

**BY-LAWS**  
**GRACE EVANGELICAL LUTHERAN CHURCH, INC.**  
**ST. PETERSBURG, FLORIDA**

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**ARTICLE I**

**CHURCH COUNCIL AND VOTERS ASSEMBLY**

**A. MEMBERSHIP OF CHURCH COUNCIL**

The Church Council shall consist of the President, Vice-President (Chairman of Board for Finance), Secretary, Treasurer, Recording Financial Secretary, the Chairman of the Board of: Elders, Trustees, Day School Ministries, Parish Education, Mission Outreach, Stewardship, Youth Ministries, Social Ministry, and Fellowship. If the board chairman is unable to attend, he may designate a board member to attend in his place. In addition, there will be three (3) members-at-large, who shall be elected from the voting membership of the congregation and whose term of office shall be three (3) years, one new member being elected annually. The Pastor(s), the Principal of the Christian Day School, and other staff members designated by the senior pastor and the principal of the Christian Day School shall be members of the Church Council, but have no voting privileges. The President of the congregation shall be the Chairman of the Church Council.

**B. MEETINGS OF CHURCH COUNCIL**

1. The Church Council shall normally meet monthly. A simple majority of the voting membership of Church Council shall constitute a quorum.
2. The Pastor(s) or any three voting members of the Church Council may call special meetings by personally informing each member of the Church Council of the purpose, time, and place of such meetings at least 72 hours in advance.

3. All specially called Church Council meetings shall require an announcement be made to the congregation regarding the purpose, time and place of the specially called meeting.
4. Church Council meetings shall be conducted in accordance with the Constitution and By-Laws and shall include opening devotions, roll call, discussion and approval of minutes and reports of: pastor(s), boards, the Treasurer, staff members, and of special committees; communications, unfinished business, new business, and adjournment with prayer
5. Any member of the congregation may attend. They will have no privileges unless recognized by the chairman
6. At the discretion of the chairman guests may attend.

#### **C. DUTIES OF CHURCH COUNCIL**

1. It shall be the duty of the Church Council to consider and act on matters pertaining to the welfare and operation of the church between Voters Assembly meetings, provided such actions do not conflict with the items specified only for Voters Assembly action.
2. In the case of a vacancy in a congregational office, including members-at-large, the Church Council is authorized to elect an eligible replacement in a timely manner. Such person(s) shall assume their duties immediately and complete the unexpired term.
3. The Church Council is authorized to ratify person(s) submitted by boards to fill board vacancies. Such person(s) shall assume their duties immediately.
4. The Church Council is authorized to make unbudgeted disbursements, subject to prior review by the Board for Finance.
5. The Church Council shall report significant actions to the Voters Assembly at its regular meetings.

#### **D. MEETINGS OF VOTERS ASSEMBLY**

1. Regular meetings of the Voters Assembly shall be held twice annually in fall and spring.
2. Special meetings of the Voters Assembly may be called by the Pastor(s), by the President of the congregation, by Church Council, or by 15% of the Voting Membership submitting a signed petition to the President. All special meetings require publicly announcing the date, place and purpose of such meeting the Sunday at least one week prior to the date of such meeting. Action may only be taken on matters for which the meeting was called.
3. At the discretion of the chairman non-voting members of the congregation and guests may attend the Voters Assembly. They will have no privileges unless recognized by the chairman.

## **E. QUORUM OF VOTERS ASSEMBLY**

Ordinarily, the Voting Members present at a properly called meeting shall constitute a quorum. However, for amending the Constitution, for the purchase or sale of real property, for the construction of buildings, or for the removal from office of a called Pastor, called teacher, or called professional church worker, a majority of all Voting Members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five days written notice shall be given. The members who are present at such an adjourned meeting shall constitute a quorum.

## **F. ORDER OF BUSINESS**

The regular meetings of the Voters Assembly shall be conducted in accordance with the Constitution and By-Laws and shall include:

1. Opening prayer
2. Acceptance of minutes of previous meeting
3. Reception of new Voting Members (President of congregation asks them to stand and be made aware of Article V, Section E, Paragraph 4 of the Constitution. Their reception is then approved by the rest of the Voters Assembly.)
4. Reports of Staff
5. Report of Board of Elders
6. Report of Board of Trustees
7. Report of Board for Finance
8. Report of Treasurer
9. Report of Board for Day School Ministries
10. Report of Board for Parish Education
11. Report of Board for Mission Outreach
12. Report of Board for Stewardship
13. Report of Board for Youth Ministries
14. Report of Board for Social Ministry
15. Report of Board for Fellowship
16. Report of Special Committees
17. Communications
18. Unfinished Business
19. New Business
20. Good and welfare of the Congregation
21. Adjournment with prayer

## **G. REPORT ADMINISTRATION**

All reports are to be written and one copy submitted to the congregational secretary.

## **H. PARLIAMENTARY PROCEDURE**

In questions of parliamentary procedure not covered by the Constitution and By-Laws, *Robert's Rules of Order* shall prevail.

## **ARTICLE II**

### **PROCEDURE FOR ISSUING CALLS TO CHURCH WORKERS**

**A. SELECTION OF A CALL COMMITTEE:** A Call Committee shall be established to propose candidates to the Voters Assembly for the purpose of issuing a Call(s) to a:

1. Pastor or other professional Church worker: It shall consist of three (3) members of the Board of Elders, elected by the Board of Elders, and three (3) Voting Members elected by the Voters Assembly.
2. School Administrator or teacher(s): It shall consist of three (3) members of the Board for Day School Ministries, elected by the Board for Day School Ministries, and three (3) Voting Members elected by the Voters Assembly.

**B. FUNCTION OF A CALL COMMITTEE**

1. Calls will be issued only to candidates who are rostered in good standing by the Lutheran Church – Missouri Synod.
2. The Call Committee shall solicit names of potential candidates from members of the Congregation.
3. The Call Committee shall consult with those in the affected ministry area and with the Florida-Georgia District of the Lutheran Church – Missouri Synod as part of its efforts to secure names of candidates.
4. The names of all candidates shall be submitted to the District President for his evaluation.
5. The Call Committee will screen the list of candidates. When this task has been completed, a recommendation will be submitted to the Congregation by public announcement and distribution in writing at all worship services for two consecutive weeks immediately prior to the Voters Assembly at which a Call is to be extended. The written information must include a biographical profile of the recommended candidate.
6. The Call Committee shall be disbanded once a Call(s) has been accepted.

**C. VOTE TO EXTEND A CALL AT A VOTERS ASSEMBLY**

1. Only candidates presented by the Call Committee may be considered.
2. The vote will proceed with a written ballot.
3. A three-fifths majority of all ballots cast shall be required to Call a candidate. The vote shall then, if possible, be made unanimous.

4. If a three-fifths majority is not reached, and there are more than two (2) candidates, the candidate receiving the fewest votes will be removed from the *next* ballot.
5. Once there are only two (2) candidates and a three-fifths (3/5ths) majority is not reached by either candidate, further discussion regarding the candidates may take place prior to the next ballot.
6. If after two (2) additional ballots no candidate receives a three-fifths (3/5ths) majority, the matter will be referred back to the Call Committee for further deliberations and recommendations. At a later date the Voters Assembly will convene, consider and vote on the recommendations of the Call Committee.

### **ARTICLE III**

#### **OFFICERS, BOARDS AND COMMITTEES**

**A. CONGREGATIONAL OFFICERS:** Any Voting Member in good standing for more than one (1) year may hold the following offices, subject to the restrictions established in Article VIII of the Constitution.

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Recording Financial Secretary

**B. CONGREGATIONAL BOARDS:** Any Voting Member in good standing may be elected to serve on a Board, subject to the restrictions established in Article VIII of the Constitution. Only a Voting Member in good standing for more than one (1) year may be elected to serve as Chairman of a Board.

1. Board of Elders
2. Board of Trustees
3. Board for Finance
4. Board for Day School Ministries
5. Board for Parish Education
6. Board for Mission Outreach
7. Board for Stewardship
8. Board for Youth Ministries
9. Board for Social Ministry
10. Board for Fellowship

**C. CONGREGATIONAL COMMITTEES:** Any member in good standing may serve on any Committee. Only a Voting Member in good standing for more than one (1) year may be elected to serve as Chairman of a Committee.

1. Ushers
2. Worship and Music Committee
3. Altar Guild
4. Honor Committee
5. Nominating Committee\*
6. Compensation Review Committee\*

\*Membership of these committees established elsewhere in these By-Laws.

- D. ADVISORS:** Any member in good standing may serve as an advisor to any Board or Committee at the request of the Board or Committee Chairman.
- E. VOTING:** Only current members of a Board or Committee may vote on Board or Committee business. Each member of a Board or Committee shall have one (1) vote. Votes may not be transferred to another member of the Board or Committee for any reason.
- F. PARLIAMENTARY PROCEDURE:** In questions of parliamentary procedure not covered by the Constitution and By-Laws, *Robert's Rules of Order* shall prevail.
- G. PASTORS:** Pastor(s) may attend or send a representative to any Board or Committee meeting.

## ARTICLE IV

### NOMINATION AND ELECTION OF OFFICERS, BOARD AND COMMITTEE MEMBERS

**A. PROCEDURE IN NOMINATION AND ELECTION OF OFFICERS, BOARDS AND COMMITTEE MEMBERS**

The Nominating Committee shall present a ballot for the election of eligible consenting candidates to the Spring meeting of the Voters Assembly. The ballot proposed by the Nominating Committee shall normally consist of two names for President, Vice-President, Secretary, Treasurer and Recording Financial Secretary. Additional nominations may be made from the floor, provided the nominees are eligible and have agreed to serve if elected. All shall be elected by majority ballot vote. They shall assume their respective duties on August 1. They shall be inducted into office in a public service of the congregation. In case of a vacancy in an elective office, the Church Council shall elect a replacement in accordance with Article I.C.2 at its next meeting.

**B. TERM OF OFFICE**

1. All officers as listed in Article III.A shall be elected for a term of one (1) year. Members of the Boards of Elders and Trustees shall be elected for a term of three (3) years, with one-third (1/3) of each board being elected annually. Members of the Boards for Finance, Day

School Ministries, Parish Education, Mission Outreach, Stewardship, Youth Ministries, Social Ministry, and Fellowship shall be elected for a term of two (2) years, with one-half of each board being elected annually. All committee members, unless otherwise specified, shall be appointed for one year.

2. Congregational officers and board and committee chairmen shall not be elected for more than three consecutive years in that capacity.
3. In the event that no successor has been elected when the respective term of an officer expires, such officer shall continue his duties until a qualified successor is elected.

## **ARTICLE V**

### **DUTIES OF OFFICERS**

#### **A. PRESIDENT**

The President shall:

1. Enforce the provisions of the Constitution and By-Laws;
2. Ensure that all elected officers, Boards and Committees are carrying out their responsibilities;
3. Preside at all meetings of the Voters Assembly and Church Council;
4. Appoint committees according to the instructions of the By-Laws or the resolutions of the Voters Assembly and Church Council;
5. Ensure that the resolutions of the Voters Assembly and Church Council are carried out.

#### **B. VICE-PRESIDENT**

The Vice-President shall:

1. Perform the duties of the President in his absence, his disability, or at his request;
2. Serve as chairman of the Board for Finance.

#### **C. SECRETARY**

The Secretary shall:

1. Record the proceedings of the Voters Assembly and Church Council in a permanent record;

2. Keep an accurate attendance record of the Voters Assembly and Church Council, and submit the minutes for adoption at the following regular meeting;
3. Be the custodian of all church records, past and present, pertaining to his office, and at the expiration of his term of office deliver all records to his successor. (Minutes from previous meetings shall be made available upon request to any church member);
4. Conduct all official correspondence of the Voters Assembly and Church Council.
5. Perform such other duties as may be delegated to him.

#### **D. TREASURER**

The Treasurer shall:

1. Ensure that sound financial procedures are in place and are being properly executed;
2. Be furnished with a record of all monies deposited, itemized as to sources and funds;
3. Authorize the disbursement of funds in accordance with instructions from the Voters Assembly;
4. Be furnished with a record of all checks issued;
5. Ensure that accurate records of all receipts, disbursements and bank balances are kept;
6. Provide monthly and year-to-date financial statements to the Board for Finance;
7. Provide a monthly financial report to the Church Council;
8. Provide financial statements to the Voters Assembly, including an annual report of the total income and disbursements by budget classification, giving a comparison between actual and budgeted amounts;
9. Submit the books and records to the Financial Review Committee when requested;
10. Be bonded in such amounts as the Church Council may determine;
11. Be a non-voting, ex-officio member of the Board for Finance.

#### **E. RECORDING FINANCIAL SECRETARY**

The Recording Financial Secretary shall:

1. Be responsible for the proper accounting and recording of all donations received through weekly contribution envelopes;

2. Record separately amounts donated for specific purposes;
3. Distribute a statement of donations, including cumulative totals, to each envelope holder at the end of each quarter;
4. Prepare a report of all donations received from each envelope holder by category, as requested by the Pastor(s) or Chairman of the Board for Stewardship;
5. Bundle, date and secure all envelopes received each week in a suitable container. The envelopes shall be held for at least twelve months following the close of the calendar year;
6. Be bonded in such amount as the Voters Assembly may determine;
7. Be an ex-officio member of the Honor Committee.

## **ARTICLE VI**

### **BOARDS AND COMMITTEES**

1. Shall elect a chairman and a secretary at their first regularly scheduled meeting;
2. Shall prepare annual budget requests as directed by the Church Council;
3. Board chairmen as members of the Church Council shall make a monthly written report, and a report for all committees under their supervision;
4. May organize themselves and establish sub-committees as they deem necessary to carry out their duties;
5. Shall submit a request to the Board for Finance for expenditures that exceed their budgeted allotment;
6. Maintain a spiritual focus in their meetings by beginning with a devotion or Bible study;
7. A simple majority of the voting membership of a board or committee shall constitute a quorum.

#### **A. THE BOARD OF ELDERS**

1. Shall assist the Pastor(s) and be examples of Christian conduct and conversation to the church;
2. Assist the Pastor(s) in implementing and preserving the use of Lutheran doctrine and Christian discipline in the congregation in accordance with Articles III and V of the Constitution;

3. In close cooperation with the Pastor(s), assist in the distribution of Holy Communion, direct and supervise the visitation of newly received members and make every effort to bring them into the life and work of the congregation;
4. Admonish members who are neglecting the means of grace and who fail in the support of congregational endeavors;
5. Comfort and assist the sick and those in need;
6. Foster Christian education for children and adults, including the confirmation and early communion programs;
7. Supervise the work of the Worship and Music Committees, Altar Guild, Ushers Committee, Greeters and Stephen Ministry;
8. Supervise and encourage the dissemination of Christian literature, publications and teaching materials of the congregation;
9. Sign diplomas of Christian vocation on behalf of the congregation;
10. Support the Pastor(s)' personal, emotional and spiritual care;
11. Conduct a biannual performance evaluation of the Pastor(s), including input from congregational members and staff; and
12. Consist of fifteen (15) voting members.

## **B. BOARD OF TRUSTEES**

1. Shall be responsible for the maintenance and improvement of all property and equipment;
2. Annually develop and review an inventory of all church property, equipment and important documents (blue prints, specifications, titles, insurance policies, etc.). This inventory shall be stored in a fire-proof location and in an electronic version onsite and a secure offsite location and be entered into the official minutes of the Fall Voters Assembly;
3. Make regular (no less than semi-annual) inspections of all church property, grounds, and equipment for needed repairs, safety concerns, fire hazards, and appearance. They shall take appropriate action to correct items needing attention. All repairs shall be made in compliance with codes, laws and regulations;
4. Annually review and maintain property and liability insurance coverage to adequately protect the congregation, and on an annual basis present proposed policies and contracts to the Voters Assembly or Church Council;
5. In unforeseen situations requiring immediate attention, be authorized, at their discretion, to

make necessary unbudgeted disbursements not to exceed two hundred dollars (\$200.00) per item or five hundred dollars (\$500.00) per month. Any such disbursements shall be reported to the Board for Finance as soon as possible;

6. Consist of twelve (12) voting members.

### **C. BOARD FOR FINANCE**

1. Shall prepare a budget for the coming fiscal year and present it to the Church Council for approval. The budget is to be presented to the Voters Assembly for final approval in the spring meeting. The approved budget shall be made available upon request;
2. Review and evaluate current monthly and year-to-date financial statements;
3. Review the requests of various boards and committees for expenditures which exceed their budgeted allotment;
4. Annually review the practices and procedures of the Honor Committee;
5. Consist of four (4) voting members;
6. The Vice-President of the congregation shall be an ex-officio member and the Chairman of the Board. Other ex-officio, non-voting members shall be the Treasurer and the Recording Financial Secretary. The Pastor, Principal and Business Administrator shall be non-voting advisory members.

### **D. BOARD FOR DAY SCHOOL MINISTRIES**

1. Shall be responsible for the Christian day school and maintaining the highest standards in the field of education;
2. Support the principal in carrying out the mission, vision, direction and purpose of the day school ministry;
3. Approve the curriculum and textbooks;
4. Strive to secure the enrollment of eligible children of the congregation and community;
5. Provide the means for ongoing training and additional education to encourage the highest level of expertise among faculty and staff;
6. Provide for the Christian nurturing of students and their families and strengthen them as basic units of Christian education;

7. Identify qualified candidates for vacancies in the professional teaching staff;
8. Monitor and care for the spiritual, emotional, and physical health and welfare of the professional educational staff and their families;
9. Oversee and encourage the activities of auxiliary organizations of the school such as PTC, booster clubs, etc.
10. Promote the recruitment of students for full-time church-work and Christian service;
11. Consist of eight (8) voting members, and the following ex-officio, non-voting members: Principal, Early Childhood Director, and Pastor(s).

#### **E. BOARD FOR PARISH EDUCATION**

1. Shall be responsible for Christian education in the parish, not including the Christian Day School, in cooperation with the appropriate ministry staff member(s);
2. Approve curriculum, materials and educational programs that meet the needs of the congregation and community;
3. Select the Sunday School Superintendent with the assistance of the Pastor. The Superintendent shall select the teaching staff, formulate and implement the educational programs of the Sunday School, and report to the board;
4. Institute a program of training to develop the highest level of staff expertise;
5. Maintain an active "Cradle Roll" to encourage future Sunday School participation;
6. Ensure that a variety of Bible study opportunities are available and encourage the congregation's participation;
7. Promote the recruitment of students for full-time church work and for Christian service;
8. Record participation in the education programs;
9. Strengthen families as basic units of Christian education;
10. Maintain a Parish Library for the spiritual education for all members;
11. Consist of eight (8) voting members.

#### **F. THE BOARD FOR MISSION OUTREACH**

1. Shall spread the Gospel message throughout the congregation, school and community;

2. Identify visitors and potential new members, and follow up with personal contacts;
3. Develop programs of visitation, evangelism and discipleship that focus on potential new members;
4. Sponsor and maintain programs to assimilate un-churched families served by the school, Vacation Bible School and GLC Thrift Shop;
5. Assist in developing and supporting a public relations program for the church;
6. Assist in supporting missionaries and students preparing for professional church work;
7. Consist of eight (8) voting members.

#### **G. BOARD FOR STEWARDSHIP**

1. Shall have an on-going program of analysis and evaluation of stewardship related activities in the congregation;
2. Educate the members of the congregation in the Scriptural principles and practices that apply to the total Christian life;
3. Educate and train the members in the Scriptural principles and practices of the grace of liberal and proportionate giving, so that a God-pleasing percentage of their resources is dedicated to the Savior;
4. Develop an ongoing program that enlists the God-given time, talents, and resources of the congregation to achieve the principles and practices of Christian stewardship in home, church, and community;
5. Plan and implement an annual stewardship emphasis;
6. Maintain a current roster of all envelope holders, in coordination with the church office;
7. Order and distribute offering envelopes to all members prior to January 1 of each year;
8. Consist of eight (8) voting members.

#### **H. BOARD FOR YOUTH MINISTRIES**

1. Shall direct the congregation's youth program, and affiliate itself with the youth program of the Lutheran Church - Missouri Synod;
2. Foster the spiritual growth of the youth through Bible study, servant events, and fellowship

activities;

3. Consist of eight (8) voting members. The Youth Director shall be an ex-officio, non-voting member of the Board.

#### **I. BOARD FOR SOCIAL MINISTRY**

1. Shall further the principle of Christian love and mercy in action as one of the fruits of the Christian faith;
2. Encourage the congregation to follow in the footsteps of the Lord, Whose loving heart was filled with compassion for all who were in need;
3. Provide information to the members of the congregation and raise their level of sensitivity to the work of social ministry in the church and in the community;
4. Plan, promote, and sponsor a variety of social ministry opportunities (e.g., lay visits to the sick and shut-in; efforts to provide food, clothes and shelter for the needy; recommend referral services such as Lutheran Services of Florida, bereavement and other support groups);
5. Encourage participation in training programs for individuals who desire to grow in social ministry skills (e.g. how to make a hospital visit or comfort the bereaved);
6. Consist of eight (8) voting members.

#### **H. BOARD FOR FELLOWSHIP**

1. Shall plan, promote and sponsor Christian fellowship events and activities;
2. Evaluate fellowship opportunities on an on-going basis;
3. Coordinate events on special occasions (e.g., bereavement meal following a funeral service) with other appropriate boards and committees;
4. Establish a regular fellowship schedule (e.g. Sunday morning coffee);
5. Consist of eight (8) voting members.

#### **K. USHERS COMMITTEE**

1. The Ushers shall be supervised by the Board of Elders.

2. The Ushers shall:

- a. designate a head-usher for each service;
- b. arrange training and demonstration meetings for all ushers at least once a year;
- c. schedule ushers for all services and establish the arrival time for each service; and
- d. recruit qualified members as ushers, with the approval of the Board of Elders, to fully staff services.

3. Ushers shall:

- a. open and prepare the Church for the worship service;
- b. assist in and promote the reverent worship of God at all services conducted by the Church;
- c. act as host for God before, during and after the worship services;
- d. exhibit and promote friendly Christian contacts with all worshipers;
- e. receive the offerings, bring them forward to be placed on the altar and after the service place them securely in the safe;
- f. count and record the attendance without distraction or disturbance;
- g. join in worship as soon as possible;
- h. prepare the Sanctuary and Narthex for the next service; and
- i. close and secure the Church property after the final service.

**L. WORSHIP AND MUSIC COMMITTEE**

1. Shall be under the direction of the Senior Pastor and the supervision of the Board of Elders;
2. Members shall be selected by the Senior Pastor and ratified by the Board of Elders;
3. The Committee shall elect its own chairman. The chairman shall prepare the agenda, preside over the meeting and coordinate any necessary subcommittees;
4. The Committee shall:
  - a. have advisory and planning responsibility for the corporate worship of the congre-

gation;

- b. plan public worship that is in accordance with the confessional tradition of the Lutheran Church;
- c. recruit, encourage and assist choirs and other musicians;
- d. be responsible for the education of congregational members in the use of worship materials;
- e. select and care for hymnals and other worship materials;
- f. prepare and submit to the Board of Elders annual budget requests for hymnals, sheet music, devotional materials and other supplies, as needed;
- g. arrange for the care of musical instruments;
- h. submit to the Board of Elders for approval any special performing groups or events designed to enrich the congregation's worship life; and
- i. furnish a copy of its monthly report to the Board of Elders.

#### **M. HONOR COMMITTEE**

1. Shall be under the direction of the Treasurer and Board for Finance;
2. The Honor Committee Chairman shall be appointed by the Treasurer. The Chairman shall select members to serve on the Honor Committee. Honor Committee members shall be ratified by the Board for Finance;
3. The Committee shall:
  - a. develop and maintain a system and schedule for counting and recording the offerings in a secure environment;
  - b. be responsible for the deposit of all congregational offerings in the designated bank(s) as soon as possible;
  - c. provide a report of the offerings to the Treasurer, Business Office and Pastor(s); and
  - d. provide the empty offering envelopes to the Recording Financial Secretary.

#### **N. NOMINATING COMMITTEE**

1. Shall nominate annually a slate of eligible, consenting candidates for expiring or vacant Officer and Board positions;

2. Consist of:
  - a. Senior Pastor or his designate
  - b. One member from the Board of Elders
  - c. One member from the Board of Trustees
  - d. One member from the Board for Parish Education
  - e. President and
  - f. Vice-President;
3. Inform the congregation at the beginning of this process so that members interested in serving can submit their name for consideration;
4. Publish a slate of candidates for each office and board at least two (2) weeks prior to the election, and prepare a printed ballot for the spring meeting of the Voters Assembly.

**O. COMPENSATION REVIEW COMMITTEE**

1. Shall convene annually to review salaries and benefits of all staff personnel;
2. Consist of:
  - a. Senior Pastor
  - b. School Principal
  - c. One member from the Board of Elders
  - d. One member from the Board of Trustees
  - e. One member from the Board for Day School Ministries
  - f. President and
  - g. Vice-President;
3. Make its recommendations to the Board for Finance for budget preparation.

**ARTICLE VII**

**ALL BOARDS MEETING**

The members of the Church Council, the members of all boards and committees, and the Presidents of all auxiliary organizations in the congregation shall meet annually at the call of the Pastor(s) to review the parish program for the year in order to effect good coordination among all departments of the congregation, draw up the church calendar, and clear all meeting dates for the various groups within the church. Ordinarily, this group will meet in the summer.

**ARTICLE VIII**

**SPECIAL COMMITTEES**

**A. FINANCIAL REVIEW COMMITTEE**

1. Shall consist of at least four (4) members (none of whom shall be a member of the Board for Finance) appointed by the President in the fall;
2. Annually review the books and records of the Treasurer, business office, and all other organizations of the congregation at the option of the Committee. It shall make its report to the Voters Assembly at the subsequent annual fall meeting.

**B. AD HOC COMMITTEES**

Various special committees for the improvement or work of the congregation may be established, as needed. Members of these committees will generally be appointed by the President. The Voters Assembly shall be apprised of the membership of all such committees and receive a report of their progress.

**ARTICLE IX**

**AMENDMENTS**

1. The Voters Assembly may change or amend the By-laws to the Constitution by two-thirds (2/3) majority vote at any meeting of the Voters Assembly. Prior two (2) week notification of proposed changes is required.
2. All revisions of the Constitution or of the By-laws shall be submitted to Committee on Constitution and Bylaws of the Florida-Georgia District for approval.
3. In January of years ending with five (5) or zero (0), at the direction of the Church Council, a careful review of the structure and organization of the congregation and the adequacy and applicability of the pertinent articles of the Constitution and By-laws of the congregation shall be done. Recommendations for changes must be announced and made available for two (2) weeks prior to the Voters meeting at which they will be presented (See Constitution article XI). This provision is not intended to prevent the revision of the Constitution or By-laws at other times.

**ARTICLE X**

**DISTRIBUTION**

A copy of the Constitution and By-Laws will be available to all members and will be given to new members upon their reception.