

2014

PEACE IN THE VALLEY EVANGELICAL LUTHERAN CHURCH

OF BENSON, ARIZONA

CONSTITUTION AND BY-LAWS

*APPROVED BY UNANIMOUS VOTE AT THE CONGREGATION'S VOTERS MEETING ON
NOVEMBER 5, 2000*

*APPROVED BY THE COMMITTEE ON CONSTITUTION, ENGLISH DISTRICT, LCMS ON
FEBRUARY 26, 2001*

*APPROVED BY UNANIMOUS VOTE AT THE CONGREGATION'S VOTERS MEETING ON
MAY 5, 2013*

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*APPROVED AT THE CONGREGATION'S VOTERS MEETING
ON OCTOBER 5, 2014*

*APPROVED BY THE COMMITTEE ON CONSTITUTION, ENGLISH DISTRICT, LCMS ON
NOVEMBER 11, 2014*

APPROVED AT THE CONGREGATION'S VOTERS MEETING ON OCTOBER 22, 2017

THE CONSTITUTION OF PEACE IN THE VALLEY EVANGELICAL LUTHERAN CHURCH OF BENSON, ARIZONA

PREAMBLE

Whereas the Word of God demands that a Christian congregation not only conform to the Word of God in Doctrine and practice (Psalms 119:105; Acts 2:42; Galatians 1:6-8; 2 Timothy 4:1-5) and endeavor to keep the unity of faith (1 Corinthians 14:40); we, the members of Peace in the Valley Evangelical Lutheran Church of Benson, Arizona, accept and subscribe to the following Constitution and Bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

ARTICLE I - NAME

The name of this congregation shall be Peace in the Valley Evangelical Lutheran Church Missouri Synod of Benson, Arizona.

ARTICLE II - PURPOSE

The purpose of this corporate body shall be that of a Christian Church: a Christian congregation established and maintained for the express purpose of winning and nurturing souls for and with Christ, for the sake of a blessed Christian life on earth, and for the eternal enjoyment of heaven.

ARTICLE III - CONFESSIONAL STANDARD

This congregation acknowledges and accepts all of the canonical books of the Old and New Testaments as the inspired and revealed Word of God, and acknowledges and accepts all the Confessional Writings of the Lutheran Church, contained in the Book of Concord of 1580, to be the true and genuine exposition of the doctrines of the Canonical Old and New Testament. These confessional writings are: the three ecumenical creeds (Apostolic, Nicene, and Athanasian); the Unaltered Augsburg Confession; the Apology to the same; the Smalcald Articles; Luther's Large and Small Catechisms; and the Formula of Concord.

ARTICLE IV - IRREVOCABLE DEDICATION

The property of this congregation is irrevocably dedicated to the religious and charitable purposes for which it has been formed and no part of the net incorporated assets of this congregation shall ever inure to the personal benefit of any Officer, Board Member, or any private individual.

ARTICLE V - SYNODICAL AFFILIATION

This congregation shall be affiliated with The Lutheran Church-Missouri Synod as long as the Constitution and Confession of this synod are in accord with the Confessional Standards of this congregation as laid down in ARTICLE III.

ARTICLE VI - MEMBERSHIP

- A. Baptized Members:** A person who has been baptized with water in the name of the Triune God and who is under the spiritual care of this congregation.
- B. Communicant Members:** A person who has been baptized with water in the name of the Triune God; and who has been instructed in and accepts the doctrines of the Lutheran Church as stated in ARTICLE III, and who accepts all of the canonical books of the Old and New Testaments as the only divine rule of faith and life.
- 1. Denial of Communicant Membership:** Communicant membership shall be denied to any person who is or becomes a member of any organization, which is in conflict with the Word of God, such as secret, oath bound or subversive societies.
 - 2. Termination of Membership:** Membership in this congregation, whether Communicant or Baptized, may be terminated: by transfer, by joining a congregation with whom we are not in fellowship, by self-exclusion, by excommunication, or by death.
- C. Associate Member:** A person who is temporarily residing in the area and is a Communicant or Baptized Member of a Lutheran (LCMS) Church.
- D. Voting Members:**
- 1.** A Communicant Member of this congregation who is eighteen (18) years of age or older is eligible to become a Voting Member.
 - 2.** An Associate Member of this congregation who is eighteen (18) years of age or older is eligible to become a Voting Member.

ARTICLE VII - CALLED CHURCH WORKERS

A. Pastoral Office: The Pastoral Office is the authority conferred upon Pastors by God. The Pastoral Office is the primary office in the congregation. The Pastor is authorized and obligated: to proclaim to the congregation the Word of God, to administer the Sacraments, and to perform such other duties as may be designated in the Bylaws and/or his call documents.

B. Calling and Dismissing Called Church Workers: The right to call or dismiss a Pastor, called teacher, or other called church worker shall be the responsibility of the Voters Assembly.

C. Eligibility to hold Pastoral Office: The Office of Pastor shall be filled by an ordained minister of The Lutheran Church—Missouri Synod.

D. Eligibility for other Called Church Workers: The congregation shall call only professionally qualified workers who accept the Confessional Standards of the congregation and of The Lutheran Church—Missouri Synod.

ARTICLE VIII - OFFICERS, BOARDS, and STANDING COMMITTEES

A. Elected Officers: The elected officers of this congregation should be: President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, and the members of the Board of Elders, Board of Trustees, and members of such other Boards as may be established.

B. Church Council: The Church Council shall administer the affairs of the congregation between meetings of the Voters Assembly. The Church Council should consist of the President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, and Chairpersons of the Boards listed in A.

C. Boards, Committees, and Organizations: With the approval of the Voters Assembly, the Church Council may establish other Boards, Committees, and Organizations as it may deem necessary for the proper operation of the congregation.

D. Limitations:

- 1. President, Vice-President:** The office of President and Vice-President shall be limited to Voting Members who are age twenty-five (25) or over and are in good standing at Peace in the Valley Lutheran Church for at least twelve (12) months prior to election, unless waived by two-thirds (2/3) of the Voters Assembly.
- 2. Elder:** The office of Elder shall be limited to male Voting Members who are age twenty-five (25) or over and are in good standing at Peace in the Valley Lutheran Church for at least twelve (12) months prior to election, unless waived by two-thirds (2/3) of the Voters Assembly.
- 3. Other Officers:** All other offices may be held by any Voting Member age eighteen (18) or over.

ARTICLE IX - POWERS VESTED IN THE CONGREGATION

A. Voters Assembly: The congregation, through its Voters Assembly, shall retain the final decision in all matters relating to the church except those matters, which it delegates to the

Church Council. All such decisions shall be in accord with the Confessional Standards of ARTICLE III. Neither the authority to call pastors, teachers, or other church workers, nor to excommunicate shall ever be delegated to a lesser body or to an individual.

B. Delegation of Power: The Voters Assembly may delegate to the Church Council the authority and power to act in its behalf for the normal functions, which are required to operate properly, smoothly, and efficiently, and to perform the functions for which the congregation has been formed.

C. Property Management: The congregation may receive, acquire, hold title to, manage, or dispose of such real or personal property, as it may need to accomplish the purpose for which the congregation has been formed. The sale, purchase, construction, and major remodeling of the buildings or other real property shall require a two-thirds (2/3) vote of the Voters Assembly.

ARTICLE X - SCHISM OR DISSOLUTION

A. Doctrinal Disagreement: If a division of the congregation should occur because of a doctrinal disagreement, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to ARTICLE III of this Constitution as determined by the Synodical dispute-resolution procedures.

B. Other Divisions: If a division takes place for any other reason, or if each group professes adherence in the confession and practice of ARTICLE III, the matter shall be submitted for review and ruling to the English District of The Lutheran Church-Missouri Synod of which the congregation is a member. The ruling of the District may be appealed to The Lutheran Church Missouri Synod for review and ruling; such ruling shall be considered final.

C. Total Dissolution: In the event of Total Dissolution, for whatever cause or reason, the total property and all rights connected therewith, shall be transferred to the English District of which the congregation is a member.

ARTICLE XI - BYLAWS

The congregation, through its Voters Assembly, may adopt such Bylaws as are needed to guide and direct the work of the congregation for which it has been formed. Such Bylaws shall not conflict with the Constitution of this congregation or of the District of which it is a member, or of the Synod with which it is affiliated.

ARTICLE XII - AMENDMENTS OF THE CONSTITUTION

This Constitution may be changed or amended by a three-fourths (3/4) vote at a Voters Assembly provided that the proposed amendments are in accordance with ARTICLE III and are made available to the voting membership at least fourteen (14) days prior to the date of the Voters Assembly.

This is the final page of the Constitution.

THE BYLAWS OF PEACE IN THE VALLEY EVANGELICAL LUTHERAN CHURCH OF BENSON, ARIZONA

ARTICLE I - MEMBERSHIP

A. BAPTIZED MEMBERSHIP:

1. A person who has been baptized with water in the name of the Triune God and who is under the spiritual care of this congregation.

B. COMMUNICANT MEMBERSHIP:

1. **Reception:** Communicant membership may be granted through any of the following:

a. Confirmation: Youth and adults who have undergone instruction and satisfactorily demonstrated their understanding of the doctrine and beliefs of The Evangelical Church, as taught in the Small Catechism, to the Board of Elders may be accepted into membership through the Rite of Confirmation. Communicant membership becomes effective upon Confirmation.

b. Transfer: Members of a congregation, with whom we are in fellowship, may transfer his or her membership to this congregation by obtaining a letter of transfer from their current congregation. Application for membership shall be made to the Pastor, who will request a letter of transfer from the current congregation. Upon receipt of that letter, the Application for Membership will be passed to the Board of Elders who will determine if there is any reason not to accept the application and make the appropriate recommendation to the Church Council. Communicant Membership becomes effective upon a vote of acceptance by the Church Council.

c. Profession of Faith: Lutherans who have previously been confirmed in churches but who are not current members of a congregation from which they can obtain a letter of transfer may be accepted into Communicant Membership. Such persons shall submit their Application of Membership through the Pastor to the Board of Elders. If the Board of Elders is satisfied with the evidence of qualifications for Communicant Membership, it shall recommend acceptance of application to the Church Council. If the Board of Elders is not satisfied with the evidence of qualification for Communicant Membership, it shall recommend that the application be held in abeyance until the applicant has satisfactorily completed a course of instruction in doctrine and beliefs. Communicant Membership becomes effective upon a vote of acceptance by the Church Council.

2. Termination: Communicant membership may be terminated through any of the following:

a. Transfer: Communicant members desiring to join a congregation with whom we are in fellowship shall present their request for transfer to the Pastor, and if in good standing, the Pastor shall grant such request, and report this action to the Board of Elders.

b. Release: Communicant members desiring to join a Christian church with whom we are not in fellowship shall present their request for release to the Pastor, who may grant such release, and report this action to the Board of Elders.

c. Self-exclusion: Self-exclusion occurs when a member of this congregation fails to take advantage of the spiritual benefits of belonging to this church by attending worship services and partaking of Holy Communion; and fails to demonstrate their thankfulness for God's gift of eternal salvation by supporting the work of this congregation with their time, talents and treasures. Before the Board of Elders determines that a member should be removed from the roster of this church due to self-exclusion, the Pastor and Board of Elders shall have made every reasonable effort to return them to an active church life. Removal from membership by self-exclusion is effective upon recommendation by the Board of Elders and approval by the Church Council.

d. Excommunication: The Board of Elders shall be responsible for administering discipline within the congregation except in the final step of Matthew 18:17 dealing with excommunication which shall be the sole responsibility of the Voters Assembly and shall never be relegated to a lesser body.

1. Excommunication shall be applied to any member who conducts himself or herself in an unchristian manner; i.e., one who openly adheres to false doctrine, gives evidence of an offensive and immoral life, or who willfully despises the preaching and teaching of the Gospel and of the Lord's Supper. Steps taken will be in accordance with Matthew 18:15-20.

a. When any member is aware of any of the above information, the person in question should be confronted with the information privately.

b. If the person in question fails to respond in a Christian manner, the member will again speak to the person, accompanied by an Elder and/or the Pastor.

c. If no results are forthcoming after the second visit, the Board of Elders shall appoint a committee of five (5) Voting Members to review the original charges and the results of the first two (2) visits. If possible, all parties are to be present so full and complete information may be gathered and evaluated.

d. The Voting Members committee's report to the Board of Elders should receive prayerful and Scriptural consideration before the Board of Elders shall attempt to resolve the issues with the involved parties.

e. If no peaceful solution is forthcoming or the member refuses to accept the recommendations, the Church Council shall take the matter to the Voters Assembly. The congregation and the member shall be notified by mail at least fourteen (14) days prior to the meeting.

2. Excommunication shall be by a three-fourths (3/4) vote of the Voters Assembly. Notification of such action shall be provided to the excommunicated person by certified mail.

3. A person whose communicant membership has been terminated by excommunication has forfeited all rights of membership in this congregation and all claims against its property. Such person shall be referred to the Board of Evangelism in an attempt to help him or her return to active membership in the Church.

4. When the circumstances that led to excommunication or self-exclusion have been removed and the individual desires reinstatement, the Board of Elders shall recommend reinstatement to the Voters Assembly for its joyous action.

C. ASSOCIATE MEMBERSHIP: An Associate Member is a Lutheran who has formally applied to the Board of Elders for Associate Membership and been accepted. Associate members will be able to serve on any committee and/or church board. To be eligible for Associate membership, a person must furnish evidence of membership in good standing in a Lutheran (LCMS) congregation and be a temporary resident in the local area. The roster of Associate Members shall be reviewed annually by the Board of Elders.

D. VOTING MEMBERSHIP:

1. **A Communicant Member** shall receive a copy of the Constitution and Bylaws and will become a Voting Member after being received into Communicant Membership; that member shall become a Voting Member at the following voters meeting.

2. **An Associate Member** shall receive a copy of the Constitution and Bylaws and will become a Voting Member after applying to the Board of Elders for Associate Membership and being accepted; that member shall become a Voting Member at the following voters meeting.

E. MEMBERSHIP CHANGES: All changes in membership shall be recorded in the minutes of the next Church Council meeting and reported to the Voters Assembly at their next meeting and/or published in the church newsletter.

ARTICLE II - VOTERS ASSEMBLY MEETINGS

- A.** There shall be a Voters Assembly meeting scheduled annually, and as needed.
- B.** A quorum shall exist whenever a meeting has been duly announced and at least twenty-five percent (25%) of the voting membership is in attendance. It shall be a properly convened meeting capable of transacting business when this quorum exists. A majority vote (over 50%) shall be sufficient; with the exception of pastoral and church worker calls, purchase or sale of real property, the erection of new buildings, removal from office, excommunication, or amending the Constitution or Bylaws.
- C.** Special Voters Assembly meetings may be called by the President when requested by the Pastor or two (2) Elders; when requested by a majority of the Church Council; or when ten percent (10%) or more of Voting Members submit, in writing, a request for such meeting. The purpose of the meeting shall be specified in the request for the meeting.
- D.** All meetings of the Voters Assembly shall be announced at least one week prior to the meeting by bulletin and/or public announcement. The agenda shall be available prior to the meeting. The meeting may include other such matters that may come before the body.

ARTICLE III - PASTORS, TEACHERS AND CHURCH WORKERS

- A. THE CALL COMMITTEE:** The Church Council shall appoint at least five (5) Voting Members to serve as the Call Committee. The Call Committee shall request a list of candidates from the District President; shall ask for nominations from the voting membership of the congregation; shall submit all names nominated by the membership to the District President for review; shall gather pertinent information on all nominees; and shall present a slate of candidates to the Voters Assembly for approval and selection.

SELECTION:

1. The selection of a called Pastor or other church worker from the list of candidates approved by the congregation shall be by secret ballot. The candidate receiving a two-thirds (2/3) vote shall be considered selected for a call. A motion for unanimous selection shall be requested at that time and the candidate shall be informed of the call as soon as possible.
2. If no candidate receives at least two-thirds (2/3) of the votes cast on the first ballot, the candidate receiving the least number of votes shall be removed and a new ballot distributed. This process shall be followed until a candidate has received a two-thirds (2/3) vote. After a candidate has been selected all records of the balloting shall be destroyed.

B. REMOVAL OR DISMISSAL OF A CALLED CHURCH WORKER

1. Justifiable causes shall include the following:
 - a. Persistent adherence to doctrine contrary to the tenets of The Church-Missouri Synod as determined in ARTICLE III of this Constitution.
 - b. Leading a life damaging to the reputation of the Church.
 - c. Neglect of official duties.
 - d. Evident or protracted incapacity to perform the duties of the office.
2. Charges on any of these counts shall be carefully investigated by the Board of Elders and reported to the District President or his representative for advice. Should such charges be clearly substantiated, the individual involved shall be given an opportunity to resign. Should it be necessary for the Board of Elders to recommend dismissal of the Pastor or other called church worker; the President of the Congregation, upon approval of the Church Council, shall notify all Voting Members by mail at least fourteen (14) days prior to convening Voters Assembly to consider the recommendation.
3. A three-fourths (3/4) vote at a Voters Assembly shall be required to depose a called Pastor or other church worker. All such votes shall be by secret ballot.

C. PEACEFUL RELEASE OF A CALLED CHURCH WORKER: A called Pastor or other church worker may be granted a peaceful release if it is requested.

ARTICLE IV - CONGREGATIONAL OFFICERS AND BOARD MEMBERS

A. ELECTIONS

1. Elections of President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, and board members shall be held at a Voters Assembly in October.
2. Elections shall be conducted by the Nominating Committee and by secret ballot.
3. All terms of office shall begin on January 1.

B. OFFICE LIMITATIONS

1. The President, Vice-President, Recording Secretary, Treasurer, and Financial Secretary shall be elected for a one-year term.

2. Board members shall be elected for a one-year term.
3. No member may serve in the same office (with the exception of the Treasurer) or be chairperson of a board for more than six consecutive years.

C. INTERIM VACANCIES

1. All vacancies shall be filled for the unexpired term.
2. The positions of Vice-President, Recording Secretary, Treasurer, and Financial Secretary shall be filled by appointment by the President and ratified by the Church Council.
3. Board positions shall be filled by appointment by the particular board and ratified by the Church Council.
4. In the event that the President is unable to complete his/her term of office, the Vice-President shall complete the term. In the event that both positions are vacated, the Chairman of the Board of Elders shall be Acting President until a congregational Election can be held. This election shall be held within ninety (90) days.

D. ADVISORY MEMBERS

1. The Pastor and President shall be Advisory Members of all boards and committees.
2. Advisory Members serve without voting rights.
3. The outgoing President shall be an Advisory Member of the Church Council as President Emeritus until he/she is replaced by a new President Emeritus.

ARTICLE V - DUTIES AND RESPONSIBILITIES

A. CONGREGATIONAL MEMBERS:

1. It is the duty of every member of the congregation to support this congregation and its work in the Kingdom of God with their time, talents, and treasures to the best of their ability.
2. It is the duty of every Voting Member to attend Voters Assemblies, to prayerfully consider nomination for office or committee appointments, and to participate in the activities of the congregation whenever possible.

B. PASTOR:

1. The Pastor shall be responsible for the preaching of the Word of God, the administration of the Sacraments, and teaching all people to live in full Christian life in accordance with ARTICLE III of the Constitution. He shall promote Christian fellowship and harmony within the congregation, and shall be the shepherd of all members as well as all committees and organizations within the congregation.
2. The Pastor shall work in close harmony with the Board of Elders and Church Council.

C. CHURCH COUNCIL:

1. The Church Council shall conduct any business delegated to it by the congregation and all matters not expressly reserved to the Voters Assembly.
2. It will be the duty of the Church Council to meet monthly and more often if the need arises, to consider and discuss all matters pertaining to the spiritual and material welfare of the congregation as presented by the officers and boards, and to present recommendations to the Voters Assembly.
3. Special Meetings of the Church Council may be called by the Pastor, President, or a majority of the Church Council members.
4. A quorum for Church Council meetings shall exist when at least one half of its elected members are present.
5. In the event that a Chairperson is unable to attend a meeting, a designated replacement may be appointed to attend from that Board. The Pastor and President Emeritus shall serve as Advisory Members of the Church Council. Meetings are open to all members of the congregation. The agenda shall be available prior to the meeting.

D. ELECTED OFFICERS

1. PRESIDENT:

- a. Shall co-sign all official documents and records with the Recording Secretary or Treasurer.
- b. Shall be the Chief Executive Officer of the congregation's total program, responsible that all elected and appointed officers, boards and committees carry out their respective responsibilities.

- c. Will, as presiding officer, provide an agenda for Church Council and Voters Assembly meetings prior to the meeting.
- d. Shall be an Advisory member of all standing boards and committees and shall personally attend meetings as necessary or advisable.
- e. Shall meet with the Pastor and Chairman of the Board of Elders when necessary to analyze past progress and plan future efforts and emphasis.
- f. Shall encourage officers and board chairpersons to make concise written reports and recommendations to the Church Council.
- g. Shall make appointments to vacant offices on the basis of members' talents, time, interest, and willingness to serve.
- h. Shall seek every opportunity to commend leadership shown and jobs well done by members of the congregation.
- i. Shall annually appoint a committee of two members in December, who will review the financial records of the congregation. A report of the Financial Review Committee shall be submitted to the Church Council no later than the February meeting.

2. VICE-PRESIDENT:

- a. Shall assume the duties of the President in his/her absence or incapacity. In the event the President is unable to complete his/her term of office, the Vice-President shall succeed to the office of President for the remainder of the term.
- b. Shall serve as Parliamentarian for the Church Council and Voters Assembly. Robert's Rules of Order shall govern the congregation in all cases in which they apply and when they are not inconsistent with the Constitution or Bylaws or any special rules of order the congregation may adopt.
- c. Shall assist the President and perform other duties as assigned.

3. RECORDING SECRETARY:

- a. Shall faithfully record the permanent minutes of the Voters Assembly and Church Council meetings.
- b. Shall be responsible for the safekeeping of all permanent Church Council and Voters Assembly minutes, past and present, of the congregation.

- c. Shall keep an accurate record of attendance at Voters Assembly and Church Council meetings.
- d. Shall maintain an official file of correspondence for the Voters Assembly and Church Council.
- e. Shall be responsible for notifying voters of the date, time and place of regular and special meetings of the Church Council and Voters Assembly.
- f. Shall supply information as recorded in the minutes.
- g. Shall sign official records and documents together with the President as required.

4. TREASURER:

- a. Shall be responsible for the safekeeping of all funds deposited.
- b. Shall be responsible for monthly remissions of offerings for missions and church agencies. Shall ensure prompt payment of salaries and bills as authorized by the Church Council or Voters Assembly or which are regularly budgeted expenses such as utilities. All other bills must be signed by the Chairperson of the Board from whose budget (as established by the Treasurer) the bill is being paid.
- c. Shall be responsible for accurate recording of congregational disbursements according to proper accounting procedures.
- d. Shall present a written, duplicated, financial report at Church Council and Voters Assembly meetings.
- e. Shall prepare any financial reports required by the District or Synod.
- f. Shall be a member of the Budget Committee.

5. FINANCIAL SECRETARY

- a. Shall be responsible for accurate recording of contributions by the giving units of the congregation and shall issue yearly statements to all members, showing their offerings to date.
- b. Shall be responsible for depositing all funds with the bank and shall furnish the Treasurer with a detailed statement of income and deposits weekly.
- c. Shall ensure that the giving of individuals and families is kept confidential.

- d. Shall be responsible for ordering and preparation of offering envelopes with the approval of the Church Council.
- e. Shall be responsible for the appointment of a committee of at least two (2) to count and deposit the offerings following each service.

E. BOARDS:

1. BOARD OF ELDERS:

- a. Will consist of at least three (3) members, if possible. The Chairman shall represent them at the Church Council and the Budget Committee.
- b. Shall advise and assist the Pastor in all matters pertaining to the spiritual welfare of the congregation.
- c. Shall advise and assist the Pastor in all activities concerning weekly worship services and other special services. The Board of Elders shall be responsible with the Pastor for arranging pulpit and altar assistance, guest speakers and pastors, communion servers, and special services.
- d. Shall be responsible for administering discipline within the congregation except in the final step of Matthew 18:17 dealing with excommunication which shall be the responsibility of the Voters Assembly members and shall never be relegated to a lesser body.
- e. Shall appoint a Head Usher annually and advise and assist the ushers in their efforts.
- f. Shall be responsible for assisting all members in their spiritual needs and shall be aware of community needs and activities in which the congregation may be of service.
- g. Shall be responsible for the physical and spiritual welfare of the Pastor and his immediate family and shall provide input to the Budget Committee with regard to his compensation.
- h. Shall maintain the official Membership Roster of the congregation.
- i. Shall be responsible for selecting the Church Secretary with the approval of the Church Council.
- j. Shall submit to the Budget Committee by September 1 of each year an estimate of its financial needs for the coming calendar year.

2. BOARD OF TRUSTEES:

- a. Will consist of a minimum of two (2) or more members, if possible. The Chairman shall represent them at Church Council and the Budget Committee.
- b. Shall be the custodians of all church property, including all valuable papers such as deeds, documents, insurance policies, certificates of incorporation, etc. They shall keep a careful record of all transactions and submit an annual report. They shall obtain loans for the congregation when authorized to do so by the congregation. In short, they are to transact all business of the congregation assigned to them by the Church Council or the Voters Assembly.
- c. Shall be empowered to authorize emergency repairs and maintenance not to exceed five hundred dollars (\$500.00) per incident.
- d. Shall make regular inspections of all congregational properties and report findings to the Church Council or the Voters Assembly.
- e. Shall be responsible for the cleaning and appearance of all church property, including contracting for any necessary custodial services.
- f. Shall maintain an annual inventory of all properties, buildings, fixtures, and nonexpendable items.
- g. Shall maintain access and key control procedures.
- h. Shall submit to the Budget Committee by September 1 of each year an estimate of its financial needs for the coming calendar year.

3. BOARD OF STEWARDSHIP:

- a. Will consist of a minimum of two (2) or more members, if possible The Chairman shall represent them at the Church Council and the Budget Committee.
- b. Shall conduct an annual Stewardship Program that encourages members to use their time, talents, and treasurers actively in the church, according to God's will.
- c. The Stewardship Committee shall submit to the Budget Committee by September 1 of each year an estimate of its financial needs for the coming year.

4. BOARD OF CHRISTIAN EDUCATION:

- a. Will consist of a minimum of two (2) or more members, if possible. The Chairperson, who shall represent them at the Church Council and the Budget Committee.
- b. Shall plan and administer a total education program for the congregation including Sunday School, youth and adult education, youth and adult confirmation, Vacation Bible School, Bible classes and shall aid other educational groups.
- c. The basic objective of this board is to involve the congregation in the work of Christ, and to provide for their spiritual growth and nurture, as well as to promote genuine Christian fellowship for members of all ages.
- d. Shall submit to the Budget Committee by September 1 of each year an estimate of its financial needs for the coming calendar year.

5. BOARD OF EVANGELISM

- a. Will consist of a minimum of two (2) or more members, if possible. The Chairman shall represent them at the Church Council and Budget Committee..
- b. Shall lead the congregation in outreach to the community.
- c. Shall assist with new member orientation.
- d. Shall facilitate periodic evangelism training opportunities.
- e. Shall submit to the Budget Committee by September 1 of each year an estimate of its financial needs for the coming calendar year.
- f. Shall review and recommend to Council social events to be held at PITV.

F. REMOVAL OF OFFICERS AND BOARD MEMBERS: Any officer or board member of the congregation who willfully neglects duties of his or her office may be removed by a two thirds (2/3) vote of the members present in a regular meeting of the Church Council.

ARTICLE VI - STANDING COMMITTEES

A. BUDGET COMMITTEE:

1. Will consist of the Treasurer, as Chairperson, and the Chairpersons of the Board of Trustees and the Board of Elders. They shall meet yearly or more, often when the need arises.

2. Their responsibilities shall be:
 - a. Evaluate church income and expenses, project the impact on the budget, and recommend the appropriate action to the Church Council.
 - b. Establish a standard operating procedure for management of finances.
 - c. Annually prepare a financial budget and submit it to the Church Council no later than their October meeting. The proposed budget shall be based on the estimates submitted by the various Boards and Committees.

B. NOMINATING COMMITTEE:

1. The Church Council, at their June meeting, shall appoint a Nominating Committee consisting of three (3) Voting Members. Their responsibilities shall be:
 - a. Advise the Church Council, at their August meeting, of their preliminary slate of candidates consisting of at least one (1) name for each position that will be vacant.
 - b. Advise the congregation no later than three (3) weeks prior to the October Voters Assembly, by printed list, of the preliminary slate of candidates.
 - c. Solicit additional nominations from the congregation. Nominations from the congregation must be presented to the Nominating Committee no later than ten (10) days prior to the October Voters Assembly. Consent of the nominees must be obtained, in writing, prior to the nomination.
 - d. Advise the congregation no later than one (1) week prior to the October Voters Assembly, by printed list, of the final slate of candidates.
 - e. Prepare the ballots for the election and select a minimum of two (2) Voting Members, not candidates for office, to count the ballots and report the results to the President or Chairperson of the meeting.
 - f. Destroy all ballots, counting records, and notes at the conclusion of the election.
 - g. Advise and assist the President, Boards, and the Church Council in the making of appointments to fill officer and board positions should they become vacant between elections.

ARTICLE VII - AUXILIARY ORGANIZATIONS AND COMMITTEES

- A. Any new organization, board, or committee may only be formed with the consent of the Church Council and approval by the Voters Assembly.
- B. The constitution or charter of the new group shall be submitted to the Church Council for approval.
- C. The purpose and objectives of any church organization must be in harmony with those of the congregation.
- D. Since the congregation seeks financial support through free-will offerings given in love of Christ, all organizations shall seek support through free-will offerings instead of dues.

ARTICLE VIII - CORPORATION OFFICERS, DIRECTORS AND STATUTORY AGENT

- A. The Statutory Agent shall be the President of the congregation.
- B. The Officers shall be the President, Vice-President, Recording Secretary, and Treasurer of the congregation in their respective positions.
- C. The Directors shall be chairpersons of each board of the congregation.
- D. Congregation Officers and Board Chairpersons shall be those in office at the time the form is filed with the State and shall serve until the next form is filed per State regulations.

ARTICLE IX - GENERAL

- A. All boards and committees, organizations, and individuals are to submit their recommendations to the appropriate board or Church Council in writing.
- B. All boards shall consider all proposals brought before them and refer them to the Church Council with their recommendations.
- C. All items to be considered by the Church Council shall normally have been considered by one of the boards or committees.
- D. All items to be considered by the Voters Assembly shall normally have been considered by the Church Council.
- E. Each board shall annually elect a Chairperson and a Recording Secretary.

ARTICLE X - AMENDMENTS OF THE BYLAWS

These Bylaws may be changed or amended by a two-thirds (2/3) vote at a Voters Assembly provided that the proposed amendments are in accordance with ARTICLE III of the Constitution and are made available to the voting membership at least fourteen (14) days in advance.

This is the final page of the Bylaws