);
 4. Set the dates and times for meetings of the Voters' Assembly in consonance with Article II of these By-Laws;

5. Prepare the agenda for the four regular meetings of the Voters' Assembly;
 6. Review and endorse (either positively or negatively) all recommendations to the Voters' Assembly from the Officers, Boards, Committees, or members of the Congregation;
 7. Fill vacancies arising in elected congregational offices in accordance with Article IV.D of these By-Laws; and
 8. Audit all financial books annually and submit this report to the February meeting of the Voters' Assembly.
- D. The President shall preside at all meetings of the Church Council.
- E. The Church Council shall never convene without the knowledge of the pastor(s) or the pastoral advisor [in the event of a vacancy or incapacitation of the pastor(s)].

Article IX.

Cemetery Regulations

A. Eligibility for Interment

1. The bodily remains of a person who, at the time of his or her death, was a member of the congregation as defined in Articles I:A through I.E. of these By-Laws may be interred in the Cemetery.
2. The bodily remains of a person who, at the time of his or her death, was not a member of the congregation but was the spouse of a present or deceased member who is buried in the Cemetery or was a dependent son or daughter of a present or deceased member who is buried in the Cemetery may be interred in the Cemetery upon payment of a burial fee established in accordance with Article IX.D.1 of these By-Laws.

B. Assignment of Burial Spaces

1. Upon notification of the death of an eligible person as set forth in the foregoing paragraph, the Board of Trustees shall be responsible for assigning a burial space, staking out the grave site, and informing the cognizant funeral director that the grave is ready for opening.
2. The Board of Trustees shall be responsible for maintaining an accurate record of the Cemetery, carefully recording the location of all plots and the person buried therein.
3. All plots and burial spaces within the Cemetery remain the property of the congregation.

C. Maintenance of the Cemetery

1. The Board of Trustees shall be responsible for maintenance of the Cemetery. In order that the Cemetery may at all times present a proper appearance, the following regulations apply:
 - a. All foot stones and corner markers shall be at grade level;
 - b. Only family stones may be placed above grade level;
 - c. Copping of any sort around the grave site is not permitted;
 - d. No plants, shrubs, or trees shall be planted on the plots;
 - e. Only grass, not gravel or rock, shall be allowed on the plots; and
 - f. Flowers or plants placed on the grave sites shall be placed in containers and shall be provided with anchoring rods or wires to ensure that they remain in place. Such flowers or plants may be removed from the grave sites and disposed of when, in the estimation of maintenance personnel, they have become unsightly in appearance.

2. Mowing and trimming of the Cemetery shall be accomplished under the direction of the Board of Trustees.
- D. **Burial Fees**
 1. Upon the recommendation of the Board of Trustees and the Church Council, the Voters' Assembly shall annually establish a burial fee in support of Article IX.A.2 of these By-Laws. Such fee shall be determined by taking into consideration the prevailing fees of other cemeteries in the vicinity and such other factors as the Voters' Assembly may wish to consider.
 2. Burial fees received shall be placed in the congregational treasury for the express purpose of Cemetery maintenance.
- E. **Conservation of Assets.** Although there is sufficient space within the Cemetery to meet the needs of the congregation for the foreseeable future, our land is not a limitless resource. Accordingly, the Board of Trustees, working evangelically in concert with the President of the Congregation and the pastor(s), shall endeavor to ensure that the Cemetery is utilized efficiently, particularly where family plots have been assigned.

Article X.

Amendments

To add, repeal, or alter any article or portions thereof of these By-Laws it shall be required that:

- A. The proposed change(s) be presented in writing to a regularly scheduled Church Council meeting at least fifteen (15) days prior to the regular Voters' Assembly meeting at which the proposed change is first to be presented, and
- B. The proposed change(s), with any Church Council recommendation(s), be presented for information and discussion to the regular meeting of the Voters' Assembly cited above, and
- C. Notification of intent to amend, including a copy of the proposed change(s), be mailed within fifteen (15) days following the aforesaid meeting of the Voters' Assembly to each person eligible to be a voting member of the congregation, and
- D. The proposed change(s) with amendments, if any, be affirmatively adopted by a three-fifths majority of the votes cast at the next regular meeting of the Voters' Assembly.

Article XI.

Adopted Date and Effective Date

- A. These By-Laws were adopted by the Voters' Assembly on September 12, 1993, and shall take effect on January 1, 1994, superseding all previous documents of similar nature and purpose.
- B. By an enabling resolution adopted by the Voters' Assembly at the time of the adoption of these By-Laws, all incumbents in office as of December 1, 1993, shall remain in office until elections in accordance with these By-Laws are first held in May 1994.