



THE CONSTITUTION

AND

BY-LAWS

OF

FAITH LUTHERAN CHURCH  
2726 WEST MARKET STREET  
FAIRLAWN, OHIO 44333-4297

1992

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FAITH LUTHERAN CHURCH

## CONSTITUTION

### PREAMBLE

In the name of the Father and of the Son and of the Holy Spirit, amen.

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions.

### Article 1. NAME AND INCORPORATION

- A1.01.** The name of this congregation shall be Faith Lutheran Church.
- A1.02.** For the purpose of this constitution and the accompanying bylaws, the Faith Lutheran Church congregation is hereinafter designated as "this congregation."
- A1.03** For the purpose of this constitution and the accompanying bylaws, the congregation council of Faith Lutheran Church, is hereinafter designated as "Church Council."
- A1.04.** This congregation shall be incorporated under the laws of the State of Ohio.
- A1.05.** This congregation shall have an official seal consisting of a modified Jerusalem Cross encircled with the words, "Faith Lutheran Church, Fairlawn, Ohio."

### Article 2 CONFESSION OF FAITH

- A2.01.** This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- A2.02.** This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe:
- a.** Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b.** The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c.** The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit

speaks to us to create and sustain Christian faith and fellowship for service in the world.

- A2.03.** This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- A2.04.** This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- A2.05.** This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- A2.06.** This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- A2.07.** This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

**Article 3. NATURE OF THE CHURCH**

- A3.01.** All power in the Church belongs to our Lord Jesus Christ, its head. All actions of congregation are to be carried out under His rule and authority.
- A3.02.** The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

**Article 4. STATEMENT OF PURPOSE**

- A4.01.** The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

- A4.02.** To participate in God's mission, this congregation as a part of the Church shall:
- a.** Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service.
  - b.** Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c.** Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d.** Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs..
  - e.** Nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world.
  - f.** Manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.

- A4.03.** To fulfill these purposes, this congregation shall:
- a.** Provide services of worship at which the Word of God is preached and the sacraments are administered.
  - b.** Provide pastoral care and assist all members to participate in this ministry.
  - c.** Challenge, equip, and support all members in carrying out their calling in their daily lives and in this congregation.
  - d.** Teach the Word of God.
  - e.** Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f.** Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g.** Motivate its members to provide financial support for this congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
  - h.** Foster and participate in interdependent relationships with other congregations, the organization of the Evangelical Lutheran Church in America.

- i. Foster and participate in ecumenical relationships consistent with churchwide policy.

**A4.04.** This congregation shall develop an organizational structure to be described in the bylaws. This Church Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. Such description shall be contained in continuing resolutions of this Church Council.

**A4.05.** A Statement of Mission adopted by this congregation at one of its duly called meetings shall be inserted in the bylaws. This Statement of Mission shall be periodically examined and evaluated with the intent of possible amendments as this congregation seeks to perceive and respond to God's continuing call in the midst of changing conditions in society.

#### **Article 5. POWERS OF THIS CONGREGATION**

**A5.01.** The powers of this congregation are those necessary to fulfill its purpose.

**A5.02.** The powers of this congregation are vested in this Congregation Meeting called and conducted as provided in this constitution and bylaws.

**A5.03.** Only such authority as is delegated to this Church Council or other organizational units in this congregation's governing documents is recognized. All remain in authority is retained by this congregation. This congregation is authorized to:

- a. call a pastor as provided in Article 9;
- b. terminate the call of a pastor as provided in Article 9;
- c. call or terminate the call of Associates in Ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
- d. approve the annual budget;
- e. acquire real and personal property by gift, devise, purchase, or other lawful means;
- f. hold title to and use its property for any and all activities consistent with its purpose;
- g. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- h. elect its Church Council and require it to carry out its duties in accordance with the constitution, bylaws and continuing resolutions;

- i. elect boards and committees as specified in the bylaws of this constitution;
- j. terminate its relationship with the Evangelical Lutheran Church in America as provided in Article 6; and
- k. elect Synod Assembly representatives.

**Article 6. CHURCH AFFILIATION**

**A6.01.** This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northeastern Ohio Synod of the Evangelical Lutheran Church in America. This congregation is subject to the Constitution and Bylaws of the Evangelical Lutheran Church in America.

**A6.02.** This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

**A6.03.** This congregation acknowledges its relationship with the Evangelical Lutheran Church in America in which:

- a. This congregation agrees to be responsible for its life as a Christian community.
- b. This congregation pledges its financial support and participation in the life and mission of the Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the clergy roster of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the Bishop of the Synod.
- d. This congregation agrees to consider Associates in Ministry for a call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.

**e.** This congregation agrees to file this constitution and any subsequent changes to this constitution with the synod for review to ascertain that all of its provisions are in agreement with the Constitution and Bylaws of the Evangelical Lutheran Church in America or with the Constitution and Bylaws of the Northeastern Ohio synod.

**A6.04.** Affiliation with the Evangelical Lutheran Church in America may be terminated as follows:

- a. This congregation takes action to dissolve.
- b. This congregation ceases to exist.
- c. This congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures as stated in the Constitution and Bylaws of the Evangelical Lutheran Church in America.

d. This congregation follows the procedures outlined in A6.05.

**A6.05.** This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
- b. The secretary of this congregation shall submit a certified copy of the resolution to the synodical bishop and the national office of the Evangelical Lutheran Church in America and shall mail a copy of the resolution to all confirmed members of the congregation. This notice shall be submitted within ten (10) days after the resolution has been adopted.
- c. The bishop of the synod may consult with this congregation for a period of at least 90 days commencing with the adoption of the resolution.
- d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative may be present. Notice of the meeting shall be mailed to all confirmed members at least ten (10) days in advance of the meeting.
- e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop and the national office of the Evangelical Lutheran Church in America, at which time the relationship between this congregation and the Evangelical Lutheran Church in America shall be terminated.
- f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- g. If this congregation was a member of the Lutheran Church in America, it shall be required, in addition to the foregoing provisions in A6.05., to receive synodical approval before terminating its membership in the Evangelical Lutheran Church in America.

**A6.06.** If this congregation is considering relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

## **Article 7. PROPERTY OWNERSHIP**

**A7.01.** If this congregation ceases to exist, title to undisposed property shall pass to the Northeastern Ohio Synod of the Evangelical Lutheran Church in America.

**A7.02.** If this congregation is removed from membership in the Evangelical Lutheran Church in America according to the procedures in the Constitution and Bylaws of the Evangelical Lutheran in America, title to property shall continue to reside in this congregation.

**A7.03.** If a two-thirds majority of the voting members of this congregation present at a regularly called and conducted special meeting of this congregation vote to:

- a.** transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northeastern Ohio Synod.
- b.** become independent or relate to a non-Lutheran church body, title of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with the congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of the congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the Evangelical Lutheran Church in America.

## **Article 8. MEMBERSHIP**

**A8.01.** Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

**A8.02.** Members shall be classified as follows:

- a.** Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.
- b.** Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
- c.** Voting members are confirmed members. Such confirmed members shall have communed and made a contribution of record during the current or preceding year.
- d.** Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of

membership except voting rights and eligibility for elected offices or membership on the Church Council of this congregation.

- A8.03.** Prior to being received as members of this congregation, all applications for confirmed membership shall be submitted to and shall require the approval of the Church Council.
- A8.04.** It shall be the privilege and duty of members of this congregation to:
- a.** make regular use of the means of grace, both Word and sacraments;
  - b.** live a Christian life in accordance with the Word of God and the teachings of the Lutheran church; and
  - c.** support the work of this congregation, the synod, and churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- A8.05.** Membership in this congregation shall be terminated by any of the following:
- a.** death;
  - b.** resignation;
  - c.** transfer or release;
  - d.** disciplinary action by the Church Council; or
  - e.** removal from the roll due to inactivity, as defined in the by-laws of this Constitution. Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

## **Article 9. THE PASTOR**

- A9.01.** This congregation will have the authority to call a pastor, when passed by at least two-thirds majority ballot vote of members present and voting at a congregational meeting called for that purpose. Before a call is issued, the call committee shall seek the advice and help of the bishop of the synod. Balloting shall be limited at any one meeting to a single nomination presented by the Church Council with at least two-thirds of its members concurring. Unless otherwise agreed, the call shall normally become invalid unless a definite answer is received within thirty days after its receipt.
- A9.02.** Only a member of the clergy roster of the Evangelical Lutheran Church in America or a candidate for the roster of ordained ministers who has been recommended for this congregation by the synodical bishop may be called as a pastor of this congregation.

**A9.03.** Consistent with the faith and practice of the Evangelical Lutheran Church in America,

- a. every ordained minister shall:
  - .01. preach the Word,
  - .02. administer the sacraments,
  - .03. conduct public worship,
  - .04. provide pastoral care; and
  - .05. speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
- b. Each ordained minister with a congregational call shall, within this congregation:
  - .01. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
  - .02. install regularly elected members of the Church Council, and with the Council administer discipline.
  - .03. oversee and provide input to all schools and organizations of this congregation

Every pastor shall:

- .01. seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
- .02. impart knowledge of the church and its wider ministry through distribution of its periodicals and other publications; and
- .03. endeavor to increase the support given by this congregation to the work of the Evangelical Lutheran Church in America Churchwide Organization and of the Northeastern Ohio Synod of the Evangelical Lutheran Church in America.

**A9.04.** The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call. which shall be attested by the bishop of the synod.

**A9.05.** The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:

1. mutual agreement to terminate the call or the completion of a call for a specific term;
2. resignation of the pastor; which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
3. inability to conduct the pastoral office effectively in this congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
4. the physical or mental incapacity of the pastor;
5. disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
6. the dissolution of this congregation. Or
7. suspension of the congregation a result of discipline proceedings.

**A9.05.a.** When alleged physical or mental incapacity of the pastor or ineffective conduct of the pastoral office;

- .01. have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may investigate such condition personally in company with a committee of two ordained ministers and one lay person, or
- .02. have been brought to the synod's attention by an official recital of allegations by this Church Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop shall investigate such conditions personally in conjunction with a committee of two ordained ministers and one lay person.

**A9.05.b.** In case of alleged physical or mental incapacity competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee outlined in A9.05.a. shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in this congregation last served or in another field of labor.

**A9.05.c.** In the case of alleged local difficulties which imperil the effective functioning of this congregation, all concerned persons shall be heard, after which the bishop of the

synod together with the committee as described in A9.05.a. shall decide on the course of action to be recommended to the pastor and this congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, this congregation may dismiss the pastor by a two-thirds majority vote of the voting members present at a regularly called meeting after consultation with the bishop.

- A9.05.d.** If in the course of proceedings described in A9.05.c. , the committee there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges in accordance with the provisions of the Constitution and By-laws of the Evangelical Lutheran church in America and the Constitution and By-laws of the Northeastern Ohio Synod.
- A9.05.e.** If in the course of the proceedings, it should become apparent that the pastoral office cannot be conducted effectively in this congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice and with pay provided through a joint churchwide synod fund and with housing provided by this congregation.
- A9.06.** At a time of pastoral vacancy, an interim pastor may be appointed by the bishop of the synod with the consent of this congregation or this Church Council. Church Council shall approve compensation for the interim pastor prior to the appointment.
- A9.07.** During the period of service, an interim pastor shall have the rights and duties in this congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Church Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- A9.08.** This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- A9.09.** When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastor(s), the Church Council, support staff and the bishop of the synod. As occasion may require, the documents may be revised through a similar consultation.
- A9.11.** With the approval of the bishop of the synod this congregation may call a pastor for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop, shall meet with the pastor and representatives of this congregation for a review of the call. Such call may also be terminated before its expiration in accordance with the provisions of A9.05.
- A9.12.** The pastor(s) shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or

members excluded from this congregation, and shall submit a summary of such statistics annually to the synod.

**A9.13.** The pastor(s) shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.

**A9.14.** The pastor(s) shall be a member of this congregation.

## **Article 10 ASSOCIATE IN MINISTRY**

**A10.01.** This congregation will have the authority to call an associate in ministry , when passed by at least two-thirds majority ballot vote of members present and voting at a congregational meeting called for that purpose. Before a call is issued, the call committee shall seek the advice and help of the bishop of the synod. Balloting shall be limited at any one meeting to a single nomination presented by the Church Council with at least two-thirds of its members concurring. Unless otherwise agreed, the call shall normally become invalid unless a definite answer is received within thirty days after its receipt.

**A10.02.** The specific duties of the associate in ministry, compensation, and other matters pertaining to the service of the associate in ministry shall be included in a job description that shall accompany the letter of call.

**A10.03.** The call of this congregation, when accepted by an associate in ministry, shall constitute a continuing mutual relationship and commitment which, except in the case of the death of the associate in ministry, shall be terminated for the following reasons:

1. mutual agreement to terminate the call or the completion of a call for a specific term;
2. resignation of the associate in ministry; which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
3. inability to conduct effectively the office of associate in ministry in this congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the associate in ministry;
- 4 the physical or mental incapacity of the associate in ministry;
5. disqualification of the associate in ministry through discipline on grounds of doctrine, morality, or continued neglect of duty; or
6. the dissolution of this congregation.

**A10.03.a.** When alleged physical or mental incapacity of the associate in ministry or ineffective conduct of the associate in ministry;

- .01. has come to the attention of the bishop of the synod, the bishop in his or her sole discretion may investigate such condition personally; or
  - .02. has been brought to the synod's attention by an official recital of allegations by this Church Council or by petition signed by at least one-third of the voting members of this congregation, the bishop shall investigate such conditions personally.
- A10.03.b.** In the case of alleged local difficulties which imperil the effective functioning of this congregation, all concerned persons shall be heard, after which the bishop of the synod shall decide on the course of action to be recommended to the associate in ministry, the pastor and this congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If any party fails to assent, this congregation may dismiss the associate in ministry by a two-thirds majority vote of the voting members present at a regularly called meeting.
- A10.03.c.** If in the course of proceedings there may be grounds for disciplinary action, recommendations concerning disciplinary action may come from the synodical bishop, who may bring charges in accordance with the provisions of the Constitution and Bylaws of the Evangelical Lutheran Church in America and the Constitution and Bylaws of the Northeastern Ohio Synod.
- A10.03.d.** If in the course of the proceedings, it should become apparent that the duties of the associate in ministry cannot be conducted effectively due to local conditions, the bishop of the synod may temporarily suspend the associate in ministry from service in the congregation without prejudice and with pay provided through a joint churchwide synod fund.
- A10.04.** This congregation shall make satisfactory settlement of all financial obligations to a former associate in ministry before calling a successor. An associate in ministry shall make satisfactory settlement of all financial obligations to this congregation.
- A10.05.** When an associate in ministry is called to serve, the privileges and responsibilities of each associate in ministry shall be specified in documents to accompany the call and to be drafted in consultation involving the pastor, the Church Council, support staff committee and the bishop of the synod. As occasion may require, the documents may be revised through a similar consultation.
- A10.06.** With the approval of the bishop of the synod this congregation may call an associate in ministry for a specific term. Details of such calls shall be in writing setting forth the purpose and conditions involved. Such call may also be terminated before its expiration in accordance with the provisions of this constitution.
- A10.07.** The associate in ministry shall be a member of this congregation.

## **Article 11. CONGREGATION MEETING**

- A11.01.** The annual meeting of this congregation shall be held at a time specified in the bylaws.
- A11.02.** A special congregation meeting may be called by the pastor, the Church Council, or the president of this congregation, and shall be called at the written request of ten (10) percent of the voting members of this congregation. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.
- A11.03.** Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all confirmed members at least ten (10) days in advance of the date of the meeting. This notice shall specify the purpose for which the meeting shall be held; to include for the annual meeting the proposed budget, if possible. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- A11.04.** Sixty (60) voting members, or two-thirds of the voting membership, which ever is less, shall constitute a quorum.
- A11.05.** Voting by proxy or by absentee ballot shall not be permitted except that signed absentee ballots will be accepted at congregational meetings, when a motion(s) to be voted upon has been published and distributed in accordance with A11.03
- a. Absentee ballots will be invalid if a motion(s) is amended from the original published and distributed motion(s).
  - b. Absentee ballots must have been received by the church office prior to the call to order of the meeting.
- A11.06.** All actions by this congregation shall be by majority vote except as otherwise provided in this constitution.
- A11.07.** Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation. A parliamentarian may be appointed by the president of Church Council.

**Article 12. OFFICERS**

- A12.01.** The officers of this congregation shall be a president, vice-president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of the congregation.
  - c. Officers of this congregation shall serve similar offices of the Church Council .

- d. The president and vice president shall be chosen from the membership of Church Council. The other officers, if not members of the Church Council shall be accorded the privilege of voice without vote in its meetings.

**A12.02.** The Church Council shall elect its officers at the first Church Council meeting following the annual meeting. The officers shall be elected by written ecclesiastical ballot and shall serve for one year or until their successors are elected. Their terms shall begin January 1st and end December 31st.

**A12.03.** No officer shall hold more than one office at a time.

**Article 13. CHURCH COUNCIL**

**A13.01.** The voting membership of the Church Council shall consist of the pastor(s) and not more than 12 members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Church Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three successive regular meetings of the Church Council without cause.

**A13.02** Elected members of the Church Council shall be chosen by ballot for terms of three years (a full term) by a majority vote at the annual congregation meeting. Their tenure shall be so arranged that one-third of the terms expire annually.

- a. Church Council members shall be eligible to serve no more than two full terms consecutively.
- b. Should a member's place on the Church Council be declared vacant, the Church Council shall elect, by majority vote, a successor until the next annual meeting
- c. If five or more terms are to be filled, the four full term positions will be filled by the four elected nominees receiving the highest number of votes. In the event an appointee to an unexpired term is elected, they shall serve out the remainder of the term to which they were appointed.
- d. Newly elected Church Council members are expected to attend council meetings and be afforded voice without vote until they assume their office January 1st.

**A13.03.** The Church Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Church Council shall include the following:

- a. to lead this congregation in stating its mission, to do long range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals;

- b.** to seek to involve all members of this congregation in worship, learning, witness, service, and support;
- c.** to oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
- d.** to maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment;
- e.** to be examples individually and corporately of the style of life and ministry expected of all baptized persons;
- f.** to promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding;
- g.** to arrange for pastoral service during the sickness or absence of the pastor(s);
- h.** to emphasize partnership with the synod and churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America;
- i.** to recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America; and
- j.** to seek out and encourage qualified persons to prepare for the ministry of the Gospel.

**A13.05.** The Church Council shall be responsible for the financial and property matters of this congregation.

- a.** The Church Council shall be the board of directors of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Ohio, except as otherwise provided herein.
- b.** The Church Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of congregation.
- c.** The Church Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than 5% in excess of the anticipated receipts only after approval by a congregation meeting. The budget shall include this congregation's commitment in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- d.** The Church Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the payment of all

obligations and to the regular forwarding of benevolence monies to the synodical treasurer.

- e. The Church Council shall be responsible for this congregation's investments and its total insurance program, and shall provide for an annual audit of all accounts of this congregation.
- f. Commercialism, fund raising or commercial use of the church, must be subject to the approval of the Church Council.

**A13.06.** The Church Council shall see that the provisions of this constitution, its bylaws, and its continuing resolutions are carried out.

**A13.07.** The Church Council shall provide for an annual review of the membership roster.

**A13.08.** The Church Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.

**A13.09.** The Church Council shall submit a comprehensive annual report to this congregation by February 15th for the calendar year just ended.

**A13.11.** The Church Council shall normally meet once a month. Special Church Council meetings may be called by the pastor or the president.

- a. Additionally, if at least one-half of the members of the Church Council request special meeting of Church Council, it shall be called by the president or the pastor. Notice of each special meeting shall be given to all members of this congregation at least one week prior to the meeting.

**A13.12.** A quorum for the transaction of business shall consist of a majority of the members of the Church Council, including the pastor(s) or interim pastor, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting.

#### **Article 14. COMMITTEES**

**A14.01.** The committees of this congregation shall be included in one of three groups:

- a. Congregational Committees
- b. Standing Committees
- c. Special Committees

**A14.02.** Congregational Committees shall be the working committees of Church Council:

- a. The Congregational Committees shall be involved in the everyday operation of this congregation;

- b. A member of Church Council shall be a liaison to each committee;
- c. Members of these Congregational Committees will be volunteers from the congregation's membership and may serve an indefinite length of time;
- d. These Congregational Committees should meet monthly;
- e. These Congregational Committees shall submit a report to Church Council monthly;
- f. The Congregational Committees' mission, duties, and responsibilities shall be overseen by Church Council.

**A14.03.** Standing Committees shall be the permanent committees of this congregation:

- a. The members of the Standing Committees shall be elected by this congregation or appointed by the Church Council as provided in this constitution or the bylaws;
- b. The Standing Committees shall meet and report in writing to the Church Council as provided in the constitution and bylaws;
- c. The Standing Committees shall be:
  - .01. A **Nominating Committee** of six voting members of this congregation; two of whom, if possible, shall be out-going members of the Church Council, shall be elected at the annual meeting. Their term of office will be for two years with three members elected each year. Members of the Nominating Committee are not eligible for consecutive re-election.
  - .02. An **Audit Committee** of three voting members of this congregation shall be elected by this congregation at the annual meeting. Term of office will be three years, with one member elected each year. Members are eligible for re-election. Audit Committee members shall not be members of the Church Council. Only one member of the audit committee may serve on this congregation's Finance Committee.
  - .03. The **Pastoral Staff Support Committee** of six voting members of this congregation shall be appointed jointly by the president and the pastor(s). Term of office shall be three years, two members to be appointed each successive year. Members of the Staff Support Committee are not eligible for consecutive reappointment. Staff Support Committee members will hold no other elected office in this congregation during their term. *A pastoral support committee shall be formed for each ordained pastor or associate in ministry called by this congregation.*

**.04. The Endowment Fund Committee** shall consist of five members of this congregation. One member shall be a member of Church Council appointed annually by the Church Council. One member shall be appointed annually by the Finance Committee from its members. The remaining members shall be elected at-large by this congregation at the annual meeting. The term of office shall be three years, with one member elected each year. At-large members are eligible for no more than two consecutive terms.

**d.** Other standing committees may be formed by amendment to this constitution.

**A14.04.** Special committees shall be task oriented:

**a.** Special committees shall be appointed by Church Council.

**b.** Special committees shall serve for the duration of a project, or for a specific length of time as provided for in the bylaws or continuing resolutions.

**c.** Special committees shall report to the Church Council as directed by the Church Council.

**d.** Special committees shall include but not be limited to:

**.01.** When a pastoral vacancy occurs, a call committee of six voting members shall be elected by Church Council. Term of office will terminate at the installation of a newly called pastor.

**.02.** A long range planning committee shall be appointed by Church Council at least once very five years for the purpose and duration required to create a comprehensive long range plan for this congregation.

## **Article 15. ORGANIZATIONS WITHIN THIS CONGREGATION**

**A15.01.** All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting or the Church Council shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

**A15.02.** Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given the Church Council and specified in a continuing resolution.

## **Article 16. DISCIPLINE OF MEMBERS**

- A16.01.** Denial of the Christian faith as described in this constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps:
- a. private admonition by the pastor,
  - b. admonition by the pastor in the presence of two or three witnesses, and
  - c. citation to appear before the church council.
- A16.02** A member charged with the offense shall appear before the Church Council having received a written notice, specifying the exact charges that have been made against the member, at least ten (10 )days prior to the meeting.
- A16.03.** Should the allegations be sustained by a two-thirds majority vote of the Church Council, and renewed admonition prove ineffectual, then the Church Council shall impose one of the following disciplinary actions:
- a. censure before the council or congregation;
  - b. suspension from the privileges of membership as defined by Church Council for a definite period of time; or
  - c. exclusion from membership in this congregation. Disciplinary actions b. and c. shall be delivered to the member in writing.
- A16.04.** The member against whom disciplinary action has been taken by the Church Council shall have the right to appeal the decision to the synod council. Such right may not be abridged and the decision of the synod council shall be final.
- A16.05.** Disciplinary actions may be reconsidered and revoked by the Church Council upon receipt of:
- a. evidence that injustice has been done; or,
  - b. evidence of repentance and amendment.

## **Article 17. ADJUDICATION**

- A17.01.** When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the president of the Church Council of their intent. If the consultation fails to resolve the issue(s), the consultation committee of the synod shall consider the matter. If the consultation committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the synod council, whose decision shall be final.

## **Article 18. BY-LAWS**

- A18.01.** This congregation may adopt by-laws. No by-law may conflict with this constitution.
- A18.02.** By-laws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds majority vote of those voting members present and voting.
- A18.03.** Changes to the by-laws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Church Council at least 60 days before a regular or special congregational meeting called for that purpose and that the Church Council notify the members of the proposal with its recommendations at least 30 days in advance of the congregational meeting.
- A18.04.** Approved changes to the by-laws shall be sent by the secretary of this congregation to the synod.

## **Article 19. AMENDMENTS**

- A19.01.** Amendments to this constitution may be proposed by at least six (6) voting members or by the Church Council. Proposals must be filed in writing with the Church Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Church Council should notify the members of the congregation of the proposal with the council's recommendation at least 30 days in advance of the meeting.
- A19.02.** A proposed amendment to this constitution shall:
- a.** be approved at a properly called meeting according to this constitution by a majority vote of those present and voting;
  - b.** be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
  - c.** have the effective date included in the resolution and noted in the constitution.
- A19.03.** Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 60 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the Constitution and By-laws of the Evangelical Lutheran Church in America, or the Constitution and By-laws of the Northeastern Ohio Synod.
- A19.04.** Whenever the Model Constitution for Congregations is amended by the Churchwide Assembly, this constitution may be amended to reflect any such amendment by a simple majority vote at any subsequent meeting of this congregation without presentation at a prior meeting of the congregation, provided that the Church Council has submitted by mail notice to the congregation of such an amendment or amendments at least 30 days prior to the meeting. Following the adoption of an

amendment, the secretary of this congregation shall submit a copy thereof to the synod, consistent with A19.03.

## **Article 20. CONTINUING RESOLUTIONS**

- A20.01.** The Church Council may enact continuing resolutions which describe the function of the various committees or organizations of this congregation.
- A20.02** Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of the Church Council.

# **FAITH LUTHERAN CHURCH BY-LAWS**

## **Section 1. Statement of Mission**

- S1.01.** Faith Lutheran Church was established in 1955 to provide a foundation for ministries which strive to meet the needs of our congregation, community and the world. We are a people called at all times to declare, worship, and serve God who reveals himself in Jesus Christ. Saved by His grace, led by His Spirit, growing with Faith in Him, we are committed to acknowledge and respond to His calling.

## **Section 2. Congregational Meetings**

- S2.01.** The annual congregational meeting shall be held in the month of November, on a date to be fixed by the Church Council.
- S2.02..** At the annual congregational meeting, the pastor(s), the treasurer, and the president of this congregation shall submit reports in writing.
- S2.03.** The agenda for the annual congregational meeting shall include, but not be limited to:
- a.** opening call to order and devotions;
  - b.** establishing of a quorum;
  - c.** approval of the minutes from the previous year's congregational meeting;
  - d.** approval of the minutes from any other congregational meeting;
  - e.** election of church council members (see Art. 13);
  - f.** report of the pastor(s);
  - g.** report of the president;
  - h.** report of the treasurer;
  - i.** election of other committee members as provided in the constitution (see Art. 14);
  - j.** old business;
  - k.** new business;

- l.** approval of the budget for the coming year; and
- m.** closing prayer.

**Section 3. The Church Council**

- S3.01.** Election of Church Council members shall be made in the following manner:
- A.** The nominating committee shall nominate for election at least two persons for each vacancy to be filled.
  - B.** Additional nominations may be made from the floor of the annual meeting.
  - C.** To be elected, a nominee must receive a number of votes at least equal to a majority of the members on the active roll present and voting at the annual meeting. If the nominees elected on the first ballot are less than the number of vacancies to be filled, a second ballot shall be held by voting on the remaining nominees, after their number has been reduced, if necessary, so as not to exceed twice the number of vacancies remaining to be filled; each reduction to be accomplished by dropping the names of those receiving the least number of votes on the first ballot. Subsequent ballots shall be held in the same manner, where necessary.
- S3.02.** The following shall constitute the order of business for Church Council meetings:
- a.** Roll call and action on excuses of absence
  - b.** A period for the study of the life and work of the Church
  - c.** Devotions
  - d.** Approval of minutes
  - e.** Report of the president
  - f.** Report of the pastor(s)
  - g.** Report of the treasurer
  - h.** Report of the congregational committees
  - i.** Reports of the special and standing committees
  - j.** Other reports
  - k.** Reception of petitions and communications
  - l.** Unfinished business
  - m.** New business
  - n.** Adjournment with prayer
- S3.03.** Prior to the start of each new congregational year, the Church Council shall:
- a.** review the Mission Statement, update and approve the goals, objectives, and strategies of Faith Lutheran Church for the coming year; and
  - b.** appoint as many congregational committees as local and wider concerns of this congregation may require.
- S3.04.** The Church Council shall adopt, review, maintain, and oversee a standard of operations.
- a.** These standards of operation shall be the guidelines for operation for the various committees and organizations of this congregation. As such, they are to be regularly reviewed by the committees and organizations and approved by Church Council.

- b. The standard of operations for each committee or organization shall include:
  - 1. a statement of mission; and
  - 2. a list of duties and responsibilities.

**Section 4. Annual Report**

**S4.01.** The annual report of this congregation shall include the minutes of all congregational meetings held the previous year and the following reports:

- a. Pastor(s)
- b. Church Council secretary
- c. Congregational president
- d. Treasurer
- e. Anticipated income for the coming year
- f. Approved budget
- g. Membership statistics
- h. All congregational, standing and special committees
- i. Women of the Evangelical Lutheran Church in America
- j. Preschool
- k. Audit Committee
- l. Endowment Committee

**Section 5. Officers** (see A12.)

**S5.01.** President ---- The president of this congregation (and of Church Council, see A12.01.c.) shall:

- a. preside over congregational meetings;
- b. preside over Church Council meetings;
- c. set the agendas for congregational meetings and Church Council meetings;
- d. receive petitions;
- e. prepare a report for the annual congregational meeting;
- f. prepare a report for the annual report;
- g. see that the annual report is prepared and sent to all members (see Section 4); and
- h. attend various committee meetings regularly.

**S5.02.** Vice-President ---- The vice-president of this congregation and of Church Council (see A12.01.c.) shall:

- a. preside over congregational meetings in the absence of the president;
- b. preside over Church Council meetings in the absence of the president; and
- c. fulfill all the duties and responsibilities of the president in the event of a vacancy.

**S5.03.** Secretary ---- The secretary of this congregation (and of the Church Council ,see A12.01.c.) shall:

- a. keep the minutes of congregational and Church Council meetings;
- b. post and distribute the minutes as required; and
- c. submit a report on Church Council for the annual report.

**S5.04.** Treasurer ---- The treasurer of this congregation (and of the Church Council, see A12.01c.) shall:

- a. receive all monies and record same;
- b. pay out monies owed by this congregation;
- c. keep records following good financial accounting practices;
- d. prepare a monthly report for Church Council;
- e. prepare a report for the annual congregational meeting;
- f. prepare a report for the annual report;
- g. serve ex-officio on the finance committee; and
- h. assist in the annual audit.

## **Section 6. Congregational Committees**

**S6.01.** Congregational committees shall be composed of one or more members of the Church Council and, in addition, other persons on the active roll of confirmed members of this congregation. Although appointed by and responsible to the Church Council, these committees shall be recognized as representative of the interests of, and performing essential services for, this congregation as a whole. The senior pastor shall have voice and vote in all committees.

**S6.02.** The congregational committees shall concern themselves with the overall daily life of Faith Lutheran Church (see A14.02). Areas of concern shall include, but not be limited to:

- a. Worship -- insuring that the services of God's house are conducted regularly and in accordance with the doctrine of the Evangelical Lutheran Church in America;
- b. Witness -- reaching out to others for Christ, welcoming people to God's home and helping the members connect with their areas of interest;
- c. Education -- providing for a variety of opportunities for Christian learning and spiritual growth for adults, youth and children;
- d. Youth -- providing for a balance of activities that provide service, support and fun for youth along with their parents.
- e. Service -- leading the way in providing a social ministry for this congregation to proclaim God's love by serving others;
- f. Fellowship -- creating a variety of group activities to promote fellowship within the congregation;
- g. Finance -- administering the finances of the congregation and preparing the annual budget;
- h. Support -- encouraging stewardship through commitments of time, talent and treasure; and
- i. Property -- maintaining our building and grounds for comfort, safety and beauty.

## **Section 7. Standing Committees**

**S7.01.** The standing committees shall operate in accordance with the standard of operation adopted by Church Council for their respective committee, with the exception of the Endowment Fund Committee which shall operate in accordance with Section 9 of the by-laws of Faith Lutheran Church.

**S7.02.** The nominating committee shall recruit at least two nominees for each vacancy of the following:

- a.** Church Council (minimum 4 to be elected annually, see A13.02);
- b.** Audit Committee (minimum 1 to be elected annually, see A14.03.c.02);
- c.** Endowment Fund Committee (minimum 1 to be elected annually, see A14.03.c.04);
- d.** Synod Assembly Representatives (number to be determined by synod census formula);
- e.** Nominating Committee (minimum 3 to be elected annually, see A14.03.c.01).

## **Section 8. Preschool Board**

**S8.01.** There shall be a board for Faith Lutheran Preschool. The board of directors will represent parents, and members of Faith Lutheran Church. When possible, the majority of board members and the board president will be voting members of the congregation. The preschool director will be a voting member of the board. The board will be held accountable to the Church Council of Faith Lutheran Church. A Learning representative from Church Council shall serve on the board but shall not serve as board president.

**S8.02.** The functions of the preschool board shall be:

- a.** to carry out the statement of mission, vision and values of Faith Lutheran Preschool
- b.** to assure adherence to the licensing standards of the State of Ohio;
- c.** to approve a yearly budget that has been developed by the preschool director, which will make the preschool self-supporting through tuition and registration fees;
- d.** to develop a handbook for the board which shall be approved by Church Council
- e.** to inform the congregation and the community of the philosophy and activities of the preschool.

## **Section 9. Endowment Fund**

### **S9.01 Purpose**

The purpose of this fund is to enhance the ability of the Faith Lutheran Church of Fairlawn, Ohio to serve its congregation and the community apart from the general operation of the congregation and that no portion of the income generated by the fund shall be used for the annual operating budget of the congregation.

**S9.02** The Endowment Fund Committee (hereinafter referred to as “Committee”) shall be the custodian of the fund. All assets are to be held in the name of The Faith Lutheran Church of Fairlawn, Ohio Endowment Fund.

**S9.03 The Committees**

**S9.03.01** The committee shall consist of five (5) members (see A14.03.04)

**S9.03.02** Endowment fund committee members shall be elected by the same election as for council members.

**S9.03.03** In the event of a vacancy on the Committee, the church council may appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of vacancy.

**S9.03.04** An at-large member, whose term has not expired and is subsequently elected or appointed to church council, shall resign from the Endowment fund Committee if such election or appointment results in less than three at-large members being on the committee. In that case, a new at large member will be elected or appointed to fill the unexpired term. The same rule will apply to the Finance members elected to Council.

**S9.03.05** Members of the committee (hereinafter referred to as “MEMBER(S)”) shall not be required to furnish any bond or surety for the faithful performance of their duties under this fund.

**S9.03.06** Members may be removed from the Endowment fund Committee by the body that elected or appointed the member(s).

**S9.03.07** The Committee shall elect from its membership a chairperson and a financial secretary. The chairperson and financial secretary shall serve as such for one (1) year and shall be eligible for re-election without limitation on the number of terms they may serve such.

**S9.04 Endowment Fund Committee Meetings**

**S9.04.01** The Committee will meet at least quarterly, or more frequently as determined by it in the best interest of the Fund.

**S9.04.02** Meetings shall be called and held at such times and places as shall be specified by the chairperson or the committee or by any three (3) trustees. The person or persons calling the meeting shall give notice to the other members by mail or telegram sent to each member at his/her address as it appears on the books of the fund at least seven (7) days prior to the date thereof, provided, however that the transactions of any meeting of the Committee however called and noticed or

wherever held are as valid as though the meeting had been duly held after proper call and notice, if either before or after the meeting, each of the members not present signs a waiver of notice, a consent to the holding of the meeting, or an approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the Fund records or made part of the minutes of the meetings. Notification of meetings shall be sent by regular mail to all members seven (7) days prior to date of meeting.

**S9.04.03** Meeting shall be called by the chairperson or an three(3) members of the Committee at the request of church Council.

**S9.04.04.** To hold a meeting, conduct and transact business, a majority of the Committee (no less than three (3) must be present and concur.

**S9.06      Records and Recording**

**S9.06.01** The Committee shall submit semi-annual reports to church Council and an annual report the Congregation.

**S9.06.02** The financial secretary shall report monthly to the Treasurer of the congregation and shall assist the congregation's treasurer in maintaining complete and accurate books of account for the Fund and shall sign necessary documents on behalf of the congregation in furtherance of the purpose of the fund.

**S9.06.03** The financial records of the Endowment fund Committee shall be audited by the audit committee annually.

**S9.06.04** The Committee shall keep minutes of all their meetings.

**S9.06.05** A permanent record shall be kept of all members of the Endowment Fund Committee and tenure in office.

**S9.06.06** The Committee shall keep all financial records according to acceptable accounting practices.

**S9.07      Distribution of Income**

**S9.07.01** The Committee shall determine what is principal and income according to generally accepted accounting procedures. After \$10,000.00 of principal is achieved, a reporting of the income from the investment of the principal shall be given to Church Council. This report will be accompanied by a recommendation from the Committee for the use of the income. The Committee is permitted to recommend that the annual income distribution be added to the principal of the Fund.

**S9.07.02** The use of such income would be carefully considered by the committee members and recommendations made to Church Council.

**Section 10. Amendments**

Amendments to the By-laws shall be made in accordance with Article 19.