

THE CONSTITUTION and BYLAWS



*Our mission is to proclaim the gospel of Jesus boldly,
to praise God fully, and to serve others joyfully.*

of

TRINITY LUTHERAN CHURCH, INC.

ATHENS, GA

*Approved by Trinity Congregation: October 17, 2004
Approved by Florida-Georgia District: November, 2004*

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PREAMBLE

Whereas the Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice,¹ but also that all things be done decently and in order,² therefore, we, a number of Lutherans in and around Athens, Georgia, set forth by this present document, signed by ourselves, the constitution and the bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

ARTICLE I. NAME

The name of this congregation shall be Trinity Lutheran Church, Inc. located in Athens, Clarke County, Georgia.

ARTICLE II. MISSION AND PURPOSE

Our mission is to proclaim the gospel of Jesus boldly, to praise God fully, and to serve others joyfully!

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel³. That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship,⁴ practice fellowship with one another,⁵ witness to all people,⁶ help each other grow in the Word,⁷ serve the needs of all people in Christian love,⁸ administer the Office of the Keys as His Church⁹ and maintain decency and order¹⁰ in the Church.

ARTICLE III. CONFESSIONAL STANDARD

This congregation acknowledges and accepts without reservation

- A. the canonical books of the Old and the New Testament as the revealed Word of God; and
- B. the Symbolical Books of the Evangelical Lutheran Church:
 - 1. the three Ecumenical Creeds, being the

¹ Psalms 119:105; Galatians 1:6-8; 2 Timothy 4:1-5

² 1 Corinthians 14:40

³ Mark 16:16; Matthew 28:18-20; Acts 1:8

⁴ Hebrews 10:24-25

⁵ Acts 2:42

⁶ Act 1:8

⁷ Ephesians 4:11-14

⁸ Ephesians 4:7-16; Mark 10:42-44; John 13:35; Galatians 6:10

⁹ John 20:21-23; Matthew 18:15-20

¹⁰ 1 Corinthians 14:40

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- a) Apostles' Creed,
- b) Nicene Creed, and
- c) Athanasian Creed;
2. the Unaltered Augsburg Confession;
3. the Apology of the Augsburg Confession;
4. the Smalcald Articles;
5. the Large Catechism of Luther;
6. the Small Catechism of Luther; and
7. the Formula of Concord.

ARTICLE IV. SYNODICAL MEMBERSHIP

This congregation shall be a member of the Lutheran Church-Missouri Synod as long as the Synod conforms to the congregation's confessional standards.

ARTICLE V. MEMBERSHIP

A. Types of membership

The membership of this congregation includes:

1. **Baptized members** are all who
 - a) have been baptized in a Christian congregation in the name of the Triune God, and
 - b) are under the spiritual care of the pastor of this congregation, including the children who have not yet been confirmed.
2. **Communicant members** are those baptized members who
 - a) have been baptized in the Lutheran faith,
 - b) accept the confessional standard of ARTICLE III. {Page 5} of this constitution,
 - c) are familiar with the contents of Luther's Small Catechism, and
 - d) are not members of organizations whose principles and conduct conflict with the Word of God.
3. **Voting members** are communicant members who
 - a) have been confirmed,
 - b) have been received by the voters' assembly, and
 - c) have signed the constitution of the congregation.

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4. **Associate members** are for Lutheran people who are one with us in faith and share in the fellowship of this congregation, but who for good reasons, such as part-time residence, have not joined with this congregation in other membership. This congregation recognizes a distinct responsibility to include associate members in the congregational life – particularly those programs of education, service and fellowship. While associate members are not eligible to vote at voters’ meetings, they shall be encouraged to attend and have their voices heard. Associate members may also serve as advisory members of boards and committees.

B. Reception into membership

1. Individuals are received through:
 - a) the Sacrament of Holy Baptism;
 - b) the consent of one or both parents in the case of children who have been baptized in another Christian congregation;
 - c) the rite of confirmation;
 - d) transfer from a sister congregation;¹¹ or
 - e) reaffirmation of faith.¹²
2. Reaffirmations and transfers shall be approved by the Board of Elders upon successful completion of requirements.¹³

C. Duties of members

Members of the congregation shall conform their entire lives to the rule of God’s Word and to that end

1. make diligent use of the means of grace,¹⁴
2. exercise faithful stewardship of the many gifts and talents God has given them,
3. impart and accept fraternal admonition as the need for such admonition becomes apparent,
4. and be readily available for service in the kingdom of Christ within and beyond the congregation.

¹¹ A “*sister congregation*” is a fellow congregation holding membership in The Lutheran Church–Missouri Synod (LCMS) or a congregation in fellowship with the LCMS.

¹² *Reaffirmation of Faith*” is for those who once held membership at Trinity or in a sister congregation but have lapsed in their attendance and/or faith life. This allows that individual to “reaffirm” and recommit to the faith they hold and lets them begin anew.

¹³ See details on the specific process in the bylaws under ARTICLE VI. COMMUNICANT MEMBERSHIP {Page 16}.

¹⁴ The “*Means of Grace*” are ^(a)the Word of God and ^(b)the sacraments of Holy Baptism and Holy Communion.

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D. Termination of membership¹⁵

Persons whose membership has been terminated forfeit all rights as a member of this congregation and all claims upon property of the congregation as such, or upon any part thereof, as long as he or she is not again received into membership by the congregation. Membership shall be terminated by:

1. transfer to a sister congregation;¹¹
2. release from membership by
 - a) joining a congregation outside the fellowship of this congregation;¹⁶
 - b) self-exclusion; or
 - c) whereabouts unknown;
3. excommunication; or
4. death.

ARTICLE VI. CALLED CHURCH WORKERS

Only those ordained or commissioned by the Lutheran Church-Missouri Synod and who are in accord with the confessional standard of this congregation (ARTICLE III. {Page 5}) shall be eligible to be Called by this congregation.

- A. This congregation has the exclusive right to Call ordained and commissioned workers. A Called office shall be conferred only on such an individual who
 1. professes and adheres to the confessional standards set forth in this constitution,
 2. is qualified for his or her work, and
 3. is a member of and has been endorsed by the Synod.
- B. Any ordained or commissioned worker may be removed from office by the voters' assembly by a three-fourths majority ballot vote, in Christian and lawful order, for one of the following reasons:
 1. persistent adherence to false doctrine,
 2. scandalous life,
 3. willful neglect, or
 4. inability to perform the duties of the office.
- C. In case of a vacancy in the office of an ordained or commissioned minister, the congregation shall notify the president of the District so that he may assist in temporarily filling the vacancy and also help in the Calling of a new worker.

¹⁵ See details on the termination procedures in the bylaws under ARTICLE VI. COMMUNICANT MEMBERSHIP {Page 17}.

¹⁶ Congregations not in fellowship with the LCMS are also considered "outside the fellowship of this congregation."

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ARTICLE VII. ORGANIZATION AND AUTHORITY OF THE CONGREGATION

- A. This congregation shall be represented by and administer all its affairs through its voting membership. The establishment and conduct of all organizations and societies within the congregation or related directly to it shall be subject to the approval and supervision of the voters' assembly.
- B. All matters shall be decided by a majority vote of the voters' assembly unless otherwise specified by this constitution or bylaws, including matters of doctrine and conscience, which shall be decided only on the basis of the Word of God. Each member may appeal to the voters' assembly in regard to any matter relating to the affairs and government of the church, and the assembly's decision shall be final and binding.
- C. Regular and special meetings of the voters' assembly shall be held as determined in the bylaws.¹⁷
- D. A quorum shall be established when there are at least 10 percent of the previous year's communicant membership at a properly called meeting.
- E. Officers of the congregation shall be elected as specified in the bylaws of this congregation. Offices include:
1. president,
 2. vice president,
 3. treasurer,
 4. secretary, and
 5. financial secretary
- F. Any officer or board member may be removed from office by the voters' assembly by a two-thirds majority ballot vote, in Christian and lawful order, for one of the following reasons:
1. persistent adherence to false doctrine,
 2. scandalous life,
 3. willful neglect, or
 4. inability to perform the duties of the office.
- G. This congregation may receive, acquire, hold title to and manage such real estate and other property as is needed to accomplish its purpose and may

¹⁷ For details on calling regular and special meetings, see the bylaws under Article IV Congregational Meetings {Page 14}.

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sell or dispose of such real estate¹⁸ and other property or any part thereof; and this congregation shall have all the rights and the powers that are granted by the laws of the State of Georgia to religious corporations.

- H. The right of Calling ordained or commissioned workers shall be vested in the voters' assembly and shall not be delegated otherwise.

ARTICLE VIII. CONGREGATIONAL SEPARATION

- A. If at any time a separation should take place in this congregation on account of doctrine, then the property of the congregation and all the benefits therewith connected shall remain with those members who shall continue to adhere to ARTICLE III. (CONFESSIONAL STANDARD {Page 5}) and ARTICLE V. (MEMBERSHIP {Page 6}).
- B. In the event the congregation should dissolve, then the property¹⁸ and all rights connected therewith, after the satisfaction of all liens, claims, restrictions or contractual obligations thereon, will be disposed of in a manner to be determined by the voters' assembly in accordance with the Articles of Incorporation of Trinity Lutheran Church, Inc. and Georgia law.

ARTICLE IX. AMENDMENTS

- A. Amendments to provisions of this constitution may be adopted at a regular voters' meeting provided that previous notice of such amendment and discussion of the same shall be presented at two consecutive regular or special meetings of the voters' assembly immediately prior to the meeting at which the proposed amendment is to receive action. Due notice of actions to be taken at such meeting shall be given to all communicant members of the congregation.
- B. A two-thirds majority of the voters present approve such amendment for all articles except ARTICLE III. (CONFESSIONAL STANDARD {Page 5}), ARTICLE VI. (CALLED CHURCH WORKERS {Page 8}) and ARTICLE VIII. (CONGREGATIONAL SEPARATION {Page 10}).
- C. A three-fourths majority of the voters present approve such amendment for the following articles: ARTICLE III. (CONFESSIONAL STANDARD {Page 5}), ARTICLE VI. (CALLED CHURCH WORKERS {Page 8}) and ARTICLE VIII. (CONGREGATIONAL SEPARATION {Page 10}).

¹⁸ Currently, Trinity does have a deed restriction which limits the use of the property to religious and educational purposes. If these conditions are not met, the deed reverts to the heirs of the original contributor.

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ARTICLE I. PARISH PLANNING COUNCIL

- A. The Parish Planning Council (the “PPC”) shall be composed of the
1. president,
 2. vice president,
 3. treasurer,
 4. secretary,
 5. financial secretary,
 6. chairs of the boards,
 7. pastor(s), and
 8. other called workers and staff as designated in the Policies and Procedures Manual.
- B. The PPC shall meet monthly.
- C. At least 50 percent of the voting members of the PPC present at a meeting shall constitute a quorum.
- D. The PPC has the responsibility to review programs and fiscal matters continually and to bring to the voters’ assembly any concerns that are of such magnitude as to require the attention of the congregation.
- E. The PPC shall have power to act on behalf of the congregation between meetings of the voters’ assembly.
- F. In instances where a board or committee is unable to function or to transact its routine business or to convene in a timely manner to address special issues within its area of responsibility, the PPC shall have the authority to act in its stead.
- G. The PPC will prepare a proposed budget to be presented to the voters’ assembly for approval at the December voters’ meeting.
- H. All financial commitments, bank accounts, and similar obligations undertaken in Trinity’s name or established in association with Trinity congregation must be approved in advance by the PPC upon the recommendation of the board, committee or officer responsible for overseeing the activities related to such commitment, account or obligation.

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ARTICLE II. BOARDS AND COMMITTEES

Boards may request members to assume positions that serve the congregation or draw up contracts for service (see ARTICLE VII. CONTRACTS {Page 17} for signature requirements), after approval by the PPC. The Boards and committees are described below:¹⁹

- A. The Board of Christian Education plans and administers the Christian educational program of the congregation.
- B. The Board of Christian Service fosters member care, fellowship and outreach.
- C. The Board of Church Properties maintains and repairs church property.
- D. The Board of Elders guides the spiritual welfare of Called personnel and congregation members.
- E. The Board of Governors for Trinity Lutheran Christian Child Development Center and Preschool plans and administers the child development community outreach programs, including the day care and the preschool, on behalf of the congregation.
- F. Committees as the president may appoint upon recommendation of the voters' assembly, the PPC or a board. These would include but are not limited to the following standing committees:²⁰
 - 1. Stewardship Committee,
 - 2. Financial Planning Committee,
 - 3. Financial Review Committee,
 - 4. Nominating Committee, and
 - 5. Memorials Committee.
- G. At least 50 percent of the voting members of a board or committee present at a meeting shall constitute a quorum.

The pastor(s) shall be ex-officio²¹ member(s) of all boards and their associated committees and may attend any or all meetings related to congregational activity. Other called workers shall be ex-officio members of their respective boards and

¹⁹ The "Youth Board" – i.e. board comprised entirely of members of the youth group is not a governing board of the church. As such the head of the board does not sit on the PPC. Therefore, the age restriction governing other board chairs does not apply to this board.

²⁰ For a description of these committees and their responsibilities, refer to Trinity's Policies and Procedures Manual.

²¹ Frequently boards and committees contain some members who are members by virtue of their office, and, therefore, are termed ex-officio members. An ex-officio member has all the privileges of other members, including the right to vote.

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their associated committees. All called workers may attend any or all meetings related to their activities. The role of called workers and staff as shall be designated in the Policies and Procedures Manual.

The director(s) of the Trinity Lutheran Christian Child Development Center and Trinity Lutheran Preschool shall be ex-officio members of the Board of Governors. If the director is not a member of Trinity Lutheran Church, he or she shall be an advisory member only.

ARTICLE III. NOMINATIONS AND ELECTIONS

A. Nomination Procedures

1. The president shall appoint annually a Nominating Committee, which will prepare a list of candidates drawn from among communicant members of the congregation who are confirmed, who have agreed to serve.
2. In determining the filling of vacancies, the Nominating Committee shall take into consideration
 - a) recommendations made by respective boards and/or board chairs, and
 - b) any special requirement of the positions to be filled.
3. At least two weeks before the October voters' meeting, the Nominating Committee will announce the list of candidates for president, vice president, treasurer, financial secretary, congregational secretary and board members as necessary.
4. Following the publication of the list of nominees, members of the congregation may submit additional names to the Nominating Committee. If the proposed nominee meets the qualifications of the position, the nominee will be added to the slate of candidates and the new list must be announced a week before the October voters' meeting.
5. Any voting member present at the October meeting may nominate a communicant member to the slate of candidates prior to voting so long as the following provisions are met:
 - a) the floor nominee is present at the meeting,
 - b) the floor nominee is willing to serve in the capacity for which nominated, and
 - c) the nomination to be added to the ballot is passed by a majority vote of those present at the meeting.
6. The President is succeeded by the Vice President as a nominee upon the recommendation of the Nominating Committee.

B. Election Procedure

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From the list of candidates submitted by the Nominating Committee, the voters at the October voters' meeting shall elect officers and board members by a majority vote. In the event there are more than two candidates for an office and one does not receive a majority vote, a second vote shall be taken for the two candidates with the highest vote totals.

C. Qualifications and Terms of Office

1. Only communicant members 18 or older may serve as an officer or the chair of a governing board or committee.
2. The terms of office are one year for president and vice president and two years for secretary, treasurer, financial secretary, and for board members.
3. The president and vice president may not succeed themselves for the same office. Other officers and board members may consecutively succeed themselves in the same office only once.
4. Only male candidates are eligible for membership to the Board of Elders.
5. No one may serve on more than one board at the same time, and no elected officer may serve on a board during his or her term of office.²²

D. Installation of Officers

The newly elected officers and Board members shall be installed on or about the first Sunday in January and shall assume their duties of office as of January 1.

E. Vacancies

Vacancies that may occur during the course of the year in any of the offices or boards shall be filled by appointment by the president and shall be approved by the voters at a regular meeting or, if deemed necessary by the president, at a special meeting of the voters' called for such purpose.

ARTICLE IV. CONGREGATIONAL MEETINGS

A congregational meeting may be announced to the entire congregation for information purposes, or a meeting of the voters' assembly shall be called as a regular or special meeting. At any voters' meeting, the secretary shall take minutes of the proceedings at such meeting and keep a record of them.

A. Regular meetings

1. Regular meetings of the voting membership shall be held four times each calendar year, during the months of March, June, September, and December. The President will set dates and times of all voters' meetings.

²² This does not prohibit a board member from serving on a committee which falls under a different board nor does it prohibit an officer from serving on a committee.

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2. The December voters' meeting will include
 - a) the election of officers and
 - b) the consideration and acceptance of the program and budget for the following calendar year.
3. All communicant members of the congregation are encouraged to attend the voters' meetings and may submit recommendations and participate in a discussion of any given item of business before the voters.
4. Every meeting of the voting membership shall be announced at the worship services on the Sunday preceding the meeting.
5. In the event of a tie vote, the president or presiding officer shall cast the deciding ballot.
6. There shall be no voting by proxy.

B. Special meetings

1. Special voters' meetings may be called by the president at the request of
 - a) any of the boards,
 - b) the pastor(s), or
 - c) 10 voting members of the congregation.
2. Notice of the date and time of the special meeting, and the nature of the business to be transacted, must be communicated at the worship service(s) a week prior to the meeting or by telecommunication 72 hours prior to the meeting.

ARTICLE V. PROCEDURES FOR CALLING ORDAINED AND COMMISSIONED MINISTERS

- A. When a pastor or other Called church worker is to be Called, every member of the congregation shall have the privilege of making nominations. The congregation shall also ask the president of the Synodical district for recommendations.
- B. In the case of a pastoral Call, the Board of Elders may serve as the Call Committee or it may request that the president appoint a Call Committee. In the case of calling other church workers, the appropriate board may serve as the Call Committee or it may request that the president appoint a Call Committee.
- C. In the Call process, the board or committee shall submit all names to the district president for information, comment and the possible addition of other candidates. After receiving information and recommendations from the district president, the board or committee shall present to the congregation by means of a public announcement a list of preferred candidates, together with a biographical sketch of each.

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- D. At a voters' meeting Called for the purpose of electing a new pastor or other Called worker, the preferred list may be amended by means of a two-thirds majority vote of those present at such meeting.
- E. Balloting shall proceed through a secret ballot vote. A majority shall be required to determine the disposition of the Call.
- F. Notice of the Called worker's election shall be delivered to the candidate promptly following the adjournment of such meeting.

ARTICLE VI. COMMUNICANT MEMBERSHIP

A. Admission of new members

1. Applicants for communicant membership in this congregation shall consult with the pastor, who with the Board of Elders, shall determine whether applicants are eligible for membership in accordance with ARTICLE V. (MEMBERSHIP {Page 6}) of the constitution.
2. Applicants from sister congregations shall submit a letter of transfer from their former congregation to establish eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the pastor may, with the consent of the Board of Elders, decide to provide instruction prior to reaffirmation of faith for such applicant.
3. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation or before witnesses who are members of the Board of Elders, before being received as members.
4. After applicants have given satisfactory evidence of their eligibility, their admission as communicant members shall be recommended by the pastor to the Board of Elders, which shall have the authority to act on such application on behalf of the voting members. The roster of new members shall be published for the congregation.

B. Voting eligibility

1. Confirmed members shall be eligible to apply for voting membership.
2. Such application shall be made at a regular voters' meeting. Upon affirmation by the applicants of their intention to fulfill their duties, they shall be accepted as voting members with all rights and privileges.
3. New voting members shall be required to sign the official copy of the constitution and bylaws of the congregation at the time of their acceptance into voting membership. If the new voting member has not already received a current copy of the constitution and bylaws, the member shall receive one at this time.

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C. Termination of membership

As brothers and sisters in Christ, we care about and for each other. Therefore extreme care and deliberation should be given when considering the termination of membership of a member of Trinity. With a heart of Christian love, the following procedures shall be followed when termination of membership is needed.

1. Transfer to a sister congregation

- a) The member shall request in writing to the pastor(s) that a letter of transfer be sent to a specific sister congregation.¹¹ Alternatively a member may request that his or her new congregation request his or her transfer from Trinity.
- b) If the member is in good standing and there are no outstanding issues that need to be addressed:
 - (1) *The pastor(s) may grant such transfer on behalf of the Board of Elders and Trinity congregation.*
 - (2) *Transfer will be done with a letter to the sister congregation with copy sent to the member.*
 - (3) *The same shall also be communicated to the Board of Elders and, through the elders, to the congregation at the next regular voters' meeting.*
 - (4) *Membership records shall be updated accordingly.*
- c) If the member is not in good standing, is under church discipline²³, or if there are other outstanding issues that need to be addressed:
 - (1) *The pastor(s) may request a meeting with the member and possibly the Board of Elders with hopes of resolving any and all issues prior to granting a transfer.*
 - (2) *If issues cannot be resolved to the satisfaction of either the pastor(s) or the Board of Elders, a transfer is not granted. Instead a letter shall be sent to the new congregation indicating the reason(s) for denial of transfer. In addition, membership termination may still take place along other avenues.*

2. Release from membership by

- a) Joining a congregation outside the fellowship of this congregation²⁴

If a request for transfer has been received by the member or by a congregation outside of fellowship with Trinity, the following shall be followed:

 - (1) *If the member is in good standing and there are no outstanding issues that need to be addressed:*

²³ In cases of Church Discipline, Matthew 18:15-18 shall be followed. The specifics shall be found in the Policies and Procedures Manual.

²⁴ Congregations not in fellowship with the LCMS are also considered "outside the fellowship of this congregation."

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- (a) The pastor(s) may grant a release from membership on behalf of the Board of Elders and Trinity congregation.
 - (b) A letter of release will be sent to the sister congregation with copy sent to the member.
 - (c) The same shall also be communicated to the Board of Elders and, through the elders, to the congregation at the next regular voters' meeting.
 - (d) Membership records shall be updated accordingly.
- (2) *If the member is not in good standing, is under church discipline, or if there are other outstanding issues that need to be addressed:*
- (a) The pastor(s) may request a meeting with the member and possibly the Board of Elders with hopes of resolving any and all issues prior to granting a peaceful release from membership.
 - (b) If issues cannot be resolved to the satisfaction of the pastor(s) or the Board of Elders and
 - (i) they are not of severe enough magnitude to warrant church discipline,
 - (a) *a letter of release shall be sent to the member,*
 - (b) *the same shall also be communicated to the Board of Elders and, through the elders, to the congregation at the next regular voters' meeting, and*
 - (c) *the membership records shall be updated accordingly.*
 - (ii) they are of such magnitude as to warrant the start of church discipline proceedings,
 - (a) *release from membership is not granted,*
 - (b) *a letter is sent to the member and other congregation indicating why release is not being granted and that church discipline proceedings are beginning (the member shall also be made aware of the specifics of the church disciplinary proceedings), and*
 - (c) *membership termination may still take place along other avenues.*
- b) Self-exclusion
- (1) *If a member is not fulfilling the duties of a member because of willfull neglect, that person shall be contacted by the pastor(s) and Board of Elders with hopes he or she will be encouraged and his or her congregational life reignited.*
 - (2) *If after repeated attempts by the pastor(s) and Board of Elders has not yielded a change in the member's behavior over the course of one year:*
 - (a) the person shall be released from membership, and
 - (b) they shall be notified by letter of this decision and the same shall be communicated to the congregation at the next voters' meeting.

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c) Whereabouts unknown

If, after repeated and various attempts, contact cannot be made with a member for over the course of one year,

(1) the person shall be released from membership, and

(2) the decision shall be communicated to the congregation at the next voters' meeting.

3. Excommunication

a) Excommunication is a last resort to help a person recognize the extremely dangerous situation he or she has placed himself or herself in because he or she will not repent of his or her sin. It is a final attempt to win someone back from Satan's influence.

b) When attempts at church discipline according to Matthew 18:15-18 have failed the president shall call for a special voters' meeting according to Bylaw ARTICLE IV. Section B. {Page 15}.

c) A vote on excommunication must pass with a three-fourth majority vote by the voters' assembly.

d) The member shall be notified immediately following the end of the voters' meeting.

e) The Rite of Excommunication shall take place at the next week's worship services.

f) If, at any time, the former member confesses of his or her sin(s),

(1) that person shall be absolved, and

(2) reinstatement of membership shall be communicated to the communicant membership at the next week's worship services as well as any other expedient means, and

(3) the matter, having been forgiven, is not to be brought up again.

4. Death

ARTICLE VII. CONTRACTS

Contracts shall be signed by the president and one other officer or the appropriate board chair, except routine maintenance and service contracts, which may be entered into by individual boards or authorized staff members.

ARTICLE VIII. CONFLICT OF INTEREST

A staff member may not serve as chair of a board that has oversight of his/her duties.

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ARTICLE IX. RULES OF ORDER

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

ARTICLE X. AMENDMENTS

These bylaws may be amended in a properly convened meeting of the voters' assembly by a majority of all voting members present at such meeting, provided

- A. the proposed change has been announced
 - 1. in a previous voters' meeting, or
 - 2. or has been submitted in writing at least two weeks before; and
- B. also announced at the worship service immediately prior to the meeting of all communicant members.