

Constitution and Bylaws

St. Peter's Evangelical Lutheran Church
Waterford, Wisconsin



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CONSTITUTION

ARTICLE ONE: NAME

The name of this congregation shall be: **ST. PETER'S EVANGELICAL LUTHERAN CHURCH OF WATERFORD, RACINE COUNTY, WISCONSIN.**

ARTICLE TWO: SYNODICAL MEMBERSHIP

This congregation shall hold membership in The Lutheran Church -- Missouri Synod as long as this Synod remains true to the Word of God and the Lutheran Confessions. It shall send its pastor and a lay delegate to the District conventions of the Synod.

ARTICLE THREE: ARTICLES OF FAITH

Section I. This congregation accepts and confesses without reservation the canonical books of the Old and New Testaments as the inspired, infallible, inerrant, and revealed Word of God, and all the Symbolical books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, as a correct presentation and true exposition of Christian doctrine, drawn from and in agreement with the Holy Scriptures; hence no doctrine shall be taught or tolerated in this congregation which is at variance with the following symbols of the Evangelical Lutheran Church:

- A. The General Creeds [The Apostles' Creed, The Nicene Creed, and the Athanasian Creed]
- B. The Unaltered Augsburg Confession
- C. The Apology of the Unaltered Augsburg Confession
- D. The Smalcald Articles
- E. Luther's Large and Small Catechisms
- F. The Formula of Concord

Any controversy, involving matters of faith and life that may arise in this congregation, shall be judged according to this standard.

Section II. All hymnals, textbooks, forms, writings, liturgies, etc., used in this church shall conform to this Article.

Section III. The property of this congregation and all its benefits shall in all events remain with those members -- provided there are two or more -- who shall confess and adhere to this Article.

ARTICLE FOUR: PURPOSE

The purpose of this congregation shall be the proclamation of the Gospel and the administration of the Sacraments according to Christ's command.

To this end the congregation obligates itself to:

Section I. Establish the office of the Holy Ministry in our midst for the salvation of souls [Romans 10:14-17] and regularly to conduct services.

Section II. Provide proper pastoral care for all its members through mutual admonition and strength in the confession of faith [Hebrews 10:23-25; Galatians 6:1; Matthew 18:15-17].

Section III Foster Christian education among young and old in our midst [Matthew 28:20].

Section IV. Spread the Gospel and extend God's kingdom everywhere in the world [Mark 16:15-16].

ARTICLE FIVE: MEMBERSHIP

Section I. Members of this congregation shall be included in one or both of the following defined groups.

- A. BAPTIZED MEMBERSHIP

- 1 1. Definition: Baptized members are all members who have been baptized in the name of the
- 2 Father, the Son, and the Holy Spirit and who are under the spiritual care of the pastor[s] of
- 3 this congregation, including the children who have not yet confirmed their baptismal vow.
- 4 2. Reception: Baptized members are received through the Sacrament of Holy Baptism, through
- 5 transfer, or with the consent of one or both parents or guardians in the case of children who
- 6 have been baptized in another Christian congregation.
- 7 3. Duties: Baptized members shall conform their lives to their baptismal vow.
- 8 4. Termination: Baptized members who have not been received as communicant members shall
- 9 have their membership terminated for the same reasons that communicant membership is
- 10 terminated insofar as those reasons are applicable.
- 11 B. COMMUNICANT MEMBERSHIP shall be restricted to those who:
- 12 1. Accept the teachings of the Lutheran Church, and, if wanting in knowledge of all Symbolical
- 13 Books [Article Two] are familiar at least with Luther's Small Catechism, and declare
- 14 acceptance thereof,
- 15 2. Do not live in manifest works of the flesh [Galatians 5:19-21], but lead a Christian life, and
- 16 3. Who are free from and do not belong to any unchristian society or organization whose
- 17 principles and practices are not in harmony with God's inspired Word [Ephesians 5:11-22; II
- 18 Corinthians 6:14-18; Matthew 5:34-37] e.g. Free Masonry, et. al.

19
20 Section II. Application for membership may be made to the pastor or to any member of the Board of
21 Elders. Such applicant shall be interviewed by the pastor[s]. Persons presenting a letter of transfer from a
22 sister Lutheran Church--Missouri Synod congregation may receive the privileges of membership immedi-
23 ately. Others shall be granted membership privileges by giving evidence of their qualification to the
24 pastor[s], who shall consult with the Board of Elders. All applications of new members shall be presented
25 to the congregation by the Board of Elders at the regular Voters' Assembly. The names of new members
26 shall be published for general information.

27
28 Section III. Manifest sinners shall be dealt with according to Matthew 18:15-18. All persons excommuni-
29 cated or such as have excommunicated themselves by evading Matthew 18:15-20 shall forfeit their
30 privileges of membership [Holy Communion, Christian burial, sponsorship, etc.], so long as they are
31 impenitent. They may neither vote nor speak in a Voters' Assembly, nor shall they during the time of their
32 excommunication have any claim upon the property of this congregation. They shall, however, never be
33 barred from the public worship and the hearing of God's Word.

34 Excommunicated persons shall again be received into membership after they have shown
35 unquestionable signs of repentance, have mended their ways and have asked, either in person or through
36 the pastor[s], the forgiveness of God and this congregation.

37 38 **ARTICLE SIX: DUTIES AND OBLIGATIONS OF MEMBERS**

39
40 Section I. It shall be the duty of all members of this congregation to attend services regularly and to
41 commune frequently.

42
43 Section II. It shall be the duty of the members to bring up their children in the nurture and admonition of the
44 Lord [Ephesians 6:4] and, to this end, teach them religion in the home and bring them to the congregation's
45 established educational agencies.

46
47 Section III. It shall be the duty of every communicant member to contribute of his time, talent, and treasure
48 according to his or her several abilities toward all that the congregation has made its concern [I Corinthians
49 16:2; Mark 16:15; I Corinthians 9:14].

50
51 Section IV. Communicant members shall have attained their 18th year to be eligible to vote and/or hold
52 church office. It shall be the Christian obligation of every communicant man or woman, upon reaching
53 their 18th year, to actively participate in the church's affairs by attending all congregational meetings and
54 voting upon its business. Therefore, they ought to acquaint themselves with the church's Constitution.

55 A. All communicants of voting age shall be eligible for office.

56 B. Privileges of Women: Women may hold voting membership in the congregation and serve as
57 officers and as members of Boards and committees as long as these positions are not involved in
58

1 the functions of the pastoral office and as long as this service does not violate the order of
2 creation. Accordingly, they shall not serve as pastor, as a member of the Board of Elders, as
3 Chairman of the congregation, or as Chairman of any Board.
4

5 **ARTICLE SEVEN: POWER AND RIGHTS**

6 Section I. Supreme Power

- 7
- 8 A. The congregation as a body has supreme power, and shall decide all matters relating to church and
9 church affairs, but it exercises this power through the Voters' Assembly.
- 10 B. The admission and excommunication of church members, the calling of a pastors and the election
11 of all other officials are the duty and business of the congregation and shall not be delegated to
12 minor bodies.
- 13 C. All officers of the congregation can be discharged from office in Christian order by the congregation
14 and it only. Valid reasons for discharge are:
15 1. Continued adherence to false doctrine.
16 2. Disorderly life.
17 3. Willful neglect of duty.
18 4. Inability to perform the duties of their offices.
19

20 Section II. Delegation of Power

- 21 A. The congregation may authorize an individual or group of individuals to act in its name [except
22 Section I, b, c].
- 23 B. No decision or enactment of an individual or committee shall be valid, unless the individual or
24 committee has been duly authorized by the congregation to act in this matter. To act without
25 authority is to assume full responsibility and consequence.
26

27 Section III. Limitation of Power: Not even the congregation shall be empowered to order, enact, or decide
28 anything contrary to the Word of God and the Symbolic Books contained in the Book of Concord of 1580;
29 any such ordinance, enactment, or decision shall be null and void.
30

31 **ARTICLE EIGHT: MEETINGS**

32

33 Section I. The voting members of this congregation shall hold regular meetings as prescribed in the
34 Bylaws, and if needed, special meetings, in order to deliberate and act on all congregational affairs.
35

36 Section II. Voting members present at a meeting shall constitute a quorum, except:

- 37 A. to amend the constitution and/or Bylaws.
38 B. to pass resolutions pertaining to relations with the pastor and the congregation.
39 C. to sell or buy church real estate.
40

41 In order to pass any resolutions in these three categories [a,b,c] a 2/3 majority of all voting members shall
42 be required. In the absence of a 2/3 majority, at the next regularly called Voters' Assembly those present
43 shall constitute a quorum, and 2/3 of those present shall be necessary to pass any of the above [a,b,c]
44 resolutions.
45

46 Section III. Matters of doctrine and life [church discipline] shall be decided in accordance with Scripture and
47 Article Two by unanimous vote. Things neither commanded nor forbidden in God's Word shall be decided
48 by majority vote. Frivolous innovations, however, are to be seriously avoided and, without good reason, no
49 custom or rite shall be abolished.

50 If it becomes apparent that a member or a group [no matter how large] willfully defends and votes
51 for a matter against God's Word, then such member or members shall first be dealt with according to
52 Matthew 18:15-20, and after the proper settlement of this matter, the previous question shall be resumed.
53

54 Section IV. Should controversies arise within the congregation [which God may graciously forbid] either
55 between the congregation and the pastor or among the members, which cannot be settled peaceably and
56 charitably within the congregation, the Synod of which the congregation is a member shall be asked for an
57 opinion and for aid in the settlement of the controversy, and its decision shall be final. Until the Synod has
58

1 spoken, the parties to the controversy shall remain quiet and avoid everything that might aggravate the
2 rupture.
3

4 **ARTICLE NINE: CALL OF A PASTOR**

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7 Section I. The right to call a pastor shall be vested in the congregation through the Voters' Assembly and
8 shall never be delegated to an individual or committee within the congregation.
9

10 Section II. The office of the public ministry shall be conferred only upon such ministers and candidates for
11 the ministry as unqualifiedly and publicly profess their acceptance of and adherence to Article Three of this
12 Constitution, and such acceptance and adherence shall be required of them in the call of vocation extended
13 by the congregation.
14

15 Section III. The call of the pastor shall be by the following form: At a special "call" meeting of this
16 congregation, persons who may become candidates for the ministerial office according to this article shall
17 be chosen by ballot under the majority rule, which candidates shall be announced at two [2] Sunday
18 services. Barring any sustained protest, the candidates shall become eligible by calling for that purpose.
19 The calling shall proceed by ballot. The Voters' Assembly at that time shall determine its own method of
20 procedure for election purposes.
21

22 Section IV. Sufficient and urgent causes for removal of a pastor from office are:

- 23 A. persistent adherence to false doctrine;
- 24 B. scandalous life;
- 25 C. willful neglect of duties; and
- 26 D. when it becomes apparent that a pastor, through inefficiency or physical debility, has ceased to be
27 a blessing upon the congregation, he may be asked for his resignation. The congregation shall,
28 however, deal charitably with him.
29

30 **ARTICLE TEN: OFFICERS, BOARD, AND COMMITTEES**

31
32 Section I. The officers of this congregation shall be the Chairman, Secretary, and Treasurer.
33

34 Section II. The Boards of this congregation shall be, the Board of Elders, the Board of Trustees, the Board
35 of Sunday School and Youth, the Board of Evangelism, the Board of Stewardship, the Board of Social
36 Ministry, the Board of Finance, the Board of Parish Fellowship, and the School Board.
37

38 Section III. The committees of this congregation shall be the Finance Committee, the Audit Committee, the
39 Memorial and Bequest Committee [and any other committees the Church Council deems necessary or
40 appropriate, either permanent or temporary].
41

42 Section IV. The Chairman of the congregation and the pastor[s] are ex-officio and non-voting members of
43 all Boards and Committees, and therefore Boards and Committees shall never convene to transact
44 business without providing 24 hour advance notification.
45

46 **ARTICLE ELEVEN: THE CHURCH COUNCIL**

47
48 Section I. The Church Council shall consist of the congregational Chairman, Secretary, Treasurer, and the
49 Chairmen of the Board of Elders, of Trustees, of Sunday School and Youth, of Evangelism, of Stewardship,
50 of Social Ministry, of Finance, of Parish Fellowship, and of the School Board. The pastor[s] shall be an
51 ex-officio member of the Church Council.
52

53 Section II. If for valid reasons the Board Chairman cannot fill his chair on the Church Council, his Board
54 shall choose one of its members as his non-voting representative to give his Board's report.
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56 Section III. The Chairman of the congregation shall be the Chairman of the Council. In his absence the
57 Chairman of the Board of Elders shall serve in his place.
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ARTICLE TWELVE: DISSOLUTION

In the event this congregation should dissolve, the power to determine where to transfer all property and assets shall rest with those who are voting members of the congregation at the time of dissolution. All property and assets from this congregation shall be transferred to the district of the synod to which this congregation held membership at the time of dissolution and/or to any non-profit organization(s) they deem appropriate, provided that such organization's stated mission and practice is in accord with the confessional standard of this congregation as stated in Article Three of this constitution.

ARTICLE THIRTEEN: AMENDMENTS

Section I. Amendments to this Constitution may be made, provided they do not conflict with the provision laid down in Article Two [2] or any doctrinal articles in this Constitution.

Section II. Proposed amendments to this Constitution must be submitted in writing at a Voters' Assembly. Announcement of such a proposed change shall then be made in the church bulletin on at least two [2] consecutive Sundays, whereupon it shall be submitted for action to the next congregational assembly. Refer to Article Eight, Section II for procedures.

BYLAWS

ARTICLE ONE: CONGREGATIONAL MEETINGS

Section I. Regular Congregational Meetings [Voters' Assemblies] shall be held as follows:

- A. on the last Sunday in January.
- B. on the third Sunday in May.
- C. on the third Sunday in September.
- D. on the second Sunday in November.

Section II.

- A. The January meeting shall be the meeting at which time the budget for the current year is adopted.
- B. The May meeting [on odd-numbered years] shall be the meeting at which new officers and Board members shall be elected.

Section III. Special meetings may be called by the Church Council by having the pastor publicly announce the date and the place of such meeting in two consecutive Sunday bulletins. Any three [3] or more voting members may place their request for a special meeting before the Church Council, which shall decide the question of calling the proposed meeting.

Section IV. All sessions shall be conducted in good order and as close to the following manner as possible:

- A. Call to order and Opening Prayer.
- B. Reading and approval of the minutes of the previous meeting.
- C. Treasurer's report.
- D. Reports from Boards and standing Committees and action thereon.
- E. Old Business.
- F. Recommendations of the Church Council.
- G. New Business.
- H. Doctrinal matters.
- I. Adjournment with the Lord's Prayer.

ARTICLE TWO: THE CHURCH COUNCIL

Section I. The Church Council shall meet monthly. They shall determine the time and date of their meetings.

1 Section II. The pastor or any other three members of the Church Council may call special meetings of the
2 church council by personally informing each member of the Council of the time and place of such a meeting
3 at least twenty-four [24] hours before such a meeting is to be held.
4

5 Section III. The Church Council shall never convene to transact business without the pastor's knowledge.
6

7 Section IV. All matters brought before the Church Council shall be and shall remain strictly confidential
8 until submitted to the congregation.
9

10 Section V. A majority of the voting members of the Church Council shall constitute a quorum. Decency
11 demands that in the case of absence, the councilmen shall excuse themselves by contacting the Chairman.
12

13 Section VI. At the June meeting [on odd-numbered years] both the incoming Council members and the
14 outgoing Council members shall attend so that the new members might better acquaint themselves with the
15 Council's business, thus providing a smooth transition.
16

17 Section VII. The Church Council shall have as its duty the overall direction of the total program of the
18 congregation, working through all of its Boards and Committees.
19

20 Section VIII. The Church Council shall see to it that the pastor and other persons who may be employed by
21 the congregation are properly paid. Should funds be lacking, the Church Council shall borrow enough to
22 pay the bills of the congregation.
23

24 Section IX. The Church Council shall have authority to appoint persons to fill vacant board/office positions.
25

26 Section X. The Church Council shall represent the congregation in all legal matters and actions, and may
27 authorize the congregational officers to act on their behalf.
28

29 **ARTICLE THREE: BOARD OF ELDERS**

30
31 Section I. The Board Of Elders shall consist of not more than one member for each fifty [50] communicants
32 and not less than one member for each one hundred [100] communicant members. Requests for a change
33 in the size of the Board shall be made and acted upon in the January Voters' Assembly prior to the May
34 election. Terms of office shall be for two years, terms beginning on June 1st of odd numbered years and
35 concluding on May 31st of the following odd numbered year. Board members may succeed themselves
36 twice [maximum of 3 consecutive terms or 6 consecutive years]. At their first meeting following installation
37 into office they shall elect from their midst a Chairman [who will sit on the Church Council] and a Secretary.
38 [see Constitution, Art.Six, section IV.b.]
39

40 Section II. Objectives Of The Board of Elders

41 The basic objectives of this Board are the spiritual welfare of the pastor[s] and the congregational
42 members, individually and corporately, and the supervision of everything pertaining to congregational
43 worship.

44 That the objectives of this Board may be carried out, the Board, either corporately or through
45 specifically designated individuals shall:
46

47 A. For The Spiritual Welfare of the Pastor[s] and the Congregational Members, Individually and
48 Corporately, the Elders shall:

- 49 1. Pray for the pastor[s] and other spiritual leaders.
- 50 2. Encourage the pastor[s] in his work by word and action.
- 51 3. Be concerned about the spiritual, emotional, physical, and financial needs of the pastor[s] and
52 his family, and to that end, specifically review these items once a year.
- 53 4. Assist the pastor[s] in resolving difficult cases and in finding peaceful and God-pleasing
54 solutions to problems within the congregation.
- 55 5. Be an example of Christian conduct and conversation in the congregation.
- 56 6. Exercise leadership in gathering call lists and calling a new pastor when a vacancy occurs.
- 57 7. Insure that the congregation functions in accordance with the established Articles of Faith
58

1 listed in Article Three of the Constitution.

- 2 8. Determine eligibility for membership of all individuals and families applying for membership in
- 3 this congregation according to Article Five of the Constitution.
- 4 9. See to the prompt transfer of all members who move away and of new Lutheran families
- 5 moving into the community.
- 6 10. Engage in member conservation and discipleship training in conjunction with the Board of
- 7 Evangelism and the Board of Stewardship. This shall include oversight of all adult Bible
- 8 classes within the congregation.
- 9 11. Engage in continual review of communion and church attendance of all members, make calls
- 10 on delinquents, and follow up on all newborn children in the congregation until they are
- 11 baptized.
- 12 12. Encourage voting and communicant members to be active in service to the church.
- 13 13. Encourage members reaching the age of eighteen [18] year to become voting members.
- 14 14. Be concerned about and supervise thorough instruction of youth and adults for confirmation
- 15 and church membership.
- 16 15. Be responsible for a friendly and personal welcome of visitors at worship and for the
- 17 orientation and integration of new members in conjunction with the Board of Evangelism.
- 18 16. Be present for periodic training as determined by the pastor[s] and this Board.
- 19 17. Supervise the total work of all societies and auxiliary groups that are not supervised by
- 20 another Board for administrative purposes and program .
- 21 18. Encourage spiritual programs in the societies of the congregation generally.
- 22 19. Submit an annual budget request in the form and at the time requested by the Board of
- 23 Finance.

24
25 B: For the Worship of the congregation the Elders shall:

- 26 1. Supervise the organists of the congregation, annually review their compensation and make
- 27 recommendations to the Church Council.
- 28 2. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
- 29 3. Staff, train, and supervise the ushering staff.
- 30 4. Assist the pastor with Communion distribution, reading of Scriptures, preaching, etc., as
- 31 required.
- 32 5. Set the time, schedule and number of Communion services in conjunction with the pastor[s]
- 33 and the voting membership.
- 34 6. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship,
- 35 following Article Three, section II of the Constitution.
- 36 7. Supervise the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar,
- 37 the altar furnishings and vestments.
- 38 8. Maintain an adequate supply of expendable items for worship such as Communion cards,
- 39 pencils, Communion wine and wafers, Baptismal napkins, candles, etc., in conjunction with
- 40 the Altar Guild.
- 41 9. Coordinate with the Altar Guild all church and chancel decorations.
- 42 10. Plan and publicize the services for the year.
- 43 11. Supervise the budgeted allotment for the selection and procurement of appropriate music,
- 44 supervision of choirs and other related matters.
- 45 12. Arrange and publicize special services as required.

46
47 Section III. In order to perform their duties efficiently the Board of Elders shall acquaint themselves with all

48 the members of the congregation.

49

50 **ARTICLE FOUR: BOARD OF TRUSTEES**

51
52 Section I. The Board of Trustees shall consist of at least four [4] members. Terms of office shall be for two

53 [2] years, terms beginning on June 1st of odd-numbered years and concluding on May 31st of the following

54 odd-numbered year. Board members may succeed themselves twice [maximum of three consecutive

55 terms or six consecutive years]. At their first meeting following their installation into office they shall elect

56 from their midst a Chairman [who will sit on the Church Council] and a Secretary. [See Constitution, Art.

57 Six, Section IV.b.].

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2 Section II. Duties:

- 3 A. The Trustees shall administer the property of the congregation and see to it that it is kept in good
4 repair. To this end they shall authorize all operating expenditures. Their annual budget
5 appropriation shall limit their total annual expenditures unless granted extra funds by the Voters'
6 Assembly.
- 7 B. They shall make a thorough inspection of all the property annually and shall report on the same to
8 the congregation at its regular meetings.
- 9 C. They shall conscientiously carry out all resolutions referring to the property of the congregation,
10 such as making contracts, employing workmen, etc.
- 11 D. They shall execute all such acts in the name of the congregation according to its resolutions.
12 Whenever the Trustees thus act in the name of the Voters' Assembly, the latter shall be
13 responsible. If, however, the Trustees act without the resolution of the congregation, they
14 themselves shall be held responsible.
- 15 E. It shall be their duty to insure all the property of the congregation against loss or damage. They
16 shall keep the Council and congregation informed as to insurance coverage so that policies may
17 be updated and renewed on time.
- 18 F. It shall be their duty to see to it that the deeds and other valuable and important papers of the
19 congregation shall be kept securely. Also it shall be their duty to provide bonding in sufficient
20 amounts for the financial officers of the congregation.
- 21 G. After every election the Board of Trustees, in compliance with the laws of the State of Wisconsin,
22 shall confirm as such the Treasurer elected by the congregation.
23

24 **ARTICLE FIVE: BOARD OF SUNDAY SCHOOL AND YOUTH**
25

26 Section I. The Board of Sunday School and Youth shall consist of at least three [3] members. In addition,
27 the Sunday School Superintendent[s] shall also serve as voting member[s] of this Board. Terms of office
28 for the three elected members shall be two [2] years, terms beginning on June 1st of each odd numbered
29 year and concluding on May 31st of the succeeding odd numbered year. Board members may succeed
30 themselves twice [maximum of 3 consecutive terms or six consecutive years]. At their first meeting
31 following their installation into office they shall elect from their midst a Chairman [who shall sit on the
32 Church Council] and a Secretary. [See Constitution, Art.Six,Section IV. b.]
33

34 Section II. The Board of Sunday School and Youth shall be charged with the supervision of our educational
35 program on all levels (with the exception of those areas of education under the guidance of the Board of
36 Parish Preschool) and to that end shall:

- 37 A. Appoint the Sunday School Superintendent[s] and assist in his/her work; make rules and regulations
38 in respect thereto; provide the best material available for the instruction of students (see Constit.
39 Art. Three, Section II); maintain an adequate staff; and in general, do everything possible to
40 increase the effectiveness of this educational agency.
- 41 B. Foster and encourage a program of teacher training for the purpose of maintaining a high level of
42 instructional competence among the members of the Sunday School staff.
- 43 C. Encourage the development of an Adult Bible Class program in the congregation and do all that is
44 possible to increase participation of the membership in organized Bible Study, in conjunction with
45 the Board of Elders.
- 46 D. Encourage the officers and leaders of all societies to increase the effectiveness of their organization
47 as an agency of Christian education.
- 48 E. See to it that an adequate program of youth work and activity is sponsored by the congregation; see
49 to it that the program of youth organization contributes to the spiritual edification of the
50 participants; and make every effort to enroll the young people of the congregation in the church
51 program of Christian education.
- 52 F. Supervise and/or promote other educational agencies within the parish which would enlarge the
53 opportunities of the congregation in the field of Christian education.
- 54 G. Encourage all those involved in our Christian educational programs to share the Gospel with our
55 community and to invite others to join us in worship, Sunday School, and Bible Classes.
- 56 H. Submit an annual budget request in the form and at the time requested by the Board of Finance.
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1 Section III. The Board of Sunday School and Youth shall be authorized to appoint such officers and
2 committees as shall be necessary to carry out the duties of their work, as herein described, subject to
3 ratification by the Church Council [e.g. Youth Group Counselors, Sunday School Superintendent[s],
4 Christmas Program Committee, etc.].

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6 Section IV. The Board of Sunday School and Youth shall meet monthly and on call for special purposes.
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8 **ARTICLE SIX: BOARD OF FINANCE**

9

10 Section I. The Board of Finance shall consist of the congregational Treasurer, the head Financial Secretary
11 [Collection Counter], and at least three [3] elected members whose term shall be two years, terms
12 beginning on June 1st of odd numbered years and concluding on May 31st of the succeeding odd
13 numbered year. Members may succeed themselves twice [three consecutive terms or six consecutive
14 years]. At the first meeting following their installation into office they shall elect from their midst [excluding
15 the Treasurer and Financial Secretary] a Chairman [who shall also sit on the Church Council] and a
16 Secretary. [See Constitution, Art. Six, Section IV.b.]

17 Section II. Duties

- 18 A. This Board shall have the responsibility for the preparation of the congregation's annual budget. To
19 accomplish this task it shall consult with all the various Boards and Committees through which
20 funds are dispersed. It shall then submit this budget to the Church Council, before it presents it to
21 the Voters' Assembly.
- 22 B. All other financial efforts and/or requests must be submitted to this Board for presentation to the
23 Church Council.
- 24 C. It shall have under its jurisdiction all the financial records of the congregation and shall see to it that
25 the proper accounting be done. It shall supervise the financial system of counting, bookkeeping,
26 and preserving our financial records, and shall see to it that an annual audit be done of all the
27 financial records of all Boards, Committees, and groups. To this end it shall appoint an audit
28 committee which shall be approved by the Voter's Assembly.
- 29 D. It shall be the Board's duty to educate the membership in its giving habits and so work in
30 conjunction with the Board of Stewardship. It shall also oversee the distribution of offering
31 envelopes.
- 32 E. It shall appoint the Financial Secretary and his staff [collection counters] as necessary.
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34 **ARTICLE SEVEN: BOARD OF STEWARDSHIP**

35

36 Section I. The Board of Stewardship shall consist of at least three [3] members. Terms of office shall be
37 for two [2] years, terms beginning on June 1st of each odd numbered year and concluding on May 31st of
38 the succeeding odd numbered year. Members may succeed themselves twice [maximum of 3 consecutive
39 terms or 6 consecutive years]. At their first meeting following their installation into office they shall elect
40 from their midst a Chairman [who shall sit on the Church Council] and a Secretary. [see Constitution, Art.
41 Six, Section IV.b.]

42 Section II. Duties

43 This Board shall be charged with the task of gathering all time, talent, and treasure of the membership, and
44 shall keep a file of the same.
45

46
47 To that end it shall:

- 48 A. Encourage the members of the congregation to actively participate in the functions of the church
49 through its societies, educational programs, and service programs.
- 50 B. Prepare a slate of nominations for all church officers to be filled by ballot in the May meeting and
51 conduct these elections [see Bylaws on Election Rules].
- 52 C. Nominate and/or suggest to the Church Council qualified men and women from its lists to fill all
53 appointed positions or committees and to supply nominations when vacancies exist.
- 54 D. Obtain delegates to all church conventions or sectional meetings where congregational representa-
55 tion is needed.
- 56 E. Conduct canvasses and surveys of the congregation in whatever field [such as education, finance,
57 missions, etc.] that the Council and congregation may direct.
58

- F. Conduct an annual pledge program for the spiritual growth of the members.
- G. Submit an annual budget request in the form and at the time requested by the Board of Finance.

ARTICLE EIGHT: BOARD OF EVANGELISM

Section I. The Board of Evangelism shall consist of at least three [3] members. Terms of office shall be for two [2] years, terms beginning on June 1st of odd numbered years and concluding on May 31st of the succeeding odd numbered year. Members may succeed themselves twice [maximum of 3 consecutive terms or 6 consecutive years]. At their first meeting following their installation into office they shall elect from their midst a Chairman [who shall sit on the Church Council] and a Secretary. [see Constitution, Art. Six, Section IV.b.]

Section II. Duties

Their main concern shall be the on-going evangelism program of the congregation. It shall be their responsibility to direct the people of the church toward placing Christ's Gospel before the people of the congregation [inreach] and of the community and the world [outreach]. To this end they shall:

- A. Encourage all members to be trained in personal evangelism.
- B. Periodically assess the spiritual needs of the community.
- C. Keep a prospect list up to date and in use.
- D. Assist in making calls on prospective members.
- E. Provide such tracts and materials to aid the membership in their personal witnessing.

ARTICLE NINE: BOARD OF SOCIAL MINISTRY

Section I. The Board of Social Ministry shall consist of at least six [6] members. Terms of office shall be for two years, terms beginning on June 1st of each odd-numbered year and concluding of May 31st of the succeeding odd-numbered year. Members may succeed them-selves twice [maximum of three consecutive terms or six consecutive years]. On their first meeting following their installation they shall elect from their midst a Chairman [who shall also sit on the Church Council] and a Secretary. [See Art.Six, Section IV.b.]

Section II. The Board of Social Ministry shall be concerned with the social and temporal welfare of the congregation, and to this end it shall:

- A. Foster and promote within the congregation such attitudes that motivate and encourage the membership to be observant, sensitive, attentive, loving, and effective in responding to troubled individuals.
- B. Coordinate interested members of the congregation in providing meals for individuals in our congregation who are in need of such meals [on a temporary basis] due to recovery from illness or hospitalization or as the Board of Social Ministry shall deem appropriate.
- C. Coordinate and maintain within the congregation a pool of individuals who are willing and able to provide transportation to and from worship services and other church functions for those otherwise unable to secure such transportation. To this end it shall also seek out those who may be in need of such service.
- D. Coordinate and enlist a group of willing individuals to regularly and periodically visit and provide social contact with members of our congregation who are confined to their homes or are residing in nursing care facilities.
- E. At least annually plan and organize an activity or event for the congregational membership for the purpose of creating an awareness of and raising funds for Lutheran Churches or affiliated organizations in need of such help and shall provide a list of groups in need of funds to the Memorial and Bequest Committee.
- F. Regularly review its programs and explore new areas of social and physical concern within the congregation and it shall implement new avenues of Social Ministry where necessary and feasible.
- G. Submit an annual budget request in the form and at the time requested by the Board of Finance.

ARTICLE TEN: BOARD OF PARISH FELLOWSHIP

1 SECTION I: The Board of Parish Fellowship shall consist of at least five [5] members. Terms of office shall
2 be for two years, terms beginning on June 1st of each odd numbered year. Members may succeed
3 themselves twice [Maximum of three [3] consecutive terms or six [6] consecutive years. On the first
4 meeting following their installation they shall elect from their midst a Chairman [who shall also sit on the
5 Church Council] and a Secretary [See Art. Six, Section IV.b.]
6

7 SECTION II: DUTIES

8 The basic objectives of this Board are the strengthening of the fellowship between congregational
9 members spiritually and socially, the integration of new members into the life of the congregation, and the
10 general upbuilding of mutual cooperation, trust, and enjoyment among the members of the congregation.
11 To this end, the Board of Parish Fellowship shall:

- 12 A. Plan, supervise, and implement larger gatherings of the congregation which will further the goals of
13 the congregation from time to time through the year.
- 14 B. Maintain constant contact with the other Boards of this congregation, both suggesting to them ways
15 of furthering their work through fellowship and drawing from them requests and suggestions for
16 fellowship activities.
- 17 C. Maintain an adequate group of willing workers who will help plan, coordinate, and execute the work
18 necessary to the successful accomplishment of fellowship goals.
- 19 D. Provide a general atmosphere of friendliness among the members on a smaller scale by
20 suggesting to groups, societies, Bible Classes, and the like, ways of bringing their members into
21 meaningful personal relationships.
- 22 E. Provide for integration of new members and their families into the congregation through periodic
23 fellowship night dinners, rallies, and the like in conjunction with the Board of Elders.
- 24 F. Review and adopt or adapt materials and ideas from various sources which will bring congregation
25 members into personal contact with groups through the use of family nights, fun fairs, talent
26 shows, and the like.
- 27 G. Plan, supervise, and implement recurring yearly events which will focus attention on the major
28 aspects of the congregation's work.
- 29 H. Supervise the work of any groups or clubs which begin as an offshoot of this Board, for
30 administrative purposes and program development
- 31 I. Submit an annual budget request in the form and at the time requested by the Board of Finance.

32
33 **ARTICLE ELEVEN: SCHOOL BOARD**
34

35 Section I: The School Board shall consist of at least five (5) members. Term of office shall be two years,
36 terms beginning on June 1st of each odd-numbered year. Members may succeed themselves twice
37 (maximum of three (3) consecutive terms or six (6) consecutive years). On the first meeting following their
38 installation into office they shall elect from their midst a Chairman (who shall sit on the Church Council), a
39 Vice-Chairman, a Recording Secretary, a Treasurer, and a Public Relations Chairperson. (See Art; Six,
40 Section IV.b.). The Preschool Director, the Principal, the Pastor, and the Congregational Chairman shall be
41 ex-officio members of the School Board. The Preschool shall be called Rainbow Preschool.
42

43 Section II. DUTIES

44 The School Board, to fulfill the purpose of providing a safe environment and growth opportunities shall:

- 45 A. Oversee the hiring, maintenance, and dismissal of paid personnel, and shall develop and review
46 policies concerning wages, benefits, and job-related duties of such paid personnel. The Board is
47 responsible for hiring or engaging the Principal, Director, faculty,
- 48 B. Develop and maintain an educational program that fulfills the school's purpose, meets state
49 requirements, and is in accordance with Article Three of the Constitution.
- 50 C. Prepare and annually review the Director's job description which lists the major responsibilities of
51 the administrator.
- 52 D. Work with, support, and supervise the preschool Director, who is responsible for the daily
53 management of all aspects of the preschool's operation.
- 54 E. Be responsible for the funding and financial management of the school, including (but not limited
55 to) all salaries, withholding tax, etc.
- 56 F. Prepare and present regular reports and plans on the preschool and its future to the Church Council
57 and Congregational Voters' Assembly.
58

1
2 To assist in achieving these ends:

- 3 A. Funds entrusted to the School Board from student tuition shall be used in the operations of the
4 school and shall be managed by the School Board.
5 B. Gifts to the school are to be used at the discretion of the School Board.
6 C. The Board Treasurer shall be responsible for all salaries, purchases, and other disbursements that
7 the Board deems fit and proper.
8 D. As much as is proper and practical, the Board shall pay from its funds all costs that may be incurred
9 solely as the result of school operation.
10 E. The School Board shall make an annual written report to the congregation, including enrollment
11 statistics, receipts and disbursements, and any other items that the Church Council may deem
12 appropriate.
13 F. All assets of the school will be transferred to St. Peter's Lutheran Church, Waterford, Wisconsin, in
14 the event the school should dissolve.
15

16 **ARTICLE TWELVE: MEMORIAL AND BEQUEST COMMITTEE**

17 Section I. Historical Background

18 These Articles of Association and Declaration of Trust were originally made and entered into the
19 17th day of September, A.D., 1962, pursuant to the authority granted by a Resolution, duly adopted by the
20 Church Council of St. Peter's Lutheran Church of Waterford, Racine County, Wisconsin, at a regular
21 meeting of said Council, duly convened on even date herewith, and following the approval hereof given by
22 the voting members of said church at a regular Congregational Meeting held on September 17, 1962. They
23 were revised in 1993 and approved by the Voters' Assembly of said congregation in May of 1993. Further
24 revision was made in 1994, superseding all previous Articles of Association for the Memorial Trust Fund.
25

26 THE MEMORIAL AND BEQUEST FUND. It is hereby expressly declared that there is hereby
27 created a MEMORIAL AND BEQUEST FUND which shall consist of any and all monies and funds now
28 existing in the name and credit of St. Peter's Evangelical Lutheran Church, herein called the Church, or
29 hereafter to be donated to the Church for special and general charitable purposes by any donor, excepting
30 any funds which shall be donated or designated for current or annual budgetary expenses. The said fund
31 shall be held and invested by a group of Committee members, herein-after called the committee members,
32 which shall be constituted and carry on business as hereafter provided.
33

34 Section II. Location and Records

35 The principle office of the Memorial committee shall be at the general Church offices, wherever the
36 same shall be located, and any and all books, ledgers, journals, portfolios and reports of the committee
37 members from past years shall be kept and maintained at said principle office.
38

39 Section III. The Memorial and Bequest Committee (Number, Appointment, Tenure)

40 The MEMORIAL AND BEQUEST COMMITTEE shall consist of five (5) committee members of
41 recognized experience and competence in financial affairs and business, and shall be members of St.
42 Peter's congregation, four (4) of whom shall be appointed by the Church Council. The committee members
43 shall hold office for a term of four (4) years, and until their successors are appointed and qualify. They shall
44 qualify by ratification of the Voters Assembly. By reason of their office, the Pastor(s) and Congregational
45 Chairman shall be ex officio members of this Committee. None of the committee members shall be
46 members of the Church Council, with the exception of the Congregational Treasurer, who by this office shall
47 be a committee member. At its regular October meeting, the Church Council shall appoint one member to
48 the Committee to serve a four-year term. All committee member appointments by the Church Council shall
49 be ratified by the Voters' Assembly. No bond or other undertaking shall be required of any committee
50 member in the faithful discharge of his duties as such committee member, it being fully recognized by the
51 creators of this fund that no Christian shall accept the responsibility for administering that which belong to
52 the Lord without the complete acknowledgment that he may not disappoint the Lord with poor management
53 and inadequate provisions to do His work.
54

55 Section IV. Committee Meetings

56 Regular meetings of the committee members shall be held at the Church offices at least
57 semi-annually in January and July, and they may hold meetings at any time for the transaction of business
58

1 upon the call of the Chairman of the Committee. The committee members shall elect annually among
2 themselves one to act as Chairman and preside at all meetings, one as Vice-Chairman to act in the
3 absence of the Chairman, one as Secretary, and one as Financial Officer. The Financial Officer's selection
4 shall be ratified by the Church Council.

5 Four out of five of the committee members shall constitute a quorum for the transaction of
6 business. The Memorial and Bequest Committee may delegate to any one or more of their number the
7 exercise of any power or the performance of any act or duty which the Memorial and Bequest Committee
8 as a whole might exercise or perform.
9

10 Section V. Reports by the Memorial and Bequest Committee

11 The Memorial and Bequest Committee shall make written reports of their operations to the Church
12 Council and Voters at their January, May, September, and November meetings, showing all receipts,
13 disbursements and earnings from investments, and the assets and condition of the fund. Such reports shall
14 be submitted by the Memorial and Bequest Committee to the Church Council and Voters' Assembly and
15 shall become a permanent part of the Church records.
16

17 Section VI. Powers and Functions of Committee Members.

- 18 A. It shall be the duty of the committee members to faithfully and diligently administer this fund [as
19 would diligent and prudent men acting in their own behalf], to keep correct and accurate records
20 of all business transacted, and to exercise prudence and economy in the business of the fund; to
21 act only in good faith, and only for the best interests of the congregation; to quarterly render a full
22 and correct account of the fund business, and, at the termination of the same as hereinafter
23 provided, to render up and deliver all the properties and funds of the fund to the Church.
- 24 B. The Memorial and Bequest Committee shall have absolute and exclusive investment control and
25 management of the fund. The Memorial and Bequest Committee shall have no right to expend
26 the capital fund, or any part thereof, for any reason whatsoever, except for investment and
27 reinvestment (except under subsections D and E).
- 28 C. The Memorial and Bequest Committee shall keep an accurate record of all donations and
29 memorials given for specific purposes, including the name of the donor, amount donated and date
30 of donation, a record of amounts designated by the Church Council for specific purposes, a record
31 of amounts undesignated for specific purposes, and all interest and accruals to the fund as a
32 whole. Any and all interest and accruals earned by the investment of the fund or any part thereof
33 shall be regarded as being undesignated for specific purposes, except as designated by donors.
34 The Memorial and Bequest Committee shall provide such sums of money from the fund as may
35 be periodically requested in writing by the Church Council and only for the specific purposes for
36 which they were either donated or initially designated by the Church Council. Any and all
37 undesignated donations to the fund or memorials to the fund which shall remain undesignated for
38 a period of (1) one year following submission of the Memorial and Bequest Committee's Reports to
39 the regularly scheduled Voters' Assembly as above provided, shall become and remain an
40 integral part of the corpus of the fund until the fund be terminated or amended, except as
41 provided under Subsection E below.
- 42 D. EXPENDITURE OF ANNUAL INCOME (UNDESIGNATED INTEREST EARNED). Annual interest
43 income shall be spent according to the following procedure:
44 1. At least 10% of all interest shall be placed into the corpus of the fund and become
45 undesignated principle.
46 2. The remaining annual interest earned shall be marked for expenditure.
47 3. The Committee members of the MEMORIAL AND BEQUEST FUND shall meet within forty
48 (40) days after the end of the year to do the following:
49 a. Determine the interest earned on the corpus that year.
50 b. Roll at least 10% of the interest earned into the corpus of the fund.
51 c. Withdraw the remaining interest income and transfer it to a readily accessible
52 interest bearing account.
53 d. Make a list of possible charities, projects, etc., for which the spendable interest can be
54 divided and spent, including amounts suggested for each charity, project, etc.
55 e. Pass this list on to the Church Council for review at their March Council meeting.
56 4. The Church Council at their March meeting shall then:
57 a. Review the figures on interest earned for the previous year.
58

- b. Review the list of charities, projects, etc. submitted by the MEMORIAL AND BEQUEST FUND committee members.
 - c. Make any changes, corrections, additions, or deletions to this list as they deem proper.
 - d. Prepare to recommend this list to the Voters Assembly at their May meeting.
5. The Voters, at their May meeting, shall:
- a. Review the figures on interest earned for the previous year.
 - b. Review the list of charities, projects, etc., submitted by the Church Council.
 - c. Make any changes, corrections, additions, or deletions to this list as they deem proper.
 - d. Vote to approve this list and amounts as given and/or amended.
 - e. Vote to authorize the MEMORIAL AND BEQUEST FUND committee members to pay out the interest earned in accordance with the list and amounts voted upon.
6. The MEMORIAL AND BEQUEST FUND committee members shall:
- a. Pay out the interest earned in accordance with the decision of the Voters Assembly.
 - b. Report back to the Church Council when said payments have been made.
7. Because emergencies arise, a certain amount of interest earned shall be listed and earmarked as Emergency Relief Fund.
- a. A Minimum of 10% of the total interest each year or \$5,000, whichever is greater, shall be designated as Emergency Relief.
 - b. Interest amounts that remain undesignated following the May Voters' meeting shall be added to the Emergency Relief Fund.
 - c. This money will be held in a readily accessible interest bearing account until such time as the Church Council deems it appropriate to spend some or all of it for an emergency need.
 - d. Should the Emergency Relief Fund, funds designated to charities, or any portion of these funds not be used in a given year, they shall be carried over to the next year and added to the amount designated as Emergency Relief Fund for the following year.
 - e. The Emergency Relief Fund shall not be allowed to exceed \$20,000 unless voter approval is obtained for the larger amount. Should the Emergency Relief Fund exceed this maximum amount for any reason, the excess amount shall be transferred into the corpus of the fund at the earliest date possible.
- E. THE SPENDING OF THE CORPUS (UNDESIGNATED PRINCIPLE) OF THE MEMORIAL AND BEQUEST FUND. The principle of the Memorial Fund can be expended for major projects or emergencies if the following criteria are met.
1. The Church Council and/or the MEMORIAL AND BEQUEST FUND committee members and/or any Voting member of the congregation must submit to the Voters' Assembly, in writing, a detailed reason for the expenditure and the amount of undesignated principle that they recommend spending.
 2. Said recommendation must be approved in the following manner:
 - a. It must be passed by 2/3 of all Voting members. If 2/3 of all Voting members are not present, at the next called Voters Assembly those present shall constitute a quorum and a 2/3 vote of those present shall be required to pass the expenditure.
 - b. It must also be passed by 2/3 of all Church Council members and MEMORIAL AND BEQUEST FUND committee members meeting in joint session.
 3. Monies designated by donors or the Church Council for specific purposes cannot be spent for any other purpose than that for which it was designated.
- F. No committee member shall be liable for any act or omission whatsoever of any other committee member nor for any error of judgment or for any loss arising out of any acts in the execution of this fund, so long as they are in good faith and not a willful breach of fund.
- G. No person shall assume the position of committee member after his appointment by the Church Council until he shall have fully read Article Twelve of these Bylaws and shall have executed an acknowledgment and consent to abide by them to the best of his ability and with the help of the Lord.

ARTICLE THIRTEEN: CONGREGATIONAL OFFICERS

The following officers shall perform their duties as indicated:

1 Section I. CHAIRMAN OF THE CONGREGATION

- 2 A. Shall assume over-all leadership in all congregational affairs.
3 B. Shall preside at the Voters' Assemblies.
4 C. Shall preside at the Church Council meetings.
5 D. Shall be represented, in his absence, by the Chairman of the Board of Elders.

6
7 Section II. SECRETARY OF THE CONGREGATION

- 8 A. Shall record all minutes of Voters' Assemblies.
9 B. Shall record all minutes of Church Council meetings.
10 C. Shall record attendance at all Voters' Assemblies.
11 D. Shall notify all Boards and Committees of the Voters' actions and instructions regarding their work.
12 E. Shall be responsible to notify membership of regular and special Voters' Assemblies.
13 F. Shall issue press releases to the community of important events in the congregation.
14 G. Shall notify the Board of Stewardship of any vacancies that arise on Boards and Committees.

15
16 Section III. TREASURER OF THE CONGREGATION

- 17 A. Shall receive itemized statements of the weekly receipts of the congregation from the Finance
18 Committee [collection counters], and permanently record the same.
19 B. Shall disburse all the funds according to the instructions of the Church Council.
20 C. Shall present up-to-date financial reports to the congregation as to its financial condition.
21 D. Shall furnish to the Board of Finance a budget comparison report for use in its budget preparations.
22 E. Shall be the custodian of all valuable papers and documents of the congregation and shall have in
23 his possession a copy of the inventory of the congregation, prepared by the Board of Trustees.
24 F. Shall perform, in the field of finance, whatever duties the congregation, Church Council, and the
25 Board of Finance shall request.
26 G. Shall have appointed, when necessary, an assistant by the Church Council.

27
28 **ARTICLE FOURTEEN: ORGANIZATION OF BOARDS**

- 29
30 A. Each Board shall elect its own Chairman and Secretary.
31 B. The Secretary of each Board shall keep accurate minutes of its Board's meetings, copies of which
32 shall be available for Church Council meetings.
33 C. Each Board may organize additional committees, with Church Council approval, as needs arise to
34 carry out the responsibilities assigned.
35 D. Each Board shall meet once a month at their discretion. Special meetings are by call of the Board
36 Chairman.
37 E. Reports and recommendations as well as program plans shall be made to the Church Council and
38 to the congregational Assemblies by the Chairman of each Board.
39

40 **ARTICLE FIFTEEN: ELECTION RULES**

41
42 **ELECTIONS SHALL BE PREPARED AND CARRIED OUT AS FOLLOWS:**

- 43
44 A. The Board of Stewardship shall select a slate of candidates for all of the elected positions available.
45 They shall select only one candidate for each available position.
46 B. The Board of Stewardship shall submit its slate of candidates to the Board of Elders no later than
47 the March Board of Elders meeting in an election year. [Note: Elections take place at the May
48 Voters' Assembly on odd-numbered years.]
49 C. At their March meeting the Board of Elders shall approve or disqualify candidates solely on the
50 basis of the following three criteria:
51 1. Each candidate must be regular in his/her worship attendance.
52 2. Each candidate must be regular in his/her participation in Holy Communion.
53 3. Each candidate should be involved in on-going Bible study.
54 4. Should a candidate be disqualified, the Board of Elders shall direct the Board of Stewardship
55 to supply another candidate for approval to the vacant position.
56 D. On the first Sunday in April of an election year, and for two Sundays following, there shall be printed
57 in the Sunday Church Bulletin a roster of the candidates selected by the Board of Stewardship
58

1 and approved by the Board of Elders. In the same Bulletins, requests shall be made for additional
2 nominations from the congregation.

3 1. Nominations from members of the congregation must be made in writing and must be
4 submitted to a member of the Board of Elders no later than the date of their scheduled April
5 meeting.

6 2. At their April meeting, the Board of Elders shall approve or disqualify these nominations
7 according to the same criteria in #3 above. The nominators of disqualified candidates shall
8 be notified, but disqualification shall remain confidential.

9 E. After the Board of Elders has approved the complete slate of candidates consisting of those
10 selected by the Board of Stewardship and those, if any, submitted by the congregation at large,
11 the nominations shall be declared and considered closed. No nominations shall be accepted from
12 the floor on election day.

13 F. All ballots shall be by written ballot, and all elections shall be under the supervision of the Board of
14 Stewardship.

15 G. The names of the elected candidates only shall be announced, and no announcement or record
16 shall be kept of votes polled by various candidates. If a challenge is made by a voter present,
17 only the winning or losing candidate may request to see the count of the ballots, but only for the
18 position for which he/she was running. The ballots shall then be destroyed by the Board of
19 Stewardship after the election.

20 H. Whether one or more positions shall be voted on at one time is up to the discretion of the Board of
21 Stewardship with the approval of the voters present.

22 I. Installation of Officers and Board members shall take place on the last Sunday in May or the first
23 Sunday in June, whichever is more convenient so as to avoid Memorial Day weekend. Outgoing
24 Officers and Board members are to remain in their positions until the installation of the new
25 Officers and Board members.

26 27 28 29 **ARTICLE SIXTEEN: AMENDMENTS**

30
31 Section I. Amendments to these Bylaws may be made, provided they do not conflict with the provision laid
32 down in Article Two [2] or any doctrinal articles in the Constitution.

33
34 Section II. Proposed amendments to these Bylaws must be submitted in writing at a Voters' Assembly.
35 Announcement of such a proposed change shall then be made in the church bulletin on at least two [2]
36 consecutive Sundays, whereupon it shall be submitted for action to the next congregational assembly.
37 Refer to Constitution, Article Eight, Section II for procedures.

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40 *Revised and Approved: 1989*

41 *Revised and Approved: 1994*

42 *Revised and Approved: 2008*
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