# BYLAWS
# PEACE LUTHERAN CHURCH AND SCHOOL

## Article I - Membership

### As amended January 31, 2016

### A. Baptized Membership

Baptized members shall include all unconfirmed baptized children of communicant members of the congregation, children baptized at Peace Lutheran Church who are not under the spiritual care of another pastor and baptized adults who are under the spiritual care of the Pastor of Peace Lutheran Church.

### B. Communicant Membership

1. By Confirmation: Confirmation itself being a reception into church membership, all who are received by this rite become communicant members.

2. By Transfer: Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this congregation, shall be received by the Board of Elders, who, in consultation with the Pastor, may approve the transfer.

3. By Profession of Faith: Other persons shall submit their application to the Pastor and having given satisfactory evidence of their qualification for communicant membership may be approved by the Board of Elders.

### C. Voting Membership

1. Meet qualifications stated in Article III, Section C, of this Constitution.
2. It shall be the duty of every voting member to attend the Voters Assemblies. Failure to attend hinders the work of the Kingdom of Christ. By failing to attend, a member also waives his right to cast his vote at that meeting. He shall prayerfully consider nomination for office, committee appointments, etc., gladly and willingly as a call from his Savior.

### D. Synodical Membership

This congregation shall be affiliated with and support the work of the Lutheran Church-Missouri Synod and shall send its Pastor, a lay delegate and other called workers, as required by the District, to the Convention of the Northwest District.

## Article II - Office of the Keys

### A. Administration

1. It is the duty of the Pastor(s) and the Board of Elders to be concerned with the spiritual welfare of the congregation. Therefore, all actions involving termination of communicant membership shall be prayerfully and carefully considered. Communicant membership may be terminated in any of the following ways:

    a. A request for a transfer to a sister congregation may be acted on by the Pastor(s) and reported to the next meeting of the Board of Elders, providing that the reason for the request is not a quarrel or disagreement with this congregation or any members thereof.

    b. The Pastor(s) and Elders may act upon a request for peaceful release from membership after consulting with the member, and such action reported to the next Church Council meeting.

    c. If a member fails to attend a Worship Service for the period of one calendar year and efforts of the Pastor(s) and Elders to encourage attendance, transfer, and peaceful release or to establish the whereabouts of the member are fruitless, he shall be declared self-excluded and his name shall be removed from the membership roster. A member may, at his request and for valid reason, remain on the membership list.

    d. A member who adheres to false doctrine or practices immorality may be removed by excommunication.

2. A member who requests a transfer or release of membership by reason of a quarrel or disagreement with the congregation or any member thereof shall meet with the Pastor(s) and/or Elders and the quarrel resolved or a mutual forgiveness effected. The request then may be granted in a spirit of fellowship, if *so* desired.

3. If it is reported to the Pastor(s) or Elders that a member is straying from the path of righteousness or practicing false doctrine, they shall act in accordance with Matthew 18:15-20. If said report has substance, they shall fraternally admonish the member and encourage him to renounce his error. If an erring member refuses to submit to admonition or to recognize his error, he may be placed under Church Discipline. Church Discipline is a means by which the church expresses loving concern for the spiritual welfare of a member by impressing on the member the serious consequences of persistent error. Church Discipline is effected by suspending the rights and privileges of membership, specifically: : partaking of the Lord's Supper, performing the duties of an office, serving the congregation as an usher, Sunday School teacher, or in any other position, or exercising the right to vote. Fellowship and attendance at Worship Services is encouraged. Church Discipline is a temporary measure. If, after the completion of the three steps of Matthew 18:15-20, the member rejects fraternal admonition and persists in his error, the Pastor(s) and Elders shall present the matter to a Voters Assembly for the termination of membership by excommunication as directed in I Corinthians 5:1-13.

At the discretion of the Pastor(s) and Elders this may be done in lieu of, or following, a period of Church Discipline, and at a regular or special Voters Assembly.

4. Termination of membership by any of the means enumerated herein terminates all rights as a member and all claims upon the property of the congregation.

5. If, by the grace of God, a person recognizes his error and desires reinstatement, he may do so by profession of faith and be accepted into fellowship in the spirit of II Corinthians 2:6-11.

## Article III - Church Council

### A. Membership of the Council

1. The Church Council shall consist of twelve elected members: President, Vice President, Secretary, Chairpersons from the Boards of: Elders, Trustees, Evangelism, Stewardship, Parish Education, Youth, and Christian Education, and two (2) members elected at large. The Senior Pastor, Principal and Treasurer shall serve as ex-officio members of the Church Council.

2. All Church Council members and Board members must be voting members of the congregation.

### B. Term of Offices

1. All elected members of the Church Council may serve two year terms.

2. Elections shall be staggered, (i.e. President one year, Vice President and Secretary the next year.

3. The Vice President shall serve as President in the event that the President of the congregation is not able to perform his duties due to absence, disability, or death.

### C. Meetings of the Church Council

1. The Church Council shall meet the second Tuesday of each month. The President, the Senior Pastor or any two members of the Council may call special meetings.

2. The Church Council meetings are open to the congregation. All reports and proposed action items must be presented in writing to the President the week prior to the meeting. The President shall provide an agenda and copies of reports and proposed action items to all members of the Council the Sunday prior to the meeting. Agenda items may be added at the meeting upon majority consent of the Council.

### D. Duties and Responsibilities of the Church Council

1. It shall be the duty of the Church Council to administer the affairs of the congregation and to review all the procedures, progress and problems and to be the custodian of the Church Mission.

2. The responsibilities of the Church Council shall be:

    a. Annual budget: Facilitate the development of and review

    b. Long-range planning for future needs of the congregation

    c. Supervision of standing committees and boards

    d. Establishment and supervision of special committees and task forces

    e. Supervision of the Office Administrator and Financial Secretary, who shall be appointed/hired by the Church Council.

    f. Presentation of recommendations of boards and committees to the Voter's Assembly.

## Article IV – Voters Assembly

### A. Regular meetings of the Voters Assembly

Regular meetings of the Voters Assembly shall be held the 3rd Sunday of January, April, May and October after the last morning worship service unless a significant conflict arises. If this occurs the Church Council shall reschedule. Meetings shall be announced the preceding two Sundays.

### B. Special Meetings of the Voters Assembly

Special meetings of the Voters Assembly may be called by the Church Council, the Senior Pastor or the President by having them announced in the manner prescribed for regular meetings or by issuing notice to the voting members by mail one week prior to the meeting.

### C. Properly Convened Meetings

Every regular Voters Meeting shall be announced in the Sunday Worship Service for the two Sundays immediately prior to the meeting. Whenever a meeting has been announced properly, it shall be considered a properly convened and legal meeting capable of transacting business, and a majority vote is sufficient to carry a motion. All members present at a properly called meeting shall constitute a quorum. The Secretary of the congregation will maintain a documented list of all members present.

For a Voters Meeting acting on the amending of the Articles of Incorporation or the Constitution, authorizing the construction of buildings, purchase or sale of property, acting on the removal of any person from office under Article VI, Section E of the Constitution, an

affirmative vote of two thirds of the members present shall be required for the adoption of the resolution.

### D. Order of Business

A properly convened Voters Assembly shall conduct business in the following order:

1. Opening prayer and/or devotion
2. Reading of the previous Voter's Meeting Minutes
3. Board and Committee report highlights (complete reports will be in writing and copies distributed beforehand person)
4. Action items
5. Old/new business
6. Special concerns, i.e. budget in April, elections in May, etc.
7. Announcements
8. Closing prayer and adjournment

### E. In addition to principles laid down in Scripture, the latest edition of Robert's Rules of Order shall be followed.

## Article V--Duties of Called Workers

### A. Office of Pastor

1. To act as the spiritual leader of the congregation and its component and auxiliary groups;
2. To equip the members to carry out a team ministry as they minister to one another, to all Christians and to all the people of the world;
3. To order and officiate at the worship services of the congregation; proclaim and teach the Word of God and administer the sacraments; minister to the congregation, congregational groups and individuals; express the ministry of the entire congregation to church and world when possible and appropriate;
4. To conduct and to cause to be conducted any ceremony or rite of the church, having its foundation in and arising out of the Holy Scripture and Lutheran Doctrine, in manner and in content, so as to be wholly in agreement with and offer no conflict or contradiction to Holy Scripture and Lutheran Doctrine as published in the Book of Concord, 1580. To wit is here-with included a formal

statement, of policy and practice, as this clause has historically and still continues to pertain to Marriage ceremonies:

The marriage policy of Peace Lutheran Church and School, a member congregation of The Lutheran Church-Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32). The official position of The Lutheran Church- Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20: 13; 1 Cor. 6:9-10; 1 Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27). These positions and beliefs can be found on the LCMS website, along with other statements, papers and reports on the subject of homosexuality and same-sex civil unions and "marriage."

Our pastors, at Peace Lutheran Church and School, will not officiate over any marriages inconsistent with these beliefs, and our church and/or school property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy.

5. To serve as an advisory member of all authorized groups of and within the congregation;

6. To keep a record of all his official acts which is to be and remain the property of the congregation.

## B. Office of Principal

1. The Office of Principal is the authority conferred upon the principal by God, through a call of the congregation, to perform the duties of the office, in all its parts, according to the Word of God and the needs of the congregation.

2. To represent the school whenever representation of the school, as a whole, is necessary and endeavor to work for the efficiency of the entire school;

3. Exercise the office in a climate of brotherly unity and serve as the educational leader of the school.

4. Lead colleagues in zeal for, and in devotion to, the school and its improvement as an educational agency and a Christian institution.

5. Keep the Pastor(s) fully informed as to school activities and problems, counsel with the Pastor(s), and strive to manage and lead the school in accordance with the Pastor's spiritual advice, based on the Word of God.

6. Serve as executive advisor of the Board of Christian Education. Keep the board informed of the courses of study outlined by the Board for Parish Education of

Synod, according to NLSA accreditation standards, and the local and State Department of Education guidelines.

7. Submit a report of school activities at regular meetings of the congregation.

8. Supervise instruction in the school, have charge of enrollment, attendance, hygiene, sanitation, decorum, safety and records.

9. Show interest in all endeavors in the field of Christian Education and perform duties as defined in the call document.

10. Endeavor to advance professionally.

11. Prepare and administer the school budget in cooperation with the staff, the Board of Christian Education, and within the guidelines set forth by the Finance Committee and the Voter's Assembly.

**C. Office of Called Teacher**

1. The Office of a Called Teacher is the authority conferred upon the teacher by God, through a call of the congregation, to perform the duties of the office in all its parts according to the Word of God and the needs of the congregation.

2. Upon being installed, a called teacher is authorized and obligated to instruct and train the children under their care diligently and faithfully and in accordance with the Evangelical Lutheran Church teachings and Confessions, set forth in Article I of the Constitution.

3. The teacher is to serve the congregation as an example of Christian conduct. He/she is to endeavor earnestly to live in brotherly unity with their Pastor(s) and their fellow teachers. They are to work under the supervision of the Pastor(s), Principal and the Board of Christian Education. The teacher is to do, by the grace of God, everything possible within the sphere of their calling to work towards the promotion of the school and for the general advancement of the Kingdom of God.

4. The teacher is to perform such other duties, as are in the interest of Christian education and the welfare of the church and school, as time and talent may permit.

**C. Other Called Workers**

The duties of other workers called by the congregation shall be defined by the Board of Elders and ratified by the Church Council prior to the Congregational Call Meeting

**D. Vacancy**

When a vacancy in a called position develops it shall be the duty of the Board of Elders to oversee the call process and ensure it is in accordance with the following procedure.

1. Secure a list of candidates from the LCMS National Education Office and Northwest District office of the Lutheran Church Missouri Synod

2. Names may be presented by members of Peace Lutheran Church.

3. Review the qualifications of all candidates.

4. Present the list of candidates to the congregation by public announcement or bulletins.

5. Objections to an individual on the proposed list shall be made to the Board of Elders for their consideration within one week of presentation of the list of candidates.

6. A Call Meeting of all communicant members shall be called within three weeks (after presentation of the list of candidates) to call a candidate. A candidate must receive a two-thirds majority vote by ballot of the communicate members present.

7. After a candidate receives a two-thirds majority vote by ballot of the members present a call shall be sent to the candidate elected. In the case of Pastoral call, upon a two-thirds majority, there shall be a motion for a unanimous affirmation after which a call shall be sent to the candidate elected.

## Article VI - Terms and Duties of Officers

### E. The Officers of the Congregation

1. The elected officers of the congregation shall consist of the President, Vice President and the Secretary.

2. Only male voters, over the age of 21, are eligible for the office of President and Vice President.

### F. Duties

1. Duties of the President: It shall be the duty of the President to:

    a. Preside at all meetings of the Church Council. Voter's Assembly and the congregation;

    b. Ensure that parliamentary rules are enforced in all meetings presided over by him, and be fair and unbiased toward all motions or discussions;

    c. Execute on behalf of the congregation any deeds, mortgages, bonds, notes, contracts, or other instruments which the congregation shall have authorized;

    d. Sign all checks in the absence of the Treasurer;

    e. Solicit and appoint qualified members to serve on committees or as delegates as provided for in these Bylaws or as directed by the Voter's Assembly; and

    f. Admonish members of the Church Council who are neglecting the duties of the positions or who have failed to share in the support of congregational endeavors.

2. Duties of the Vice President:

    a. Vice President shall serve as President in the event that the President of the congregation is not able to perform his duties due to absence, disability, or death.

    b. Succeed to the presidency in the case of death, resignation, or expulsion of the President;

    c. Assist the president in such duties as the President may assign to him; and

    d. Serve as Chairman of the Church Council.

3. Duties of the Council Secretary: It shall be the duty of the secretary to:

    a. Record all transactions of all meetings of the Voters Assembly and of the Church Council in a book provided for that purpose and read such transactions at the subsequent meetings for correction or approval;

    b. Register all persons attending the meetings;

    c. Record all amendments that are adopted by the congregation on a master copy of this constitution;

    d. Submit monthly for publication to the congregation the major discussions of the Church Council; and

    e. Maintain a file of all Amendments ratified by the Voters Assembly as addenda to the master copy of the Constitution.

**G. Terms for Officers and Board Members**

1. The term of office shall be for two years, from installation to installation.

2. In the case where an officer fails to complete the term of office, the council will appoint an individual to fill the vacancy until it can be ratified at the next voters meeting.

3. Installation of officers and board members will be the first possible Sunday after July 1.

## Article VII--Duties of Boards and Committees

**A. Duties of Boards**

1. Each board has an area or areas of concern as specified by the bylaws. It is the duty of each board to formulate policy, establish programs, make recommendations to the Church Council and Voters Assembly, and to oversee the execution of the functions within their areas of concern. To implement the programs and functions within their areas, the boards may utilize the talents of any other members of the congregation, as required.

2. The boards shall formulate written policies within their areas of concern. Such items as the utilization of church property for other than worship or Christian education functions, hiring and duties of church and school workers, school scholarship awards, and others should be written policy. These policies shall be ratified by the Church Council and become part of the Procedures Manual for the congregation.

3. The Voters Assembly enables the boards and officers to carry out their duties by approving the expenditure of funds as defined in the Budget. It is the duty of the Chairman of each board to ensure that the funds allocated in their area of concern are disbursed within the limits and intent of the budget.

4. Board Meetings

   a. In general, the meetings of boards and committees shall be open to the congregation. Members of the congregation may attend meetings and may address the board or committee with the permission of the chairman of the meeting, but only board or committee members shall be allowed to vote. The Pastor(s) and the President of the congregation shall be advisory members of all Boards and committees, with no vote on these boards and committees

   b. The exceptions to the above statements are:

      i. The Board of Christian Education may close a meeting or portions of a meeting when dealing with private confidential business, such as scholarship applications or teacher evaluations.

      ii. The Board of Elders may close a meeting or portions of a meeting when dealing with the administration of the Office of the Keys. If a member or ex-officio member is the subject of the discussion, that member may be excused during deliberation.

## *B.* Board of Elders

1. The Board of Elders shall consist of one Elder per twenty families (or fraction thereof), who shall be a male, thirty years of age or older. The Voters Assembly shall elect all Elders and the Elders will elect a chairman from their group.

2. The first area of concern of the Board of Elders shall be the spiritual welfare of the congregation. In this area, the duties of the board are:

   a. Assist the Pastor(s) in all matters pertaining to the spiritual and social welfare of the congregation;

   b. Consider complaints and grievances of members and handle them in accordance with scriptural directions; and

   c. Plan, organize and supervise programs to encourage the sick and shut-in members of the congregation; and make every effort to encourage members to be diligent in their attendance of services, use of the Sacraments and financial support.

3. The second area of concern of the Board of Elders is to see that the worship service is conducted in a proper and fitting manner. In this area, the duties of the board are to:

    a. See that all services are conducted in such a manner as to foster an attitude conducive to proper worship;

    b. Appoint formerly elected Elders from Peace Lutheran Church to assist in a temporary capacity or assignment as needed. The appointed individuals will not have voting privileges on the Board of Elders,

    c. Appoint and supervise a head usher for the training and assignment of ushers and acolytes;

    d. Hire and supervise a choir director and organists to maintain the highest standards of musical worship;

    e. Assist the Pastor(s) in arranging for pulpit assistance, special services, guest speakers, and communion services and commune the Pastor(s). They are to conduct worship services, including serving Holy Communion when necessary if the Pastor(s) is unable to serve for an extended period of time and no other pastor is available; and

    f. Encourage, cooperate with, and supervise the Altar Guild, and to represent the Altar Guild to the Church Council.

4. The third area of concern of the Board of Elders is to see that the business of the Church is carried out in a proper manner. In this area the duties of the board are to:

    a. See that the Pastor(s), other called workers, and their families are properly-provided for by periodically giving prayerful consideration to their income, vacation, etc., and make periodic recommendations to the voters as are deemed necessary;

    b. Submit a list of candidates when a pastor or other worker is to be called;

    c. Hire and supervise other workers, as authorized by the Voters Assembly, to carry out the business of the church;

    d. Determine if a function utilizing church facilities is an appropriate use of God's property; and

    e. Encourage, cooperate with, and supervise other organizations within the congregation such as the LLL, LWML, etc., and to represent these organizations to the Church Council,

    f. The chairman of the Board of Elders shall serve as President in the event that the President and the Vice President of the congregation are not able to perform their duties due to absence, disability, or death.

## C. The Board of Trustees

1. The Board of Trustees shall consist of a minimum of five members elected by the Voter's Assembly. The board members shall select their own chairman.

2. The first area of concern of the Board of Trustees is the care of God's property. In this area the board shall:

    a. Plan, organize and supervise the maintenance of God's property committed to the care of this congregation;

    b. Hire and supervise janitorial and maintenance workers as authorized by the Voters Assembly;

    c. Negotiate and make contracts authorized by the Voters Assembly; and

    d. Be responsible for the safe keeping of all deeds, licenses, and other valuable church records and documents.

3. The second area of concern of the Board of Trustees is the utilization of God's property. In this area, the duties of the board are to:

    a. Schedule, determine the conditions, and supervise the use of God's property for proper functions other than worship services;

    b. Accept and receive bequests and grants and see that they are utilized for their intended purpose; and

    c. Study and recommend expansions, improvements, or disposals of God's property.

## D. The Board of Christian Education

1. The Board of Christian Education shall consist of a minimum of five members elected by the Voter's Assembly. The board members shall select their own chairman. The Principal shall be an advisory member with no vote. The basic objectives of this board are to plan and administer the educational program of the congregation's Lutheran Day School and Lutheran Child Care/Extended Care facility in keeping with the mission and goal statements adopted by Peace Lutheran Church and School.

2. In the area of the Lutheran Day School, the duties of the board are:

    a. Ensure that the teachings of the Lutheran Day School are scriptural and the operation reflects the mission of Peace congregation and Lutheran Christian education;

    b. Establish the policies and goals of the Lutheran Day School;

c. Guide and assist the principal in all matters pertaining to the operation of the Lutheran Day School;

d. When determined that a called worker is needed to fill a vacant position, the board will assist the Board of Elders in the process of securing a list of qualified candidates for consideration.

e. For other than called workers, and within the constraints established by the annual budget, approved by the Voter's Assembly, hire teachers, secretaries and other workers to fill positions in the Lutheran Day School.

3. In the area of the Lutheran Child Care/Extended Care, the duties of the board are:

   a. Ensure the teachings of the Lutheran Child Care/Extended Care are scriptural, and the program operation reflects the mission of Peace Lutheran Church and School and meets the requirements of the Washington State Child Care Licensing Division.

   b. Approve the policies and goals for the Lutheran Child Care/Extended Care program.

   c. Approve hiring of personnel for the Lutheran Child Care/Extended Care program as required to meet the Washington State Child Care Licensing Division requirements.

## E. The Board of Parish Education

1. The Board of Parish Education shall consist of a minimum of five members elected by the Voter's Assembly. The board members shall select their own chairman. The Pastor(s) and the Sunday School Superintendent will be advisory members with no vote. The basic objectives of this board are to plan and administer the total parish educational program for the congregation, to determine policies and to select personnel for various educational positions. In addition, the board will provide the necessary means for the direction and supervision of the entire parish educational program of the congregation, with the exception of the Lutheran Day School and the Child Care/Extended Care.

2. In the area of Sunday School and Vacation Bible School (VBS), the duties of the board are:

   a. Submit to the Church Council for ratification a candidate for each of the offices of Sunday School Superintendent and VBS coordinator;

   b. Direct, assist and supervise the Sunday School Superintendent and VBS coordinator in performing the following tasks:

      i. Recruit, train and supervise teachers for the Sunday School and VBS educational programs.

      ii. Review, select and obtain proper, scripture-based texts, teaching materials and training aids for the Sunday School and VBS educational programs of the congregation; and

iii. Plan, organize and supervise the various Sunday School programs and VBS program offered by this congregation;

3. In the area of Bible Study, the duties of the board are:

    a. Direct, assist and supervise the various Bible Studies being offered by the congregation; and

    b. Monitor the need for additional Bible Studies within the congregation and community, and make efforts to provide for those needs

4. In the area of Family Night, the duties of the board are:

    a. Recruit, train and supervise teachers and instructors for the educational portion of the congregation's weekly Family Night;

    b. Review, select and obtain proper, scripture-based texts, teaching materials and training aids for the educational portion of Family Night; and

    c. Plan, organize and supervise the various educational classes taught during Family Night.

**F. The Board of Evangelism**

1. The Board of Evangelism shall consist of a minimum of five members elected by the Voter's Assembly. The board members shall select their own chairman.

2. The first area of concern shall be the spreading of the Gospel in the community. In this area, the duties of the board are to:

    a. Plan, train and organize members of the congregation to deliver the Good news to the local community; and

    b. Appoint and supervise a publicity spokesperson

3. The second area of concern is to encourage spiritual growth and Christian fellowship within the congregation. In this area, the duties of the board are to:

    a. Plan, train, and organize members of the congregation to call on other members. Particular attention should be given to welcoming new members;

    b. Encourage and assist fellowship groups within the congregation;

    c. Publicize and promote District, Synodical and World Missions within the congregation.

## G. The Board of Stewardship

1. The Board of Stewardship shall consist of a minimum of five members elected by the Voter's Assembly. The board members shall select their own chairman.

2. The area of concern of the Board of Stewardship shall be to promote the giving of the time, treasure and talent of the members of the congregation to the service of God. In this area, the duties of the board are to:

    a. Plan, organize and supervise a stewardship program for the congregation;

    b. Establish and maintain a file of the time and talents that members of the congregation offer to the service of God; and

    c. Bring to the attention of the boards and committees, the time and talents offered by the congregation to ensure that they are being properly utilized.

## H. The Board of Youth Ministry

1. The Board of Youth Ministry shall consist of a minimum of five members elected by the Voter's Assembly. The board members shall select their own chairman. In addition, two youth members shall serve on the board. They are to be selected by the young people they represent. Adult leaders of the youth and the Pastor(s) shall be advisory members.

2. The area of concern shall be the ministry of this congregation to and with the youth of this congregation. In this area, the duties of the board are to:

    a. Plan, organize and encourage the youth in programs of spiritual growth;

    b. Plan, organize and supervise the youth in programs of wholesome fellowship;

    c. Recruit, train and supervise adult leaders for the youth in the congregation;

    d. Coordinate and encourage youth involvement in all congregational activities;

    e. Encourage congregational support and involvement in youth activities; and

    f. Develop programs to maintain fellowship with confirmand's away from the area, in college or in military service,

    g. Provide for the ministry to young adults.

## I. Standing Committees

1. Nominating Committee:

The President shall appoint the Nominating Committee in January.

    a. The Nominating Committee shall consist of a minimum of four members,

b. The duties of the Nominating Committee are to:

i. Solicit a slate of eligible candidates of all offices. They should endeavor to locate at least two candidates for each office. Eligibility is determined by regular worship, communing, and Bible study. The initial slate of candidates shall be published in the church bulletin two weeks prior to the election. Nominations from the congregation shall be made to the nominating committee up to one week before the election, so that a final slate of candidates can be published in the church bulletin one week prior to the election; and

ii. Solicit eligible candidates to fill vacancies, represent the congregation, serve as committee members, serve as delegates, or fill other functions, as directed by the President.

2. Auditing Committee

a. The Auditing Committee shall consist of four members, one of whom shall be a member of the Board of Stewardship. The Treasurer shall not serve on the Auditing Committee. The President shall appoint the Auditing Committee in July.

b. The Auditing Committee shall audit the funds of the congregation for the preceding fiscal year, report to the Church Council in September, and make recommendations as required.

c. The Auditing Committee shall audit the books of any other funds maintained by the church and school or any other affiliated committees and organizations.

3. Finance Committee

a. The Finance Committee shall consist of a minimum of four members. Members are appointed by the President and shall serve a one year term with reappointment for subsequent terms. They shall be appointed in September,

b. The Finance Committee shall prepare an annual budget for presentation to the Voters Assembly, utilizing input from the Boards and committees,

c. The Finance Committee shall, with the assistance of the Treasurer, monitor and analyze the expenditure of funds to ensure that God's treasures in our care are effectively utilized,

d. The Finance Committee shall manage the endowments, and make recommendations to Church Council regarding the investment of said endowments, and maintain complete and accurate accounting books of all endowments of the congregation.

4. Endowment Committee

a. The Endowment Committee shall consist of a minimum of four members appointed by the President.

b. The Endowment Committee will promote and expand the endowment, educate the congregation regarding the endowment and recommend distributions of the income from the endowment to the Church Council.

**J. Fiscal Year.**

The Fiscal Year shall be July 1st to June 30th.

## Article VIII - Amendments

**A. Amendments to the Bylaws**

Amendments to the Bylaws of this Constitution may be made at any meeting of the Voters Assembly by a two-thirds majority of those present. Once an amendment is made, it will be published for circulation to the congregation within one month of adoption by the voters.

# BYLAWS FOR THE
# MISSION AND MINISTRY ENDOWMENT OF PEACE
# LUTHERAN CHURCH AND SCHOOL

## I. NAME

This congregation shall have a congregational fund entitled, THE MISSION AND MINISTRY ENDOWMENT. It shall be one of the funds of this congregation.

## II. MISSION STATEMENT

The mission statement of this endowment shall be:

God's Resources for the
Expansion,
Extension and
Encouragement
of God's Mission and Ministry

## III. GENERAL PURPOSE

A. This endowment's purpose shall be to receive gifts and bequests and to use them to carry out the mission and ministry of Peace Lutheran Church and School in Bremerton, Washington.

B. In order to accomplish this purpose, the endowment shall maintain the following separate divisions:

1. **GROWTH/CAPITAL IMPROVEMENT FUND:**
   Income and/or principal from this fund will be used for facility expansion, property purchase, erection of new facilities and upkeep of facilities.

2. **SYNODICAL COLLEGE STUDENTS' FUND:**
   Income from this fund will be used to help with expenses for those students from the Lutheran Church Missouri Synod who have elected to prepare for fulltime church work by attending a college or seminary of the Lutheran Church Missouri Synod. First priority will be given to members of Peace Lutheran Church in Bremerton, Washington who meet the above stated criteria. This fund could also be available to help pay the educational debts incurred by fulltime church workers who are called to serve at Peace Lutheran Church and School in Bremerton, Washington.

3. **JUNIOR HIGH AND SENIOR HIGH YOUTH FUND:**
   Income from this fund will be used to support the Junior High and Senior High Youth ministries of Peace Lutheran Church and School. This could include support for attendance at Circuit, District and Synodical Youth Gatherings, the procurement of speakers, programs and projects specifically designed to meet the needs of Junior High and Senior High youth.

4. **PEACE LUTHERAN SCHOOL FINANCIAL ASSISTANCE FUND:**
   Income from this fund will be used to fund students whose families are in financial need, and as a result, unable to attend Peace Lutheran School. Priority shall be given to members of Peace Lutheran Church.

5. **GROUNDS MAINTENANCE FUND:**
   Income from the fund will be used to provide for the landscape and lawn maintenance of Peace Lutheran Church and School property.

6. **GENERAL FUND:**
Income from the fund will be used to provide funds for any mission and ministry project of Peace Lutheran Church and School. Deposits to the fund will be designated gifts for the fund and monies from the current expense contributions of the congregation to equal one-half of one percent (1/2%) of the current expense contributions. If the designated gifts to the fund are more than 1/2% of the current expense contributions no monies will be deposited from the current expense contributions. These deposits will continue until the principal in the fund is five hundred thousand dollars ($500,000). At this time only designated giving to the fund will be deposited. Expenditures from the income will be limited to ten percent (10%) of the interest received. This limit will continue until the principal in the fund is five hundred thousand dollars ($500,000). After this limit in the principal is reached, expenditures will be limited to ninety percent (90%) of the interest received.

7. **MISSION PLANTING FUND:**
Income from this fund will be used for the support of mission congregations including the planting of new congregations and the support of congregations still on mission status with the Northwest District or the Lutheran Church Missouri Synod.

C. Only income from these funds, other than the GROWTH/CAPITAL IMPROVEMENT FUND, shall be used for the purposes, projects and programs recommended by the Endowment Committee to the Church Council and approved by a simple majority of the Voters' Assembly, provided that the purposes, projects and programs shall be consistent with the general reason for which these funds have been established. The list of approved purposes, projects and programs shall be distributed to the members of the congregation.

D. At least annually, the Church Council shall make recommendations to the Voters' Assembly regarding distribution of the income from these funds. None of the income or principal of these funds shall be distributed to the congregation's operating budget. The distribution of the income from these funds shall be determined by a simple majority of the Voters' Assembly.

E. Gifts and bequests may be made upon special terms or conditions or containing limitations or directions as to the use of the income from the gift provided that such are acceptable to Peace Lutheran Church and School. The Church Council shall submit at the next meeting of the Voters' Assembly (or request a special meeting), its recommendation on the acceptability of such a gift or bequest. The acceptance of such a gift shall be a simple majority of the voting members present.

F. The minimum amount required to begin a new division of this endowment shall be one thousand dollars ($1000).

## IV. DURATION

The Mission and Ministry Endowment shall continue in existence and be used as above provided so long as Peace Lutheran Church and School in Bremerton, Washington shall continue to exist. If Peace Lutheran Church and School shall cease to exist, then the assets constituting the endowment when Peace Lutheran Church and School ceases to exist shall become the property of a successor Lutheran Church, or, if no successor Lutheran Church, then it shall become the property of the Northwest District of the Lutheran Church Missouri Synod to be used for mission purposes (except that any and all properties held by the endowment upon special conditions, restrictions or limitations shall continue to be subject to the

conditions, restrictions or limitations upon which such properties are held). If Peace Lutheran Church and School dissolves, it shall, at the time of such dissolution, have the right and duty to determine the existence of a successor Lutheran Church, if any, providing such successor Lutheran Church qualifies as an exempt organization under the Internal Revenue Code and Peace Lutheran Church and School shall execute the necessary documents to effect such transfer.

## V. GOVERNANCE AND OFFICERS

**A**. An Endowment Committee appointed by the President of Peace Lutheran Church and School and approved by the Church Council shall promote and expand the endowment, educate the congregation concerning the endowment and recommend distributions of the income from the endowment to the Church Council.

**B.** The Finance Committee shall manage the endowment. The treasurer of the congregation shall be responsible for receipts by and disbursements from the endowment, shall maintain complete and accurate books of account and shall provide, at least annually, a written financial report of the endowment to the Church Council and the Voters' Assembly.

**C**. The Finance Committee, if it deems it to be in the best interest of the congregation, may recommend to the Church Council that the assets of the

endowment be delivered to the Lutheran Church Missouri Synod Foundation or, another approved investment foundation, for investment management. Any agreement entered into for the management of the endowment 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 Voters' Assembly.

**D.** The Finance Committee, with the approval of the Church Council, shall maintain accounts with such financial institutions as it, by resolution, may determine and authorize. All checks and other documents transferring or expending any funds or assets in the endowment shall be executed by the treasurer and the chairperson of the Finance Committee.

**E.** The Finance Committee shall maintain complete and accurate books of account and may employ such professional help as it deems necessary in this connection.

**F.** No member of the Finance Committee or Church Council shall engage in any self-dealing or transactions with the endowment in which the member of the Committee or Council has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the endowment.

## VI. DUTIES

A. The Finance Committee shall, at least annually, render a full and complete account of the administration of the endowment during the preceding year.

B. Gifts and contributions from any individual, or groups of individuals, including, by way of explanation and not in limitation, direct gifts for the purpose of the endowment, 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 or proceeds of

insurance, annuity or endowment policies or contracts, may be received by the endowment at any time.

C. Means for acknowledging the receipt of each gift and contribution shall be established and maintained by the Endowment Committee.

D. AH endowment funds shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to the church.

## VII. AMENDMENTS

Any amendment to these Bylaws that will change, alter or amend the general purpose for which the endowment 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 Voters' Assembly, the notice of which has stated that such an amendment will be purposed to the Voters' Assembly.