

BY-LAWS

CROSS OF CHRIST LUTHERAN CHURCH

Article I – Voter’s Assembly

A. Meetings

The Voter’s Assembly shall meet at least annually. The day and hour of the annual meeting shall be set by the Church Council and publicized by oral and written announcements at least two (2) weeks in advance. The notification shall contain an agenda of items to be considered as well as the slate of nominees for election. The Voter's Assembly may meet at other times of the year subject to a call by the Church Council, or at the request of any nine (9) voting members of the Congregation. Notice of any such special meeting shall be an announcement at all services of worship on the Sunday preceding the meeting or publication in that Sunday's Church Bulletin. The notice shall contain an agenda of items to be considered. No agenda items may be added once notification of any meeting is publicized. The Chairman, Vice-Chairman, or their designated Church Council member, shall preside at all Voter’s Assembly Meetings.

B. Quorum

When a meeting is announced in accordance with these by-laws, and twenty-five (25) voting members of the Congregation are in attendance, it shall constitute a quorum and it shall be considered a properly convened and legal meeting capable of transacting business.

Article II - Church Council

A. Nominating Committee

The Vice Chairman of the Council shall annually appoint a Nominating Committee whose responsibility will be to develop a slate of candidates to be elected each year to fill the vacancies created by the expired terms of Council members. The committee shall contain a majority of non-council members, shall function for one year only and shall report their nominations to the Voter’s Assembly Annual Meeting. The Senior Pastor shall be an ex officio member of the Nominating Committee. All nominees shall be voting members.

B. Elections and Terms of Office

The members of the Council shall be elected by the Voter’s Assembly. The term of office shall be for a maximum of three (3) years, with approximately one-third of the Council being elected each year. Council members shall serve no more than two (2) successive terms. The Council shall elect a Chairman, Vice-Chairman, Secretary and Financial Director. These officers shall be elected for a one-year term. Every term of office shall begin on July 1 following the election. In the event of a vacancy on the Council, the Nominating Committee shall provide the Chairman with a list of candidates. Appointment to fill unexpired terms will be made from such a list and must be ratified by a majority vote of the Council. The individual shall serve until the next election for that particular position. In addition to the Nominating Committee's slate of candidates, any voting member may

nominate any council position. Such nominations shall be called for at the annual Voter's Meeting prior to the time that nominations are closed.

C. Meetings

The Council shall meet at least quarterly and may be called more frequently at the request of the Chairman or any three Council members. Six (6) members of the Council shall constitute a quorum for any meeting. Minutes of each meeting shall be kept in typed form. The minutes shall fully disclose all actions taken and be signed by the Chairman and Secretary. Minutes of the meetings shall be available to voting members upon request.

D. Other Organizations

All organized groups within the Congregation shall exist only with the consent of the Church Council.

Article III - Duties of Officers

A. Chairman

1. Preside at all meetings of the Voter's Assembly and the Church Council.
2. Serve as an ex officio member of all committees, organizations, etc.
3. Appoint any necessary committees
4. Appoint an Audit Committee which shall audit the book of the Treasurer, or appropriate administrative staff members, and Financial Secretary, if deemed necessary, at least once a year.
5. Sign all legal documents, with the Secretary, on behalf of the congregation.
6. Enforce the constitution and by-laws and perform the general duties as are common for the office, including such additional duties as may be directed by the Voter's Assembly from time to time.

B. Vice-Chairman

1. Perform all of the duties of the Chairman in the latter's absence and other additional duties which may be directed by the Voter's Assembly or by the Chairman from time to time.
2. Chair and appoint a Nominating Committee with the advice and consent of the Church Council.

C. Secretary

1. The duties shall be those commonly required of that office, especially the keeping and preserving of accurate records of all Voters' Assembly meetings and handling such correspondence as the congregation may require.
2. Sign all legal documents with the Chairman on behalf of the congregation.
3. Keep minutes of all Church Council meetings.

D. Financial Director

1. Appoint a Treasurer, or appropriate administrative staff member, who shall perform or supervise the performance of:
 - A. The keeping and preservation of accurate records of all receipts and disbursements and

- submission of a written report of them at all regular meetings of the Voter's Assembly.
- B. The payment of all regular and fixed expenses on order of the Voter's Assembly through its approval of an Annual Budget.
 - C. Keeps monies of the church in the name of the church in a bank or place of trust designated by the Church Council.
2. Appoints a Financial Secretary who records all collections, contributions, subscriptions and other monies. Keeps an accurate and confidential account of the same, from who received, for what purpose intended and submits quarterly and annual reports to each contributor.
 3. Is responsible for the financial systems of the congregation and recommends to the Church Council a program for investment of funds.

Article IV - Elders

1. Elders shall be appointed by the Senior Pastor with the advice and consent of the Church Council.
2. The Term of Office is "For Life" --- subject to the continuing endorsement of the Senior Pastor and Church Council; lacking either of these, an Elder may be removed from this office.
3. Elders shall be men whose conduct serves as a model to others.
4. Duties:
 - A. Sees that services of worship are held regularly and that the Word of God is preached in its purity.
 - B. Makes every effort to reach members to encourage them to fully enjoy the rights and privileges of membership.
 - C. Assist the Pastor(s), other Called Offices and staff in the cultivation of peace, harmony and love among the members.
 - D. Meets at intervals with the Pastor(s) to discuss matters pertaining to the spiritual welfare of the congregation and its individual members.
 - E. To maintain in strictest confidence all matters deemed confidential.