

# **BYLAWS - St. Luke's Lutheran Church**

## **1. MEMBERSHIP:**

### **1.1. Admission to Communicant Membership.**

#### **1.1.1. By Confirmation.**

Confirmation itself being a reception into church membership, all who are thus received by this rite become communicant members.

#### **1.1.2. 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 of this Congregation, and upon recommendation by the Senior Pastor, shall be acted upon by the Board of Directors and ratified by the Voters' Assembly.

#### **1.1.3. By Profession of Faith.**

Other persons shall submit their application to the Senior Pastor, and having given satisfactory evidence of qualifications for communicant membership to the Senior Pastor, they shall be received as communicant members after approval by the Board of Directors and ratification by the Voters' Assembly.

### **1.2. Termination of Communicant Membership.**

#### **1.2.1. By Transfer.**

Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the Senior Pastor. Such transfer of membership shall be approved by the Board of Directors in a subsequent meeting.

#### **1.2.2. By Joining Other Churches.**

In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the Senior Pastor, be considered as having terminated their membership, and their names shall be removed from the membership list by a resolution of the Board of Directors.

### **1.2.3. Whereabouts Unknown.**

Individuals on the Membership roster whose whereabouts are unknown and cannot be established shall be removed by the Senior Pastor and the Board of Elders, with such removal being reported to the Board of Directors; forthwith such membership is terminated.

### **1.2.4. Excommunication and Self-Exclusion.**

Any member who conducts himself in an un-Christian manner, either by sins of commission or by sins of omission, shall be admonished according to Scripture by the Senior Pastor and the Board of Elders (reference 5.2.2, 5.2.5, and 5.2.11). If he refuses to amend his sinful life after proper admonition, he shall be excommunicated. If the member refused to attend a meeting of the Board of Directors or any other group deemed advisable by the Board of Directors to discuss his case, he has thereby excluded himself. A unanimous vote of the Board of Directors shall be required for excommunication or self-exclusion. Such action by the Board of Directors must be ratified by the voting membership. Excommunication or self-exclusion terminates membership, but does not deny the right to use the church facilities for worship. As soon as evidence of penitence and a desire to be received into fellowship again has been demonstrated, he shall be received into membership as quickly as possible by action of the Board of Directors with ratification by the Voters' Assembly.

### **1.2.5. Status.**

A person whose communicant membership has been terminated has forfeited all rights of a member of this congregation and all claims upon property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.

## **1.3. Voting Membership.**

The purpose of the Congregation shall be effected through its Voters' Assembly. Only communicant members over the age of eighteen (18) years who have signed an affirmation that they have read the Constitution and By-Laws of the Congregation, presented themselves for membership at a meeting of the Voters' Assembly and have been received into membership by the Voters' Assembly shall be members of the Voters' Assembly.

## **2. THE BOARD OF DIRECTORS:**

### **2.1. Composition.**

The Board of Directors shall consist of the following positions, all of which are elected by the Congregation:

President  
Vice-President  
Secretary  
Treasurer

The Chairmen of:

the Board of Elders  
the Board of Trustees  
the Board of Christian Education  
the School Board  
the Board for Evangelism  
the Board for Stewardship  
the Board for Worship  
the Board for Human Care Ministry

The Pastoral Staff, the Principal and those persons designated by the Board of Directors shall be advisory members of the Board of Directors. The Senior Pastor, or his designee, and the Principal shall be voting members of the Board of Directors. The immediate Past President of the Congregation may serve the Board of Directors in an advisory but non-voting capacity for up to one year. The President and Secretary of the Congregation shall serve as Chairman and Secretary of the Board of Directors respectively.

### **2.2. Meetings.**

The Board of Directors shall meet in regular sessions monthly. Special meetings may be called by the Chairman, Senior Pastor, or any three members of the Board of Directors by notifying each member at least 48 hours in advance. A majority of the voting members of the Board of Directors shall constitute a quorum for purposes of regular and special meetings.

### **2.3. Duties.**

It shall be the principal duty of the Board of Directors to coordinate the program and activities of the various ministries of the Congregation. It shall have the power to act on behalf of the Congregation between meetings of the Voters Assembly. (Reference 6.1 and 6.2 of the Constitution.)

## **2.4. Conflict of Interest.**

Conflict of interest as used in these Bylaws means a situation where a Board or committee member stands to benefit financially from their participation or vote on an issue being considered by the Board or committee. Members should strive to avoid the appearance of impropriety and should abstain from involvement in issues where a financial interest reasonably could arise.

Should a particular matter come before any Board or committee involving a conflict of interest for a Director, committee member, or Board member, that individual shall not vote or use any personal influence in such matter, and shall not be counted in the quorum for a meeting at which Board or committee action is to be taken on the issue. The individual may, however, answer pertinent questions.

The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

## **3. NOMINATIONS AND ELECTIONS:**

- 3.1.** A nominating committee, selected by the President and approved by the Board of Directors, shall present a slate of candidates for all elected offices. Additional nominations may be made from the floor of the meeting of the Voters' Assembly. No person shall be nominated without his/her consent; or serve in more than one elected office at a time. To be eligible for elected office, a person must be a member of the Voters' Assembly for a period of at least one (1) year prior to the commencement date of his/her term of office.

In addition, no teacher or other member of the St. Luke's Lutheran School staff shall be eligible to serve on the School Board. The immediate family (spouse, sibling, child, parent, or grandparent) of school faculty and staff shall not be eligible for election to the School Board or as Treasurer of the Congregation.

No member of the Church staff shall be eligible for any elected office.

- 3.2.** All elected positions shall be elected at a duly called meeting of the Voters' Assembly by a majority ballot vote. Voting shall continue until a clear majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

Elections shall take place at a duly called Voters' Assembly meeting during the second quarter of the calendar year.

- 3.3. All elected Board Members are elected for a term of two (2) years, with each position having a limitation of two consecutive terms, and one-half of the Board positions elected in alternate years unless specified otherwise in these By-Laws.
- 3.4. Elected Board Members shall be inducted into office in a public service of the Congregation.
- 3.5. In the event a vacancy develops on the Board of Directors, the President shall make an appointment for the remainder of the term of office. All such appointments are subject to the approval of the Board of Directors, and ratified by the Voters' Assembly.

#### **4. DUTIES OF OFFICERS:**

##### **4.1. President.**

The President shall:

- 4.1.1. Act as Chairman, preside at Board of Directors meetings and meetings of the Voters' Assembly, and govern same in accordance with parliamentary rules.
- 4.1.2. Be ex-officio of all Boards and Committees.
- 4.1.3. Arrange for orientation of all new Board Members.
- 4.1.4. Encourage all elected and appointed officers and committees to perform their duties faithfully, and admonish any who are negligent in this regard.
- 4.1.5. Together with the Senior Pastor, prepare an agenda for each Board of Directors Meeting and meeting of the Voters' Assembly.
- 4.1.6. Assist the Pastoral Staff in carrying out various Church projects and programs.
- 4.1.7. Appoint, as necessary, and with the approval of the Board of Directors, ad-hoc committees to help care for the business of the church. The Chairman of any ad-hoc committee shall be a voting member of the Congregation. The reason for the creation of committees includes, but is not limited to, purchases of property, By-Law review and recommendations and building projects. Any and all decisions by ad-hoc committees are subject to the review and approval, first by the Board of Directors and then the Voters' Assembly.

## **4.2. Vice-President.**

The Vice-President shall:

- 4.2.1. Preside as Vice-Chairman at Board of Directors Meetings and/or meetings of the Voters' Assembly in the absence of the President, or when asked to do so by the President.
- 4.2.2. Actively assist the President as an ex officio member of all Boards and Committees as requested by the President.
- 4.2.3. Assume the responsibilities of Head Usher and coordinate Ushering duties with the Board for Worship, including scheduling, training and recognition of service through annual "letters of gratitude" to the individual involved.

## **4.3. Secretary.**

The Secretary shall:

- 4.3.1. Maintain accurate minutes of all meetings of the Voters' Assembly and Board of Directors for the permanent records of the Congregation.
- 4.3.2. Maintain all archives in a secure, fireproof cabinet within the Church Office. (These archives include all official documents, books and records of the Secretary and/or Treasurer not in current use.)
- 4.3.3. Maintain an accurate list of all voting members, updated quarterly.
- 4.3.4. Conduct all official correspondence of the Voters' Assembly and the Board of Directors.
- 4.3.5. Keep an accurate attendance record at all meetings of the Board of Directors and Voters' Assembly.
- 4.3.6. Be responsible for notifying members of the Voters' Assembly of the date, time and place of regular and special meetings.
- 4.3.7. Be available to provide the Boards and committees with information as recorded in the minutes when so requested.

## **4.4. Treasurer.**

4.4.1. The Treasurer shall:

Have responsibility of all monies belonging to the Congregation and shall supervise and monitor:

- 4.4.1.1. the deposit into the designated bank account(s) of all Church funds, including the collection of contributions after each service.
- 4.4.1.2. the disbursement of such funds only under the authority and approval of the Board of Directors.
- 4.4.2. Maintain accurate records of all funds and disbursements.
- 4.4.3. Submit a concise financial report monthly to the Board of Directors, and a detailed written financial report to the Congregation at each regularly called Voters' Assembly.
- 4.4.4. Arrange for prompt payment of salaries, remitting of monthly mission offerings and the payment of all bills authorized by the Board of Directors.
- 4.4.5. Offer guidance to the Board of Directors in their consideration of all financial matters, including submission of a complete budget for the coming year in the form and time frame requested.
- 4.4.6. The Treasurer shall meet regularly with the Finance Committee for consultation and assistance.

## **5. DUTIES OF COMMITTEES AND BOARDS:**

### **5.1. Board of Trustees.**

- 5.1.1. The Chairman shall be a member of the Board of Directors and, together with the President, shall appoint the balance of the Board of Trustees, subject to the approval of the Board of Directors.
- 5.1.2. Shall have special charge of all property of the Congregation, shall manage the same, and shall ensure that the deeds and other important documents of the Congregation are well preserved.
- 5.1.3. Shall represent the Congregation in all legal matters as directed and authorized by the Board of Directors.
- 5.1.4. Shall be empowered to make such expenditures as come within the budget of expenses for the fiscal year provided said budget has been previously accepted and approved by the Congregation.
- 5.1.5. Shall meet separately from the Board of Directors at least once every three (3) months.

- 5.1.6. Shall seek approval from the Board of Directors for all unscheduled operating expenses.
- 5.1.7. Shall make and bring up to date, annually, an inventory list of all Church property and equipment with approximate value. Such a list should also record year of purchase of items and thus serve as an easy accounting of age and projected need for replacement of all Church property and equipment.
- 5.1.8. Shall approve all insurance contracts and policies for the physical property and plant after recommendation from the Business Manager and Treasurer.
- 5.1.9. Shall monitor the approved procedure to be followed by the Facilities Administrator in the making and issuance of, all keys for Church property.
- 5.1.10. Shall determine and set up regulations governing the use of Church property and equipment, submitting same to the Voters' Assembly for approval.
- 5.1.11. Shall determine and engage (with the approval of the Board of Directors) adequate custodial and maintenance help; shall also meet periodically with the custodial/maintenance staff to discuss care of buildings, needs and problems in custodial or cleaning services, remuneration or salary for services rendered, etc.
- 5.1.12. Shall negotiate all service contracts (organ, office equipment, etc.). The Trustees may delegate these duties to the Business Manager with the approval of the Board of Directors. Should the Trustees delegate any contract negotiation to the Business Manager, the approval of any and all contracts remains with the Trustees.
- 5.1.13. Shall carry out all resolutions of the Voters' Assembly on purchase, repair, replacement, etc., of the physical property of the Congregation. The Trustees may delegate these duties to the Business Manager with the approval of the Board of Directors. Should the Trustees delegate any contract negotiation to the Business Manager, the approval of any and all contracts remains with the Trustees.
- 5.1.14. Shall submit a written quarterly report for the Voters' Assembly.
- 5.1.15. Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

## **5.2. Board of Elders.**

- 5.2.1. The Chairman of the Board of Elders shall be a member of the Board of Directors. The Chairman, together with the President, shall appoint or remove members of the

Board of Elders, subject to the approval of the Board of Directors. The qualifications for Elders are spelled out in 1 Timothy 3:8-13. Any appointment to, or removal from, the Board of Elders shall be in keeping with these qualifications, which shall be set forth in a written position description and subject to approval by the President and the Board of Directors. The Elders may be divided into several Teams, each headed by a Team Captain.

- 5.2.2. Together with the Pastoral Staff, this Board shall be concerned with all matters pertaining to the synodical doctrine and spiritual welfare of the Congregation.
- 5.2.3. Shall, individually and collectively, by word and action, encourage the Pastoral Staff in their work.
- 5.2.4. Shall regularly pray for the Pastoral Staff and other spiritual leaders.
- 5.2.5. Shall stand ready at all times to help the Pastoral Staff in difficult problems of the ministry.
- 5.2.6. Shall be actively concerned with the spiritual, emotional, and physical health and welfare of the Pastoral Staff and their families (e.g. non-salary matters such as proper rest, vacation, assistance in time of sickness, housing, etc.).
- 5.2.7. Shall concern themselves with attendance and non-attendance at the public worship of God on the part of all members, based on the established procedure for dealing with inactive members. This is a twenty-one month process which begins with a personal contact, if possible, by first one elder and then by two elders together. During such visitation the member is encouraged to resume church attendance and to participate in the Sacrament of Holy Communion on a regular basis. If this does not produce results, a series of six letters will be sent to encourage the member further and to ask him (or her) to consider whether he (or she) wants to continue as an active member of St. Luke's or be released from membership. If at the end of twenty-one months, his (or her) inactivity continues, the member's name will be removed from the active membership roster by reason of "self-exclusion" and will be placed on the Evangelism List.
- 5.2.8. Shall keep themselves informed and concerned about the use of the Sacraments of the Congregation.
- 5.2.9. Shall concern themselves personally with the aged and shut-in members of the Congregation. They shall seek ways and means to set up a program of visitation not only by the Pastoral Staff, but also by fellow members.
- 5.2.10. Shall, together with the Pastoral Staff, be concerned about adequate and thorough instruction of adults and youth for confirmation and Church membership. They shall

acquaint themselves with the policies and aims recommended by the Board for Christian Education.

**5.2.11.** Shall, in case of contention in the Congregation, together with the Pastoral Staff, endeavor to unite the contending parties and restore peace.

- a. Shall study and fully understand the purpose and importance of Church discipline in the Christian Congregation.
- b. Shall consider complaints and grievances of members of the Congregation if Matt. 18:15-20 has been fully observed.
- c. Shall carry out Church discipline diligently, carefully, prayerfully in accordance with the Word of God.

**5.2.12.** Shall, together with the Pastoral Staff, be concerned about the regular and special worship services of the Congregation. They shall acquaint themselves with the policies and aims recommended by the Board for Worship.

**5.2.13.** The Chairman of the Board of Elders together with other Elders he may select shall serve as the "Call Coordinating Committee" of the Congregation when a Pastoral Staff vacancy occurs. (Reference 6.3 of Constitution.) The Call Coordinating Committee shall consist of no less than five (5) members.

**5.2.14.** Shall submit a written quarterly report for the Voters' Assembly.

**5.2.15.** Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

### **5.3. Board of Christian Education.**

**5.3.1.** The Chairman of the Board of Christian Education shall be a member of the Board of Directors and, together with the President, shall appoint the balance of the Board for Christian Education, subject to the approval of the Board of Directors.

**5.3.2.** Shall foster spiritual growth in the life of every member of our Congregation.

**5.3.3.** Shall help strengthen the Christian home and help equip parents, children and young people for Christian family living.

**5.3.4.** Shall provide learning opportunities for all age levels.

- 5.3.5. Shall appoint the personnel of the Sunday School, Youth Committee and Vacation Bible School Staff, upon the recommendation of the Pastoral Staff and the Sunday School Superintendent.
- 5.3.6. Shall authorize changes in the Sunday School curriculum and the introduction of all new materials.
- 5.3.7. Shall be responsible for Confirmation Classes and the operation of the Nursery.
- 5.3.8. Shall submit a written quarterly report for the Voters' Assembly.
- 5.3.9. Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

**5.4. Board for Stewardship.**

- 5.4.1. The Chairman of the Board for Stewardship shall be a member of the Board of Directors and, together with the President, shall appoint the balance of the Board for Stewardship, subject to the approval of the Board of Directors.
- 5.4.2. Shall study the Scriptural principles regarding the total stewardship calling of the Christian, as a member in his family, as a neighbor and a citizen and as a Congregation member, and share these insights with Congregation members.
- 5.4.3. Shall maintain an ongoing program to discover record, encourage, and enlist for Kingdom service the time, talents and treasure that God has given members. The program must be based on Biblically sound principles of stewardship.
- 5.4.4. Shall serve on the Finance Committee.
- 5.4.5. Shall encourage the Gospel-motivated practice of joyous, worshipful, liberal proportionate, first-fruits giving in response to received blessings and recognized needs.
- 5.4.6. Shall evaluate the offerings of the Congregation regularly, and share these evaluations with the members of the Congregation when appropriate.
- 5.4.7. Shall annually review the budgeting procedure of the Congregation in conjunction with the Treasurer making any recommendations necessary for improvements or revisions.
- 5.4.8. Shall encourage stewardship programs in the agencies, societies and auxiliaries of the Congregation.
- 5.4.9. Shall arrange for an annual examination and checking of the accounts of the

Treasurer and the properties of the Trustees; the results of same to be made known to the Congregation.

**5.4.10.** Shall submit a written quarterly report for the Voters' Assembly.

**5.4.11.** Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

**5.4.12.** Shall maintain and manage effectively and efficiently the St. Luke's Evangelical Lutheran Church Endowment Fund in accordance with the terms and conditions of such Fund as recommended by the Board of Directors and approved by a two thirds majority of all Voting Members present at a properly convened meeting of the Voters' Assembly.

### **5.5. School Board.**

**5.5.1.** The School Board shall consist of the Senior Pastor or his pastoral designate, six elected members of the Voters' Assembly, the elected Treasurer, and the Principal or Assistant Principal. The voting privilege shall be vested in all of the above-mentioned members. The term of office for the elected members shall be three years; two members shall be elected each year. Nominations for the elected members from the Voters' Assembly shall strive for a mix between members with, and without, children enrolled in St. Luke's School.

**5.5.2.** Shall establish objectives, set policies for, and supervise the total education program in the Day School, After School Care, and the Summer Day Camp.

**5.5.3.** Shall provide for active expression of Christian love and concern as an integral part of the total education program.

**5.5.4.** Shall provide for the professional growth of the educational staff through in-service training, continuing education, etc. in accordance with the Lutheran Church Missouri Synod.

**5.5.5.** Shall make decisions on disciplinary matters involving the educational staff and dismissal of students.

**5.5.6.** Shall annually review and make recommendations to the Board of Directors concerning lists of candidates recommended for the called position of professional teacher.

**5.5.7.** Shall annually review staff needs and issue contracts/Solemn Agreements to non-called professional teachers.

**5.5.8.** Shall recommend salary policy for fringe benefits, vacations, etc. for the School

Staff.

- 5.5.9. Shall recommend non-member and member tuition and other fees annually, including recommendations for methods for collection of same.
- 5.5.10. Shall establish the school year calendar.
- 5.5.11. Shall strive to maintain district and Synodical accreditation, and conduct periodic re-evaluations in this regard.
- 5.5.12. Shall be concerned with the spiritual, emotional and physical health and welfare of the School Staff and their families.
- 5.5.13. Shall seek to strengthen families as basic units of Christian education, through parent-teacher organizations, conferences, etc.
- 5.5.14. Shall monitor the educational facilities and equipment for the purpose of making recommendations to the Board of Trustees regarding maintenance, repairs, replacements and new/improved equipment needed.
- 5.5.15. Shall submit a written quarterly report for the Voters' Assembly.
- 5.5.16. Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

**5.6. Board for Human Care Ministry.**

- 5.6.1. The Chairman of the Board for Human Care Ministry shall be a member of the Board of Directors, and together with the President, shall appoint the balance of the Board for Human Care Ministry, subject to the approval of the Board of Directors.
- 5.6.2. Shall plan, promote and conduct a social ministry program for those with special physical, mental, emotional and spiritual needs within the congregation, community and institutions.
- 5.6.3. Shall educate and motivate Congregation members in the proper stewardship of God's gifts to reach out to meet human needs.
- 5.6.4. Shall recruit, train and co-ordinate congregational social ministry volunteers and their service activities.
- 5.6.5. Shall compile and maintain an inventory of members' resources (including business and professional) and the names of persons associated with community welfare agencies and associations.

- 5.6.6. Shall maintain and administer St. Luke's Benevolence Fund for emergency assistance to members.
- 5.6.7. Shall review and recommend to the Congregation the needs of synodically endorsed district, national and international social ministries.
- 5.6.8. Shall address the Congregation on social issues that affect the life of the community and nation.
- 5.6.9. Shall submit a written quarterly report for the Voters' Assembly.
- 5.6.10. Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

**5.7. Board for Evangelism.**

- 5.7.1. The Chairman of the Board for Evangelism shall be a member of the Board of Directors and, together with the President, shall appoint the balance of the Board for Evangelism, subject to the approval of the Board of Directors.
- 5.7.2. Shall share with the Pastoral Staff in the entire program of proclaiming the Gospel to all people.
- 5.7.3. Shall encourage prayer in Church and homes for sincere evangelistic concern toward all people inside and outside the Church.
- 5.7.4. Shall foster a climate of evangelism that encourages Congregation members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved.
- 5.7.5. Shall provide evangelism educational opportunities annually.
- 5.7.6. Shall promote and direct Congregation-wide mission and evangelism undertakings.
- 5.7.7. Shall be responsible for a program of community relations that identifies the Congregation with the Gospel of Christ.
- 5.7.8. Shall utilize the evangelism potential of The Lutheran Hour and other synodical or Christian programs and periodicals.
- 5.7.9. Shall emphasize evangelism and encourage Evangelism Programs in and through agencies, societies and auxiliary organizations of the Congregation and suggest programs for such organizations.
- 5.7.10. Shall study the demographics of the local community and utilize the results to reach out with the Gospel to the lost and straying.
- 5.7.11. Shall provide and maintain a system of referral to other LCMS congregations for

members and prospects that move out of St. Luke's geographical area.

- 5.7.12. Before organization of Pastoral Staff's instruction classes, shall conduct special recruitment efforts to invite prospective members to attend.
- 5.7.13. Shall be concerned for the reception, orientation and integration of new members into the Congregation through their first year of membership.
- 5.7.14. Shall periodically sponsor dinners, fellowship nights, etc. which will serve the cultivation, reception, orientation, and integration of new families or individuals.
- 5.7.15. Shall continuously promote a welcoming environment in the Congregation toward members and visitors and suggest ways and means of improvement. This includes, but is not limited to, arranging for greeters and welcome center volunteers for worship services and other special events.
- 5.7.16. Shall submit a written quarterly report for the Voters' Assembly.
- 5.7.17. Shall prepare and submit to the Board of Directors its complete budget for the coming year in the form and time frame requested.

#### **5.8. Board for Worship.**

- 5.8.1. The Chairman of the Board for Worship shall be a member of the Board of Directors and, together with the President, shall appoint the balance of the Board for Worship, subject to the approval of the Board of Directors. In addition to such members-at-large as may be appointed, the Board shall have representation from the following: Elders, Trustees, Altar Guild, Acolytes, Greeters, Ushers, Audio-visual Department, Music Department, and Art Department.
- 5.8.2. Together with the Pastoral Staff, this Board shall be concerned with all matters pertaining to the worship experience of the Congregation, including arrangements for pulpit and Holy Communion assistance, special services, church music, guest speakers, etc.
- 5.8.3. Shall meet at least once per quarter to review and evaluate current worship practices, recommending, where appropriate, alternative forms of worship or worship materials for consideration by the board of Directors.
- 5.8.4. Shall oversee the work of the Ushers by inviting the Head Usher to meet to discuss problems and improvements on the part of the ushers in helping children of God in reverent and meaningful worship, (i.e., Ushers shall assist in and promote the reverent worship of God by preparing a setting appropriate for worship by endeavoring to maintain order and decency for worship, and by furthering good public relations).
- 5.8.5. Shall submit a written quarterly report for the Voters' Assembly.
- 5.8.6. Shall prepare and submit to the Board of Directors its complete budget for the

coming year in the form and time frame requested.

### **5.9. Cemetery Committee.**

**5.9.1** Shall be a standing committee of the Board of Directors, whose sole purpose shall be to evaluate and approve or disapprove requested exceptions to the Cemetery Guidelines established by the Board of Trustees.

**5.9.2** Shall be composed of the following members:

- President of Congregation
- Vice President of Congregation
- Chairman of Board of Trustees
- Chairman of Board of Elders
- Senior Pastor (or other member of the Pastoral Staff as designated by the Senior Pastor)
- Cemetery Sexton
- Church Office Representative (as designated by the Senior Pastor)
- Such additional members as appointed by the President together with the Chairman of the Board of Trustees, subject to the approval of the Board of Directors.

**5.9.3** Shall meet as often as necessary to evaluate requested exceptions to the Cemetery Guidelines.

**5.9.4** The Cemetery Sexton shall be appointed by the President as contemplated in Section 4.1.7 of the By-Laws, and shall not be a member of the Board of Directors. The primary duty of the Cemetery Sexton shall be to mark the gravesites for third parties prior to interment. Additionally, the Cemetery Sexton may function as a liaison between St. Luke's church office and maintenance staff and third parties such as funeral homes.

### **5.10 Finance Committee**

**5.10.1** Shall be a standing committee of the Board of Directors whose purpose shall be to:

- a. Aid and assist the Treasurer with his/her duties.
- b. Oversee the annual audit of the congregation's financial records.

**5.10.2** Shall be composed of:

- Treasurer

- Chief Financial Officer
- Chairman of the Board for Stewardship
- A minimum of three (3) additional members as appointed by the President together with the Treasurer subject to approval by the Board of Directors. Shall serve a term in concurrence with the President.

## **6. OFFICIAL DUTIES:**

Officers and members of the Boards shall perform the duties prescribed in the Constitution and Bylaws. The Voters' Assembly shall also have the privilege from time to time of detailing and enlarging these responsibilities by majority vote of those present at a duly called meeting of the Voters' Assembly. The Voters' Assembly may also call such other Boards and Committees into being as it may need from time to time.

## **7. MEETINGS:**

The Voters' Assembly shall meet quarterly (typically, but not required to be scheduled during the months of January, April, July and October).

## **8. RULES OF ORDER:**

**8.1.** In addition to principles laid down in Scripture, the latest edition of *Robert's Rules of Order* shall be followed at all meetings.

**8.2.** For all meetings of Boards and Committees, a majority of all members serving on the respective Board/Committee (i.e., whether present or absent from the meeting) shall constitute a quorum.

## **9. AMENDMENTS:**

These Bylaws may be amended in a properly convened meeting of the Voters' Assembly by a two-thirds majority of all Voting Members present, provided the proposed change has been announced in a previous meeting or has been mailed to all voting members' homes at least two weeks prior to the Voters' Assembly meeting.