

ADOPTED 12-7-96 (Amended Bylaws 11-18-1998, Article VII, A,1); (Amended Grammar per TX District Request 11-04-2004); (Amended Constitution Article X and Bylaws Article XI June 2005);
ADOPTED 10-30-06 (Amended per request from the TX District, see final pages for amendments); ADOPTED 06-06-12; (Amended Constitution and Bylaws) ADOPTED 07-07-19.

BYLAWS
OF
IMMANUEL LUTHERAN CHURCH
GIDDINGS, TEXAS

ARTICLE I: MEMBERSHIP – RECEPTION AND DUTIES

A. Baptized Members are those persons who:

1. Have been baptized in the name of the God the Father, Son and Holy Spirit, and
2. Personally, or by their parents or sponsors, have declared their intention to be a member of this Congregation.

B. Communicant Members are those persons who:

1. Are baptized members of the Congregation who have been instructed in the Chief Parts of Christian doctrine according to the Word of God and the confessions of the Lutheran Church. This means they have publicly confessed their personal faith in the Lord Jesus Christ and accepted the doctrinal standards of The Lutheran Church – Missouri Synod as set forth in Article III of the Constitution.
2. Shall be received through the Rite of Junior Confirmation, Adult Confirmation, transfer from a sister congregation, or by affirmation of faith. The pastors shall submit the names of prospective members to the Board of Elders for approval. This action will be reported to the Church Council and Voters' Assembly.

C. Voting Members are those persons who:

1. Are communicant members of the Congregation, not undergoing church discipline (as defined in Article II D), who have reached the age of eighteen (18).

D. Expectations of Member

1. A baptized member is expected to:
 - a. Grow in Christian faith through the study of the Holy Scriptures and a diligent prayer life.
 - b. Attend worship services faithfully at Immanuel.
 - c. Lead a Christian life as taught in Galatians 5:19-26.

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- d. Be willing to assist, as God has blessed, to extend God's kingdom here on earth with faithful stewardship of time, talents and treasures.
 - e. Refrain from membership in any organization whose practice and teaching conflict with the Word of God.
 - f. Adhere willingly and cheerfully to the guidelines and policies of this Congregation, provided they are in accordance with the Word of God.
2. A communicant member in addition to the expectations of the baptized member, is expected to:
- a. Uphold the confession of the faith as set forth in Article III of the Constitution.
 - b. Submit, out of Christian love, to brotherly admonition according to Matthew 18:15-20 when having erred or offended.
 - c. Frequently avail themselves of the blessings promised in the Lord's Supper.
3. A voting member in addition to the expectations of a baptized and communicant member, is expected to:
- a. Faithfully attend meetings of the Voters' Assembly.
 - b. Serve willingly in any office or capacity for which their talents and abilities equip them.
 - c. Encourage, by personal example, friendly interest and judicious counsel, other communicant members to accept the privilege of voting membership.

ARTICLE II: BAPTIZED AND COMMUNICANT MEMBERSHIP: TRANSFER, RELEASE, SELF-EXCLUSION AND CHURCH DISCIPLINE

Membership in this Congregation shall continue until such a time when an individual may request a transfer, ask for a release, or have their membership terminated by action of the Board of Elders.

- A. Transfer – members may be transferred to a sister congregation provided they are not undergoing church discipline. Such transfers are requested through one of the pastors, approved by the Board of Elders, and reported to the Church Council and The Voters' Assembly at the next meeting.

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- B. Release – A member may request a release for the purpose of becoming a member of a Christian church not in fellowship with this Congregation. In the case where a member has already joined another congregation that is not in fellowship with this Congregation, they shall be considered as having terminated their membership at this Congregation. The Board of Elders shall remove such persons from the membership roster.
- C. Self-Exclusion – The pastors, in conjunction with the Board of Elders, may determine that a person has excluded himself from this Congregation and has voluntarily terminated his status as a baptized member of this Congregation. Persons who have not attended a worship service or taken communion at this Congregation shall be presumed to have voluntarily excluded themselves from this Congregation. They then may be removed from membership upon review and action by the Board of Elders in accordance with their policies and procedures.
- D. Church Discipline – Church discipline is practiced because of the deep concern for the spiritual welfare of the individual and the desire to have the person see the seriousness of their offense. In dealing with these members who are openly unrepentant, the steps of Matthew 18:15-20 shall be followed. The Board of Elders shall be responsible for carrying out these steps. After proper admonition, if the individual remains impenitent, the Board of Elders shall present the final action of excommunication to the Voters' Assembly for approval by a two-thirds vote of the ballots cast by voting members present at the meeting. Upon confession, repentance, and forgiveness the individual's membership will be reinstated.
- E. Forfeiture of Rights – Termination of membership by any of the above actions includes forfeiture of all rights of a member and all claims upon the property of this Congregation. In each case such action shall be recorded in the membership record together with the date of such actions as taken by the Board of Elders.

ARTICLE III: VOTERS' ASSEMBLY MEETINGS

ADOPTED 12-7-96 (Amended Bylaws 11-18-1998, Article VII, A,1); (Amended Grammar per TX District Request 11-04-2004); (Amended Constitution Article X and Bylaws Article XI June 2005);
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- A. Regular meetings – regular meetings of the Voters’ Assembly shall be held in the months of June and November. The November meeting shall include the election of officers and the June meeting shall include the adoption of the budget.
 - 1. The agenda shall include, but not be limited to:
 - a. Reports from all boards, committees, and ministry teams
 - b. Recommendations by the Church Council
 - c. Call matters
 - d. Annual budget
 - e. Approval of amendments to the budget of non-budgeted expenses in excess of ½ of 1 % of the approved general operating budget per expenditure.
 - 2. All other business shall be adopted by the Church Council.
- B. Special Meetings – Special meetings of the Voters’ Assembly may be called by the President, by a majority of the Church Council, or at the written request of at least fifteen (15) voting members with signatures. All members of the Church Council shall be informed of the request of a special meeting prior to the announcement to the Congregation. All special meetings shall be announced on the Sunday prior to the special meeting. The nature and purpose of the special meeting shall be established by a recommendation of the Church Council stated to the voting members. However, any business incidental to a recommendation of the Church Council may be conducted at a special meeting.
- C. Quorum – Those present at a properly called meeting shall constitute a quorum.
- D. Voter Eligibility – Any voting member who signs in at a Voters’ Assembly meeting will be eligible to vote at that meeting.
- E. Voting
 - 1. A majority vote of those present is sufficient for the adoption of any motion that is in order, except those which require a two-thirds vote.
 - 2. Voting on all monetary and call matters, as well as for election of officers and elected board members, shall be by ballot vote.

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- F. Rules of Order – The current edition of Robert’s Rules of Order, Newly Revised, shall be followed except where it is not in conformance with these Bylaws and Christian doctrine.
- G. Presiding Officer – The President shall preside over all meetings of the Church Council and the Voters’ Assembly. In his absence the following shall preside by order of succession: Vice-President/President-elect, Chairman of the Board of Elders. In the absence of the above three so named, the Church Council shall designate a presiding officer.

ARTICLE IV: CALLING OF ORDAINED AND COMMISSIONED WORKERS

- A. The following shall be called from the Synodical Roster when a vacancy occurs:
 - 1. Pastors, Principal, Director of Christian Education.
 - 2. Teachers, and any other position so designated by the Church Council. In the event that it is not possible to fill a teaching position with a called candidate from the Synodical Roster or a qualified person eligible to be placed on the Roster, a renewable contract may be offered with the approval of the Church Council.
 - 3. By definition, an intern or vicar is not a called worker.
- B. Procedure
 - 1. When calling a pastor, the Board of Elders shall serve as the call committee.
 - 2. When a principal or a teacher is to be called, the Board of Christian Day School shall serve as the call committee.
 - 3. For other called workers the call committee shall be appointed by the Church Council from the boards, ministries and individuals involved in their ministry.
 - 4. The call committee establishes a list of qualifications based on the needs of the Congregation for approval by the Church Council.
 - 5. On the basis of these qualifications the Congregation shall be requested to submit names for candidates. Names submitted by members are sent to the LCMS District Office for complete information. The District Office shall also be asked for other qualified candidates.

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6. The call committee reviews all candidates on the basis of the qualifications and prepares a call list which is submitted to the Church Council for approval. This call list is to be published for the Congregation on two (2) consecutive Sundays prior to the call meeting. The proposed list may be amended by a two-thirds vote of the ballots cast by the voting members present at the call meeting.
7. The election of a candidate from the call list shall proceed by ballot. A two-thirds vote of all ballots cast shall be required to elect. The election shall, if possible, be made unanimous.
8. Any new position which is to be filled in the Congregation by a called worker shall be brought to the Church Council and the Voters' Assembly for approval before the calling process begins.
9. Interns and vicars are contract workers with an institution of high learning. This agreement for their education and ministry will be a recommendation from the Board of Elders.

ARTICLE V: PROCEDURES FOR EMPLOYING OTHER STAFF

- A. Teachers not on the Synodical Roster – The Board of Christian Day School shall negotiate contracts. The terms agreed to shall be brought to the Church Council for approval at a regular or special meeting. All contracts shall be accepted within fifteen days by the prospective employee or the contract becomes void.
- B. Other full-time and part-time personnel – the Church Council shall negotiate the contract; the conditions being the same as set forth in A. above. This action shall be reported to the Voters' Assembly.
- C. Any new staff position (part-time or full-time) shall be brought to the Church Council and the Voters' Assembly for approval before the contract can be negotiated. The final approval of the contract shall be done by the Church Council and shall be reported to the Voters' Assembly.

ARTICLE VI: OFFICERS, ELECTED MEMEBERS, AND CHURCH COUNCIL

- A. The following shall serve as elected officers of the Congregation:

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1. President
 2. Vice-President/President-elect
 3. Secretary
 4. Treasurer
- B. The following shall serve as elected members of the Congregation:
1. Board of Elders Chairman, and Vice-Chairman/Chairman Elect
 2. Board of Christian Day School and Chairman
 3. Church Trustee
 4. Four (4) lay members of the Congregation for Lay Members-at-Large
- C. The following additional rules shall also apply:
1. No individual may serve in more than one elected position at a time.
 2. No restriction shall preclude both a husband and wife from serving in an elected capacity, provided that both shall not be eligible to serve as voting members of the Church Council.
- D. Church Council
1. Organization
 - a. The Church Council shall be comprised of the following elected positions: President; Vice-President/President-elect; Secretary; Treasurer; Chairman of the Board of Elders; Chairman of the Board of Christian Day School, Church Trustee and four Lay Members-at-Large.
 - b. The President shall serve as chairman of the Church Council. The Secretary of the Congregation shall serve as secretary of the Church Council.
 - c. The Senior Pastor, the Principal, the Accountant, and the immediate Past President shall be advisory members of the Church Council without voting privileges. Other staff members and ministry team leaders may be present to advise and consult with the Church Council as necessary.
 2. Responsibilities – The Church Council shall:

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- a. Consider and discuss matters brought by the various boards and ministry teams as they pertain to the general welfare of the Congregation.
 - b. Conduct the business of the Congregation, with the exceptions of the calling of commissioned and ordained workers, the termination of called workers, the buying and selling of property and amendments to the budget including non-budgeted expenses not covered by using designated funds; however, the Church Council shall be authorized to approved non-budgeted expenses that do not exceed ½ of 1% of the general operating budget per expenditure. Such special approved excess expenditures shall not exceed 2% of the operating budget in any fiscal year.
 - c. Give full report of Church Council actions at the Voters' Assembly.
 - d. Prepare and finalize the annual budget and present it to the Voters' Assembly for approval.
 - e. Maintain written policies for the governance of the Congregation and the conduct of Church Council business. Authority to implement policies is delegated to the staff through the Senior Pastor.
3. Meetings
- a. The Church Council shall meet monthly or as necessary. Six (6) or more members of the Council shall be the quorum.
 - b. Matters requiring a vote will be passed upon a favorable vote of the majority of the voting members present.

ARTICLE VII: TERM OF OFFICE, ELIGIBILITY, RESPONSIBILITIES, AND VACANCIES

A. Term of Office

1. The term of office shall be:
 - a. President, Vice-President/President-elect – two (2) years.
 - b. The Secretary and the Treasurer – two (2) years, elected in alternating years.
 - c. Board of Christian Day School and Board of Elders – two (2) years, one-half of both boards elected each year.

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- d. The Vice-Chairman/Chairman Elect of the Board of Elders and the Chairman of the Christian Day School – two (2) year term, elected in alternating years.
 - e. The Church Trustee – two (2) years, elected in alternating years with the President and Vice-President.
 - f. Lay Members-at-Large – two (2) years; with one-half to be elected each year in alternating years.
- 2. The President and Vice-President/President-elect shall serve no more than one (1) consecutive term. The Vice-President/President-elect shall succeed the President at the end of his term. In the event the Vice-President/President-elect is unable to serve, the outgoing President (now the immediate Past President) shall serve until a replacement is elected to complete the term.
 - 3. The Secretary, Treasurer, Trustee, Lay Members-at-Large, and members of the Board of Christian Day School may serve no more than two (2) consecutive terms in the same office/board.
 - 4. The Elder Chairman and Vice-Chairman/Chairman Elect shall serve no more than one (1) consecutive two-(2) year term. The Vice-Chairman/Chairman Elect shall succeed the Chairman at the end of his term. In the event the Vice-Chairman/Chairman Elect is unable to serve, the outgoing Chairman shall serve until a replacement is elected to complete the term.
 - 5.—There will be no limit on the number of elected terms a member of the Board of Elders may serve.

B. Eligibility

- 1. All voting members of this Congregation, age 21 and over, shall be entitled to hold office, with the exception of the following offices, which will be limited to men:
 - a. President
 - b. Vice-President/President-elect
 - c. Elders

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This exception is based on 1 Corinthians 14:34-35 and 1 Timothy 2:11-15, which prohibit women from holding any office in the Congregation which involves exercising authority over men with respect to the public administration of the Office of the Keys. This Congregation regards this principle as a binding force also today because 1 Timothy 2:11-15 refers to what God established at creation. Therefore, the offices of the President, Vice-President/President-elect, and the Board of Elders shall be limited to men. All other elective offices shall be open to voting members of this Congregation age twenty-one (21) and over.

2. The Chairman and Vice-Chairman/Chairman Elect of the Board of Elders and the Chairman of the Board of Christian Day School shall have previously served on their respective boards.

C. Responsibilities for all elected positions shall include:

1. Faithful attendance in weekly worship and in the Sacrament of Holy Communion.
2. Faithful study of the Word of God in groups and individually.
3. Faithful daily devotional and prayer life.
4. Faithful attendance in meetings of either Church Council or the respective board and Voters' Meetings.
5. Faithful tithing to the Lord – The Old Testament standard of giving was a tithe of 10% of everything from the land and from the herds (Leviticus 27:30). This sacrificial, first-fruit giving is also emphasized and even more strongly stated in the New Testament, where God calls on us to give proportionately of what we have (2 Corinthians 8:1-12).
6. Faithful exercise of the gifts of leadership and discernment.
7. Support of the stated mission of the Congregation both publicly and privately.
8. Faithful participation in at least one other ministry (for Lay Members-at-Large).
9. Commitment to Christian education (for Board of Christian Day School).

~~D.~~ VACANCY OF ELECTED OFFICERS

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1. In the event of a vacancy of the Board of Elders, the Church Council shall appoint an eligible member of the Congregation. If the vacancy is the Vice-Chairman/Chairman Elect, the Church Council shall appoint a currently serving board member to serve out the remaining term and appoint an eligible member of the Congregation to fill the board vacancy.
2. In the event of a vacancy on the Board of Christian Day School, the Church Council shall appoint an eligible member of the Congregation. If the vacancy is the Vice-Chairman/Chairman Elect, the Church Council shall appoint a currently serving board member to serve out the remaining term and appoint an eligible member of the Congregation to fill the board vacancy. If there is no eligible member of the board, the Church Council will appoint an eligible member of the Congregation to serve out the remaining term.
3. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President for the remaining term. At the end of the term, the Vice-President (acting President) will then fulfill his own term of office of President for which he was elected.
4. In the event of a vacancy in the office of Vice-President, the Church Council will appoint an eligible member of the Congregation to serve out the remaining term. At the time of annual Congregational officer and board elections, the office of President will be included on the ballot.
5. In the event of a vacancy in the office of Secretary, Treasurer, Trustee, or Lay Member-at-Large, the Church Council will appoint an eligible member of the Congregation to serve out the remaining term.

ARTICLE VIII: NOMINATIONS AND ELECTIONS

- A. Nominations – The Nominating Committee, as described in Article IX. H. 2, shall prepare a slate of candidates for each of the elective offices of the Congregation to be presented to Church Council for approval. The final slate shall be published prior to the November

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Voters' Assembly meeting. Additional nominations may be made from the floor with the candidate's consent.

- B. Elections – The elections shall take place at the November Voters' Assembly meeting. All elections shall be by ballot and by a simple majority vote of ballots cast. When any candidate receives the majority of votes, he/she shall be declared elected.

ARTICLE IX: ORGANIZATION AND DUTIES OF OFFICERS, BOARDS, MINISTRY TEAMS AND COMMITTEES

A. The President shall:

1. preside over all meetings of the Voters' Assembly and Church Council;
2. see, with the assistance of the Vice-President/President-elect, that all boards, ministry teams and committees carry out their duties and responsibilities;
3. be an advisory member of all boards and committees;
4. prepare, with the Vice-President/President-elect and the Senior Pastor, the Church Council and Voters' Assembly agendas;
5. create committees and appoint those who will serve on them as needed; and
6. establish ministry teams and appoint ministry team leaders with the consent and approval of the Church Council.

B. The Vice-President/President-elect shall:

1. perform the duties of the President in his absence, at his request, or if he is unable to complete his term of office;
2. assist the President in preparing the agendas for the Church Council and the Voters' Assembly;
3. serve as an advisory member of all boards and committees, attending those meetings as requested by the President;
4. serve as the Chairman of the Constitution Committee; and
5. succeed the President at the end of the President's term.

C. The Secretary shall:

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1. record the attendance and proceedings of the Voters' Assembly and the Church Council and keep a permanent record of all minutes, legal documents and instruments in the Congregation's file;
2. submit a copy of the minutes of the Church Council and Voters' Assembly meetings for approval at the following meetings of these bodies;
3. make available copies of the minutes of the Church Council and Voters' Assembly meetings to individual members upon request;
4. carry out all correspondence required of the office;
5. serve as a member of the Constitution Committee; and
6. keep an updated listing of all policies and actions of the boards, Church Council and the Voters' Assembly.

D. The Treasurer shall:

1. be the senior financial officer of the Congregation;
2. oversee the duties of the church's accountant;
3. ensure that accurate permanent records of all receipts and disbursement are maintained;
4. assist in the preparation of the annual budget process;
5. ensure that the financial reports, including budgetary comparisons, be presented to the Church Council at the monthly meeting for the current and year-to-date period;
6. ensure that the financial reports are presented to the Voters' Assembly at the semi-annual and annual meeting dates;
7. serve as the primary liaison between the Congregation and an outside accounting firm in the event that the Church Council (Voters) decide to have the Congregation's financial records audited, reviewed or have some other type of oversight procedure performed.

E. The President, Vice-President, Secretary, and Treasurer shall:

1. Represent the Congregation in matters of business and sign and countersign all legal documents with a minimum of two signatures.

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F. The Church Trustee shall:

1. see that all budgeted maintenance and repair projects are promptly completed and that all other needed repair and maintenance projects, as well as any concerns pertaining to the maintenance of the facilities are submitted to the Church Council for discussion and action;
2. work with a Pastor and the Principal to assist and support facilities staff in cleaning, maintaining, and repairing facilities; and
3. prepare and submit a budget to the Church Council.

G. Boards

1. Board of Elders

a. Organization

- i. The Board of Elders shall be comprised of men elected by the Voters' Assembly as outlined in Article VII;
- ii. select a secretary to record the minutes of meetings and shall otherwise organize itself;
- iii. work with the Pastors in ministering to the spiritual needs of the individual members and of the Congregation as a whole;
- iv. endeavor to keep the unity of the spirit and the bond of peace in fellowship with Christ and one another in the Congregation;
- v. be responsible, together with the Pastors, for the supervision of all public worship services conducted in the sanctuary or sponsored by this Congregation
and, to this end, see that all worship services are conducted in a dignified, orderly and worshipful manner.
- vi. be responsible for all official acts; e.g., baptisms, confirmations, marriages, communions, and funerals performed in the sanctuary or by Pastors and to this end, be informed and present where possible;

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- vii. supervise auxiliary groups;
- viii. support and encourage members to be faithful in all areas of their
Christian life;
- ix. in consultation with the pastors, take action regarding self-exclusion or ex-
communication of a member;
- x. be responsible for the adequate and thorough instruction for adults and
youth
in preparation for confirmation and membership in this Congregation; and
xi. assist the Pastors and other professional workers and their families
whenever
possible by:
 - a. giving encouragement,
 - b. praying regularly,
 - c. standing ready to help with difficult problems, and
 - d. being concerned about their spiritual, emotional, and physical health and
welfare.
- b. The Chairman shall:
 - i. work with the Pastors in preparing the agenda for the board meetings and
shall conduct the meetings;
 - ii. present resolutions to the Church Council as prepared by the Board;
 - iii. appoint a member of the board to represent the board in the absence of
the chairman at Church Council and Voters' Assembly meetings;
 - iv. in the case of a vacancy of the Senior Pastor, assist the Circuit
Visitor or other appointed vacancy pastor.
- c. The Vice-Chairman shall:
 - i. Serve as chairman of the Nominating Committee.
 - ii. Perform the duties of the Chairman in his absence, at his request, or if he
is

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unable to complete his term of office.

iii. Succeed the Chairman at the end of his term.

2. Board of Christian Day School

a. Organization

- i. The Board of Christian Day School shall be comprised of nine (9) elected members (Chairman included). They shall select a secretary to record the minutes of the meeting.
- ii. The Principal, the Early Childhood Director, the Senior Pastor and the Congregational President shall be advisory members of the Board of Christian Day School without voting privileges.

b. The Board of Christian Day School shall:

- i. be responsible for the spiritual and academic growth of all students enrolled in the Christian Day School and Early Childhood Center, the review and approval of the curriculum, and the development and review of all policies and procedures, for both the Day School and ECC;
- ii. recommend fees and tuition for approval by the Church Council;
- iii. prepare and submit an annual budget;
- iv. establish and adjust job descriptions for the staff;
- v. select candidates for the various staff positions as defined in Bylaws Articles IV and V;
- vi. support the spiritual, emotional and physical health and welfare of the staff and their families; provide for and encourage the professional growth of all staff members for the purpose of maintaining a high level of instructional competence;
- vii. ensure that all appropriate certification and accreditation of the staff,

facilities,

and programs of Christian education are secured; and

- viii. make recommendations, in coordination with the Principal, to the Church

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Council as to the upkeep, repair, replacement, or purchase of new facilities as needed.

c. Individual Offices and Responsibilities

i. The Chairman shall:

- a. work with the Principal, Director of the Early Childhood Center and the Senior Pastor to prepare the agenda and shall conduct the Board meetings;
- b. represent the Board at the Church Council and Voters Assembly;
- c. present resolutions as prepared by the Board; and
- d. appoint a member of the Board to represent the Board in the absence of the Chairman at Church Council and Voters' Assembly meetings.

2. The Secretary shall:

- a. record accurately the minutes of all meetings; and
- b. provide the Chairman and the church office with a copy of the minutes.

H. Ministry Teams

1. Organization

- a. The Church Council shall establish ministry teams to carry out the various ministry needs of the Congregation such as, but not limited to, Evangelism, Parish Education, Stewardship, etc.
- b. Ministry team leaders shall be appointed by the Church Council to organize, develop and nurture these ministries in accordance with the Policies and Procedures of the Council.
- c. The Council may delegate the establishment of ministry teams and the appointment of ministry team leaders to the Board of Elders or the Board of Christian Day School at its discretion.

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- d. Ministry team leaders shall serve at the request and desire of the Council and/or the delegated board without term limitations.
- e. Ministry team leaders shall:
 - i. Be encouraged to develop their ministry area, including recruiting and empowering other Congregation members to work with them.
 - ii. Work in cooperation with designated staff to produce the greatest fruitfulness for God's kingdom.
 - iii. Report to the Church Council and/or the appropriate board, and attend these meetings as necessary to ensure open communication concerning the efforts and needs of their ministry area.
 - iv. Make requests to the Church Council (through the appropriate board if necessary) for any budgetary needs for their ministry.

I. Committees

1. Finance Committee

- a. The Finance Committee shall consist of a minimum of four (4) financial recording secretaries, the captain, and assistant captain of two (2) groups of checkers, and the elected Treasurer of the Congregation.
- b. The Finance Committee through the checkers shall be responsible for the safe, accurate, proper, and orderly handling of all offerings and other funds received by the Congregation and shall report such receipts to the church's accountant to ensure that proper records of individual offerings are maintained.
- c. This Committee will be appointed by the President and approved by the Church Council.

2. Nominating Committee

- a. The Nominating Committee shall consist of two (2) Elders remaining in office chosen by the Board of Elders; one (1) member of the Board of Christian Day School remaining in office, chosen by the Board of Christian Day School; and two

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(2) voting members from the Congregation appointed by the Church Council.

Additionally, the Vice-Chairman/Chairman Elect of the Board of Elders shall be the Chairman of The Nominating Committee.

b. Duties are to be performed as outlined in Article VIII.

3. Constitution Committee

a. This committee shall be appointed annually by the President of the Congregation and shall consist of at least five (5) members, including the Vice-President/President-elect and the elected Secretary. The Pastors shall serve as advisory members. The Vice-President/President-elect shall serve as Chairman of the Constitution Committee.

b. The Committee shall:

1. Review and update the Constitution or Bylaws in the best interest of the Work of the Lord in this Congregation.
2. Interpret the Congregation's Constitution and Bylaws upon the request of the Church Council or the Voters' Assembly with an opinion rendered by the Committee binding unless it is overruled by a two-thirds vote of ballots cast of the voting members present.

ARTICLE X: AMENDMENTS

- A. Any voting member of the Congregation shall be authorized to request the amendment of any portion of the Congregation's Constitution (except for those matters stated in Article III thereof) or of the Congregation's Bylaws by submitting a written request for such amendment to any member of the Church Council. If the individual who desires the amendment is then serving on the Church Council, he or she may present the request directly to the Council.
- B. The request should be submitted in writing and should be as specific as possible citing the Article or Articles affected whenever possible.

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- C. The Council member who receives such request, or who individually wishes to propose an amendment, shall present the written request to the Council at its next regular meeting.
- D. When presented to the Council, the Council shall determine, by a majority vote, if the requested amendment could serve a meritorious purpose and, if so, the Council would defer the request to the Constitution Committee to review the request carefully in context with the entire Constitution and Bylaws and to prepare a preliminary draft of the amendment needed to accomplish the requested change.
- E. Upon the completion of such initial draft, the Constitution Committee shall present the proposed amendment to the Voters with a recommendation for its approval.
- F. Prior to presenting such recommendation to the Voters for approval, the body of the proposed amendment, with a brief explanation of the meaning, rationale and effect of same, shall be printed and made available to all voting members at least fourteen (14) days in advance of the meeting where it is to be formally presented and acted upon. Copies of such amendment and explanation shall also be made available for such fourteen (14) day period both in the church narthex and in the church office and notice of such proposed amendment shall be made in the weekly bulletins.
- G. Whenever the notice provisions in the preceding subparagraph (F) have been accomplished, the recommendation for amendment may be presented for approval at any meeting, regular or special, of the Voters.
- H. To be effective, the recommendation must carry by a two-thirds vote of the ballots cast by the voting members present at the meeting.
- I. Upon approval by the Voters, the Constitution Committee shall redraft the Constitution and/or Bylaws to include the amended provisions and shall present the amended Constitution and Bylaws to the Texas District for approval.
- J. Notwithstanding the specific procedure set forth above, the President of the Congregation may, from time to time, refer his own suggestions concerning the amendment of the Constitution or Bylaws to the Constitution Committee for the study

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and drafting of proposed revisions for formal presentation to the Council for further action. Likewise, the Constitution Committee may, on its own initiative, from time to time, review the Constitution and Bylaws carefully in order to propose any necessary or desirable editing or updating of any portions of these documents.