

# **CONSTITUTION and BY-LAWS**

(Revised April 2018)

St. Michael's Lutheran Church  
9201 Normandale Blvd.  
Bloomington, MN 55437

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**CONSTITUTION**  
**ST. MICHAEL'S LUTHERAN CHURCH**  
**9201 NORMANDALE BLVD.**  
**BLOOMINGTON, MINNESOTA 55437**

Preamble

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), 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 men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), and administer the Office of Keys as His church (John 20:21-23, Matthew 18:15-20). The Word of God requires that a Christian congregation shall conform to the Divine Word in doctrine and practice (Psalm 119:105, Matthew 28:18-20, Galatians 1:6-9, II Timothy 4:1-5) and that everything be done decently and in order (1 Corinthians 14:40).

Therefore, we, the members of St. Michael's Lutheran Church, accept and subscribe to the following Constitution and By-laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I - Name

The name of this congregation shall be St. Michael's Lutheran Church.

ARTICLE II - Confessional Standard

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the inspired Word of God, in accordance with which all preaching and teaching shall be done, the Sacraments administered, and all doctrinal controversies shall be settled in our congregation.

This congregation also acknowledges and accepts all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord to be a true and genuine exposition of the doctrines of the Bible; and in this congregation no doctrine shall be taught or tolerated which is at variance with these symbols of the Evangelical Lutheran Church, to-wit: (1) the three Ecumenical Creeds – the Apostles', the Nicene, and the Athanasian; (2) the Unaltered Augsburg Confession; (3) the Apology of the same; (4) the Smalcald Articles; (5) Luther's Large and Small Catechisms; (6) the Formula of Concord.

### ARTICLE III - Purposes and Rights

The purpose of this corporate body shall be that of a religious organization; more specifically, that of a Christian congregation, established and maintained for the express purpose of disseminating the Gospel truth according to the Confessional Standard of the Lutheran Church (Article II).

This corporate body may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish said purpose, and may sell, mortgage, or dispose of such real estate and other property or any part thereof; and this corporate body shall have all the rights and powers that are granted by the laws of the State of Minnesota to religious corporations.

### ARTICLE IV - Membership

The membership of this congregation includes the following:

#### **A. Baptized Members**

1. Baptized membership in this congregation is held by all those who are baptized in the name of the Triune God with water and are under our pastoral care.
2. Membership in organizations whose principles and conduct conflict with the Word of God is prohibited.

#### **B. Communicant Members**

Communicant Members are those who:

1. Accept Christ as Lord and only Savior.
2. Are baptized into the Triune God.
3. Unreservedly adhere to the Holy Scriptures as the only guide to faith and living, and at least know and confess the doctrinal contents of Luther's small Catechism.
4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life; submit to the rules and regulations of the congregation, provided they are not contradictory to God's Word; and in case of offense are willing to accept brotherly admonition.
5. Membership in organizations whose principles and conduct conflict with the Word of God is prohibited. (Ephesians 5:11-12, 2 Corinthians 6:14-18, Matthew 5:34-37).
6. Are guided by the Spirit of Christ regularly to attend public worship and frequently partake of the Lord's Supper.
7. Who contribute regularly and faithfully, as God has prospered them, toward the support of the church in its mission and ministry, and in general to assist in bearing the burdens of the congregation.
8. Provide for the proper Christian training of their children by instruction at home and through the agencies of the church and expansion of that training to the entire congregation.
9. Unless restricted by state law, all members of the congregation who have been confirmed shall have the right and the duty of franchise (i.e., voting membership) in all matters pertaining to the conduct of the congregation's affairs according to this Constitution and Bylaws.

## ARTICLE V - Pastors and Synodically Trained Professional Staff

- A. Only such candidates shall be called and elected to serve as Pastor or Synodically Trained Staff Professional, who professes acceptance of, and pledges faithful adherence to, the confessions of this congregation as set forth in Article II of this constitution.
- B. The pastoral office shall be conferred only upon ordained ministers who are members of The Lutheran Church—Missouri Synod, candidates for the pastoral ministry who have satisfied the qualifications and requirements for assignment of first calls by Synod, or ordained ministers who are members in good standing of church bodies that have been formally recognized to be in altar and pulpit fellowship with the Synod when agreements for such calls are in place.
- C. Only those commissioned ministers shall receive a call who adhere to the confessional standard set forth in this constitution, who are qualified for the work of the ministry to which they are called, and who have been endorsed by and are members of The Lutheran Church—Missouri Synod, who are candidates of LCMS colleges and universities who have satisfied the qualifications and requirements for assignment of first calls, and who are commissioned ministers in good standing from church bodies that are in altar and pulpit fellowship with The Lutheran Church—Missouri Synod.
- D. The tenure of office for a called and elected Pastor or commissioned minister shall be the remainder of his or her active life, or until the Lord calls him or her into another field of service unless there is adequate cause for dismissal, as defined in Article VI, Section F of this constitution.
- E. 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 the common rights of spiritual priesthood on behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require (i.e., assistant pastor(s)) and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to the congregation, jointly and individually, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:

- a. To administer the sacraments in accordance with their divine institution;
- b. To conduct special functions, such as marriages, funerals, etc.;
- c. To 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. To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Confirmation and Holy Communion;
- e. To guide the congregation in applying the divinely ordained discipline of the church;
- f. To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;
- g. To serve as an example by Christian conduct and to do all that is possible for the building up of the congregation and for the advancement of the Kingdom of Christ. By reason of his position

the pastor is not only a servant and steward of God, but also of the congregation. Members of the congregation are obligated to accord the pastor(s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to 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 to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on 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.

## ARTICLE VI - Authority of the Congregation

### A. General

The congregation as a body, through the voting members, shall have the supreme power to administer and manage all its external and internal affairs. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article II), and any such decisions shall be null and void. X`

### B. Societies

Organizations within the congregation shall be under the supervision of the Parish Council. Any decision, enactment or performance of or by such organizations shall be valid unless they conflict with this Constitution and its associated Bylaws.

### C. Right of Calling

The right of calling pastors and/or church workers shall be vested in the congregation and shall never be delegated to a smaller body or to an individual.

### D. Decisions

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voters' Assembly by a simple majority vote, unless otherwise specified by the Constitution or Bylaws. Policies, decisions, enactment, and monetary expenditures shall be valid by the express delegation of such power from the congregation, whether it is an individual or group within the congregation.

### E. Powers of Officers

The Parish Council, Congregational officers, committees, or task groups, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.

### F. Removal from Office

Any elected Parish Council member, officer, Elder, called pastor or called church worker may be removed from office by the congregation, by a two-thirds majority ballot vote of the members

present, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, and inability to perform official duties or willful neglect of them.

## ARTICLE VII - Organization, Elders, Parish Council, Officers, Meetings, Elections

### A. Voting Membership

This Congregation shall be represented by and administer all its affairs through its communicant membership as defined in Article IV, B-9.

### B. Board of Elders

The Board of Elders shall consist of men over 21 years of age identified for this ministry for the spiritual care of the Congregation.

#### 1. Board of Elders Duties

The Board of Elders, as assistants to the Office of the Pastor (Office of the Keys) shall concern itself with the Spiritual life of the Congregation. The Board of Elders, with the Pastor, shall be charged with the supervision and involvement in public worship, church discipline, welfare ministry and church publications.

The Elders will be responsible to see that worship services, preaching of God's word, Christian education programs, administration of the sacraments, spiritual care and nurturing of its members and outreach to the community are conducted in a God-pleasing manner in accordance with the confessional standards set out in Article II of this Constitution.

#### 2. Board of Elders Terms of Service

- a. All Elders are elected for two year terms.
- b. The term shall start on January 1.
- c. One-half of the total Board of Elders shall be elected each year.
- d. There is no term limit; an Elder may be affirmed as often as God wills this to be.
- e. If a vacancy occurs, the Board of Elders may seek to fill the vacancy by putting for affirmation the name of a replacement to the Parish Council for a vote. But no such affirmation shall be valid past the next Voters' Meeting.
- f. The Board of Elders shall elect annually its own chairman (Head Elder), Assistant Head Elder and Secretary. The Head Elder shall serve as an ex-officio, non-voting member of the Parish Council.

### C. Parish Council

This Congregation's affairs shall be administered and governed by a Parish Council comprised of nine (9) voting members elected by the Congregation (or appointed to fill a vacancy as provided herein). The positions on the Parish Council shall consist of following: President, Vice President, Human Resources, Treasurer, Facilities Steward, Worship & Arts Ambassador, Discipleship Ambassador, Local & Global Missions Ambassador, Christian Care Ambassador. The Senior Pastor and Head Elder of the Congregation shall be ex officio members of the Parish Council and shall attend any or all

meetings of the Parish Council unless otherwise directed by the Parish Council. No staff member or spouse thereof may serve on the Parish Council.

#### **D. Officers**

The President of the Parish Council, the Vice President, and the Treasurer shall serve as officers of the Congregation. The President shall sign all legal documents on behalf of the Congregation. In the absence of the President, the Vice President, then the Treasurer or another member of the Parish Council shall be delegated this authority by the Parish Council.

#### **E. Meetings of the Parish Council**

The Parish Council shall establish regularly scheduled meetings to be held at least quarterly. Special meetings of the Parish Council may be called more frequently by the President or at the request of any member of the Parish Council. Seven (7) members of the Parish Council shall constitute a quorum for any meeting. All meetings of the Parish Council shall be open to any communicant member of the Congregation, other than those portions of any meeting where the purpose is to discuss personnel-related matters or any other issues or matters where the President of the Parish Council determines that such meeting or portion thereof must be closed in order to preserve the privacy of individuals.

#### **F. Elections of Parish Council Members**

Members of the Parish Council shall be elected annually at the Annual November meeting of the Congregation. Four (4) members shall be elected in even numbered years and five (5) members shall be elected in odd numbered years. Each member's term of office shall be for two (2) years and shall commence on January 1 following his/her election. No voting member shall be eligible to serve on the Parish Council for more than (3) consecutive terms. Any vacancy in any position on the Parish Council shall be filled by appointment by the Parish Council, and the voting member appointed to fill such vacancy shall serve the remainder of the unexpired term of the voting member replaced, unless otherwise provided in the By-laws of this Congregation

#### **G. Parish Council Responsibilities**

The Parish Council, working with the staff, shall ensure that the mission of this Congregation (as stated in Article III), its ministry to and on behalf of the members of this Congregation, the community and the church at large, and the maintenance and care of this Congregation's property will be implemented and sustained through the efforts of responsible members and groups of members of this Congregation. Further, the Parish Council shall review proposed annual objectives for this Congregation's long-term ministry, before a proposed annual budget is presented to the Congregation as outlined in "H" below.

#### **H. Budget/Fiscal Responsibility**

The Parish Council shall cause an annual budget to be prepared and shall present the same for approval by the Congregation prior to the commencement of each fiscal year of the Congregation, shall supervise the expenditure of funds in accordance therewith following its adoption and may incur obligations up to and including amounts five percent (5%) in excess of the total annual budget without the further approval of the Congregation. The Parish Council shall annually appoint a

financial review committee, which shall review the financial transactions of the Congregation and prepare a report to the Parish Council and the Congregation.

#### ARTICLE VIII - Separation

If at any time a separation shall take place in the Congregation on account of doctrine, or for any other cause (which, may God graciously prevent), the property of this congregation, and all the benefits therewith connected, shall remain with those members who continue to adhere to Article II of this Constitution.

#### ARTICLE IX – Dissolution

In the event that the congregation dissolves, all property shall be disposed of by the final voters assembly for the payment of debts and all just claims against the congregation, and any and all surplus and all rights connected therewith shall be conveyed to and become the property of the Minnesota South District of The Lutheran Church—Missouri Synod.”

#### ARTICLE X - Doctrinal Literature

All music, prayers, and worship settings used in public services must be consistent with the confessional standard of Article II. Likewise, all classes for instruction in Christian doctrine shall use only material that conforms to the standards of Article II.

#### ARTICLE XI - Synodical Affiliation

This congregation shall maintain membership in the Lutheran Church—Missouri Synod, as long as the latter adheres to the confessional basis detailed in Article II. It shall be the duty of the Congregation and its individual members to support the work of Synod, since they thereby support their own Christ-appointed work.

#### ARTICLE XII - Bylaws

This congregation may adopt such Bylaws as may be required for the accomplishment of its purposes. Amendments to By-laws may be adopted from time to time by two-thirds (2/3) of the voting members of the Congregation present at any meeting of the voters assembly called for such purpose. A written notice of any proposed change with a copy of the same must be communicated to the congregation. Communication can be done through email, mailings, handouts, or any other appropriate way of communicating in writing.

#### ARTICLE XIII - Changing the Constitution

##### A. Unalterable Articles

The following Articles of this Constitution or sections thereof shall not be altered so as to change their meaning or intent: Articles II, IV, V, VI, VIII, and XII.

Note: Unalterable provisions of the original Constitution have not been altered in this Constitution as to their meaning or intent.

## B. Amendments

Amendments to this Constitution may be adopted at a regular Voters' assembly, provided:

1. That they do not conflict with the provisions laid down in Article II, or with any section of any other Article that pertains to Scriptural doctrine and practice; and
2. That the proposed amendment has been submitted in writing at a previous Voters' Assembly. The affirmative vote of a two-thirds (2/3) majority of the voting membership present at the Voters' Assembly shall be required for the adoption of an amendment.

## BYLAWS

### Article I – Membership

#### A. Admission into Membership

##### 1. Communicant Membership

- a. By Confirmation – Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.
- b. By Transfer – Persons coming with a communicant letter of transfer from a congregation in church fellowship provided they conform in all respects to the requirements of membership in this congregation, shall be received by the pastor and shall be submitted to the Board of Elders for approval.
- c. By Profession of Faith – Other persons may be received into membership by completing training deemed appropriate by the Elders and Senior Pastor, so that they are instructed in the teachings of the Lutheran Church – Missouri Synod. They shall be received as communicant members by the pastor, and shall be submitted to the Board of Elders for approval.

##### 2. Voting Membership

- a. Admission to Voting Membership – All confirmed members of this Congregation, or, in the case of adults, who have entered the Congregation by profession of faith, shall have the right, privilege, and duty of voting membership in the affairs of this Congregation according to the Constitution and these Bylaws. An exception to voting rights exists under the laws of the State of Minnesota where individuals under the age of 18 may not vote on issues concerning property or indebtedness of the congregation.
- b. Duties of Voting Membership – It shall be the duty of every voting member to attend the Voters' Meetings. By failing to attend such a meeting a member waives the right to cast his/her vote during that meeting. He/she shall accept nomination for office, committee appointments, and special assignment, if possible, and generally participate in the business activities of the Congregation. He/she shall encourage all other communicant members to participate in Voters' Meetings.
- c. Absentee voting may be permitted in cases where amendments or nominations from the floor are not allowed per rules put in place by the Parish Council.

#### B. Termination of Membership

##### 1. Communicant Membership

- a. Transfer to Other Congregations – Communicant members desiring to join a Congregation in church fellowship shall present their request for transfer to the pastor, to whom authorization is granted to issue such transfers. Such action shall be reported to the Board of Elders.

- b. Joining Other Churches – In cases where communicant members have joined another Congregation outside our own fellowship, they shall be considered as having terminated their membership, and their names shall be removed from the membership list and reported to the Board of Elders.
- c. Whereabouts Unknown – The names of members whose whereabouts are unknown and cannot be established shall be removed from the membership list and reported to the Board of Elders.
- d. Excommunication and Self-Exclusion – Any member who conducts him/herself in an unchristian manner shall be admonished according to Scripture (Matthew 18:15-20). If he/she persists in his/her unchristian conduct and refuses to amend after proper admonition, he/she shall be excommunicated. If the member refuses admonition and the pastoral concern of his fellow members, he/she has thereby excluded him/herself. A unanimous vote of members present shall be required for every resolution by the Congregation for excommunication or self-exclusion.

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor and the Board of Elders. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor and Board of Elders deem most suitable.

- e. Inactive Members – A communicant member who, in the judgment of the Board of Elders, shows no interest in attending church services, fails to partake of Holy Communion, and fails to financially support the Congregation for a period of one year, shall be presumed no longer to desire church membership and shall not be counted in the membership statistics of the Congregation. However, his/her name and record shall be kept in the files one year thereafter. If he/she resumes activity within that year, he/she shall be restored to the active membership list; if not, he/she shall be dismissed from the Congregation and notified accordingly.
- f. Status – A person whose communicant membership has been terminated has forfeited all rights of a member of this Congregation and all claims upon the property of the Congregation as such, or upon any part thereof, as long as he is not reinstated into membership.

## 2. Voting Membership

Voting membership terminates when communicant membership terminates according to Article I of these Bylaws.

## Article II – Congregational Meetings

### A. Church Calendar

- 1. The church year for elected officers shall run from January 1 to December 31.
- 2. The church year for fiscal affairs shall run from July 1 to June 30.

## B. Regular Meetings

1. Regular meetings of the Congregation shall be held in June and November, or, if necessary, on some other date designated by the Parish Council.
2. The election and/or ratification of the Board of Elders, Parish Council, and Nominations Committee shall occur at the November meeting.
3. The adoption of the next year's budget shall take place at the June meeting.

## C. Special Meetings

Special meetings of the Congregation may be called by the Pastor, the President, or at the written request of five (5) voting members. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted thereat.

## D. Notice of Meetings

1. Notice of the annual meetings of the Congregation shall be given orally at the services of worship and/or published in church communications at least two weeks prior to the time of the meeting.
2. Notice of special meetings shall be given orally at least two Sundays prior to the time of the meeting OR in the services of the previous Sunday when accompanied by notification by mail by mail, email or other forms of communication to all communicant members at least five (5) days in advance of the meeting.
3. For meetings in which the sale and conveyance or encumbrance of church real estate is involved, the provisions of the Law of the State of Minnesota must be followed.

## E. Quorum

A quorum shall consist of 10% of the rolling average weekend attendance, as calculated for the 12 month period of the previous fiscal year.

## F. Vote Required

A majority of all votes cast at any meeting shall be sufficient to transact any business, except to amend the Constitution or Bylaws, to sell or convey or encumber church real estate, call a pastor or synodically trained professional church workers, in which case a two-thirds (2/3) majority of all votes cast shall be necessary. Excommunication requires unanimous vote as specified in Article I, Section B.1.d of these By-laws.

## G. Conduct of Congregational Meetings

Robert's Rules of Order, modified by Christian courtesy and charity, shall govern all meetings of the Congregation and Planning Council.

## Article III – Calling of Pastors and Synodically Trained Staff

### A. Nominations

Whenever it is deemed advisable to call pastors or synodically trained professional church workers the Parish Council shall serve as the Call Committee, or may appoint a separate Call Committee from among the Congregation's membership.

The Call Committee shall secure a list of candidates, with all available information concerning them, from the District Presidents, and from any member of the Congregation who may wish to submit the name of a candidate. The committee shall then secure any additional information possible through the accepted Synodical channels. This, then, becomes the official call list from which the candidate-elect is selected.

### B. Elections

The election of a Pastor or synodically trained professional church worker from the list of candidates provided by the Call Committee shall be by ballot in a special meeting of the congregation called by the President. The candidate receiving a two-thirds (2/3) majority of all votes cast shall be considered elected. The election, if possible, shall be made unanimous by a rising vote. The call shall be signed by the President, the Secretary and the Pastor or Vacancy Pastor.

## Article IV – Congregation Organization

The formal elements of organization for the Congregation are the Voters' Assembly, the Parish Council, officers, Board of Elders, the Senior Pastor and the Staff. It is the intent of this Constitution and By-laws that the day to day management of the Congregation be delegated to the Senior Pastor and Staff. In addition they shall act as staff to the Parish Council for planning, budgeting and the implementation and follow-through of Parish Council areas of responsibility. The Parish Council, as a corporate body, is tasked with oversight of the staff as a whole. How these formal elements of organization are structured may be changed from time to time, but the then current structure will be communicated to the Congregation. Informally, the Parish Council, Board of Elders, or Staff may commission individuals and task groups from time to time. It is the intent that all aspects of the church and its various internal organizations be directed to the glory of God and the "Great Commission."

## Article V – Nominations Committee and Elections

### A. Nominations

1. The Nominating Committee shall consist of a total of three (3) members elected by the Congregation at the November meeting, plus the Senior Pastor (or appointed staff member) and President (or appointee). The term of each of these members shall be three (3) years; with the terms so arranged that one new member is elected each year. Other Parish Council members, staff or their spouses are not eligible.
2. The Nominating Committee shall assemble a slate of candidates for the Elders, Parish Council and Nominating Committee (minimum of 1 person per open role), based on names supplied to the committee by the members, provided that the proposed candidates are spiritually qualified (faithful in church and communion attendance), interested in the life and activity of the church

and willing to serve. The nominees are to be notified of their consideration, and the duties and responsibilities shall be explained so the nominee can make a prayerful decision prior to the November meeting.

3. A list of the candidates, plus a brief biographical sketch of each, shall be communicated to the members of the Congregation at least two weeks prior to the November Voter's Assembly meeting.
4. The Nominating Committee shall prepare ballots, tally and announce election results for the November Voter's Assembly meeting.
5. Nominations are not taken from the floor during the meeting.

#### B. Elections

1. All Elders, Parish Council and Nominating Committee members shall be elected by a plurality ballot vote.
2. Elders, Parish Council and Nominating Committee members shall be elected for the terms specified in this Constitution and shall assume the duties of their office on January 1 following their election.
3. In the event of a vacancy in the Parish Council or the Nominating Committee, the Council shall appoint a successor to serve the remainder of the unexpired term of the member replaced.

#### C. Installation

Newly elected Parish Council members shall be installed at a service of worship in December, if at all possible.

### Article VI – Qualification of the Parish Council Members and Officers

Parish Council members may be any member of the Congregation who has attained the age of nineteen (19) years and who has been a member of the Congregation for at least one (1) year.

### Article VII – Duties of the Parish Council

#### A. Duties

1. Be primarily responsible for the duties outlined in the Constitution.
2. Consider and discuss matters pertaining to the general welfare of the Congregation as presented by the Senior Pastor, Staff, or members of the Congregation.
3. Oversee the Senior Pastor (along with the Elders, who oversee his spiritual role)
4. Develop or review recommendations for presentation to the Voters' Assembly meetings.
5. Act to assign responsibility for matters committed to it by the Congregation.
6. Take any action or incur any expense deemed necessary in case of emergency, between congregational meetings. The existence of an emergency shall first be established by a simple majority of the Council.

7. Review all proposed salary actions (all salaried personnel) prior to submission of the yearly budget to the Congregation.
8. Review with the Senior Pastor any hires for key staff.
9. Designate an individual to act as Secretary. The Secretary shall:
  - a. Keep accurate minutes of the meetings of the Voters' Assembly and the Parish Council, which shall be entered in the official minute book of the Congregation. Distribute such minutes as necessary.
  - b. Assist in conducting any official correspondence ordered by the Voters' Assembly or Parish Council.
  - c. Insure that quarterly capsule summaries of decisions of the Parish Council are published in the newsletter of the Congregation.

## **B. Authority**

Matters which, in the opinion of the Parish Council need not come before the Congregation for decision may be decided by the council, but all such decisions shall be reported to, and shall be subject to review by the Voters' Assembly.

## **Article VIII – Duties of Officers**

### **A. President**

The President shall:

1. Preside at all meetings of the Voters' Assembly and the Parish Council.
2. Appoint any special committee or delegates as may be needed or as directed by the Congregation in consultation with the Senior Pastor and Staff.

### **B. Vice President**

1. Preside at all meetings of the Voter's Assembly and the Parish Council in which the President cannot attend.
2. Serve out the term of the president in the case the president cannot fulfill his/her term.

### **C. Treasurer**

The Treasurer shall:

1. Cause to have paid all bills authorized by the Congregation budget and approved by the individual to whom approval has been duly delegated.
2. Assure that accurate records, files and books are being maintained for the Congregation and that they remain the property of the Congregation.
3. Assure that a financial review of records, files and books is done annually and that a report of this review is made available to the Parish Council.

4. Submit at least a quarterly report to the Parish Council and publish it in the Congregation newsletter.
5. Submit an annual statement of financial position to be distributed to the Congregation at the close of the fiscal year.
6. Be bonded in such amount as determined by the Parish Council; the premium to be paid by the Congregation.
7. Be a voting member of the church finance committee.

## Article IX – Standing Committees

### A. Finance Committee

1. The treasurer shall assemble a team of qualified financial people to oversee the spending plans and finances for the congregation.
2. The Committee is composed of members of SMLC. The volunteers are approved by the Parish Council in consultation with the senior Pastor. Additionally, the full slate will be approved annually by the congregation at the November Voter's Assembly Meeting.
3. The appointed members will serve a two-year term, with at most three terms. The two year term will run concurrently with the Parish Council term.
4. Annually, the Committee will assist the Treasurer and director of accounting in the overall budget process. The budget or budget alternatives will be shared with the PC and then the congregation for final approval.
5. The full responsibilities for the committee are contained in the "Charter of the Finance Committee," which is maintained by the treasurer and approved by the Parish Council.
6. The Finance Committee shall elect its own chairperson. This position cannot be held by the current Treasurer.

### B. Local and Global Missions Committee

1. The Local and Global Missions Ambassador shall assemble a Local and Global Missions Committee.
2. The committee shall be affirmed by the November Voter's Assembly meeting.
3. The committee is responsible for seeking mission opportunities to support, insuring that local and global mission activities are reported to the church.
4. The committee will recommend a spending plan to the Parish Council for the mission of the church.

### C. Preschool Committee

1. The Discipleship Ambassador shall assemble a team to oversee the preschool.
2. The Preschool Committee will report to the Parish Council through the Discipleship Ambassador, who will be a voting member of the preschool committee.

3. The committee is responsible for planning the operations of the preschool including staffing, budgeting, recruiting, and other necessary operations.
4. Budget and staffing decisions shall be presented to the Parish Council for approval.

#### Article X - Changes in Bylaws

To alter or repeal any paragraph or provision of these By-laws, it shall be requisite that at a regular or special meeting of the Congregation, two-thirds (2/3) of all members present cast their vote in favor thereof. A written notice of any proposed change with a copy of the same must appear in the Congregational newsletter mailed to all members prior to the meeting.