

The Constitution of St. John Lutheran Church

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16; Matt. 28: 18-20; Acts 1:8). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Heb. 10:24-25), practice fellowship with one another (Acts 1:8; Matt. 28:18-20), and serve the needs of all people in Christian love (Eph. 4:7-16; Mark 10:42-44, John 13:35; Gal. 6:10). Since Christians are also to administer the Office of the Keys as His church (John 20:21-23, Matt. 18:15-20), and to maintain decency and order (I Cor. 14:40) in the church; therefore,

We accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our Congregation shall be governed. The list of adoptions and changes are recorded on the final page of the document.

ARTICLE 1: NAME

The name of this Congregation shall be:

St. John Lutheran Church of Vancouver, Clark County, Washington *(A non-profit corporation)*

ARTICLE 2: MISSION

God has called us to proclaim the Gospel of Jesus Christ, administer the Sacraments and minister to the needs and hopes of the people in our Congregation, our community and the world.

ARTICLE 3: CONFESSION

This Congregation accepts without reservation:

1. The canonical books of the Old and New Testaments as the inspired and revealed Word of God.
2. All the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:
 - a. The Three Ecumenical Creeds:
The Apostolic, the Nicene, the Athanasian
 - b. The Unaltered Augsburg Confession
 - c. The Apology of the Augsburg Confession
 - d. The Smalcald Articles
 - e. Luther's Large Catechism
 - f. Luther's Small Catechism
 - g. The Formula of Concord

No doctrine or practice inconsistent or in conflict with the above norms of our faith and life shall be taught or tolerated in the Congregation.

ARTICLE 4: SYNODICAL AFFILIATION

This Congregation shall be affiliated with the Lutheran Church—Missouri Synod as long as the confessions and

constitution of said Synod are in accord with the confession and constitution of this Congregation as laid down in Article 3.

ARTICLE 5: MEMBERSHIP

5.1. Baptized Membership - Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of this Congregation.

5.2. Communicant Membership - Communicant membership in this Congregation may be held only by those who:

- a. Are baptized in the name of the Triune God.
- b. Declare their adherence to all the canonical books of the Old and New Testaments as the only divine rule and norm of life; and while they may perhaps be yet deficient in the knowledge of all the Lutheran Symbols, are familiar at least with Luther's Small Catechism and declare their acceptance thereof, and show willingness to learn those things in which they may be deficient.
- c. Have been accepted into communicant membership in accordance with the Bylaws of this Congregation and shall remain faithful to the responsibilities of membership as contained in these Bylaws.
- d. Do not live in manifest works of the flesh (Gal. 5:19-21) but lead a Christian life.
- e. Are not members of any organization conflicting with the Word of God and the conduct of a Christian (II Cor. 6: 14-18).

5.2.1. Application for Membership - Procedure

- 5.2.1.1. Confirmation - Applicants for communicant membership in this Congregation shall consult the Pastor, who shall determine whether such applicants are eligible for membership. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the Congregation or, at the Pastor's discretion, before witnesses who are members of the Spiritual Care Team, before being received as members.
- 5.2.1.2. Transfers - Applicants from other Evangelical Lutheran churches shall submit a letter of transfer from their former Congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran Congregation has lapsed, the Pastor may, with the consent of the Spiritual Care Team, arrange for a period of re-instruction prior to reaffirmation of faith for such applicants.
- 5.2.1.3. Affirmation of Faith - After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as communicant members shall be recommended by the Pastor to the Spiritual Care Team, which shall have the authority to act on such applications in behalf of the voting membership. The roster of new members shall be publicized in the various news media of the Congregation and shall be reported at the next regular Voters' Meeting.

5.2.2. Privileges and Duties of Communicant Members - It shall be the privilege and duty of

members of this Congregation to:

- a. Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the Congregation and its agencies, and partaking of the Lord's Supper frequently.
 - b. Live a morally decent life before God and men, abstaining from open works of the flesh (Gal. 5:18-21), and so conduct themselves at all times as to bring credit rather than blame upon the church of Jesus Christ.
 - c. Provide for the proper Christian training of their children by instruction at home and through the agencies of the church.
 - d. Contribute toward the maintenance of the Congregation and the extension of the church of God at home and abroad according to their financial ability.
 - e. Place their God-given talents and abilities at the disposal of the Pastor(s), the officers, and other agencies of the Congregation as set forth in its Constitution and Bylaws, so that the purposes and functions of the Congregation may be effectively implemented.
- 5.2.3. Duration of Membership - The membership and privileges of a communicant member shall remain in force so long as the member maintains his/her eligibility according to the five points in Paragraph 5.2. (a-e) and meets the requirements stated or implied in the disciplinary or other provision of the Bylaws. A member who voluntarily severs his/her connection with this Congregation, or has been excommunicated or excludes himself/herself according to the provisions of the Bylaws, shall be deemed to have terminated his/her membership in this Congregation along with all rights and privileges of such membership.

5.3. Voting membership

- 5.3.1. Eligibility - All communicant members of this Congregation who are 18 years of age or over shall be considered voting members.
- 5.3.2. Privileges and Duties of Voting Members - It shall be the privilege and duty of a voting member of this Congregation to:
 - a. Conscientiously and prayerfully exercise his/her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church at large.
 - b. Willingly serve in any office or capacity for which his/her talents and abilities equip him/her.
 - c. Faithfully attend all meetings of the voting membership.
 - d. Assist with whole-hearted diligence in administering the temporal and spiritual affairs of the Congregation.

5.4. Discipline in the congregation

- 5.4.1 General - All discipline in this Congregation shall be administered in accordance with the order of discipline laid down in Matt. 18:15-20 and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the Leadership Team.
- 5.4.2 Communicant Membership – Termination

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- 5.4.2.1. Transfers - A member desiring transfer to another Lutheran Congregation shall apply to the Pastor(s). Upon approval by the Pastor(s), a letter of transfer shall be issued by the Pastor(s). The Spiritual Care Team shall report all transfers to the Congregation via church publications and to the Voters' Assembly at the next regular meeting of that body.
- 5.4.2.2. Joining Other Churches - In cases where communicant members of this Congregation have joined a non-Lutheran Congregation, they shall, upon the decision of the Pastor(s) and the Leadership Team, be deemed to have terminated their membership in this Congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership list of the Congregation.
- 5.4.2.3. Whereabouts Unknown - The names of members whose whereabouts are unknown and cannot be established within a period of six months shall be removed from the membership list of the Congregation and placed in a file designated "Whereabouts Unknown".
- 5.4.2.4. Excommunication - Communicant members who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually to the voter's assembly for a decision. A three-fourths majority vote by the voters present shall be required for excommunication. If such members deliberately absent themselves from the meeting(s) at which their cases are to be discussed, they shall be regarded as having excluded themselves from the membership of the Congregation.
- 5.4.3. Restoration - Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s). Acts of restoration shall be made known to all communicant members by whatever method the Pastor(s) and the Leadership Team deem most suitable.
- 5.4.4. Provisions for Church Officers - Any officer of the Congregation who willfully neglects the duties of his/her office may be deposed by a two-thirds majority vote of the voting members present in a regular meeting of the Voters' Assembly. The Leadership Team shall initiate such disciplinary action. When an office is made vacant by deposition, resignation, death, or excommunication of the incumbent, a successor to such officer or member shall be appointed by the Leadership Team to fill that vacancy for the remainder of the elected term.

ARTICLE 6: ORGANIZATION

- 6.1 Authority of the Congregation** - The Congregation shall have power to manage and administer all its external and internal affairs through its voting members. The Congregation hereby delegates its power to the Leadership Team, except in the following areas:
 - a. The calling and removal of pastors or other professional church worker(s) which shall never be delegated to a smaller group or to an individual;
 - b. The approval of the annual spending plan as presented by the Leadership Team;

- c. The purchase, lease, mortgage, sale or other disposition of real estate;
- d. The incurrence of indebtedness secured by real estate or personal property or indebtedness with a term of more than one year;
- e. The election or removal of the members of the Leadership Team;
- f. The approval of the Mission, Vision and Goals of the Congregation;
- g. The excommunication of a member of the Congregation;

6.2 Authority of the Leadership Team – The Leadership Team shall exercise all authority delegated to it by the Congregation. The Leadership Team may delegate its authority to the church staff and such other officers, task forces, ministry teams and action teams, as it shall deem necessary to achieve the Mission, Vision, Goals and Ministry of the Congregation. The church staff and such other officers, task forces, ministry teams and action teams, however, shall have no authority beyond that which has been conferred upon them, and such conferred power may be altered or revoked by the Leadership Team as described in the St. John Lutheran Church Bylaws.

6.3 Composition of the Leadership Team - Only members of the Congregation who have reached the age of 18 years may serve on the Leadership Team. The Leadership Team shall consist of the called ministers (ordained and/or commissioned), President, Vice-President, Treasurer of the Congregation, and members at large elected by the Congregation as specified in the Bylaws. They shall hold positions on the Leadership Team by virtue of their call or election by the voting members of the Congregation so long as their term of office continues.

6.3.1 Meeting Attendance Privileges - The President of the Congregation (or Vice-President when acting in the President's capacity) shall have a voice and a vote on all teams. The called minister(s) of the Congregation shall be voting ex-officio member(s) of all teams and may, at his/their discretion, attend any or all meetings related to Congregational activity of any kind.

6.4 Legal Officers - The officers of the Congregation who are empowered to sign legal documents and to serve as the elected officers of the corporation are the President, the Vice President and the Treasurer.

6.5 Rights and Powers - The Congregation, subject to the limiting provisions and regulations of this Constitution and its associated Bylaws, shall have supreme power in the administration of its affairs. No duly elected officers of this Congregation shall have any power or authority beyond that conferred upon them by the Congregation acting through its voting membership. The Leadership Team shall be responsible for the performances of such duties as the voting membership may delegate to them. Such delegated rights and powers of the Leadership Team shall be subject to revision or complete withdrawal by the voting membership at its discretion.

ARTICLE 7: PASTORS OR OTHER CALLED PROFESSIONAL CHURCH WORKERS

7.1 Requirements - Only such candidates shall be called and elected to serve as Pastor or other called professional church workers who profess acceptance of, and pledge faithful adherence to, the Confessions of the Congregation as set forth in Article 3 of this Constitution, who is qualified for his/her work, who has been endorsed by the synod and who is a member of synod. Women shall not be eligible to serve as pastor. In the absence of adequate cause for dismissal, as defined in Bylaws of the Congregation, the tenure of office of a called or elected pastor or other called professional church worker shall be until his/her retirement or until the Lord calls him/her into another field of service.

7.2 Removal - Sufficient grounds for deposing a pastor or other duly called professional worker shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Leadership Team. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his/her position in the Congregation. Such opportunity having been given and declined, the above-mentioned Team shall, after consultation with the appropriate officers of the District, notify the voting membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths majority vote of the voting members present shall be required to depose a pastor or other called professional worker.

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

ARTICLE 8: GUILDS, SOCIETIES AND CHAPTERS

Guilds, Societies and Chapters may be organized within the Congregation only with the express approval of the voting membership, and all such groups shall be under the supervision of the Leadership Team under whose jurisdiction they function. Only communicant members of the Congregation shall be officers of such groups. Any decision, enactment, or performance of or by such groups shall be invalid if it conflicts with the Constitution and its associated Bylaws. The Leadership Team shall serve as the advisor(s) for such groups within the Congregation.

ARTICLE 9: PROPERTY RIGHTS

- 9.1 Congregational Division Due to Doctrine** - If at any time a division should take place on account of doctrine, 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 3 of this constitution, as determined by the adjudication procedure of the Synod.
- 9.2 Congregational Division For Other Reasons** - If division takes place for any other reason, the property shall remain with the majority of the communicant members who continue to adhere in confession and practice to Article 3 of this constitution as determined by the adjudication procedure of the Synod.
- 9.3 Dissolution** - In the event the Congregation should dissolve, the property and all rights connected therewith shall be transferred to the Northwest District of the Lutheran Church—Missouri Synod.

ARTICLE 10: VALIDITY OF RESOLUTIONS

All Congregation matters shall be decided by a simple majority vote of the qualified voting members present at a properly convened meeting of the voting membership, except as otherwise provided in the Constitution and its associated Bylaws for dealing with certain situations or matters there in specifically mentioned and defined.

ARTICLE 11: CONSTITUTIONAL AMENDMENTS

- 11.1 Irrevocable Articles** - Articles 3 and 4 are hereby made irrevocable and are not subject to change or repeal.
- 11.2 Amendment Requirements** - This Constitution may be changed, revised or amended, with the exception of the articles listed in Paragraph 11.1 of this article, by a three-fourths (3/4) majority of

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the votes cast in a regular meeting or special meeting of the voting membership, provided that the intention to amend the Constitution and the wording of the amendments proposed shall be published in a manner accessible to all voting members on two Sundays prior to the date upon which the amendment is presented for action.

THE BYLAWS OF THE CONSTITUTION

ARTICLE 1: MEETINGS OF THE CONGREGATION

1.1 Regular Meetings

- 1.1.1 Frequency and Annual Content - Regular meetings of the voting membership shall be held a minimum of three times during each calendar year (1. May; 2. August; 3. November). Dates and times of all Voters' Meetings shall be set by the Leadership Team. The August meeting of the Voters' Assembly shall include the consideration and acceptance of the annual mission goals of the church. The November meeting shall include the consideration and acceptance of the budget for the following year and shall be considered the annual meeting. The May meeting shall include the election of the Leadership Team.
- 1.1.2 Attendance - All communicant members of the Congregation may attend the meetings of Voters' Assembly and may participate in a discussion of any given item of business before the voting membership.
- 1.1.3 Notice - Every meeting of the voting membership shall be announced at the worship services on the two Sundays preceding the time of the meeting. If the meeting is on a Sunday, the day of the meeting shall be considered one of the two Sundays.

1.2 Special Meetings - Special meetings of the Voters' Assembly may be called by the Leadership Team, or the Pastor(s), or at the request of ten (10) voting members of the Congregation. Notice of the date and time of such meeting, and the nature of the business to be transacted, shall be announced at the worship services the two Sundays preceding the time of the meeting. If the meeting is on a Sunday, the day of the meeting shall be considered one of the two Sundays.

1.3 Order of Business at Regular Meetings

- 1.3.1 Content - Regular meetings of the voting membership shall include items a - f as follows, and may include items g - k as appropriate:
 - a. Scripture Reading and/or Prayer
 - b. Attendance sheet to be passed around
 - c. Acknowledgement and welcome of new people and visitors
 - d. Minutes of previous meeting(s), including special meetings
 - e. Treasurer's report
 - f. Adjournment
 - g. State of the Church report by professional staff
 - h. Unfinished business
 - i. New business
 - j. Reports from Leadership Team
 - k. Reports from Ministry Teams, Action Teams, Task Forces
- 1.3.2 Sequence - The President may, with the consent of the voting membership, vary the above order in the interest of efficiency and meeting procedure.

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- 1.3.3 Procedure and Order - In general, for purposes of order, Robert's Rules of Order, latest revision, shall prevail.

1.4 Restrictions Pertaining to Voters' Assembly Meetings

- 1.4.1 Quorum - Attending voting members of a properly called Voters' Assembly shall constitute a quorum except as otherwise provided in this Constitution and Bylaws for dealing with certain specific situations herein defined.
- 1.4.2 Voting – Voting may be by voice, hand or written ballot at the option of the Leadership Team. A request may be made by any voting member at the time of voting to conduct the vote by written ballot.
- 1.4.3 Tiebreaker - In the event of a tie vote, the President shall cast the deciding ballot.
- 1.4.4 Proxy - There shall be no voting by proxy.

ARTICLE 2: THE OFFICE OF PASTOR AND OTHER CALLED AND NON-CALLED PROFESSIONAL WORKERS

2.1 Procedure for Securing Pastor or other Called Professional Worker

- 2.1.1 Call Task Force - When there is a vacancy in the pastoral office, or when the congregation has decided to add another called church worker position, the Leadership Team shall announce its selection of a minimum of 8 qualified voting members to serve as a Call Task Force.
- 2.1.2 Nomination and Slate of Candidates - The Call Task Force shall work closely with the District President or his representative in the call process. A minimum of a two-week time period shall be provided for members of the Congregation to nominate candidates for the pastoral or called professional worker position, with a notice of this nomination time period announced and published during at least two separate Sundays during services. All nominations shall be forwarded to the District President who will provide a call list from those nominated and also nominees of his own providing, possibly eliminating some nominated candidates due to unavailability or other special circumstances. The Call Task Force shall find means to diligently and prayerfully evaluate the nominees on the call list and shall propose a slate of candidates to the Voters, making information about those candidates available at least two weeks prior to a scheduled Call meeting. If the Call Task Force determines that they do not have enough appropriate candidates to provide a proposed slate, they may request more nominations from the members and the District President and follow the same process as above.
- 2.1.3 Election of Candidate - At a Call meeting of the voting membership subsequent to the announcement of the slate of candidates, the voters shall elect one of the proposed candidates by ballot and three-fifths (3/5) majority. The election shall, if possible, be made unanimous. It shall be the duty of the President to see that the notice of the election is delivered promptly to the selected candidate in whatever manner the voting membership shall deem advisable.

2.2 The Pastoral Office

- 2.2.1 Authority - The Pastoral Office is the authority conferred upon pastors by God, through the Divine Call of the Congregation to exercise in public the Office of the Keys, that is, the ministry of Word and Sacraments. The Pastoral Office is the primary office in the Congregation from which all other offices of the Congregation issue.

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- 2.2.2 Duties - Upon being installed, the Pastor is authorized and obligated to proclaim to the Congregation, jointly and severally, the Word of God in its full truth and purity as contained in the Canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further to...
- a. Administer the sacraments in accordance with their divine institution;
 - b. Discharge toward all members of the Congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and to admonish indifferent and erring members;
 - c. Spiritually guide the welfare of the younger members of the Congregation and adults during their preparation for acceptance of Holy Communion;
 - d. Guide the Congregation in applying the divinely Ordained discipline of the church;
 - e. Provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the Congregation;
 - f. Serve as an example by Christian conduct and to do all that is possible for the up building of the Congregation and for the advancement of the Kingdom of Christ.

By reason of his position the Pastor is not only a servant and steward of God, but also of the Congregation. The Pastor shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Worship Ministry Team so that it is at all times in harmony with the doctrine and practice of the Lutheran Church – Missouri Synod.

- 2.2.3 Member Responsibilities to the Pastor - Members of the Congregation are obligated to accord the Pastor(s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers. To help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible, and to provide for his maintenance according to the ability of the Congregation. In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the Congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

2.3 Securing Other Non-Called Professional Workers – The authority to initiate and terminate employment of (non-called) St. John Lutheran Church staff and other workers rests with the Leadership Team.

2.4 Additional Offices - The Congregation may establish as many auxiliary offices as its needs require and may determine what work or specific duties be assigned to such offices.

ARTICLE 3: ELECTION OF OFFICERS AND LEADERSHIP TEAM

3.1 Nominations/Nomination Action Team

- 3.1.1 Appointment - The President and Pastor(s) of the Congregation shall work together to appoint a Nominations Action Team whose duty it will be to pray, identify, and request the services of potential nominees.
- 3.1.2 Timing - The Nominations Action Team should begin their work in March, so they can secure permission from the nominees and publish a slate of qualified nominees to the Congregation in April (at least two weeks prior to the May Voters Assembly), after which the Voters Assembly will hold an election in May.

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3.1.3 Duties - The Nominations Action Team shall search for those qualified voting members who have displayed gifts of wisdom, service, and leadership inside the Congregation and/or community; faithfully and frequently receive God's Word and Sacrament; and reflect the character of Christ in word and deed. The Nominations Action Team shall consider those currently serving and others potentially qualified nominees from the Congregation. They shall assemble and provide to the current Leadership Team a slate of proposed Leadership Team members that includes the officers and at-large Leadership Team members.

3.2 Elections

3.2.1 Slate - The current Leadership Team shall approve and publish the proposed slate of nominees for the Congregation in April (at least two weeks prior to the May Voters Assembly). The proposed Leadership Team slate shall consist of the officers of the Congregation (President, Vice-President, Treasurer), and 3 to 5 members nominated and elected at-large from the qualified voting membership of the Congregation. During the nominations and election process, the goal should be to complete a new Leadership Team with an odd number of members.

3.2.2 Election - The new Leadership Team shall be elected by a simple majority at the May meeting of the voting membership of the Congregation.

3.2.3 In-Term Vacancies - If a member of the Leadership Team cannot complete an elected term, the President, Vice-president, and Pastor shall work together to agree on the appointment of a new Leadership Team member.

3.3 Installation and Transition

3.3.1 Installation - The newly elected Leadership Team shall be installed in late-June, to begin their year of service on or before July 1.

3.3.2 Transition - The month of June shall be used as a time for training and transitioning responsibilities and authority from outgoing to incoming Leadership Team members.

3.4 Term of Service

3.4.1 Term of Service - Leadership Team members shall be elected to serve one-year terms.

3.4.2 Term Limits - Elected Leadership Team members shall be limited to three consecutive terms of service after which they must have a break of at least one year before serving on the Leadership Team again. Serving a portion of a one-year term as an appointed Leadership Team member shall not be considered as one of the three consecutive terms of service. Leadership Team members shall serve no more than two years as an officer within their three consecutive years of service on the Leadership Team.

ARTICLE 4: DUTIES AND FUNCTIONS

4.1 Officers - Duties and Functions

4.1.1 President - The President of the Congregation shall preside over all meetings of the Congregation and voting body, and shall, to the best of his/her ability, enforce the Constitution and Bylaws of the Congregation and carry out the expressed will of the Congregation as embodied in the resolutions of the voting membership. The President shall

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call and preside over meetings of the Leadership Team and, with their assistance, endeavor to coordinate the functions, mission goals, and activities of the Congregation.

- 4.1.2 Vice President - The Vice-President of the Congregation in the absence of the President shall act for and in the stead of the President. He/She shall be available for whatever duties the President shall assign him/her as his/her representative. He/She shall be at all times cognizant of the affairs of the Congregation and the duties of the President in order that, if required, for any reason determined according to this Constitution and these Bylaws, he/she may make the orderly transition into the office of President.
- 4.1.3 The Treasurer shall be responsible for all financial transactions of the Congregation and shall render reports upon request of the President or the voting body. He/She shall file accurate monthly reports to the Leadership Team.

4.2 The Leadership Team - Duties and Functions

- 4.2.1 General - The Leadership Team shall consist of those members as outlined in Article 6, Paragraph 6.3, of the Constitution and shall act in all matters pertaining to the legal and general welfare of the Congregation, except those reserved for the Congregation in Article 6.1 of the Constitution. Their duties and functions shall include, but not be limited to:
- a. Encourage the paid staff in their work through prayer, word and action, and provide for their spiritual and physical welfare.
 - b. Specifically focus its efforts on implementation of the vision and mission goals set out and approved by the Congregation.
 - c. Present to the Congregation in August the proposed mission goals for the coming year.
 - d. Present to the Congregation in November the proposed annual budget for the coming year.
 - e. Oversee the annual budget as adopted by the congregation, ensuring that expenditures stay within that approved budget and adjusting spending if the budgeted income is not realized.
 - f. Authorize and oversee all Ministry Teams, Action Teams, Task Forces, or other entities of the Congregation. These groups should be structured in such a manner to allow the leadership Team to maximize its role in implementing the mission goals of the Congregation.
 - g. Recommend to the Congregation the disbanding of any entity that is counter to, or injurious to, the mission goals of the Congregation.
 - h. Prepare the agenda for the meetings of the Voters' Assembly.
 - i. Set the dates and times for the Voters' Meetings.
 - j. Oversee the nomination process.
 - k. Appoint an Auditing Action Team as required and at the time required.
 - l. Facilitate the annual written evaluation of the lead Pastor.
 - m. The lead Pastor shall facilitate the written evaluations (at least annually) for all St. John Staff members.

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- 4.2.2 Secretary -The Secretary shall be appointed from within the Leadership Team by the Leadership Team and may be a specific individual or a rotating responsibility within the Leadership Team that shall be established at the beginning of the Leadership Teams' tenure. The Secretary or their designee shall be present at all Voters' Meetings and at all Leadership Team meetings and shall enter the minutes of all meetings of said groups in a permanent record over his/her signature. He/She shall conduct all official correspondence of the Leadership Team under the supervision of the President. In general, he/she shall perform all the duties normally pertaining to his/her office and such additional duties as the Leadership Team may delegate to him/her.
- 4.2.3 Meetings, Quorum and Minutes - The Leadership Team shall meet at least once quarterly. Meetings may be called more frequently at the request of the President or any three Leadership Team members. A quorum consists of a minimum of five (5) leadership Team members. The Leadership Team shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the Congregation.
- 4.2.4 Meeting Notice and Attendance - Notice of each meeting shall be posted and Congregation members are welcome to attend. The minutes shall fully disclose all actions taken and shall be accessible to all voting members.

4.3 Other Entities – Duties and Functions

- 4.3.1 General - The Leadership Team may authorize other parties, teams, and miscellaneous other bodies from time to time in order to facilitate the accomplishment of the mission and goals or other duties around the Congregation. The following are several of those more common ones:
- 4.3.2 Financial Secretary – The Financial Secretary shall be appointed by the Leadership Team. The Financial Secretary shall keep an accurate record of all contributions of the members of the Congregation; render a quarterly report to the Leadership Team and a statement of the annual contributions of each member to such member at the end of the year.
- 4.3.3 Ministry Teams – Ministry Teams may be authorized by the Leadership Team in order to achieve mission and ministry goals. A ministry team is intentionally smaller in size, keeping the team nimble. They meet only when necessary and then only to achieve some goal or objective, and not to meet for meeting's sake. The time and frequency of the meetings shall be at the discretion of the ministry team members. Ministry Teams are usually ongoing in nature as long as that ministry is needed/wanted in the Congregation. Some examples of where Ministry Teams might be applicable are for things such as Campus Facilities, Finance Programs and/or Endowments, and Educational Programs.
- 4.3.4 Action Teams and Task Forces – Action Teams and Task Forces may be authorized by the Leadership Team similar to Ministry Teams. The main difference is that these entities usually have a much shorter duration and are more focused in nature. Action Teams typically cover a broad spectrum of responsibilities for a short duration – such as responsibility for hosting a week-long visiting leadership seminar – covering all things from meeting locations, volunteer solicitation and scheduling, food, lodging arrangements, activities, etc. Task Forces usually are very narrow in their scope, dealing with and being very focused on one task. When these teams have finished their scope, they disband until needed again.

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- 4.3.5 Members of the Ministry Teams, Action Teams and Task Forces – Members of these teams are chosen based upon their particular gifts for that particular team and for their desire and passion for the tasks at hand. They are not serving to fill a spot, but to serve enthusiastically with their gifts and talents. Members are allowed to stay on the entity as long as it is in place and the member is effective, interested, and helping to achieve ministry goals.
- 4.3.6 Ministry Teams, Action Teams, and Task Forces shall as part of their duties:
- a. Perform the functions and duties authorized and assigned to it by the Leadership Team.
 - b. Initiate and carry out activities, programs and tasks that further the ministry plan of the Congregation.
 - c. Administer all funds set aside for its work by budget appropriation of the Voter’s Assembly or by authorization from the Leadership Team, working with the Treasurer to keep accurate records of these funds for the Congregation.
 - d. Be jointly and severally liable for all expenditures not authorized either by the budget or by the authorization of the Leadership Team.
 - e. Report to the Leadership Team and/or the Congregation as requested and at the end of the team or task, informing the Congregation or Leadership Team of the results of the team’s actions and how they have helped meet the mission goals of the Congregation. They shall also report any suggestions for improving future teams of a similar nature. For specific items, the teams may be requested to submit this report in writing to become a permanent part of the record of the Congregation.

ARTICLE 5: FINANCES OF THE CONGREGATION

- 5.1 General** – The funds/monies of the Congregation shall be used only for the mission and ministry of St. John Lutheran Church, which may also include the mission and ministry of the Lutheran Church – Missouri Synod, its districts, seminaries, colleges and universities, institutions or agencies. St. John Lutheran Church shall keep diligent, current and accurate records of the funds that it receives and disburses. The Congregation shall have three Funds with which to administer the monies of the congregation, namely
- a) Operating Fund
 - b) Designated Fund
 - c) Endowment Fund

As per Article 5.2, 5.3, and 5.4 set forth below.

5.2 Operating Fund

- 5.2.1 Purpose – The Operating Fund will receive, house and track the income and disbursements for the ongoing annual operations of the congregation as established by the annual budgeting process. These operations include, but are not limited to, items such as salaries, wages and benefits; supplies and funding for programs for worship, education, youth, stewardship, fellowship, public relations, social ministry and missions, facility operations, utilities and maintenance as defined in the St. John Lutheran Church Policy Manual.
- 5.2.2 Income – All unrestricted principal/undesignated gifts and bequests, and those gifts specifically designated for the Operating Fund, shall be deposited to and accounted for within the Operating Fund. This does not include those gifts and bequests that are designated for a special use by the donor (other than the Operating Fund) or where the use of the principal is

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restricted by the donor, which shall be received and accounted for within the Designated Fund or the Endowment Fund in accordance with Articles 5.3 and 5.4 of the Bylaws.

- 5.2.3 Use – Both the principal and the income from unrestricted gifts and bequests within this Operating Fund are to be used for the purposes, projects and programs presented in the Annual Ministry Plan or other such proposal by the Finance Ministry Team through the Leadership Team to the voters’ assembly and approved by the voters by a simple majority, provided that the purposes, projects and programs shall be consistent with the general purpose for which this fund has been established. The Leadership Team may, with the voters’ assembly approval, transfer all or a portion of any gift or bequest from the Operating Fund to the Designated Fund or the Endowment Fund.
- 5.2.4 Governance and Responsibility – The Leadership Team shall be accountable to the Congregation for the proper governance of the Operating Fund. The Treasurer shall be accountable to the Leadership Team and responsible for the proper tracking of the income and expenses of the Fund in accordance with the annual budget and shall be responsible for issuance of payments from the fund. The Treasurer may delegate duties to a qualified individual, such as a business manager or an outside accountant to conduct the day-to-day operations of tracking the income and expenditures for the Fund.
- 5.2.5 Tracking of Fund – The Operating Fund may be kept in a single bank account or multiple bank accounts at the recommendation of the Treasurer and in accordance with the Financial Policy Manual.

5.3 Designated Fund

- 5.3.1 Purpose – The Designated Fund will receive, house and track the income and disbursements for the gifts and bequests that have been given by the donor with special restrictions, terms or conditions for their use stipulated by the donor, and accepted by St. John Lutheran Church. These are for funds wherein the principal and any income from the gift or bequest is intended to be used for the special purpose.
- 5.3.2 Income – All designated gifts and bequests other than those a) for which the designated use is the Operating Fund, and b) for which the use of the principal is Restricted, that have been accepted by St. John Lutheran Church, shall be deposited to and accounted for within the Designated Fund as stipulated in Article 5.3.5. Designated gifts or bequests that have conditions or restrictions on using the principal shall be received and accounted for in accordance with Article 5.4.
- 5.3.3 Use - Both the principal and the income from gifts and bequests within this Designated Fund are to be used for the purposes, projects and programs for which they have been designated by the donor, except in the case of sunseting as provided in Article 5.3.7, provided that the purposes, projects and programs shall be consistent with the general purpose for which this fund has been established.
- 5.3.4 Governance and Responsibility – The Leadership Team shall be accountable to the Congregation for the proper governance of the Designated Fund. The Treasurer shall be accountable to the Leadership Team and responsible for the proper tracking of the income and expenses of the Fund and shall be responsible for issuance of payments from the fund. The Treasurer may delegate duties to a qualified individual, such as a business manager or an outside accountant to conduct the day-to-day operations of tracking the income and

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expenditures for the Fund. The Finance Ministry Team shall assist the Treasurer in managing the Designated Fund in accordance with the Designated Funds Policy, making recommendations along with the Treasurer to the Leadership Team with respect to the acceptability of gifts and bequests and sunset parameters.

- 5.3.5 Tracking of Funds - The Designated Fund may be kept in a single bank or investment account or multiple bank or investment accounts at the recommendation of the Treasurer, a business manager and/or Finance Ministry Team and in accordance with the Financial Policy Manual. It is required that each of the separate designated uses that have been deemed acceptable by St. John Lutheran Church that still have a remaining balance, be tracked and reported separately such that the remaining balance for that designated use shall be readily apparent in each monthly report. This separate tracking shall occur whether all of the funds within the Designated Fund have been comingled in one account or split among several accounts.
- 5.3.6 Acceptance of Designated Gifts – Gifts or Bequests that have been given with special restrictions, terms or conditions for their use stipulated by the donor, must be reviewed and determined to be an acceptable use by the congregation, in accordance with the procedures set forth in the Designated Gifts Policy.
- 5.3.7 Duration of Designation – Designated use gifts shall keep their designation until a) the gift is used, b) the donor elects to change the designated use (with St. John Lutheran Church’s acceptance of the new use), or c) until the sunset date of that designated use in accordance with the Designated Gifts Policy.

5.4 Endowment Fund

- 5.4.1 Purpose – The Endowment Fund will receive, track and disburse those gifts and bequests that have been made by their donors that contain special terms or conditions or special limitations or directions as to the investment of the gift or the use of the principal of the gift, or the accumulation of the income, provided that, such are acceptable to St. John Lutheran Church. This Fund is the vehicle for administering both the designated use Restricted Principal gift and the undesignated use Restricted Principal gifts.
- 5.4.2 Income – All Restricted Principal gifts and bequests that have been accepted by St. John Lutheran Church, and the earnings from those gifts shall be deposited to and accounted for within the Endowment Fund as stipulated in Article 5.4.5 and the St John Lutheran Endowment Program Policy (hereinafter Endowment Program Policy). This may include both designated use gifts and undesignated use gifts. Restricted Principal undesignated gifts or bequests shall be received, added to, and accounted for within the St. John Congregational Fund General Endowment. Restricted Principal designated gifts or bequests or those with special restrictions on the principal shall be received and accounted for separately in accordance with Article 5.4.5.
- 5.4.3 Use – Generally, only the annual income from Restricted Principal accounts (either designated or undesignated) are to be used for the purposes, projects and programs for which they have been approved or designated, as stipulated Article 5.4.1, and as further defined in Article 5.4.3.1 and 5.4.3.2. However, in special circumstances an exception may be made in which the principal of the funds may be used for the purposes in accordance with Article 5.4.3.3
 - 5.4.3.1 Congregational Fund General Endowment – This endowment shall be used for the purposes listed in Endowment Program Policy – Appendix A using the process

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specified within the Endowment Program Policy. The purposes listed in Appendix A may be changed by a majority of the votes cast in a regular or special meeting of the voting membership of the Congregation.

- 5.4.3.2 Other Endowments – These endowments shall be used as stipulated in their restrictions, which shall be recorded in the Endowment Program Policy Appendix B
- 5.4.3.3 Special Exception – In special circumstances, the congregation may approve the use of the principal from the Congregational Fund General Endowment, or Other Endowments (unless the Other Endowment specifically restricts such special exception), by the following process:
 - a. Approval of four-fifths (4/5) majority of the votes cast in a regular or special meeting of the voting membership, provided that the intention to spend a portion or all of the principal of the endowment shall be published in the Sunday bulletin on two Sundays prior to the date upon which the proposal is presented for action.
 - b. In the case of Other Endowments - Approval of the original donor to use the principal for the proposed purpose, if that donor is still alive, or if the original donor is not alive, then using the process in a) above.

Examples of the special circumstances would be when the Congregation is faced with closure of its doors due to lack of funds, or the congregation has embarked on a special capital improvement project of a new sanctuary, etc.

- 5.4.4 Governance and Responsibility - The Leadership Team shall be accountable to the Congregation for the proper governance of the Endowment Fund as specified in the Endowment Program Policy. The Treasurer shall be responsible for reporting to the Congregation at least annually the income, disbursements and balance of the Restricted – Endowment Fund and its components as stipulated in the Endowment Program Policy.
- 5.4.5 Tracking of Funds - The Endowment Fund may be invested in a single bank or investment account or multiple bank or investment accounts at the recommendation of the Treasurer and in accordance with the Endowment Program Policy. It is required that each of the separate endowments that have been deemed acceptable by St. John Lutheran Church, that have a balance, be tracked and reported separately such that the balance, including both principal and earnings, for that endowment shall be readily apparent in each annual report. This separate tracking shall occur whether all of the endowments have been comingled in one account or split among several accounts. Gifts that have been received for the same purpose and having the same restrictions can be combined within an individual endowment and do not need to be tracked separately.
- 5.4.6 Acceptance of Restricted Principal Gifts - Gifts or bequests that have been given by the donor with special restrictions, terms or conditions on the use or investment of the principal, must be reviewed and determined to be acceptable conditions and/or use by the congregation, in accordance with the procedures set forth in the Endowment Program Policy.
- 5.4.7 The Leadership Team, Treasurer and Financial Ministry Team are to promote this fund by informing the members of the congregation of the purpose of the Fund and its separate

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endowments, and may periodically arrange for members of the congregation to meet with professional counselors in the area of charitable giving, wills, bequests, insurance, taxing, etc.

5.5 Governance and Responsibility

- 5.5.1 General - The Leadership Team shall be the governing authority of all of the Funds of the Congregation and shall be accountable to the Congregation for the proper governance and management of the Funds of the Congregation in accordance with these By-laws and the Designated Gifts Policy and Endowment Program Policy and generally accepted accounting principles (GAAP). The Leadership Team shall promote and manage the Funds and shall ensure that complete and accurate books of account are maintained by the Congregational Treasurer. To this end, the Leadership Team may employ, at the respective funds expense, such professional help, as it deems necessary.
- 5.5.2 Treasurer - The Treasurer of the congregation shall, at the direction of the Leadership Team, be responsible for receipts to and disbursements from the Funds, and shall provide, at least annually, a written financial report of all the Funds to the voters' assembly. However, the treasurer may assign bookkeeping tasks to a business manager or accountant as long as final responsibility remains with the Treasurer.
- 5.5.3 Other Teams or Professionals - The Leadership Team may ask other members of the congregation to serve as advisory members (e.g. Finance Ministry Team, Endowment Ministry Team) to the Leadership Team and Treasurer and may employ, at the expense of the fund, such professional counseling on investments and legal matters as it deems to be in the best interest of the Funds.
- 5.5.4 Meetings - The Ministry Teams or professionals engaged by the Leadership Team shall meet quarterly, or as frequently as necessary, and shall report all actions and recommendations to the Leadership Team and at least annually to the voters' assembly, or more often if deemed necessary.
- 5.5.5 Self-Dealing - No member of the Leadership Team, nor the Treasurer, nor any Finance Ministry Team members shall engage in any self-dealing or transactions with the Funds in which the member has a direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

5.6 Duties – The Leadership Team through the Treasurer and Ministry Teams, shall be responsible for the following duties:

- 5.6.1 Reports
 - 5.6.1.1 At least annually, render a full and complete account of the administration of all the Funds during the preceding year.
 - 5.6.1.2 At least monthly, produce a report for the Operating Fund showing income and disbursements and status against the approved annual budget.
- 5.6.2 Receipt of Gifts and Contributions - Receive undesignated and unrestricted gifts and contributions for any of the Funds, from any individual, firm or corporation, in money, in securities, or in any other form of property, including, by way of explanation and not in limitation, direct gifts for the purpose of a specific fund, gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a devise or

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bequest under will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts.

- 5.6.3 Acknowledgement of Gifts and Contributions - Establish and maintain a means for acknowledging the receipt of each gift and contribution, including, whenever feasible, a designation of the value ascribed to each gift.
- 5.6.4 Receipt of Special Gifts and Contributions - Separately receive, identify and record all gifts and contributions made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift, or the use or accumulation of the income, provided that such are acceptable to St. John Lutheran Church.
- 5.6.5 Maintain Records - Keep and maintain separate, distinct and independent from the funds and property otherwise belonging to the church all restricted funds and property. However, the Leadership Team, Treasurer and Finance Ministry Team shall in no event be required to make physical segregation of the assets of the fund in order to conform to the directions of any individual donors but may establish separate accounts in its accounting records.

5.7 Powers

- 5.7.1 General - The Treasurer and Finance Ministry Team, acting upon the authority and direction of the Leadership Team, in managing the Funds shall have the following powers and authority:

- 5.7.1.1 The property constituting the body or principal of the Funds shall be invested and reinvested in any kind of property (whether real or personal, tangible or intangible, and/or domestic or foreign), including, but not limited to, securities, real estate, oil, gas and other natural resources and/or accounts or certificates of banks or other lending institutions, and each investment shall be managed and protected in accordance with the principles herein established. In exercising the authority granted in this section, the decisions with respect to investment shall be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation and allowing diversification of investments.

In amplification, but not limitation of the foregoing, authority is granted:

- a. to acquire interests in property by purchase, lease, rental or other method; to sell, option, exchange, redeem or convert any property interests; and to rent or lease property of the fund;
 - b. to exercise all rights and privileges accruing to a holder of securities, including all voting, conversion, subscription and pre-emptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issuer of any securities and/or any transfer, demise, or encumbrance of any of its properties;
 - c. to manage and/or develop any real property owned, leased or otherwise held by the fund; to erect, repair, remodel, reconstruct, demolish or remove buildings or other improvements on it; to partition or subdivide it; to dedicate all or any part of it to public or semipublic use, and to grant easement or other charges with respect to it;

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- d. to abandon any property interest deemed worthless or of insignificant value;
- e. to borrow money from a responsible source, to encumber property of the fund and to repay any loan due by the fund;
- f. to establish and maintain, out of income, depreciation, depletion and/or amortization reserves;
- g. to foreclose any mortgage, lien, or other encumbrance, and to purchase the encumbered property, whether through foreclosure or private arrangement;
- h. to maintain a portion of all of the property constituting the fund in liquid or nearly liquid form, even though little or no income is earned thereon;
- i. to use income or principal funds (irrespective of their derivation) for any purpose of the fund and with respect to any property of the fund (irrespective of the income, if any, it produces) even if such funds are derived from the sale of or income from other property of the fund or from a loan (from income or an outside source) using such other property as security.

5.7.1.2 Without limiting the authority otherwise conferred, the following additional authority is hereby granted to be exercised as is believed to be in the best interests of the fund;

- a. to accept and receipt for any inter vivos, testamentary or other transfer of property to the fund;
- b. to hold property, and to negotiate and execute documents on behalf of the fund, in the name of the fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
- c. to allocate between income and principal (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss or expenditures incurred;
- d. to vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
- e. to make division and distribution of property held in the fund (whenever directed to do so) either in kind or in cash, or partly in kind and partly in cash and for such purpose to set values upon any property of the fund;
- f. to establish checking account(s) in which may be deposited income and/or principal cash;
- g. to employ, at the expense of the fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees; and
- i. to protect the fund and its property by insurance against damage, loss or liability, at the expense of the fund.

5.8 Duration of Funds

5.8.1 General Operating Fund - The General Operating Fund shall continue in existence and be used as hereinabove provided, unless earlier revoked, so long as St. John Lutheran Church shall

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continue to exist. If St John Lutheran Church should cease to exist, then the assets of the Operating Fund shall be handled in accordance with article 5.8.4

- 5.8.2 Designated Gift Fund - The Designated Gifts Fund shall continue in existence and be used as hereinabove provided, unless earlier revoked, so long as St. John Lutheran Church shall continue to exist. If St John Lutheran Church should cease to exist, then the assets of the Designated Gifts Fund shall be handled in accordance with article 5.8.4. Although the overarching Designated Fund is generally ongoing, the individual designated funds within that fund may start and be terminated in accordance with the Designated Gifts Policy.
- 5.8.3 Endowment Fund - The Endowment Fund shall continue in existence and be used as hereinabove provided, unless earlier revoked, so long as St. John Lutheran Church shall continue to exist. If St John Lutheran Church should cease to exist, then the assets of the Endowment Fund shall be handled in accordance with article 5.8.4.
- 5.8.4 Dissolution of St. John Lutheran Church - If St. John Lutheran Church should cease to exist, then the assets constituting and contained within the Funds of St. John Lutheran Church defined in Articles 5.2, 5.3 and 5.4 shall become the property of a successor Lutheran Church. If no successor Lutheran Church, then it shall become the property of the Lutheran Church - Missouri Synod Foundation (except that any and all properties held by the Endowment Fund with special conditions, restrictions or limitations shall continue to be subject to the conditions established).

ARTICLE 6: AMENDMENTS

- 6.1 Amendment Requirements** - These Bylaws may be changed, revised or amended by a simple majority of the votes cast at a regular meeting of the voting membership, provided that the proposed changes are published in a manner accessible to all voting members on the two Sundays prior to the Voters' Meeting.

APPENDIX A – APPROVED USES OF THE CONGREGATIONAL FUND GENERAL ENDOWMENT

A-1 APPROVED PURPOSES FOR ST. JOHN CONGREGATIONAL FUND GENERAL ENDOWMENT

- a) Professional Church Workers scholarship assistance.
- b) Capital improvement of St. John Lutheran Church facilities.
- c) Special missionary endeavors, especially outside our local area
- d) Support of new and special local ministry endeavors, toward their becoming a part of the annual budget. This support would be limited to full amount during the endeavor's first year, 2/3 support during the second year and 1/3 support the third year. Thereafter, it would become an Operational Budget item or dropped.

APPENDIX B - ST. JOHN CHRISTIAN CHILDCARE BYLAWS

B-1 NAME

1.1 The name of this organization is St. John Christian Childcare.

B-2 AFFILIATION

2.1 The Childcare operates as a mission project under the non-profit corporation status of St. John Lutheran Church, Vancouver, WA.

B-3 PURPOSE

3.1 The purposes of the Childcare are:

- a) to be an evangelistic mission outreach to the local community
- b) to provide a service to families desiring child care with a Christian emphasis.

B-4 AUTHORIZATION AND OVERSIGHT

4.1 The Childcare is authorized and administered by the St. John Lutheran Church Leadership Team with the assistance of a Ministry Team if needed and authorized by the Leadership Team as outlined in the Constitution of St. John Lutheran Church. If needed, the Childcare Ministry Team would:

- a) Consist of not more than five individuals.
- b) Be comprised of individuals that are members of St. John Lutheran Church Congregation,
- c) Be in agreement with the Childcare purpose, mission statement, and philosophy.
- d) Strive to have at least one member who is a parent with child(ren) currently enrolled at the Childcare. This member will have non-voting status if not a member of St. John Congregation.
- e) Include the Administrator of the Childcare, who would be a non-voting member of the Team.
- f) Provide reports back to the Leadership Team at least quarterly or as requested by the Leadership Team, reporting enrollment, finances and other pertinent items

B-5 LICENSING

5.1 The Childcare will conform to licensing requirements for Washington State and Clark County and will remain currently licensed at all times.

B-6 STAFFING

6.1 Administrator - When it is necessary to find a new Childcare administrator, an effort will be made to find a qualified candidate among the church membership. If no suitable candidate is found, the Leadership Team may search outside the church membership for a suitable, qualified candidate.

6.2 Childcare Staff - The administrator is responsible for staffing the Daycare with qualified personnel who are Christians in agreement with the Daycare purpose, mission statement, and philosophy. All job descriptions are outlined in the Childcare Employee Handbook.

B-7 PROPERTY

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7.1 The Childcare will be housed in buildings and on grounds owned by St. John Lutheran Church.

B-8 BUDGET AND FINANCES

8.1 Independence – Although the Childcare operates under the non-profit corporation status of St. John Lutheran, the Childcare budget will remain independent of the regular church Operational Fund budget (Article 5.2 of the St. John Lutheran Church Bylaws). The Childcare will be supported by parent fees and designated gifts received for the Childcare (Article 5.3 of the St. John Lutheran Church Bylaws).

8.2 Financial Responsibility and Accountability - The Childcare administrator shall be responsible for the day to day receipts and expenses of the Childcare as authorized by the Leadership Team or Childcare Ministry Team. The administrator shall keep accurate records of all receipts and expenditures and provide copies of the budget report to the Leadership Team and/or Childcare Ministry Team at least quarterly or as requested. Budget decisions will be made by the Leadership Team or Childcare Ministry Team in collaboration with the Childcare administrator.

8.3 The Childcare financial records shall be subject to audit by the Congregation/Leadership Team on a regular basis or by special need.

8.4 The Childcare may not encumber any buildings or property of St. John Lutheran Church or incur expenses beyond their budget and actual reserves without the express consent of the St. John Lutheran Leadership Team.

B-9 AMENDMENTS

9.1 Amendments to these Appendix B Bylaws may be made by a two-thirds vote of the St. John Lutheran Church Leadership Team.

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