

BYLAWS - St. Luke's Lutheran Church

(Approved November 4, 2012, Updated January 29, 2017)

St. Luke's Lutheran Church Constitution

1. MEMBERSHIP:

1.1. Admission to Communicant Membership.

1.1.1. By Confirmation.

Confirmation itself being a reception into church membership, all who are thus received by this rite become communicant members.

1.1.2. By Transfer.

Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this Congregation, and upon recommendation by the Senior Pastor, shall be acted upon by the Board of Directors and ratified by the Voters' Assembly.

1.1.3. By Profession of Faith.

Other persons shall submit their application to the Senior Pastor, and having given satisfactory evidence of qualifications for communicant membership to the Senior Pastor, they shall be received as communicant members after approval by the Board of Directors and ratification by the Voters' Assembly.

1.2. Termination of Communicant Membership.

1.2.1. By Transfer.

Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the Senior Pastor. Such transfer of membership shall be reported to the Board of Directors in a subsequent meeting.

1.2.2. By Joining Other Churches.

In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the Senior Pastor, be considered as having terminated their membership, and their names shall be reported to the Board of Directors.

1.2.3. Whereabouts Unknown and Self-Exclusion.

Individuals on the Membership roster whose whereabouts are unknown and cannot be established, or who have excluded themselves, shall be removed by the Senior Pastor and the Board of Elders, with such removal being reported to the Board of Directors; forthwith such membership is terminated.

1.2.4. Excommunication and Self-Exclusion.

Any member, who conducts himself in an un-Christian manner, either by sins of commission or by sins of omission, shall be admonished according to Scripture by the Senior Pastor and the Board of Elders (reference Bylaws 5.2.2, 5.2.5, and 5.2.11). If the member refuses to amend their sinful life after proper admonition, they shall be excommunicated. A unanimous vote of the Board of Directors shall be required for excommunication. Excommunication terminates membership, but does not deny the right to use the church facilities for worship. As soon as evidence of penitence and a desire to be received into fellowship again has been demonstrated, they shall be received into membership as quickly as possible by action of the Board of Directors with ratification by the Voters' Assembly.

1.2.5. Status.

A person whose communicant membership has been terminated has forfeited all rights of a member of this congregation and all claims upon property of the congregation as such, or upon any part thereof, so long as he is not reinstated into membership.

1.3. Voting Membership.

The purpose of the Congregation shall be effected through its Voters' Assembly. (Refer to the Constitution 4.0 for Membership requirements.)

2. THE BOARD OF DIRECTORS:

2.1. Composition.

The Board of Directors shall consist of eleven (11) members. Nine (9) members of the Board of Directors shall have voting privileges and two (2) shall be advisory members with no voting privileges. The nine (9) voting members shall be elected by the Voters' Assembly. The two (2) advisory members are the Senior Pastor and the School Superintendent.

At the first regularly scheduled Board of Directors meeting after the annual election of new Board of Director members, the Board shall themselves select a President, Vice President, Treasurer and Secretary from within their ranks. The additional duties of these positions are enumerated in By-Law Sections 4.1, 4.2, 4.3 and 4.4. The President, Vice President, Treasurer and Secretary of the Board of Directors shall constitute the "Officers of the Congregation" and serve as President, Vice President, Treasurer and Secretary of the congregation respectively.

2.2. Meetings.

The Board of Directors shall meet in regular sessions. Special meetings may be called by the President, Senior Pastor, or any three members of the Board of Directors by notifying each member at least 48 hours in advance. A majority of the voting members of the Board of Directors shall constitute a quorum for purposes of regular and special meetings.

2.3. Duties.

As representatives of the Voters Assembly and stewards of the resources of the congregation, the Board of Directors primary responsibility shall be to ensure that the mission of the church is carried out. The Board shall be responsible for any decision that substantially impacts that mission including, but not limited to, the effectiveness of existing ministries, an ongoing evaluation of church finances, insuring adequate resources are in place and protecting the assets of the church. The Board of Directors shall have the power to act on behalf of the Voters Assembly between meetings of the Voters Assembly. All actions and decisions of the Board of Directors shall be brought up for discussion and ratification at Voters Assembly meetings through the review, discussion and acceptance of the Board of Director minutes.

2.4. Conflict of Interest.

Conflict of interest as used in these Bylaws means a situation where a Board or committee member stands to benefit financially from their participation or vote on an issue being considered by the Board or committee. Members should strive to avoid the appearance of impropriety and should abstain from involvement in issues where a financial interest reasonably could arise.

Should a particular matter come before any Board or committee involving a conflict of interest for a Director, committee member, or Board member, that individual shall not vote or use any personal influence in such matter, and shall not be counted in the quorum for a meeting at which Board or committee action is to be taken on the issue. The individual may, however, answer pertinent questions.

The minutes of all actions taken on such matters shall clearly reflect that these requirements have been met.

2.5 Shall represent the Congregation in all legal matters.

2.6 Shall approve all insurance contracts and policies for the physical property and plant after recommendation from the business manager and financial manager.

3. NOMINATIONS AND ELECTIONS:

3.1. A nominating committee, selected by the President and approved by the Board of Directors, shall present to the Board of Directors for their approval a slate of candidates for all elected offices. Additional nominations may be made from the floor of the meeting of the Voters' Assembly. No person shall be nominated without his/her consent. To be eligible for elected office, a person must be a member of the Voters' Assembly for a period of at least one (1) year prior to the commencement date of his/her term of office.

In addition, no teacher or other member of the St. Luke's Lutheran School staff shall be eligible to serve on the School Board. The immediate family (spouse, sibling, child, parent, or grandparent) of school faculty and staff shall not be eligible for election to the School Board or as Treasurer of the Congregation.

No member of the Church staff shall be eligible for any elected office.

3.2. All Directors shall be elected at a duly called meeting of the Voters' Assembly during the second quarter of the calendar year. Voting shall continue until a clear majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

3.3. All elected Board of Director members are elected for a term of three (3) years, with each member having a limitation of three consecutive terms, and one-third of the Board positions elected each year.

3.4. Elected Board Members shall be inducted into office in a public service of the Congregation.

3.5. In the event a vacancy develops on the Board of Directors, the President shall make an appointment for the remainder of the term of office. All such appointments are subject to the approval of the Board of Directors, and ratified by the Voters' Assembly.

4. DUTIES OF OFFICERS:

4.1. President.

The President shall:

4.1.1. Act as Chairman, preside at Board of Directors meetings and meetings of the Voters' Assembly, and govern same in accordance with parliamentary rules.

4.1.2. Be ex-officio of all Boards and Committees.

4.1.3. Arrange for orientation of all new Board Members.

4.1.4. Encourage all elected and appointed officers and committees to perform their duties faithfully, and admonish any who are negligent in this regard.

4.1.5. Together with the Senior Pastor, prepare an agenda for each Board of Directors Meeting and meeting of the Voters' Assembly.

4.1.6. Assist the Pastoral Staff in carrying out various Church projects and programs.

4.1.7. Appoint, as necessary, and with the approval of the Board of Directors, ad-hoc committees to help care for the business of the church. The Chairman of any ad-hoc committee shall be a voting member of the Congregation. The reason for the creation of committees includes, but is not limited to, purchases of property, By-Law review and recommendations and building projects. Any and all decisions by ad-hoc committees are subject to the review and approval, first by the Board of Directors and then the Voters' Assembly.

4.2. Vice-President.

The Vice-President shall:

4.2.1. Preside as Vice-Chairman at Board of Directors Meetings and/or meetings of the Voters' Assembly in the absence of the President, or when asked to do so by the President.

4.2.2. Actively assist the President as an ex officio member of all Boards and Committees as requested by the President.

4.3. Secretary.

The Secretary shall:

4.3.1. Maintain accurate minutes of all meetings of the Voters' Assembly and Board of Directors for the permanent records of the Congregation.

4.3.2. Ensure that all church records are properly maintained and securely archived.

4.3.3. Ensure that an accurate list of voting members is maintained.

4.3.4. Keep an accurate attendance record at all meetings of the Board of Directors and Voters' Assembly.

4.3.5. Be responsible for notifying members of the Voters' Assembly of the date, time and place of regular and special meetings.

4.3.6. Be available to provide the Boards and committees with information as recorded in the minutes when so requested.

4.4. Treasurer.

The Treasurer shall:

4.4.1. Have responsibility of all monies belonging to the Congregation and shall supervise and monitor:

4.4.1.1. the deposit into the designated bank account(s) of all Church funds, including the collection of contributions after each service.

4.4.1.2. the disbursement of such funds only under the authority and approval of the Board of Directors.

4.4.2. Maintain accurate records of all funds and disbursements.

4.4.3. Submit a concise financial report monthly to the Board of Directors, and a detailed written financial report to the Congregation at each regularly called Voters' Assembly.

4.4.4. Arrange for prompt payment of salaries, remitting of monthly mission offerings and the payment of all bills authorized by the Board of Directors.

4.4.5. Offer guidance to the Board of Directors in their consideration of all financial matters, including submission of a complete budget for the coming year in the form and time frame requested.

4.4.6. The Treasurer shall meet regularly with the Finance Committee for consultation and assistance.

4.4.7. Communicate and correspond with the Endowment Foundation (as authorized by, created under and defined in Section 5.4.10 of these Bylaws), to provide the Endowment Foundation with the financial priorities of the Church, to provide the Board of Directors with updates on the operations of the Endowment Foundation, to effectively account for potential distributions from the Endowment Foundation in the budget process, and to otherwise handle all issues that may arise with the Endowment Foundation, all under the supervision and direction of the Board of Directors.

5. DUTIES OF COMMITTEES AND BOARDS:

Under the direction and with the oversight of the Board of Directors, the staff shall maintain the following Boards and Committees:

5.1. Board of Trustees.

5.1.1. The Chairman shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. Together with the President, the Chairman shall appoint the balance of the Board of Trustees, subject to the approval of the Board of Directors.

- 5.1.2. Shall have special charge of all property of the Congregation, shall manage the same, and shall ensure that the deeds and other important documents of the Congregation are well preserved.
- 5.1.3. Shall be empowered to make such expenditures as come within the budget of expenses for the fiscal year provided said budget has been previously accepted and approved by the Congregation.
- 5.1.4. Shall meet at least once every three (3) months.
- 5.1.5. Shall seek approval from the Board of Directors for all unscheduled operating expenses.
- 5.1.6. Shall make and bring up to date, annually, an inventory list of all Church property and equipment with approximate value. Such a list should also record year of purchase of items and thus serve as an easy accounting of age and projected need for replacement of all Church property and equipment.
- 5.1.7. Shall monitor the approved procedure to be followed by the Facilities Administrator in the making and issuance of, all keys for Church property.
- 5.1.8. Shall determine and set up regulations governing the use of Church property and equipment, submitting same to the Voters' Assembly for approval.
- 5.1.9. Shall negotiate all service contracts (organ, office equipment, etc.). The Trustees may delegate these duties to the Business Manager with the approval of the Board of Directors. Should the Trustees delegate any contract negotiation to the Business Manager, the approval of any and all contracts remains with the Trustees.
- 5.1.10. Shall submit a written quarterly report to the Board of Directors.
- 5.1.11. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.2. Board of Elders.

- 5.2.1. The Chairman of the Board of Elders shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. The Chairman, together with the President, shall appoint or remove members of the Board of Elders, subject to the approval of the Board of Directors. The qualifications for Elders are spelled out in 1 Timothy 3:8-13. Any appointment to, or removal from, the Board of Elders shall be in keeping with these qualifications, which shall be set forth in a written position description and subject to approval by the President and the Board of Directors. The Elders may be divided into several Teams, each headed by a Team Captain.
- 5.2.2. Together with the Pastoral Staff, this Board shall be concerned with all matters pertaining to the synodical doctrine and spiritual welfare of the Congregation.
- 5.2.3. Shall, individually and collectively, by word and action, encourage the Pastoral Staff in

their work.

5.2.4. Shall regularly pray for the Pastoral Staff and other spiritual leaders.

5.2.5. Shall stand ready at all times to help the Pastoral Staff in difficult problems of the ministry.

5.2.6. Shall be actively concerned with the spiritual, emotional, and physical health and welfare of the Pastoral Staff and their families (e.g. non-salary matters such as proper rest, vacation, assistance in time of sickness, housing, etc.).

5.2.7. Shall concern themselves with attendance and non-attendance at the public worship of God on the part of all members, based on the established procedure for dealing with inactive members.

5.2.8. Shall keep themselves informed and concerned about the use of the Sacraments of the Congregation.

5.2.9. Shall concern themselves personally with the aged and shut-in members of the Congregation. They shall seek ways and means to set up a program of visitation not only by the Pastoral Staff, but also by fellow members.

5.2.10. Shall, together with the Pastoral Staff, be concerned about adequate and thorough instruction of adults and youth for confirmation and Church membership. They shall acquaint themselves with the policies and aims recommended by the Board for Christian Education.

5.2.11. Shall, in case of contention in the Congregation, together with the Pastoral Staff, endeavor to unite the contending parties and restore peace.

5.2.11.1. Shall study and fully understand the purpose and importance of Church discipline in the Christian Congregation.

5.2.11.2. Shall consider complaints and grievances of members of the Congregation if Matt. 18:15-20 has been fully observed.

5.2.11.3. Shall carry out Church discipline diligently, carefully, prayerfully in accordance with the Word of God.

5.2.12. Shall, together with the Pastoral Staff, be concerned about the regular and special worship services of the Congregation. They shall acquaint themselves with the policies and aims recommended by the Board for Worship.

5.2.13. The Chairman of the Board of Elders, together with other Elders he may select, together with the Pastoral staff and human resources officer, shall serve as the "Call Coordinating Committee" of the Congregation when a Pastoral Staff vacancy occurs. (Reference 6.3 of Constitution.) The Call Coordinating Committee shall consist of no less than five (5) members.

5.2.14. Shall submit a written quarterly report to the Board of Directors.

5.2.15. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.3. Board for Christian Education.

5.3.1. The Chairman of the Board for Christian Education shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. The Chairman, together with the President, shall appoint the balance of the Board for Christian Education, subject to the approval of the Board of Directors.

5.3.2. Shall foster spiritual growth in the life of every member of our Congregation.

5.3.3. Shall help strengthen the Christian home and help equip parents, children and young people for Christian family living.

5.3.4. Shall provide learning opportunities for all age levels.

5.3.5. Shall authorize changes in the Sunday School curriculum and the introduction of all new materials.

5.3.6. Shall submit a written quarterly report to the Board of Directors.

5.3.7. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.4. Board for Stewardship.

5.4.1. The Chairman of the Board for Stewardship shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. The Chairman, together with the President, shall appoint the balance of the Board for Stewardship, subject to the approval of the Board of Directors.

5.4.2. Shall study the Scriptural principles regarding the total stewardship calling of the Christian, as a member in his family, as a neighbor and a citizen and as a Congregation member, and share these insights with Congregation members.

5.4.3. Shall maintain an ongoing program to discover record, encourage, and enlist for Kingdom service the time, talents and treasure that God has given members. The program must be based on Biblically sound principles of stewardship.

5.4.4. Shall serve on the Finance Committee.

5.4.5. Shall encourage the Gospel-motivated practice of joyous, worshipful, liberal proportionate, first-fruits giving in response to received blessings and recognized needs.

5.4.6. Shall evaluate the offerings of the Congregation regularly, and share these evaluations with the members of the Congregation when appropriate.

5.4.7. Shall encourage stewardship programs in the agencies, societies and auxiliaries of the Congregation.

5.4.8. Shall submit a written quarterly report to the Board of Directors.

5.4.9. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.

5.4.10. Shall (i) prepare the terms and conditions set forth in governing documents for the organization and operation of a separate non-profit endowment foundation that is exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, which purpose is to hold in a separate organization, manage and pay the income and principal to or for the benefit of the Church (hereinafter the "Endowment Foundation"), (ii) shall submit said governing documents of the Endowment Foundation for recommendation by the Board of Directors and for the approval of at least two-thirds of the Voting Members present at a properly convened meeting of the Voters' Assembly, and (iii) if approved, shall effectively and efficiently assist in the faithful creation and implementation of the Endowment Foundation.

5.5. School Board.

5.5.1. The School Board shall consist of the Senior Pastor or his pastoral designate, six elected members of the Voters' Assembly, the Treasurer or his/her designee from within the Board of Directors, and the Superintendent or Principal. The voting privilege shall be vested in all of the above-mentioned members. The term of office for the elected members shall be three years; two members shall be elected each year, each member having a limitation of three consecutive terms. Nominations for the elected members from the Voters' Assembly shall strive for a mix between members with, and without, children enrolled in St. Luke's School.

5.5.2. Shall establish objectives, set policies for, and supervise the total education program in the Day School, After School Care, and the Summer Day Camp.

5.5.3. Shall provide for active expression of Christian love and concern as an integral part of the total education program.

5.5.4. Shall provide for the professional growth of the educational staff through in-service training, continuing education, etc. in accordance with the Lutheran Church-Missouri Synod.

5.5.5. Shall annually review and make recommendations to the Board of Directors concerning lists of candidates recommended for the called position of professional teacher.

5.5.6. Shall recommend salary policy for fringe benefits, vacations, etc. for the School Staff.

5.5.7. Shall recommend non-member and member tuition and other fees annually, including recommendations for methods for collection of same.

5.5.8. Shall establish the school year calendar.

5.5.9. Shall strive to maintain district and Synodical accreditation, and conduct periodic

re-evaluations in this regard.

5.5.10. Shall be concerned with the spiritual, emotional and physical health and welfare of the School Staff and their families.

5.5.11. Shall seek to strengthen families as basic units of Christian education, through parent-teacher organizations, conferences, etc.

5.5.12. Shall monitor the educational facilities and equipment for the purpose of making recommendations to the Board of Trustees regarding maintenance, repairs, replacements and new/improved equipment needed.

5.5.13. Shall submit a written quarterly report to the Board of Directors.

5.5.14. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.6. Board for Human Care Ministry.

5.6.1. The Chairman of the Board for Human Care Ministry shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. The Chairman, together with the President, shall appoint the balance of the Board for Human Care Ministry, subject to the approval of the Board of Directors.

5.6.2. Shall plan, promote and conduct a social ministry program for those with special physical, mental, emotional and spiritual needs within the congregation, community and institutions.

5.6.3. Shall educate and motivate Congregation members in the proper stewardship of God's gifts to reach out to meet human needs.

5.6.4. Shall recruit, train and coordinate congregational social ministry volunteers and their service activities.

5.6.5. Shall compile and maintain an inventory of members' resources (including business and professional) and the names of persons associated with community welfare agencies and associations.

5.6.6. Shall maintain and administer St. Luke's Benevolence Fund for emergency assistance to members.

5.6.7. Shall review and recommend to the Congregation the needs of synodically endorsed district, national and international social ministries.

5.6.8. Shall address the Congregation on social issues that affect the life of the community and nation.

5.6.9. Shall submit a written quarterly report to the Board of Directors.

5.6.10. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.7. Board for Evangelism.

5.7.1. The Chairman of the Board for Evangelism shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. The Chairman, together with the President, shall appoint the balance of the Board for Evangelism, subject to the approval of the Board of Directors.

5.7.2. Shall share with the Pastoral Staff in the entire program of proclaiming the Gospel to all people.

5.7.3. Shall encourage prayer in Church and homes for sincere evangelistic concern toward all people inside and outside the Church.

5.7.4. Shall foster a climate of evangelism that encourages Congregation members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved.

5.7.5. Shall provide evangelism educational opportunities annually.

5.7.6. Shall promote and direct Congregation-wide mission and evangelism undertakings.

5.7.7. Shall be responsible for a program of community relations that identifies the Congregation with the Gospel of Christ.

5.7.8. Shall utilize the evangelism potential of The Lutheran Hour and other synodical or Christian programs and periodicals.

5.7.9. Shall emphasize evangelism and encourage Evangelism Programs in and through agencies, societies and auxiliary organizations of the Congregation and suggest programs for such organizations.

5.7.10. Shall study the demographics of the local community and utilize the results to reach out with the Gospel to the lost and straying.

5.7.11. Shall provide and maintain a system of referral to other LCMS congregations for members and prospects that move out of St. Luke's geographical area.

5.7.12. Before organization of Pastoral Staff's instruction classes, shall conduct special recruitment efforts to invite prospective members to attend.

5.7.13. Shall be concerned for the reception, orientation and integration of new members into the Congregation through their first year of membership.

5.7.14. Shall periodically sponsor dinners, fellowship nights, etc. which will serve the cultivation, reception, orientation, and integration of new families or individuals.

5.7.15. Shall continuously promote a welcoming environment in the Congregation toward

members and visitors and suggest ways and means of improvement. This includes, but is not limited to, arranging for greeters and welcome center volunteers for worship services and other special events.

5.7.16. Shall submit a written quarterly report to the Board of Directors.

5.7.17. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.8. Board for Worship.

5.8.1. The Chairman of the Board for Worship shall be appointed by the Board of Directors, with the recommendation of the staff person in charge of the ministry. The Chairman, together with the President, shall appoint the balance of the Board for Worship, subject to the approval of the Board of Directors. In addition to such members-at-large as may be appointed, the Board shall have representation from the following: Elders, Trustees, Altar Guild, Acolytes, Greeters, Ushers, Audio-visual Department, Music Department, and Art Department.

5.8.2. Together with the Pastoral Staff, this Board shall be concerned with all matters pertaining to the worship experience of the Congregation, including arrangements for pulpit and Holy Communion assistance, special services, church music, guest speakers, etc.

5.8.3. Shall meet at least once per quarter to review and evaluate current worship practices, recommending, where appropriate, alternative forms of worship or worship materials for consideration by the Board of Directors.

5.8.4. Shall oversee the work of the Ushers by inviting the Head Usher to meet to discuss problems and improvements on the part of the ushers in helping children of God in reverent and meaningful worship, (i.e., Ushers shall assist in and promote the reverent worship of God by preparing a setting appropriate for worship by endeavoring to maintain order and decency for worship, and by furthering good public relations).

5.8.5. Shall submit a written quarterly report to the Board of Directors.

5.8.6. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.

5.9. Cemetery Committee.

5.9.1 Shall be a standing committee of the Board of Directors, whose sole purpose shall be to evaluate and approve or disapprove requested exceptions to the Cemetery Guidelines established by the Board of Trustees.

5.9.2 Shall be composed of the following members:

- Pastor
- Director of Maintenance
- Member of Board of Directors
- Member of Board of Trustees

- Member of Board of Elders
- Church Office Representative (as designated by the Senior Pastor)
- Such additional members as appointed by the President together with the Chairman of the Board of Trustees, subject to the approval of the Board of Directors.

5.9.3 Shall meet as often as necessary to evaluate requested exceptions to the Cemetery Guidelines.

5.9.4 The Director of Maintenance will serve as the Cemetery Sexton. The primary duty of the Cemetery Sexton shall be to mark the gravesites for third parties prior to interment.

5.10 Finance Committee.

5.10.1 Shall be a standing committee of the Board of Directors whose purpose shall be to:

- 5.10.1.1.. Aid and assist the Treasurer with his/her duties.
- 5.10.1.2.. Oversee the annual audit of the congregation's financial records.

5.10.2 Shall be composed of:

- Treasurer
- Chief Financial Officer
- Chairman of the Board for Stewardship
- A minimum of three (3) additional members as appointed by the President together with the Treasurer subject to approval by the Board of Directors. Shall serve a term in concurrence with the President.

5.11 Compensation Review Committee

5.11.1 Shall be a standing committee of the Board of Directors whose purpose shall be to:

- 5.11.1.1. Review the annual compensation plan including salary increases and bonuses
- 5.11.1.2. Review benefit plans including annual cost
- 5.11.1.3. Make recommendations to the Board of Directors via annual planning cycle
- 5.11.1.4. Evaluate compensation and benefits options relative to the long-term health of the organization
- 5.11.1.5. Make recommendations to the Board of Directors

5.11.2 Shall be composed of:

- Treasurer
- A minimum of four (4) additional members with background/experience in human resources, compensation or business management. Additional members are appointed by the President together with the Treasurer subject to approval by the Board of

Directors and shall serve a term in concurrence with the President.

- Staff representation shall be in a non-voting role and would include the Senior Pastor, the School Superintendent, the CFO and the Director of Human Resources.
- An immediate family member (spouse, sibling, parent, child or grandparent) of the church or school staff shall not be eligible for membership on the Compensation Review Committee.

6. OFFICIAL DUTIES:

Officers and members of the Boards shall perform the duties prescribed in the Constitution and Bylaws. The Voters' Assembly shall also have the privilege from time to time of detailing and enlarging these responsibilities by majority vote of those present at a duly called meeting of the Voters' Assembly. The Voters' Assembly may also call such other Boards and Committees into being as it may need from time to time.

7. MEETINGS:

The Voters' Assembly shall meet quarterly (typically, but not required to be scheduled during the months of January, April, July and October).

8. RULES OF ORDER:

8.1. In addition to principles laid down in Scripture, the latest edition of Robert's Rules of Order shall be followed at all meetings.

8.2. For all meetings of Boards and Committees, a majority of all members serving on the respective Board/Committee (i.e., whether present or absent from the meeting) shall constitute a quorum.

9. AMENDMENTS:

These Bylaws may be amended in a properly convened meeting of the Voters' Assembly by a two-thirds majority of all Voting Members present, provided the proposed change has been announced in a previous meeting or has been mailed to all voting members' homes at least two weeks prior to the Voters' Assembly meeting.