

BYLAWS OF ABOITE LUTHERAN CHURCH

1.0 VOTERS' ASSEMBLY

1.1 Meetings

1.1.1 Regular meeting of the Voters' Assembly shall be held at least annually, in the month of January.

1.1.2 Special meetings may be called by the Pastor, President, three council members, or ten voting members. Such special meeting require announcement in services on two Sundays or a notification by mail and announcement in the services on one Sunday immediately prior to the meeting. Such announcements shall detail the date of meeting, the place and nature of the business to be transacted.

1.2 Any communicant member of this congregation who is 18 years old or over and has been approved by the Voters' Assembly and has signed this Constitution and shall be entitled to vote.

1.3 Quorum

1.3.1 The voters present at a properly called meeting shall constitute a quorum to transact business. A majority vote of those voters present shall be necessary to decide questions before the Voters' Assembly, unless other than a majority vote has been specified in the Constitution or these Bylaws.

1.4 Order of Business

1.4.1 The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and Bylaws and shall include presentation and approval of the minutes of the previous meeting, the Pastor's report and such committee reports and recommendations of the church council as deemed appropriate.

1.4.2 Questions of parliamentary procedure not covered by this Constitution and Bylaws shall be resolved according to Robert's Rules of Order .

2.0 DUTIES OF MEMBERS OF THE CONGREGATION

Because it is composed of God's Priests, the Christian congregation is the highest spiritual authority (Matthew 18:15-20; I Cor. 3:22-23). Accordingly, the congregation and all its members have the following responsibilities to perform within this local congregation.

- 2.1 To attend public worship and the Lord's Supper faithfully (John 8:31-32).
- 2.2 To make disciples of all nations, baptizing them in the name of the Father, the Son and the Holy Spirit (Matthew 28:18-19).
- 2.3 To care for one another and carry each other's burdens (Galatians 6:2).
- 2.4 To be concerned that the Word of Christ dwells richly in their midst and that children and adults receive thorough instruction in Christian doctrine (Galatians 3:16).
- 2.5 To give of time, treasure and talent also for the advancement of Christ's Kingdom at home and abroad.
- 2.6 To keep the Unity of the Spirit in the bond of peace by working in harmony with one other (Ephes. 4:3).
- 2.7 To respect servants and to provide adequately for their welfare (1 Timothy 5:7; 1 Cor. 9: 14).
- 2.8 To admonish one another in Christian love as it becomes necessary, according to Matthew 18.

3.0 PROCEDURE IN CALLING PASTORS AND TEACHERS

- 3.1 When a Pastor or teacher is to be Called, every member of the congregation may make one or more nominations. The congregation may also ask the president of Synodical District for recommendations. In the case of a Pastoral Call, the Word & Sacrament ministry shall serve as the screening committee, and in the case of the calling of a teacher, the Board of Education shall perform that function.
- 3.2 The election of a Pastor or teacher shall be at a voter's meeting called for such purpose and shall be by written ballot. Any candidate receiving a majority of all the votes cast shall be considered elected. The Call shall then be sent to the Pastor or teacher so elected.

4.0 DUTIES OF PASTORS

- 4.1 To preach and teach God's Word in accordance with the Scripture as expounded in the Lutheran Confessions found in the Book of Concord of 1580.
- 4.2 To be overseer of the Congregation and all its activity. Accordingly, he shall be an ex officio voting member of all Ministries, committees, boards, groups, auxiliaries, and task forces of the congregation and will not be excluded from any of their meetings (official or unofficial). He shall supervise the duties, hiring, termination and/or discipline of all staff. The hiring of full-time called staff shall be voted by the Voter's assembly. The hiring of full-time salaried staff shall be voted by the Council.
- 4.3 To care faithfully for the membership of the congregation, particularly those physically, emotionally, and spiritually troubled.
- 4.4 To disciple, train and instruct the Word & Sacrament ministry that they would be enabled to assist the Pastor in the growth and development of the spiritual life of the congregation.
- 4.5 To supervise instruction of children and adults for Confirmation.
- 4.6 To supervise the Christian nurture of the congregation through its educational agencies and church organizations.
- 4.7 To be zealous in Mission activity to extend the Kingdom.
- 4.8 To encourage and train members of the congregation to be good stewards of their time, treasure, and talents.
- 4.9 To be an example to the congregation.

5.0 DUTIES OF TEACHERS

As assistants to the Pastor, teachers have the responsibilities:

- 5.1 To teach God's Word in accordance with the Scriptures as expounded in the Lutheran Confessions.
- 5.2 To carry out faithfully their responsibilities as outlined in their call or contract.
- 5.3 To be responsive to the needs of the congregation as directed by the Board of Christian Education and the school principal.
- 5.4 To be examples to the congregation.

6.0 THE CHURCH COUNCIL

- 6.1 The Church Council shall consist of the Pastor, President, Vice-President, and Treasurer of the Congregation, and the chairpersons of the following Council Ministry Boards: Evangelism, Worship, Education, Fellowship, Youth, Care, Stewardship, Property, and Word & Sacrament ministry. The majority of available Council positions shall be filled by non-staff members.
- 6.2 The President of the Congregation shall act as Chairman of the Council.
- 6.3 Council shall act for and on behalf of the Congregation in all matters delegated to it by the Voters' Assembly. The Church Council shall have the duty of preparation of the agenda for the Voters' Assembly. It shall ratify all appointments made by Congregational officers of governing boards and shall meet at least quarterly at such time and date as determined by a majority of members at the prior meeting.
- 6.4 The Pastor or President of the Congregation, or any two council members may call special meetings of the council.

7.0 OFFICERS

- 7.1 The officers of the congregation shall include: President, Vice- President, Secretary, Treasurer and Financial Secretary.
- 7.2 Any voting member, who has reached the age of 21, shall be eligible for election to the above offices, provided that only male voting member shall be eligible to occupy the office of President or Vice-President.
- 7.3 Terms
 - 7.3.1 Officers may be elected for terms not to exceed two years.
 - 7.3.2 No one may serve more than two years as either President or Vice-President - without at least one year intervening between such terms.

8.0 DUTIES OF THE OFFICERS

8.1 President

8.1.1 The President shall be a male voting member and shall not hold any other Council Ministry Board positions.

8.2 Vice-President

8.2.1 The Vice-President shall be a male voting member and shall not hold any other Council Ministry Board positions.

8.2.2 The Vice-President shall perform the duties of the President in his absence, shall perform such duties as directed by the Church Council.

8.3 Secretary

8.3.1 The Secretary shall record proceedings of the Voters' Assembly, register all members in attendance and submit minutes for adoption at the following regular meetings of the Voters' Assembly.

8.3.2 This officer shall be the custodian of all church record and, shall deliver the record to the successor at the expiration or the term of office.

8.4 Treasurer

8.4.1 The Treasurer shall pay all bills authorized by the Church Council and shall keep accurate records of the receipts and disbursements of the congregation in Books of Account which shall be and remain property of the congregation. These books shall be audited annually and report of such audit shall be submitted to the Voters' Assembly.

8.4.2 The Treasurer shall submit a report monthly to the Church Council, which report shall show actual receipts and disbursements as compared with budgeted amounts. A similar report shall be given at a regular meeting of the Voters' Assembly.

8.4.3 The Treasurer shall be a member of the church council.

8.5 Financial Secretary

8.5.1 The Financial Secretary shall receive regular and special collections, loans, subsidies, bequests and all monies of the congregation, record such monies in Books of Account, and deposit in the congregation's designated treasury. A report of all receipts shall be submitted to the Treasurer at regular weekly intervals. The Church Council may appoint such assistants to the Financial Secretary as are necessary.

8.5.2 Books and records of the Financial Secretary shall be audited annually and a report of this audit shall be submitted at the next regularly scheduled Voters' Assembly.

8.6 Word & Sacrament ministry

The Word & Sacrament ministry shall assist the Pastor in the Word & Sacrament life of the Congregation. They shall see that the Word of God is taught in it's truth and purity, that the Sacraments are administered according to their institution, and that the application of the Office of the Keys to the impenitent is maintained.

9.0 NOMINATIONS AND ELECTIONS

9.1 A nominating committee, chosen by the Church Council, shall present a slate of candidates for all ministry Chairpersons and Officers to be elected. Additional nominations may be made from the floor. No person shall be nominated without his or her consent.

9.2 All Ministry Chairpersons and Officers shall be elected by a majority vote at a voter's meeting.

9.3 Officers and Ministry Chairpersons shall be elected for a term of two years.

9.4 Each Ministry Chairperson shall appoint such individuals as are necessary to assist in the tasks of the individual ministry. Such appointments shall be for a term of one year and subject to ratification by the Church Council.

9.5 Officers and Ministry Chairpersons shall be inducted into office in a public service of the congregation.

9.6 Vacancy in an Officer's or Ministry Chairperson's position shall be filled by appointment of the Church Council to complete the unexpired term.

10.0 AMENDMENTS

These Bylaws may be amended in a properly convened meeting of the Voters' Assembly by a majority of all voting members present, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two weeks prior to the meeting to all voting member.

11.0 CONFLICT RESOLUTION

All church conflicts between individuals or groups shall be handled by "speaking the truth in love" (Eph. 4:15) with one another according to the Scriptures. If the individuals or groups cannot resolve the matter, then the matter shall be brought before the Pastor. If this is unsuccessful then the matter shall be brought before the Church Council. If this is unsuccessful, then the matter shall be brought before suitable Christian counselors, reconcilers, or mediators from outside the congregation. If this is unsuccessful, then the matter will be brought before the Voter's Assembly.