

CONSTITUTION

and

BY-LAWS TO THE CONSTITUTION

of

St. John's Evangelical Lutheran Church

Marysville, Ohio

July 18, 2010 Edition

CONSTITUTION

Of

St. John's Evangelical Lutheran Church Marysville, Ohio

On August 16, 1878, the two Lutheran congregations of Paris and Darby Townships, Union County, Ohio, united into one congregation. At that time the Constitution was drawn up in the German language and adopted. In 1931 this Constitution was readopted in a revised form. In 1944 a translation was made into the English language:

ARTICLE I

Name and Mission

The name of this congregation shall be ST. JOHN'S EVANGELICAL LUTHERAN CHURCH of Marysville, Ohio.

The mission of this congregation shall be to give honor and glory to the Triune God, to carry out His will, to proclaim the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as God and Savior, to foster Christian fellowship and love, to extend a helping hand in human need, and to achieve our objectives by the preaching of the Word of God, by the administration of the sacraments, and by the religious instruction of all its members according to the confessional standard of the Evangelical Lutheran Church.

ARTICLE II

Declaration of Creed

This congregation accepts without reservation:

1. The Scriptures of the Old and the New Testaments as the written Word of God and the only rule and norm of faith and practice;
2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God; to wit: the three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, The Apology thereof, Treatise on the Primacy of the Papacy, the Smalcald Articles, the Large Catechism of Luther, the Small Catechism of Luther and the Formula of Concord.

ARTICLE III

Conditions of Membership

Membership in this congregation can be obtained and held by those who:

1. Are baptized in the name of the Triune God;
2. Declare their acceptance of and adhere to the Declaration of Creed as contained in Article II of this Constitution;
3. Are familiar with Luther's Small Catechism and declare their acceptance thereof;
4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life;
5. Are not members of a secret society (lodge), or of any other organization conflicting with the Word of God and the conduct of a Christian (2 Corinthians 6:14-18).

ARTICLE IV

Reception of Members

Applicants for communicant membership presenting a letter of release from a recognized orthodox Lutheran congregation shall be accepted as communicant members.

Applicants for communicant membership affiliated with a non-recognized orthodox Lutheran Church shall give satisfactory evidence of their qualifications for membership in an interview with the pastor.

Other applicants shall receive an adequate course of instruction in the Chief Parts of Christian Doctrine as determined by the pastors and elders and shall declare in the presence of witnesses their acceptance of the doctrine of the Lutheran Church, whereupon they shall be received as communicant members. The reception shall take place by the act of confirmation or by resolution of the congregation.

ARTICLE V

Duties of Members

It shall be the duty of every communicant member:

1. To unceasingly witness the Word of God and salvation to members and unchurched;

2. To attend public worship diligently and to partake of Holy Communion frequently;
3. To send the children of school age to the Christian Day School and to Catechetical Instruction, or to provide otherwise for their Christian education and training;
4. To contribute according to his or her ability toward the maintenance of the church and school and toward defraying other expenses of the congregation;
5. To submit and conform to the rules and regulations established by the congregation.

ARTICLE VI

Suffrage

1. Only such members as have attained the age of eighteen (18) years and have declared their acceptance of this Constitution and its By-Laws and have signed it in a regular meeting of the Voters Assembly shall be entitled to vote. Only such members as have attained the age of twenty-one (21) shall be eligible to hold the office of President, Vice President, Treasurer, Secretary, Elder and Board chairman.
2. Those below voting age and confirmed are to be invited to attend the meetings. When they have attained the required age, they shall apply for voting membership by announcing their intention to the pastor, president or an elder. They shall then be present at the meeting at which they are admitted and sign the constitution in a book kept by the secretary.

ARTICLE VII

Release and Withdrawal

1. Members desiring a release for the purpose of joining a sister congregation shall obtain a written release from the pastor, who, in turn, shall report to the congregation. If, however, such a petitioner is a voting member, the Voters Assembly shall first act upon such request for release.
2. Members who leave without a transfer and join another church body shall thereby forfeit their membership.

ARTICLE VIII
Church Discipline

1. It is the duty of every erring member to heed brotherly admonition.
2. It shall be the duty of the congregation to discipline an erring member in accordance with the process prescribed in Matthew 18:15-17.
3. Persons unwilling to submit to this divine rule shall be adjudged as such as have excommunicated themselves.
4. Manifest and impenitent sinners shall be excommunicated after admonition proves fruitless.
5. Excommunicated persons forfeit all rights and privileges of membership.

ARTICLE IX
Authority of the Congregation

1. The Voters Assembly shall have supreme authority and power to manage and adjust all spiritual and material affairs of the congregation.
2. Any enactment or decision, whether it proceeds from an individual or from a body within the congregation, becomes void if the Voters Assembly by resolution vetoes it.
3. The Voters Assembly shall have no authority to enact or decide anything contrary to the Word of God and the Symbols of the Church.

ARTICLE X
Office of Pastor and Teacher

1. The Congregation shall confer the office of pastor or teacher upon such pastors, teachers or candidates only as:
 - a. Unreservedly pledge their acceptance of and adherence to the Declaration of Creed as contained in Article II of this Constitution;
 - b. Are members, or have applied for membership in the same Synod to which the Congregation belongs;
 - c. Have been properly and rightfully called by the congregation.

2. Removal of pastor or teacher:
 - a. A pastor or teacher may be removed from office in a Christian and rightful manner only.
 - b. Valid reasons for removal are persistent adherence to false doctrines, scandalous life, willful neglect of official duties, as well as evident and protracted inability to perform the functions of the sacred office.
3. All other called church workers shall follow the same procedures as pastors and teachers.

ARTICLE XI Synodical Membership

1. The Congregation shall hold membership in the orthodox Evangelical Lutheran Church Missouri Synod, if possible. It shall send its pastor, teachers and a lay delegate to the conventions of such Synod.
2. It shall be the duty of the congregation and its individual members to support the work of their Synod in all its activities according to their ability.

ARTICLE XII Societies

1. All societies within the congregation shall be under the control and supervision of the Voters Assembly.
2. Only communicant members of the congregation or of a sister congregation shall be eligible for membership in such societies.
3. A decision of a society becomes void if the Voters Assembly by resolution vetoes it.
4. The supervision of all societies is the responsibility of the senior pastor by virtue of his office.

ARTICLE XIII
Right of Ownership in Case of Split

Should the congregation divide into two parts because of differences in doctrine – may God in His mercy prevent this – the title of all property remains with those who adhere to the confessions as stated in Article II of this Constitution.

ARTICLE XIV
Books and Forms

1. Synodically approved Lutheran Hymn books, Books of Forms, and other doctrinally sound materials shall be used in public worship and in all official acts of the pastor. The voters shall have the authority to approve the Lutheran Hymn books to be used.

3. In addition to the Bible and Luther's Small Catechism, sound Lutheran books and literature only shall be used for the purposes of religious instruction.

3. Books for secular subjects shall be selected by the teachers and approved by the Board of Education.

ARTICLE XV
Amending the Constitution

1. Article II of this Constitution and all such other articles or sections as pertain to Scriptural doctrine and practice shall be unalterable and irrevocable.

2. Other changes or repeals of the Constitution and By-Laws may be made by a two-thirds vote in a regular meeting of the Voters Assembly duly announced. Any proposed changes shall be presented to the congregation through a meeting or printed notice no later than a month prior to a Quarterly Voters Assembly.

Our Lord Jesus bless also this Congregation to the Glory of His Name and the welfare of His Kingdom.

BY-LAWS TO THE CONSTITUTION

OF

St. John's Evangelical Lutheran Church
Marysville, Ohio

July 18, 2010 Edition

SECTION I

VOTERS ASSEMBLY: The Congregation shall exercise its powers through its voting members. All members who have attained eighteen (18) years of age may become voting members. It shall be the duty of every voting member to attend the Voters meetings. In case of absence, a member waives the right of casting his or her vote. The body of voting members is known as the Voters Assembly and is the final authority in administering the affairs of the Congregation.

MEETINGS: Regular meetings shall be held quarterly. The time and place of regular meetings of the Voters Assembly shall be determined by the Voters Assembly. Special meetings may be called by the Pastor and the Board of Elders; by the Officers; or by six voting members with the consent of the Pastor, or the Elders, or the Officers. Special meetings shall be limited to matters specified in the call for the meeting, and the time and purpose shall be announced in all services on the preceding Sunday. Regular meetings shall be announced at a public service two weeks prior to the meeting. The agenda for the Quarterly Voters Assembly will be available for distribution at the weekly worship services on two Sundays (eight days) prior to the meeting.

The voting members present at a meeting shall constitute a quorum and shall decide all matters of doctrine and conscience on the basis of our confessional standard, and all other matters by a majority of votes except as otherwise indicated. A resolution passed contrary to the Word of God or our confessional standard shall be null and void. All meetings shall be conducted on the basis of the most recent edition of Robert's Rules of Order.

SECTION II

CHURCH BOARD OF ADMINISTRATION: The Voters Assembly shall elect from its own membership the following: President, Vice President, Secretary, Treasurer, Assistant Treasurer, Financial Secretary, ten members of the Board of Elders, five members of the Board of Education, and seven members of the Board of Properties. These elected members—together with the Pastors of the Congregation and Principal of the School, who shall be advisory members on each Board or Committee, shall comprise the Church Board of Administration. All elected officials should attend the meetings.

The term of office shall be three years, with approximately one-third of the Church Board of Administration elected annually.

The Church Board of Administration reports to the Voters Assembly and shall be responsible for administering the affairs of the Congregation. Specific responsibilities delegated to the Church Board of Administration by the Voters Assembly are:

1. To plan for the needs of the Congregation.
2. To administer with full authority the affairs of the Congregation delegated to the Officers and Board members.
3. To execute and implement the necessary decisions and policies and coordinate the work of the Congregation.

Additional responsibilities may be delegated to the Church Board of Administration from time to time by the Voters Assembly.

SECTION III

OFFICERS: The Executive Board is comprised of these officers of the congregation: the President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Financial Secretary. They shall occupy their respective positions as corporate officers and function as its Trustees, representing the Congregation in all legal matters and holding in trust the properties of the Congregation, acting on behalf of the Congregation in all matters according to proper resolutions and instructions of the Voters Assembly.

The Officers shall have executive responsibility for orderly and efficient administration, and for general planning of the affairs of the Congregation. They shall act on behalf of the Church Board of Administration in emergency matters, which shall be those matters which must be acted upon because of their immediate urgency when it is impractical to assemble the Church Board of Administration.

In addition to their duties as members of Boards of the Congregation, the Officers of the Congregation shall have the following specific assignments:

The President presides at meetings of the Voters Assembly, the Church Board of Administration and the meetings of Officers. He shall represent the Congregation in an administrative capacity from time to time at various board and committee meetings, dividing this phase of administration with the Vice President as he shall see fit.

The Vice President presides in the absence of the President and performs the functions of the President in his absence or incapacity. He shall represent the Congregation administratively at various meetings of boards and committees by agreement with the President.

The Secretary shall have custody of the historical records of the Congregation and its seal. This person shall take minutes of the meetings of the Voters Assembly, of the Church Board of Administration and of the Executive Board. He or she shall have such other duties as are customarily assigned to the Secretary.

The Treasurer shall have executive responsibility for the funds and the financial records of the Congregation. If desired, this person may have the assistance of others in keeping the books of account and other duties which are under his or her supervision. This person shall be the disbursing agent of the Congregation, signing its checks; and he or she shall have an alternate signer to function in the absence or incapacity of the Treasurer. The Treasurer shall be a member of the Budget and Financial Planning Committee of the Board of Finance.

The Assistant Treasurer records income and expenses of the special funds accounts, presents monthly reports at the Church Board of Administration meetings and quarterly reports to the Voters Assembly. He or she makes deposits to and disbursements from the special funds.

The Financial Secretary receives all money collected in church offerings and specified school funds. He or she oversees the counting, recording to member accounts, and deposits of collected funds. This person prints and mails the quarterly contribution statements to each member.

SECTION IV

THE BOARD OF ELDERS shall consist of ten male elected members. Annually they shall elect a Chairman from their membership. The Senior Pastor together with the Elders shall have responsibility for the following:

1. Admitting and releasing communicant members.
2. Maintaining true Christian doctrine and church discipline within the Congregation.
3. Encouraging and directing the spiritual welfare and Christian growth of the membership.
4. Effecting reconciliation in case of strife and dissension.
5. Providing an atmosphere of reverence and devotion during the public worship of the Congregation.
6. Attending, where necessary, to the needs of widows, orphans and others who may be ill or in need.
7. Supervising the ushers who assist in the handling of public worship of the Congregation.

The Board of Elders shall have the following Committees under its administration:

The Committee of Deacons shall consist of one member from each congregational district. The Chair of the Committee of Deacons shall be appointed by the Board of Elders. The Deacons shall be appointed by the Church Board of Administration subject to approval by the Voters Assembly.

The Deacons shall be responsible for personal contacts with members as well as being members of the Welfare or Stewardship Committee. The Deacons may recruit additional St. John's members to serve as Shepherds who function under their direction and may assist the Deacons in making personal contacts with members.

The Stewardship Committee shall be composed of ten members, nine members of which are Deacons. The Chairman of this Committee shall be one of the Elders appointed by the Board of Elders.

The responsibilities of the Stewardship Committee are to:

1. Encourage and promote spiritual, financial and talent stewardship within the Congregation.
2. Contact new membership prospects.
3. Plan for local Evangelism and Missionary opportunities.

The **Welfare Committee** shall be composed of ten members, nine members of which are Deacons. The Chairman of this Committee shall be one of the Elders appointed by the Board of Elders.

The responsibilities of the Welfare Committee are to:

1. Provide for needy cases.
2. Visit incapacitated members not visited through other organizations of the Church.

The **Committee of Ushers** shall consist of fifteen members. The Chairman of this Committee shall be one of the Elders appointed by the Board of Elders. The additional members shall be recommended by the Board of Elders, approved by the Church Board of Administration and subject to the approval of the Voters Assembly.

The responsibilities of the Committee of Ushers are to:

1. Greet newcomers to the Congregation.
2. Assist in the conduct of service by supervising the seating of the members of the Church.
3. Assist in every way possible to provide for an atmosphere of reverence and devotion during public worship.

SECTION V

THE BOARD OF EDUCATION shall consist of five members elected by the Voters Assembly. They shall annually elect a Chairman from their membership.

The responsibilities of the Board of Education shall be:

1. The educational programs throughout the Congregation.
2. The operation of the Christian Day School.
3. The operation of the Sunday School.

It shall have the following Committees under its administration:

The Sunday School Committee shall consist of one member of the Board of Education appointed by the Board of Education to serve as the Chairman and two members appointed by the Church Board of Administration, subject to the approval of the Voters Assembly, together with the Sunday School Superintendent, the Assistant Sunday School Superintendent, and the Pastor of the Congregation.

The Sunday School Committee shall have the responsibility for the effective and satisfactory operation of the Sunday School.

SECTION VI

THE BOARD OF FINANCE shall consist of a member appointed by the Church Board of Administration and subject to the approval of the Voters Assembly, the Treasurer who shall serve as Chairman, the President, the Vice President, the Secretary, the Assistant Treasurer, and the Financial Secretary. The Senior pastor shall serve in an advisory capacity.

The responsibility of the Board of Finance shall be to have charge of all financial affairs and matters of the Congregation. It shall have the following Committees under its administration:

The **Salary Committee** shall review all salaries and benefits annually and present recommendations to the Church Board of Administration. The Salary Committee shall consist of the Treasurer, President, a member of the Board of Elders, a member of the Board of Education, a member of the Board of Properties, and two lay members appointed by the Church Board of Administration, with a teacher, the Principal and the Senior Pastor serving in an advisory capacity.

The Budget and Financial Planning Committee shall consist of the Treasurer the Assistant Treasurer and three additional members appointed annually by the Church Board of Administration, subject to the approval of the Voters Assembly. The Treasurer may designate the chairman of this committee and the Salary Committee. The President and the Senior Pastor shall serve in an advisory capacity.

The responsibilities of the Budget and Financial Planning Committee are to:

1. Review the annual budget for presentation to the Church Board of Administration.
2. Develop long-range budgets and income planning as well as the financing of special Congregational projects.

The **Tellers and Recorders Committee** shall consist of members appointed by the Church Board of Administration, who shall be under the supervision of the Financial Secretary and approved by the Voters Assembly.

The responsibilities of the Tellers and Recorders Committee are to:

1. Systematically and regularly count the members' contributions to the Congregation in the form of loose plate collections, envelope collections and other means.
2. Record each communicant member's contribution to the Church, its general fund and its special funds. The Financial Secretary shall report such contributions regularly to the donors. This record shall be available only to the Pastor, the Board of Elders and such bodies as the Voters Assembly may authorize.

The **Endowment Committee** shall consist of five members, all of whom shall be voting members of St. John's. They shall be appointed by the Church Board of Administration and approved by the Voters Assembly. The term of each

member shall be three years, and the committee shall be governed in accordance with the official by-laws of the Endowment Fund. The purpose of the Fund shall be to receive gifts and bequests, and to use them for the mission and ministry of St. John's Evangelical Lutheran Church and The Lutheran Church-Missouri Synod, its districts, seminaries, colleges, institutions or agencies.

SECTION VII

THE BOARD OF PROPERTIES shall consist of seven members elected by the Voters Assembly. They shall annually elect a Chairman from their membership.

The responsibilities of the Board of Properties are to:

1. Maintain and have control of all the real and physical properties of the Congregation.
2. Determine the needs of the Congregation; and to investigate, plan and make recommendations regarding purchases or other acquisitions of property, and the disposal thereof.

It shall have under its administration the following Committees:

Committee on Church Property shall consist of a member of the Board of Properties as Chairman, together with two or more members appointed by the Board of Properties.

It shall be the responsibility of this Committee to provide for all repairs or alterations of the buildings.

Committee on School Property shall consist of a member of the Board of Properties as Chairman, together with two or more members appointed by the Board of Properties. It shall be the responsibility of this Committee to provide for the repairs or alterations of the School Buildings.

Committee on Residential Properties shall consist of a member of the Board of Properties as Chairman, together with two or more members appointed by the Board of Properties.

It shall be the responsibility of this Committee to provide for the necessary alterations and repairs of the residential properties of the Congregation.

Committee on Cemetery Properties shall consist of a member of the Board of Properties as Chairman, together with two or more members appointed by the Board of Properties.

It shall be the responsibility of this Committee to have full charge of the Cemetery, subject to the policies, rules and regulations of the Congregation.

SECTION VIII

THE BOARD OF PARISH PLANNING shall consist of the key leaders of St. John's plus two lay members appointed by the Church Board of Administration. The lay members shall not hold an elected office. The key leaders include the Vice President of the Congregation, Pastor(s), Chairman of the Board of Elders, Principal of the Day School, Director of Early Childhood, Sunday School Superintendent, Chairman of the Youth and Young Adult Ministry Committee (or possible future Director of Youth Ministry), and Chairman of the Older Adult Ministry Committee (or possible future Director of Older Adult Ministry).

The Board of Parish Planning shall be accountable to the Church Board of Administration. Chaired by the Vice President of the Congregation, it shall have the responsibility to review, at least quarterly, the Congregation Life Stage goals, determine progress, adjust coordination and support as necessary, and draft goals and plans for the future to be presented to the Church Board of Administration for approval. The Life Stages are Early Childhood, Adolescent, Youth and Young Adult, Adult, and Older Adult. Each Life Stage is expected to have a supporting committee or committees.

SECTION IX

FINANCIAL CONTROL: The responsibility for approval and control of expenditures rests with the Voters Assembly, but the administration of fiscal matters may be delegated within specified limits to the elected Officers and Boards. Reports of receipts and expenditures with budget comparisons shall be made by the Treasurer at each regular meeting of the Voters Assembly.

The Treasurer of the Congregation shall be the custodian of all funds of the Congregation, the Sunday School and the Day School, depositing all receipts and making all disbursements upon proper authorization. In the absence of specific action by the Voters Assembly, the following provisions shall govern:

A budget of both incomes and expenditures shall be prepared annually to assist in prudent administration and as a means of regulating expenditures. Budget estimates of anticipated income and expenditures shall be prepared by each Committee and Board for its respective functions. After approval, these budget estimates shall be submitted to the Budget and Financial Planning Committee, which will review, coordinate and consolidate the entire budget, and then present it with its recommendations and comments to the Church Board of Administration for its review. The Church Board of Administration shall then present the budget with its recommendations to the Voters Assembly for the voters' final action before the expiration of the fiscal year prior to that covered by the budget.

Upon approval by the Voters Assembly, the budget shall constitute that body's approval of expenditures for purposes specified within limits set forth by the budget classifications and amounts, and subject to further limitations as provided. The budget may be amended during the year by the Voters Assembly.

Specific dollar limitations shall be as follows:

Salaries By Voters Assembly resolutions on salary rates, as specified in a salary schedule.

Utilities Subject only to reasonableness and post review.

Day School Text materials, subject to reasonableness and post review.

Sunday School Committee Text materials, subject to reasonableness and post review.

Specifically-Budgeted Projects No limitations except budgeted provisions.

All Other Items Expenditures for any one budget classification by any Committee are limited to \$100.00 or one-half of its budget for the year, whichever is greater, within any quarter year.

In an emergency, the Officers may authorize the expenditure of additional amounts up to \$2,000.00 beyond any other limitations within any quarter year. These special allowances must be separately and specifically reported at the following regular Voters Assembly meeting.

Any capital outlay not included in the approved annual budget must have approval of two-thirds majority of the voters present during a regular or special meeting.

SECTION X

BOARDS AND COMMITTEES: Each Board and Committee shall select a secretary where not otherwise provided. The Boards and Committees shall meet regularly and as often as is necessary to function effectively. The secretaries shall keep accurate minutes of the proceedings and of the established rules of the various Boards and Committees.

Appointed members shall be recommended by the respective Boards and appointed by the Church Board of Administration, subject to the approval of the Voters Assembly.

SECTION XI

COMMITTEES ELECTED BY THE VOTERS ASSEMBLY: The following Committees shall be elected annually by direct action of the Voters Assembly:

The Financial Review Committee shall consist of three or more members who shall review accuracy of all financial records of the Congregation, including those of the Treasurer, the Day School, the Sunday School and the Cemetery Committee, at least once each year and at such times as the Committee shall decide.

The Nominating Committee shall consist of five members nominated from and approved by the Voters Assembly. Each of the following boards shall appoint one of their members to serve as an advisory member of the nominating committee: Board of Elders, Board of Education and Board of Properties.

It shall nominate one or more candidates for each vacancy that will occur. Before presenting a list of nominees to the Voters Assembly, the Nominating Committee shall interview the candidates for elective offices, acquaint them with the duties for which they are being considered and obtain their consent to serve if elected. The nominating committee may add additional names to the slate of nominees until the election at the Voters Assembly. The annual election by the Voters Assembly shall be held during the fourth Quarterly Meeting.

SECTION XII

NOMINATIONS AND ELECTIONS FOR OFFICE: All members of the Voters Assembly shall be eligible to hold an elective office of the Congregation except for the offices of president, vice president, and elder who shall be male only. The nominations for candidates to fill vacancies of the offices of the Congregation shall be made by the Nominating Committee, whether this is at an annual election and for full terms or to fill vacancies for unexpired terms. The list of nominees prepared by the Nominating Committee shall be made known to the members of the Voters Assembly at least two weeks prior to the election date. At the meeting during which the election is held, the Voters Assembly shall have the privilege of adding to the nominees for office. All nominees accepted by the Voters Assembly by a majority vote shall then, on the consent of the nominees, be candidates for office.

All elections to office shall be by ballot. If there is more than one candidate for an office, the candidate receiving a plurality shall be declared elected.

The newly elected officers shall organize and present all appointments to committees for approval at the first Quarterly Meeting. The installation of all newly elected Officers shall take place in a public worship service on the first Sunday of the new year. They shall take office, and the terms of their predecessors shall cease immediately after installation.

SECTION XIII

CALLING OF CALLED CHURCH WORKERS:

PASTORS: In the event of a vacancy in the pastoral office, or should it be deemed necessary that additional pastors be called to serve the congregation,

the Call Committee shall consist of the Board of Elders and may include up to three additional members appointed by the Church Board of Administration.

1. Every member of the congregation shall have the privilege of making one or more nominations for the Office of Pastor.
2. The committee shall submit the names of congregation nominees to the synodical District President for evaluation and request recommendations for additional names of eligible candidates at the District/National level.
3. The committee shall review and interview all candidates for submission to the Voters Assembly.
4. **CALL MEETING:** The names of two (2) or more qualified candidates with biographical information shall be presented to the congregation in written form at least two weeks prior to the meeting of the voters called for the purpose of calling a pastor. The Call Committee may make a recommendation to the voting members on the candidate(s) that they believe would best serve in this position.
5. Using written ballots, each eligible voter may vote for one name from the call list. A candidate must receive a 2/3 majority vote for a call to be extended. If no candidate receives a 2/3 majority vote, the candidate receiving the lowest number of votes drops from the balloting, but not from the call list, and voting continues until a candidate receives a 2/3 majority vote. If no candidate receives a 2/3 majority vote, a new list of candidates shall be obtained by the call committee.
6. The call selection shall be given a show of solidarity and support by a rising vote of the assembly.
7. A call shall be extended to the pastor-elect in a call document signed by the President of the congregation and the Chairman of the Board of Elders.

OTHER CALLED WORKERS: In the event a teacher or an additional called worker is required, the same procedure shall be followed as above except that the Board of Education shall act as the Call Committee for teachers and shall ask the District Office or District Superintendent for recommendations. The call document shall be signed by the principal and the chairman of the Board of Education. The Senior Pastor and an Elder shall serve in an advisory capacity.

SECTION XIV

ORDER OF BUSINESS: The order of business at all regular meetings of the Voters Assembly shall be as follows: opening devotions; reading and approval of minutes; admission and release of members; reports of the Treasurer, the Boards and Committees; reports of the Pastor, the School Principal, the Church Board of Administration; unfinished business; new business; announcements; adjournment with prayer.