

By-laws of
St. Pauls Evangelical Lutheran Church
of the Village of Hilton, County of Monroe, State of New York

Preface

In accord with Articles VI, VII, and XI of the Constitution of this congregation, the following by-laws are adopted so that the affairs of this congregation can be carried out in Christian love, in good order, for the advancement of Christ's Kingdom. As circumstances dictate, these by-laws may be, and ought to be, changed when needed. However, as dictated in Article VI, no by-law may be contrary to the Constitution.

Section I: Membership

The definitions of membership below are progressive and inclusive, such that each and every member of St. Paul Lutheran Church is first and foremost a Soul member.

Soul Members

Any and all persons under the spiritual care of the congregation and/or its Pastor shall be considered Soul members of the congregation. The pastor and congregation should regularly encourage Soul members to actively participate in the worship, Christian education, and fellowship of St. Paul Lutheran Church, so that they may receive the blessings of hearing God's Word. The pastor and congregation should undertake this mission as Christ commanded (*Matt. 28:18-20*) in the hope that they will become members of the Body of Christ and receive his Grace and salvation.

Baptized Members

All Soul members who have been baptized in the name of the Father, Son, and Holy Spirit, especially children who have not yet confirmed their baptismal vows, shall be considered Baptized members of the congregation. The congregation shall provide education in the Christian faith and Lutheran doctrine to its Baptized members so that they may learn God's Word and grow in faith and wisdom to the end that, through the power of the Holy Spirit, they may enter into Communicant membership.

Communicant Members

All Baptized members who have been accepted into communicant fellowship shall be considered Communicant members of the congregation. Communicant members must accept the confessions of our faith set forth in Article III, be familiar with Luther's Small Catechism, and earnestly desire to conform their life to the rule of God's Word.

Admission to Communicant Membership

Communicant members are received by any of the means below. All Communicant members shall be given a copy of the constitution and by-laws of the congregation when they are admitted.

Confirmation

Any Soul member who has completed a satisfactory course of instruction in the Christian faith and Lutheran doctrine, as defined in Article III of the Constitution, shall be received into Communicant membership by the Rite of Confirmation.

Transfer

Communicant members of a congregation which is a member of, or is in altar and pulpit fellowship with, the Lutheran Church—Missouri Synod who desire to transfer their membership to this congregation should present a letter attesting their Communicant membership to the Pastor. The Pastor may then accept them into Communicant membership. He should report the acceptance of new Communicant members by letter of transfer to the Church Council and the congregation at their next meetings for ratification.

Profession of Faith

Persons who are members of a congregation not in altar and pulpit fellowship with the Lutheran Church—Missouri Synod shall meet with the Pastor to demonstrate satisfactory qualifications for Communicant membership. Upon the Pastor's acceptance of these qualifications, he shall recommend their acceptance into Communicant membership to the Board of Elders and the Church Council. The Board of Elders and the Pastor should then present the recommendation to the congregation at its next meeting for ratification.

Reaffirmation of Faith

Former members, whose Communicant membership has been terminated by any of the

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various means defined below, shall meet with the Pastor to demonstrate satisfactory qualifications for Communicant membership. Upon Pastor's acceptance of these qualifications, they may be received back into Communicant membership in the same manner as by Profession of Faith, above.

Duties and Responsibilities of Communicant Members

Communicant members should always strive to lead a Christian life in thought, word, and deed. (*John 14:15, I John 2:24, Luke 10:27-28*) They should attend worship regularly (*Ex. 20:8, Ps. 122:1*) and partake of the sacrament of the Lord's Supper regularly (*I Cor. 10:23-26*). Additionally, they should endeavor to practice good stewardship with their time, talent, and treasure, contributing to the extension of Christ's kingdom according to their ability (*James 2:17-18, Luke 12:48*). They should also avoid ungodly activities and associations (*Gal. 5:19-21, Eph. 5:11-12*).

Termination of Communicant Membership

A Communicant member may have their membership terminated for any of the reasons below. Persons whose membership has been terminated forfeit all rights of membership and all claims upon the property of the congregation.

Transfer to Sister Congregations

Communicant members who desire to transfer their membership to a congregation which is a member of, or is in altar and pulpit fellowship with, the Lutheran Church–Missouri Synod shall present their request to the Pastor. The Pastor shall discuss the request with the Board of Elders and report such transfers to the Church Council and the congregation at their next meetings for ratification.

Joining Other Churches

If a Communicant member joins a congregation, or any other religious organization, which is not in altar and pulpit fellowship with the Lutheran Church–Missouri Synod, they shall have terminated their membership (*II Cor. 6:14-17*). Upon recommendation of the Pastor or the Board of Elders, the termination of their membership shall be considered at the next congregational meeting. Passage of such a resolution (by simple majority) shall cause their name to be removed from the Communicant member roster.

Whereabouts Unknown

A Communicant member whose whereabouts are unknown and cannot be established for a minimum of two years may be removed from the membership roster. Upon recommendation of the Pastor and the Board of Elders, the termination of their membership shall be considered at the next congregational meeting. Passage of such a resolution (by simple majority) shall cause their name to be removed from the Communicant member roster.

Self-Exclusion

A Communicant member who has excluded themselves from the worship life of the congregation and the use of the Sacraments shall be encouraged, through visitation by Elders and the Pastor, to renew their spiritual life and return to regular attendance at worship services and partake of the Sacraments. If, after a period of at least one year, the member continues to refuse to end their self-exclusion, they shall forfeit their membership. The Board of Elders and the Pastor shall report their efforts to persuade the member to end their self-exclusion to the Church Council. The Council shall consider whether to continue the effort or recommend termination of membership. Should the Council decide to recommend that their membership be terminated, it shall be considered at the next congregational meeting. Passage of such a resolution (by simple majority) shall cause their name to be removed from the Communicant member roster.

Excommunication

Members who conduct themselves in a consistently un-Christian manner by persistently adhering to false teaching, contrary to the standards set forth in Article III of the constitution, leading an ungodly life, or persisting in willfully offensive conduct shall be admonished in Christian love (*Matt. 18:15-20*) and called to repent and amend their life. Only if a diligent, thorough attempt at leading the member to repentance fails should the Board of Elders and the Pastor recommend the termination of membership (*I Cor. 5:13*) to the Church Council. The Council shall consider whether to continue the reconciliation effort or recommend excommunication. Should the Council decide to recommend excommunication, it shall be considered at the next congregational meeting. Passage of such a resolution (by two-thirds

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majority) shall cause their name to be removed from the Communicant membership roster.

Voting Members

Admission to Voting Membership

All Communicant members who have reached the age of 18 years may vote in congregational meetings.

Duties and Responsibilities of Voting Members

It is the duty of every Voting member to attend congregational meetings. They should accept nomination for office, where appropriate, committee appointments, etc. and generally participate faithfully in the business activities of the congregational meetings.

Termination of Voting Membership

A person whose Communicant membership has been terminated also forfeits their voting membership.

Section II: Congregational Meetings

The power of the congregation granted in Article VI is exercised principally through congregational meetings.

Regular Meetings

Regular meetings of the congregation shall be held throughout the year, in January, April, May, September, and November. Certain meetings have specific principal purposes:

- April: Proposal of an annual budget
- May: Adoption of an annual budget
- September: Nomination of candidates for officers whose term is about to expire
- November: Election of officers

Special Meetings

Special meetings of the congregation may be called as the need arises. The Pastor, the Church Council, the President of the congregation, or any group of five Voting members may call for a special congregational meeting. The purpose of any special congregational meeting shall be included with the announcement of the meeting, as prescribed below.

Calling Meetings

Every meeting of the congregation, regular or special, shall be announced in the service bulletin(s) or orally at all of the worship services during the two weeks preceding the meeting.

Conduct of Meetings

Whenever a congregational meeting has been appropriately announced and convened with the appropriate quorum of members, it shall be capable of transacting business of and for the congregation

Quorum

For general business, a quorum of 30 voting members is required to convene a congregational meeting. Any and all resolutions requiring a two-thirds majority vote (e.g., amending the constitution or articles of incorporation, erection or removal of buildings, excommunication, or removal of the Pastor, a teacher, or officer from office) require a quorum of 40 Voting members in order to be voted upon.

Conduct

All meetings of the congregation are to be conducted in good order according to the concepts of Christian love and discipline. The basic precepts of *Robert's Rules of Order* should be followed and consulted for regulation of specific issues at need.

The order of business for congregational meetings should follow this general pattern, subject to modification where necessary:

1. Call to Order (by the President)
2. Opening devotions
3. Verification of a Quorum
4. Statement of purpose (for special meetings)
5. Review and approval of Minutes of the preceding meeting(s) (regular meetings only)
6. Reports of Boards and Committees (as applicable)
7. Pastor's Report
8. Principal's Report
9. Old or Unfinished business (if any)
10. New business
11. Adjournment with prayer

Legal Force

All members of the congregation, regardless of whether or not they participate in a particular meeting, are bound by the resolutions passed at a properly convened congregational meeting.

Section III: Congregational Government

The administration of the affairs of the congregation is carried out on the behalf of the congregation by its Officers, Boards, and committees, as prescribed in Article VII of the constitution.

Officers

The officers of the congregation shall include:

- President
- Vice-President
- Recording Secretary
- Treasurer
- Chairpersons of all permanent Boards (listed below)

Terms of office, eligibility requirements, and duties are specified for each individual officer.

Boards

The following permanent boards are established to serve the needs of the congregation, physical and spiritual, in the work of extending Christ's kingdom.

- Board of Christian Education
- Board of Deacons
- Board of Elders
- Board of Lay Ministry
- Board of Stewardship
- Board of Trustees
- Board of Youth Ministry

Terms of office, eligibility requirements, and duties are specified for each individual Board and its Chair. Board members are appointed by their respective Chairpersons, subject to approval by the Church Council and the congregation.

Committees

The Church Council shall create committees as needed, on a permanent or temporary basis. Examples of such committees include:

- Audit Committee
- Call / Selection Committee
- Computer Systems Committee
- Constitutional Review Committee
- Nominating Committee
- Planning Committee
- Publicity Committee

Such committees may be appointed directly by the Council, or the Council may appoint a Chairman

who will appoint members in turn, subject to Council approval.

All committees are accountable directly to the Council, unless otherwise stipulated by the Council. Committees that are listed within the sections pertaining to specific Boards generally report to said Board; the Board Chair shall present such reports to the Church Council and congregation as appropriate.

Voluntary Organizations

Voluntary organizations may be formed within the congregation for the purpose of service, outreach, fellowship, or any other expression of Christian love. Such organizations shall create a charter to define their mission and the scope of their activities, subject to ratification by the Council and congregation. Voluntary organizations should present periodic reports to the Council and/or congregation on their activities and, when separate from the congregational accounts, their finances.

Section IV: Election and Removal of Officers

Nominating Committee

The Church Council shall appoint a Nominating committee to prepare a slate of candidates for office. The committee should endeavor to select at least two upstanding, capable, responsible Voting members to run for each office. Members approached by the Nominating committee should give prayerful consideration to accepting the nomination for office. No member may be nominated for office without his or her consent.

Nomination of Candidates

The Nominating committee shall present its slate of candidates to the congregation at its regular September meeting. Any Voting member is entitled to make additional nominations at this time, provided that the prospective candidate consents before the election is held.

Election of Officers

Elections for officers shall be held at the regular November congregational meeting. Elections may be conducted by show of hands or by ballot. A paper ballot vote shall be used if at least one Voting member present requests it.

For each office, the candidate receiving the largest number of votes shall be elected to that office.

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Newly elected officers assume their duties on the first day of January of the following year, unless specified otherwise for a specific office.

Vacancy or Leave of Absence

In the event of a vacancy in any office, the Church Council shall appoint a successor, in accordance with any eligibility requirements specific to the office, to serve until the next annual election of officers. A new candidate shall be elected to fill any vacant office at the next annual election, regardless of the length of the term of the vacated office. The newly elected candidate shall begin and serve a new, full term of office.

In the event that an officer requests a leave of absence, the Church Council shall appoint an assistant, in accordance with any requirements specific to the office, to serve during the period of absence. If the leave of absence exceeds one-half of the term of office, the office shall be considered vacant.

Removal of Officers

The congregation may remove its officers from office for any of the following causes:

- Persistent adherence to false teaching, contrary to the standards set forth in Article III of the constitution,
- Leading an ungodly life or persisting in willfully offensive conduct,
- Willfully neglecting the faithful administration of the office,
- Exhibiting manifest incompetence to adequately administer the office.

Officers should be admonished in Christian love should they give cause for the congregation to consider their removal (*Matthew 18:15-20*). Only if a diligent, thorough attempt at resolution and reconciliation fails should the congregation, consider the action of removing them from their office. The Board of Elders should lead the reconciliation efforts as required by its duty. The removal of an officer requires a two-thirds majority vote in a congregational meeting.

Appointed Board and committee members may be removed from their position by the Council or the congregation for the same cause, in the same manner, and with the same gravity as elected Officers. However, the removal of an appointed

Board or committee member by the congregation (or ratification of such removal by the Council) requires only a simple majority vote in a congregational meeting

Section V: Duties and Terms of Officers

President

Term of Office

The term of office of the President shall be one year.

Eligibility

All candidates for President must be at least 25 years of age and must have been a Voting member of the congregation for at least three immediately preceding consecutive years.

Duties

The President shall preside at all congregational meetings and is, ex-officio, a member of all standing Boards and Committees.

The President, together with the Chair of the Board of Trustees, acts as the legal representative of the congregation.

Vice-President

Term of Office

The term of office of the Vice-President shall be one year.

Eligibility

All candidates for Vice-President must be at least 25 years of age and must have been a Voting member of the congregation for at least three immediately preceding consecutive years.

Duties

The Vice President shall preside at all meetings of the Church Council.

The Vice President shall assist the President when required. When the President is absent, the Vice President shall assume the duties of the Office of the President. In the event of a vacancy in the Office of the President, the Vice-President shall assume the Office of President for the remainder of the term.

Recording Secretary

Term of Office

The term of office of the Recording Secretary shall be one year.

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Eligibility

All candidates for Recording Secretary must have been a Voting member of the congregation for at least one year.

Duties

The Secretary shall keep accurate minutes of all congregational and Council meetings for the records of the congregation.

The Secretary shall also ensure proper accounting and maintenance of all official congregational records, including, but not limited to the membership roster, the official, signed, copy of the constitution and by-laws, established policies, and the official church seal. The Secretary should coordinate this maintenance with church and school administrative staff.

Treasurer

Term of Office

The term of office of the Treasurer shall be one year.

In the event that no suitable candidate is found to accept the nomination for the office of Treasurer, the congregation may contract a Treasurer.

Eligibility

All candidates for Treasurer must have been a Voting member of the congregation for at least one year. Additionally, candidates for Treasurer must possess adequate relevant financial experience (as defined in the job description for the Treasurer), as determined by the Board of Deacons and the Church Council.

Duties

The treasurer is responsible for the disbursement of funds authorized by the congregation, both in the budget and by other means, and shall keep orderly records of all expenditures and receipts. Summaries of these records shall be presented to the Council and the congregation at their regular meetings and audited by the Board of Deacons at regular intervals.

The treasurer shall be bonded, to an extent determined by the Board of Deacons.

The treasurer shall also act as an advisor to the Boards of Deacons and Stewardship.

Board Chairpersons

Eligibility and Terms of Office

The eligibility requirements and terms of office are listed separately for each board in the following section.

Duties

Each Board Chair should appoint the remaining members of the Board subject to approval by the Church Council, with subsequent ratification by the congregation. All Board members shall be Voting members of the congregation. If the term of office of the Board members is three years, the Chairpersons should endeavor to structure the terms of the Board members so that one-third of the positions are appointed each year. Where minimum and/or maximum numbers of members are specified, the Chairperson is not counted in the limit.

Each Board Chair shall preside at all meetings of the Board and be aware of all activities of the Board at all times. Each Board Chair is responsible for presenting periodic reports to the congregation on the Board's activities. Other, specific, duties are enumerated for each Board Chair in the following section, along with the duties of the Board as a whole.

Section VI: Permanent Boards

Board of Christian Education

Chairperson

Eligibility and Term of Office

All candidates for Chair of the Board of Christian Education must be at least 25 years of age, must have been a Voting member of the congregation for at least three immediately preceding consecutive years, and must have previously served one year as a member of the Board. The Board Chair may not concurrently be a member of the school staff or faculty.

The term of office of the Chair of the Board of Christian Education is two years. The term of this office begins on the first day of July and ends on the last day of June (not January to December as all other Officers' terms). If the newly elected Chair is not currently a member of the Board of Christian Education, he or she should, immediately upon election, be considered an advisory member of the Board.

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Duties

The Chair of the Board of Christian Education shall appoint the Sunday School Superintendent for a term of three years, subject to approval by the Church Council and subsequent ratification by the congregation.

The Chair of the Board of Christian Education shall also appoint the Chair of the Tuition committee, subject to approval by the Church Council Council and subsequent ratification by the congregation.

Board Members

Membership and Terms of Office

The Board of Christian Education shall consist of not less than six and not more than nine members. All members of the Board must have been Voting members of the congregation for at least one year and may not concurrently be members of the school staff or faculty. The term of office of Board members is three years.

Duties

The Board of Christian Education is responsible for ensuring that all educational activities within the congregation (both the Church and school) are carried out in an effective and God-pleasing manner and that all education in the Christian faith and Lutheran doctrine conforms to the doctrinal requirements in Article III of the constitution, as required by Article X.

The Board of Christian Education should make recommendations to the Church Council and congregation, as appropriate, regarding needs and opportunities for educational activities of the congregation, including, but not limited to:

- creation of a teacher or administrator Selection committee
- creation or discontinuation of educational programs
- salaries and benefits for teaching staff
- repairs or alterations to the physical facilities (pertaining to the Christian day school)

Christian Day School

The Board shall provide guidance and direction to the Christian day school of the congregation in the best interests of the students, their parent(s), and the congregation. The Board shall also ensure that all relevant educational standards, both secular

(e.g., State of New York requirements) and spiritual (e.g., Article X of the constitution), are met. To these ends, the Board shall formulate policies (using published Synodical materials for school boards as guidance) to govern the various aspects of the operation of the school. The Board should also regularly review existing policies to ensure that they remain relevant and effectual. New and modified policies shall be submitted to the Church Council and the congregation for ratification. Additionally, the Board shall make recommendations to the Council regarding all changes in staffing of the day school, subject to approval by the congregation.

The Administrator of the Christian day school shall be the Principal. The Principal is responsible for the day-to-day operation of the school according to the relevant policies enacted by the Board of Christian Education and the congregation. Specific procedures for enacting such policies should be formulated jointly by the Principal and the Board, with input from the other faculty and staff where appropriate. The Principal may authorize such expenditures as are required for the day-to-day operation of school within the limitations of the approved budget for the Christian day school. The Board is also responsible for conducting an annual performance review of the Principal.

The Board of Christian Education shall be aware of the financial affairs of the school at all times and should make recommendations to the Church Council concerning expenditures which would require changes to the approved budget. The Board shall also provide assistance to the Board of Deacons in their planning of the annual budget. To support the financial needs of the day school, the Board of Christian Education shall oversee a Tuition review committee.

Congregational Christian Education

The Board should oversee the conduct of Christian education for the congregation, including Sunday School for children, Bible study for adults, and others, such as Vacation Bible School, etc. The Board is responsible for ensuring that all such Christian education is conducted as required by Article X of the constitution.

The Sunday School of the congregation shall be administered by the Superintendent. The Superintendent shall annually appoint such

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teachers and aides as are required, subject to approval by the Board and Church Council.

Tuition Committee

The Tuition committee shall, on at least a semi-annual basis, review the past and projected budget of the Christian day school at St. Paul. It should consult with the Principal and the Boards of Deacons and Stewardship during this review. The committee shall then present its recommendations regarding day school tuition to the Board of Christian Education, which should, in turn, present the recommendation to the Church Council and congregation.

Board of Deacons

Chairperson

Eligibility and Term of Office

All candidates for Chair of the Board of Deacons must have been a Voting member of the congregation for at least one year. The term of office is three years.

Duties

The Chairperson of the Board of Deacons functions as the Financial Secretary for the congregation. He or she shall also serve as an advisor to the Board of Stewardship.

Board Members

Membership and Terms of Office

The Board must consist of at least three additional Voting members of the congregation. The term of office is three years.

Duties

The Board of Deacons is responsible for the receipt, counting, and deposit of offerings from worship services and reporting the same to the Treasurer on a weekly basis. The board shall also, in cooperation with the Treasurer, maintain accurate records of receipts from all sources, including offerings, contributions, memorials, school tuition, etc. The Board shall be aware of the financial affairs of the congregation at all times and shall make reports to all regular meetings of the Council and the congregation.

The Board of Deacons is responsible for the preparation and submission of the proposed annual budget for the April congregational meeting. The Board shall conduct studies of congregational expenditures and consult with the Treasurer and

the Board of Stewardship in preparation for the submission of the annual budget.

Audit Committee

The records of the Treasurer shall be audited quarterly by the Audit Committee and a report submitted to the Council for presentation at the next regular congregational meeting.

Board of Elders

Chairman

Eligibility and Term of Office

All candidates for Chair of the Board of Elders must be male, at least 35 years of age, and have been a Voting member of the congregation for at least three immediately preceding consecutive years and must have previously served as a member of the Board. The term of office is three years.

Duties

The Chairman of the Board of Elders should work closely with the Pastor, providing practical assistance and spiritual support.

Board Members

Membership and Terms of Office

The Board of Elders shall consist of at least six men, jointly appointed by the Chairman and the Pastor. All members of the Board of Elders must be male, at least 35 years of age, and have been a Voting member of the congregation for at least three immediately preceding consecutive years. The term of office is three years.

Duties

Members of the Board of Elders (hereafter simply "Elders") shall strive to be examples of Christian conduct in word and deed: temperate, sensible, and repentant. They should always seek to glorify the Lord and build up the Body of Christ. Elders should attend worship services and Bible study on a regular basis.

The Elders shall assist the Pastor when necessary in the conduct of worship services. The Elders shall have the responsibility, in the absence of the Pastor or under his direction, to carry out the Pastoral functions of preaching the gospel, forgiving and retaining sins (the Office of the Keys), Baptizing and consecrating the elements of Holy Communion (the Sacraments), all in the name of the Father, Son, and Holy Spirit.

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The Elders should serve as an advisor and resource for the Board of Lay Ministry in ensuring that worship services are conducted in good order. The Elders shall oversee the assistants to the Pastor in the distribution of the elements of Holy Communion.

The Elders shall serve as a resource for the Church Council by providing considered investigation and spiritual guidance on sensitive and difficult issues. The Elders shall also oversee an annual Pastoral review, and should seek interested Voting members not on the Board to participate in this review.

The Elders, when sought, shall assist an aggrieved member who has already made a diligent effort to resolve the situation directly, as prescribed in *Matt. 18:15*, without success. In such a situation, the Elders shall function as intermediaries and the witnesses described in *Matt. 18:16-17*. If a member persists in living an un-Christian life or willfully offensive conduct, despite all efforts to bring them to repentance, the Board of Elders, together with the Pastor, should recommend to the Church Council that the congregation consider removing them from Communicant membership, according to Section I of these by-laws.

The Elders, together with the Pastor, shall seek to encourage members who appear to have excluded themselves from the worship life of the congregation and the Sacraments to return to regular attendance. If a Communicant member continues their self-exclusion after more than one year of encouragement and admonition by the Elders and/or the Pastor, the Board of Elders should recommend to the Church Council that the congregation consider removing them from Communicant membership, according to Section I of these by-laws

Board of Lay Ministry

Chairperson

Eligibility and Term of Office

All candidates for Chair of the Board of Lay Ministry must have been a Voting member of the congregation for at least one year. The term of office is three years.

Duties

The Chair of the Board of Lay Ministry should appoint the Chair of the Evangelism committee, subject to approval by the Church Council.

Board Members

Membership and Terms of Office

The Board shall consist of at least nine Voting members of the congregation. The term of office is three years.

Duties

The mission of the Board of Lay Ministry is to build loving Christian relationships within St. Paul and with the community at large through worship, fellowship, social outreach, and evangelism.

Worship

The Lay Ministers shall work to foster an atmosphere conducive to worship and to ensure that worship services are conducted in good order. To support the worship and ministry of the congregation, the Board shall undertake or organize activities and services during the worship services (which are not reserved in the four Pastoral functions). These activities and services include, but are not limited to:

- Appoint a Head Usher and oversee the functioning of the Ushers in general.
- Oversee the Acolytes.
- Oversee the Greeters.
- Oversee and schedule Scripture readers.
- Appoint and oversee a Nursery service for small children during worship services.
- Oversee the Music Committee.

Fellowship

To promote Christian love and fellowship within the congregation, the Board should sponsor activities such as new member dinners and maintaining the Friendship Center.

It should endeavor to keep the congregation informed by providing resources and information on social issues affecting the life of the church, community, and nation.

The Board should also be a resource for the Board of Stewardship in encouraging volunteer assistance within the congregation.

Social Outreach

To promote Christian love and fellowship both within and outside the congregation, the Board should seek to educate and motivate members in generous use of God's gifts for reaching out to

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fellow men. Examples of this would include, but not be limited to:

- Cooperate with the mission and social agencies of the Lutheran Church–Missouri Synod.
- Coordinate emergency assistance programs and participate in existing community programs.
- Promote ministry to those with special physical, emotional, or spiritual needs, especially those who are confined to their homes or an institution (both members and non-members).

Evangelism Committee

To further the advancement of Christ’s Kingdom, the Evangelism committee should lead an evangelism program according to the Great Commission (*Matt. 28:18-20*) within the congregation and the community. Activities within this program would include, but not be limited to:

- Provide, with the assistance of the Pastor, “Witness” training for the congregation. Coordinate and oversee a program of witness visits to prospective members in order to bring the unchurched to worship services and instruction classes in the Christian faith and Lutheran doctrine.
- Plan and supervise religious surveys in the community.
- Maintain and update the messages on the exterior St. Paul sign(s).

Board of Trustees

Chairperson

Eligibility and Term of Office

All candidates for Chair of the Board of Trustees must be at least 25 years of age and must have been a Voting member of the congregation for at least three immediately preceding consecutive years. The term of office is three years.

Duties

The Chair of the Board of Trustees is, together with the President, the legal representative of the congregation.

Board Members

Membership and Terms of Office

The Board of Trustees shall consist of at least three Voting members of the congregation. The term of office is three years.

Duties

The Board of Trustees is responsible for the care and maintenance of the physical facilities and grounds of the congregational property. It shall ensure that the property is kept clean and in good repair.

The Board of Trustees may conduct repairs or contract repair services subject only to the financial constraints authorized by the congregation in the annual budget. It shall oversee the performance of any recurring services (e.g. custodial, grounds-keeping, or snow removal service, etc.). The Board shall make recommendations to the Council regarding contracts to be issued for such services, subject to approval by the congregation.

Board of Stewardship

Chairperson

Eligibility and Term of Office

All candidates for Chair of the Board of Stewardship must have been a Voting member of the congregation for one year. The term of office is three years.

Duties

The Chair of the Board of Stewardship should be a resource to the Board of Deacons, especially in their preparation of the annual budget.

Board Members

Membership and Terms of Office

The Board of Stewardship shall consist of at least three Voting members of the congregation. The term of office is three years.

Duties

The Board of Stewardship shall actively seek to identify talents possessed by the membership and foster enthusiasm for the giving of time, talents, and treasure. It should strive to educate the congregation in the responsibility of proportionate giving in support of the Lord's work. The Board should provide opportunities for education and training through District and Synod church development programs.

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Stewardship and mission educational programs for the benefit of the congregation, including special activities for the “Mission Sunday” worship services, should be sponsored by the Board of Stewardship. It should keep the congregation informed of District and Synod outreach and mission programs.

The Board shall oversee all congregational fund-raising committees and activities. All proposals for fund-raising activities within the congregation shall be submitted to the Board of Stewardship who will present the proposals to the Council with their recommendations.

Board of Youth Ministry

Chairperson

Eligibility and Term of Office

All candidates for Chair of the Board of Youth Ministry must have been a Voting member of the congregation for one year. The term of office is three years.

Duties

The Chair of the Board of Youth Ministry shall encourage the youth, their parents, and the congregation as a whole to participate in the development of the Youth ministry to promote the growth of the congregation and the extension of the Lord’s Kingdom. The Chair should also actively recruit youth counselors and arrange educational and training activities for them.

Board Members

Membership and Terms of Office

The Board of Youth Ministry shall consist of at least three Voting members of the congregation and should, if possible, consist of one Voting member to represent each school grade level from the seventh through the twelfth. The term of office is three years.

In addition, one advisory youth representative from each school grade level (seventh through twelfth) should be appointed. The term of the youth advisory members is one year.

Duties

The Board of Youth Ministry shall encourage and guide the spiritual, moral, and social growth of the youth of the congregation (seventh through twelfth grades). It shall provide the youth with organized worship, education, service, fellowship, and recreation activities. Such activities may be

planned and coordinated with other Christian young people’s groups outside the congregation when possible.

The Board should plan, promote, and carry out specific service, education, and fellowship activities as a support ministry for the parents of the youth.

The Board shall provide for public recognition of the achievements and accomplishments of the youth of the congregation.

Section VII: Church Council

Membership

Chairperson

The Vice-president of the congregation shall be the chairperson of the Church Council.

Voting Members

The Church Council shall consist of all of the elected officers listed in Section III of these Bylaws.

Non-voting Members

The Pastor and the Principal are advisory members of the Council without votes. The Treasurer, if contracted rather than elected, is also an advisory member only, without a vote on the Council.

Council Meetings

To accomplish its duty, the Council shall meet at least once per month, prior to any regular congregational meeting in that same month. To act or vote on matters delegated to it by the congregation or its duties as assigned by these bylaws, a majority of the voting members of the Council must be present.

Duty of the Council

The duty of the Council is to consider and discuss all matters pertaining to the welfare of the congregation, as presented by the various Boards and committees, and, in turn, present its recommendations to the congregation.

The Council may act directly for and in the name of the congregation only on matters delegated to it by resolution at a congregational meeting. The Council may also act on behalf of the congregation in cases of emergency or great urgency, subject to ratification at the next congregational meeting.

Additionally, the Church Council shall also act to fulfill any other duties specifically assigned to it

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by other sections of these bylaws. These duties include ratifying routine membership recommendations of the Pastor, calling special congregational meetings when necessary, approving appointments by Board Chairs, appointing committees or committee chairs to undertake specific tasks, ratifying voluntary organization charters, appointing a successor in the event of a vacancy in a congregational office, removing appointed Board members from their position if necessary, approving fund-raising activities, and any others which are not listed here or may be added to the bylaws.

Section VIII: Calling of a Pastor; Selection of Teachers; Removal from Office

Pastoral Divine Call

Call Committee

The Church Council shall appoint a Call committee, subject to approval by the congregation at the next congregational meeting. The President of the congregation and at least one member of the Board of Elders shall be members of any Call committee.

Nomination of Candidates

At a properly convened congregational meeting, the list of candidates gathered and reviewed by the Call committee is presented to the congregation for acceptance. Any Voting member is entitled to make additional nominations, provided that sufficient prior notice is given to the Call committee to enable them to gather information on the prospective candidate.

Selection of a Candidate

The selection of a Pastor from the accepted list of candidates shall be by ballot. The candidate receiving a majority of all votes cast shall be selected. The selection should, if possible, be made unanimous by a rising vote.

Calling the Pastor

Once a candidate has been selected, a Divine Call shall be issued to the candidate by the President of the congregation on its behalf.

Teacher/Administrator Selection

Selection Committee

The Church Council shall appoint a Selection committee, subject to approval by the congregation at the next congregational meeting. The school Principal and at least one member of

the Board of Christian Education shall be members of any Selection committee.

Nomination of Candidates

At a properly convened congregational meeting, the list of candidates gathered and reviewed by the Selection committee is presented to the congregation for acceptance. Any Voting member is entitled to make additional nominations, provided that sufficient prior notice is given to the Selection committee to enable them to gather information on the prospective candidate. Candidates who are eligible to be Called should be given first consideration by the Selection committee, even in the event that the position under consideration does not require the long-term, full-time commitment implicit in a Call.

Selection of a Candidate

The selection of a teacher or administrator from the accepted list of candidates shall be by ballot. The candidate receiving a majority of all votes cast shall be selected. The selected candidate may be Called or contracted, according to the qualifications and preferences of the candidate and the desires and needs of the congregation by the Chair of the Selection committee on behalf of the congregation.

Removal from Office

The valid grounds for the congregation to consider the removal of the Pastor, a Called teacher, or Called administrator from their Office are enumerated in Article VIII.C of the constitution.

Investigation of Charges

In the event of charges that the Pastor should be removed, the Board of Elders shall investigate. In the event of charges that a teacher or an administrator should be removed, the Board of Elders shall investigate matters relating to doctrine and conduct; the Board of Christian Education shall investigate matters relating to negligence or incompetence in fulfilling the Office.

In all matters where the Pastor, or a Called teacher or administrator is charged with actions that merit their removal, the Church Council shall contact the Eastern District of the Lutheran Church–Missouri Synod for counsel and assistance. The Board of Elders shall lead efforts at reconciliation and resolution, as required by its duty (Section VI) and the constitution (Article VIII.C).

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Removal Proceedings

In the case of a holder of a Called Office, if the Church Council and the counsel of the District cannot resolve the matter and lay the charges against the Pastor, a teacher, or administrator to rest, it is the Council's duty to recommend to the congregation that Removal proceedings be held. The Church Council shall call a special congregational meeting for the purpose of considering the removal of the Pastor, a teacher, or administrator from their Office. The vote on the issue of removal shall be by paper ballot and requires a two-thirds majority vote for approval.

In the case of a contracted teacher, administrator, or other staff member, if the Church Council and the Board of Christian Education or the Board of Elders, as appropriate, cannot resolve the matter and lay the charges to rest, the Council may terminate the employment of the contracted employee. The termination requires a majority vote by the Council and is subject to ratification by the congregation.

Limit of Authority

The congregation does not have the authority to remove the credentials of the Pastor, a teacher, or an administrator. Should the District or Synod pursue such action, all Officers, Boards, and Committees of this congregation shall cooperate as required.

Release from Office

Necessity for Release

Because the needs of the congregation may change over time due to changes in enrollment in the day school, membership in the congregation, program changes, or budget constraints, it may become necessary to reduce or change the Pastoral, Teaching, or administrative staff. The relevant Board may make such recommendations to the Council: Christian Education in the case of the day school, Deacons for budgetary reasons, Elders in the case of the congregation, etc.

Release Proceedings

Once the Church Council is convinced of the necessity of releasing a Called Pastor, teacher, or administrator from their office, it shall make such a recommendation to the congregation at a regular or special meeting. To release the holder of a Called Office requires a two-thirds majority vote of the congregation, which shall be done by paper

ballot if at least one voting member present requests it.

In the case of a contracted teacher, administrator, or other staff member, the Council may decide, by simple majority vote, to terminate or alter the position held by the individual. Such action is subject to ratification by the congregation at its next meeting.

Section IX: Congregational Property

The purchase or sale of real estate for or by the congregation and the erection or removal of buildings on such property owned by the congregation requires a resolution passed by a two-thirds majority vote of the membership present at properly convened congregational meeting. The Board of Trustees is charged with the responsible maintenance of all real property owned by the congregation and of making recommendations to the Church Council and congregation regarding the same, per its duties (Section VI). Intangible property (such as endowment funds, etc.) shall have by-laws established for its governance; said by-laws also require a two-thirds majority vote of the membership present at a properly convened congregation meeting to enact, modify, or repeal.

Section X: By-law Changes

These by-laws should be periodically reviewed by the Church Council or a committee appointed by the Council for that purpose. Boards, committees, and Voting members of the congregation may also propose changes to the by-laws perceived to be necessary at Council or congregational meetings.

Amendments, changes, or additions to these by-laws may be adopted by a two-thirds majority vote at any congregational meeting, provided:

- The amendment, change, or addition does not conflict with the constitution, and
- The proposed amendment, change, or addition has been submitted in writing at a previous congregational meeting. Notice of the meeting to consider the change shall also be published in all worship service bulletin(s) for two consecutive weeks prior to the meeting at which the amendment, change, or addition is to be considered and printed copies of the complete text of the amendment,

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change, or addition made available at those same services.

Section XI: Definitions

In this document, the following terms are used consistently with regard to items of business in congregational and Council meetings. Where a matter must be “ratified”, the item is intended to be a matter of routine which is normally handled by the Pastor or the congregation’s Officers or Boards and therefore requires a motion and vote principally to confirm the action and make it a matter of record. Ratification may often be obtained after the fact. Where a matter needs “approval”, or must be done “by resolution”, the item of business is not necessarily routine and should be thoroughly discussed before a motion is made and a vote taken. In most cases, an item of business which needs approval cannot be acted on without such approval.

Section XII: Adoption

Upon ratification, these by-laws shall become effective January 1st, in the year of our Lord 2005. Any preceding by-laws shall then no longer be in effect.

These by-laws, with amendements incorporated herein, were adopted by resolution of the congregation at its regular meeting of May 24th, 2005.

Officers’ Signatures

President

Vice-President

Recording Secretary

Chairman, Board of Trustees