

BYLAWS

ARTICLE 1 MEMBERSHIP

A. Reception

1. By Baptism

All those who have received Christian Baptism and are under the spiritual care of this congregation shall be included as "Baptized Members."

2. By Profession of Faith or Confirmation

All those who are baptized in the Christian faith and instructed in Lutheran Doctrine shall give evidence of their faith before this congregation. Such persons shall be received as "Communicant Members."

3. By Transfer

All those who indicate their desire to transfer their membership from another Lutheran church shall present a letter of transfer to the pastor ~~or elders~~ of this congregation. They shall be received in a public worship service.

4. By Reaffirmation of Faith

All those who were once members of this congregation but whose membership was terminated may again become members by indicating their desire to the pastor ~~and the elders~~, and by reaffirming their faith before this congregation.

B. Voting Membership

Voting members are confirmed members who have attended at least six (6) worship services in the last twelve (12) months or are homebound and maintain a communicate relationship with the Church, and who have accepted the Constitution and Bylaws of this congregation.

CB. Termination

1. Transfer to Other Congregations

Members, upon their request, shall be granted a transfer and their membership terminated in this congregation.

2. Joining Other Churches

Members who have joined a non-Lutheran congregation, shall be considered to have terminated their membership in this congregation.

3. Whereabouts Unknown

Members whose whereabouts are unknown and cannot be established after one year shall have their membership terminated in this congregation.

4. Self-Exclusion

Members who refuse to fulfill the duties of membership as provided in Article V of the Constitution despite attempts by the Pastor and Elders-the Board of Spiritual Life to effect reconciliation shall have excluded themselves from membership and shall be declared by the Voters' Assembly as having been excluded from the membership of this congregation.

5. Excommunication

Members who persist in living as a manifest and impenitent sinner, all the while claiming membership in this congregation, shall be excommunicated. This action shall be taken only after the erring members have been pre-advised by the Pastor and Elders-two or three members of the Board of Spiritual Life on the charges preferred against them and have been given an opportunity to answer such charges.

6. Status

Any person whose membership has been terminated forfeits all rights as a member of this congregation and all claims upon the property of this congregation so long as they are not reinstated into membership.

ARTICLE 2 CALL PROCESS

At the time of vacancy in the office of a called professional, the Recording Secretary of this congregation shall notify the District President and the Circuit Counselor-Visitor of the Synodical body with which this congregation is affiliated and request the suggested guidelines for the call process.

A. Called Workers

~~At a meeting of the~~Once authorized by the Voters' Assembly, the Church Council shall appoint a Call Committee. The Call Committee shall consult with the District in which the congregation is geographically located as part of their efforts to secure the names of candidates. The Call Committee will present a list of candidates to the Voters' Assembly for voting. Candidates may be proposed by members from the floor. may be proposed by an authorized committee and/or members from the floor. If no protest is entered and sustained, the persons nominated shall stand as recognized by the entire congregation, and nominations shall be closed. The election shall be held by secret ballot at a subsequent call service. Voting will continue until a single candidate receives a two-thirds majority of the votes cast. The candidate so affirmed by the voters shall be regarded as elected by the congregation. The Recording Secretary will issue the formal written call within a week after the call service. ~~The Circuit Counselor or his representative, shall be invited to all call related meetings and services of the voters.~~

B. Removal from Office of Called Workers

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Called workers are subject to removal from office by the Voter's Assembly because of: persistent adherence to false doctrine, scandalous life, neglect of duties, or inability to perform the duties of the office. Before any disciplinary action is taken, the congregation will notify and consult with pastoral leaders of the Circuit and District, and will follow the advice of such leaders in the resolution of any issues. A three fourths majority vote of the Voters' Assembly is required to remove any called worker.

ARTICLE 3 MEETING OF THE VOTERS' ASSEMBLY

At least three regular meetings of the Voters' Assembly shall meet at least once be held during each calendar year. The day and hour of the annual meeting shall be set by the Church Council and publicized in writing at least two weeks in advance. The notification shall contain an agenda of items to be considered as well as the slate of nominees for election and the proposed annual budget. The President, Vice President, or their designated Church Council member shall preside at all Voters' Assembly meetings.

One meeting shall be held during each of the first, third and fourth quarters. At the fourth quarter meeting, the election of officers and adoption of the annual budget as well as other designated business shall be transacted. Special meetings may be called by the President and shall be called by the President to be held within 10 days of receipt of a written request of at least ten voting members. Notice of any special meeting shall be publicized as far in advance as possible but no less than one week in advance.

At least two weeks prior to its convening, every Voters' Assembly meeting shall be announced in writing through Sunday bulletins, church newsletter, and/or letter to the voting members of this Congregation. The meeting shall be valid and legal, provided that a quorum of twenty voting members is present. A quorum of 20 voting members must be present to conduct the business of the Voters' Assembly. If a quorum is not present, the President will suspend the meeting for a period of not less than one week. When the meeting is resumed, the quorum shall be all those in attendance at the resumed meeting. Absentee ballots may be authorized at the discretion of Council.

In all meetings a majority of the votes cast shall decide the action, unless specifically stated otherwise in the Constitution or By-Laws of this congregation.

The suggested order of business for regular meetings of the Voters' Assembly shall include the following:

1. Opening prayer
2. Recognition of new voting members
3. Review of minutes of previous meeting
4. Report of ~~Financial Secretary and~~ the Treasurer
5. Reports of Boards and Committees
6. Unfinished business
7. New business
8. Pastor's report
9. Adjournment with prayer

Except where special rules and procedures are provided by the Constitution and By-Laws of this congregation, all meetings shall be conducted according to Robert's Rules of Order.

ARTICLE 4 OFFICERS AND TRUSTEES

A. Qualifications

1. All voting members of this congregation shall be eligible to hold an office.
2. No person may hold more than one office at a time. An officer may serve in ex officio capacity on any appointed committee. No principal officer or Board member may be elected to more than two consecutive terms in the same office.

B. Term of Office

1. The term of office for each principal officer shall be one year. Members of the congregational Boards shall be elected for a term of two years.
2. Elected officers shall assume their office on the first of January following their election.
3. The term of office for appointed officers and committees, except as provided in Paragraph G of this Article, shall be established by the Church Council with the consent of the voters.

C. Selection of Officers

1. A Nominating Committee ~~composed of three members~~ shall be appointed by the Council at least one month prior to the election to develop a slate of candidates for the congregational offices. No more than one current officer may serve ~~in ex officio capacity~~ on the Nominating Committee. ~~The Committee shall function for one year only. The only. The Senior Pastor shall be a non-voting member of the Nominating Committee.~~
2. The Nominating Committee shall provide ~~By-Laws Article 4 or 6a~~ a description of the duties of each officer or board, as appropriate, to potential candidates to consider responsibilities of the office before accepting or declining candidacy.
3. The Nominating Committee shall present its list of candidates to the Council for approval prior to the annual meeting of the ~~voters~~ Voters' Assembly, held during the last quarter of the fiscal year. This slate shall remain open for additional nominations until closed by majority vote of the voters at the aforementioned meeting.
4. ~~The election of officers shall be by secret ballot at the aforementioned Voters' Assembly meeting.~~ Any candidate who receives a majority of the votes cast will be elected. If no candidate receives a majority of the votes cast on the first ballot, a second ballot will be held. If further ballots are required, then in each case the candidate receiving the lowest number of votes will be withdrawn from the slate.
5. Officers shall be installed at a regular church service.

D. Duties and Responsibilities of Principal Officers and Trustee(s), and General Counsel

1. The President shall be the executive officer of this congregation and shall preside at all meetings of the voters and the Council. The President shall ensure that resolutions of the voting body are ~~executed, and~~ executed and shall perform such other duties as pertain to this office.
2. The Vice-President shall assist the President and shall perform the duties of the President in the absence or inability of the latter to serve.
3. The Recording Secretary shall keep a record of the members present at all meetings of the Voters' Assembly and Council, determine whether a quorum is present for the transaction of church business, record the minutes of all such meetings, post a copy of the minutes within 15 days following any meeting, and maintain a permanent record of such meeting minutes. The Recording Secretary shall draft all authorized correspondence, issue ~~issue~~ all official notifications, hold custody of the seal, record books and other legal documents of the congregation, and perform such other secretarial duties as the Voters' Assembly may require.

The Treasurer shall ~~keep and preserve the accurate records of all receipts and disbursements and submit a written report of them at all regular meetings of the Voters' Assembly and of the Church Council. The Treasurer shall receive notice of all bank deposits of the congregation from the Financial Secretary,~~ provide for the timely payment of all bills and indebtedness of the congregation in accordance with the approved budget, and ~~keep a correct account~~ assure the accuracy and propriety of all ~~of all~~ financial transactions of the congregation. ~~The Treasurer shall present a report of all receipts and disbursements in all regular meetings of the Voters' Assembly and of the Church Council and, within ten days after the close of the year or at any time when requested by the President, shall submit all financial records to an Auditing Committee consisting of three voters designated by the Council.~~

4.

~~5.6.~~ In the discharge of the duties and responsibilities of the aforementioned officers, the Council may appoint or employ persons to assist the Officers as it deems necessary.

E. Trustee

One or more trustees shall be appointed by the Church Council and confirmed by the Voters' Assembly. Trustee(s) shall serve at the pleasure of the Church Council. When so authorized by the Voters' Assembly, the trustee(s) shall make contracts, accept and receive grants and bequests, sign all legal documents, appear in court, and in short, execute all official acts of this congregation in accordance with the laws of the Commonwealth of Virginia. The trustee(s) shall provide all legal documents to the Recording Secretary and submit a written report of activities annually to the Voters' Assembly.

F. General Counsel

~~A general counsel shall be appointed by the Church Council and confirmed by the Voters' Assembly to offer legal counsel, advice and opinions when necessary and shall perform all matters pertaining to such office. The General Counsel shall serve at the pleasure of the~~

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~~Church Counsel. The General Counsel shall submit a written report of activities annually to the Voters' Assembly.~~

~~EG.~~ Vacancies

Notwithstanding any other provision of these By-Laws, in the event of an in-term vacancy in any office, the Council shall designate a person to fill the vacancy. Such person shall serve by designation until the next annual election of officers. In the event of a vacancy in the office of President, the Vice-President shall become President for the remaining term. In the event of a concurrent vacancy in the office of President and Vice-President, the Recording Secretary shall, within a two week period, call and chair a special Voters' Assembly meeting to elect members to fill these offices. This election may be conducted without action by a Nominating Committee.

ARTICLE 5- THE CHURCH COUNCIL

A. Organization

1. The Council shall be composed of the Pastor, President, Vice President, Recording ~~Secretary, Financial Secretary, Treasurer~~Secretary, Treasurer, Chairs of the Boards, and Chair of the Christian Day School Committee. The Chair of the Christian Day School Committee shall be a voting member of the congregation. Other called professionals shall be ex officio members of the Council.

2. The President of this Congregation shall be the chair of the Council.

B. Responsibility

1. To the glory of God and for the welfare of the church, the Council shall foster cooperation and unity of purpose on the part of all officers and members of this congregation. The Council shall determine the course of action to be followed on approval of the voters in carrying out the mission and ministry of this congregation.

2. Council members shall meet upon the call of the President. At a minimum, the Council shall be convened in advance of each meeting of the Voters' Assembly to receive the reports of officers, boards, and committees, and to prepare the agenda for the Voters' Assembly. The President, if requested in writing by three members of the Council, shall call a special meeting to be held within ten days of receipt of the request. A quorum, consisting of a majority of Church Council members, shall be required before conducting official business at any Church Council meeting.

3. All Boards answer to the Council. The Council answers to the Voters' Assembly of this congregation.

4. Subject to the approval of the Voters' Assembly, the Council shall appoint individuals to represent this congregation at various meetings and conventions.

5. The Council may appoint Committees to address specific ministry needs of the congregation. Such Committees should be under the administration of a Board if a budget line item is necessary. Chairs of these Committees may serve as ex officio members of the Council.

6. The Council shall have oversight of the Christian Day School Committee.

ARTICLE 6 BOARDS

The Pastor and President are ex officio members of each Board. Each Board shall consist of a minimum of three elected members and shall elect one of its members to serve as chair of that Board for a period of one year. The chair shall represent the Board on the Council. The Boards shall consist of a Board of Spiritual Life and such other boards as the Voters' Assembly shall establish. The responsibilities of each board shall be detailed by the Church Council, subject to approval by the Voters' Assembly.

[Board Descriptions are moved to the Policy Manual]

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A. Board of Elders

- ~~1. The Board of Elders shall assist the Pastor in all matters pertaining to the spiritual care of the congregation. The Board shall encourage all members to attend worship services regularly, make faithful use of the means of grace, continue steadfast in the confession of the Evangelical Lutheran Church, and conform their life to the rule of the Word of God. It shall assist the Board of Evangelism in securing and visiting prospective members.~~
- ~~2. The Board shall preserve good order at all worship services and to this end may enlist the services of worship aides, lay readers, an altar guild and child care providers who shall serve under the direction of this Board. It shall assist the Board of Evangelism in welcoming visitors and guests at church services. In cases of pastoral absence, or incapacitation, the board shall ensure that services are conducted regularly.~~
- ~~3. The Board shall promote active involvement of the members in the administration of the congregation by encouraging those who are eligible to become voters and by encouraging regular attendance at Voters' Assembly meetings.~~
- ~~4. The Board shall exercise particular concern for the spiritual and physical welfare of Pastors and other called professional staff members, supporting them with prayer and counsel, and recommending appropriate compensation. The Board shall investigate any complaints made against a Pastor or other called professional, dealing in a Christian manner with both the accuser and accused that all things may be rectified unto the Glory of God.~~
- ~~5. The Board shall assist in the exercise of brotherly admonition and church discipline, keeping all matters of a private nature strictly confidential. The Board shall constantly review the status of communicant members and shall carry on a regular program of personally calling on those who have not fully accepted their responsibilities as members as defined in the Constitution. The review and visitation will enable the Board to make recommendations with regard to inactive communicant members. Prior to making a recommendation, the Board shall endeavor to contact and restore that member to an active status. Members who do not wish to continue at St. Paul's shall be encouraged to transfer membership to another congregation. Criteria for these recommendations will be established by the Board. All reviews shall be done with the advice and direction of the Pastor and the recommendations shall be made to the Council and then to the Voters' Assembly for final determination. A majority vote by the Voters' Assembly shall be required to adopt the Board's recommendations.~~

~~6. The Board shall promote the spiritual and physical care of all members of the congregation; especially through programs of Christian care giving (such as Stephen Ministries) and the referral of individual needs to the Pastor as appropriate.~~

~~7. The Board shall ensure that the administration, operation, and perpetual care of St. Paul's Memorial Garden be maintained within the interests and contractual obligations of this congregation and that all concerns and recommendations of the Memorial Garden Committee (the principal operating agent for the Garden) be brought before Council and the Voters' Assembly.~~

~~B. Board of Property Management:~~

~~1. The Board of Property Management shall ensure that St. Paul's facilities and equipment are available, properly controlled, maintained, insured, and managed in the name of, and as stewards of, the congregation.~~

~~2. The Board shall be responsible for keeping all buildings, property, and equipment of this congregation in good condition and appearance, and shall make a thorough inspection of the buildings and properties and report the condition thereof to the Voters' Assembly at least once a year.~~

~~3. The Board shall keep an inventory of all church property and revise it as necessary.~~

~~4. The Board shall coordinate with the Board of Finance to see that the property of this congregation is at all times adequately insured against liability, loss and damage and shall report to the Council for approval, any actions to be taken in this regard.~~

~~5. The Board shall prescribe and coordinate the duties of maintenance and custodial personnel.~~

~~6. The Board may spend amounts for such facility and equipment repairs, replacement, and maintenance as approved in the annual budget, except that emergency and unusual expenditures for such purposes may be authorized by the Council.~~

~~7. The Board shall obtain estimates for and, on approval of the Council, manage the improvement or extension of facilities or equipment as required to support the long-range plan of the congregation.~~

~~C. Board of Education~~

~~1. The Board shall encourage the congregation to organize and use agencies such as Sunday School, youth groups, and adult groups, to help this congregation best perform its educational mission.~~

~~2. The Board shall coordinate the efforts of the educational staff members in order to promote the overall excellence of the educational programs.~~

~~3. The Board shall administer all educational agencies of the congregation subject to the approval of the Council.~~

~~4. The Board shall ensure that all educational agencies of the congregation maintain proper records of attendance and finances.~~

~~5. The Board shall regularly review and appraise the educational needs and progress of this congregation and shall make such recommendations to the Voters' Assembly as are necessary and desirable.~~

~~6. The Board shall foster discipline and good order in the operation of all educational activities.~~

~~7. The Board shall maintain a library for use of the congregation.~~

~~8. The Board shall see that the Church nursery is staffed and maintained.~~

D. Board of Evangelism and Evangelism Service

~~1. The Board of Evangelism shall secure and contact prospective members and welcome visitors and guests at church services.~~

~~2. The Board shall arrange a systematic program of reaching all unchurched people within the sphere of influence of this congregation and, as appropriate, conduct religious surveys of the community.~~

~~3. The Board shall keep records of potential congregational members and assist the pastoral office in bringing the unchurched to religious instruction classes.~~

~~4. The Board shall sponsor and coordinate a program for assimilating new members into congregational activities.~~

~~5. The Board shall coordinate with the Board of Education to conduct appropriate educational programs that prepare congregational members to share their faith with the unchurched and shall encourage members to seek opportunities to further Christ's Kingdom.~~

E. Board of Stewardship

~~1. The Stewardship Board shall encourage members to manage and administer their time, resources, and talent for the Lord's work and shall sponsor stewardship discussions and train lay workers to assist in stewardship efforts.~~

~~2. The Board shall plan and lead an annual every member canvass for pledges of time, talent, and resources and shall provide information on time and talents to the Nominating Committee, Boards, and other organizations of St. Paul's to ensure matching of members' interests with opportunities for involvement in the programs and administration of the congregation.~~

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~~3. The Board shall solicit input from the church membership for purposes of determining special needs of this congregation and shall plan and lead any special pledge drives deemed necessary by the Voters.~~

F. Board of Finance

~~1. The Board of Finance shall work together with financial staff members in order to promote the smooth execution of financial operations of the congregation. The Board shall solicit input from the church membership for purposes of determining special needs of this congregation and shall plan and lead any special pledge drives deemed necessary by the Voters.~~

~~The Board shall plan and lead an annual every member canvass for pledges of time, talent, and resources and shall provide information on time and talents to the Nominating Committee, Boards, and other organizations of St. Paul's to ensure matching of members' interests with opportunities for involvement in the programs and administration of the congregation.~~

~~2. The Board shall conduct financial analyses, projections, and planning in order to support the evaluation of the proposed annual budget. The Board shall present the proposed budget to the Council for approval; shall present the Council approved budget to the Voters' Assembly for adoption; and shall monitor execution of the voter approved budget, with particular attention to the management of cash flow.~~

~~and of long range planning for congregational programs.~~

~~3. The Board shall annually recommend to Council, nominees for a Budget Committee and an Audit Committee and shall oversee operations of both committees. The Budget Committee shall support development of the annual congregational budget. The Audit Committee, consisting of three voters appointed by Council, shall audit the congregation's financial records.~~

~~4. The Board shall be responsible for preparation of the congregation's budget on the basis of recommendations from the Budget Committee, various Boards, and the Council. The Board shall present the proposed budget to the Council for approval; shall present the Council approved budget to the Voters' Assembly for adoption; and shall monitor execution of the voter approved budget, with particular attention to the management of cash flow.~~

~~5. The Board shall develop and maintain, in conjunction with the Board of Planning and Board of Property Management, a financial plan for anticipated future financial needs of the church, and shall keep the congregation aware of such needs.~~

~~6. The Board shall coordinate with the Board of Property Management for the purpose of reviewing insurance policies on church property and ensuring the secure handling of congregational finances.~~

~~7. The Board shall prescribe and coordinate the duties of the Business Manager.~~

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G. Board of Planning

1. The Board of Planning shall determine the long range needs of this congregation and develop appropriate short term (1-2 years), intermediate term (3-5 years), and long term (greater than 5 years) goals, objectives, and implementation strategies to fulfill those needs.
2. Past Presidents who are currently voting members shall serve as ex officio members.
3. The Board shall obtain information from a variety of sources within and outside the congregation in order to develop options and recommend priorities.
4. The Board shall submit a plan biennially to the Council and Voters Assembly for approval. This plan shall include:
 - a. Program, property, and facility requirements;
 - b. Actions to be taken by this congregation with supporting rationale, cost, impacts, and the proposed dates of the actions;
 - c. Recommendations for specific Boards, committees, groups or staff to perform actions;
 - d. Consideration of special programs and workshops for elderly and retired persons, and other focus groups both within this congregation and within the community; and
 - e. Status of plans for and potential impact of land usage changes in the immediate community as these affect congregational property and facilities;
5. The Board shall track progress in the congregation's implementation of planned actions, evaluate the effectiveness of the outcome with respect to the plan, and report its analysis to Council and Voters.

H. Board of Fellowship

1. The Board shall take as its basic objective the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general fostering of mutual cooperation, trust and enjoyment among the members of the congregation.
2. The Board shall plan, supervise and conduct larger gatherings of the congregation from time to time through the year which will further the goals of the congregation. It shall maintain constant contact with other boards, both suggesting to them, ways of using fellowship to enhance the work of their boards and drawing from them suggestions for fellowship activities.
3. The Board shall maintain a calendar of fellowship events in coordination with other Boards and organizations of the Church.

I. Board of Youth

- ~~1. The Board of Youth shall maintain a comprehensive program to serve the particular needs of the youth of the congregation and their families, and shall coordinate same with programs of other Boards, the Southeastern District, the Lutheran Church Missouri Synod, and the community, as appropriate.~~
- ~~2. The Board shall provide adult leadership and counselors for the youth of the congregation, ensuring a positive environment, relaxed atmosphere, and relevant information for dealing with spiritual and social issues.~~
- ~~3. The Board shall provide the youth with opportunities for peer leadership, and help them to develop their spiritual gifts and skills to prepare them for leadership in congregational life as the Spirit leads them.~~
- ~~4. The Board shall encourage the involvement of youth in all aspects of congregational worship, service, and fellowship.~~

ARTICLE 7 AMENDMENTS

~~Amendments or changes to these By-Laws may be made by two thirds vote of the voting members present at any meeting of the Voters' Assembly, provided the proposed amendment or change has been presented in writing at a previous regular meeting.~~

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