

THE BYLAWS OF THE CONSTITUTION

ARTICLE I MEMBERSHIP

I. BAPTIZED MEMBERSHIP

A. Admission into Membership

1. **By Baptism**

A person baptized with water into the name of the Father and of the Son and of the Holy Ghost shall be admitted into the baptized membership of this congregation if such person has been baptized by a pastor of this congregation or by someone formally designated by the Constitution or Bylaws of the congregation to perform this function. In the case of emergency baptisms performed by persons other than those designated by the Constitution or Bylaws of this congregation, application for acceptance into the baptized membership of this congregation shall be made to the pastor. Upon receipt of such application the pastor shall investigate the circumstances of the baptism by consultation with responsible witnesses to determine the validity of the baptism. If the validity of the baptism can be established by the pastor(s) and the Board of Elders, a proper record of the baptism shall be made and the application shall be presented to the Voters Assembly for approval.

2. **By Transfer**

Upon receipt of a valid letter of transfer from a congregation in fellowship with this congregation, the Board of Elders shall receive an applicant into the baptized membership of the congregation. This action shall be reported at the Voters Assembly at its next regular meeting.

3. **Application for Spiritual Care**

In the case of a child (birth–18 years old) baptized properly in a Christian church which is not in fellowship with this congregation, a formal application may be made on behalf of a child by at least one Zion member parent or guardian to have this congregation assume the responsibility of spiritual care of said child. Such application shall be presented to the pastor(s) and the Board of Elders, who shall then present it to the Voters Assembly. Upon the receipt of such approval the child shall thereafter be regarded as a baptized member of the congregation.

B. Termination of Membership

In the case of members who have been confirmed, termination of communicant membership shall also constitute a termination of baptized membership. In the case of baptized members who have not been confirmed before they have reached the age of 18 years, an effort shall be made by the pastor or the Board of Elders to enlist them for a course of formal instruction leading to confirmation. If such effort fails and such persons refuse to be confirmed, the Voters Assembly shall be empowered to remove such persons from the membership roster of the congregation. Refusal to be confirmed shall be considered an act of "self-exclusion" from the Christian Church because our Lord has commanded His disciples not only to be baptized but also to be instructed by the Church for discipleship [Matthew 28:18-20]. For this purpose the rite of confirmation has been established among us by the legitimate authority of the Church, which has been charged with such responsibility by our Lord.

The baptized membership of children may also be terminated under the following conditions:

1. Transfer to Another Congregation

A transfer of a child's membership to a congregation in fellowship with this congregation shall be made upon the request of at least one Zion member parent or guardian. Such request shall be made to the pastor, who shall be authorized to issue such transfer. Such transfer of membership shall be reported to the Voters Assembly at its next regular meeting.

2. Joining Other Churches

Baptized members who have joined another congregation outside the fellowship of this congregation automatically terminate their membership in this congregation by such action. When it has been responsibly determined that such action has been taken, the pastor shall report such action to the Voters Assembly at its next regular meeting.

3. Members Moving Away

Members moving away from this community without obtaining a transfer may be removed from the membership roster of this congregation by a resolution of the Voters Assembly.

4. Whereabouts Unknown

The names of members whose whereabouts are unknown may be removed from the membership roster of this congregation by an Elders resolution presented to the Voters Assembly.

II. COMMUNICANT MEMBERSHIP

A. Admission into Membership

1. By Baptism

Adults who have been formally instructed in the fundamental doctrines of the Lutheran Church shall become communicant members by the sacred rite of Holy

Baptism if they have not received a valid baptism prior to completion of their formal instruction.

2. By Confirmation

All persons who undergo the rite of confirmation approved by this congregation shall become communicant members by this sacred act.

3. By Transfer

Persons who present a valid letter of transfer from a congregation in fellowship with this congregation shall be accepted into communicant membership upon formal receipt and approval of such letter of transfer by the Board of Elders. This action shall be reported at the Voter's Assembly at its next regular meeting.

4. By Profession of Faith

Applications for communicant membership in this congregation may be made by persons not affiliated with a congregation in fellowship with this congregation by presenting satisfactory evidence of their qualifications for membership in an interview with the pastor(s). Such application shall be submitted by the pastor(s) to the Board of Elders for approval. If the application is approved, the applicant shall thereby become a communicant member of this congregation. This device shall ordinarily be used only in the case of people who have at one time in their life been instructed in the doctrines of the Lutheran Church and accepted into the communicant membership of a Lutheran congregation.

B. Termination of Membership

1. Transfer to Another Congregation

Communicant members desiring to join a congregation in fellowship with this congregation shall present their request for transfer of membership to the pastor, who shall be authorized to issue such transfer. Such transfer of membership shall be reported to the Voters Assembly at its regular meeting. In the event that a request for transfer is received by the church office at a time when the office of pastor is vacant the Board of Elders shall be authorized to issue the transfer and shall be responsible for reporting such transfer to the Voters Assembly.

2. Joining Other Churches

Communicant members who have joined another congregation outside the fellowship of this congregation automatically terminate their membership in this congregation by such action. The pastor (or the Board of Elders) shall report such action to the Voters Assembly at the next regular meeting of the body when it has been responsibly determined that such action has been taken.

3. Members Moving Away

Members moving away from this community without obtaining a transfer of membership to another congregation in fellowship with this congregation shall be encouraged to make such transfer. If no transfer of membership is requested,

however, after a period of one year such a member may be removed from the membership roster of this congregation by a resolution of the Voters Assembly.

4. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established may be removed from the membership roster of this congregation by a resolution from the Board of Elders to the Voters Assembly and forthwith such membership is terminated.

5. Excommunication and Self-Exclusion

Any member who behaves in an unchristian manner shall be admonished according to Matthew 18:15-20. If the member refuses to repent and to amend the member's sinful life after proper admonition the member shall be excommunicated.

A unanimous affirmative vote shall be required for every resolution for excommunication by the Voters Assembly. Any person who casts a dissenting vote shall offer valid reason to the Voters Assembly or the dissenting vote shall be declared void. The pastor and the Board of Elders shall decide whether the reason given is valid. An invalid reason shall render the dissenting vote void. If the pastor and the Board of Elders cannot agree unanimously that the reason for the dissenting vote is not valid the dissenting vote shall stand and excommunication shall not be executed. Members unwilling to submit to the discipline described above may request a release from membership in this congregation. Such action shall be considered self-exclusion from the Christian Church. Excommunication and/or self-exclusion shall terminate membership.

Persons whose names have been removed from the membership roster of the congregation by excommunication or self-exclusion shall be notified of such action, if possible, by certified mail within one week after the action has been taken.

Self-excluded and/or excommunicated persons, however, who repent and ask forgiveness of the congregation, shall be reinstated into membership. Such confession of sins and application for reinstatement may be made to the pastor, who shall report the same to the Voters Assembly.

C. Duties of Membership – every communicant member shall:

1. attend all public worship services of the congregation, if possible;
2. partake of Holy Communion regularly and frequently; if possible;
3. use whatever opportunities are offered by the congregation for spiritual growth through study of the Holy Scriptures, if possible
4. provide for the proper Christian training of his or her children by instruction at home and through the agencies of the church;
5. live a morally decent life before God and man, abstaining from open works of the flesh (Gal. 5:18-21);

6. contribute material goods and personal service towards the maintenance of this congregation and the church at large according to his/her ability; and
7. submit and conform to the rules and regulations of the congregation.

D. Status of Membership

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

III. VOTING MEMBERSHIP

A. Admission into Voters Assembly Membership

Persons who qualify for voting membership in this congregation as defined by its Constitution shall become voting members by formal request for such privilege from the Voters Assembly at a regular meeting of that body. No qualified person shall be denied the right of franchise. The right to vote shall not begin, however, until the next regular meeting following the acceptance of member into the Voters Assembly.

B. Termination of Membership

Absence from the meetings of the Voters Assembly for a period of one year shall terminate membership in the Voters Assembly. Such a member may, however, be reinstated into the voting membership upon requesting the Voters Assembly to do so. The right to vote shall not begin again, however, until the next regular meeting following such reinstatement.

**ARTICLE II
MEETINGS**

I. Regular Meetings

Regular meetings of the Voters Assembly shall be held in the months of January, April, July, and October on a date at a time designated in the Standing Rules attached to these Bylaws. The yearly budget for the following year shall be adopted at the regular October meeting.

II. Annual Meeting

The regular meeting of the Voters Assembly held in the month of April shall be designated the Annual Meeting. At the Annual Meeting the election of officers shall be held..

III. Special Meetings

Special meetings to present a specific issue to the Voters Assembly may be called by the Executive Director or the pastor at the request of any of the administrative boards to vote on a specific issue. Notice of the date and time of the meeting and the nature of the business to be transacted shall be given at the Sunday worship services not less than one week prior to the meeting. A Special Meeting, by definition, has a closed agenda, and no other issues shall be introduced.

IV. Quorum

Ordinarily the voters present at a properly called meeting shall constitute a quorum to do business. However, for amending the Constitution, for the purchase or sale of real property, for the erection of buildings, for remodeling exceeding the cost of \$5,000, or for the removal from office of a called pastor or teacher, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five days written notice shall be given. The members who are present at such adjourned meeting shall constitute a quorum.

ARTICLE III CALLING PASTORS AND COMMISSIONED MINISTERS

When a pastor or commissioned minister is to be called, the Board of Elders shall consult with the District President or his representative regarding the proper procedure to be followed and shall comply with the instruction given, in so far as this is possible.

Any voting member may propose a qualified candidate to be added to the list of candidates submitted by the authorized district official. This may be done in any properly called meeting of the Voters Assembly prior to the call meeting. Such candidates shall, however, be submitted to the proper district authority for consideration and advice before the names of such candidates are submitted to the congregation for election.

The calling of a pastor or commissioned minister may be done at any properly called meeting of the Voters Assembly. Election procedure shall be by a simple majority of a quorum. If more than two persons are on the slate and the first ballot does not produce a simple majority, the person receiving the lowest number of votes shall be deleted from the slate for the next ballot. It shall be the duty of the Executive Director to see that notice of his/her election is delivered promptly to the candidate. **(See Duties of the Executive Director)**

ARTICLE IV

ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

I. Election or Appointment of Officers and Administrative Boards to serve in the following positions:

- A.** Executive Director
- B.** Assistant Executive Director
- C.** Treasurer
- D.** Assistant Treasurer
- E.** Seven Directors, specifically nominated for the directorship of one of the following boards:
 - a. Elders
 - b. Evangelism
 - c. Christian Education
 - d. Family Life/Youth
 - e. Stewardship
 - f. Trustees
 - g. Campus Ministry
 - h. Board members, in the number required to complete the membership of each of the administrative boards

II. Nomination Procedure

- A.** At the January meeting of the Voting Assembly in an election year, the Parish Planning Council shall announce its selection of three or more qualified voting members who, together with the pastor, shall serve as the Nominating Committee.
- B.** Prior to the January Voters Assembly meeting, the Board of Elders and the pastor(s) shall review the communicant membership to determine those who are spiritually eligible for office. The list shall then be presented to the Nominating Committee.
- C.** The Nominating Committee, as soon as possible after the January meeting shall prepare a list of candidates, drawn from among the list provided by the elders and pastor(s), who are 18 years of age or older, and either male or female. -This list of candidates shall then be made available to communicant members of the congregation at least three weeks prior to the April meeting. Only male candidates shall be eligible for membership on the Board of Elders and to serve as Executive Director and Assistant Director.

- D. Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the committee additional names provided that:
 1. names shall be submitted at least 10 days before the date of the April meeting of the Voters Assembly
 2. the Nominating Committee, through consultation with the pastor(s) and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve
 3. the appropriate director shall fill unexpired terms or shortages of personnel by appointment after review by the pastor(s) and elders.

- E. The Nominating Committee, at least one week before the date of the April meeting, shall distribute to the entire membership the list of candidates for the following offices:
 Executive Director, Assistant Executive Director, Treasurer, Assistant Treasurer, directors of the various administrative boards, and board members as necessary to complete the membership of each of the boards.

III. Installation of Officers - Term of Office

The newly elected officers and Board members of the congregation shall be installed on the last Sunday in June, and shall assume their duties of office as of July 1st. The term of office of all officers, directors, and board members shall be two years, terminating on June 30th of the second year of their terms. All board directors may be re-elected for a second term, but shall not be allowed to serve more than two consecutive terms in the same position. The Treasurer and Assistant Treasure are not term-limited.

ARTICLE V OFFICERS' DUTIES, FUNCTIONS AND POWERS

I. Duties of Officers

- A. The Executive Director shall:**
 1. preside at all meetings of the Voters Assembly
 2. enforce the Constitution and By-Laws of the congregation
 3. carry out the expressed will of the congregation as embodied in the resolutions of the Voters Assembly
 4. notify a called candidate of his/her election by the Voters Assembly
 5. call and preside over the meetings of the Parish Planning Council

6. coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst
7. appoint a secretary immediately after he has taken office who shall continue in office until the Executive Director's term expires and who shall:
 - i. be present at all Voters Assembly meetings of the congregation
 - ii. enter the minutes of all meetings of the Voters Assembly in a permanent record book over the secretary's signature
 - iii. conduct all official correspondence of the Voters Assembly
8. choose to appoint an alternative secretary to record the minutes of the PPC
9. annually appoint a Financial Review Committee consisting of any one or two qualified communicant members of the congregation other than the Treasurer and Assistant Treasurer to review the financial records of the congregation. These individuals should be knowledgeable of auditing procedures and familiar with accounting practices, when possible.
10. Submit the Financial Review Committee's report at the July meeting of the Voters Assembly

B. The Assistant Executive Director shall:

1. act for and in the stead of the Executive Director
2. be available for whatever duties the Executive Director assigns to him as his representative

C. The Treasurer shall:

1. accurately record congregational disbursements and budgeted and actual expenditures according to proper accounting procedures
2. suggest for congregational consideration improved methods and systems for keeping financial records.
3. present a written, duplicated financial report at Voters Assembly meetings and a preliminary report at the Parish Planning Council meetings.
4. submit permanent financial records for annual review
5. be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the boards and directors as duly constituted sources.
6. furnish the congregation a surety bond in the sum designated by the Voters Assembly, and such bond shall be procured and the premiums paid by the congregation.
7. coordinate the flow of monies from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
8. receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same.
9. sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.

10. present to all boards a current record of their accrued disbursements and budget allotment.

D. The Assistant Treasurer shall, in the absence of the Treasurer, function in the capacity as the Treasurer and perform all of the above duties.

ARTICLE VI

ORGANIZATION AND GENERAL RESPONSIBILITIES OF THE PARISH PLANNING COUNCIL AND ADMINISTRATIVE BOARDS

I. The Parish Planning Council shall:

- A.** consist of the offices of Executive Director, Assistant Executive Directors, Treasurer, seven directors of the administrative boards, and pastor(s) of the congregation, all of whom will hold membership on the Parish Planning Council until their term of office expires
- B.** serve as the point of liaison between the pastor(s), the officers of the congregation and the various administrative boards in planning the total work of the congregation
- C.** settle jurisdictional disputes between the several administrative boards
- D.** prepare and discuss the long-range plans of Christ's work at Zion and Christ the King Chapel in coordination with the various boards that these plans affect
- E.** submit to the Executive Director agenda items for the four (4) meetings of the Voters Assembly
- F.** appoint the Nominating Committee as required and at the time required
- G.** coordinate and establish the calendar of all Church and Chapel activities to alleviate scheduling conflicts both in the execution of programs and in the use of the facilities
- H.** meet each month. Additional meetings may be called by the Executive Director of the Congregation and/or the pastor(s) as required.
- I.** keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

The Parish Planning Council is not primarily a decision-making body but serves as a forum where the activities of the administrative boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program.

II. The Administrative Boards - General Responsibilities

- A. General Duties and Powers of Administrative Boards**
1. All boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the Executive Director, and he shall be welcome at any and all meetings of such groups but shall have no voting power in such groups.
 2. Each administrative board shall:
 - a. submit a report of its activities at each regular meeting of the Voters Assembly and on such other occasions as the Voters Assembly shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.
 - b. initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and Bylaws, or by specific resolution of the Voters Assembly.
 - c. be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters Assembly, provided that the Voters Assembly may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time.
 - d. be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.
 - e. keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.
 - f. prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship
- B. Organization and Meetings of Administrative Board**
1. Each administrative board shall be under the direct control and supervision of the director of that board.
 2. Following the election of the director of each board and the number of board members required, the director of the respective board shall designate and appoint from among the board members at his/her own discretion those individuals who are to be responsible for various phases of the work of that board.
 3. Such appointments are to be made as soon as possible after their election, and notification of such appointments is to be given to the Executive Director of the Congregation for publication to the members in the manner he deems most advisable. These work phases are assigned to various coordinators such as music coordinator, usher coordinator, etc.

4. The time and frequency of board meetings shall be at the discretion of the director of the board and the board members, except that, for good and sufficient reason, either the Executive Director of the congregation or the pastor(s) may call a meeting of the board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.

ARTICLE VII

ADMINISTRATIVE BOARDS AND THEIR DUTIES

I. The Board of Elders

- A. The nature of the duties of this board requires that only men noted for their knowledge of the Christian faith, experience with life as a disciple of Jesus Christ, and zeal for the kingdom of God shall be elected to membership. The board shall consist of at least six (6) members, including the elected director of the board.
- B. The basic objectives of the board are the care of the pastor(s), the spiritual welfare of the members of the congregation, and all matters pertaining to the public worship of the congregation. Unless otherwise stated, the responsibilities of the Board of Elders also pertain to Christ the King Lutheran Chapel and LCMS students. Consequently, this board shall:
 1. be responsible for all matters pertaining to baptized and communicant membership status in the congregation, enforcement of all provisions of the Constitution and Bylaws regarding membership requirements, and procedures governing admission into membership and termination of membership.
 2. visit the members of the congregation in their homes on a regular basis according to a systematic program approved by the board. The purpose of such visits shall be to encourage regular attendance at worship services and Holy Communion and to promote the general spiritual development of each member of the congregation.
 3. be responsible for addressing problems relating to delinquent members. It shall identify and visit delinquent members in an effort to restore such members to active participation in the life of the congregation and seek ways to prevent delinquency.
 4. train and supervise a Visitation Committee for visitation of all members who are hospitalized or confined to their homes because of chronic illness or other form of a handicapping condition.
 5. compile and maintain an up-to-date list of all available agencies in the community which provide aid for special personal problems, such as alcoholism, drug abuse problems, juvenile delinquency, mental health problems, etc.

6. annually examine the OFFICIAL ACTS RECORDS of the congregation and report the condition of those records to the Voters Assembly and make recommendations for improvement and storage of such records to the Voters Assembly whenever this seems necessary.
7. be responsible for the proper recording of all membership status changes in the MINUTES of the Voters Assembly.
8. report to the Voters Assembly in all matters relating to the worship services of the congregation.
9. be responsible for the enforcement of the provisions of Article IX (Church Practices) and Article III (Standard of Confession and Teaching) of the Constitution of this congregation. Consequently, it shall examine, evaluate, and authorize all proposed changes in any worship forms and/or hymns used by the congregation in public worship.
10. ensure that the worship services of the congregation be conducted "decently and in order" by appointing, training, and supervising an Ushering Staff.
11. assist the pastor(s) in the administration of the Sacraments, the conduct of worship services, and other church rites when such assistance is requested.
12. relate to the vicar, when present, in the same way it relates to the pastor(s) of the congregation.
13. approve, supervise and administer all activities and personnel associated with all music programs, including:
 - a. receiving applications for church organists, examining the qualifications, interviewing, and approving or disapproving the applicant's request
 - b. supervising the work of the church organist(s)
 - c. finding substitute organist(s) when all current organists are not available or have resigned
 - d. seeking and approving a guest organist(s) for special celebratory services when requested
 - e. being responsible for all matters pertaining to the choir(s) and exercise supervision as necessary
 - f. examining the qualifications, interviewing, and appointing a choir director(s) when a vacancy occurs
 - g. interviewing and appointing choir accompanist(s) when needed. This should be done in conjunction with the choir director
 - h. examining the qualifications, interviewing, and approving the position of music director
 - i. reviewing annually the compensation of all persons on the music staff and make recommendations to the Voters Assembly as required
 - j. developing job descriptions for the music director, the choir director(s), the church organist(s), the choir accompanist(s), the official church organist and any other music staff position

that may emerge in the development or growth of the congregation's music program

14. provide a general supervision of the Altar Committee when there is a vacancy in the office of pastor.
15. pray for the pastor(s), and other leaders of the congregation.
16. encourage the pastor(s) in his/their work by word and action.
17. be concerned about the spiritual, mental, and physical welfare of the pastor(s) and his/their family(ies) (adequate compensation, housing, free time, vacation, assistance in times of illness, evaluation, encouragement for growth, etc.) This same concern also applies to other called church workers for the congregation and making recommendations for improvement to the Voters Assembly.
18. assist the pastor(s) in resolving the problems of members when such assistance is requested in difficult cases.
19. provide leadership for the congregation in all matters pertaining to the calling of a new pastor when a vacancy in the pastoral office occurs.
20. secure temporary pastoral services as needed in the event the office of pastor is vacant or when temporary pastoral services are required. Any pastor selected for such services, however, must qualify for the pastoral office in a congregation of the same synod to which the congregation belongs.
21. annually review the performance and salary of the church secretary(ies) and the International Student Ministry Director and make recommendations to the Voters Assembly regarding changes in salary when indicated. When a vacancy in the office of church secretary(ies) or International Student Ministry Director occurs, the board, together with the pastor(s), shall interview candidates for the job and make recommendations for hiring to the Voters Assembly. The board shall, however, have authority to hire temporary secretarial services whenever such services are required.
22. monitor the work of all auxiliary agencies of the congregation which are not otherwise assigned to an administrative board by these Bylaws, such as the Parish Nurse.

II. The Board of Evangelism

- A. The Board of Evangelism shall consist of at least 5 members, including the elected director of the board. The basic objectives of this board are to:
 1. proclaim the Gospel to the un-churched
 2. enlist and train members of the congregation for such proclamation, and to revive the spiritual life of church members who seem to have lost their love of Christ and the fellowship of God's people.

- B.** The duties of this board shall include the following:
1. plan and manage all organized efforts of the congregation to gain new members.
 2. recruit and provide training opportunities for lay evangelists involved in evangelism programs of the congregation.
 3. encourage all members of the congregation to engage in witnessing to their faith in Christ and skills of effective witnessing.
 4. conduct surveys in the geographical area served by the congregation to discover prospects for church membership and keep records of such surveys for evangelism programs of the congregation.
 5. develop and maintain a file on prospective members.
 6. be responsible for the orientation of all new members of the congregation and their integration into the organized life of the congregation. Such responsibility shall extend to a period of at least one full year after reception into membership.
 7. encourage members of the congregation who have moved out of the area served by the congregation to transfer their membership to a sister congregation in the area to which they have moved and inform the pastors of such congregations of the presence of such members in their area.
 8. promote awareness in the congregation of the mission work done by the LCMS and the LCMS Michigan District and encourage the involvement of the congregation in such efforts wherever this is possible.
 9. be responsible for all public relations activities that are specifically designed to project an image and awareness of Zion Lutheran Church to the outside community.
 10. be responsible for the personal welcome of visitors at our services.
 11. work with the preschool, VBS, and campus ministries with outreach to non-member families.

III. The Board of Christian Education:

- A.** The Board of Christian Education shall consist of at least 4 members including the director of the board. The basic objectives of this board are to:
1. administer the educational agencies of the congregation
 2. establish policies that govern such agencies
 3. recruit and train personnel required to staff the educational agencies of the congregation.
- B.** The duties of this board are to:
1. conduct background checks of all members and/or personnel who teach and/or supervise children
 2. exercise a general supervision over all educational agencies of the Congregation except classes conducted by the pastor(s), which prepare people for membership in the congregation. Such classes conducted by the pastor(s) shall be the concern of the Board of Elders.
 3. work with the pastor(s) and elders to provide pre-confirmation

- teachers for children who will be encouraged to study two years before confirmation instruction begins with the pastor(s).
4. endeavor to recruit a CCI Meal Coordinator or the Board shall post a schedule in the kitchen and encourage families to provide a meal.
 5. formulate policies governing educational agencies in the congregation when necessary. All policies, however, shall receive prior approval of the Voters Assembly before they shall be in effect.
 6. select and appoint communicate members to be Sunday School Superintendent, Assistant Sunday School Superintendent, and Preschool Coordinator subject to the following:
 - a. selection shall not be limited to members of the board
 - b. the term of office for these individuals shall be two years.
 - c. the Sunday School Superintendent, Assistant Sunday School Superintendent and Preschool Coordinator shall take office on July 1 and they shall be eligible for re-appointment.
 7. when a vacancy occurs in one of offices listed in item 6, the remaining time in this officer's term shall be filled by appointment of the board.
 8. The Sunday School Superintendent, Assistant Sunday School Superintendent and Preschool Coordinator shall be ex-officio members of the board, if not a regular board member.
 9. evaluate and approve the curriculum and analyze the performance of the Sunday School and Preschool on a regular basis and seek improvement wherever deficiencies are discovered.
 10. encourage members of the congregation to enroll at least once every four years in a course on Christian doctrine conducted by the pastor(s). Classes shall be announced after church services, in the bulletin and newsletter, and/or by personal contact.
 11. encourage the congregation to set up educational agencies in the congregation to serve all age levels and present plans for such agencies to the congregation when the need arises. The formation of all educational agencies other than the Sunday School, Preschool, VBS, and confirmation classes conducted by the pastor(s) shall first be approved by the Voters Assembly.
 12. assemble and maintain a card file of essential information on each child in the congregation from birth until the age of 18 years whether that child is enrolled in an educational agency of the congregation or not.
 13. be responsible for the enrollment of children in the congregation in an appropriate educational agency of the congregation and seek ways to maintain regular attendance in such agencies, except where such responsibility has been otherwise assigned by these By-laws.
 14. be responsible for finding, recruiting, and training capable

personnel for the various educational agencies of the congregation, except where such responsibility has been otherwise assigned by these By-laws.

15. establish written guidelines that shall govern the operation of the Preschool. Such guidelines and any amendments shall obtain prior approval of the Voters Assembly before they are put into effect, and it shall be the duty of the board to present such guidelines and/or amendments to the Voters Assembly.
16. encourage and assist parents in their task of Christian Education and training of their children as disciples of Jesus Christ wherever possible.
17. make and maintain an inventory of materials and technological equipment used for educational purposes and owned by the congregation and endeavor to improve the materials and equipment available when such improvement is required.
18. inspect the educational facilities of the congregation at least annually and make all necessary recommendations for repair and/or improvement to the Board of Trustees.
19. be responsible for maintaining the church library(ies). Such responsibility shall normally be discharged through a church Librarian who shall operate the church library(ies) according to guidelines established by the Board.
20. select and appoint a church librarian.

IV. The Board of Family Life/Youth

A. The Board of Family Life/Youth shall consist of at least 7 members, including the director of the board. The basic objectives of the board are to:

1. strengthen the bonds of fellowship between members of the congregation including youth and children
2. develop activities to enhance and strengthen the family life of our members including youth
3. help toward the social integration of new members into the congregation

B. The duties of this board are to:

1. plan, supervise and implement social gathering of the congregation from time to time throughout the year which shall be designed to encourage mutual cooperation, trust and enjoyment of life together in the congregation. These gatherings should:
 - a. be suited for all ages including youth and children
 - b. be communicated to the members well in advance to solicit help and participation
2. work in concert with the Board of Evangelism to involve new members in family life activities in order for them to be introduced to other members of the congregation and become socially involved

3. review and evaluate the year-round program plans of the youth including fundraisers, conferences and more regular activities
4. work with and encourage parents to get and keep their children active in not only youth activities but other church-related activities

V. The Board of Stewardship

- A.** The Board of Stewardship shall consist of a minimum of four members, including the director of the board. The basic objectives of the board are to:
1. initiate programs designed to develop biblical attitudes toward stewardship
 2. provide for the training and utilization of members, seminarians, and missionaries for the work of the kingdom of God
 3. ensure the financial stability of the congregation and its work through a program of proportionate giving
- B.** The duties of this board are to:
2. communicate principles of biblical stewardship to all members of the congregation on a regular basis
 3. provide a general supervision of the financial affairs of the congregation and shall provide counsel and direction to the Treasurer and the Financial Secretary when necessary
 4. prepare the annual budget of the congregation and present the budget to the regular Voters Assembly meeting in October.
 5. prepare a selected list of non-budgeted charities called "Missions of the Month" to which member contributions could be directed. The list will be included in the Board of Stewardship report for the October Voters Assembly meeting
 6. examine and evaluate all external written requests for funds. Approved requests, including the board's recommendations, will be submitted to the Voters Assembly for its consideration.
 7. consider all offers of unsolicited gifts and decide if the gift should be accepted or declined.
 8. study various ways and means by which members may contribute to the work of the Church through endowments, wills, bequests, etc.
 9. determine which financial institutions(s) shall handle the account(s) of the congregation, subject to approval by the Voters Assembly.
 10. select and recruit members to assist the Financial Secretary to count, record, report, and deposit all financial receipts of the congregation into the specified accounts
 11. order yearly contribution envelopes (Director responsibility)
 12. distribute contribution envelopes to all communicant members who request them by January 1 of each year.
 13. annually review the financial procedures of the congregation together with Treasurer and the Financial Secretary, and make recommendations to the Voters Assembly of any necessary improvements.
 14. inform the ushers and pastors that a door collection will be available for the Sunday of and the following Sunday of a LCMS

missionary/commissioned minister visit to Zion/CTK for the purpose of a sermon or Bible Class to support his/her missionary work, after which time a check will be forwarded to the missionary/commissioned minister.

C. Financial Secretary

- A.** The Director of the Board of Stewardship shall appoint a Financial Secretary from among the members of the board. The duties of the Financial Secretary include the following:
1. keep an accurate record of the contributions of each identifiable communicant member, and provide those members with a written report of total yearly contributions by January 31
 2. keep an accurate record of the total amount received at each worship service as well as all receipts and provide a statement of such receipts to the Treasurer
 3. work with the director and church secretary to maintain an up-to-date membership contribution list
 4. work with the executive director, stewardship director, treasurer and church secretary to maintain the most current church software program available

VI. The Board of Trustees

- A.** The Board of Trustees shall consist of at least three (3) members, including the director of the Board. The basic objectives of this board are:
1. proper maintenance and repair of all Zion Lutheran Church and Christ the King Lutheran Church (CTKLC) properties
 2. representation of the congregation in all legal matters
 3. general protection of the congregation against loss or damage in regard to all matters related to the church properties
 4. financial responsibility for maintenance and repairs at CTKLC in accordance with the Policies outlined in Zion's Covenant Agreement with the Michigan District Mission and Ministry Council.
 5. special consideration for custodial duties at the chapel should be given to a CTKLC LCMS student.
- B.** The duties of this Board are to:
1. execute all resolutions of the Voters Assembly regarding all purchases, repairs, and replacements of church property and equipment.
 2. conduct regular inspections of the church properties and equipment and arrange for the repair of such properties as needed.
 3. make recommendations to the Voters Assembly regarding the improvement or replacement of property or equipment in all cases involving and expenditure of more than \$500.00.
 4. conduct an annual inventory of all church property and equipment and maintain an up-to-date record of such property together with acquisition dates and approximate value of each item. A copy of this record shall be kept on file in the church office at all times.

5. make an annual inventory of all legal documents in the possession of the congregation and be responsible for their safekeeping. A list of such documents shall accompany the annual report of this board to the Voters Assembly and be attached to the official Minutes of the Voters Assembly.
6. be responsible for making and issuing of keys for church including:
 - i. maintenance of an up-to-date list of all keys issued
 - ii. maintenance of a list of names of persons who hold keys.
 - iii. placing these lists on file in the Zion Lutheran Church office
7. supervise all storage facilities for church property, equipment, and supplies and be responsible for an orderly maintenance of the same
8. make recommendations regarding the improvement of such facilities to the Voters Assembly when necessary.
9. negotiate all insurance contracts for the congregation and be responsible for the adequate coverage of all church property and equipment. Such responsibility includes an annual review of all insurance coverage.
10. negotiate all service contracts for equipment owned by the congregation.
11. administer all affairs of the congregation related to Zion Lutheran Cemetery. [Part of NW1/4 of NE1/4 of Section 36, T15N-R5W, Nottawa Twp, Isabella Co., Mich.]
12. develop all policies and regulations governing the use of church property and submit the same to the Voters Assembly for approval.
13. approve all requests for the use of church properties and equipment as those requests are received by the church office.
14. act as the legal representatives of the congregation in all matters pertaining to the civil government and legal contracts. Such responsibility includes the signing of legal documents as approved and directed by the Voters Assembly.
15. appoint and supervise the work of the church janitor(s) and provide such supplies as needed for proper custodial care of the church property.
16. annually review the salaries for all custodial help and make all necessary recommendations to the congregation regarding this matter.

VII. The Board of Campus Ministry

- A. The Board of Campus Ministry shall consist of at least six members, including the elected director of the board. The membership make-up is as follows:
 1. the elected director
 2. three elected members at large
 3. one elected member who is a LCMS faculty/staff member of CMU and member of Zion Lutheran Church
 4. the International Student Ministry (ISM) Director
 5. the President of Christ the King Chapel Lutheran Church Missouri Synod University (LCMS-U), who will be ex-officio

- B. The duties of this board are to to develop and oversee the programs at CTK Chapel in accordance with the policy outlined in Zion's Covenant Agreement with the Michigan District Mission and Ministry Council.

The duties of this board shall include the following:

1. develop programs at CTKLC designed to complement the ongoing Word and Sacrament Ministry
2. develop and implement a plan for contacting all known LCMS students at CMU and encourage them to worship and participate in activities available through the Chapel
3. develop and implement operational guidelines for LCMS-U and provide overall supervision to that organization
4. develop and implement a system for tracking known CMU alumni of CTKLC
5. develop and oversee a program to provide regular communication between LCMS students and parents of these students as to ongoing planned programs and activities at the Chapel
6. plan and encourage activities that will support the international student ministry efforts at CTKLC
7. engage in promoting activities, programs and ministry at CTKLC through public relation efforts
8. seek involvement of CMU faculty/staff members of Zion in supporting the programs at CTKLC

STANDING RULES

1. The Regular Meetings of the Voters Assembly shall be held on the fourth Sunday of the months of January, April, July, and October. Time and location shall be stipulated by the PPC. Notification of a Regular Meeting shall be communicated via newsletter, bulletin, and email.

INDEX OF AMENDMENTS TO THE CONSTITUTION, BYLAWS, AND STANDING RULES

Jan 14, 1981 - Adopted revised Constitution with provision it would not go into effect until the revised Bylaws were adopted.

April 5, 1981 - Adopted Bylaws. [Constitution goes into effect].

June 7, 1981 - Adopted addition of "Standing Rules" to bylaws.

Aug. 23, 1981 - Adopted amendments to the Bylaws, Article II and Article VI, Section 2. [Change month of voters assembly meeting and month of Parish Planning Council Meeting.]

Nov. 14, 1982 - Adopted amendment to the Constitution of Zion Lutheran Church, Article VI - Privileges of Women.

April 14, 1985 - Adopted amendments to the Bylaws, Article II, Section 1, to change the October meeting to June for the regular meetings of the Voters Assembly.
 - Adopted amendments to the Bylaws, Article VI, Section 2, to change the regularly scheduled Parish Planning Council meeting in September to May.

Jan. 11, 1987 - Adopted amendment to the Bylaws, Article VI, Section 4, b, 7, dropped and inserted No. 6 in Article VI, Section 4, c. All other duties in the list following were renumbered.

April 10, 1988 - Adopted amendment to the Bylaws, Article V, Section 3, installation of Officers - Term of Office.

Aug. 25, 1991 - Adopted amendment to the Bylaws, Article VI, Section 4, a.
 Aug. 25, 1991 - Added to the Bylaws Article VI, Section 4, h, Board for Campus Ministry.

June 14, 1992 - Removal of "The Board for Campus Ministry" from our Bylaws.

Nov. 8, 1992 - Adopted amendment to the Bylaws, Article I, Section A, b. and Article I, Section B, c.

April 18, 1993 - Added to the Bylaws Article VI, Section 4, h, Board for Campus Ministry.
 - Added Eight Directors to Article V. 2. d and Article VI 2.

April 10, 1994 - Adopted amendment to the Bylaws, Article VI, Section 1, Paragraph 4, Duties of Officers., Adopted amendment to the Bylaws, Article VI, Section 4, e. 7 & 8 The Board of Stewardship.

Aug. 27, 1995 - Adopted amendment to the Bylaws, Article VI, Section 4, h. 2 & 3 The Board for Campus Ministry.

Jan. 14, 1996 - Revised the Board of Christian Education to include the direct supervision of the Nursery School and other Nursery related issues.

Jan. 12, 1997 - Amended standing rule of time for each meeting to 7:00 p.m.

April 11, 1999 - Amended the meeting dates to be quarterly (Jan., April, July, Oct.) and the fourth Sunday of the month.

October 24, 1999 - Amended the bylaws reflect changes adopted regarding Sections of Article VI of the Bylaws as they pertain to the Board of Elders, Stewardship, Trustees, and Campus Ministry.

October 30, 2005 Amended the bylaws to reflect the name change in Article VI, Section g to The Board of Family Life. Amended Article VI, Section g, 1-6.
 Amended Article V, 2. D to reflect name change to Family Life, Added to the Bylaws Article VI, II, 7, Amended Article VI, IV, f, 12. 12 becomes 13, 13 becomes 14, 14 becomes 15, 16 becomes 16.

April 25, 2010 – Board of Education bylaw changes.

April 28, 2013 – Article V. 2. Include Assistant Treasurer Position

April 28, 2019 – Reviewed, Revised, Reformatted entire By-Laws