

CONSTITUTION AND BYLAWS OF
GRACE CELEBRATION LUTHERAN CHURCH
AND PRE-SCHOOL OF THE
LUTHERAN CHURCH MISSOURI SYNOD,
CORDOVA, TENNESSEE

PREAMBLE

It is the will of our Lord Jesus Christ for us to preach the gospel to the world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His church might be carried out according to His will, He has commanded that we unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all people in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys as His church (John 20:21-23, Mathew 18:14-20), maintain decency and order (I Corinthians 14:20) in the church.

ARTICLE I

The name of this congregation shall be Grace Celebration Lutheran Church and Pre-School, Cordova, Tennessee.

ARTICLE II

STATEMENT OF MISSION

The mission of this congregation is:

- a) To Joyfully experience the full Sonship God offers through Jesus Christ by assembling in the name of the Triune God for worship and by sharing in the sacraments of our Lord for nurture and renewal.
- b) To live by example of thought, word and deed the spirit-filled life as a thankful offering to God so that others might receive the gift of the Lord's relationship and grow in fullness and power (John 15:10).
- c) To be sent forth as living sacrifices, a light to the Gentiles with the Word of the Gospel of Jesus Christ to a dying world (Matthew 28:2).

ARTICLE III

CONFESSITIONAL STANDARDS

This congregation holds all the Canonical books of the Old and New Testament to be the revealed and inspired Word of God. It accepts all the symbolical books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian doctrine from the Holy Scriptures, vis:

The three Ecumenical Creeds:

- a) The Apostolic

- b) The Nicene
- c) The Athanasian
- d) The Unaltered Augsburg Confession
- e) The Apology of the Augsburg Confession
- f) The Smalcald Articles
- g) Luther's Large Catechism
- h) Luther's Small Catechism
- i) The Treatise on the Power and Primacy of the Pope contained in The Formula of Concord

No doctrine or practice or conflict with the above norms shall be taught or tolerated in this congregation.

ARTICLE IV

AFFILIATION

This congregation shall be a member of Lutheran Church-Missouri Synod as long as The Synod conforms to the confession standards set forth in Article III.

ARTICLE V

MEMBERSHIP

Baptized membership in this congregation are held by those who are baptized in the name of the Triune God, including those on the membership rolls who have not yet confirmed their baptismal vow, and are under spiritual care of this congregation.

Confirmed members are those baptized members who publicly declare their faith in Jesus Christ as their Savior and confirm their commitment to the doctrines held by this congregation as defined in this constitution.

Communicant members are those baptized members who have completed a course in the Lutheran faith, accept the congregation's confessional standards set forth in this Constitution and are familiar with and agree to the contents of Luther's Small Catechism, and are not members of organizations whose principles are in conflict with the Word of God (1Thessalonians 1:9-10).

Candidates for communicant membership may also be received through the rite of confirmation through transfer from a sister congregation, or reaffirmation of faith.

Candidates for voting membership are confirmed members who are 18 years or older and who have read the Constitution and Bylaws. Upon approval by the Voters' assembly, they are received as voting members and shall sign the official Voters' Registration of this congregation.

ARTICLE VI THE OFFICE OF PASTOR AND OTHER CALLED WORKERS

The pastoral office in this congregation shall be conferred only upon such as an ordained pastor, candidate or other called worker who professes and adheres to the confessional standards set forth in Article III of this constitution, who is qualified for their work, and is a member of The Lutheran Church Missouri Synod, or a

member of Lutheran bodies that are in altar and pulpit fellowship and is eligible for endorsement by the Lutheran Synod.

ARTICLE VII

POWERS OF THE CONGREGATION

The congregation as a body, through its Voters' Assembly, shall have supreme power to administer and manage all of the congregation's external and internal affairs. Through its officers and ministry teams, if extenuating circumstances or time-sensitive circumstances occur the officers and ministry teams may respond on behalf of the congregation. When these circumstances occur, officers or team leaders shall report to the congregation as soon as reasonable. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the confessions of the Lutheran Church (see Article III) and any such contrary decision shall be null and void.

Decisions:

- a) The right of calling pastors and other called workers shall be vested in the Voters' Assembly and shall not be delegated to a small body or an individual.
- b) The voting members of the congregation shall, as defined in the Bylaws, elect leadership from its membership and provide such other administrative organization as deemed appropriate to carry out the purposes of this congregation.
- c) The voting members of the congregation shall have authority to approve the annual budget for all work programs of the congregation.
- d) Regular meetings of the congregation shall be held as designated in the Bylaws. Special meetings of the congregation may be called when due notice is given pursuant to the provisions of the Bylaws.
- e) All voting members who are in good standing may participate in the administration and management of congregational affairs.
- f) Any confirmed member may serve on a Ministry Team or committee through the process defined in the Bylaws.

The right to vote shall be extended to all voting members in good standing and who are in attendance at a properly called Voters' Assembly. The right to vote in absentia may also be granted as provided in the Bylaws.

ARTICLE VIII

OFFICERS AND STRUCTURE FOR MINISTRY SERVICE

The congregation shall have the following Officers and Ministry Teams, in addition to any other authorized groups or committees, who shall manage the congregation's day-to-day affairs and give reports of activities at congregational meetings.

The Board for Church Ministries shall consist of the following officers:

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer

- E) Team Leader of Ministry and Congregational Care
- F) Team Leader of Church Environment
- G) Team Leader of Education
- H) Team Leader of Preschool
- I) Team Leader of Outreach Missions

Officers and Ministry Team Leaders shall be elected or appointed by the following procedures set forth in the Bylaws. Duties of Officers and Ministry Team Leaders are also set forth in the Bylaws.

The Board for Church Ministries may authorize, or delegate to others, the hiring of non-called employees.

ARTICLE IX

PROPERTY RIGHTS

The congregation by the Voters' Assembly approval may receive, acquire, hold title to, manage, sell or dispose of real estate and other property to aid in accomplishing of its purpose.

If at any time a separation should take place within the congregation on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere to Article III and IV of this constitution.

In the event this congregation should ever be dissolved, the property and other assets of the congregation shall, by congregational vote, be turned over to the Mid-South District of the Lutheran Church-Missouri Synod, and/or its successors or assigns.

ARTICLE X

AUXILIARY AND AFFILIATED ORGANIZATIONS AND SOCIETIES

All auxiliary and affiliated organizations shall serve the mission of the church and shall be in harmony and in accordance with its Constitution and Bylaws. All such organizations shall be responsible to the Board for Church Ministries and assigned to a Ministry Team for supervision.

ARTICLE XI

BYLAWS

This congregation, through its Voters' Assembly, may adopt such Bylaws as the accomplishment of the purpose and mission of this organization may demand.

ARTICLE XII

AMENDMENTS

Articles III, IV, V, VII and XII shall be unalterable and irrevocable. Amendments to the alterable sections of the Constitution may be made when:

- a) Recommended by a majority of the Board of Church Ministries, or at least ten qualified members prior to a called Voters' Assembly meeting.
- b) Notification and approval are achieved through the amendment process in the Bylaws (ARTICLE XIII).

**BYLAWS OF THE CONSTITUTION OF
GRACE CELEBRATION LUTHERAN CHURCH AND PRESCHOOL
OF CORDOVA, TENNESSEE**

ARTICLE I

MEMBERSHIP

Admission of Members

Baptized Members

Baptized Members are members who are received through the Sacrament of Holy Baptism administered under the authority of this congregation or through transfer when baptism has been administered at another Christian congregation.

Communicant Members

Communicant Members are those Baptized Members who have completed a course of instruction relative to the Sacrament of the Lord's Supper and received approval of the Pastor and/or the Ministry of Congregational Care.

Confirmed Members

Confirmed Members are Baptized Members who have completed a course in the Christian faith and Lutheran teachings approved by the Pastor and/or the Ministry of Congregational Care and who declare their acceptance of ARTICLE III and ARTICLE V of the Constitution.

Confirmed Membership may also be granted to qualified individuals through the Rite of Confirmation, transfer from a sister (LCMS) congregation or profession of faith upon recommendation of the Pastor and/or the Ministry of Congregational Care.

Voting Members

Any member meeting the qualifications outlined in this Constitution may apply for membership in a regular Voters' Assembly meeting after having read this Constitution and its Bylaws, and making his/her intentions known to the President prior to the meeting. Such applications shall be immediately submitted to a vote. Upon favorable vote, the applicant shall sign the official registration in a book kept for this purpose. A registered voting member, who has been absent from worship for 12 consecutive months or longer (unless due to illness or extenuating circumstances), and does not actively support our ministry with time talents and treasures, and who misses attendance at three consecutive Voters' Assembly meetings must re-sign the registration at a Voters' Assembly meeting and withhold their vote until the next Voters' Assembly Meeting. Attendance or voting by proxy is considered an attendance at a voters meeting.

Duties of Members

Baptized Members

It is expected that all Baptized Members:

- a) Lead a Christian life as taught in Galatians 5:18-26.
- b) Attend church service faithfully and regularly attend Bible Class/Sunday School.
- c) Assist in the maintenance of this congregation and extend the church at large with their time, talents, and treasures.
- d) Out of Christian love submit to brotherly admonition according to Matthew 18 when they have erred or given offense.
- e) In due time take a course of instruction in preparation for communicant membership in this congregation.

Communicant Membership

In addition to the above listed duties of Baptized Members, it is expected of all communicants that they:

- a) Grow in the Christian faith and life through faithful use of the means of grace, searching the scripture at home and in fellowship with other members of the congregation by partaking of the Lord's Supper frequently.
- b) Are familiar with the doctrines of the Lutheran Church, at least set forth in Luther's Small Catechism and declared acceptance thereof.
- c) Are not members, affiliates or supporters of secret societies or other organizations conflicting with the Word of God (John 5:2-3; I John 2:22; Ephesians 5:11; Matthew 5:34-37; I Corinthians 6:14-18).

Voting Membership

All Communicant members within the framework of ARTICLE V of the Constitution are expected to:

- a) Attend Voters' Assembly meetings faithfully. If a voter is going to be absent, they can appoint a proxy to vote for them by signing a proxy form.
- b) Serve faithfully according to their God-given talents in any capacity where they may be called to serve.

Termination of Membership

The procedures to be used for terminating membership are:

Transfers

A member desiring transfer to another LCMS congregation shall apply to the Pastor and/or the Ministry of Congregational Care for a letter of transfer. The Pastor shall issue a letter of transfer to the applicant per request.

Joining other Churches

In cases where a member of this congregation joins a church which is not in fellowship with this congregation, the member may be granted a letter of peaceful release by making such a request to the Pastor and/or the Ministry of Congregational Care.

Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of 12 months by the Ministry of Congregational Care, shall be removed from membership of the congregation for the reason “whereabouts unknown”. The Ministry of Congregational Care will attempt to contact by registered mail or other verifiable means .

Self-exclusion

When a member of the congregation absents himself/herself from all activities over an extended period of time and fails to respond to Christian encouragement and/or admonition from the Ministry of Congregational Care, the Pastor or other representatives of the congregation, the member shall be notified by the Ministry of Congregational Care through registered mail, or other verifiable means of his/her exclusion. If there is no response within a period of 12 months, his/her name shall be removed from the membership roster.

Excommunication

Members who conduct themselves in an unchristian manner, as defined by Scripture and this Constitution, shall be admonished in Christian love by the Pastor and/or the Ministry of Congregational Care according to Matthew 18:15-20. If they remain impenitent after proper admonition, they shall be placed under church discipline and relinquish their rights of membership. If excommunication is deemed in order, the Ministry of Congregational Care shall place their name before a duly called Voters' Assembly for consideration of excommunication. A 2/3 vote by the voters present shall be required for excommunication.

Restoration

Persons who have been removed from membership for whatever reason, shall be restored with all rights and privileges upon their request and satisfaction of the cause for which they were separated. The method of restoration shall be by means, which the Pastor and/or the Ministry of Congregational Care, deem most suitable for the situation.

Notification of Membership changes

All changes in membership shall be duly reported to the congregational Secretary and to the congregation by the Ministry of Congregational Care

ARTICLE II

MEETINGS

The board of church ministries, team leaders and team members should strive for excellence and efficiency in the conduct of the meetings in which they participate. Confidentiality of all information is expected. It is also expected that meetings will provide opportunity for full participation of all members. Each Chairperson or

Ministry Team Leader shall take responsibility for keeping the congregation informed of all actions taken by his/her respective team or committee.

Schedules

The Board of Church Ministries

- a) The Board of Church Ministries shall meet every other month throughout the year, or as scheduled by the President.
- b) Special meetings may be called by the Pastor, the President, or by three members of the Board of Church Ministries. Times of meetings shall be announced one week in advance when possible.

Voters' Assemblies

Regular Voters' Assembly meetings shall be held at least three (3) times during the fiscal year. The Board of Church Ministries shall set the times and dates of the Voters' Assembly Meetings. Special or additional Voters' Assembly meetings may be called by the Pastor, the President or by ten (10) voting members.

Ministry Teams

Meetings of the Ministry Teams shall be called by the respective team leaders and held at a time, place and frequency convenient to the majority of its members and consistent with the accomplishment of their mission.

Notices of Voters' Meetings

Voters' Assembly meetings shall be published in the church bulletin or other means, including, but not limited to mail, electronic notices or telephone notices at least two (2) weeks prior to the meeting and will state the time, date and place of these meetings.

Notices of special Voters' Assembly meetings and the business to be transacted shall be published in the church bulletin or other means, including, but not limited to mail, electronic notices or telephone notices, at least two (2) weeks prior to such meetings when possible. When advanced published notice is not practical, oral announcement shall be given one week prior to the meeting.

Quorum

Business shall only be conducted at Board of Church Ministry meetings and Voters' Assembly meetings if there is a quorum.

Board of Church Ministry Meetings

A quorum shall consist of no less than one-half (1/2) of elected Board of Church Ministry directors or designate from that ministry team.

Voters' Assembly Meetings

A quorum at a Voters' assembly meetings shall be those voters present.

Order of Business

Board of Church Ministry Meetings and Voters' Assembly Meetings

The person chairing a Board of Church Ministry meeting or a Voters' Assembly meeting shall provide an agenda for the respective meeting. The agenda may include at least the following items:

- a) Opening devotion
- b) Review of minutes of previous meeting
- c) Official correspondence
- d) Reports
- e) Unfinished business
- f) New business
- g) Closing devotion

Voters' Assembly Meetings

The President of the congregation will make available to all voting members, at least one week prior to the meeting, an agenda and a report by each board or team ministry of the Board of Church Ministry. The reports should summarize the current activities of each board.

Rules of Order

Robert's Rules of Order shall govern all deliberations of the Voters' Assembly meetings except where otherwise specifically provided in these Bylaws or when the law of Christian love overrides.

Voting

Decisions made by vote at all meetings shall be on the basis of simple majority of voting members present, unless otherwise specified in this Constitution or Bylaws. A show of hands is considered sufficient unless any voting member asks for a secret written ballot.

In the event of a written ballot, the members of the Board of Church Ministries and the secretary will count the votes.

ARTICLE III

CALLING OF CHURCH WORKERS

Extending a Call to a Pastor or other Called Staff Members

The choosing and calling of a pastor or other called position shall proceed in the following manner:

The President of the congregation, with approval of the Board of Church Ministry shall appoint a special committee of at least five (5) members, with at least one of them selected from the area to which the position reports. The President shall designate one of the members of the committee as chairperson. No two members of the same household shall concurrently serve on the Call Committee.

The Committee shall seek and identify potential candidates who meet the needs defined by the congregation through synodical and District Office, personal acquaintances, and publications received by the congregation.

The Committee shall provide the congregation with a list of the qualified candidates at least two weeks before a congregational vote, and state the date, time, and location of the Voters' Assembly meeting.

At the Voters' Assembly meeting, voters shall consider and may elect, by secret ballot, one of the qualified candidates submitted by the Call Committee to fill the office defined. Election shall be by simple majority, however, every effort should be made to make the call unanimous. In the event that more than two candidates are offered for election and no majority is granted in the first vote, a second vote shall be taken with the two candidates receiving the highest number of votes on the first ballot.

The committee shall carry out the administrative detail to extend the call on behalf of the congregation. It shall also communicate any necessary information necessary to the Synod, District, or other candidates expecting a response.

In the event the call is returned, the Call Committee shall consult again with the District, add any new candidates to the list and repeat the process of providing a list of qualified candidates to the congregation. Another Voters' Assembly meeting may be held with one week's notice to the congregation to repeat the selection of another qualified.

A call to an Incumbent Pastor or Other Called Staff Persons

When a Pastor or other called staff person has received a Call, the following procedures should be observed:

The recipient of the Call should make notice of the Call received known to the congregation as early as possible.

The Board of Church Ministries, at their discretion or by direction of voters, may call a meeting of the congregation to discuss the Call.

It is understood that the individual receiving the Call is free to make the final decision on the Call as guided by the Holy Spirit.

Hiring of Non-Called Professionals

Non-called permanent professional staff positions shall be approved by the Board of Church Ministries.

Elected offices of the Congregation shall be: Board of Church Ministries (four [4] to be divided between President; Vice President, Treasurer, Secretary), Team Leader of Ministry of Congregational Care, Team Leader for Ministry of Church Environment, Team Leader for Ministry of Education, Team Leader for Ministry of Outreach and Missions, Team Leader of Ministry for Preschool. These elected officers shall serve as the Board of Church Ministries and shall administer their duties in accordance with the descriptions defined elsewhere in this Constitution and Bylaws.

Elected Board Members and Team Leaders shall chair a board of qualified voting members to execute the job descriptions outlined for each area assigned. The congregation shall elect these Ministry Teams by simple ballot in normal elections as outlined elsewhere in these Bylaws.

ARTICLE IV

TERMS OF OFFICE

The term of office for all elected Board Members and Team Leaders shall be two (2) years. Board Members and Team Leaders shall serve no more than two (2) consecutive terms in the same office. An appointee made by the President to fill a vacancy of any Board Member or Team Leader shall have voting rights on the Board of Church Ministries and shall be presented to the next Voters' Assembly meeting for ratification. Such time as is served by an appointment shall not be considered a term for the purposes of reelection.

Vacancies in Office

In the event of a vacancy of an officer or board minister, the Nominating Committee shall provide the President a list of one or more candidates. The President shall appoint a successor from the list to serve out the term of the unexpired office. In the event of a vacancy of a team member, the President in consultation with the Team Leader shall appoint a successor.

ARTICLE V

ELECTION OF OFFICERS AND MINISTRY TEAMS

Nominations

The Nominating Committee, as provided for in the Bylaws, shall select for all offices, nominees who are eligible for election in accordance with Article V of the Constitution and Article I of the Bylaws. Such list shall be distributed to the voters at least two weeks prior to the annual budget/officers meeting of the election year. Additional nominations may be made from the floor, with the consent of the nominee, by eligible voting members at the annual budget/officer election meeting.

Elections

The election of all Officers and Ministry Teams shall be presented by the Nominating Committee by ballot at the annual budget/officer meeting of the Voter's Assembly and shall be decided by simple majority. In the event that more than two candidates are offered for election and no majority is granted in the first vote, a second vote shall be taken with the two candidates receiving the highest number of votes on the first ballot. Unopposed candidates may be elected to office upon the casting of a single vote by a motion from a qualified member of the voters at the instruction of the presiding officer.

Installation of Officers and Team Ministry Members

The officers-elect and Ministry Team Members shall assume their respective duties the first day of the fiscal year. Installation shall occur prior to the above date during a public worship service on a date scheduled by the Pastor and agreed to by the Board of Church Ministry. Outgoing officers shall continue to hold office until

the installation of the newly elected officers. It is expected that officers-elect will work with incumbents during the period between the installation service and the expiration of term of the incumbent.

ARTICLE VI

STANDING COMMITTEES

Committees are essential to the organizational life of the congregation. They provide counsel to the President and the voters and execute portions of the operating plan. With the advice of the Board of Church Ministries, the President shall appoint special or standing committees. The President shall not be a voting member of any standing committee. Where practical, at least one member of each standing committee shall be a current member of the Board of Church Ministries.

Financial Review Committee

The Financial Review committee shall review all financial records, policies and practices of the congregation. The reviews shall include, but not limited to, the records of the Treasurer of the congregation, and the record inventory of the safe-deposit box if applicable. The reviews of the financial records for a given year shall be completed within three months of the closing date of the fiscal year. The Financial Review Committee shall submit a written report within thirty days following the completion to the Board of Church Ministries. The President shall appoint a Financial Review Committee with the consent of Board of Church Ministries for this review.

Nominating Committee

The nominating committee, upon the bidding of the President, shall enlist congregational members to serve on official boards or ministry teams for election to congregational positions as they become available by tenure or resignations. The committee shall be comprised of a minimum of three (3) congregational voting members and shall serve at the president's request. All appointments must be approved by the Board of Church Ministry.

ARTICLE VII

THE PASTOR

The called Pastor of this congregation must be a member of the Lutheran Church-Missouri Synod. He shall be a non-voting ex-officio member of all ministry teams and committees and is eligible to attend all society and organizational meetings of the church.

Upon installation, the Pastor is authorized and obligated to proclaim to the congregation (jointly and severally), the Word of God in its truth and purity as contained in the canonical writings of the Old and New Testaments as professed in the Book of Concord of the year 1580.

It shall be the duty of the Pastor to:

- a) Administer the Sacraments in accordance with their divine institution.
- b) Equip the saints for the work of service.

- c) Discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring members.
- d) Guide the congregation in applying the divinely ordained discipline of the church.
- e) Provide spiritual leadership and oversight in the educational and organizations of the church.
- f) Serve as an example by Christian conduct and to do all that is possible for the building up of the congregation and advancement of the Kingdom of Christ.
- g) Provide such education and training as is required to meet the qualifications for church membership set forth in the Constitution and the Bylaws.
- h) Administer such acts and rites as are consistent with the doctrines of this congregation and defined by this Constitution.
- i) Maintain accurate records of ministerial acts of baptism, confirmation, communion, admission and removal, marriages, deaths, burials and other such acts normally performed by the clergy. These records shall remain the property of the congregation and shall be open for inspection at any reasonable time.
- j) Assist in the selection of the church office administrative assistant and other office staff and assume responsibility for daily supervision.
- k) Attend such meetings as overall duties permit to provide spiritual leadership and counseling.
- l) Keep congregation informed of activities and changes of which members need to be aware.

ARTICLE VIII

REMOVAL FROM OFFICE

Pastor or other Called Staff

Sufficient and urgent causes for deposing a pastor or called staff members are persistent adherence to false doctrines, e.g. contrary to Article III of the Constitution, scandalous life and/or neglect of official duties.

This congregation shall not dismiss a pastor or other called staff member for cause unless the Board of Congregational Ministry and Board of Congregational Care, after due consideration in accordance with Matthew 18:15-18, this Constitution and with the Bylaws thereof, and in accordance with the Handbook of the Lutheran Church-Missouri Synod, determine there is a valid cause. The Congregational Visitor and District President shall be given full knowledge of removal procedures and when they are preferred against a called member, and all such actions shall be taken in full consultation with said officials

The steps of the dismissal process shall include, in the order listed:

- a) Written notice by the Board of Church Ministry and the Ministry of Congregational Care to the pastor or called staff person involved.
- b) Recommendation to the voters, by the Board of Church Ministry and the Ministry of Congregational Care, that the dismissal process be invoked against pastor or called staff member.
- c) Opportunity for the incumbent to be heard before the Voters' Assembly and removal may only be effected upon two thirds majority actions of the voters present at two successive duly called Voters' Assembly meetings prior to which the voters have been advised in respect to the

considered action and the findings the Board of Church Ministry and the Board of Congregational Care.

Elected and Appointed Officers

Any elected or appointed officer of the congregation may be removed from office for unchristian and unlawful reasons upon validation of due cause by the Board of Church Ministry and/or The Ministry of Congregational Care. The removal shall be made known to the voters by the Ministry of Congregational Care at a duly called Voters' Assembly meeting.

Removal may be effected upon a majority action of the voters present at a duly called Voters' Assembly meeting prior to which the voters have been advised in respect to the considered action and findings of the Board of Church Ministry and Board of Congregational Care.

ARTICLE IX DUTIES OF OFFICERS AND TEAM LEADERS

President

- a) The President shall be the legal representative of the congregation and shall sign all legal documents pertaining to the congregation and/or its assets as a trustee, along with the Vice President.
- b) He shall enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as approved in the resolutions of voters.
- c) All boards and Team Ministries, auxiliaries, groups, etc. in the congregation shall be responsible to the President. He shall be welcome at any and all meetings or such groups, either in person, or as represented by such person or persons as he may appoint.
- d) The President shall have authority to appoint necessary committees with the approval of the Board of Church Ministry.

Vice President

- a) The Vice President shall perform all of the duties of the President in his absence or at his directive.
- b) The Vice President shall be responsible for obtaining legal information, advice, or representation as needed by the congregation or Board of Church Ministry.
- c) All entities that propose an avenue of new ministry must draft a proposal including, but not limited to, goals, vision, plan of ministry, duration, intended focus group, evaluation at completion. This shall be submitted to the Vice President prior to beginning of ministry for evaluation and approval.
- d) The Vice President, along with the Administrative Assistant, is responsible to assist boards and committees in locating outside vendors or professionals for special needs within the church and/or signing contacts, etc. in consultation with the requesting board or committee.
- e) The Vice President shall prepare and sign necessary forms, reports and documents as required by outside organizations.

Secretary

- a) The Secretary shall be present at all Voters' Assembly meetings and at all meetings of the Board of Church Ministry and shall enter the minutes of all meetings in a permanent record book over the Secretary's signature.
- b) The Secretary shall conduct all official correspondence of the congregational boards and committees under the supervision of the President.
- c) The Secretary shall keep an updated record of all voting members and shall present the record at all duly called meetings of the Voters' Assembly.

Treasurer

- a) Treasurer shall be responsible for the accurate recording of the congregational receipts and disbursements and the budgeted and actual expenses according to proper accounting procedures and, as deemed advisable, shall suggest improved methods for congregational consideration.
- b) The Treasurer shall ensure that there are three (3) people authorized by the Board of Church Ministry to sign on each of the checking accounts. The Treasurer shall ensure that there are two signatures on all checks over \$1,000 on each of the church's checking accounts.
- c) The Treasurer shall present a written financial report at the Voters' Assembly meetings and a preliminary report at each of the Board of Church Ministry meetings.
- d) The Treasurer shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries, and bills authorized by the congregation and/or the boards of the church and Ministry Team Leaders as duly constituted sources.
- e) The Treasurer shall ensure that the church and all affiliated ministries and organizations are adhering to applicable financial regulations issued by federal, state and local agencies

Ministry of Congregational Care

The Ministry Team of Congregational Care shall consist of a minimum of three (3) members of the congregation including the Team Leader.

In event of a vacancy, the Team Leader may appoint the replacement of the Congregational Care Team member with the confirmation of The Board of Church Ministries.

The basic objectives of the Ministry of Congregational Care include, but are not limited to, the spiritual welfare of the church staff and the congregational members, individually and corporately, and the supervision of everything pertaining to congregational worship.

- a) Pray for the Pastor, called staff and other spiritual leaders in their work by word and action.
- b) Be concerned about the spiritual, emotional, and physical welfare of the Pastor and his family (adequate compensation, housing, free time, vacation, assistance in time of illness) and to that end specifically review these items once a year and submit recommendations to the Board of Church Ministry.
- c) Assist the Pastor in counseling with difficult cases in finding God-peaceful solutions.
- d) Take spiritual charge and oversight of assigned groupings for concern and regular contact or visitation as needed.
- e) Keep an accurate list of members and voting members along with the Secretary and report to the congregation as necessary.

Prepare and submit an annual budget request to the Treasurer at the appropriate time.

Ministry of Church Environment

The Ministry of Church Environment shall consist of a minimum of three (3) members of the congregation Including the Team Leader.

The objectives of the Ministry of Church Environment include but are not limited to overseeing and maintaining the properties and equipment of the congregation and educating the congregation of stewardship toward the support of property management and overall stewardship gifts toward supporting the kingdom of God.

Properties

In order to carry out the objectives of this Ministry, the Team, either corporately or through specifically designated individuals, shall:

- a) Oversee the maintenance of property and equipment of the congregation, either through congregational members or outsourcing to professionals.
- b) All uses of church facilities for any event should be submitted to the Ministry of Church Environment in writing.
- c) Regarding above, the Ministry of Church Environment will coordinate with appropriate Ministry Team leaders and the Pastor regarding scheduling, fees, and regulations.
- d) Keep a list of keys dispersed to congregational members or other known entrance combinations to the facilities.
- e) Annually review the insurance contracts of church and equipment and negotiate contracts with said suppliers.
- f) Oversee church kitchen, maintaining supplies, utensils and cleanliness.

Stewardship

- a) Prepare and provide information regarding the Scriptural practice of giving time, talents, and treasures in the work of our Lord's mission;
- b) Coordinate the talents of new and existing members for service to the congregation and in our church mission;
- c) Provide an annual presentation, along with the pastor, of the stewardship of time, talent and treasure for congregational response.

Prepare and submit an annual budget request to treasurer at the appropriate time.

MINISTRY OF EDUCATION AND YOUTH

The Ministry of Education and Youth shall consist of four (4) members including the Team Leader and the Youth Leader. The Ministry of Education and Youth shall plan and administer the educational program of the congregation for all ages.

The objectives of the Ministry of Education and Youth are to foster church and youth education and youth ministries toward growth of education and youth development in the congregation.

Education

- a) Be responsible for the Christian nurture of children, youth, and adults in the congregation.
- b) Ensure that teaching materials used are in accordance with Article III of the Constitution and Bylaws.
- c) Continually review existing programs to determine whether all groups are being served and establish new educational opportunities as needs or opportunities arise.
- d) Enlist and train lay teachers as congregational needs arise; select and equip leaders for Youth programs.
- e) Provide for the spiritual and moral development of all members.

Youth

- a) Provide support for Youth Leader in coordinating and implementing organized activities, programs, fundraisers and servant events.
- b) Provide for public recognition of youth achievements and accomplishments.
- c) Be responsible for maintaining contact with young people away from home.

Prepare and submit an annual budget request to the Treasurer at the appropriate time

MINISTRY OF OUTREACH

The Ministry of Outreach shall consist of a minimum of four (4) members of the congregation, Including the Team Leader

The objectives of the Ministry of Outreach include but are not limited to providing training and opportunities for congregational participation in reaching others with the Gospel of Christ and to foster warmth and welcome to guests, new members, and members of the congregation. In order to carry out the objectives of this Ministry, the Team, either corporately or through specifically designed individuals, shall:

Missions

- a) Share with the Pastor in the entire program of proclaiming to all people.
- b) Supervise the follow-up programs on all visitors to the church.
- c) Develop and initiate outreach programs: (e.g. Friend Day Neighborhood Day, Stranger Day, Neighborhood Canvas) etc.
- d) Be the organizational support for any mission endeavor.
- e) Review all Synod and District Mission endeavors and educate the congregation toward participation.

Social Ministry

- f) Involve all members of the church in a Social Ministry Program.
- g) Investigate and monitor outside ministries: (e.g. prison ministries, homeless ministries,

- hospital ministries etc.) and suggest ways for congregational involvement.
- h) Work with District Office and other boards to implement social ministry programs.
- i) Implement ways for congregational involvement in food basket programs (e.g. Meals on Wheels, Habitat for Humanity, etc.)

Fellowship and Family Life

- j) Plan and implement gatherings of the congregation which further the fellowship goals of the congregation.
- k) Be available to other Ministry Teams to assist in special events, drives or activities that encourage fellowship.
- l) Investigate and implement family ministries that foster family life.

Prepare and submit an annual budget request to treasurer at the appropriate time.

MINISTRY OF PRESCHOOL

The Ministry of Preschool shall consist of four (4) members of the congregation, including a Team Leader, and a parent whose child attends the Preschool and is an active member in its programs.

The Objectives of the Team of the Ministry of Preschool shall include, but are not limited to planning, selecting personnel, administering and supervision in accordance with Article III of the Constitution.

The Team duties would include, but are not limited to:

- a) Work with director on financial management.
- b) Work with director on educational materials.
- c) Examine and suggest curriculum for all ministry levels.
- d) Establishing goals and evaluating goals periodically or as necessary.
- e) Annually review and evaluate the administrator in accordance with goals and performance.
- f) Review salaries, vacation, personal leave etc., of administrator and staff as needed,
- g) Review Preschool handbook and update as necessary.
- h) Develop strategies for better communication between the congregation and Preschool.
- i) Problems or situations that are not agreed upon by unanimous vote of the board shall be presented to the Board of Church Ministries for final resolution.

Prepare an annual budget request for the treasurer at the appropriate time.

ARTICLE X

CHURCH SOCIETIES

All societies or organizations of the congregation, or organizations from outside of the congregation who utilize the grounds and/or facilities, shall be under the direct supervision of the Board of Church Ministries. Such societies or organizations shall submit their Constitution or Purpose of Organization to the Administrator for approval.

The Pastor, as an ex-officio member, may attend the society or organization meetings to the extent that his overall duties permit.

ARTICLE XI

RECORDS

The Pastor shall be the official custodian of the church seal. It shall be made available for all business of the Voters' Assembly.

Any confirmed member of this congregation may petition the Voting Membership to examine church records. Requests for duplication of church records shall be honored with reasonable time for duplication.

ARTICLE XII

AMENDMENTS

These Bylaws may be amended in a properly convened Voters' Assembly meeting when:

- a) Written notice of the proposed changes by the Board of Church Ministries or by ten (10) qualified Voting Members has been provided to all qualified Voting Members at least (2) weeks prior to the meeting in which the amendment is to be voted on.
- b) The majority of the voters present must approve the amendment.

(For Mid-South District submission
purposes only)

President

Vice President

Pastor