

## **I. Voters Assembly**

### **A. Meetings**

1. Regular meetings of the Voters Assembly shall be held quarterly.
2. Special meetings may be called by the President or upon the request of three voting members of the congregation with at least one week's notice.

### **B. Quorum**

1. Ordinarily, the voters present at a properly called meeting shall constitute a quorum to do business. However, for the purchase of land, erection of buildings or for the removal from office of a called pastor or teacher, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix a date for an adjourned meeting for which at least five days written notice shall be given. The voters who are present at such adjourned meeting shall constitute a quorum.

### **C. Order of Business**

1. The meeting of the Voters Assembly shall be conducted in accordance with the Constitution and Bylaws and shall include an opening devotion, roll call or resignation, approval of the minutes of the previous meeting, report of officers and standing/select committees and action thereon, unfinished business, other business, and adjournment with devotional close.
2. In questions of parliamentary procedure not covered by this Constitution and Bylaws, the generally accepted rules of order published in the Operations Manual shall prevail.
3. The pronoun "he" is used for the purpose of simplicity and does not imply the specific male gender.

## **II. Procedures in Calling Pastors and Teachers**

### **A. Nominations and Elections**

1. At any properly called meeting of the Voters Assembly, eligible and qualified candidates for the office of pastor or called teacher shall be submitted by the nominating committee.
2. The Board of Elders shall serve as the nominating committee for the office of pastor. The Christian Education Committee shall serve as the nominating committee for the office of called teacher. Any voter is entitled to make additional nominations from the floor. The candidates shall then be chosen by ballot under the majority rule.

### **B. Candidates**

1. The list of candidates shall be publicly announced to the congregation on two successive Sundays or by mail at least one week before the meeting at which the call is to be extended. Barring any sustained protest, the candidates shall become eligible for calling at any subsequent properly called meeting of the Voters Assembly. The election shall proceed by ballot. A two-thirds majority of all ballots cast shall be required to elect. The election shall, if possible, be unanimous.
2. Teachers on the faculty of the Prince of Peace Preschool, other than called teachers, shall be appointed by the president of the Voters Assembly upon the recommendation of the Personnel Committee and with the concurrence of the Pastor. Their positions may be terminated by two-thirds vote of the congregation.

### **C. Tenure of Office**

1. The tenure of office of a called pastor or teacher, in keeping with Lutheran practice, shall not be determined by any limitations of time.

### **III. Nomination and Election of Officers**

#### **A. Procedure in Nomination and Election of Officers**

1. **Nomination.** A nominating committee, appointed by the President, shall present a slate of candidates at the second quarterly meeting of the Voters Assembly. Additional nominations may be made from the floor.
2. **Mode of Election.** The annual election shall be by ballot and shall take place at the second quarterly meeting. The candidate receiving a majority of the votes cast shall be declared elected. The officers elected shall assume their respective duties upon being publicly installed prior to the beginning of the third quarter.
3. **Vacancy.** In the event of a vacancy in any office, the Church Council shall select a successor to serve the unexpired term. Officers so selected shall serve for terms specified in these Bylaws and shall hold office until their successors have been elected and publicly installed.

#### **B. Term of Office**

1. The term of office for President, Vice President, Secretary, and Financial Secretary shall be one year. They may be reelected to serve one more one-year term and may not serve more than two terms in succession. Only the Treasurer and Committee heads may succeed themselves in the same office more than two successive elected terms. After serving his or her terms, an officer must vacate his or her office for at least one year. An officer initially appointed by the Church Council may stand for election for two additional consecutive terms.
2. The Board of Elders shall consist of one (1) Elder for up to 25 family units. Each Elder is a voting member serving for a period of two years. They may be reelected to serve one more two-year term and may not serve more than two terms in succession. Elders are to be elected in alternating years so that their terms do not expire coincidentally.
3. The Board of Trustees shall consist of ten voting members serving for a period of three years. They may be reelected to serve one more three-year term and may not serve more than two terms in succession. Trustees are to be elected in alternating years so that their terms do not expire coincidentally.

### **IV. Church Council**

#### **A. Meetings.**

1. Regular meetings of the Church Council shall normally be held monthly. Attendance by the President, Vice President, Secretary, Financial Secretary, Treasurer, Head Elder, Head Trustee, and Head of the Christian Education Committee is mandatory. Attendance by all other officers is optional, provided each Committee Head submits a report to Council prior to the Council meeting that they are not able to attend.
2. Special meetings may be called by the President, or upon the request of at least three voting members of the congregation. Five (5) days' notice shall be given prior to the commencement of special meetings.
3. All meetings of Church Council are open to all voting members.

**B. Quorum.**

1. A majority of Church Council officers that are required to attend monthly meetings in accordance with section IV. A. 1., above, must be present to constitute a quorum. Each Committee Head may send a proxy to the monthly meeting, if the Committee Head is unable to attend. The proxy's vote shall have the same weight as the Committee Head's vote.

**C. Order of Business.**

1. The meeting of the Church Council shall be conducted in accordance with the Constitution and Bylaws and shall be conducted in general conformance to Article I., C. of the Bylaws.

**V. Duties of Officers**

**A. President**

1. The President shall be the executive officer of the congregation.
2. He shall preside at all meetings of the Voters Assembly and shall serve as chairman of the Church Council.
3. He shall perform such duties as pertain to the office.
4. He shall serve as an ex-officio member of all boards and committees.

**B. Vice President**

1. In the absence of the President, or in the event of his inability to function, the Vice President shall act for and instead of the President.
2. He shall represent the congregation as directed by the Council.
3. He shall be Chairman of the Finance Committee.

**C. Secretary**

1. The Secretary shall faithfully keep and sign the minutes of all meetings of the Voters Assembly and of the Church Council and enter them in a permanent record.
2. He/She shall also conduct all authorized correspondence and issue all official notifications.
3. He/She shall have custody of the Constitution, records, books, and other documents and papers of the congregation.
4. He/She shall keep a record of the members present at all meetings and determine whether or not a quorum is present for the transaction of legal business.

**D. Financial Secretary**

1. The Financial Secretary shall keep an accurate record of and make deposits of all contributions.
2. He/She shall make monthly reports thereof and shall prepare an annual report in writing to be included in the Annual Report by the Finance Committee.
3. He/She shall serve on the Finance Committee.

**E. Treasurer**

1. He/She shall receive notice of all bank deposits of the congregation from the Financial Secretary, keep a correct account of all financial transactions, and pay all bills and indebtedness of the congregation when properly authorized.
2. Congregational funds shall be disbursed by the Treasurer or by the President of the congregation.
3. He/She shall render a report of all receipts and disbursements in all regular meetings of the Voters Assembly and of the Church Council and a detailed report covering the fiscal year.
4. He/She shall serve on the Finance Committee.

## **VI. Boards and Committees**

### **A. Various Boards and Their duties**

1. **Board of Elders.** This Board, as assistant to the Pastor, shall concern itself with the spiritual life of the congregation and ministering to its needs.
  - a. The Board shall consist of one (1) Elder for up to 25 family units. Each Elder is a voting member of the Board. The Board shall annually elect its own head and recording secretary. The Head Elder shall serve as at-large elder without family unit responsibility.
  - b. The Board is charged with the supervision of public worship, church discipline, and church publications.
  - c. The Board shall evaluate called personnel.
  - d. The Board shall prepare an annual budget to be submitted to the Finance Committee.
2. **Board of Trustees.** This Board shall be charged with the custody, control, and supervision of church property and related financial activities as budgeted and authorized by the congregation.
  - a. The Board of Trustees shall consist of ten voting members and annually elect its own head and recording secretary. The Board shall appoint, when necessary, three of its members to sign legal documents, make contracts, and represent the congregation in court.
  - b. The Board shall have custody and control of church property. The Board may sell, mortgage, lease, or otherwise convey and dispose of property under its jurisdiction. The Board shall make such rules and regulations as it deems expedient for the maintenance, use, and improvement of such property.
  - c. The Board shall supervise and direct the work of the custodian(s).
  - d. The Board shall prepare an annual budget to be submitted to the Finance Committee.

### **B. Various Standing/Select Committees and Their Duties**

1. **Christian Education Committee.** This committee shall be responsible for the growth of the congregation in Christian Education at all age levels.
  - a. This committee shall consist of an elected head and appointed coordinators. The Preschool Director shall be a standing member.
  - b. This committee shall meet according to the needs of the educational activities within the congregation.
  - c. This committee shall supervise all education agencies and activities of the congregation.
  - d. This committee shall prepare an annual budget to be submitted to the Finance Committee.
2. **Stewardship Committee.** This committee is responsible for inspiring the congregation to use its time, talents and financial means in support of its mission statement.
  - a. The committee will be composed of an elected head and additional members as necessary to perform the tasks of the Committee, appointed by the Head of the

Committee.

- b. The committee will meet according to the needs of the congregational programs.
- c. The committee shall prepare an annual budget to be submitted to the Finance Committee.

3. Outreach Committee. This committee shall be responsible for planning and implementing programs which encourage membership.
  - a. The Committee shall be composed of an elected head and additional members as necessary to perform the tasks of the Committee, appointed by the Head of the Committee.
  - b. The Committee shall meet according to the needs of the congregational programs.
  - c. The Committee shall prepare an annual budget to be submitted to the Finance Committee.
4. Personnel Committee. This committee is responsible for the management of non-called staff members.
  - a. The Committee is composed of an elected head, Treasurer, an Elder, a Trustee, Head of Christian Education, and additional members as necessary to perform the tasks of the Committee, appointed by the Head of the Committee.
  - b. The Committee shall meet as necessary to fulfill its duties.
  - c. This Committee shall staff and evaluate the work of the church administrative personnel.
  - d. Review and act upon grievances of all non-called staff members.
  - e. This Committee shall prepare an annual budget for church administrative personnel to be submitted to the Finance Committee.
5. Fellowship Committee. This committee is responsible for promoting activities which foster fellowship within the congregation.
  - a. The Committee shall consist of an elected head and additional members as necessary to perform the tasks of the Committee, appointed by the head of the Committee.
  - b. The Committee shall meet according to the needs of the congregation.
  - c. The Committee shall prepare an annual budget to be submitted to the Finance Committee.
6. Youth Committee. This committee is responsible for the spiritual growth of the youth of the congregation.
  - a. The Committee shall consist of an elected head and additional members as necessary to perform the tasks of the Committee, appointed by the Head of the Committee.
  - b. The Committee shall meet according to the needs of the congregation.
  - c. The Committee shall prepare an annual budget to be presented to the Finance Committee.
7. Finance Committee. This committee is responsible for keeping the financial affairs of the congregation in good order.
  - a. The Committee shall be composed of the Vice President as chairman; the Financial Secretary; Treasurer; Stewardship Head, and other voting members appointed by the President.
  - b. The Committee shall meet as necessary to keep the financial affairs of the congregation in good order.
  - c. The Committee shall prepare and submit to the council for submission and approval by the Voters Assembly an annual budget which meets the financial goals of the congregation in support of the mission statement.

- d. The Committee shall annually examine all financial records and submit a written report to the Voters Assembly.
- 8. Nominating Committee. This committee is responsible for preparing a slate of candidates to be presented to the Voters Assembly during the second quarterly meeting.
  - a. The Committee is composed of three voting members appointed by the President, with one member to serve as chairman.
  - b. The Committee will meet as necessary to perform its duties.
- 9. Select Committee. Other committees may be authorized or created by the congregation; the members of which shall be appointed by the head with the approval of the President, unless a different method of selection is authorized by the Voters Assembly.
- 10. Assimilation Committee. This committee is responsible for planning and implementing programs which encourage the congregation members to actively participate in the activities of the congregation.
  - a. The Committee is composed of an elected head and additional members as necessary to perform the tasks of the Committee, appointed by the Head of the Committee. This committee will frequently liaison with the Outreach and Fellowship committees.
  - b. The Committee shall meet according to the needs of the congregational programs.
  - c. The Committee shall prepare an annual budget to be submitted to the Finance Committee.
- 11. Social Ministry Committee. This committee is responsible for planning and implementing programs involving assistance in areas of need in the community.
  - a. The Committee is composed of an elected head and additional members as necessary to perform the tasks of the Committee, appointed by the Head of the Committee.
  - b. The Committee shall meet according to the needs of the congregational programs.
  - c. Implementation and support of programs should be with the approval of the Church Council.
  - d. The Committee shall prepare an annual budget to be submitted to the Finance Committee.

## **VII. Operations Manual**

This Voters Assembly may adopt such operating procedures as may be required for the accomplishment of its purpose. These procedures may be detailed in the Prince of Peace Operations Manual.