

It is important for the bylaws of an organization to accurately reflect the way that the organization intends to run. We made changes in 2014 to change the structure of our Boards and the following represent what the Board of Directors is now as a result of our growth through this process. Several items below are simply necessary as we have grown from a smaller, one pastor congregation to a larger, multi-pastor congregation. These bylaw changes will be presented to the October Voters' Meeting with approval at the January Voters' Meeting. Opportunities for discussion and feedback will take place between those meetings. The full bylaws are available online at <http://slcs.org> under Member Resources.

Current Bylaws	Recommended Change	Explanation
<p>1.1. Admission to Communicant Membership.</p> <p>1.2.1. By Transfer.</p> <ul style="list-style-type: none"> 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 approved by the Board of Directors in a subsequent meeting. 	<p>1.1. Admission to Communicant Membership.</p> <p>1.2.1. By Transfer.</p> <ul style="list-style-type: none"> 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. 	<p>Explanation: No need for approval by the BOD. The varying methods of removing members has resulted in logistical, bookkeeping issues that can be resolved simply by making the change effective when it occurs rather than waiting until a future Board or Voters meeting. It can be reversed if/when necessary.</p>
<p>1.2.2. By Joining Other Churches.</p> <ul style="list-style-type: none"> 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 removed from the membership list by a resolution of the Board of Directors. 	<p>1.2.2. By Joining Other Churches.</p> <ul style="list-style-type: none"> 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. 	<p>Explanation: No need for approval.</p>
<p>1.2.3. Whereabouts Unknown</p> <ul style="list-style-type: none"> Individuals on the Membership roster whose whereabouts are unknown and cannot be established, 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. 	<p>1.2.3. Whereabouts Unknown and Self-Exclusion.</p> <ul style="list-style-type: none"> 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. 	<p>Explanation: See 1.2.4 explanation below.</p>

<p>1.2.4. Excommunication and Self-Exclusion.</p> <ul style="list-style-type: none"> 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 5.2.2, 5.2.5, and 5.2.11). If he refuses to amend his sinful life after proper admonition, he shall be excommunicated. If the member refused to attend a meeting of the Board of Directors or any other group deemed advisable by the Board of Directors to discuss his case, he has thereby excluded himself. A unanimous vote of the Board of Directors shall be required for excommunication or self-exclusion. Such action by the Board of Directors must be ratified by the voting membership. Excommunication or self-exclusion 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, he shall be received into membership as quickly as possible by action of the Board of Directors with ratification by the Voters' Assembly. 	<p>1.2.4. Excommunication</p> <ul style="list-style-type: none"> 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 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. 	<p>Explanation: Excommunication and self-exclusion are very different conditions. Self-Exclusion is more similar to whereabouts unknown in section 1.2.3 and should be included there. In current culture, a public discussion about an excommunication may create more harm than good. The Pastors, Elders and Board of Directors can be given this responsibility.</p>
<p>1.3. Voting Membership.</p> <p>The purpose of the Congregation shall be effected through its Voters' Assembly. Only communicant members over the age of eighteen (18) years who have signed an affirmation that they have read the Constitution and By-Laws of the Congregation, presented themselves for membership at a meeting of the Voters' Assembly and have been received into membership by the Voters' Assembly shall be members of the Voters' Assembly.</p>	<p>1.3. Voting Membership.</p> <p>The purpose of the Congregation shall be effected through its Voters' Assembly. (Refer to the Constitution 4.0 for Membership requirements.)</p>	<p>Explanation: Redundancy with Constitution. No need to be restated here.</p>

<p>2. THE BOARD OF DIRECTORS:</p> <p>2.2. Meetings.</p> <p>The Board of Directors shall meet in regular sessions monthly. Special meetings may be called by the Chairman, 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.</p>	<p>2. THE BOARD OF DIRECTORS:</p> <p>2.2. Meetings.</p> <p>The Board of Directors shall meet in regular sessions. Special meetings may be called by the Chairman, 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.</p>	<p>Explanation: As the role of the Board of Directors has changed to a strategic rather than operational role, flexibility for meeting is desired. While this does not preclude monthly meetings, it would allow for longer bi-monthly or quarterly meetings at times.</p>
<p>4. DUTIES OF OFFICERS:</p> <p>4.3. Secretary</p> <p>4.3.2. Maintain all archives in a secure, fireproof cabinet within the Church Office. (These archives include all official documents, books and records of the Secretary and/or Treasurer not in current use.)</p>	<p>4. DUTIES OF OFFICERS:</p> <p>4.3. Secretary.</p> <p>4.3.2. Ensure that all church records are properly maintained and securely archived.</p>	<p>Explanation: Handled by the church office staff.</p>
<p>4.3.3. Maintain an accurate list of all voting members, updated quarterly.</p>	<p>4.3.3. Ensure that an accurate list of voting members is maintained.</p>	
<p>4.3.4. Conduct all official correspondence of the Voters' Assembly and the Board of Directors.</p>	<p>Remove</p>	
<p>4.4. Treasurer.</p> <p>4.4.7. Communicate and correspond with the Endowment Foundation (as authorized by, created under and defined in Section 5.4.13 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.</p>	<p>4.4. Treasurer.</p> <p>4.4.7. Communicate and correspond with the Endowment Foundation (as authorized by, created under and defined in Section 5.4.12 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.</p>	<p>Explanation: Inaccurate numbering.</p>

<p>5.1. Board of Trustees.</p> <p>5.1.3. Shall represent the Congregation in all legal matters as directed and authorized by the Board of Directors.</p>	<p>5.1. Board of Trustees.</p> <p>5.1.3. Shall represent the Congregation in all legal matters as directed and authorized by the Board of Directors.</p> <p>Move to 2.5 under Board of Directors</p>	<p>Explanation: Since the Board of Directors is the elected body, it is more appropriate for them to serve in this role.</p>
<p>5.1.8. Shall approve all insurance contracts and policies for the physical property and plant after recommendation from the Treasurer.</p>	<p>5.1.8. Shall approve all insurance contracts and policies for the physical property and plant after recommendation from the business manager and financial manager.</p> <p>Move to 2.6 under Board of Directors</p>	<p>Explanation: Since the Board of Directors is the elected body, it is more appropriate for them to serve in this role. Title changes could be used for Chief Administrative Officer and Chief Financial Officer is so desired.</p>
<p>5.1.11. Shall determine and engage (with the approval of the Board of Directors) adequate custodial and maintenance help; shall also meet periodically with the custodial/maintenance staff to discuss care of buildings, needs and problems in custodial or cleaning services, remuneration or salary for services rendered, etc.</p>	<p>Remove</p>	<p>Explanation: This is a staff responsibility with the oversight of the BOD (and congregation via the Budget).</p>
<p>5.1.13. Shall carry out all resolutions of the Voters' Assembly on purchase, repair, replacement, etc., of the physical property of the Congregation. 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.</p>	<p>Remove</p>	<p>Explanation: This is a staff responsibility.</p>
<p>5.1.15. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.</p>	<p>5.1.15. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.</p>	<p>Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.</p>

<p>5.2. Board of Elders.</p> <p>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. This is a twenty-one month process which begins with a personal contact, if possible, by first one elder and then by two elders together. During such visitation the member is encouraged to resume church attendance and to participate in the Sacrament of Holy Communion on a regular basis. If this does not produce results, a series of six letters will be sent to encourage the member further and to ask him (or her) to consider whether he (or she) wants to continue as an active member of St. Luke's or be released from membership. If at the end of twenty-one months, his (or her) inactivity continues, the member's name will be removed from the active membership roster by reason of "self-exclusion" and will be placed on the Evangelism List.</p>	<p>5.2. Board of Elders.</p> <p>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.</p>	<p>Explanation: This is a 'standard operating procedure' that may/will be adjusted over time and does not need to be included in the bylaws.</p>
<p>5.2.13. The Chairman of the Board of Elders, together with other Elders he may select, 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.</p>	<p>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. The Call Coordinating Committee selects and oversees the Call Committee.</p>	<p>Explanation: This was written at a time when there was only one pastor on staff. In a multi-Pastor ministry, it is important for Elders and staff to work together in the calling of Pastors and we wish to reflect that in our bylaws.</p>
<p>5.2.15. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.</p>	<p>5.2.15. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.</p>	<p>Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.</p>
<p>5.3. Board of Christian Education.</p> <p>5.3.5. Shall appoint the personnel of the Sunday School, Youth Committee and Vacation Bible School Staff, upon the recommendation of the Pastoral Staff and the Sunday</p>	<p>Remove</p>	<p>Explanation: This is a staff responsibility.</p>

School Superintendent.		
5.3.7. Shall be responsible for Confirmation Classes and the operation of the Nursery.	Remove	Explanation: This is a staff responsibility.
5.3.9. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.	5.3.9. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.	Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.
5.4. Board for Stewardship 5.4.7. Shall annually review the budgeting procedure of the Congregation in conjunction with the Treasurer making any recommendations necessary for improvements or revisions.	Remove	Explanation: This is covered by the bylaws in the responsibilities of the Treasurer and the Financial Oversight Committee (FOC).
5.4.9. Shall arrange for an annual examination and checking of the accounts of the Treasurer and the properties of the Trustees; the results of same to be made known to the Congregation.	Remove	Explanation: Covered by Finance Committee in 5.10.1
5.5. School Board. 5.5.5. Shall make decisions on disciplinary matters involving the educational staff and dismissal of students.	Remove	Explanation: This is a staff responsibility as delineated in the school policy manual as approved by the school board.
5.5.7. Shall annually review staff needs and issue contracts/Solemn Agreements to non-called professional teachers.	Remove	Explanation: This is a staff responsibility as delineated in the school policy manual as approved by the school board.
5.5.16. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.	5.5.16. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.	Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.

<p>5.6. Board for Human Care Ministry.</p> <p>5.6.10. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.</p>	<p>5.6.10. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.</p>	<p>Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.</p>
<p>5.7. Board for Evangelism.</p> <p>5.7.17. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.</p>	<p>5.7.17. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.</p>	<p>Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.</p>
<p>5.8. Board for Worship.</p> <p>5.8.6. Shall prepare and submit to the staff its complete budget for the coming year in the form and timeframe requested.</p>	<p>5.8.6. Shall ratify a yearly department budget as presented by staff and submit to the Board of Directors for the coming year.</p>	<p>Explanation: As our church has grown, so have the complexities of budgeting. In all departments we suggest holding the staff representative accountable for developing their budget in discussion with the appropriate board.</p>

<p>5.9. Cemetery Committee.</p> <p>5.9.2 Shall be composed of the following members:</p> <ul style="list-style-type: none"> ■ President of Congregation ■ Vice President of Congregation ■ Chairman of Board of Trustees ■ Chairman of Board of Elders ■ Senior Pastor (or other member of the Pastoral Staff as designated by the Senior Pastor) ■ Cemetery Sexton ■ 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. 	<p>5.9. Cemetery Committee.</p> <p>5.9.2 Shall be composed of the following members:</p> <ul style="list-style-type: none"> ■ 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. 	<p>Explanation: Slight modification as responsibilities have changed.</p>
<p>5.9.4 The Cemetery Sexton shall be appointed by the President as contemplated in Section 4.1.7 of the Bylaws, and shall not be a member of the Board of Directors. The primary duty of the Cemetery Sexton shall be to mark the gravesites for third parties prior to interment. Additionally, the Cemetery Sexton may function as a liaison between St. Luke's church office and maintenance staff and third parties such as funeral homes.</p>	<p>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.</p>	<p>Explanation: This is a staff responsibility. Could possibly be deleted in its entirety.</p>