

**5-31-26 BYLAWS for Congregation 1st reading. Articles that have changes.**  
Strikeout means remove. **BOLD** is to help for later reference. **Added or new wording.**

# BYLAWS

## **ARTICLE 1- ADMISSION OF NEW MEMBERS**

### A. Baptized Members -

A person becomes a member when baptized under the authority of this Congregation, or, if baptized, when transferred or committed to the care of this Congregation.

### B. Communicant Membership

1. Confirmation - Confirmation itself being a reception into membership, all who are thus received become Communicant Members. Persons coming with a communicant letter of transfer from a congregation in church fellowship become communicant members of this Congregation when they request membership in Zion and have their request acted upon by the Board of Directors upon recommendation of the Pastor and/or Elders.

2. Profession of Faith - Other persons shall submit their application to the Pastor and, having given satisfactory evidence of qualifications for communicant membership to the Pastor, they shall be received as Communicant Members upon approval of the Board of Directors.

### C. Voting Members -

Voting members shall be all communicant members of the Congregation who have reached the age of 18 years or older. Members eligible to vote shall be provided with a copy of this Constitution and Bylaws.

### D. **Implications of church membership for Communicant Members:** [reworded from **Constitution Article 4 - MEMBERSHIP** ]

1. **Is baptized in the name of the triune God: Father, Son and Holy Spirit.** [added]
2. Accepts the Bible as the verbally inspired revelation of God and the only divine rule and standard of faith and life;
3. Is familiar with the doctrines of the Evangelical Lutheran Church, at least to the extent it is set forth in Luther's Small Catechism and declares acceptance thereof;
4. Attends divine services faithfully and partakes of the Lord's Supper frequently, if physically able;
5. Leads a Christian life (Matthew 5-7; Galatians 5:22 & 23) and abstains from manifest works of the flesh (Galatians 5:19-21);
6. Contributes, as the Lord has prospered him (I Corinthians 16:2) toward the maintenance of the Congregation, its due functions and extension of the Church-at-Large;

7. Submits, for the sake of love and peace, to the regulations already made, or still to be made, by this Congregation, provided they do not conflict with the Word of God;
8. Accepts brotherly admonition when he has erred, become delinquent in the requirements of membership, or otherwise given offense (Matthew 18:15-17);
9. Is not a member of any organization which confesses and/or fosters a religion, the principles and practices of which conflict with the word of God (II Corinthians 6:14-18) and (II John 9).

## **ARTICLE 2 - TRANSFER, RELEASE AND WITHDRAWAL**

A. Members desiring a ~~release for the purpose of~~ transfer to a sister congregation shall obtain a written transfer from the Pastor. A release thus issued shall be submitted by the Chairman of the Board of Elders to the Board of Directors for **approval** ~~ratification~~.

B. Members moving away, thereby severing their connection with the Congregation without obtaining a **transfer or** release, shall after a period of **six (6)** months, by approval ~~authorization~~ of the Board of Elders be removed ~~stricken~~ from the list of membership with the approval of the Board of Directors.

C. Members who have neither attended a divine service nor contributed financially for a period of **two (2)** ~~three~~ or more years as recorded on Zion's attendance and contribution records shall, by **consent** ~~authorization~~ of the Board of Elders, with the approval of the Board of Directors, have their names removed from Zion's membership.

D. Excommunication and Self-Exclusion - Any **members** who conduct themselves in an unChristian manner, either by sins of commission or by sins of omission shall be admonished according to the Scriptures. If after repeated admonition by the Pastor and the Elders (see Bylaws, Article **8**, Section **E**) ~~he refuses~~ **they refuse** to amend **their** sinful **lives**, it shall be so reported to the Board of Elders for prayerful concern. If every avenue to the member seems closed, the matter shall then be placed before the Board of Elders. A unanimous vote of the Board of Elders is required to place the matter of excommunication or self-exclusion before the **Voters** Assembly for final action. If such members deliberately absent themselves from the Board of Elders or Voters Assembly meetings during which their case is to be discussed, they shall be regarded as having self-excluded themselves from the Congregation. Excommunication or self-exclusion terminates membership, but people affected by these actions will remain welcome to attend all Zion services in Zion's facilities. A two-thirds vote shall be required for excommunication. **Matthew 18:15-18**

E. Status - A person ~~whose communicant membership~~ **who has been removed from** communicant membership has forfeited all rights of a member of this Congregation. ~~and all claims upon property of the Congregation such as, or upon any part thereof, so long as he is not reinstated into membership.~~

### ARTICLE 3 - MEETINGS

A. The **annual meeting** of the Congregation shall be held on the first Sunday in June, unless otherwise called by the Board of Directors, and shall include election of Officers, **Directors, Ministry Team Leaders** and adoption of the annual budget. **The Slate shall be published the week before the week of the meeting.** **Special meetings** of the Congregation may be called by the Pastor, by the Board of Directors, or by **25 20** voting members upon written request to the Board of Directors. Notice of the date and purpose of the special meeting shall be published in the bulletin on two Sundays preceding the special meeting. The business of a special meeting shall be **limited to** the purpose for which it was called.

B. **Regular meetings** of the **Board of Directors** shall be held ~~at least once each~~ **every other month.** **Special meetings** of the Board may be called by the Pastor, by the President or three members of the Board of Directors. All Board members must be notified of the special meeting and its purpose. The **agenda and minutes** of all Board of Directors meetings, except executive sessions, shall be made accessible to all members of the Congregation. It is the general policy that any member of the Congregation desiring to be in attendance at Board meetings may attend. The President may call an **Executive Session** to discuss private and sensitive matters with only regular members of the Board of Directors in attendance.

C. The **quorum** for a **Voters Assembly** shall be **40** members **or at least 20% of the voting members, (if numbers shrink) whichever is greater (if numbers grow).** The **quorum** for the **Board of Directors** shall be a majority of its members. Actions taken by the majority voting shall be valid acts of the Congregation except where the Constitution and Bylaws specify another ratio.

D. The **Order of Business** at **Voters** Meetings and at Board of Directors Meetings shall be established by the President **using the following agenda: Prayer, attendance, approval of minutes, treasurer's report and acceptance, board ministry reports, old business, new business, adjournment, and prayer.** ~~An opportunity shall be provided at each Board of Directors Meeting for any voting member of the Congregation to present new business. All such new business may be referred to the appropriate director, committee or board for study and recommendation before any discussion or action is taken.~~ Questions on **parliamentary procedure** not governed by this Constitution and Bylaws shall be decided by Roberts Rules of Order, Newly Revised.

E. **Minutes and agendas** shall be **required** for the Voters Assembly, Board of Directors, and all other organizations. The minutes remain the property of the congregation and shall be housed in the church office and available upon request.

#### F. Electronic participation

1. Electronic participation can be used to attain a quorum for meetings.

2. Electronic voting when the Voters Assembly, Board of Directors or Ministry Team is in or is not in session is valid.

**NOTE: ARTICLES 4 AND 5 are on a separate page and are removed from this spot.**

**[RESUME WITH THE following ARTICLES IN ORDER]**

#### **ARTICLE 6 - THE PASTORAL OFFICE**

When the pastoral office requires more than one man, one pastor will be the Senior Pastor, and all others, Associate or Assistant Pastors. The **Senior Pastor** is the **Church Office** Administrative leader **and is** responsible to the Congregation as the **Spiritual leader** of all church programs. ~~All references to Business Manager are removed.~~ The Pastor is an **advisory** member of all Boards and Committees. An Associate or Assistant Pastor may represent him at his direction. **Areas of responsibility for these pastors will be designated by the Board of Directors in consultation with the Senior Pastor.**

When calling a pastor, the congregation shall seek advice of the District President and all voting members shall have the opportunity to nominate candidates for that office. Candidates for the office of pastor shall be nominated at a lawfully assembled meeting of the Board of Directors specifically called to nominate candidates for the office of pastor. The development of a slate of candidates shall be the responsibility of the Board of Elders. ~~The list of candidates shall be announced in services one Sunday and mailed to the homes prior to the next meeting of the Board of Directors. If no objections are sustained by the Board of directors, a pastor shall be called from a slate from this list.~~ **The Board of Directors, upon the recommendation of the elders shall present the slate of candidates to the congregation.**

The call for pastor shall be extended by the **Voters** Assembly. The vote shall be by ballot and a **two thirds** ( $\frac{2}{3}$ ) vote shall be necessary for election. The vote shall be made unanimous, if possible.

#### **ARTICLE 7 - CALLING AND SELECTING OTHER STAFF**

Called personnel of the Church shall be nominated as candidates at a lawfully assembled Board of Directors meeting. All calls shall be made by the **Voters** Assembly from the slate adopted by the Board of Directors, **upon the recommendation by the appropriate board.** The Congregation shall seek the advice of the District President and all voting members shall have an opportunity to nominate candidates. **Calls will be made to candidates who are on the roster of synod.** The principal of the school must be a called worker. If no called candidate is available or accepts the position, a suitable non-called candidate may be employed. That candidate must be a professing Christian. **The Schools Board shall seek the advice of the District President for any additional procedures to follow.**

The appropriate board for the open position will develop the slate of candidates to present to the Board of Directors.

**ARTICLE 8 - DUTIES OF DIRECTORS AND THEIR BOARDS** [We will look at format changes, a removed board and placing those \*\*duties under current boards.]

It shall be the duty of the Board of Directors to carry out the business of the Congregation as instructed by the voting membership and this Constitution and Bylaws. The duties of the individual Directors ~~and their Boards~~ are as follows:

A. **President** – As part of ~~the~~ duties, the President shall **preside** at all meetings of the Board of Directors and of the Congregation, **appoint** committees according to the instructions of the Bylaws and resolutions of the Board of Directors, and **ensure** that the resolutions of the Congregation and the Board of Directors are carried out. [Also see Article: 3 - Meetings, Article 5 - Board of Directors and Article 9 - Committees]

B. **Vice President** –The Vice-President shall perform the duties of the President, either in ~~his~~ ~~the~~ absence ~~of~~, or during ~~his~~ ~~the~~ disability ~~of~~, or at ~~his~~ ~~the~~ request ~~of the President~~. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the office of the President for the remainder of the term.

C. **Secretary** – The Secretary shall record the proceedings of the **Congregational Meetings** and the Board of Directors Meetings, register all members attending the meetings, and submit the minutes for adoption at the following regular meetings. The secretary shall be ~~eustodian~~ ~~of~~ responsible for all church records pertaining to this office. The secretary may delegate these responsibilities to the appropriate church staff **including sending the agenda and minutes to the church office for the archives**. ~~These minutes and official minutes of all church organizations shall remain the property of the congregation. The secretary shall be eustodian of all church records pertaining to this office and at the expiration of term, shall deliver them to the successor. The Secretary shall perform such other duties as may be delegated to him.~~

D. **Treasurer** – The Treasurer shall **be responsible to ensure that** accurate records of the receipts and disbursements of the congregation remain the property of the congregation. All books shall be **internally audited** annually **and externally every three (3) years**, and a report of each audit shall be submitted to the Board of Directors. The Treasurer shall submit a report at each Board of Directors Meeting and at the annual Voters Assembly. **The Treasurer shall approve counters for weekly offerings and other monies.** ~~Remove the whole section about Recording Clerks.~~ The Treasurer is also a member of the ~~Board of Finance~~ Ministry Team.

**\*\*Remove "Board of Stewardship/Spiritual Gifts"** - The objectives have been given to the *Outreach* and *Finance* boards.

**\*\*Each Ministry Team will need to assist in revising** the individual **director duties** before they can be placed here for discussion. The following reflects the current wording with a few **additions** and some **format** changes.

E. ~~BOARD OF ELDERS~~ **MINISTRY TEAM** – The Chairman of the Board of Elders shall appoint a minimum of four (4) members to the Board of Elders in consultation with the Board of Directors. Their terms of office shall be two (2) years. It shall be the duty of this Board to watch over the doctrine, life and administration of the Office of Public Ministry, to see to it that they are treated with due respect and hence also that the Congregation fulfills its duty toward them with respect to their physical needs in accordance with the Word of God and their respective calls. It shall be the Elders' responsibility to assist the Pastor in planning of worship, provide for services in the absence of the Pastor and assist in maintaining order and discipline in difficult ministerial cases. The Elders shall seek to lead the members in the deepening of their spiritual life and regular participation in worship.

The Elders are responsible for the music ministry for all services at Zion Lutheran Church and in maintaining high standards of choice and performance.

**\*\*Other responsibilities may include ministry to the sick and shut-in, communication with congregational members, or other services which may be required.**

The Chairman of the Board of Elders, in consultation with the Senior Pastor, may appoint additional ~~men~~ members of the congregation to assist in serving communion and/or assist in preparing the elements for communion or other service that may be needed.

F. ~~BOARD OF TRUSTEES~~ **MINISTRY TEAM** – The Chairperson of the Board of Trustees shall appoint a minimum of four (4) members in consultation with the Board of Directors. Their terms of office shall be two (2) years ending in June with members appointed as terms expire and vacancies occur.

The Trustees shall see to the maintenance, protection, and improvement of all property of the Congregation, shall provide for necessary services to all equipment, and shall enlist and supervise the services of volunteer workers. The Trustees shall maintain a running inventory of equipment owned by the Congregation.

G. **SCHOOLS BOARD** **MINISTRY TEAM** – The Chairperson of the Schools Board, in consultation with the Board of Directors, shall appoint a minimum of 4 [6] Board members for a term of two (2) years, The Schools Board shall be responsible for the supervision of the Christian Day Schools [PreSchool] and staffs, approve the curriculum, textbook purchase, strive to secure the enrollment of children of the Congregation and the community for the school and make every effort to maintain the highest standards in the field of early childhood and elementary education. This Board shall be responsible for the supervision of the Extended School Age Day Care Program. The Principal of the Christian School is an advisory member of the School Board.

The Schools Board may appoint “at-will or non-called personnel (This needs the current CA wording)” contract workers for the Christian Schools. However, the Board of Directors retains the right to create positions and establish salaries.

H. ~~BOARD OF YOUTH~~ **MINISTRY TEAM** – The Chairperson of the Board of Youth Ministries, in consultation with the Board of Directors, shall appoint a minimum of **four (4)** Board members. The terms of office shall be for **two (2)** years ending in June, with members appointed as the terms expire or as vacancies occur. The responsibility of this board includes ministry to Youth in Junior and Senior High (Grades 7-12), college students and young careers (ages 18-30 years). The goal is to assist these young people through the important Confirmation ministry, teen-age and young adult years, and into the world when away from their parents direction. This board strives to provide resources to those who are in this group and those who work with this age group, including youth, parents, teachers and other leaders. It is important that this board work with other boards, especially the Board of Child Ministries, Board of Adult Ministries and Schools Board, to make certain this group's needs are being met without duplication of effort.

I. ~~BOARD OF MINISTRY OUTREACH~~ **MINISTRY TEAM** – The Chairperson of the Board of Ministry Outreach, in consultation with the Board of Directors, shall appoint a Board of a **minimum of four (4)** members. The terms of office shall be **two (2)** years ending in June, with members appointed as the terms expire or as vacancies occur.

This Board shall promote congregational awareness and encourage increased participation in outreach expressions of Christian love, compassion, and concern. The Board shall establish and endorse mission minded means to assist the congregation in carrying the Gospel into the world through active service, relationship evangelism, and sponsored mission projects.

**\*\*Secondly, the Board is to involve people in the ministry of Zion Lutheran Church. To accomplish this task the Board will need to involve members in an educational ministry informing them regarding proper Christian attitudes and spiritual gifts. The Board will help members to discover their spiritual gifts and find ways of deploying those gifts to the ministry of the congregation and community.**

J. ~~BOARD OF CHILD~~ **MINISTRY TEAM** – The Chairperson of the Board of Child Ministries, in consultation with the Board of Directors, shall appoint a **minimum of four (4)** Board members. The terms of office shall be for **two (2)** years ending in June, with members appointed as the terms expire or as vacancies occur. This Board is responsible for providing programs for those aged one day through Grade six. The goal shall be to help these children to develop their Christian faith from Baptism until they enter into the Youth Ministry program. This Board strives to provide resources to those who work with this age group including parents, teachers and other leaders. It is important for this board to work with other boards, especially the Board of Youth Ministries, Adult Ministries and Schools Board, to make certain this group's needs are being met without duplication of effort.

K. **BOARD OF FINANCE MINISTRY TEAM** – The Chairperson of the Finance Board shall appoint a **minimum of four (4)** Board members in consultation with the Board of Directors, who together with the Treasurer make up the Finance Board. Their term of office shall be **two (2)** years.

The responsibilities of this board are to monitor financial records and reports of the congregation and ensure their adherence to generally accepted principles; to review salaries and wages as required due to new positions, budget, or wage changes mandated by law; to formulate the proposed annual fiscal year budget for submittal to the Board of Directors and the congregation, to review and forecast financial performances during the fiscal year for reporting to the Board of Directors; and to monitor fees, tuition, and other assessments.

**\*\*This Board will also be involved in providing stewardship programs which will help Christians to identify and carry on a program of dedicated, proportionate, first-fruits financial giving.**

**\*\*This board will encourage congregational members to use God's accumulated blessings for the furtherance of His kingdom. Promote and provide the means for congregational members, as Christian stewards, to demonstrate their deep gratitude to God with special gifts for special purposes.**

**\*\*This Board is to oversee the Endowment Fund Bylaws in ADDENDUM A. It will also operate under the Zion Lutheran Church Endowment Fund Bylaws, receiving special gifts and then disbursing these funds through Zion's financial system as directed by the Board of Directors.**

L. **BOARD OF ADULT MINISTRY TEAM** –The Chairperson of the Board of Adult Ministries, in consultation with the Board of Directors, shall appoint a minimum of **four (4)** Board members. The terms of office shall be for **two (2)** years ending in June, with members appointed as the terms expire or as vacancies occur. This Board is responsible for helping adults in their faith development, providing opportunities to grow in their knowledge of God's Word and its application to their life. This board strives to provide resources to those who work with this age group including adults, singles, parents, teachers and other leaders. It is important for this board to work with other boards, especially the Board of Child Ministries, Board of Youth Ministries and Schools Board, to make certain this group's needs are being met without duplication of effort.

## **ARTICLE 9 - COMMITTEES**

A. **Auditing Committee** - The President shall appoint with approval of the Board of Directors an Auditing Committee whose duty it shall be ensure an audit of the books and records of the Treasurer at least once a year and to request of all the **ministries** and organizations of the Church a financial statement for perusal and audit **once (1)** each year

so that a report can be made at the ~~October~~ **fourth quarter of the calendar year** at the Board of Directors Meeting. **[If meetings are not needed monthly.]**

B. **Nominating Committee** - The Nominating Committee shall consist of **the Vice President** and **three (3)** voting members of the Congregation who shall be appointed by the Board of Directors each year to **present candidates** for the electoral meeting in June **and to assist in enlisting members** for various Ministries ~~Boards~~. The Committee, **in consultation with the Senior Pastor**, shall provide copies of the list of candidates **to the Board of Directors for its approval**. **Once approved**, the list shall be provided to the congregation at the Sunday services on the week before and on the week of the elections.

C. **Special Committees** - Such special committees as may be needed for the proper conduct of Church business shall be appointed by the Board of Directors.

D. **Archivist** - The Board of Directors shall appoint an archivist.

E. **Parliamentarian** - The Board of Directors shall appoint a Parliamentarian.

#### **ARTICLE 10 - DISPUTE RESOLUTION**

Should a dispute arise in the Congregation that cannot be resolved internally, which may God mercifully prevent; the dispute resolution resources of the ~~Pacific Southwest District~~ **District in which Zion holds membership** may be utilized

#### **ARTICLE 11 - AMENDMENTS**

Any proposed amendment to, alteration of, or repeal of these Bylaws shall be presented at a regular or special meeting of the **Voters Assembly** duly announced as provided in these Bylaws. The proposed amendment, alteration, or repeal **must be made available at least two (2) weeks before the proposed meeting**. The changes shall be adopted only after **two thirds (2/3)** of the voters present at a **Voters Assembly**, with a quorum in attendance, shall have cast their vote in favor of the same.

**[ADDENDUM B - Zion Organizational Chart will be needed.]**