

ASCENSION LUTHERAN CHURCH
CHARLOTTE, NORTH CAROLINA

CONSTITUTION

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, John 13:35, Galatians 6:10), administer the office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (I Corinthians 14:40) in the Church.

Therefore, we, a number of Lutheran Christians living in and near Charlotte, North Carolina, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I -- NAME

- A. This congregation shall be called ASCENSION LUTHERAN CHURCH.
- B. The corporate name of this congregation is ASCENSION LUTHERAN CHURCH.

ARTICLE II -- PURPOSES

The purposes of this congregation are:

- A. To fulfill the Great Commission.
- B. To provide pastoral care for its members.

- C. To preach and teach the Word of God and administer the sacraments in accordance with the confessional standards of the Lutheran Church.
- D. To preserve purity of doctrine.
- E. To exercise and promote Christian love and fellowship and works of charity.
- F. To provide religious instruction to persons of all ages.

ARTICLE III -- CONFESSION

This congregation believes, holds and accepts

- A. All the canonical books of the Old Testament and the New Testament of the Bible to be the inspired Word of God and the sole rule for faith and life.
- B. All the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord, the Ecumenical Creeds (Apostolic, Nicene and Athanasian), the Unaltered Augsburg Confession of 1530, the Apology of the Augsburg Confession, the Catechisms of Luther, the Smalcald Articles and the Formula of Concord as the correct and sound exposition of Christian doctrine taken from and in full accord with the Holy Scriptures.
- C. That no doctrine which conflicts with or sets aside the foregoing norm of doctrine shall be taught or tolerated in this congregation.

ARTICLE IV -- SYNODICAL AFFILIATION

This congregation shall be affiliated with the Lutheran Church--Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confessions and constitution of this congregation as set forth in Article III hereof.

ARTICLE V -- THE SOVEREIGNTY OF THE CONGREGATION

This congregation as a body shall have the supreme power in the external and internal administration of its affairs. Any right or duty which may have been delegated by this congregation to an individual member or a group of members within the congregation shall always be subject to revision by the congregation.

October 21, 2013

ARTICLE VI -- THE PASTORAL OFFICE AND CALLED PROFESSIONAL PERSONS

The pastoral office of this congregation shall be conferred only upon ministers or candidates for the reverend ministry who profess acceptance of and pledge faithful adherence to the confession of this congregation as set forth in Article III. All called professional persons of this congregation shall likewise conform to this requirement.

ARTICLE VII -- RIGHTS TO PROPERTY IN CASE OF SCHISM

If at any time a separation shall take place in this congregation, the real and personal properties of this congregation, its temporalities and revenues, and all rights and benefits thereof, shall be vested in those members who adhere to Article III and Article IV of this Constitution.

In the event of dissolution of this congregation, all assets and property of the congregation shall become the property of the Southeastern District of the Lutheran Church--Missouri Synod with which this congregation is affiliated.

Further, in the event this congregation is itself unable to make the decisions and/or determinations required by the two preceding paragraphs of this article, this congregation shall:

1. Request that the Southeastern District of the Lutheran Church--Missouri Synod (or its successor) furnish a mediator to resolve the matter and make decisions and/or determinations mandated by the first two paragraphs of this article.
2. Should the mediator be unable to resolve the matter, the congregation will ask the Southeastern District of the Lutheran Church--Missouri Synod (or its successor) to review the findings of the mediator and furnish the congregation with the District decision.
3. The result obtained by the District (specified in No. 2 above) may be appealed to the Lutheran Church--Missouri Synod (or its successor).

ARTICLE VIII -- CONFIRMED MEMBERSHIP

- A. Confirmed membership in this congregation may be held only by those who:
1. Are baptized in the Name of the Triune God.
 2. Have declared their acceptance of the confessions of this congregation as contained in Article III of this Constitution.

October 21, 2013

3. Have been accepted into confirmed membership in accordance with the bylaws of this congregation and shall remain faithful to the responsibilities of membership contained in those bylaws.
 4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
 5. Are not members or adherents of any unchristian or ungodly society. (II Corinthians 6:14-18).
- B. The membership and membership privileges of each confirmed member shall remain in force so long as each member shall maintain his eligibility according to the five points recited in Section A of this article and shall meet the requirements stated or implied in the disciplinary or other provisions of the bylaws. A member who voluntarily severs his connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes himself/herself according to the provisions of the bylaws, shall be deemed to have terminated his/her membership in this congregation along with all rights and privileges of such membership.

ARTICLE IX -- BAPTIZED MEMBERSHIP

Baptized members are all members who have been baptized, including children on the membership rolls who have not yet confirmed their baptismal vows.

ARTICLE X -- ASSOCIATE MEMBERSHIP

Associate membership shall be granted to Lutheran people who are one with us in faith and share in the fellowship of this congregation, but who for good reasons have not joined with this congregation in other membership. This congregation recognizes a distinct responsibility by including them in the congregational activities--particularly those programs of education, service and fellowship.

While associate members are not eligible to vote in the Voters' Assembly meetings, they shall be encouraged to attend and have their voices heard. Associate members may also be appointed as advisory members of boards and committees.

ARTICLE XI -- ORGANIZATION

A. Voting membership

This congregation shall be represented by, and administer all its affairs through, its Voting Membership.

Only confirmed members, who have qualified according to the membership provisions of the bylaws shall be received as voting members of this congregation.

B. Administrative Boards

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the following boards:

1. Board of Lay Ministry
2. Board of Evangelism
3. Board of Small Groups
4. Board of Stewardship
5. Board of Church Properties
6. Board of Parish Fellowship
7. Board of Family Ministry
8. Board of Caring Ministry
9. Board of Finance

All members of the administrative boards and their directors shall be elected by the Voters' Assembly.

C. Officers of this Congregation

The officers of this congregation shall consist of:

1. Executive Director
2. Assistant Executive Director(s)
3. Treasurer

--all elected from among the voting membership in accordance with the bylaws of this congregation.

A Secretary shall be appointed by the Executive Director and this Secretary shall have no vote on the Parish Planning Council.

A congregational representative of the Circuit 15 Congregational Mission Advocate Team shall be elected by the congregation and shall be a voting member of the Parish Planning Council.

The Executive Director of this congregation (or the Assistant Executive Director(s) when acting as the Executive Director) shall have a voice on all administrative boards, but his/her right to vote shall be limited to such board(s) on which he/she may hold membership. The Pastor(s) and Assistant(s) to the Pastor(s) of this congregation shall be advisory members of all boards and their associated committees, and may at his/her discretion attend any or all meetings related to congregational activity of any kind.

D. Parish Planning Council

The Parish Planning Council shall consist of the Pastor(s), the Assistant(s) to the Pastor(s), the Executive Director, the Assistant Executive Director(s) and the Treasurer of this congregation together with the Directors of the Administrative Boards listed in Section B of this article. They shall hold a position on the Parish Planning Council by virtue of their call or election by the voting members of this congregation so long as their terms of office continue. The Charlotte Lutheran Schools shall also be represented on the PPC by an Ascension member of the School Board.

Circuit 15 of the Southeastern District will be represented by the Congregational Mission Advocate Team representative.

E. Rights and Powers

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated Bylaws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its voting membership. Each administrative board, along with the Parish Planning Council, shall be responsible for the performance of such duties as the voting membership may delegate to them by resolution. Such specially delegated right and powers, both of officers and administrative boards, shall be subject to revision or complete withdrawal by the voting membership at its discretion.

ARTICLE XII -- PASTORS AND STAFF PERSONNEL

Only such candidates shall be called and elected to serve as Pastor(s), or as Lay Pastoral Assistant(s), who profess acceptance of and pledge faithful adherence to the confessions of this congregation as set forth in Article III of this Constitution.

In the absence of adequate cause for dismissal, as defined in the bylaws of this congregation, the tenure of office of called or elected Pastor(s), Lay Pastoral Assistants to the Pastor(s), or other called staff personnel shall be the remainder of their active life or until the Lord calls them to another field of service.

However, nothing in this article shall operate to prevent the congregation from entering into a contract

arrangement with other staff personnel. The purpose of this provision is to permit this congregation to contract for its staffing requirements.

ARTICLE XIII -- SOCIETIES

Societies may be organized within this congregation only with the expressed approval of the voting membership, and all such societies shall be under the supervision of the Pastor(s) and the appropriate administrative board. Only confirmed members of this congregation shall be officers of such societies or groups. Any decisions of or performance by societies or groups shall be invalid if they conflict with this Constitution and its associated Bylaws. The Pastor(s) by virtue of their office(s), shall be advisor(s) to such congregational societies or groups.

ARTICLE XIV -- VALIDITY OF RESOLUTIONS

All congregational matters shall be decided by a simple majority vote of the qualified voting members present and voting at a properly-called meeting of the voting membership, except as otherwise provided in this Constitution and its associated Bylaws.

ARTICLE XV -- AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the articles listed in Section B of this Article, by a three-fourths majority of the votes cast in a regular meeting of the voting membership, provided that the intention to amend this Constitution and the wording of the proposed amendments shall be presented to the congregation in worship assembled on two different Sundays and shall be printed and mailed to all voting members of record ten days prior to the date upon which the amendment is presented to the Voters' Assembly for action.
- B. Articles II, III, V, VI, and VII of this Constitution are hereby made irrevocable.

ASCENSION LUTHERAN CHURCH
CHARLOTTE, NORTH CAROLINA

B Y L A W S

ARTICLE I - CONFIRMED MEMBERSHIP

Section 1. Application for Membership--Procedure

Applicants for confirmed membership in this congregation shall consult the pastor(s) who shall determine whether such applicants are eligible for membership in accordance with Article VIII of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction and to make profession of their faith.

Applicants from other Evangelical Lutheran Churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran Church has lapsed, the pastor(s) may arrange a period of re-instruction prior to reaffirmation of faith by such applicant.

After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as confirmed members shall be recommended by the pastor(s) to the Board of Lay Ministry, who shall have the authority to act on such applications on behalf of the voting membership. The roster of new members shall be published in the various news media of the congregation.

Section 2. Privileges and Duties of Confirmed Members

It shall be the privilege and duty of members of this congregation to:

Grow in the Christian faith and life through faithful use of the means of grace, searching Scripture at home and in fellowship with other members of this congregation and its agencies, and partaking of the Lord's Supper frequently.

Live a morally decent life before God and mankind, abstaining from open works of the flesh (Galatians 5:19-21) and conduct themselves at all times so as to bring credit rather than blame upon the church of Jesus Christ.

Provide for the proper Christian training of their children by instruction at home and through the agencies of the congregation.

Contribute toward the maintenance of this congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.

Place their God-given talents and abilities at the disposal of the pastor(s), the officers and other agencies of this congregation as set forth in its Constitution and Bylaws, so that the purposes and functions of this congregation may be effectively implemented.

ARTICLE II - VOTING MEMBERSHIP

Section 1. Eligibility

Any confirmed member of this congregation who is at least eighteen (18) years of age shall be a Voting Member.

Section 2. Duties and Privileges of Voting Members

It shall be the duty and privilege of a voting member of this congregation to:

Conscientiously and prayerfully exercise his/her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church at large.

Willingly serve in any office or capacity for which his/her talents and abilities equip him/her.

Faithfully attend all meetings of the voting membership.

Assist with wholehearted diligence in administering both the temporal and spiritual affairs of this congregation.

ARTICLE III - DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline in Matthew 18:15-20, I Corinthians 5:1-5 and other related New Testament passages. The following procedure shall be followed under the direction of the pastor(s) and the Board of Lay Ministry:

Section 1. Membership--Termination

A. Transfers

A member desiring transfer to another Lutheran congregation shall apply to the pastor(s). Upon approval by the pastor(s) and the Board of Lay Ministry, a letter of transfer shall be issued by the pastor(s). The Board of Lay Ministry shall report all transfers to the congregation through church publications.

B. Joining Other Churches

In cases where members of this congregation have joined a non-Lutheran congregation, they shall--upon decision by the pastor(s) and the Board of Lay Ministry--be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership list of this congregation.

C. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of twelve (12) months shall be removed from the membership list of this congregation and placed in a file designated "Whereabouts Unknown." Such membership is terminated and shall be reported to the next regular meeting of the voting membership.

D. Excommunication and Self-exclusion

When a confirmed member of this congregation has not communed for three months, he/she will receive a visit from his/her respective lay minister and shall be admonished and encouraged. If such a member has not communed after six months, he/she shall receive another visit by at least two members of this congregation--one the respective lay minister and the other the pastor(s) or some other concerned member of this congregation. Additional admonition and encouragement shall be given.

However, should it appear that members are providentially hindered, the Board of Lay Ministry will seek to provide personal ministry and support in such times of need, and may institute additional worship and communion times as well as private communion.

This ministry shall continue until such time as lay ministers and pastors are no longer welcomed by the member or until such time as the member requests a release from membership.

If it is determined that there is no providential hindrance and if after nine months a member still has not communed and is not attending worship services of the church, he/she shall be evangelically admonished more firmly and told that if such neglect continues for another three months, it shall be interpreted as impenitence, lack of faith in Jesus Christ and indifference to church membership, duties and privileges. If then after twelve (12) months the member has not

responded to Christian admonition as outlined above, the member's name shall be transferred to the mission file of this congregation or turned over to the Board of Evangelism. The individual shall be notified of such action by certified mail and shall be declared to have excluded himself/herself from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation and also excludes the individual from the privileges of church membership.

SUCH A PERSON WILL, HOWEVER, AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN THIS CHURCH.

Excommunication is to be applied to any member who conducts himself/herself in an unchristian manner--that is, openly adheres to false doctrine, gives evidence of an immoral or offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Lay Ministry shall administer church discipline on behalf of this congregation.

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the pastor(s) and the Board of Lay Ministry. Both the acts of discipline and of restoration shall be reported to the confirmed members by whatever method the pastor(s) and the Board of Lay Ministry deem most suitable.

Section 2. Church Officers and Directors

Any officer or director of this congregation who willfully neglects the duties of his/her office may be deposed by a two-thirds majority vote of the voting membership present and voting in a regular meeting of the voters' assembly. The Board of Lay Ministry shall initiate such disciplinary action.

When an office becomes vacant by deposition, resignation death or excommunication of the incumbent, a successor to such officer or director shall be elected at the next meeting of the voting membership.

Section 3. Pastors and Professional Persons

Sufficient grounds for deposing a pastor or duly called professional person shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties or evident and protracted incapacity to perform the functions of office. Charges on any of these counts shall be carefully investigated by the Board of Lay Ministry.

Should such charges be substantiated by clear evidence, the person(s) involved shall first be given an opportunity to resign his/her position in the congregation. Such opportunity having been given and declined, the appropriate board or boards shall after consultation with the appropriate officers of the Southeastern District, notify the voting membership of the situation and shall submit the matter for

action at a special meeting of that body. A three-fourths majority of the voting members present and voting shall be required to depose a pastor or professional person.

Should the occasion to depose a pastor or professional person arise, the intended deposition shall be announced by the Director of Lay Ministry at regular divine services on the two Sundays preceding a special meeting of the voting members called for that purpose. All voting members shall be notified by mail at least two weeks in advance.

ARTICLE IV - MEETINGS OF THE CONGREGATION

Section 1. Regular Meetings

Regular meetings of the voting membership shall be held four times during each calendar year. Dates and times of all voters' meetings shall be set by the Parish Planning Council. One meeting of the voters' assembly shall include consideration of the budget for the following year.

All members of the congregation may attend the meetings of the voting membership and may, with the consent of the voting membership, submit recommendations or participate in a discussion of any given items of business before the voting membership.

Every meeting of the voting membership shall be announced at the worship services on the Sunday preceding the date of the meeting.

Section 2. Special Meetings

Special meetings of the voters' assembly may be called by the pastor(s) or Executive Director, at the request of any one of the administrative boards or at the request of ten (10) voting members of this congregation.

The Parish Planning Council shall give notice of the date and time of such meeting and of the nature of the business to be transacted. Such notice shall also be given at the Sunday worship services, but in no event less than one week prior to the date of the meeting. Additionally, a notice of any special meeting will be mailed one week in advance.

Section 3. Restrictions Pertaining to Voters' Assembly Meetings

Attending voting members present and voting at a properly-called voters' assembly meeting shall constitute a quorum, except as otherwise provided by the Constitution and Bylaws for dealing with certain specific situations herein defined.

In the event of a tie vote, the Executive Director shall cast the deciding ballot.

There shall be no voting by proxy.

Section 4. Order of Business

The order of business in regular meetings of the voters' assembly shall be:

1. Call to order
2. Devotion
3. Admission of new voting members
4. Adopt agenda
5. Minutes of previous meeting(s)
6. Reports of Officers and Boards
7. Pastor's report
8. Old business
9. New business
10. Adjournment
11. Prayer

ARTICLE V - THE OFFICE OF THE PASTOR AND STAFF PERSONNEL

Section 1. Procedure for Securing a Pastor and Staff Personnel

After consultation by the Parish Planning Council with the president of the Southeastern District (or with his representative), candidates for the pastorate shall be proposed at the next regular meeting of the voting membership or at a special meeting called for that purpose. Additional candidates may be proposed by a voting member at the meeting called to discuss candidates. The voters shall then adopt a list of candidates. At that meeting or at a subsequent regular or special meeting of the voting membership, the voters shall elect one of the proposed candidates by ballot and simple majority. It shall be the duty of the Executive Director to see that notice of his election is delivered promptly to the candidate in whatever manner the voting membership shall deem advisable.

In the case of a called or contracted lay minister, vicar, deaconess, parish worker, minister of music/organist or Director of Parish Education, the Board of Lay Ministry shall be the board to make a specific recommendation to the voters assembly.

Section 2. The Pastoral Office

The pastoral office is the authority conferred upon pastors by God through a call of the congregation (the holder of the priesthood and of all congregational authority). to exercise in public office common rights of spiritual priesthood on behalf of all. The pastoral office is the primary office in the

congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to each such office.

Upon being installed, the pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and as professed in the Book of Concord of the year 1580. He is further:

To administer the sacraments in accordance with their divine institution.

To discharge toward all members of the congregation the functions of a minister and curate of souls in an evangelical manner. In particular, to visit the sick and dying and to admonish indifferent and erring members.

To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion.

To guide the congregation in applying the divinely ordained discipline of the church.

To provide spiritual leadership and oversee the educational agencies and the various adult and youth organizations within the congregation.

To serve as an example by Christian conduct and to do all that is possible for the building up of the congregation and for the advancement of the Kingdom of Christ. By reason of his position, the pastor is not only a servant and steward of God, but also of the congregation. The pastor shall have authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Lay Ministry, so that the services are at all times in harmony with the doctrine of the Lutheran Church--Missouri Synod. Members of the congregation are obligated to accord the pastor(s) honor, love and obedience in his ministry of God's Word and to support his ministrations with diligence and faithful prayers, to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct and in every other way possible and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

Section 3. Office of Assistant(s) to the Pastor

This office may be filled by a qualified lay person, either called or contracted, and is directly responsible to the pastor. He/she is:

To assist the pastor in performing the duties and responsibilities of the office of pastor, under his supervision.

To supervise the equipping of the congregation for its Christian ministry.

ARTICLE VI - ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1. Nomination Procedure

At the January meeting of the voting membership in an election year, the Parish Planning Council shall announce its selection of qualified voting members who, together with the pastor(s), shall serve as the nominating committee. At this meeting, the voters may submit to the committee the names of possible candidates for office.

The nominating committee shall prepare a list of candidates drawn from among the members of the congregation who are 18 years of age or older.

Following the publishing of the nominating committee list, any confirmed member of the congregation may submit to the committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee along with the candidates already chosen, provided:

- a. That such names shall be submitted at least 15 days before the May meeting of the voters assembly, and
- b. That the nominating committee, through consultation with the pastor(s) and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them eligible for office and willing to serve.

The nominating committee, at least one week before the date of the May meeting, shall publish the final list of candidates for the following offices:

Executive Director
Assistant Executive Director(s)
Treasurer
Congregational Mission Advocate
Directors of Administrative Boards
Board Members--as necessary to complete the membership of the administrative boards.

Section 2. Election Procedures

From the list of candidates for each elective office submitted by the nominating committee, the voting membership shall, at its May meeting elect by ballot and simple majority the following officers in the following order:

Executive Director

Assistant Executive Director(s)

Treasurer

Congregational Mission Advocate

Directors specifically nominated for the directorship of the following boards:

Lay Ministry

Evangelism

Small Groups

Stewardship

Church Properties

Parish Fellowship

Family Ministry

Caring Ministry

Finance

Board members to the number required to complete the membership of each of the nine administrative boards.

The determination of the number of members required on each board shall be an annual function of the Parish Planning Council and shall be decided no later than the March meeting of that body. Only candidates defeated for office may be placed in nomination by the voting membership at the election meeting for any office not yet filled.

Section 3. Installation of Officers and Term of Office

The newly-elected officers and board members of the congregation shall be installed on the last Sunday in June and shall assume their duties of office on July first.

The term of office of all officers, directors and board members shall be two years, terminating June 30.

ARTICLE VII - DUTIES OF OFFICERS
FUNCTIONS, POWERS AND DUTIES
OF ADMINISTRATIVE BOARDS
AND THE PARISH PLANNING COUNCIL

Section 1. Duties of Officers

THE EXECUTIVE DIRECTOR of the congregation shall preside over all meetings of the voting membership. He/she shall also call and preside over all meetings of the Parish Planning Council. He/she shall to the best of his/her ability support the Constitution and Bylaws of the congregation. The Executive Director is an ex officio member of every board, committee, society and group within the congregation and shall attend the meetings of those groups from time to time as he deems expedient or respond to invitations to attend. The Executive Director shall coordinate the functions, plans and activities of the congregation.

The Executive Director shall appoint a financial review committee consisting of two qualified confirmed members other than the Treasurer or Financial Secretary to review all the financial records of the congregation at least annually and at such other times as the Executive Director may direct. The procedure for this financial review will be as provided in the LCMS Treasurer's Manual.

The Executive Director may appoint such ad hoc committees as, in his/her judgment would from time to time be necessary or desirable.

The Executive Director shall appoint a secretary immediately after he/she has taken office who shall continue in office until the Executive Director's term of office expires.

THE ASSISTANT EXECUTIVE DIRECTOR(S) of the congregation, in the absence of the Executive Director, shall act for and in place of the Executive Director. The Assistant Executive Director(s) shall be available for whatever duties the Executive Director shall assign to them as his representatives.

THE RECORDING SECRETARY shall be present at all meetings of the voting membership and of the Parish Planning Council. The Secretary shall record the minutes of such meetings in a permanent form. The Secretary shall also handle all official correspondence of the boards and committees as the Executive Director may from time to time direct.

THE SECRETARY/TREASURER is charged with responsibility for all monies of the congregation and will keep accurate records of all transactions affecting any and all of the monies of the congregation. All this is to be done in a systematic and orderly accounting fashion. The Treasurer will present a written financial report at meetings of the voting membership and will present at least a preliminary report to the Parish Planning Council.

The Treasurer shall pay all debts of the congregation as may from time to time lawfully fall due, including remission of offerings to missions, district and/or synod. Salaries will be paid as authorized by resolution of the congregation.

The Treasurer shall sign all checks. In the event the Treasurer is unable to sign checks, then the Executive Director or an Assistant Executive Director may sign.

The Treasurer shall be considered the Secretary/Treasurer of the congregation when legal documents require the corporate Secretary's signature or the Treasurer's signature.

The Treasurer, Financial Secretary, the Executive Director and Assistant Executive Director(s) shall furnish a surety bond in an amount to be determined by the voting membership. The congregation is to pay the premium for these bonds.

The Treasurer shall make available a record of the accrued disbursements and budget allotment of all boards of the congregation each month.

The Financial Secretary will report to the Treasurer promptly any and all monies received by the congregation from any source.

Footnote: The Financial Secretary is appointed by the Executive Director, and a description of the duties of the Financial Secretary are detailed in these bylaws under Board of Finance, item 9.

THE CONGREGATIONAL MISSION ADVOCATE will represent Ascension congregation on the Circuit 15 Congregational Mission Advocate Team.

He/She will have a heart for mission in the community and Circuit area and assist the CMAT in identifying, developing, initiating, and communicating and financial planning of any viable mission opportunities.

He/She will communicate both existing and new Circuit mission opportunities and needs to Ascension congregation and promote sponsoring and/or partnering with other "Circuit" congregations.

Meet with the CMA Team as required.

Attend all meetings of the Parish Planning Council and the congregation.

Serve a two year term of office.

THE PARISH PLANNING COUNCIL

NOTE: For purposes of convenience and brevity, the Parish Planning Council may from time to time herein be referred to as the PPC.

The PPC shall be the coordinating body between the pastor(s), the congregation's officers and the administrative boards.

The PPC shall present to the voting membership a plan of activity for the coming church year and also present a report of long-range plans for development and expansion of Christ's work in our midst.

The PPC will prepare the agenda for all regular meetings of the voting membership and set the dates and times for meetings of the voting membership.

The PPC will appoint a nominating committee and will fill the unexpired terms in the event of vacancies. Such unexpired terms will be filled by appointment, subject to election by the Voter's Assembly.

The PPC may adjust the minimum number of members required for each administrative board for the coming year.

The PPC will meet no less than four times a year and will publish one year in advance a list of its regularly scheduled meetings.

The PPC shall discuss, evaluate and coordinate the activities of the administrative boards and be available at all times for any additional duties which the voting membership may impose upon the PPC.

The PPC shall settle jurisdictional disputes between the several administrative boards.

The PPC shall keep a permanent record of the minutes of its meetings.

THE ADMINISTRATIVE BOARDS

A. THE GENERAL DUTIES AND POWERS OF ADMINISTRATIVE BOARDS

NOTE: For convenience and reading ease, the Administrative Boards may be herein referred to as the AB(S).

Each AB shall submit a written report of its activities at each PPC meeting, regular meetings of the voting membership and at such other times as the voting membership may require.

October 21, 2013

Each AB shall keep a permanent record of the minutes of its meetings, which shall be available for inspection at any time.

Each AB shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the voters assembly, provided that the voting membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time. Each administrative board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.

B. ORGANIZATION AND MEETINGS OF ADMINISTRATIVE BOARDS

Each AB shall be under the direct control and supervision of the director of that board. Following the election of the director of each board and the number of members required, the director of the respective board shall designate and appoint from among the board members at his own discretion those individuals who are to be responsible for various phases of the work of that board. Such appointments are to be made within two weeks of the date of their election and notification of such appointments is to be given to the Executive Director of the congregation for publication to the members in the manner he deems most advisable.

The Director of each board may call as many meetings of his/her board as are deemed necessary to carry out the work of the board. The pastor(s) or the Executive Director may call special meetings of any AB at any time, having given advance notice of the date, time and subject matter of such meetings to all members of the particular board involved.

C. THE ADMINISTRATIVE BOARDS OF THIS CONGREGATION SHALL BE:

1. Board of Lay Ministry
2. Board of Evangelism
3. Board of Small Groups
4. Board of Stewardship
5. Board of Properties
6. Board of Parish Fellowship
7. Board of Family Ministry
8. Board of Caring Ministry
9. Board of Finance

1. BOARD OF LAY MINISTRY

The Board of Lay Ministry shall consist of no less than 12 members.

This Board is an extension of the pastoral office. As such, the Board of Lay Ministry assumes responsibility to:

- a. Pray for the pastor(s) and other spiritual leadership of the congregation, whether professional or volunteer.

- b. Encourage and support the pastor(s) in word and action.
- c. Attend to the spiritual, temporal and personal welfare of the pastor(s) and family(ies).
- d. Assist the pastor(s) in counseling difficult cases and personal problems with the object of finding a rightful solution.
- e. Give counsel to the pastor(s) in the administration of the church office and its personnel.
- f. Maintain Christian discipline in the congregation, as outlined in Article III of these bylaws.
- g. Exercise spiritual care over the geographical area or family groupings assigned to each lay minister.
- h. Engage in continual review of communion and church attendance, make calls on delinquents and follow up on all newborn children in the congregation until they are baptized.
- i. Engage in training from time to time to improve lay ministry skills.
- j. Provide substitute pastoral help like assistants, substitute clergy and guest speakers as necessary.
- k. Term of office of lay ministers is two years.
- l. Train and supervise ushers.
- m. Assist Altar Guild in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings and vestments, and provide for expendable items of worship.
- n. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and Board of Stewardship.
- o. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article IV of the Constitution and Article I of the Bylaws.
- p. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
- q. Investigate cases of severe financial need within the congregation and make specific recommendations for use of the family life fund.

October 21, 2013

- r. As to the worship function of the congregation:
 - 1. Supervise the music ministry and its personnel.
 - 2. Assist the pastor(s) with communion distribution, reading of Scripture, preaching, etc., as required.
 - 3. Recommend forms of worship, liturgies and hymns for use in public worship.
 - 4. Plan and publicize all services for the year.
 - 5. Recommend personnel for the music staff as required for public worship.
- s. Do an annual self-study of the board's work.
- t. Submit a timely budget request annually.
- u. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

2. BOARD OF EVANGELISM

This board shall consist of an elected director and no less than seven other board members.

This board shall help members grow in their own discipleship so that the Gospel might be spread and others might become disciples of Christ.

The board--either as a body or severally--shall:

- a. Share with the pastor(s) in proclaiming the Gospel.
- b. Encourage prayer in church and home for the spiritual and temporal needs of all people--in the church and outside it.
- c. Promote "soul-keeping" by encouraging members to share Christ with each other.
- d. Promote an ongoing discipleship and evangelism training ministry for personal spiritual growth and outreach.
- e. Appoint a coordinator of public relations to identify the congregation to the community as a Gospel-centered church.
- f. The basic objectives of the coordinator are the presentation to the public of a Christian

image which will reflect favorably upon the work of Christ and of the congregation as His instrument, the publicizing of the work of the congregation through various channels, and the general integration of the congregation's work into the life of the community.

- g. Utilize the evangelism potential of the Lutheran Hour and This is the Life--together with other synodical evangelism vehicles. Further, to use the societies of the congregation to promote evangelism to persons of all ages.
- h. Emphasize evangelism through an intensive every-member education program annually.
- i. Maintain an ongoing visitation program, offering people more than membership in a church--a saving relationship with Christ.
- j. Canvass the congregation's area of responsibility and effectively record, study and utilize the results in churching the lost and straying.
- k. Be responsible for maintenance and follow-up of a prospect file at all times.
- l. Be responsible for maintenance and follow-up of lay visitors.
- m. Before organization of pastor's instruction classes, conduct special visitations to witness for Christ and to invite prospective members to attend.
- n. Promote and direct congregation-wide evangelism undertakings.
- o. Maintain contacts with persons moving into or out of our community--both prospects and members.
- p. Receive and orient new members and review their progress after a six-month period and report to the Board of Lay Ministry.
- q. Periodically sponsor dinners, fellowship nights, etc. in conjunction with the Board of Parish Fellowship, which will serve the cultivation, reception, orientation and integration of new families or individuals.
- r. Organize and maintain a greeter's program and promote an atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means for continued improvement.
- s. Do an annual self-study of the board's work.
- t. Submit a timely budget request annually.

- u. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

3. BOARD OF SMALL GROUPS

This board shall consist of at least 9 members, including the elected director of the board and the Sunday school superintendent. The Director of Small Groups shall be an advisory member of this board.

The basic objectives of this board are to plan and administer the total educational program of the congregation, to determine policies, to select personnel for the various agencies, to allocate means and facilities for the agencies, and to direct and supervise the entire educational program of the congregation.

In order to carry out its work, this board shall:

- a. Be responsible for the Christian nurture of children, youth and adults in the congregation and in the community beyond.
- b. Establish objectives, set policies for and supervise the total education program for each education agency in the congregation, including the personnel; i. e., for the Sunday School, weekday school, VBS, confirmation classes, Bible classes and all other educational groups.
- c. Approve curriculum and analyze performance of each education agency and seek constant improvement.
- d. Continually review existing agencies and programs to determine whether all groups and individuals are being served, and recommend revisions and additions as deemed advisable.
- e. Maintain a "people accounting system" to record members' participation in the education programs and to follow up the uninvolved.
- f. Together with the Board of Family Ministry assimilate newly-confirmed youth into appropriate agencies for study and activity.
- g. Provide for the recruitment of pupils for the educational agencies of the church.
- h. Encourage increasing participation of every congregation member in Bible study.
- i. Delegate administration of education agencies to qualified persons.
- j. Enlist, train, place and continue to train lay teachers as the congregation's needs require.

- k. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
- l. Strengthen families as basic units of Christian education and closely relate congregational agencies to the homes through parent-teacher organizations, conferences, etc.
- m. For administrative purposes and program development, supervise the work of children's groups such as Boy Scouts and all other such agencies.
- n. Encourage educational programs in societies of the congregation.
- o. Initiate special classes, courses, conferences, retreats and the like for special purposes and for special groups.
- p. Examine the need for special education opportunities for handicapped persons.
- q. Provide for the professional growth of the educational staff through conferences, conventions, continuing education and the like, and request the necessary funds in the yearly budget.
- r. Maintain and improve the church library.
- s. Study the helps suggested by the education departments of synod, district and circuit.
- t. Establish and maintain a continuing program for the recruitment of full-time workers in church vocations--such as pastors, teachers and deaconesses.
- u. Oversee the ALC participation in Charlotte Lutheran Schools, including the nomination of delegates, as outlined in Article VIII of these By-Laws
- v. Establish and maintain a permanent file of all children and youth of the congregation by age, grade level and the like, and see to it that such a file is kept continually up to date. Example: Cradle roll.
- w. Annually examine the education facilities and equipment and make recommendations to the Board of Church Properties as to upkeep, repairs and replacements needed as well as new equipment needed.
- x. Check the safety of education facilities--steps, handrails, lights, exits, housekeeping practices, fire drills and the like on a regular basis.
- y. Do an annual self-study of the board's work.
- z. Submit a timely budget request annually.

October 21, 2013

- aa. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

This board shall provide for active expression of Christian love and concern as an integral part of the total education program.

4. BOARD OF STEWARDSHIP

This board shall consist of a director and no less than 6 members.

This board shall through training and other communication vehicles encourage and develop good stewardship attitudes in the members of the congregation with respect to their time, talents and temporal resources. This board shall provide for the training and use of congregation members for the work of Christ's kingdom. To the extent of its ability this board shall insure the financial stability of the congregation by developing a program of dedicated, proportionate first-fruits giving.

In order to carry out its purposes, this board shall:

- a. Study the scriptural principles of the total-life stewardship calling of the Christian--as a member of his/her family, as a neighbor and citizen and as a congregational member. This board will share with the congregation from time to time what they have learned from their study and encourage and provide opportunities for individual talent development through various training programs and workshops.
- b. Encourage members both old and new for service in the congregation.
- c. Annually to confront each member personally with biblical stewardship principles and annually give each member an opportunity to make a commitment of his temporal resources for kingdom work through the congregation.
- d. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording and dissemination to the appropriate board director and/or committee chairperson of all talents and abilities among incoming members.
- e. Provide opportunities for the development of spiritual gifts (training courses, workshops, etc.)
- f. Encourage gospel-oriented, joyous, liberal proportionate, first-fruits giving as our thankful response for God's blessings.
- g. Promote support for missions and charities through ongoing information communication, education and special offerings.

- h. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole.
- i. Encourage stewardship programs in the societies and auxiliaries of the congregation.
- j. Cooperate closely with the circuit and district stewardship committees and fully inform the members of the congregation about opportunities to expand our outreach into the world through district and synod.
- k. Do an annual self-study of the board's work.
- l. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.
- m. Submit an annual budget request for the coming year.

5. BOARD OF CHURCH PROPERTIES

This board shall consist of a director and no less than 8 members. Three of these members shall regularly sit as the Building and Expansion Committee, one of whom shall be chairman of that committee.

This board is charged with:

- the maintenance and repair of church properties
- representation of the congregation in all legal matters
- protection of the congregation against loss or damage of all kinds
- purchase, repair and replacement of church properties and equipment.

In order to carry out its basic objectives, this board shall either corporately or through specifically designated individuals:

1. Make an annual inspection of church properties and equipment and recommend needed repairs, improvements or replacements to the voting membership.
2. Conduct an annual inventory of all church properties, equipment and supplies, including acquisition date and the approximate value of each item.
3. As necessary, engage adequate custodial help with the approval of the congregation. The board shall meet with the custodial staff periodically to discuss the care of the properties and the needs and problems of custodial service.
4. Prepare for the custodial staff a detailed list of required daily, weekly, monthly or annual maintenance of the properties of the congregation.

5. Annually review and recommend salaries for the custodial staff. Also, recommend policies regarding employment practices.
6. With the approval of the congregation establish regulations governing the use of church real estate and other church properties.
7. Coordinate the schedule of activities within the facilities in conjunction with the Parish Planning Council.
8. Make and issue keys for church property and keep and review annually a list of the keys issued.
9. Supervise, control and recommend adequate and orderly storage facilities for all church property, equipment and supplies.
10. Annually check the adequacy of all types of insurance on the church properties and negotiate insurance contracts.
11. Check all property twice a year for fire and safety hazards.
12. Enlist work crews for special repairs, improvements, cleaning, painting, decorating and landscaping.
13. Arrange for immediate repairs of an urgent nature and all other repairs and alterations for which budget funds have been allocated.
14. Negotiate service contracts for the organ, office machines and other properties requiring such contracts.
15. Make an annual inventory of official documents in safekeeping and enter this inventory in the official minutes of the voting membership.
16. Sign official documents and contracts that have been negotiated and approved by the congregation, and to this end the director of the board shall appoint two members of the Board of Church Properties to serve as trustees for the congregation.
17. Obtain legal assistance on the laws governing not-for-profit organizations, contracts, deeds and the like.
18. Set policies and fees for rental, use and lending of church properties.
19. The Building and Expansion Committee will carry on a continuing study of the needs of the congregation with respect to physical facilities to insure the appropriateness and adequacy of those facilities. This committee shall:

October 21, 2013

- a. Be responsible for planning and development of church expansion.
 - b. This committee shall report its findings and recommendations to the Board of Church Properties.
 - c. Carry out the directives of the Board of Church Properties respect to purchases of church property and all new construction.
- 20. Submit an annual budget request to the Board of Stewardship for the coming year.
 - 21. Do an annual self-study of the board's work.
 - 22. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

6. BOARD OF PARISH FELLOWSHIP

The objective of this board is to strengthen spiritual and social fellowship among the members of the congregation by building mutual cooperation, trust and enjoyment. Special efforts will be made to integrate new members into our congregational life and fellowship.

This board shall consist of a director and no less than four elected members and a representative of each of the fellowship agencies of the congregation.

In order to carry out its objectives, the board shall either corporately or through specifically designated individuals:

- 1. Plan and implement gatherings of the congregation to promote and stimulate development of congregational goals. Review and apply resource materials which will bring members into personal contacts with other members through the fellowship activities of the congregation.
- 2. Maintain constant contact with other administrative boards to suggest ways for these boards to carry on their work through fellowship activities.
- 3. Maintain an adequate group of willing workers who will help, plan and coordinate the work necessary to the accomplishment of fellowship goals.
- 4. Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, societies, Bible classes and the like ways of bringing their members into meaningful personal relationships.
- 5. Provide for fellowship events which are aimed specifically at integrating the new

members into our congregational family.

6. Coordinate the activities associated with the use of the kitchen and fellowship areas for social events and receptions of whatever nature.
7. Develop policies and rules for the use of the facilities at the functions sponsored by this board in conjunction with the Board of Church Properties,
8. Be responsible for and supervise the use of all property and equipment for the various activities sponsored by this and other boards, groups or committees who have requested and received approval of an activity in our facilities.
9. Do an annual self-study of the board's work.
10. Submit a timely budget request annually.
11. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

7. BOARD OF FAMILY MINISTRY

This board shall involve young people in the work of Christ by providing for their spiritual growth and continued spiritual nurture as well as promoting Christian fellowship among them.

This board shall consist of a director and no less than four members.

That the objectives of this board may be carried out either corporately or through specifically designated individuals, this board shall:

1. Promote attendance at and involvement in the youth activities of the congregation.
2. Provide for the continuing spiritual growth of the congregation's young people by Bible study, prayer and Christian service.
3. Plan and carry out--together with concerned boards--a year-round program for the youth of the congregation.
4. Involve youth leaders in developing a planned parish program for our young people.
5. Develop a program of social and recreational fellowship for both the youth and young adults of the congregation.
6. Actively engage in the selection and training of leaders for the youth program of the parish.

October 21, 2013

7. Plan and observe--together with the pastor(s)--an annual congregational Young People's Sunday.
8. Plan a special event to welcome the newly confirmed and to invite them to join the young people's groups of the parish.
9. To provide for continuing education of young people on topics of current interest to them.
10. Provide opportunities for involvement in community life through civic, school, cultural, humanitarian, recreational and social groups.
11. Provide for public recognition of various youth achievements.
12. Plan and coordinate activities for youth with other young people's groups--particularly with other Lutheran groups.
13. In conjunction with the Board of Small Groups, train and involve the young people of the parish in evangelism.
14. Provide counseling for the spiritual, moral, social and vocational needs of our young people.
15. Together with the Board of Small Groups, recruit and encourage young people to consider a career in the full time professional service of the church.
16. Welcome and use college students during the summer months for various young people's activities.
17. Submit an annual budget request to the Board of Stewardship for the coming year.
18. Do an annual self-study of this board's work.
19. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

8. BOARD OF CARING MINISTRY

This board has the responsibility for helping people--in our church and in the world--through recruiting, motivating and training people in our parish to care and help each other and to "build bridges" of caring in our community.

This board shall consist of no less than five members, including the director.

October 21, 2013

This board shall:

1. Organize an ongoing system of people-helping-people, using such resources as may from time to time be helpful in this effort. Three board members, headed by a coordinator, will handle this phase of the caring ministry. This coordinator shall:
 - a. Educate the congregation about "caring"
 - b. Recruit and train the caring staff
 - c. Keep the congregation aware of the caring ministry through periodic reports and testimonies.
 - d. Supervise the other two members of this phase, who shall serve as secretary and caller.
 - e. Remedy any problems or abuses arising in the caring ministry.
 - f. Make sure that such caring minister is thanked for his/her service.
2. This board shall assign a board member to organize and carry on a more in-depth caring ministry by using selected individual members who could give spiritual and emotional support to those who are in need of such care. The board member assigned to this role would be responsible--in cooperation with the pastor(s) to:
 - a. Recruit members to serve in this ministry
 - b. Assist pastor(s) in training them
 - c. Supervise their assignment as caring ministers
3. In any way possible create and sustain "bridges of caring" into the community and the world by:
 - a. Assigning one board member to become familiar with all the human resources available in our community.
 - b. Serving as consultant to our members in times of human need.
 - c. Identifying organizations and agencies needing our support and then providing ways for the congregation and its members to get involved.
 - d. Evaluate specific requests we receive and recommend to this board and/or the congregation a course of action to be taken in response to such a request.

October 21, 2013

4. This board shall communicate regularly and coordinate its work with the Board of Lay Ministry.
5. Do an annual self-study of the board's work.
6. Submit a timely budget request annually.
7. Submit annually a summary of the board's work for inclusion in the Congregational Annual Report.
8.
 - a. Screen all outside appeals for funds and make recommendations to the voting membership.
 - b. Annually prepare and submit as part of the budget of this board a selected list of charities for the congregation and suggest the source of revenue designated for that purpose.

9. BOARD OF FINANCE

This Board shall consist of a director, the congregational treasurer, the financial secretary and at least one other member.

This board shall provide for the financial operations which will implement the programs and needs of the congregation.

In order to carry out its purposes, this board shall:

- a. Annually present a proposed program of work for the coming year to the Parish Planning Council.
- b. Annually recommend a budget for adoption by the voting membership.
- c. Review, accept or decline all offers of unsolicited gifts to the congregation.
- d. Evaluate various programs for endowments, memorials in wills and inter-vivos gifts, and suggest ways of implementation.
- e. Evaluate offerings of the congregation regularly and report the results and findings to the members.
- f. Annually review the budget procedures of the congregation in conjunction with the Treasurer and Financial Secretary--and recommend any necessary improvements to the congregation.
- g. Report to each regular meeting of the voting membership.

October 21, 2013

- h. The Financial Secretary shall:
 - 1. Be responsible for the accurate counting, recording and depositing all cash receipts of the congregation in a local financial institution approved by the congregation. To accomplish this function, the Financial Secretary shall enlist a staff of recording secretaries and a finance committee. The secretaries shall record all contributions by members for whatever purpose and shall notify the Board of Stewardship and the pastor(s) concerning contributions by nonmembers. The finance committee--under the direction of the Financial Secretary shall be responsible for the prompt counting of receipts after each and every worship service.
 - 2. Be responsible for the issuance of regular quarterly statements to each member, showing his/her offerings to date.
 - 3. Furnish the Treasurer with a duplicate deposit ticket for all bank deposits.
 - 4. Be responsible for the expediting, safe deposit and safekeeping of all funds.
 - 5. Be responsible for requisitioning and distributing offering envelopes.
 - 6. Furnish the congregation a surety bond in an amount determined by the congregation. Such bond shall be procured and the premium thereon shall be paid by the congregation.
 - 7. Give a report to each regular meeting of the Parish Planning Council and each regular meeting of the voting membership.
- i. On an annual basis and with input from the Executive Director and the Chairman of the Board of Lay Ministry make salary recommendations for the pastor(s), the office and music staff.
- j. Do an annual self-study of the board's work.
- k. Submit a timely budget request annually.
- l. Submit annually a summary of the board's work for inclusion in the Annual Congregational Report.

ARTICLE VIII - PARTICIPATION IN CHARLOTTE LUTHERAN SCHOOLS

Section 1. Introduction

Charlotte Lutheran Schools ("CLS") is a corporation formed in a cooperative effort between Ascension Lutheran Church ("ALC") and St. Mark's Evangelical Lutheran Church (the "partner congregations"). CLS is the successor to Ascension Lutheran School ("ALS"). As a corporation, CLS has its own constitution and bylaws. CLS is organized with a council of congregational delegates ("delegates"). The body of delegates act in a manner similar to ALC voters' assembly. Each partner congregation is evenly represented. According to the CLS bylaws, each partner congregation is responsible for choosing their delegates. CLS delegates have a reporting relationship directly to the Parish Planning Council ("PPC").

Section 2. Election of Delegates

Annually, the ALC Board of Christian Education will solicit nominations and propose a slate of nominees. The number of nominees will be at least equal to the number of vacancies to be filled. Any member of ALC in good standing may be nominated. However, any restrictions on nominations including term limits imposed in the CLS bylaws must be satisfied. Elections must be completed by March 1 at a regular voters' assembly. The slate will be voted on as a whole (each voter permitted to vote for the number of nominees equal to the number of vacancies). Nominees will be ranked by the number of votes received. Vacancies will be filled by those nominees receiving the most votes. The Board of Christian Education will fill any mid-term vacancies by appointment. These appointments must be ratified at the next regular voters' assembly.

Section 3. Responsibilities of Delegates and Board Members

Besides the responsibilities described in the CLS bylaws, the following additional responsibilities are placed on the delegates by ALC:

- a. One lay Delegate will be appointed by the ALC members of the board to serve as a voting member of the PPC and will attend each PPC and voters' assembly.
- b. Promote smooth liaison between CLS and ALC boards, staff, and members.
- c. Faithfully represent the interest of ALC.
- d. Continue the tradition begun by ALS of bringing quality Christian education to the community.
- e. Provide accurate and timely reports of the status and activities of CLS including the

October 21, 2013

submission of an annual report.

- f. Supervise any scholarship funds associated with CLS that are controlled by ALC.
- g. Obtain advice from the PPC before making major decisions affecting ALC.
- h. Evaluate and advise the ALC on any requests made by CLS for support from ALC. Ensure these requests are made in a timely fashion and are directed to the appropriate boards, church officers, or staff.

ARTICLE IX -- BYLAWS OF ASCENSION LUTHERAN CHURCH **ENDOWMENT FUND**

I. Name.

Ascension Lutheran Church, 1225 East Morehead Street, Charlotte, North Carolina, shall have a Congregational Fund. The Fund shall be called Ascension Lutheran Church Endowment Fund. It shall not be a separate entity, but shall be one of the Funds of this congregation.

II. General Purpose.

- A. This Fund's purpose shall be to receive gifts and bequests and to use them for the mission and ministry of Ascension Lutheran Church.
- B. The income from unrestricted gifts and bequests to the Fund is to be used for the uses, projects and programs recommended by the Parish Planning Council (PPC) and approved by a simple majority of the Congregational Meeting provided, that the uses, projects and programs shall be consistent with the general purpose for which this Fund has been established.
- C. The PPC shall make, at least annually, recommendations to the Congregational Meeting for distribution of the income and/or principal of the Fund for the designated uses, projects and programs. None of the income or principal from unrestricted gifts shall be distributed to the congregation's operating budget, except as hereinafter set forth. The principal may be used under the same conditions and approval as expressed in Section B.

III. Duration.

The Ascension Lutheran Church Fund shall continue in existence and be used as hereinabove provided, unless earlier revoked so long as Ascension Lutheran Church shall continue to exist. If Ascension Lutheran Church should cease to exist, then the assets constituting the Fund will be distributed under the provision of Article VII of the Constitution, with the recommendation

October 21, 2013

that the remaining fund balance be donated to the Southeastern District Endowment Fund.

IV. Governing Board and Officers.

- A. The PPC shall recommend an Endowment Fund Management Committee for the promotion and management of the Fund. The Committee of the congregation shall be responsible for receipts and disbursements from the Fund, upon approval by the PPC and a simple majority vote of the Congregational Meeting, shall maintain complete and accurate books of accounts, and shall provide at least annually a written financial report of the Fund to the Congregational Meeting. The Committee shall consist of a minimum of six (6) members and shall include the Senior Pastor; the Executive Director, who shall serve as chairperson of the committee; the Treasurer and three other members. These three (3) members shall be elected by the Congregation for a term of two (2) years and shall coincide with the regular church elections.
- B. The Management Committee, if it deems it to be in the best interest of the congregation, may recommend to the PPC that the assets of the Fund be delivered to an asset management firm for investment management. Any agreement entered into for the management of the Fund shall be valid only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Congregation.
- C. The Endowment Fund Management committee shall meet quarterly at a time fixed by resolution of the Committee and more frequently as may be deemed by it for the best interests of the Fund. The Committee, when it deems it unnecessary to hold a particular meeting, may by resolution cancel a meeting. Special meetings may be called on twenty-four (24) hours written or oral notice to the members of the Committee by the chairperson or any two members. No notice other than recording of the resolution of the Committee fixing the time of the regular meetings need be given the members. Each member is charged with knowledge of the contents of the minute book. If all members are not present, consent in writing to the minutes by a member of the Committee shall constitute his approval of the action reflected in the minutes and taken at the meeting and shall have the same force and effect as though he had been present and voting at the meeting reflected by the minutes.
- D. A quorum shall consist of three (3) members. The affirmative vote of a majority present and voting shall carry any motion or resolution.
- E. The Fund Committee shall establish written rules and regulation as may be necessary for the conduct of its business. It shall adopt standards and goals to guide in the expenditure of the income from the Fund, which it may amend, all within the stated purposes of this Fund. This expenditure recommendation shall be directed to the Congregational Meeting through the PPC.

- F. The Committee shall maintain accounts with such financial institutions as it may by resolution authorize and determine. All checks and other documents transferring or expending any Funds or assets in the Fund shall be executed by the Congregational Treasurer and the Chairperson of the Committee.
- G. Any members of the Fund Committee with check signing authority, at the expense of the Fund, shall be covered by a corporate fidelity bond in a principal amount to be determined from time to time by the Committee.
- H. The Committee may ask other members of the congregation to serve as advisory members and may employ, at the expense of the Fund income, upon the approval of the PPC, such professional counseling on investments and legal matters as it deems to be for the best interest of the Fund.
- I. The Committee shall maintain complete and accurate books of account and may employ, upon the approval of the PPC, such professional help as it deems necessary in this connection.
- J. The secretary shall maintain complete and accurate minutes of all meetings of the committee and supply a copy thereof to each member within seven (7) days after the meeting. Each member shall keep a complete copy of minutes to be delivered to his or her successor. Minutes shall also be kept on file in the church office.
- K. The Chairperson, or a member designated by the Chairperson, shall preside at all Committee meetings.
- L. No member of the Committee shall engage in any self-dealing or transactions with the Fund in which the member of the Committee has direct or indirect financial interest.

V. Fiscal Year.

- A. For tax, accounting, distribution, or other purposes, the fiscal year (whether terminating December 31 or otherwise) of Ascension Lutheran Church shall be the fiscal year of the Fund.
- B. Within 30 days after the close of the Fund's fiscal year, and quarterly, an itemized written statement accurately reflecting the position of the Fund's income and corpus accounts. The receipts, disbursements and changes therein since the Fund's inception or the previous accounting, as the case may be, shall be submitted to the Ascension Lutheran Church Congregational Meeting.

VI. Duties.

- A. The Committee shall, at least annually, render a full and complete account of the administration of the Fund during the preceding year at a Congregational Meeting.

- B. Unrestricted gifts and contributions from any individual, firm or corporation, in money, in securities, or in any other form of property including, by way of explanation and not in limitation, direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or bequest under Will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts, may be received by the Fund at any time.
- C. Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including, whenever feasible, a designation of the value ascribed to each gift.
- D. All funds and property shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to the church.
- E. The Committee is to inform the members of the congregation of the purpose of the Fund, and may periodically arrange for members of the congregation to meet with professional counselors in the areas of charitable giving, wills, bequests, insurance, etc.
- F. All new members of the committee and PPC are to receive a copy of the Fund bylaws to become acquainted with the function and purposes of the Fund.

VII. Powers

The manager of the Fund, whether the Fund is managed and administered by the Committee, or whether the Fund is delivered to an asset management account for management and administration, shall have the following powers and authority.

- A. The property constituting the corpus of the Fund shall be invested and reinvested in any kind of property, (whether real or personal, tangible or intangible, and/or domestic or foreign), including, but not limited to, securities, real estate, oil, gas, and other natural resources and/or accounts or certificates of banks or other lending institutions, and each investment shall be managed and protected in accordance with the principles herein established. In exercising the authority granted in this Section, the decisions with respect to investment shall be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation and shall not otherwise be restricted by any law, rule or custom (i) requiring safety of corpus as a primary consideration, (ii) regarding investment in income producing property, or (iii) requiring diversification of investments. In amplification, but not limitation, of the foregoing, authority is granted:
 - 1. to acquire interests in property by purchase, lease, rental or other method; to sell, option, exchange, redeem or convert any property interests; and to rent or lease property of the Fund.

2. to exercise all rights and privileges accruing to a holder of securities, including (without limitation) all conversion, subscription, and preemptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
3. to manage and/or develop any real property owned, leased or otherwise held by the Fund; to erect, repair, remodel, reconstruct, demolish or remove buildings or other improvements on it; to partition or subdivide it; to dedicate all or any part of it to public or semi-public use, and to grant easement or other charges with respect to it;
4. to abandon any property interest deemed worthless or of insignificant value;
5. to borrow money from any source, to encumber property of the Fund and to repay any loan due by the Fund;
6. to foreclose any mortgage, lien, or other encumbrance, and to purchase the encumbered property, whether through foreclosure or private arrangement;
7. to establish and maintain, out of income, depreciation, depletion and/or amortization reserves;
8. to maintain a portion or all of the property constituting the Fund in liquid or nearly liquid form, even though little or no income is earned thereon;
9. to use income or corpus funds (irrespective of their derivation) for any purpose of the Fund and with respect to any property of the Fund (irrespective of the income, if any, it produces) even if such funds are derived from the sale of or income from, other property of the Fund or from a loan (from income or an outside source) using such other property as security.

B. Without limiting the authority otherwise conferred, the additional authority is hereby granted to be exercised as is believed to be in the best interest of the Fund:

1. to accept and receipt for any inter vivos, testamentary or other transfer of property to the Fund;
2. to hold property, and to negotiate and execute documents on behalf of the Fund, in the name of the Fund or in the name of a nominee(s) without disclosing any fiduciary, relationship to anyone;
3. to allocate between income and corpus (in case where reasonable doubt of the

October 21, 2013

applicable law exists) in equitable proportions, and money or other property received, and any loss or expenditure incurred;

4. to vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
5. to make division and distribution of property held in the Fund (whenever directed to do so) wither in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;
6. to protect the Fund and its property by insurance against damage, loss or liability;
7. to establish checking account(s) in which may be deposited income and/or corpus cash; and
8. to employ, at the expense of the fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.

VIII. Amendments.

Any amendment to this Bylaw which will change, alter or amend the general purpose for which the Fund is established shall be adopted only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Congregation, the notice of which has stated that such an amendment will be proposed to the Congregational Meeting.

ARTICLE X - AMENDMENT OF BYLAWS

These bylaws may be amended at any meeting of the voting membership by a simple majority of those present and voting, provided that:

1. A motion to submit for consideration such a proposal to amend has been made at a regular meeting of the voting membership.
2. At least fourteen (14) days in advance the nature of the proposed changes and of the date of the meeting at which the proposed changes are to be acted upon shall be printed and mailed by regular mail to the voting membership.

All amendments to the bylaws shall be recorded in the official copy of the Bylaws in the possession of the Secretary of the congregation.

October 21, 2013

EDITOR'S FOOTNOTE

The following terms and/or expressions are used interchangeably in both the Constitution and Bylaws documents:

Voters
Voting membership
Voters' Assembly