

# Constitution and By-Laws

2003 Revision

Bethany Lutheran Church  
Overland Park, Kansas

**RESTATED  
CONSTITUTION AND BY-LAWS  
OF  
BETHANY LUTHERAN CHURCH**

**PREAMBLE**

WHEREAS, The Word of God requires that a Christian congregation shall conform to His Divine Word in doctrine and practice (Ps. 110;105; Matt. 28:18-20; Gal. 1:6-8; 2 Tim. 4:1-5) and that all things be done decently and in good order (I Cor. 14:40);

THEREFORE, BE IT RESOLVED, that BETHANY LUTHERAN CHURCH of Overland Park, Kansas is a community of God's people gathered by the Holy Spirit for the purpose of lifting the Cross of Christ to those around us and throughout the world, so that life with our Father might be shared by all.

BE IT FURTHER RESOLVED, that guided by the Holy Spirit, we conclude that Christ is calling each member of BETHANY to a ministry of making disciples -- more disciples and better disciples. This mandate of the Great Commission is fulfilled as we:

Celebrate God's love and our life in the Lord through regular worship with Word and Sacrament.

Cultivate a more personal relationship with Christ and a deeper understanding of our Christian Faith through the study of God's Word.

Communicate to the unsaved the Good News of God's forgiveness and life through the death and resurrection of Jesus.

Care for the spiritual, emotional, and physical needs of all within and outside the family of faith.

Call each believer to active discipleship -- to a Christian lifestyle characterized by prayer, love, joy, service, and obedience to the Will of God.

Challenge each other in love to offer to Christ and His Church the best of our time, talent, and treasure.

Come together as the family of God for mutual encouragement, fellowship, and support.

BE IT FURTHER RESOLVED, that we the members of BETHANY LUTHERAN CHURCH, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

**ARTICLE I  
NAME**

The name of this congregation shall be BETHANY LUTHERAN CHURCH

(MISSOURI SYNOD), at Overland Park, Kansas.

## **ARTICLE II PURPOSE AND RIGHTS**

A. The purpose of this congregation shall be that of a religious organization. This congregation is established and maintained for the express purpose of disseminating the Gospel truth according to the confessional standards of the Evangelical Lutheran Church as contained in the Book of Concord of the year 1580.

B. The said congregation shall have the power to acquire and hold title to such real estate that may be reasonably necessary for the business and objects of said congregation; to sell, convey, mortgage, and encumber the same, and may receive, hold and administer all monies, funds, and property, real and personal, that may come to it by purchase, gift, devise, bequest or otherwise, for any of the uses and purposes of said congregation and may invest or place at interest, any endowments or other funds on hand, not required for the current expenses and operations of the business and affairs of said congregation, and take and hold proper securities therefor.

## **ARTICLE III CONFESSIONS**

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the confessional writings of the Evangelical Lutheran Church, as contained in the Book of Concord of the year 1580, to be true and genuine exposition of the doctrines of the Bible. These confessional writings are the three Ecumenical Creeds (Apostles, Nicene and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms and the Formula of Concord.

## **ARTICLE IV MEMBERSHIP**

A. Baptized Members. Baptized members are all communicant members, children of communicant members who have been baptized; and, such as have been received into baptized membership following presentment of a letter of transfer from a recognized orthodox Lutheran Church; or, are baptized children of communicant members who were received by profession of faith.

B. Communicant Members.

1. Communicant members are those:

a. Who are baptized in the name of God the Father, Son and Holy

- Ghost;
- b. Who accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
- c. Who are familiar at least with Luther's Small Catechism and declare their acceptance of it;
- d. Who attend divine services faithfully;
- e. Who lead Christian lives and do not live in manifest works of the flesh (Gal. 5:19-21).
- f. Who partake of the Lord's Supper frequently after their confirmation;
- g. Who contribute regularly and faithfully, as God has prepared them, toward the building of Christ's kingdom in the congregation and throughout the world;
- h. Who devote their time and talents to the extension of the kingdom of God;
- i. Who permit themselves to be fraternally admonished and corrected when they have erred;
- j. Who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God.

2. Admission Into Membership:

Communicant members may be admitted into membership of the congregation by the following means:

- a. By Confirmation: Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.
- b. 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, shall be received by the Pastor, their names given to the church Secretary and recorded appropriately.
- c. By 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, their names given to the church Secretary and recorded appropriately.

3. Termination of Membership:

Communicant members may be terminated from membership in the congregation by the following means:

- a. Transfer to Another Congregation: Communicant members desiring to join a congregation in church fellowship, shall present their request for transfer to the Pastor to whom authorization is granted to issue such

transfers. The names of those transferring will then be recorded appropriately by the Secretary.

- b. **Joining Other Churches:** In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon the recommendations of the Pastor, be considered such as have terminated their membership, and their names shall be removed from the membership list by resolution of the Voters Assembly.
- c. **Whereabouts Unknown:** The names of members whose whereabouts are unknown and cannot be established within one year, shall be removed from the membership list of the congregation, by resolution of the Voters Assembly, and forthwith such membership shall be terminated.
- d. **Excommunication and Self-Exclusion:** Any member who conducts himself in an unchristian manner shall be admonished according to Matt. 18:15-20. If such a person refuses to amend his sinful life after proper admonition, he shall be excommunicated. If the member refuses to discuss his case with the Pastor and the Elders, he has thereby excluded himself. A unanimous vote (except for the person under consideration for excommunication or self-exclusion) shall be required by the Voters Assembly for excommunication. Excommunication or self-exclusion terminates church membership.
- e. **Status:** A person whose communicant membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof.

## **ARTICLE V SUFFRAGE AND ELIGIBILITY TO HOLD OFFICE**

A. All communicant members in good standing who have reached their 18th birthday shall be entitled to vote. New members shall sign a record maintained by the Secretary acknowledging their acceptance and support of the Constitution and By-Laws of Bethany Lutheran Church.

B. Women voters may serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, the public administration of the sacraments, church discipline) and as long as this service does not violate the order of creation. Accordingly, women shall not serve as Pastor, as a member of the Board of Elders, as President or Vice President of the congregation.

C. It shall be the duty of every voting member to attend the Voters Assemblies. By failing to attend meetings, a member waives the right to cast a vote. Voting members shall accept nomination for office and committee appointments if possible and generally participate in the business activities of the Voters Assembly.

**ARTICLE VI  
OFFICE OF THE PASTOR AND CALLED WORKERS**

A. The pastoral office of the congregation, as well as that of any called worker, such as a teacher, Director of Christian Education and/or youth, deaconess or parish worker, shall be conferred upon only those who profess and adhere to the confessional standard set forth in the Article of this Constitution entitled "Confessions" and are well qualified for their work. Pastors and called workers shall, in the call extended to them and accepted by them, pledge to the standards set forth in the Article of this Constitution entitled "Office of the Pastor and Called Workers."

B. The Pastor or any called worker may be removed from office by the congregation in Christian and lawful order, for one of the following causes: persistent adherence to false doctrines; scandalous life; or, inability or willful neglect to perform his official duties.

**ARTICLE VII  
OFFICERS AND COMMITTEES**

A. The officers and committees, whether standing or special, of the congregation shall be such as the By-Laws prescribe.

B. Any officer may be removed from office by the congregation in Christian and lawful order, for any of the following causes: persistent adherence to false doctrines; scandalous life; or, inability or willful neglect to perform his official duties.

**ARTICLE VIII  
CHURCH ADMINISTRATION**

A. The Voters Assembly as a body shall have the supreme and ultimate authority and power to manage and adjust all spiritual and material affairs of the congregation. Any enactment or decision, whether it proceed from an individual or from a body within the congregation, shall be invalid unless it is enacted or performed in the name of the Voters Assembly or according to the authority conferred by it. Any enactment or decision of the Voters Assembly, any person or any body conferred authority by the Voters Assembly, contrary to the Word of God and to the Symbols of the Church shall be null and void.

B. The corporate powers of the Voters Assembly, subject to the limitations of this Constitution and its By-Laws, shall be exercised and administered by the Church Council, in accordance with this Constitution and its By-Laws and authority granted by the Voters Assembly.

**ARTICLE IX  
PROPERTY RIGHTS**

If at any time a separation of membership should take place because of Doctrine, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confession and practice to the Article of this Constitution entitled "Confessions." In the event the congregation should totally disband, the property and all rights connected therewith, shall be transferred to the Kansas District of the Lutheran Church -- Missouri Synod.

**ARTICLE X  
DOCTRINAL LITERATURE AND INSTRUCTION**

Only such hymns, prayers and liturgies shall be used in public services of the congregation and in all ministerial acts as conform to the confessional standard of the Article of this Constitution entitled "Confessions." Likewise, all religious teaching and instructional material shall conform to this standard.

**ARTICLE XI  
SYNODICAL MEMBERSHIP**

- A. This congregation shall hold membership in the Lutheran Church -- Missouri Synod.
- B. The congregation shall send delegates to District and Circuit Conferences and to conventions of Synod according to established procedures.
- C. It shall be the duty of the congregation and its individual members to support the work of Synod, since they thereby support their own Christ-appointed work.

**ARTICLE XII  
BY-LAWS**

This congregation may adopt such By-Laws as may be required for the accomplishment of its purpose.

**ARTICLE XIII  
AMENDMENT OF THE CONSTITUTION**

- A. The Articles of this Constitution entitled "Confessions," "Office Of The Pastor and Called Workers," and "Doctrinal Literature and Instruction" shall be unalterable and irrepeatable.
- B. Alteration or repeal of any alterable or repealable Article or Section of this

Constitution requires a majority of the voting members of the congregation present in two consecutive regular and/or special meetings of the Voters Assembly duly announced as provided in the By-Laws.

**BY-LAWS  
TO CONSTITUTION  
OF  
BETHANY LUTHERAN CHURCH  
AT  
OVERLAND PARK, KANSAS**

**ARTICLE I  
VOTERS ASSEMBLY**

A. The annual meeting of the Voters Assembly shall be held in January of each calendar year.

B. Regular meetings of the Voters Assembly shall be held in the months of January and May.

C. Special meetings of the Voters Assembly may be called by the Pastor and/or the President of the congregation or by request through the Church Council.

D. Notice of regular meetings shall be given by announcement or in the bulletin at the Sunday services immediately prior to the scheduled meeting and shall specify matters to be acted upon. Notice of special meetings shall be given by mail, publication or by announcement at the Sunday services and shall specify the matters to be acted upon at such meeting. Whenever a meeting has been thus announced, and except as otherwise expressly provided for herein, the voting members of the congregation in attendance shall constitute a quorum and the meeting shall be considered a properly convened and legal meeting for the transaction of business.

E. A unanimous vote shall be required of those present at a meeting of the Voters Assembly for excommunication; a three-fourths majority of the voting members of the congregation present at two consecutive regular and/or special meetings of the Voters Assembly shall be necessary to remove a Pastor, a Called Worker excluding Day School staff and faculty, or an Officer; other matters shall be decided by the majority vote of the members present at a meeting of the Voters Assembly.

**ARTICLE II  
CALLING OF PASTORS AND CALLED WORKERS**

The calling of a Pastor and called workers excluding Day School staff and faculty shall be initiated by the Board of Elders and shall be accomplished in accordance with applicable procedures from time to time established by the District and Synod. A three-fourths majority of the voting members of the congregation present at a regular or special meeting shall be required in order to extend such calls. The calling of Day School staff and faculty shall be under the authority of the Church Council and its designee(s), if any.

**ARTICLE III  
ELECTION OF OFFICERS**

A. A nominating committee, appointed by the President of the congregation, with approval of the Church Council, shall present a slate of candidates at the May meeting of the Voters Assembly in each calendar year. Additional nominations may be made at the meeting. Persons elected at the May meeting shall assume their respective offices on July 1.

B. In the event of a vacancy in any office, the Church Council shall appoint a successor to serve for the unexpired term. Any person may be permitted to be elected to the same office for two consecutive terms; however, he shall not thereafter be re-elected to such office for at least one year.

C. Officers shall be elected for the terms specified in these By-Laws and shall hold office until their successors shall have been duly elected and qualified.

**ARTICLE IV  
OFFICERS**

A. The elected officers of this congregation shall be: a President; a Vice President; a Secretary; a Treasurer; Elders and a chairman for each of the following Boards: Adult Ministry; Christian Outreach; Christian Care; Stewardship; Property Management; Child Ministry; Youth Ministry; Parish Communications; Parish Fellowship; and School Education.

B. The Secretary, Treasurer, the Chairman of the Board of Christian Outreach, the Chairman of the Board of Christian Care, the Chairman of the Board of Property Management, the Chairman of the Board of Child Ministry, and the Chairman of the Board of Parish Communications, and one-half of the Elders shall be elected in alternate years from the election of the remaining officers and elders. All officers elected shall serve for a 2-year term.

**ARTICLE V  
CHURCH COUNCIL**

A. Church Council - Functions and Responsibilities. The Church Council as a body shall, pursuant to the authority given it under the Article in the Constitution entitled "Church Administration," manage, control, and adjust all spiritual and material affairs of the congregation according to the policies and directives of the Voters Assembly.

Without in any manner limiting the foregoing the Church Council shall have authority with respect to and be responsible for all matters relating to the spiritual care and welfare of the respective members of the congregation; the acquisition, care and maintenance of the property, both real and personal, of the Church; the worship and stewardship affairs of the Church; the guidance of youth and the Christian education of the respective members of the congregation.

The Church Council may implement, control and carry out all or any of its functions and fulfill its responsibilities either directly or it may appoint or designate one or more individuals or committees to carry out its directives and policies to the end that its functions may be performed and responsibilities fulfilled.

The Church Council shall prepare and maintain an Officer/Chairmen Manual for officers and Chairmen of the respective Boards.

Any enactment or decision whether it proceed from an individual or from a body within the congregation shall be invalid unless it is enacted or performed in the name of and with the approval of the Church Council or, as herein otherwise provided, in the name of and with the approval of the Voters Assembly.

The Church Council may in its discretion from time to time defer matters coming before it for the purpose of presenting such matters to the Voters Assembly at any regular or special meeting called for such purposes. The Church Council shall make its recommendations to the Voters Assembly and the decision of the Voters Assembly on such matters shall be final.

Any individual or body within the congregation shall have the right to appeal any ruling or decision rendered by the Church Council. Any such appeal may be in writing or given orally at a regular or special meeting of the Voters Assembly. However, notice of any appeal must first be given in writing to the President. The Voters Assembly may approve and affirm the action of the Church Council or may disapprove such action, in which event the Voters Assembly shall take such action as it deems appropriate under the circumstances.

The Church Council shall, at each regular meeting of the Voters Assembly, give a complete report of all its activities since its preceding report and shall generally advise of its plans and proposals within the respective areas of its responsibilities.

B. Church Council Members. The Church Council shall consist of the President, Vice President, Secretary, Treasurer, and the Chairmen of the Board of Elders, Adult Ministry, Christian Outreach, Christian Care, Stewardship, Property Management, Child Ministry,

Youth Ministry, Parish Communications, Parish Fellowship, and School Education. The Pastor, assistant Pastor(s), Director(s) of Christian Education and Church Administrator shall be ex-officio members of the Council. Others may be added as ex-officio members as determined by the Council.

C. Church Council - Meetings. The Church Council shall meet not less than quarterly at such times and at such places as may be determined by the Church Council. Notice of such meetings shall be given by the Secretary.

Special meetings may be called by the President, the Pastor, or any three members of the Church Council.

The Church Council shall have full power to decide the nature of the business to be transacted at each meeting.

Nine members of the Church Council shall constitute a quorum for the transaction of all business. All matters shall be decided by the majority vote of the members present.

## **ARTICLE VI DUTIES OF OFFICERS**

A. President. The President shall preside at all meetings of the Church Council and the Voters Assembly. The President shall to the best of his ability, enforce the Constitution and By-Laws and carry out the expressed will of the congregation as embodied in the resolutions of the Voting Assembly. In event of the vacancy in the office of the President, the Church Council shall appoint a person to the office of the President for the remainder of the term.

The President shall also be responsible for coordination of and consultation with management and business personnel and boards (Secretary, Treasurer, Property Management, and Communications.)

B. Vice President. The Vice President shall assist the President and shall serve as acting President in instances where the President is temporarily unavailable. The Vice President shall be responsible for doing or causing to be done the following:

1. Coordination of and consultation with the Boards of Ministry (Elders, Adults, Youth, Children, Christian Care, Christian Outreach, Stewardship, Parish Fellowship, and School Education).
2. Appointing and presiding over a Forward Planning Committee whose responsibility will be to lay plans for Bethany's future growth.

C. Secretary. The Secretary shall keep accurate minutes of the meeting of the Voters Assembly and of the Church Council for the permanent records of the congregation and shall perform other duties in keeping with the office as outlined in the Officers/Chairmen Manual.

D. Treasurer. The Treasurer shall be the Chief Financial Officer of the congregation and shall annually appoint five persons, subject to approval of the Church Council, who together shall constitute the "Business and Finance Committee". The Treasurer shall serve as the Chairman of the Business and Finance Committee. The Business and Finance Committee shall appoint and supervise a Church Administrator to serve as the Chief Administrative Officer of the congregation.

The Church Administrator shall generally be responsible for the business and financial affairs of the congregation and shall be responsible for doing or causing to be done the following:

1. Provide administrative supervision for all non-called workers and volunteers

in the performance of their assigned tasks. Non-called workers and volunteers working in a ministry area may also report programmatically to an appropriate called worker responsible for said ministry area. This is referred to as a matrix management structure.

2. Provide consultation and coordination with all Boards of Ministry and Administrative Boards for annual and long range ministry, program, facility and fiscal planning.
3. Administer and enforce the policies and directives of the congregation and its governing body.
4. Develop and promulgate administrative procedures that interpret and implement congregational policies.
5. Within the framework of congregational policy, the Finance Committee, and the Board of Elders Personnel Committee, manage the Church's benefit and compensation program.
6. Manage the use and scheduling of the Church building including the family life center.
7. Manage the Church computer system and insure that employees and volunteers are trained in its usage.
8. Serve as an ex-officio member of the Church Council, attending its meetings and attending meetings of other boards on an "as required" basis.
9. Approve, in advance, all employment contracts and the purchase of goods and/or services for the Church which exceed \$1,000. in amount. Proposals for such purchases shall be presented for approval on a form prescribed by the Church Administrator. Purchases in excess of \$5,000 must be reviewed with legal counsel prior to approval by the Church Administrator.
10. Manage the financial and accounting system of the Church and the annual budgeting process which shall include the following:
  - a. Appoint (or hire) and supervise a Financial Manager (Controller) who shall be responsible for all the day to day accounting functions of the congregation.
  - b. Appoint (or hire) and supervise a Financial Secretary (Accountant) who shall be responsible for reconciling the Weekly Income Reports.
  - c. Develop, promulgate and maintain written procedures that properly account for all financial transactions including receipts and disbursements.
  - d. Provide and interpret monthly financial reports, consisting of: a balance sheet, summary of designated accounts and detailed analysis of revenue and expenses, to the Church Council. Provide to the congregation on a quarterly basis, a summary report of revenue and expenses. Upon request, make available to any member of the congregation a balance sheet and a detailed report of revenue and

- expenses.
- e. Verify that policies and procedures are in compliance and that revenues and disbursements are accurate and being timely processed.
  - f. Project annual revenue for the congregation's annual work program. Prepare the accounting detail for the congregation's annual work program, submit to the Church Council for approval and then to the Voter Assembly for approval.
  - g. Provide advice and counsel throughout the year, on the financial affairs of the congregation to the Church Council and the congregation.
- 11. Provide advice and counsel throughout the year, on the administrative affairs of the congregation to the Church Council and the congregation.
  - 12. Perform such other additional tasks as may, from time to time be specified by the Business and Finance Committee.

The Treasurer shall cause an annual audit to be made by persons other than the Financial Committee, the Church Administrator, Financial Manager or the Financial Secretary, of all bank and savings accounts, the balance sheet and statement of designated accounts. Guidelines for conducting the audit will be reviewed and approved annually. A written report of the findings of the audit is to be provided to the Church Council within 90 days of the close of each year. A copy of the audit report is to be included with the next following quarterly report to members of the congregation.

E. Board of Elders. The Board shall consist of a number of Elders as may be necessary to fulfill designated responsibilities and duties. The number of Board members shall be proposed by the Board of Elders and approved by the Voters Assembly. Individual members of the Board shall be elected by the Voters Assembly. Board members must be familiar with qualifications of an Elder as set forth in 1 Timothy 3:1-17.

An Executive Committee shall be established, which shall include the chairman, vice-chairman, secretary, and chairmen of standing committees as determined by the Board, with the general responsibility to conduct necessary business of the Board, with consent of the full Board.

The Board of Elders, and its Executive Committee, shall be responsible for all areas related to spiritual welfare of the congregation. These responsibilities shall include, but not be limited to, the following:

- 1. Assist the Pastor(s) and support the Church Council in areas related to the spiritual welfare of the congregation.
- 2. Establish and maintain on-going programs to maximize attendance at worship services, urge support of Bethany by all of its members and maintain a program to insure personal visitations and associations with congregational members.
- 3. Assure that all worship services, special and regular, are reverently

conducted, and that all receptions, anniversaries, and other programs are responsibility conducted.

4. Recommend candidates for pastor(s) and called staff as required for fulfilling the needs of the congregation.
5. Provide a representative at the Sacrament of Holy Baptism.
6. Provide an ongoing ushering program at all worship services.
7. Provide an ongoing music and carillon program to enhance worship services and special celebrations.
8. Support and assist all other boards and groups in all areas to continue the various ministries and function of the congregation.
9. Through a Personnel Committee, provide for an ongoing oversight of responsibilities, management, development, and compensation of the called and ministerial personnel (full time, part time, and contract personnel).
10. Consider complaints and grievances of members of the congregation and report to the congregation those which cannot be resolved, in accordance with Jesus' allowance in Matthew 18:15-18.
11. Stand as individuals, and as a group, as examples of Christian conduct and conversation as set forth in 1 Peter 5:1-4 and Titus 1:6-9.

The Board shall determine the frequency as well as the place of Executive Committee and full Board meetings. The Board, and its Executive Committee, shall determine and adopt such rules as it deems appropriate to conduct its business.

F. Board of Adult Ministry. This board shall consist of the elected Chairperson and such number of members, one of whom shall be designated the Vice Chairperson and another shall be designated Secretary, as the Chairperson in his or her discretion determines and appoints. The Pastor and other called workers shall be advisory members of this Board. It shall be the duty of this Board to:

1. Promote and communicate opportunities for spiritual growth in the life of the individual Christian adult.
2. Strengthen the Christian home and help equip adults for Christian family living.
3. Provide learning opportunities for adults of the congregation.
4. Encourage the congregation to set up organizations to help the Church best perform its educational task for adults of the congregation and, to this end, appoint leaders as required.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

G. Board of Christian Outreach. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of this

Board to:

1. Plan, promote and carry out an evangelism program in the congregation and community.
2. Plan and supervise religious surveys of the community.
3. Arrange for the maintenance of record files in order to keep an evangelism program active.
4. Enlist aid in visiting prospective members of the church.
5. Assist the Pastor in training the laity to bring the unchurched to the Pastor's instruction classes.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

H. Board of Christian Care. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of the Board to:

1. Plan, promote and carry out the Christian care program, in the congregation and community.
2. Discover the needs of individuals in the congregation, of the aged, sick and poor, and to bring these needs to the attention of the congregation.
3. Call to the attention of the congregation the welfare agencies and programs being sponsored by the church and to solicit support for them.
4. To report on the needs of the community and solicit the congregation's cooperation with agencies in the community endeavoring to meet these needs.
5. Select a mission of the month to provide an opportunity to the congregation for mission giving.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

I. Board of Stewardship. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of this Board to:

1. Give the congregation clear vision of the world's need of Christ and how they can supply that need. Fully inform the members of their local congregation programs and opportunities to lengthen their outreach into all the world through District and Synod.
2. Sponsor stewardship training and mission education. Assist in training laity in total stewardship life.

3. Instruct the members in the grace of proportionate giving to God's work in their own parish and in the world. The Board shall enlist the financial support of all communicant members and encourage regular and proportionate giving.
4. Work in close cooperation with the Circuit and District Stewardship Committee.
5. Aid in planning successful Mission Sundays and additional mission programs for young and old.
6. Supervise the raising of general funds within the congregation.
7. The Board shall annually solicit pledges from all communicant members for the support of the local congregation and the Church in general (Synodical).

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

J. Board of Property Management. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. The Board of Property Management shall be the legal representative for all property of Bethany Lutheran Church. It shall be the duty of this Board to purchase, maintain and otherwise administer all property belonging to the congregation; to make contracts; sign documents; appear in court and to otherwise transact all the business of the congregation assigned to them by the Voters Assembly. Contracts and legal documents for which the Board of Property Management has responsibility and requiring signature must be prior approved by Bethany Lutheran Church legal representation.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

K. Board of Child Ministry. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of this Board to:

1. Foster spiritual growth in the life of the individual Christian child (birth through sixth grade).
2. Strengthen the Christian home and help equip children for Christian family living.
3. Provide learning opportunities for children of the congregation.
4. Encourage the congregation to set up agencies and organizations to help the Church best perform its educational task for children of the congregation, and, to this end, appoint leaders as required.
5. Plan and carry out child ministry in the congregation.
6. Work with children to promote their spiritual growth.
7. Provide parish fellowship for children of the congregation.

This Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

L. Board of Youth Ministry. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of this Board to:

1. Foster spiritual growth in the life of the individual Christian youth.
2. Strengthen the Christian home and help equip young people for Christian family living.
3. Provide learning opportunities for youth of the congregation.
4. Encourage the congregation to set up agencies and organizations to help the Church best perform its educational task for youth of the congregation and, to this end, appoint leaders as required.
5. Plan and carry out youth ministry in the congregation.
6. Work with youth to promote their spiritual growth.
7. Provide parish fellowship for youth of the congregation.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

M. Board of Parish Communications. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his/her discretion determines and appoints. It shall be the duty of this Board to:

1. Increase and improve the communication of the ministries and activities of Bethany to the members of the congregation. This would be accomplished primarily through providing information about our mission and encouraging each member's involvement in the work and life of the Church, in his or her own way.
2. Help improve the communication of ministries and activities between the various Boards and interest groups of the congregation by providing pertinent information and potential resources to help facilitate that group in achieving its objective(s).
3. Establish and maintain procedures to be used in operating the Information Center and any display cases or bulletin boards throughout the facility.
4. Publicize the ministries and activities of the congregation through various means and media to the community and church at large, so that the mission of Bethany is known and understood by all.
5. Facilitate and help promote the ministries and activities of the various Boards, Committees, and interest groups, when multiple Boards are involved.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

N. Board of Parish Fellowship. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of this Board to:

1. Provide parish fellowship for adults and families of the congregation.
2. Coordinate the parish fellowship activities sponsored by other Bethany groups and organizations.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

O. Board of School Education. This Board shall consist of the elected Chairman and such number of members, one of whom shall be designated the Vice Chairman, as the Chairman in his discretion determines and appoints. It shall be the duty of this Board to:

1. Provide Spiritual Leadership for the Day School, Preschool, and Mothers' Day Out, hereafter known as "the school", and the school administrative staff.
2. Recommend candidates for called and non-called staff and faculty positions as required for fulfilling the needs of the school.
3. Establish broad policies related to administration of the school.
4. Maintain fiscal stability of the school through development of the annual budget for the school and regular review of the financial operations.
5. Oversee the facilities to provide a quality learning environment for students, teachers and faculty.
6. Provide vision & strategy for the future through maintenance of ongoing situational assessments and long range planning.
7. Oversee marketing, publicity and public relations for the school.
8. Maintain relationships and accreditation with State, Municipal and governmental agencies.
9. Maintain relationship with LCMS district and synod offices.
10. Through the Personnel Committee, provide for an ongoing oversight of responsibilities, management, development, and compensation of the called and non-called staff and faculty.

The Board shall determine the frequency as well as the place of its meetings. The Board shall determine and adopt such rules as it deems appropriate to conduct its business.

## **ARTICLE VII OTHER COMMITTEES**

A. The Foundation Committee. This committee was established upon approval by the Voters Assembly, August 3, 1993. All rules and regulations as well as specific requirements of eligibility for committee members are on file in the church office.

At each annual meeting of the Voters Assembly, the requisite number of members of the Foundation Committee shall be elected by members of the Voters Assembly.

B. The Church Council may appoint such other and additional committees or may supplement committees as it deems necessary or desirable.

## **ARTICLE VIII REMOVAL OF COMMITTEE MEMBERS**

All members of committees and all delegates and representatives appointed by the Voters Assembly or Church Council shall serve at the discretion of the congregation and may be removed or replaced by the Voters Assembly or Church Council at their discretion.

## **ARTICLE IX AMENDING THE BY-LAWS**

Alteration or repeal of these By-Laws requires a majority of the voting members of the congregation present in two consecutive regular and/or special meetings of the Voters Assembly, duly announced as provided in these By-Laws.

## **ARTICLE X ORDER OF BUSINESS**

1. Devotional Exercises
2. Roll Call
3. Reading of Minutes
4. Reception of Members
5. Granting Letters of Transfer
6. Report of the Staff
7. Report of Church Council
8. Report of Officers and Committee Chairmen
9. Election of Officers
10. Unfinished Business
11. New Business
12. Communications
13. Announcements
14. Educational Topic and Discussion
15. Adjournment
16. Prayer

The preceding shall be the recommended order of business for meetings of the Voters Assembly. The order may be altered or varied as the Voters Assembly determines. The Church Council may establish its own order of business.

Proceedings at meetings of the Voters Assembly shall be in accordance with Robert's Rules of Order.