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## History of 2018 Constitution and Bylaws

- 1) Former Constitution and Bylaws 2004 Edition were discontinued by action of the Voters Assembly on Feb. 25, 2018.
- 2) Written by the Constitution Committee and Board of Elders of First Lutheran Church.  
Chairman: Robert Iverson  
Congregation President: Robert Iverson  
Head Elder: Edwin Martin
- 3) Adopted by the Voters Assembly on Feb. 25, 2018

## 2018 Edition

### Constitution

#### PREAMBLE

Since it is the will of our Lord and Master Jesus Christ that all things “be done decently and in order” (1Cor.14:40), we, a Congregation of Christians (Lutheran) worshipping in the area of Inverness, Florida, here set forth the principles and regulations according to which we shall conduct the spiritual and temporal affairs of our congregation.

#### ARTICLE I - NAME

The name of this congregation shall be THE FIRST LUTHERAN CHURCH OF INVERNESS, FLORIDA.

#### ARTICLE II

The purpose of this congregation shall be to worship the Lord God and extend the Kingdom of God in all the world, to provide pastoral care for its members, to teach the Word of God and administer the Sacraments, to preserve purity of doctrine, to exercise Christian love and fellowship, to provide for the Christian training of the young, to serve as a healing ministry in the community and world, to serve as a channel of God’s love and forgiveness as revealed in our Savior, Jesus Christ.

#### ARTICLE III (see Article XIII)

We have, in God’s name, organized an Evangelical Lutheran congregation of the Unaltered Augsburg Confession, for a true and sound exhibition of the Christian Doctrine (Lutheran) taken from and in full agreement with the Holy Scriptures. This congregation accepts and

acknowledges all the canonical books of the Old and New testaments as the divinely revealed and verbally inspired Word of God, and all the symbolical books of the Evangelical Lutheran Church as contained in the Book of Concord of 1580. In this congregation no doctrine shall be taught or tolerated which is at variance with these symbols of the Evangelical Lutheran Church, namely:

1. The Three Ecumenical Creeds (Apostolic, Nicene, Athanasian).
2. The Unaltered Augsburg Confession.
3. The Apology of the Augsburg Confession.
4. The Smalcald Articles.
5. The Treatise of the Power and Primacy of the Pope.
6. Luther's Small Catechism.
7. Luther's Large Catechism.
8. The Formula of Concord.

According to this standard of faith and doctrine, all controversies which may arise shall be decided and adjudicated. All Hymn books and literature used by this congregation shall conform to this confessional standard. All pastors and teachers called into service of this congregation shall be required to vow acceptance of and adherence to the confessional standard set forth in this article.

#### **ARTICLE IV - SYNODICAL AFFILIATION**

This congregation shall be a member of the Lutheran Church-Missouri Synod. The authority of the Synod over this congregation shall not be legislative, but advisory.

#### **ARTICLE V - SOVEREIGNTY** (see Article XIII)

The Voters Assembly as a body shall have supreme power in the external and internal administration and management of its own ecclesiastical and congregational affairs. It shall at all times have the right to choose and call pastors and to elect officers of the congregation. This right shall remain with the Voters Assembly, and shall never be delegated to an individual or minor body or circle with the congregation. No decision or enactment of any individual or committee on behalf of the congregation shall be valid unless it shall have been enacted or performed according to the general or special power conferred by the Voters Assembly. Not even the Voters Assembly shall be empowered to order, enact, or decide anything contrary to the Word of God, any such enactment or ordinance shall be null and void.

#### **ARTICLE VI - PASTOR**

Section 1 The office of the Pastor of this congregation shall be committed only to a person who is in complete accord with the confessional standard of this congregation as set forth herein, to which he must bind himself in accepting the call of Pastor, and who has the necessary qualifications of learning and ability. The Pastor's tenure of office as being a called and ordained servant of the Word is for life, or until the Pastor is called to a new location or retires.

Section 2 The right of calling or deposing shall be vested in the Voter's Assembly and shall never be delegated to a small group or an individual.

Section 3 The following are valid and sufficient reasons for deposing a Pastor.

- A. Persistent adherence to false doctrine.
- B. Persistent offensive and/or immoral conduct.
- C. Inability to perform official duties.

Section 4 Other and further rules or regulations pertaining to the office of Pastor, insofar as the same are not inconsistent herewith, are set forth in the By Laws.

#### **ARTICLE VII - PROPERTY RIGHTS OF THIS CONGREGATION**

Section 1 This congregation may receive, hold title to, acquire and manage such real estate and any other property as it may need and may sell or dispose of such real estate and other property or any part thereof, and this congregation shall have all the rights and powers that are granted by the laws of the State of Florida to religious organizations.

Section 2. Membership, Separation and Dissolution If, at any time, a separation should take place within this congregation, the officers of the District and Synod shall be consulted in an effort to resolve differences. If, despite all efforts to compose differences in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles III and V of this constitution.

#### **ARTICLE VIII - DUTIES OF MEMBERS** (see Article XIII)

It shall be the privilege and duty of the members of this congregation to attend divine worship faithfully, to partake of the Sacrament frequently and to contribute according to their means toward the maintenance of the church and in general to assist in bearing the burdens of the congregation, in diligent service to their Lord and Savior Jesus Christ.

All parents shall provide for the proper Christian instruction and training of their children, both at home and in the church.

#### **ARTICLE IX - EXCOMMUNICATION**

For sufficient cause and after fruitless admonition according to the various grades prescribed by the Word of God (Matt. 18:15-20), this congregation may, at any Voters Assembly expel any member by majority vote of all voting members at said meeting. The member proposed for expulsion shall not be allowed to vote. Such an excommunicated member shall lose all rights of a member of this congregation, and all claims upon the property of the congregation or any part thereof. This same rule shall apply also to such members that refuse to submit to discipline and thus excommunicate themselves. Members moving away and severing their connections with the congregation without obtaining release, shall, after a period of one year, be stricken from the list of active local members, but this does not prohibit their receiving a transfer later, or being reinstated on return, nor shall it affect military personnel.

#### **ARTICLE X - FINANCES**

In accordance with the stewardship principles of the New Testament, this congregation shall derive its financial support from the free-will offering of its members. Every member is expected to bring his offerings voluntarily, regularly and generously, as God has prospered him. This principle also shall be followed by organizations and groups within the congregation.

#### **ARTICLE XI - OFFICERS, BOARDS, COMMITTEES**

The officers of this congregation shall be such Officers, Boards or Committees as the By Laws of the Constitution prescribe. There shall be a job description for each Board. This will be subject to review and/or revision annually.

#### **ARTICLE XII - STANDARDS FOR PRINTED MATERIAL**

Only such hymns, prayers and liturgies shall be used in the public services of the congregation

and in all ministerial acts, as conform to the confessional standards of Article III. Likewise, in all classes for instruction in Christian Doctrine, only such books shall be used as conform to this standard.

**ARTICLE XIII - AMENDING THE CONSTITUTION**

To alter or amend any alterable or amendable paragraph of this Constitution it shall be necessary that the alteration or amendment be proposed in person at a regular or Special Voters Assembly. Subsequent to approval of amendment proposal, it will then be announced in the divine service, and resolved upon by two-thirds (2/3) majority of those present at the next regular or special Voters Assembly meeting. Articles III, V, and VIII, of this Constitution shall be unalterable.

**ARTICLE XIV - AMENDING THE BYLAWS**

To alter or amend any alterable or amendable paragraph of these bylaws it shall be necessary that the alteration or amendment be proposed in person at a Voters or special Voters Assembly. Subsequent to approval of amendment, proposal will then be announced in a divine service, and resolved upon by two-thirds (2/3) majority of those present at the next Voters or special Assembly meeting. ARTICLE I, Section 1 and 2 of these By Laws shall be unalterable.

**ARTICLE XV - CONCLUSION**

This is the valid Constitution of this congregation, FIRST LUTHERAN CHURCH, INVERNESS, FLORIDA, to which the congregation shall adhere.

## **Bylaws**

(Per Article 14 of the Constitution, the Bylaws may be amended at any time as deemed necessary and approved by the Voters at a regular or special meeting.)

### **ARTICLE 1 – MEMBERSHIP**

Members of this congregation shall be classified as (1) Baptized, (2) Communicant, (3) Associate.

#### **Section 1 – BAPTIZED MEMBER**

A baptized member is one who has been baptized with water and the Holy Spirit according to the doctrines of the Evangelical Lutheran Church.

#### **Section 2 – COMMUNICANT MEMBER**

A Communicant Member is an individual who has all the rights and privileges of this congregation and is not affiliated with any other congregation. All such are eligible to communicant membership who:

- Are baptized and confirmed
- Declare their assent to the confessional standard as set forth in Article III of the constitution and, while they may be deficient in knowledge of all Lutheran symbols, and familiar with at least Luther's Small Catechism;
- Attend divine services regularly, and partake of Holy Communion frequently;
- Do not live in manifest works of the flesh (Gal.5:19-21) but lead a Christian life;
- Submit to the Constitution and Bylaws of this congregation and permit themselves to be fraternally admonished and corrected when they have erred;
- Willing to assist, according to their ability, to maintain the work of the church;
- Are not members of any organization conflicting with the Word of God and the teachings of the Lutheran Church.

#### **Section 3 - ASSOCIATE MEMBERS**

An Associate Member is a resident who maintains an affiliation as a communicant member with another Lutheran Church. These persons have all the rights and privileges of this parish. This does not include the right to vote on District or Synodical matters. They cannot hold an elected office.

#### **Section 4 - APPLICATION FOR MEMBERSHIP**

Application for various memberships in this congregation must be presented to the Pastor or Elders. Accepted members will be presented to the congregation at a divine service. If members in good standing move away and desire to transfer their membership to another congregation at some other place, a letter of transfer or release shall be issued by the congregation through the Pastor. This shall be reported at the next regular meeting of the Council and the Voters Assembly for the record.

### **ARTICLE II - VOTING MEMBERSHIP**

Section 1 Voting membership in this congregation shall be granted to each Communicant or Associate Member. Each voting member of this congregation shall be

entitled to one vote. No voting by proxy, or absentee ballots is permitted.

Section 2 All voting members of this congregation, shall be entitled to hold elected office, except paid administrative employees of the church and Associate Members. On matters pertaining to the public administration of the Office of the Keys, only men hold the offices of president and vice-president.

### Section 3 - RIGHT OF VOTING

It shall be the privilege of all Communicant Members and Associate Members of this congregation to become voting members upon their acceptance as members, and upon their signing the Constitution and By Laws. It shall be the duty of every voting member, if possible, to attend all meetings of the Voters Assembly. By failing to attend a quarterly or special meeting, a member waives the right of casting his/her vote at said meeting. (See section 1)

### Section 4 - DUTIES OF VOTING MEMBERS

Voting members shall be active in the affairs of the church, shall willingly serve as officers or on committees when elected or appointed, shall regularly attend all meetings of the congregation, and shall, according to their ability, promote the welfare of the congregation in every possible way.

### Section 5 - MEETING QUORUM

When a meeting of the Voting Body has been announced at the public services on the previous two (2) Sundays, such meetings shall be capable of transacting business and passing valid resolution, if at least ten percent (10%) of the active members of the congregation are in attendance. An inactive voting member may become active by attending any Voters meeting. No voting member therefore, will be denied the right to vote at any Voters meeting.

### Section 6 - VOTING ON DOCTRINE

In matters of Doctrine, as described in ARTICLE III of the Constitution, while a unanimous vote is desirable, a two-thirds (2/3) vote will enable the passing of a valid resolution. All other matters shall require a majority of the votes cast, except where ARTICLE XIV of the Constitution applies.

## **ARTICLE III - PURPOSE OF THE VOTERS ASSEMBLY**

### Section 1 - Purpose

The primary purpose of the Voters Assembly is to elect the officers, receive and adjudicate the reports of the Church Council.

Section 2 Every Communicant Member or Associate Member, may appeal to this assembly in regard to any matter relating to the affairs and government of said congregation, after the matter has first been presented to the church council for examination and clarification, before being presented at a regular or special Voters meeting. The Voters decision shall be final and binding, but such decision shall always be in accord with the Word of God and the symbolical books of the Evangelical Lutheran church and, unless it is so, shall be null and void.

### Section 3—ASSOCIATE MEMBERS

An Associate Member is a resident who maintains an affiliation as a communicant member with another Lutheran Church. These persons have all the rights and privileges of this parish. This does not include the right to vote on District or Synodical matters. They cannot hold an elected office.

#### **ARTICLE IV - OFFICERS: CHURCH COUNCIL**

The affairs of this congregation will be managed by a president, a vice-president, a secretary, a treasurer or assistant treasurer, financial secretary or assistant financial secretary and the chairpersons, or board member appointed by that chair, of any boards. These officers shall constitute the Church council. They shall conduct all business of this congregation, unless specifically delegated to the Voter's Assembly by this Constitution and By Laws.

#### **ARTICLE V - POWER OF THE OFFICERS**

No officer of this congregation shall have authority beyond that which has been conferred upon him/her by the Voters Assembly, subject to change or revision by the Voters Assembly. Any officer or pastor or teacher of this congregation may in a Christian and lawful manner be removed or dismissed from office. Sufficient, valid and urgent causes of removal or dismissal shall be persistent adherence to false doctrine, offensive and/or immoral life, or willful neglect of official duties.

#### **ARTICLE VI - NOMINATIONS AND ELECTIONS**

##### **Section 1 - Nominating Procedures**

A nominating committee, composed of the Board of Stewardship and Pastor, shall place names in nomination for each elective office, and shall, present the slate of officers at the September Council meeting for confirmation and then published in the October Newsletter and weekly church bulletins. The election will take place at the October Voter's Assembly. Additional nominations may be made from the floor, providing the nominees have agreed to allow their names to be placed for a vote.

##### **Section 2 - Elections**

Elections of officers shall take place at the October Voter's Assembly. All elections shall be by ballot. All elections shall be governed by parliamentary procedure (Robert's Rules of Order).

##### **Section 3 - Terms of Office**

- Office of the president, vice-president, secretary, treasurer, assistant treasurer, financial secretary, and assistant financial secretary, shall be two years.
- President, secretary, assistant treasurer, assistant financial secretary will take office on the odd number year.
- Vice president, treasurer, financial secretary will take office on the even number year.
- Office for Board members shall be three years. A minimum of one Board member shall expire each year.
- The president may succeed this term for one additional two year term.  
\*Terms of office can be expanded by 2/3 vote of the Voter's Assembly.

**Section 4 - Vacancies** In the event of a vacancy, the unexpired term of office with the exception of the president shall be filled by an appointee, nominated by the Board of

Stewardship, or appointed by the president, and with the approval of the Church council. Formal confirmation shall be announced. The presidential vacancy shall be filled by the vice-president for the unexpired term of the president. A new vice-president shall be subject to the procedure above.

#### Section 5 - Periods of offices and Installation of Officers

All elected officers shall assume the duties of their respective office January 1, after being installed on any Sunday in December but prior to January 1.

#### Section 6 - Ex Officio Members

The Pastor and president shall be ex-officio members of all committees and boards. As ex-officio members of any board, the president and pastor have all the privileges of board membership including the right to make motions and to vote, but none of the obligations of board members. (See Robert's Rules of Order). The Pastor shall not vote on any personal matters relating to his financial and benefits package.

### **ARTICLE VII - DUTIES OF OFFICERS AND BOARDS**

#### **Part A OFFICERS**

**Section 1 PRESIDENT** The president shall preside at all meetings of the congregation and shall perform all the usual duties of the presiding officer. The President shall insure that the Constitution and By Laws are upheld at all times. The President shall be an ex-officio member of all committees and boards. The President shall appoint all committees, excepting those expressly elected by the Voters Assembly. The President shall make interim appointments when a vacancy occurs in any office or board as prescribed in ARTICLE VI of these By Laws. The President shall be governed in his decisions by parliamentary procedure as outline in Robert's Rules of Order. In the case of a tie vote in church Council meeting, the President may cast his ballot to break the tie.

#### **Section 2 VICE-PRESIDENT**

- The Vice President shall assist the president and shall preside in his absence or upon his request.
- The Vice President shall make no appointments for permanent office.
- The Vice President shall attend all meetings as requested by the president, with a written report to the president, of activities and action taken at each of these meetings.
- The Vice President shall perform such other duties as may be assigned to him by the Church Council.

#### **Section 3 RECORDING SECRETARY**

- Shall keep full and accurate minutes of all meetings and transaction of the congregation, and shall perform all such duties as generally pertain to the office.
- Shall keep an up-to-date record of all names and addresses of all active voting members of the congregation
- Shall keep a record of attendance of all active voting members at all Voters and Special Voters Assembly meetings

- Shall, at the end of each year, deposit in the accounting room for permanent preservation, the congregation's files, all business documents, correspondence and records, as well as all record books, excepting the one currently in use which, at the end of the term, shall be surrendered to the succeeding secretary.

#### **Section 4 TREASURER**

- Shall manage the funds of the general treasury of the congregation, receiving all moneys and making all disbursements.
- Shall keep an accurate account of all receipts and disbursements and shall report monthly to the Church Council and to the Voter's Assembly.
- Shall post records to show monthly, quarterly and calendar yearly reports as required.
- Shall keep all funds in a separate account in a local bank in the name of the congregation.
- Shall pay all salaries and wages and all fixed current bills monthly and all other bills on order of the Church Council.
- Shall keep all commercial papers, receipts, vouchers, check book and stubs, together with all account books until the books have been audited and found correct at the close of the year, and deposited them in the accounting room.
- Shall send all moneys collected for synodical, mission or other designated purposes to the proper entity by the tenth of the month, following their receipt.
- The treasurer, as well as the president, assistant Treasurer, vice president and financial secretary will be authorized to sign checks.

**Section 5 ASSISTANT TREASURER** The assistant Treasurer will perform the duties of the treasurer or such Duties assigned by the treasurer, and will attend Council Meetings and vote in the treasurer's absence.

#### **Section 6 FINANCIAL SECRETARY**

- Shall keep an accurate account of all budgeted moneys received, from whom or what source, and for what purpose intended
- Shall keep an accurate account in a special book supplied by the congregation, the names of the individual members and their contributions
- Shall report to the Church council monthly and to the Voter's Assembly
- Shall keep all entry sheets together with all accounts audited and found correct by the auditing committee and, at the end of each year, deposit account books in the accounting room for permanent preservation
- Shall prepare and post a roster of persons to be "counters" of offerings and other monetary gifts and misc. income weekly for the month designated
- Shall notify the "counters in advance of their assigned dates and times, and provide them with a detailed list of duties and the time frame for same.

**Section 7 ASSISTANT FINANCIAL SECRETARY** The assistant financial secretary will perform the duties of the financial secretary or such duties assigned by the financial secretary and will attend Church Council meetings and vote in the financial secretary's absence.

**Section 8 AIDES TO TREASURER & FINANCIAL SECRETARY** The treasurer and/or financial secretary may appoint an assistant to aid with their duties. This appointee will

have no vote on the church Council. This does not prevent the appointee from exercising the right to vote at Voters Assemblies. This person could head a committee for some special project; e.g.: “building Fund”, “parking lot”, etc.

**Section 9 FINANCIAL MANAGERS** shall consist of the treasurer, assistant treasurer, financial secretary, assistant financial secretary and the president.

- The treasurer of the congregation shall serve as chairperson of the financial managers.
- The Board shall meet at as needed.
- The Board shall prepare a yearly budget and/or budgets as necessary, and present to the Voter’s Assembly as required, once yearly at the October meeting. Incoming financial managers shall be part of the Budget process.
- The Board of financial managers will insure all boards operate within the limits set forth by the approved congregational budget.
- All affiliated organizations that use the name First Lutheran will be audited by the assistant treasurer or person designated by church council. This includes, but does not limit to Women of First Lutheran, First Lutheran Youth, and Endowment Board.

#### **PART B BOARDS**

All Boards work within constraints of the Church budget.

**Section 1 TRUSTEES** Following each year’s election, the Board of Trustees shall elect their chairperson. The trustees shall represent the congregation in all legal matters, transacting all business for the congregation. However, the trustees shall, in all such matters, act only in accordance with the instructions and resolutions of the Church Council and the Voters Assembly. They shall have charge of all property of the congregation, and shall be responsible for the care, upkeep and management of all buildings and real estate of the congregation. They shall, therefore:

- Regularly inspect the church properties and report needed repairs to the Church Council and Voters Assembly
- In an emergency, give orders for immediate repairs and, therefore, be empowered to expend an amount not exceeding \$1500.00
- Have supervision of janitorial service, (see attachment for job description - Housekeeper), working with them to see that they have cleaning supplies and equipment
- Give directions to them for “special events” that are to be held on the property and when they will take place
- Check with church office secretary, or Pastor to see that all equipment, furnishings and lighting are in good working order
- Put away supplies/records etc., as requested when need arises
- Check for any special request from other Boards or groups pertaining to use of buildings or property
- See that the property of the congregation is protected against loss or damage
- Report to the Church Council and Voters Assembly concerning the insurance in due time, so that the policies may be properly renewed and updated
- See that all deeds, documents, important and valuable papers shall be properly and securely kept in a vault furnished by the congregation and permanently

preserved

- Meet monthly or as special needs demand, subject to call by the chairperson, president or pastor
- Make a written report covering their activities monthly to the Church Council and to the Voters Assembly.

**Section 2 ELDERS** The elders are to assist the pastor with his work within the congregation and particularly in matters pertaining to the spiritual welfare. They are to do all in their power to help him further the internal and external growth of the church. To this end, the elders shall:

- See that all services and meetings are punctually held and that good order is maintained, during and after all services and meeting.
- Be the overseers of the Altar Guild, working with or assisting the guild when requested
- Assist the pastor as he may require at Baptism and at Holy Communion
- Be responsible for the services in the absence of the pastor
- Notify the pastor of sick, spiritually distressed, and other members in need of spiritual care Accompany the pastor while making such calls, if he shall request them to do so
- Be watchful that the congregation observe its duties toward the pastor according to the Table of Duties (I Cor.9:14; Gal. 5:6-7; I Tim 5:17; I Thes. 5:12-13; Heb. 13:17)
- Aid the pastor in a program aimed at improving the spiritual life of the membership and suggest to the pastor steps he might take to make his work more effective. In order to maintain spiritual harmony between the pastor and the congregation, all grievances not resolved between the parties involved would be brought to the attention of the Board of Elders.
- Be responsible for getting procedures to resolve any such grievances
- Be responsible for appointing the Head Usher
- One Elder representative per 50 or less communicants
- Head Elder to submit a written report of monthly activities to Church Council and Voters Assembly.

**Section 3 CHRISTIAN EDUCATION** It shall consist of a minimum of three (3) members. The responsibility delegated to the board involves promoting, directing and supervising the total program of education in the congregation. They shall:

- Establish agencies (Sunday School, Bible Class, V.B.S., Home Bible Study, etc.) for all age levels and set up adequate training for teachers, other than Christian Day School teachers.
- Provide adequate facilities, equipment, and suitable instructional materials
- Keep records and prepare reports for the church Council and the Voters Assembly on enrollments, attendance, expansion, evangelism, etc.
- Foster home/church cooperation in Christian education
- Work with other departments to coordinate the program of Christian education with the total work of the church.

**Section 4 WOMEN OF FIRST LUTHERAN**

- All women of the congregation are considered members, and are encouraged to

attend meetings, held monthly, September through May.

- The officers, President, Vice President, Secretary, and Treasurer are elected by the WFL members.
- An independent checking account is maintained.
- A monthly report of activities and finances is provided to the Church council.
- The organization will be represented at Church council by the president or her appointee.
- Activities including planning, hosting, participating in and supporting activities of the congregation, individual boards and groups.
- Fund-raisers are held, with the profits designated for needs at the church, and outreach to the needy in the community.
- As a unit of the Lutheran Women's Missionary League (LWML), members participate in District and Zone conventions, retreats and rally's, and share materials for prayer and Bible studies. Individual financial contributions in the form of Mite Box donations, to be used for mission work throughout the world are encouraged.

**Section 5 EVANGELISM** It shall consist of a minimum of three members. The object of this board involves all phases of mission education and mission promotion directed toward cultivation of a greater missionary concern for the unchurched at home and abroad, and among members of the congregation. They shall:

- Oversee the "Door Step" project which makes calls on visitors to our church
- Establish means to locate new people to the community and follow up with visits, supplying them with materials, etc. and inviting them to our church for worship and fellowship.
- Be responsible for changing the lighted "Road Sign", re: service times, Sunday School, V.B.S., Advent, Lent and/or other special events or activities

**Section 6 STEWARDSHIP** It shall consist of at least one (1) member for each fifty (50) communicants or fraction thereof, but not less than three members. They shall:

- Promote education in the principles and practices of the total stewardship life
- Promote an appreciation of the privileges and responsibilities of membership in a Christian congregation
- Promote a training in the grace of giving and adequate support for the program of the congregation, including its outreach through District and Synod
- Promote the enlistment and training for the stewardship work of the church
- Promote a cultivation of a greater mission consciousness and concern
- Prepare slate of church officers and present to the June Council meeting for the July Voters Assembly.

**Section 7 FINANCIAL MANAGERS** The Board shall consist of the treasurer, assistant treasurer, financial secretary, assistant financial secretary and the president. The treasurer of the congregation shall serve as chairperson of the financial managers.

- The Board shall meet at least quarterly and/or upon the call of the chairperson, president, or pastor.
- The Board shall prepare a yearly budget and/or budgets as necessary, and present to the Voters Assembly as required, once yearly at the October meeting. Incoming financial managers shall be part of the budget process.

- The Board of financial managers will insure all boards operate within the limits set forth by the approved congregational budget.

**Section 8 AUDITING COMMITTEE** The auditing committee shall consist of two members appointed by the president. It shall:

- Audit accounts and account books of the treasurer of the congregation annually
- Check all entries against receipts and vouchers, and shall convince themselves that all balances are either on deposit in the bank or on hand
- Audit books of the Financial Secretary, and see that all accounts are found in order
- Certify by signing auditing form provided that all books have been found to balance, and all accounts are found in order
- Submit a written report stating any recommendations that will make for more efficient means of accounting and reporting.

**PART C TERMS OF OFFICE FOR BOARD CHAIRPERSONS** In order that the boards foster new ideas and be ever watchful and alert to the needs of the congregation, chairpersons who are elected to such positions by their own members, shall serve in that capacity for two (2) years. \*In case of a vacancy, a new chairperson will be elected to complete the balance of that vacancy term.

\*Terms can be expanded by board vote.

**PART D SPECIAL COMMITTEES** Committee's appointed by the president of the Church Council/Voters Assembly to perform a special task shall perform their assigned task as outlined by the appointing body:

- They shall seek input from members of the congregation
- Elect a chairperson from among the members of the committee. It shall be the responsibility of the chairperson to see that such input is relevant and is incorporated into all reports of the committee's findings.
- The chairperson shall serve as such until the completion of the committee's task, and dismissal by the appointing body.

**PART E CUSTODIAN OF RECORDS** The president shall appoint, in accord with the pastor, a Custodian of Records. The custodian shall:

- Be responsible for maintaining all church records
- Maintaining a permanent file, showing deposition of all records as approved by the Church Council. (see job description)

### **ARTICLE VIII - CALLING A PASTOR**

The "Call Committee" shall consist of one person from each Board, (chairperson, or board member, or a person from an agency of that board). The committee shall follow the procedure as outlined in the "Manual of the Florida/Georgia District for calling a Pastor".

### **ARTICLE IX - MEETINGS**

**Section 1. Regular Voters Meetings.** Congregational meetings (Voter's Assembly) shall be held on the second Sunday of October, February and May of each year. The hour of the meeting to be announced by the Church Council

Section 2. Special Voter's Meetings Special meetings may be called by the pastor, president, or Head Elder upon notification to the Church Council.

Section 3. Church Council The Church Council will meet monthly.

Section 4. Boards The elected boards will meet monthly.

## **ARTICLE X - REPORTS FROM INTRA-CONGREGATIONAL ORGANIZATIONS**

Section 1. Written Reports All intra-congregational organizations shall submit written reports to the appropriate board, who then shall report to the Church Council and/or Voters Assembly. The chairperson of each of these organizations shall submit a report in writing to the president prior to the holding of such Voters or Council meeting.

Section 2 . Briefing New Members All boards are expected to brief new members on the operations, expectations and church status and provide them with a "job description".

## **ARTICLE XI- AMENDMENT PROCEDURE**

See Article XIV of the Constitution.

## **ARTICLE XII - CONCLUSION**

These are the valid By Laws of this congregation, FIRST LUTHERAN CHURCH OF INVERNESS, FLORIDA, to which each member will adhere.  
April 25, 2004

**These Bylaws shall be reviewed yearly in September by the church council.**

## **ARTICLE VI – NOMINATIONS AND ELECTIONS**

Section 1 – Nominating Procedures A nominating committee, composed of the Board of Stewardship and Pastor, shall place names in nomination for each elective office, and shall present the slate of officers at the September Council meeting for confirmation and then published in the October Newsletter and weekly church bulletins. The election will take place at the October Voter's Assembly. Additional nominations may be made from the floor, providing the nominees have agreed to allow their names to be placed for a vote.

### Section 2 – Elections

Elections of officers shall take place at the October Voter's Assembly. All elections shall be by ballot. All elections shall be governed by parliamentary procedure (Robert's Rules of Order).

### Section 3 – Terms of Office

- Office of the president, vice-president, secretary, treasurer, assistant treasurer, financial secretary, and assistant financial secretary, shall be two years
- President, secretary, assistant treasurer, assistant financial secretary will take office on the even number year
- Vice president, treasurer, financial secretary will take office on the odd number year
- ◆ Office for Board members shall be three years. A minimum of one Board member

shall expire each year

- The president may succeed this term for one additional two year term.