

CONSTITUTION
of
GOOD SHEPHERD LUTHERAN CHURCH
of
Roanoke, VA

PREAMBLE

We the members of Good Shepherd Lutheran Church, Roanoke County, Virginia, accept and subscribe to the following Constitution and By-laws. They shall govern the spiritual and material affairs pertaining to the mission of the congregation.

ARTICLE I – NAME

The name of this congregation shall be Good Shepherd Lutheran Church of Roanoke County, Virginia.

ARTICLE II – PURPOSE

The purpose of this congregation is to be a blessing to others as God has blessed us by being the instruments of God in carrying out Christ's Great Commission (Matthew 28:18-20) through a ministry of worship, service, stewardship, fellowship and the edification of one another in Christian faith and life. We, therefore, dedicate ourselves to the task of (1) witnessing our faith in Jesus Christ to each other, the community in which we live, and to the nation and the world, (2) offering service to our fellow man by acts of mercy and concern, (3) practicing stewardship by the intelligent management and use of God's gifts to us, (4) celebrating fellowship with one another so that a spirit of unity and joy exists in the congregation, and (5) growing in grace and knowledge of Jesus Christ by educating all ages through study and mutual sharing of God's Word and Sacraments.

ARTICLE III - CONFSSIONAL POSITION

This congregation holds all the canonical books of the Old and New Testaments to be the inspired Word of God and the sole rule of faith and life. This congregation accepts all the Symbolic books of the Lutheran church contained in the Book of Concord of the Year 1580, viz., the Ecumenical Creeds (the Apostolic, the Nicene and the Athanasian); the Unaltered Augsburg Confession of 1530; the Apology of the Augsburg Confession; the Catechisms of Martin Luther; the Smalcald Articles, and the Formula of Concord, as a correct and sound exposition of Christian Doctrine, taken from and in full accord with the Holy Scriptures.

ARTICLE IV - SYNODICAL AFFILIATION

This congregation shall be affiliated with THE LUTHERAN CHURCH - MISSOURI SYNOD and the district in which it is geographically located, so long as the confessions and constitution of said Synod and District are in accord with the confession and constitution of this congregation. It shall be the privilege and responsibility of this congregation and its individual members to support the work of Synod and to send its Pastor and lay delegate and called Teacher(s) to the District Conventions of Synod.

ARTICLE V – MEMBERSHIP

- A. Baptized Membership. All those on the membership list who have been baptized "in the name of the Father, and of the Son, and of the Holy Spirit" and who are under the spiritual care of this congregation.
- B. Communicant Membership. Communicant members are those baptized members who accept and adhere to the doctrinal standards of Article III of this constitution and who have been received through the rite of confirmation, by transfer from a sister congregation, by profession of faith or by re-affirmation of faith in accordance with the By-laws of this congregation
- C. Voting Membership. Voting members of this congregation shall be communicant members.

ARTICLE VI – OFFICERS

Only such members who have reached their eighteenth year and are communicant members shall be eligible for elective office.

The office of Elder shall be restricted to male members who have reached their twenty-fifth (25) year and are communicant members of the congregation.

The officers, boards, departments and any such other position of this congregation shall be such as the By-laws prescribe.

ARTICLE VII - PASTORS AND TEACHERS

The Pastoral office of this congregation as well as that of a called Teacher shall be conferred upon such ministers, Teachers and candidates whose beliefs are in accord with the confessional standards of this congregation (Article III) and as have been approved by the Synod as being qualified Pastors and Teachers of the church.

ARTICLE VIII - GOVERNMENT OF THE CONGREGATION

- A. Governing Body. The congregation shall be the governing body and shall administer all the spiritual and material affairs of the congregation. The establishment and conduct of all institutions and organizations within the congregation, such as the parochial school, Sunday School, youth groups, men's and women's organizations, choir, etc., shall be subject to the approval and supervision of the congregation. The Church Council shall be responsible to the congregation for the day-to-day administration of church business, but the congregation may void, substitute, or amend resolutions of the Council.
- B. Right of Calling. The right of calling Pastors or Teachers shall be vested in the congregation and shall never be delegated to a smaller body or to an individual.
- C. Power of Officers. Congregational officers and committees, whether elected or appointed by the congregation, shall have no authority beyond that conferred upon them, and whatever power delegated to them may at any time be altered or revoked by the congregation. Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by a majority vote, unless otherwise specified in the Constitution and By-Laws.
- D. Removal from Office. Any Pastor, called Teacher, or officer may be removed from office by the congregation in a Christian and lawful manner, for one of the following reasons: persistent adherence to false teaching contrary to the Confessional Standard of the congregation, a scandalous life, inability to perform or willful neglect of duties. This action shall be taken only after the Pastor, called Teacher, or officer has been pre-advised of such charges preferred against him and given an opportunity to answer such charges. The Circuit Counselor and District President shall have knowledge of removal procedures when they are preferred against a Pastor or Teacher, and all said actions shall be taken in full consultation with said officials. Removal of an officer requires a two-thirds (b) majority vote of a duly convened Congregational Meeting. Removal of a Pastor or called Teacher requires a two-thirds (b) majority vote of all communicant members.

ARTICLE IX - PROPERTY RIGHTS OF THE CONGREGATION

The congregation may receive, acquire, hold title to, and manage such real estate and other property as it may deem necessary to accomplish its purpose as a congregation and may sell or dispose of such real estate and other property or any part thereof; and this congregation shall have all the rights and powers that are granted by the laws of the Commonwealth of Virginia to religious organizations.

The Trustees of the congregation shall be the legal representatives of the congregation in all legal matters except as otherwise required by law.

Should a separation in the congregation occur (may God graciously avert it), the entire property of the congregation and all rights connected therewith shall remain with those members who hold fast to this constitution. In the event the congregation should disband, the property and all rights connected therewith shall be transferred to that District of The Lutheran Church - Missouri Synod of which the congregation is affiliated.

ARTICLE X – EXCOMMUNICATION

When a member of this Congregation has given offense and, having been admonished in accordance with the Prescribed Word of God (Matthew 18:15-20) still remains impenitent, it shall be the duty of the congregation to excommunicate said person. Such excommunication must be by unanimous vote. If it from circumstances becomes apparent that a member, or a majority, or a minority, willfully defend and vote for a matter against the Word of God, then such a member or members shall first be dealt with according to Matthew 18:15-20, and after proper settlement of this matter the previous question shall be resumed.

ARTICLE XI - BY-LAWS

This congregation may adopt such By-laws as may be required for the accomplishment of its purpose.

ARTICLE XII – AMENDMENTS

Amendments to Articles of this Constitution may be adopted at a regular Congregational Meeting provided:

1. That the purposed amendment has been submitted in writing at a previous Congregational Meeting and then mailed to all voting members.
2. That a two-thirds (b) majority of a duly convened Congregational Meeting affirm adoption; and,
3. That amendments to Articles II, III, and IV must have a three-fourths ($\frac{3}{4}$) majority of a duly convened Congregational Meeting to affirm the adoption. Any changes to these articles shall never destroy their essential meaning.

BY- LAWS

ARTICLE I – MEMBERSHIP

A. Reception

1. By Baptism
All those who have received Christian Baptism and are under spiritual care of the congregation shall be included as baptized members.
2. By Profession of Faith
All those who are baptized in the Christian faith and instructed in Lutheran doctrine shall give evidence of their faith before the congregation and shall be received as Communicant Members.
3. By Transfer
All those who desire to transfer their membership from partner Lutheran congregations to this congregation shall present a letter of transfer to the Pastor or Elders and shall be received in a public worship service.
4. By Re-affirmation of Faith
All those whose membership was terminated may again become members by expressing their desire to the Pastor or Elders and by re-affirming their faith before the congregation.

B. Responsibilities of Communicant Members

1. Devote themselves to the purpose of this congregation as outlined in Article II of the Constitution.
2. Worship the Triune God faithfully and regularly.
3. Lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21).
4. Partake of the Lord's Supper frequently after their confirmation.
5. Submit any children in their parental care for Holy Baptism and provide for their Christian education and training both before and after Confirmation.
6. Contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world.
7. Devote their time and talents to the extension of the Kingdom of God.
8. For the sake of love and peace submit to the decisions of the congregation.
9. Accept fraternal admonition and correction when they have erred.
10. Accept the Constitution and By-Laws of this congregation.
11. Attend congregational meetings.

C. Voting Member

All communicant members of this congregation shall be voting members.

D. Termination

1. Transfer to Other Congregations
Communicant members, upon their request, shall be granted a transfer to another church which is in fellowship with this congregation.

2. **Joining Other Churches**
In cases where communicant members have joined a congregation outside our own fellowship, they shall, upon recommendation of the Pastor and Elders, be considered to have terminated their membership, and their names shall be removed from the membership list by a resolution of the Church Council.
3. **Whereabouts Unknown**
The names of members whose whereabouts are unknown and cannot be established after a reasonable period of time, as determined by the Board of Elders, shall be removed from the membership list.
4. **Self-Exclusion**
When members abandon the church for over a 2 year period, despite attempts by the Pastor and Elders to affect reconciliation, and who reject the forgiveness of sins offered by the Church, they shall be declared as having excluded themselves from membership in this congregation.
5. **Excommunication**
When members persist in living as manifest and impenitent sinners and have resisted all efforts by the Pastor and Elders to convince them to amend their sinful lives they shall be excommunicated.
6. **Status**
Persons whose membership has been terminated have forfeited all rights as members of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as they are not re-instated into membership.

ARTICLE II - CONGREGATIONAL MEETINGS

1. **Regular Meetings**
Regular meetings of the congregation shall be held on the 4th Sunday in the months of March and October.
2. **Special Meetings**
Special meetings may be called by the President or at the written request of at least five (5) communicant members. Every meeting shall be announced to members by email, mail or telephone at least forty-eight (48) hours prior to the date of the meeting, and when such prior notice has been given, the meeting shall be valid and legal.
3. **Quorum**
Twenty-five percent (25%) of the average Sunday worship attendance of communicant members during the previous calendar year shall constitute a quorum for meetings of the congregation.
4. **Decisions**
In all meetings, decisions shall be made by a majority of the votes cast unless specifically stated otherwise in the Constitution and By-laws.

The order of business for meetings of the Congregation will usually be as follows:

1. Opening Prayer
2. Reading of the Minutes
3. Unfinished Business
4. Pastor's Report
5. Reports of Financial Secretary, Treasurer, Boards and Committees
6. New Business
7. Adjournment with prayer

ARTICLE III - CALLING PASTORS AND TEACHERS

1. **Vacancy**
At the time of vacancy in the office of Pastor or Teacher, the congregation shall notify the District President and the Circuit Counselor and request the procedure for calling a Pastor or Teacher.

Teachers on the faculty of the Christian Day School, other than called Teachers, shall be engaged by the Church Council on the recommendation of the Department of Education. A hired Teacher's term of office may be terminated by majority vote of the congregation.

2. **Nominating Committee**
The Board of Elders shall serve as the nominating committee for the office of Pastor. The committee chair may be any one of the Elders. The Department of Education shall serve as the nominating committee for the office of called Teacher. Any member of the department may serve as the chair.
3. **Assembling the Candidates**
Any communicant member is entitled to submit nominations to the respective nominating committee. Such nominations must then be forwarded to the District President for review and approval and ultimate placement on the list of qualified candidates. The list of candidates shall then be publicly announced to the congregation on two (2) successive Sundays and by mail at least one (1) week before the meeting at which call is to be extended. Barring any sustained protest, the candidates shall become eligible for calling at any subsequently properly called Call Service.
4. **Call Meeting**
At a constitutionally qualified meeting of the congregation, candidates may be proposed by the nominating committee. The persons so nominated shall stand as recognized candidates by the congregation.
5. **Call Service**
The election shall be held at a subsequent Call Service conducted by the Circuit Counselor or his representative. Election shall be by ballot, and the candidate receiving a two-thirds (2/3rds) majority of all votes cast shall be regarded as elected by the congregation. The election shall, if possible, be made unanimous. The Circuit Counselor, or his representative, shall be present at all times.

ARTICLE IV – ADMINISTRATION

The administrative year of this congregation shall commence on January 1 and conclude on December 31 annually. Newly elected officers, board and department members shall assume their duties on January 1.

ARTICLE V – OFFICERS

- A. **Elective Officers**
The elective officers and chairmen shall be: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Board of Elders, Preschool Board, the Sunday School Superintendent, and the Chairman of any board or department.
- B. **Term of Office**
The term of office for elected officials shall be two (2) years. All officers may succeed themselves in the same office no more than three (3) times. No one may hold the same office for more than eight years.

The President, Financial Secretary, Department of Education Chairman, Department of Evangelism Chairman, Department of Property Chairman, half the Preschool Board, and half the Elders shall be elected on even years.

The Vice-President, Recording Secretary, Treasurer, Sunday School Superintendent, Department of Stewardship Chairman, the other half of the Preschool Board, and the other half of the Elders shall be elected on odd years.

(For the first year, those officers to be elected to serve in the even year will be elected for a two (2) year term. All other officers shall be elected for a one (1) year term.)
- C. **Election of Officers**
Two months prior to the election of officers, the President shall appoint a Nominating Committee consisting of at least three (3) communicant members. They shall present a slate of candidates for congregational officers and other elected officials to the Church Council for approval prior to the October congregational meeting. Nominations may be made from the floor at the congregational meeting. Election shall be by ballot and the candidates receiving the majority of the votes cast shall be elected.

No individual shall hold more than one (1) elected office during any particular term of office. Except for the office of President, in the event of a vacancy in any office, the Church Council shall appoint a successor to fill the unexpired term.
- D. **Assumption of Duties**
The officers shall assume their duties on January 1, following their election.

E. Duties of Elected Officers

President

The President shall:

1. Preside at all meetings of the congregation and the Church Council.
2. To the best of his ability, enforce the Constitution and By-laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the congregational meetings.
3. Be empowered to appoint individuals as necessary to implement resolutions.
4. Endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the World of Christ's Kingdom. The President shall consult with the chairman of all boards and committees whenever necessary.
5. Meet with the Pastor as often as necessary to discuss activities and business plans.

Vice-President

The Vice-President shall:

1. In the President's absence, preside over Congregational and Church Council meetings.
2. Whenever necessary, stand in for the President and take his place whenever he is unable to attend meetings of boards, committees or other miscellaneous groups which the President or Pastor feel should be attended.
3. Generally assist the President in his endeavors to further the work of Christ in His church.

Recording Secretary

The Recording Secretary shall:

1. Record the action of the group through the minutes of the Congregational and Church Council meetings.
2. Oversee the maintenance of an accurate list of all communicant members and of all official board, department, and committee members.
3. Give exact wording of motions, indicating whether the motion was carried or lost.
4. Reproduce the minutes or digest of the Congregational and Church Council meetings for distribution through the official publications of the congregation, and make copies for the President and Pastor.
5. Keep a copy of the Constitution and By-laws.
6. Conduct such official correspondence as is necessary and read correspondence received.

Financial Secretary

The Financial Secretary shall:

1. Be responsible for counting the offering monies and making deposits, giving the duplicate receipt to the Treasurer.
2. Keep a week-by-week record of offerings of the individual giving units; adequate records are to be in permanent form.
3. Prepare and distribute, through the mailboxes in the narthex, the annual statements of each member, showing their gifts of the past year.
4. Prepare a monthly statement to be presented to Church Council and Congregational meetings.
5. Confer frequently with the treasurer in the interest of maintaining accuracy and efficiency in the financial records.
6. Prepare a "Worship Service and Sunday School Statistics" form for each service, giving a breakdown of the monies received.
7. Record the attendance at worship services and communion. The figures shall be obtained by the Head Usher.
8. Appoint a substitute to carry out duties in case of absence, etc.
9. Be responsible for ordering and distributing yearly offering envelopes.

Treasurer

The Treasurer shall:

1. Be the custodian of the general and special funds of the congregation.
2. Make disbursements, by check, as authorized by the congregation. In the absence of the Treasurer, a member of the Board of Trustees shall make the disbursements.
3. See that the Trustees sign the bank signature authorization cards.
4. Maintain a set of complete, accurate, permanent records, filing all invoices and checks in the proper areas.
5. Make financial reports to the congregational and Church Council meetings as required.
6. Submit all books and records to the auditing committee appointed by the President for audit at the end of each fiscal year.

Trustees

Three duly elected members, certified by the court of the jurisdiction in which the church is situated, shall be designated as the Trustees. Upon approval of the congregation they shall be empowered to negotiate and sign contracts, legal documents, checks, and do all that is required to execute official acts for the congregation. A majority of the trustees must sign. They shall be charged with securing and reviewing insurance policies on all congregational property, and shall see that all who handle congregational monies are properly bonded. Trustees shall be elected to office for life, provided they remain an active member of the congregation. The Trustees may take no action without prior approval of the congregation.

Board of Elders

The duties of this Board are to:

1. Counsel and assist the Pastor in all matters pertaining to the spiritual life of the congregation. They serve as the Pastor's chief assistants and together with the Pastor are accountable for each soul in the congregation. Each Elder, upon agreement by the Board, shall be accountable for an assigned group of families.
2. Encourage active members to remain active and to take full advantage of their membership in the Church.
3. Make every effort to induce members who have been negligent in their attendance of services, in the use of the sacraments, and the financial support of the church, to amend their ways and fully enjoy the rights and privileges of their membership.
4. Seek to stimulate a high level of spirituality in the congregation.
5. See that Christian discipline (Matthew 18:15-18) is exercised and peace, harmony, and love prevail in the congregation.
6. Encourage the other Boards, Departments and Committees to widen and deepen their spheres of activity.
7. See to it that the Word of God is preached in truth and purity, the Holy Sacraments are administered in accordance with Christ's institution, and Lutheran doctrine and practices are taught and preserved in the congregation.
8. Oversee and review the services of worship so that they are as meaningful and helpful as possible.
9. See to it that spiritual care and nurture are given to the sick, shut-in, and needy of the congregation.
10. See to it that services are provided in the event of a Pastoral vacancy or absence.
11. Have two (2) members serve as Duty Elders each month. Additional Duty Elders may be assigned as needed.
12. At their first meeting of each year, read through and discuss their duties as spelled out in these By-Laws.

Weekly Duties:

1. Attend services regularly and are encouraged to be involved in regular Bible Study.
2. See that Ushers are on duty.
3. After worship greet visitors and members of the congregation.

Communion Duties:

1. Assist the Pastor in the distribution of Holy Communion, may commune the Pastor, and in exceptional circumstances, may be authorized to administer the sacrament should the Pastor be unavailable or unable to perform that service.
2. During communion services, the two (2) duty elders will assist the Pastor.
3. Oversee the disposal of the wine by the Alter Guild, which is left in the Chalice and portions left in used individual cups after the service by pouring it on to the ground.
4. In the case of wine or wafer shortage during service, Pastor will request an Elder to come forward and he will replenish waning supplies. Pastor will then consecrate new elements and proceed with distribution.

Baptism Duties:

1. Delegate to the Alter Guild the readiness for the baptism (water, candles, napkin, etc.)
2. Know the family of the child or adult to be baptized and arrange to seat them in the first pew in front of Baptismal Font. The Elder should escort the Parents and/or Sponsors (Godparents), or Person to be baptized to their proper places (see Pastor for instructions). The Elder should then assume a position to assist the Pastor as necessary.
3. After baptism, the Elder should escort the family back to the pew and assist where necessary, remembering that in God's house all is done with reverence and in proper order.

Miscellaneous Duties:

1. Appoint the Chief Usher and oversee the Ushers in connection with their varied duties and responsibilities.
2. Submit annual budget requirements to the Stewardship Chairman at a time specified by the Stewardship Chairman for:
 - a. Worship Service bulletins
 - b. Communion wine and wafers (after consultation with the Altar Guild)

- c. Sanctuary candles (after consultation with the Altar Guild)
 - d. Personnel Expenses
 - e. Expenses for Miscellaneous items (Check budget categories "For Aiding and Enriching Our Worship," "Care of God's Servants," and "Preaching the Gospel Among Us.")
3. Update the subscription list for The Lutheran Witness and The Reporter on a timely basis.
 4. The Chairman of the Elders will be elected at the first (January) meeting of the Elders and will attend all Council meetings. In case the Chairman cannot attend a Council meeting, one of the other Elders may attend and report on Elder activities and vote for the Board of Elders.
 5. A schedule of services shall be made (preferably for the entire year) at the December meeting for presentation to the new Board of Elders who may revise it as they deem necessary.
 6. Check with new members to assure that they have received a church directory, offering envelopes, soul registry form, and that a mail box has been assigned to them.
 7. Endeavor to periodically contact or call upon all persons assigned to their spiritual care.

Department of Property

The Department of Property shall consist of the Department Chairman and such additional members as Church Council shall determine necessary and appoint.

This Department:

1. Shall have charge of all congregational property, but with this understanding, that they manage the property in the name of, and as stewards of, the congregation.
2. May spend an amount not to exceed \$200 per month without resolution of the congregation.
3. Shall see that the church buildings and properties are kept clean and in excellent physical functional order.
4. Shall make suggestions for improvement of the properties and facilities and see to it that such improvements are effected with congregational approval when necessary.
5. Shall procure necessary equipment for efficient maintenance and see that janitorial supplies are well stocked.

Department of Evangelism (OUTREACH)

The Department of Evangelism (OUTREACH) shall consist of the Department Chairman.

The principal duty of the Department of Evangelism is to implement activity by which the Gospel of Jesus Christ as Savior and Lord is spread throughout the community through both Word and Deed. Additional duties of this Department are to:

1. Maintain an ongoing visitation program, offering people more than membership in a church.
2. Be responsible for a program of community relations that identifies the congregation with the Gospel of Christ. In this regard, the Department of Evangelism shall formulate a program of news media evangelism which it shall then recommend to Council.
3. Utilize the evangelism potential of The Lutheran Hour, This Is the Life, and other Synodical or Christian programs.
4. Co-operate with the Department of Evangelism of District and Synod.
5. Be genuinely concerned for those moving into the community and for those (both members and prospects) moving into other areas. Use all means available for maintaining such contacts.
6. Be responsible for sending a follow-up card to every visitor to the church who signs his/her name and address on the Guest Register.
7. Submit to the Department of Stewardship, in the appropriate form and at the time requested, a budget request for the coming year's work.
8. Integrate new members into the life and work of the church.

Department of Education

The Department of Education shall consist of the Department Chairman, Sunday School Superintendent and such additional members as Church Council shall determine necessary and appoint.

The duties of this Department are to:

1. Supervise the spiritual feeding of every soul in the parish. This involves supervision of the Sunday School, Adult Bible Classes, Vacation Bible School, and Organized Study Programs of any kind.
2. Study educational needs and conditions and provide an adequate Christian Education Program.
3. Cooperate with the denominational Department of Education in all matters.

Preschool Board

The preschool board shall be the governing body of the preschool; acting as the servant of the congregation and working within the doctrinal and constitutional guidelines of the church. It shall be the duty and responsibility of the preschool board to keep themselves and the congregation informed concerning the State of Virginia Department of Social Services regulations applicable to the preschool and to ensure that the preschool is in conformity. The board shall govern itself and the preschool according to the preschool policies; and shall make regular reports to the Church Council.

1. The board shall consist of 7 members. The chairman, vice-chairman, recording secretary and two general members are elected, voting members. The preschool director and the pastor will serve as permanent, non-voting members.
2. The preschool director is responsible for managing the day-to-day and financial affairs for the preschool. The chairman will preside at all meetings.
3. The term of office is described under "Officers". Three members will be elected on even years and two members will be elected on odd years.
4. The board shall meet every other month in odd months (January, March, May, July, and November) and at other times as deemed necessary.
5. A quorum shall consist of a majority of voting members.

Sunday School Superintendent

The Sunday School Superintendent shall:

1. Appoint the necessary Teachers with the approval of the Pastor and together with the Pastor appoint such other Sunday School Officers as required.
2. Co-ordinate the worship, offerings, and music of the Sunday School.
3. Order necessary materials.
4. Preside as Chairman during any Teachers' meetings.
5. Be responsible for instituting any needed Teacher training sessions.
6. Co-ordinate with the Department of Education the planning and directing of any special Sunday School services, projects, or participation in the worship services.
7. Properly keep Sunday School attendance and offering records.
8. Furnish Sunday School and adult class attendance and offering figures to the Financial Secretary on a weekly basis.
9. Keep the Pastor and Department of Education Chairman informed of the Sunday School program.
10. Attend and report to Church Council.
11. Provide written articles and announcements regarding Sunday School activities, plans, etc. to the official church publication as needed.

Department of Stewardship

The Stewardship Department shall consist of the Department Chairman and such additional members as Church Council may determine necessary and appoint.

The duties of this Department are to:

1. Determine and keep a file on the talent of each individual member and encourage good stewardship of these talents in the function of the church.
2. Study the best stewardship literature available, constantly discussing the principles of stewardship and using every God-pleasing means to promote a strong stewardship consciousness.
3. Encourage faithful giving on the part of the membership.
4. Conduct the yearly pledge program.
5. Encourage the congregation to co-operate in the challenges of the District and Synodical stewardship departments.
6. Prepare budget for Council in August/September and present Council approved budget to the October Congregational Meeting.

ARTICLE VI - CHURCH COUNCIL

Church Council

1. The Church Council shall consist of the President, Vice-President, Recording Secretary, Financial Secretary, Treasurer, Sunday School Superintendent, and the Chairpersons of all other elected Boards.
2. The President shall preside at all meetings.
3. They shall meet monthly and at other times as deemed necessary by the President or the Pastor.
4. They shall appoint qualified members to serve on Boards, Departments and Committees as required.

5. They shall hear reports from all Boards and Committees and shall determine the course of action to be taken in carrying out the mission and ministry of the congregation. All Boards and committees are accountable to the Council and must have approval for transacting business. The Council is accountable to the congregation.
6. A quorum shall consist of 1/3 of the voting council members. If a member is unable to attend, they need to submit a written report.

ARTICLE VII - RULES OF ORDER

In addition to principles laid down in Scripture, Robert's Rules of Order shall be followed.

ARTICLE VIII – AMENDMENTS

These By-laws may be amended in a properly convened meeting of the congregation by a majority of the members present, provided the proposed change has been submitted in writing to a previous CONGREGATIONAL Meeting and mailed to all communicant members.

Revised and Adopted:

August 29, 1993

October 28, 2007

October 23, 2011