

REDEEMER LUTHERAN CHURCH BYLAWS

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520 Thayer Drive
Richland, Washington 99352-4126

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ARTICLE 1 – PURPOSE AND SCOPE

- 1.1 It being the will of God that among Christians all things shall be done decently and in order (1 Corinthians 14:40), these Redeemer Lutheran Church Bylaws, and the subordinate Redeemer Lutheran Church Policies and Procedures, shall be recognized as the implementing documents for the governance of matters pertaining to all material and spiritual affairs of Redeemer Lutheran Church, Richland Washington as empowered by Article XI of the Redeemer Lutheran Church Constitution.
- 1.2 In the event that any provisions of the Redeemer Lutheran Church Bylaws are determined to be in conflict with the Redeemer Lutheran Church Constitution, the constitution shall be followed.
- 1.3 Redeemer Lutheran Church Policies and Procedures may be created to provide supplemental details to implement the provisions of these Bylaws. Whereas these Policies and Procedures may be generated to provide clarity and organizational detail to the Purposes, Relationships, Organizations, Duties and Responsibilities listed in the Bylaws, they shall not modify or change the provisions of these Bylaws.
- 1.4 In the event that any provisions of the Redeemer Lutheran Church Policies and Procedures are determined to be in conflict with either the Redeemer Lutheran Church Bylaws or the Redeemer Lutheran Church Constitution, the higher tiered document shall be followed.
- 1.5 If any provisions of the Redeemer Lutheran Church Bylaws or the Redeemer Lutheran Church Policies and Procedures are found to be in conflict, as described in Section 1.2 or 1.4 or are found to be unlawful, that provision shall be presented to the Voters' assembly for suspension, per section 4.4.2, until revised, per section 8.1. The remaining provisions of these documents shall remain in effect.
- 1.6 In addition to the principles of patience (Proverbs 19:11), tolerance (Matthew 18:35) and love (I Corinthians 13) laid down in the Holy Scriptures, and guidance from the Redeemer Lutheran Church Constitution and Bylaws, parliamentary procedures from the current edition of Robert's Rules of Order shall be followed. After these, policies made by voter or council resolutions will be followed. The above authorities are listed in order of precedence.

ARTICLE 2 - GENERAL REQUIREMENTS AND INFORMATION

- 2.1 The use of Redeemer Lutheran Church facilities shall be in accordance with the congregation's adopted guidelines found in the Redeemer Lutheran Church Policies and Procedures manual.
- 2.2 All undesignated financial gifts and contributions are the property of the congregation and shall be deposited in the general fund of the congregation.
- 2.3 A request for payment/reimbursement must be obtained and approved by the responsible person prior to submission to the Treasurer. The request is to be marked to indicate the type of funds expended (budget category, project, etc.) along with an approval signature and instructions to the Treasurer for disposition.
- 2.4 Treasury funds to be paid from a line item of the budget must be approved, in advance, by the Board Chairperson, or other person having responsibility for that line item.
- 2.5 Fiscal responsibility rule: All organizations responsible for the use of funds are required to be good stewards of the money entrusted to them and to keep their expenditures within the limits of their respective budgets unless approved, in advance, as specified below:
 - 2.5.1 In the event that exceeding a board's total budget by less than a cumulative \$500 in a church budget year is anticipated, the responsible individual shall obtain the approval of the Church Council PRIOR to incurring these expenses.
 - 2.5.2 In the event that exceeding a board's total budget by greater than a cumulative \$500 in a church budget year is anticipated, the responsible individual shall obtain the approval of the voting assembly PRIOR to incurring these expenses.

- 2.5.3 In the event that spending money for any purpose or item not in the current budget is anticipated, the responsible individual shall obtain the approval of the Church Council PRIOR to incurring these expenses.
- 2.5.4 Budgeted money may only be spent for the purposes or items specified in the budget line that the money is spent from as agreed to and approved by the voting assembly, unless the responsible individual obtains the approval of the Church Council PRIOR to incurring these expenses.
- 2.5.5 Failure to obtain these approvals in advance may result in the reimbursement or payment being denied, leaving the individual financially obligated.
- 2.6 Money handling rule: In order to safeguard the reputation of individuals handling church funds and to ensure the integrity of the process, all money handling shall be performed by at least two persons who are not related, one of whom shall be an elected officer of the congregation, excluding the Treasurer. Also, no money shall be handled by any signatory on any bank or investment account(s).
- 2.7 Terms and Definitions:
 - 2.7.1 Working Groups: For purposes of the Organizational structure and Bylaws of Redeemer Lutheran Church, the following types of working groups have specific meanings or attributes associated with them.
 - 2.8.1.1 A Board is a group tasked with a major element of the strategic plan and mission of the congregation. A Board is represented by a voting member on the Church Council.
 - 2.7.1.2 A Committee is a sub-group, usually of a Board, formed for a general purpose. The Committee is not represented by a voting member on the Church Council and reports to its parent organization.
 - 2.7.1.3 A Special Committee is appointed by the Church Council for a specific, short term purpose. Special Committees will be represented at the Church Council in accordance with section 6.1.3.3.
 - 2.7.1.4 A Team is a working group made up of independent contributors and/or formed across organizational lines, as needed, to accomplish an element of an action plan established by one of the Boards.
 - 2.7.2 An Action Plan is a set of activities developed by a Board in order to support the mission of the congregation via an element of the strategic plan.
 - 2.7.3 The Strategic Plan is a multi-year plan that defines the mission of the congregation and divides and assigns responsibilities to Boards for the accomplishment of that mission.
 - 2.8.4 The Church Business Year for purposes of church organization begins June 1 and ends May 31.
 - 2.7.5 The Church Budget Year for purposes of an annual budget begins September 1 and ends August 31.
- 2.8 Admission to communicant membership can be obtained in the following ways:
 - 2.8.1 Persons who are members of churches in altar and pulpit fellowship with this church and the Lutheran Church-Missouri Synod and who desire membership shall be admitted by letter of transfer.
 - 2.8.2 Persons of other Lutheran church bodies who desire membership shall submit a request to the Pastor, who will forward it for action to the Board of Elders.
 - 2.8.3 Persons, either adult or youth, may acquire membership by rite of confirmation. Such persons shall be required to receive a thorough instruction in the six chief parts of Christian doctrine as outlined in Luther's Small Catechism and meet the qualifications of Article IV of the constitution.
 - 2.8.4 Persons whose membership has lapsed shall submit a request for membership to the Pastor, who will forward it for action to the Board of Elders.

ARTICLE 3 – ELECTIONS

- 3.1 All elective offices shall be filled at the April meeting of the congregation.
- 3.2 A slate of nominees for filling vacant positions or replacing officers whose terms are about to expire shall be provided per section 5.2.5.2 and presented to the voters'

assembly at the time of the election. Additional nominees may be presented by individuals present at the time of the election, but may be submitted only with the consent of the nominee.

- 3.3 Election shall be made after prayerful consideration and the request of God's guidance in the selection of officers. Such election shall be made by the casting of lots, where the names of each nominee for office shall be placed in a suitable container and the President or acting Chair shall draw the name of the person thus elected.
- 3.4 Upon the death or resignation of any officer or elected person, the position shall be filled for the remainder of the term of office in accordance with Sections 3.2 and 3.3.
- 3.5 A voting member may hold only one elective office at any given time.
- 3.6 The voters' assembly shall elect a lay delegate to represent the congregation, along with the Pastor, to the Northwest District Convention.

ARTICLE 4 – FORMAL MEETINGS

Section 4.1 – Regular Voter's Meetings

- 4.1.1 The regular business meeting of the voters' assembly shall be held quarterly in February, April, August, and November. The time and place of these voters' meetings shall be announced by issuing notice to the voting members in the bulletin and/or newsletter. The Council may reschedule the meeting with public notice given on two successive Sundays prior to the day of the meeting.
- 4.1.2 The annual election meeting shall be held in the month of April, at which time the election of officers shall take place. All newly installed elected and appointed officers, Boards, councils, and Committees shall assume duties on June 1.
- 4.1.3 The annual budget meeting shall be held in the month of August, at which time the congregation shall vote on the proposed budget for the next fiscal year. Approved budgets shall take effect on September 1.
- 4.1.4 The Church Council may recommend cancellation of any regularly scheduled meeting, provided no business has been identified by the 20th day of the month preceding the scheduled voters' meeting. Notice of cancellation shall be publicized in the bulletin on the Sunday preceding the meeting.

Section 4.2 – Special Voter's Meetings

- 4.2.1 Special business meetings may be called by the President. The time and place of these meetings shall be announced by issuing notice to the voting members in the bulletin or by announcements in two consecutive public services of the congregation prior to the meeting. "Two consecutive services" is defined as services being held on two separate days.

Section 4.3 – Minimum Voters' Meeting Attendance for Decisions

- 4.3.1 See Article VI.A.3 of the Redeemer Lutheran Church Constitution for voting Quorum on specified issues.
- 4.3.2 The minimum number of attendees necessary for all other Decisions is 23 voting members.
- 4.3.3 In the event that less than the required numbers of voting members are present at a Voters' meeting;
 - 4.3.3.1 Issues dealing with Bylaw changes and those listed in Article VI.A.3 of the Redeemer Lutheran Church Constitution, shall be tabled and subsequently decided at another Voter's meeting.
 - 4.3.3.2 All other issues on the printed agenda of the voters' meeting shall be tabled and subsequently decided by the Church Council.

Section 4.4 – Decisions at Voter's Meetings

- 4.4.1 All issues presented to the voters, excepting matters of doctrine and conscience or such as pertain to a revision or repeal of any article or section of these Bylaws, shall be decided by a simple majority vote of the voting members present at a properly convened regular or special meeting.

- 4.4.2 Any article or section of these Bylaws may be suspended by a two-thirds majority vote of those present and voting at a properly convened regular or special meeting. Distribution of proposed revisions shall be made at least two weeks prior to the meeting.

Section 4.5 – Parliamentary Authority

- 4.5.2 The authorities as listed in Section 1 shall be followed for all formal meetings, defined as meetings over which the President (or his delegate) presides as well as general operations of the church as describes in Article 1.

ARTICLE 5 – ELECTED CONGREGATIONAL OFFICES

Section 5.1 – General Financial Duties of all Officers and Boards

- 5.1.1 Each standing Board, Special Committee and elected group, such as the elders and the trustees, shall empower one member, normally the Chairperson, to approve all outstanding debts and/or funds expended by action of that group in the name of Redeemer Lutheran Church. This requirement does not preclude delegation of authority to procure materials.
- 5.1.2 All volunteers elected by the congregation shall not be personally liable to the church or its members for monetary damages for any breach of the volunteers' fiduciary duty except for the liability arising from or related to:
 - 5.1.2.1 A breach of duty of loyalty to the Redeemer Lutheran Church or its members.
 - 5.1.2.2 Actual omissions not in good faith of the involvement of intentional misconduct or a knowing violation of the law.
 - 5.1.2.3 An act in violation of the provisions of state laws.
 - 5.1.2.4 Any transactions from which the volunteer derives improper personal benefit.
 - 5.1.2.5 Any act or omission resulting in liability occurring before January 1, 2010.
 - 5.1.2.6 Any act or omission that is grossly negligent.
- 5.1.3 Redeemer Lutheran Church shall assume all liability to any person or entity other than the Redeemer Lutheran Church or its members for all acts or omissions of an elected volunteer occurring on or after January 1, 2010.
- 5.1.4 Redeemer Lutheran Church, by adoption of a resolution in accordance with the church constitution, and pursuant to the provision of Public Act Washington, shall have the power to indemnify those persons servicing in the position of, or at the request of Redeemer Lutheran Church as officer, council member, trustee, employee, or agent against expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by a person in connection with any actions, suites or proceedings, formal or informal, relating to the service of said individual on behalf of the corporation if such person acted in good faith and in a manner that the person reasonably believed to be in or not opposed to the best interest of Redeemer Lutheran Church or its members, or with respect to any criminal action or proceeding if the person had no reasonable cause to believe that the conduct engages in was unlawful. Redeemer Lutheran Church, through it church council shall have such further or other authority to indemnify council members, officers, employees, or agents consistent with the provision of Public Act Washington.

Section 5.2 – President and Vice-President/President Elect of the Church Council

- 5.2.1 For the purposes of this document, the officers referred to as chairman and vice-chairman in Article IV.A.2.3 of the Redeemer Lutheran Church Constitution shall also be known as President and Vice-President/President Elect respectively.
- 5.2.2 At the April business meeting the congregation shall elect a new Vice-President/President Elect to hold office for one year. The current Vice-President/President Elect shall automatically succeed the President and hold the office of President for the coming year.
- 5.2.3 In the absence of the regularly elected President, the Vice-President/President Elect shall assume the duties of the President. In the absence of both elected officials at a voters' meeting, a temporary President shall be appointed from those in attendance of that meeting by the President before the meeting. In the case that the president does not

appoint a replacement, one will be elected from those in attendance of that meeting, by those in attendance of that meeting, to preside over that meeting.

- 5.2.4 The duties and responsibilities of the President shall be as follows:
 - 5.2.4.1 Ensuring that the mission of the church is executed in accordance with the strategic plan.
 - 5.2.4.2 Preside over all meetings of the voters' assembly and the Church Council.
 - 5.2.4.3 Coordinate actions of officers and standing Committees.
 - 5.2.4.4 Become acquainted with Robert's Rules of Order and conduct Voter's Assembly meetings, Church Council meetings, and Executive Committee meetings according to these rules.
 - 5.2.4.5 Appoint Special Committees.
 - 5.2.4.6 Sign or countersign legal documents, as requested by the Business Trustee, as a registered agent to the state of Washington.
 - 5.2.4.7 Serve as a member of the Executive Committee
- 5.2.5 The duties and responsibilities of the Vice-President/President Elect shall be as follows:
 - 5.2.5.1 Become acquainted with Robert's Rules of Order and act as parliamentarian at all meetings over which the president presides.
 - 5.2.5.2 Appoint and facilitate a Special Committee for the purpose of filling Board positions and obtaining candidates for elected offices.
 - 5.2.5.3 Serve as a member of the Annual Budget Committee.
 - 5.2.5.4 Serve as a member of the Executive Committee

Section 5.3 – Secretary

- 5.3.1 At the April business meeting in even years, the congregation shall elect a Secretary to hold office for two years.
- 5.3.2 In the event that the Secretary is absent for any meeting, the President shall appoint an acting secretary for that meeting.
- 5.3.3 All records of the Secretary shall be and remain the property of the congregation.
- 5.3.4 The duties and responsibilities of the Secretary shall be as follows:
 - 5.3.4.1 Record the proceedings of all voters' and council meetings and enter the records into the church's permanent record.
 - 5.3.4.2 Maintain a roster of voting members and a list of attendance at voters' meetings.
 - 5.3.4.3 Act as corresponding secretary.
 - 5.3.4.4 Maintain a master copy of the constitution and Bylaws and provide copies to voting members.
 - 5.3.4.5 Serve as a member of the Executive Committee.

Section 5.4 – Treasurer

- 5.4.1 At the April business meeting in odd years, the congregation shall elect a Treasurer to hold office for two years.
- 5.4.2 The duties and responsibilities of the Treasurer shall be as follows:
 - 5.4.2.1 Keep and disburse congregational money and sign all checks for the congregation, except in cases where the congregation may elect an assistant treasurer for some specific purpose.
 - 5.4.2.2 Keep an accurate account of all congregational money received and disbursed.
 - 5.4.2.3 Issue a written report of the congregation's financial status at each council meeting and voters' meeting.
 - 5.4.2.4 Ensure a written yearly financial report is available to all members of the congregation.
 - 5.4.2.5 Serve as a member of the Executive Committee and the Annual Budget Committee.

Section 5.5 – Financial Secretary and Offering Secretary

- 5.5.1 At the April business meeting, the congregation shall elect a Financial Secretary and an Offering Secretary, each to hold office for one year. Both of these positions shall report to the Executive Committee.

- 5.5.2 In order to safeguard the reputation of individuals handling church funds and sensitive information and to ensure the integrity of the process, the Offering Secretary and the Financial Secretary may not be related family members.
- 5.5.2 The duties and responsibilities of the financial secretary shall be:
 - 5.5.2.1 Keep an accurate record of all offerings by envelope number and name, and hold all such information confidential.
 - 5.5.2.2 Prepare and distribute a quarterly report and a calendar year summary of their individual contributions for each contributing member of the congregation.
- 5.5.3 The duties and responsibilities of the offering secretary shall include:
 - 5.5.3.1 Provision for the counting, recording, and deposit in the bank of all offerings received by the church. Records shall be and remain the property of the congregation.
 - 5.5.3.2 Ensure that General Requirement 2.6 is adhered to when handling money.

Section 5.6 – Board of Trustees

- 5.6.1 Purpose: The purpose of the Board of Trustees is to support accomplishment of the mission of the congregation by acting, as the elected representatives, in the best interests of the congregation in the legal, business, and facility management matters of Redeemer Lutheran Church.
- 5.6.2 Organization: The Board of Trustees shall consist of three trustees who shall be citizens of the United States. At the April voters' meeting of each calendar year, the congregation shall elect one Facilities Trustee and one Business Trustee from the voting membership of the congregation. The Facilities Trustee shall serve for a period of one year. The Business Trustee is elected to a two-year term, during which the individual will serve as Business Trustee for the first year and become Head Trustee for the second year.
- 5.6.3 The duties of the Board of Trustees shall include:
 - 5.6.3.1 Assumption of the authority and responsibility to represent the congregation in all suits of law, to transact all business involving the congregation as an incorporated body, and to administer the entire property of the congregation as long and as far as the trustees proceed according to the commission of the congregation.
 - 5.6.3.2 Make provision for the upkeep of the buildings, furnishings, equipment, and real estate of the congregation in the manner defined in these Bylaws.
 - 5.6.3.3 Freedom to expend the sum of five hundred (500) dollars in excess of budgeted amounts in the interest of the congregation without special previous resolutions of the congregation.
 - 5.6.3.4 Authority to expend up to the sum of ten thousand (10,000) dollars for repairs or replacement of existing equipment and/or facilities, with the concurrence of the Church Council Executive Committee. Modifications or upgrades to equipment and/or facilities must still be presented to the congregation for approval. This authority may be temporarily suspended by the Executive Committee when necessary.
- 5.6.4 The duties and responsibilities of the Head Trustee shall include:
 - 5.6.4.1 Serve as Chairperson of the Board of Trustees and be responsible for the overall function of the trustees.
 - 5.6.4.2 Serve as Chairperson of the Annual Budget Committee.
 - 5.6.4.3 Serve on the Church Council and provide a report of the activities of the Board at voters' meetings and Church Council meetings.
 - 5.6.4.4 Serve as custodian for background checks performed on members of the congregation (when required by regulatory agency directives) and ensure that such records are kept confidential and stored securely (i.e. in a locked repository).
 - 5.6.4.5 Serve as a member of the Executive Committee.
- 5.6.5 The duties and responsibilities of the Business Trustee shall include:
 - 5.6.5.1 Act as the archivist of the congregation and keep copies of all legal documents (e.g. contracts, expired contracts, permits, inspections, etc) as legally required, and maintain them on church property. The Business Trustee shall insure the

- property of the congregation against loss and damage and report to the congregation the status of the insurance policies at the June voters' meeting.
- 5.6.5.2 Serve as the designated registered agent to the State of Washington and the legal representative for government services, dealings and interactions. The Business Trustee will retain responsibility to handle, file and route paperwork to the State and obtain the signature of the Church Council President when required.
- 5.6.5.3 Ensure that contracts are in place, approved, and signed for all contractors of Redeemer Lutheran Church before work begins or payment is rendered.
- 5.6.5.3 Serve on the Annual Budget Committee.
- 5.6.6 The duties and responsibilities of the Facilities Trustee shall include:
 - 5.6.6.1 Supervision of the upkeep of the church and its grounds, including the hiring and supervision of custodian and yard work services as required.
 - 5.6.6.2 Ensuring the upkeep of the parsonage and other buildings and properties. The Facilities Trustee shall ensure these buildings are inspected twice a year and make proper recommendations to the voters' assembly. The Facilities Trustee shall also make arrangements for the semi-annual cleaning of the church and Sunday School facilities.
 - 5.6.6.3 Serve as Chairperson of the Facilities Committee and appoint the members.
 - 5.6.6.4 Serve on the Annual Budget Committee.

Section 5.7 – Board of Elders

- 5.7.1 Purpose: The purpose of the Board of Elders is to guard and develop the spiritual life of the congregation, ensuring that the worship services, teaching and other activities at Redeemer Lutheran Church are consistent with the inerrant Word of God and Redeemer's mission. The Board serves to advise and direct the church in matters of doctrine and faith and to intercede with members who require admonition.
- 5.7.2 Relationship with the Pastor, Elected Officers, Boards, Committees, and Redeemer Staff
 - 5.7.2.1 The Board of Elders works with the Pastor to oversee spiritual matters in the congregation.
 - 5.7.2.2 The Board of Elders provides members to serve as liaisons to specified Boards of the Church Council (see Sections 6.2.2.1, 6.3.2.1, 6.5.2.1, 6.6.2.1, and 6.10.3).
 - 5.7.2.3 The Board of Elders will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 5.7.2.4 The Board of Elders works with the Altar Guild, ushers, acolytes and others, as necessary, to ensure that the altar and sanctuary are appropriately prepared and the church is suitably staffed for worship services.
 - 5.7.2.5 The Board of Elders provides general oversight to the called staff and hired staff of the congregation to ensure that their conduct and performance of their duties are appropriate to their position and reflect properly on the Church.
- 5.7.3 Organization:
 - 5.7.3.1 Following a review with the congregation of the Scriptural qualifications for Elders, the congregation shall elect from the voting membership one Elder for each 50 members of the congregation, but there shall be no less than 6, or more than 12, elders – providing there are enough qualified candidates.
 - 5.7.3.2 Each year, one-third of the total number of elders shall be elected at the April voters' meeting. Terms of office shall commence at the beginning of the Church year and continue for three consecutive years.
 - 5.7.3.3 One of the elders having at least two years experience at Redeemer Lutheran Church as a voting member shall be elected to the position of Chairman of the Board of Elders by the members of the Board.
 - 5.7.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 5.7.4 Duties and Responsibilities:
 - 5.7.4.1 Elders are to serve as examples of Christian living and shall pledge to hold confidential all matters of private nature discussed in meetings of the Board.

- 5.7.4.2 Ensure that the Word of God is preached in truth and purity and that the Holy Sacraments are administered in accordance with Christ's institution and Lutheran doctrine and practices.
- 5.7.4.3 Ensure that worship services and activities within the Church facilities are conducted properly and in accordance with Article III (Confession) of the Redeemer Lutheran Church Constitution and the canonical standards of The Lutheran Church-Missouri Synod.
- 5.7.4.4 Assist the Pastor in administering the Sacraments, including the distribution of Holy Communion.
- 5.7.4.5 Encourage members and prospective members to attend worship services regularly and participate in congregation activities. Communicant members are to be encouraged to partake of the sacrament of Holy Communion frequently.
- 5.7.4.6 Exercise Christian Admonition, according to Matthew 18:15-18, in conjunction with the Pastor, and notify the member(s) to be disciplined of any action taken. Comprehensive records will be kept of these actions in locked storage.
- 5.7.4.7 Provide for pastoral services in the event of any pastoral vacancy.
- 5.7.4.8 In consultation with the Pastor, oversee and arrange instruction for the youth Confirmation Class.
- 5.7.4.9 Act as permanent liaisons to the Board of Education, Board of Congregational Care, the Board of Evangelism and temporary liaisons to any other Board or working group, as deemed necessary.
- 5.7.4.10 Appoint one Elder as the music elder to oversee the music used in the Church to ensure that it is appropriate for a House of Worship.
- 5.7.4.11 With appropriate caution and discretion, administer assistance funds for members/prospective members as well as for distressed persons of the general public. Funds, including explicitly contributed funds, may be disbursed at the discretion of the Elders subject to approved budget limitations.
- 5.7.4.12 Administer and approve membership changes and transfers.
- 5.7.4.13 Visit the homes of members and inactive members, as the need arises.
- 5.7.4.14 Periodically evaluate the effectiveness of the activities that support the worship life of the church (e.g. Sermons, worship times, conduct and format of worship services, etc.).
- 5.7.4.15 Be acquainted with the needs of the called staff and their families and recommend action to the congregation when needs exist.
- 5.7.4.16 Provide general oversight of the called staff and conduct an annual performance evaluation for all called staff.
- 5.7.4.17 The Board of Elders is responsible for overseeing and providing funding for the Altar Guild, Ushers, Acolytes and others, as necessary, to ensure the proper and orderly conduct of worship services.
- 5.7.4.18 Prepare budget submission for the salaries and benefits of the called staff.
- 5.7.4.19 The Board of Elders may submit action plans dealing with spiritual matters, involvement and leadership in the mission to the Church Council for approval and implementation.
- 5.7.4.20 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

ARTICLE 6 – COUNCIL AND BOARDS/COMMITTEES

Section 6.1 – Church Council

- 6.1.1 Purpose: The purpose of the Church Council is to guide and direct the activities of Redeemer Lutheran Church to ensure that they are done in an orderly and coordinated fashion that is consistent with both the Mission of the church and that of the Lutheran Church-Missouri Synod. In doing so, the Church Council bases their decision making and actions on considerations such as, but not limited to; the Holy Scripture, Redeemer Lutheran Church constitution and bylaws, Synod guidelines, Strategic Plan, Mission priorities, Long Range Facility Master Plans, the perception and reputation of the Church, and others.

- 6.1.2 Relationship with the Board of Elders, Elected Officers, Boards, Committees, and Redeemer Staff
 - 6.1.2.1 The Church Council is the elected authority of the congregation for all financial, administrative, facility and other business matters, as delegated by the voters' assembly, relating to the operation of Redeemer Lutheran Church.
 - 6.1.2.2 The Church Council is the governing body for all Boards, Committees, and elected officers of the congregation with the exception of the Board of Elders when they are dealing with spiritual matters.
 - 6.1.2.3 The Church Council will oversee the activities, action plans, needs and priorities of the subordinate Boards to align all activities within the church into a coordinated effort consistent with the strategic plan of the congregation and other planning documents.
- 6.1.3 Organization
 - 6.1.3.1 The Church Council shall consist of the following voting members: President, Vice President, Secretary, Treasurer, Head Trustee and the Chairpersons of each of the following: Board of Elders, Board of Trustees, Board of Education, Board of Congregational Care, Board of Evangelism, Board of Outreach, Board of Fellowship, Board of Stewardship, and Board of Youth Ministry.
 - 6.1.3.2 The Pastor will serve as a member of the Church Council in an advisory capacity.
 - 6.1.3.3 Special Committees appointed by the Church Council for specific purposes shall have a representative, typically the Committee Chairperson, empowered to vote at the Church Council for that activity, for the duration of the Special Committee.
 - 6.1.3.4 The Church Council will meet monthly to prepare the order of business and to make proper recommendations to the congregation. Special meetings of the Church Council may be called by the President.
 - 6.1.3.5 Each Chairperson of a board or committee represented on the Church Council shall appoint an alternate empowered to act for that Chairperson in the event of his/her absence. The alternate must be a member of the board or committee being represented and cannot have two votes in the case that they hold another voting position on council.
- 6.1.4 Duties and Responsibilities
 - 6.1.4.1 Assign actions to the appropriate Board for mission accomplishment.
 - 6.1.4.2 Oversee the expenditures of Boards relative to their approved budgets.
 - 6.1.4.3 Carry out the resolutions of the congregation.
 - 6.1.4.4 Appoint a payroll administrator.
 - 6.1.4.5 Appoint Committees as required by these Bylaws.
 - 6.1.4.6 Appoint a voting member to be the standby treasurer when, for any reason, the elected treasurer cannot perform.
 - 6.1.4.7 Is authorized to perform the following fiscal duties:
 - 6.1.4.7.1 Finalize the details of items and plans where congregation approval has been granted;
 - 6.1.4.7.2 Approve requests for special funds (not to exceed one thousand [1000] dollars cumulative) to overrun a boards total budget;
 - 6.1.4.7.3 Approve all final contracts and single expenditures exceeding one thousand (1000) dollars, as approved by the voters' assembly, before being signed by the trustees.
 - 6.1.4.8 Approve the formation of all Special Committees.
 - 6.1.4.9 Approve the recommendations of the Memorials Committee for the expenditure of funds per section 6.1.6.4.3.
 - 6.1.4.10 In order to ensure coordination of efforts, each Board shall prepare written reports for each Church Council and Voters meeting outlining progress on the Board's action plans, problems, budget and needs for upcoming actions.
 - 6.1.4.11 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

6.1.5 Executive Committee

- 6.1.5.1 Purpose: The purpose of the Executive Committee is to convene to make decisions on emergency issues requiring immediate action when convening the entire Church Council is not possible or impracticable. They also are empowered to make financial recommendations and decisions for paying the bills and debts of the congregation during times of financial shortfall.
- 6.1.5.2 Organization: The Executive Committee shall consist of the Church Council President, Church Council Vice-President, Treasurer, Secretary, and Head Trustee.
- 6.1.5.3 Duties and Responsibilities:
 - 6.1.5.3.1 Keep informed about the finances and financial needs of the congregation and authorize the withholding of payments in times of financial shortfall.
 - 6.1.5.3.2 Authorized to make emergency issue expenditures of up to five thousand (5000) dollars which were not previously approved or budgeted.
 - 6.1.5.3.3 Approve Board of Trustee expenditures per section 5.6.3.4.
 - 6.1.5.3.4 Inform the entire Church Council of any actions taken at the earliest opportunity.
 - 6.1.5.3.5 Inform the entire Church Council and the voters' assembly of the results of any reviews performed by the Financial Review Committee.

6.1.6 Memorials Committee

- 6.1.6.1 Purpose: The purpose of the Memorials Committee is to assist in the management of memorial funds donated to the congregation, by making recommendations to the Church Council as to the use of these funds for projects that will serve to beautify or otherwise improve the church property or serve to enhance the ability of the church to spread the message of salvation.
- 6.1.6.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.1.6.2.1 The Memorials Committee reports to the Church Council in an advisory capacity for the disposition of memorial funds.
- 6.1.6.3 Organization:
 - 6.1.6.3.1 The Memorials Committee shall consist of three or more members appointed by the Church Council for the period of, but not limited to, two calendar years. Reappointment is permitted and encouraged in order to maintain continuity of goals and unity of purpose. One half of the membership, or a minimum of two members, whichever is greater, shall be appointed each year.
 - 6.1.6.3.2 One member of the Committee shall be appointed by the Church Council to serve as Chairperson.
- 6.1.6.4 Duties and Responsibilities:
 - 6.1.6.4.1 Organize a list of worthwhile projects. This list shall be routinely updated to reflect the congregation's interests. The list and additions thereto, shall be approved by the Church Council.
 - 6.1.6.4.2 The Committee shall be available to any member of the congregation for consultation in establishing a special memorial. The specific memorial shall be established within six months of initial contributions and shall be presented to the Church Council for further action.
 - 6.1.6.4.3 While giving consideration to the wishes and/or desires of the family or individuals otherwise associated with any given memorial, the memorials Committee shall have sole responsibility for making recommendations to the Church Council for all money donated to the congregation as a memorial, estate, living will bequest or donation.

Section 6.2 – Board of Education

- 6.2.1 Purpose: The purpose of the Board of Education is to oversee the teaching of the word of God to members of the congregation, and others, so that they might learn and grow to become believers and committed disciples of Christ.
- 6.2.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.2.2.1 The Board of Education is assigned a liaison from the Board of Elders.
 - 6.2.2.2 The Board of Education receives its authority, guidance, and priorities from, and is accountable to the Church Council.
 - 6.2.2.3 The Board of Education will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.2.2.4 The Board of Education will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.2.2.5 The Board of Education's working relationship with the Church staff is subject to the guidelines specified in Article 7.
- 6.2.3 Organization:
 - 6.2.3.1 The Chairperson of the Board of Education shall be a voting member elected by the congregation for a two-year term beginning in odd-numbered years.
 - 6.2.3.2 The Board of Education shall consist of five communicant members of the congregation.
 - 6.2.3.3 Four members shall be appointed by the Church Council to serve a term of two years, staggered with the terms of the other members of the Board.
 - 6.2.3.4 The Board of Education shall appoint a Sunday School Superintendent to serve for a term of one year as a voting member of the Board.
 - 6.2.3.5 The Board of Education shall appoint a Church Librarian to serve for a term of one year.
 - 6.2.3.6 The Church Librarian and the called staff shall serve as advisory members to the Board.
- 6.2.4 Duties and Responsibilities:
 - 6.2.4.1 The Board of Education is responsible for staffing, funding and oversight of all educational classes, Sunday school, and educational programs of the congregation, with the exception of staffing the Confirmation Classes administered by the Board of Elders.
 - 6.2.4.2 The Board of Education is responsible for the proper operation and maintenance of the Church Library to provide an organized collection of resource materials to assist in Christian education.
 - 6.2.4.3 The Board of Education will bring to the attention of the voters' assembly the needs for facilities and equipment for all education-related issues.
 - 6.2.4.4 The Board of Education submits necessary budget line items so that all phases of Christian education are properly financed.
 - 6.2.4.5 The Board of Education will regularly review and appraise the congregation about the education program.
 - 6.2.4.6 The Board of Education will coordinate the youth education programs with a called staff member, if assigned.
 - 6.2.4.7 The Board of Education will oversee the scholarship program for professional church-worker students from the congregation.
 - 6.2.4.8 All contributions received by the Sunday school or other educational efforts are the property of the congregation, administered by the Board of Education, and shall be open to financial review by the congregation. Contributions shall be used for the work of the Sunday school or donations to Evangelical mission programs.
 - 6.2.4.9 The Board of Education submits action plans to the Church Council for approval and implementation.
 - 6.2.4.10 Supplementary responsibility information is listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.3 – Board of Evangelism

- 6.3.1 Purpose: The purpose of The Board of Evangelism is to oversee congregational efforts to find, attract and encourage people to become Disciples of Christ by developing and implementing methods for sharing His Gospel.
- 6.3.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.3.2.1 The Board of Evangelism is assigned a liaison from the Board of Elders.
 - 6.3.2.2 The Board of Evangelism receives its authority, guidance, and priorities from, and is accountable to, the Church Council.
 - 6.3.2.3 The Board of Evangelism will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.3.2.4 The Board of Evangelism will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.3.2.5 The Board of Evangelism's working relationship with the Church staff is subject to the guidelines specified in Article 7.
- 6.3.3 Organization
 - 6.3.3.1 The Chairperson of the Board of Evangelism shall be a voting member elected by the congregation for a two-year term beginning in odd-numbered years.
 - 6.3.3.2 The Board of Evangelism shall consist of five communicant members of the congregation.
 - 6.2.3.3 Four members shall be appointed by the Church Council to serve a term of two years, staggered with the terms of the other members of the Board.
 - 6.3.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.3.4 Duties and Responsibilities
 - 6.3.4.1 The Board of Evangelism is a key leader in accomplishment of the Mission of the Congregation. As such, the Board Chairperson has a special obligation to meet as needed with the Pastor and Council President to discuss obstacles to the accomplishment of the Mission. The Board Chairperson shall also make suggestions to the leaders of other organizations that would be beneficial to developing prospects and welcoming them into the Church family.
 - 6.3.4.2 The Board of Evangelism submits action plans to the Church Council for approval and implementation.
 - 6.3.4.3 The Board of Evangelism will serve as a liaison between the Church Council and otherwise affiliated outreach-oriented groups (e.g. LWML, LLL, etc.) to coordinate actions and communicate issues.
 - 6.3.4.4 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.4 – Board of Stewardship

- 6.4.1 Purpose: The purpose of the Board of Stewardship is to plan and carry out a continuing program of education on Christian stewardship. The emphasis of the program is that the congregation should use their time, talents, and treasures in the mission of bringing people to be believers and committed Disciples of Christ.
- 6.4.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.4.2.1 The Board of Stewardship may be, but is not normally, assigned a liaison from the Board of Elders.
 - 6.4.2.2 The Board of Stewardship receives its authority, guidance, and priorities from, and is accountable to, the Church Council.
 - 6.4.2.3 The Board of Stewardship will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.4.2.4 The Board of Stewardship will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.4.2.5 The Board of Stewardship's working relationship with the Church staff is subject to the guidelines specified in Article 7.

- 6.4.2.6 Supplemental relationships are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.4.3 Organization
 - 6.4.3.1 The Chairperson of the Board of Stewardship shall be a voting member elected by the congregation for a two-year term beginning in even numbered years.
 - 6.4.3.2 The Board of Stewardship shall consist of at least three communicant members of the congregation.
 - 6.4.3.3 Members shall be appointed by the Church Council to serve a term of two years, staggered with the terms of the other members of the Board.
 - 6.4.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.4.4 Duties and Responsibilities
 - 6.4.4.1 The Board of Stewardship will develop and implement the annual stewardship program.
 - 6.4.4.2 The Board of Stewardship Chairperson will serve on the Annual Budget Committee.
 - 6.4.4.3 The Board of Stewardship submits action plans to the Church Council for approval and implementation.
 - 6.4.4.4 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.5 – Board of Youth Ministry

- 6.5.1 Purpose: The purpose of the Board of Youth Ministry is to encourage the youth of our congregation to become committed disciples of Christ, and to share God’s Word with those who do not yet have a personal relationship with Christ.
- 6.5.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.5.2.1 The Board of Youth Ministry is assigned a liaison from the Board of Elders.
 - 6.5.2.2 The Board of Youth Ministry receives its authority, guidance, and priorities from, and is accountable to, the Church Council.
 - 6.5.2.3 The Board of Youth Ministry will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.5.2.4 The Board of Youth Ministry will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.5.2.5 The Board of Youth Ministry’s working relationship with the Church staff is subject to the guidelines specified in Article 7.
- 6.5.3 Organization:
 - 6.5.3.1 The Chairperson of the Board of Youth Ministry shall be a voting member elected by the congregation for a two-year term beginning in odd numbered years.
 - 6.5.3.2 The Board of Youth Ministry shall consist of at least 3 communicant members of the congregation.
 - 6.5.3.3 Members of the Board of Youth Ministry shall be recommended by the Board Chairperson and approved by Church Council for a term of two years, staggered with the terms of the other members of the Board.
 - 6.5.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.5.4 Duties and Responsibilities:
 - 6.5.4.1 The Board of Youth Ministry shall oversee the Christian youth ministry of this congregation and administer the congregational budget line items related to youth ministry.
 - 6.5.4.2 Ensure that all educational programs to be used in conjunction with the youth are reviewed by the Board of Education.
 - 6.5.4.3 The Board of Youth Ministry submits action plans to the Church Council for approval and implementation.
 - 6.5.4.4 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.6 – Board of Congregational Care

- 6.6.1 Purpose: The purpose of the Board of Congregational Care is to nurture new members into the congregation and provide for the emotional and physical needs of members of the congregation. The goal of this ministry is to help promote a loving and caring body of believers that welcomes and nurtures new believers, and ministers to the needs of all members to help them become committed disciples of Christ.
- 6.6.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.6.2.1 The Board of Congregational Care is assigned a liaison from the Board of Elders.
 - 6.6.2.2 The Board of Congregational Care receives its authority, guidance, and priorities from, and is accountable to, the Church Council.
 - 6.6.2.3 The Board of Congregational Care will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.6.2.4 The Board of Congregational Care will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.6.2.5 The Board of Congregational Care's working relationship with the Church staff is subject to the guidelines specified in Article 7.
- 6.6.3 Organization:
 - 6.6.3.1 The Chairperson of the Board of Congregational Care shall be a voting member elected by the congregation for a two-year term beginning in odd numbered years.
 - 6.6.3.2 The Board of Congregational Care shall consist of at least four, preferably six or more communicant members of the congregation.
 - 6.6.3.3 Members shall be recommended by the Board Chairperson and appointed by the Church Council to serve a term of two years, staggered with the terms of the other members of the Board.
 - 6.6.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.6.4 Duties and Responsibilities
 - 6.6.4.1 The Board of Congregational Care is to assess the physical and emotional needs of members of the congregation and identify resources within the church and/or community to meet those needs.
 - 6.6.4.2 The Board of Congregational Care submits action plans to the Church Council for approval and implementation.
 - 6.6.4.3 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.7 – Board of Community Service

- 6.7.1 Purpose: The purpose of the Board of Community Service is to plan and carry out a continuing program of interaction with neighbors, businesses and local organizations. The emphasis of the program is to establish and build relationships within the surrounding community to demonstrate Christ's love for all people.
- 6.7.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.7.2.1 The Board of Community Service may be, but is not normally, assigned a liaison from the Board of Elders.
 - 6.7.2.2 The Board of Community Service receives its authority, guidance, and priorities from, and is accountable to, the Church Council.
 - 6.7.2.3 The Board of Community Service will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.7.2.4 The Board of Community Service will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.7.2.5 The Board of Community Service's working relationship with the Church staff is subject to the guidelines specified in Article 7.
- 6.7.3 Organization

- 6.7.3.1 The Chairperson of the Board of Community Service shall be a voting member elected by the congregation for a two-year term beginning in even numbered years.
- 6.7.3.2 The Board of Community Service shall consist of at least three communicant members of the congregation.
- 6.7.3.3 Members shall be appointed by the Church Council to serve a term of two years, staggered with the terms of the other members of the Board.
- 6.7.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.7.4 Duties and Responsibilities
 - 6.7.4.1 The Board of Community Service will develop and maintain a listing of worthwhile causes, efforts and activities within the surrounding communities from which to develop their action plans.
 - 6.7.4.2 The Board of Community Service submits action plans to the Church Council for approval and implementation.
 - 6.7.4.3 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.8 – Board of Fellowship

- 6.8.1 Purpose: The purpose of the Board of Fellowship is to promote social and recreational activities to strengthen ties in the congregation.
- 6.8.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.8.2.1 The Board of Fellowship may be, but is not normally, assigned a liaison from the Board of Elders.
 - 6.8.2.2 The Board of Fellowship receives its authority, guidance, and priorities from, and is accountable to, the Church Council.
 - 6.8.2.3 The Board of Fellowship will coordinate with the Board of Trustees for facilities and equipment needs.
 - 6.8.2.4 The Board of Fellowship will work with other Boards and Committees to accomplish the strategic plan of Redeemer Lutheran Church.
 - 6.8.2.5 The Board of Fellowship's working relationship with the Church staff is subject to the guidelines specified in Article 7.
- 6.8.3 Organization
 - 6.8.3.1 The Chairperson of the Board of Fellowship shall be a voting member elected by the congregation for a two-year term beginning in even numbered years.
 - 6.8.3.2 The Board of Fellowship shall consist of at least three communicant members of the congregation.
 - 6.8.3.3 Members shall be appointed by the Church Council to serve a term of two years, staggered with the terms of the other members of the Board.
 - 6.8.3.4 Supplemental organizational details are listed in the Redeemer Lutheran Church Policies and Procedures manual.
- 6.8.4 Duties and Responsibilities
 - 6.8.4.1 The Board of Fellowship will develop, and recommend to the Church Council for approval, a schedule of activities that promote positive social interaction among members of the congregation.
 - 6.8.4.2 The Board of Fellowship will serve as a liaison between the Church Council and otherwise affiliated fellowship-oriented groups (e.g. Senior's Club, etc.) to coordinate actions and communicate issues.
 - 6.8.4.3 The Board of Fellowship will coordinate resources, staffing and guidance for planned facility events in the parish hall, such as Sunday coffee hour, receptions following Funerals, anniversaries and other church functions.
 - 6.8.4.4 The Board of Fellowship is responsible for funding and supplying the church kitchen and parish hall with consumable supplies and materials used for fellowship activities.
 - 6.8.4.5 The Board of Fellowship submits action plans to the Church Council for approval and implementation.

6.8.4.6 Supplemental Responsibilities are listed in the Redeemer Lutheran Church Policies and Procedures manual.

Section 6.9 – Financial Review Committee

- 6.9.1 Purpose: The purpose of the Financial Review Committee is to perform independent reviews of the financial records and fiscal practices of Redeemer Lutheran Church.
- 6.9.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.9.2.1 The Financial Review Committee reports to the Executive Committee of the Church Council.
- 6.9.3 Organization: The Financial Review Committee shall consist of at least three members appointed by the Church Council for a term of one year.
- 6.9.4 Duties and Responsibilities:
 - 6.9.4.1 Perform an annual review of the financial records of the congregation.
 - 6.9.4.2 Make special reviews as directed by the Church Council.

Section 6.10 – Annual Budget Committee

- 6.10.1 Purpose: The purpose of the Annual Budget Committee is to solicit input from all active Boards within the church and, from this, develop and propose a budget to the Church Council that represents and supports the needs, priorities and mission of the entire Church.
- 6.10.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.10.2.1 The Annual Budget Committee reports to the Church Council in an advisory capacity for development of the annual budget.
- 6.10.3 Organization: The Annual Budget Committee shall be comprised of the Head Trustee, Business Trustee, Facilities Trustee, Church Council Vice-President, Treasurer, Chairman of the Board of Elders, and Chairperson of the Board of Stewardship.
- 6.10.4 Duties and Responsibilities:
 - 6.10.4.1 Solicit input and prepare an annual budget for consideration of approval at the August voters' meeting.

Section 6.11 – Payroll Administrator

- 6.11.1 A Payroll Administrator will be appointed by the Church Council, and will report to the Treasurer. Duties and responsibilities of the payroll administrator shall include all legal requirements related to payroll as well as any additional duties required in Redeemer Lutheran Church Policies and Procedures.

Section 6.12 – Facilities Committee

- 6.12.1 A Facilities Committee will be appointed by and report to the Facilities Trustee. Duties and responsibilities shall include all upkeep and maintenance of the church facilities as defined by the Facilities Trustee as well as any additional duties and responsibilities related to the church facilities as defined by the Facilities Trustee within reason.

Section 6.13 – Communications Committee

- 6.13.1 Purpose: The purpose of the Communications Committee is to either handle or oversee the communications, public relations, and advertising both within and outside the congregation.
- 6.13.2 Relationship with the Board of Elders, Elected Officers, Church Council, and Redeemer Staff
 - 6.13.2.1 The Annual Budget Committee reports to the Church Council and to any board or committee that the communication falls under.
- 6.13.3 Organization: The Communications Committee shall consist of at least one person appointed by the Church Council.
- 6.13.4 Duties and Responsibilities:
 - 6.13.4.1 The items the committee is in charge of overseeing include, but are not limited to the following: the church newsletter, the staff directory and photoboard,

advertising both within and outside the congregation, the church calendar, the church website, public relations items, and archiving meeting minutes.

ARTICLE 7 – CHURCH STAFF –These positions, when filled, provide personnel to work in conjunction with the Pastor to support the operation of the Church.

Section 7.1 – Director of Youth Education/Director of Christian Education (DYE or DCE)

- 7.1.1 Purpose: A DYE/DCE is a de creed, called church worker, specializing in the education and motivation of youth within the congregation.
- 7.1.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.1.2.1 The DYE/DCE is accountable to the Board of Elders in matters of doctrine and faith.
 - 7.1.2.2 The DYE/DCE works with the Pastor to minister to the youth of the congregation.
 - 7.1.2.3 Serve as an advisor to the Board of Youth Ministry to develop activities and programs to support the Christian growth and fellowship of the youth of the congregation.
 - 7.1.2.4 Serve as an advisor to the Board of Education.
- 7.1.3 Duties and Responsibilities:
 - 7.1.3.1 Significant involvement in activities defined in Section 6.5.

Section 7.2 – Deacon

- 7.2.1 Purpose: A Deacon is a Lay-Minister licensed by the Northwest District of the Lutheran Church-Missouri Synod to serve the Church in certain circumstances.
- 7.2.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.2.2.1 A Deacon is accountable to the Board of Elders in matters of doctrine and faith.
 - 7.2.2.2 A Deacon is subordinate to the Pastor in the performance of his duties.
- 7.2.3 Duties and Responsibilities:
 - 7.2.3.1 As determined by the Pastor and the Board of Elders

Section 7.3 – Lay Minister

- 7.3.1 Purpose: A dedicated Christian certified by the Northwest District of the Lutheran Church-Missouri Synod who is working in a particular area of Ministry within the church on a voluntary basis.
- 7.3.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.3.2.1 A Lay-Minister is accountable to the Board of Elders in matters of doctrine and faith.
 - 7.3.2.2 A Lay-Minister subordinate to the Pastor in the performance of their duties.
- 7.3.3 Duties and Responsibilities:
 - 7.3.3.1 As determined by the Pastor and the Board of Elders

Section 7.4 - Director of Music

- 7.4.1 Purpose: The Director of Music is a called church worker or hired individual to oversee the selection, rehearsal and performance of music within the church.
- 7.4.2 Relationship with the Board of Elders, Pastor, Elected Officers, and Church Council
 - 7.4.2.1 The Director of Music is accountable to the Board of Elders for the content and presentation of all music within the church to ensure that it is appropriate for this house of worship.
 - 7.4.2.2 The Director of Music is subordinate to the Pastor for the approval of music used in worship services.
 - 7.4.2.3 The Director of music will work with the elected officers and Church Council in matters pertaining to the music life of the church.
 - 7.4.2.4 The Director of Music receives annual performance evaluations and salary actions from Executive Committee, based on the recommendations of the Pastor.
- 7.4.3 Duties and Responsibilities:
 - 7.4.3.1 Oversee the scheduling, preparation and performance of all musical groups within the church.
 - 7.4.3.2 Arrange and schedule musicians to play for worship services.

- 7.4.3.3 If requested by the Pastor, the director of music may submit recommendations to the Pastor for the selection of music for worship services. The Pastor shall have final authority for approval of all music.
- 7.4.3.4 Oversee the operation and maintenance of the church sound and multimedia systems.
- 7.4.3.5 Train and supervise technicians for the operation of the church sound systems.
- 7.4.3.6 Train and supervise technicians for the operation of the church multimedia systems.

Section 7.5 – Church Musician(s)

- 7.5.1 Purpose: Volunteer or compensated musicians utilized by the church for specified musical services.
- 7.5.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.5.2.1 Church musicians are accountable to the Director of Music for the conduct of musical presentations in the sanctuary.
 - 7.5.2.2 Church musicians receive direction and supervision for their activities from the Director of music.
 - 7.5.2.3 Church musicians work with the elected officers and Church council for matters pertaining to the music life of the congregation.
 - 7.5.2.4 Church musicians prepare and deliver, as requested by the Pastor, specified musical selections for worship services and other functions.
- 7.5.3 Duties and Responsibilities:
 - 7.5.3.1 Perform musical presentations for specified worship services or other activities as requested by the Pastor, Director of Music or other congregational officers.
 - 7.5.3.2 Perform additional activities, as requested, for musical services associated with special events such as weddings and funerals. Musicians may receive an honorarium from the requesting party as compensation for these additional activities.

Section 7.6 – Church Office Administrative Assistant

- 7.6.1 Purpose: The Church Office Administrative Assistant is an administrative professional handling the administrative details of the routine operation of the Church.
- 7.6.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.6.2.1 The Church Office Administrative Assistant is accountable to, and receives direction from, the Pastor.
 - 7.6.2.2 The Church Office Administrative Assistant receives performance evaluations and salary action from the Executive Committee, based on the recommendations of the Pastor.
- 7.6.3 Duties and Responsibilities:
 - 7.6.3.1 Administrative duties, as assigned by the Pastor, which may include bulletin production, printing, copying, church directory publishing and others.

Section 7.7 – Custodian

- 7.7.1 Purpose: Volunteer or compensated individuals tasked with maintaining the physical cleanliness of church facilities.
- 7.7.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.7.2.1 Custodians are accountable to and receive direction from the Facilities Trustee.
- 7.7.3 Duties and Responsibilities:
 - 7.7.3.1 Maintain the church sanctuary and parish hall in an appropriate state of cleanliness for normal weekly activities.
 - 7.7.3.2 Perform additional activities, as requested, for custodial services associated with special events such as weddings and funerals. Custodians may receive an honorarium from the requesting party as compensation for these additional activities.

Section 7.8 – Administrative assistant(s)

- 7.8.1 Purpose: Volunteer or compensated administrative assistants utilized by the church for specified functions such as, but not limited to, the preparation of liturgical materials for worship services.
- 7.8.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.8.2.1 Administrative assistants are accountable to the Board of Elders and the Pastor for the content of materials utilized in the sanctuary.
 - 7.8.2.2 Administrative assistants shall receive direction from, and be accountable to, the organization requesting their services.
- 7.8.3 Duties and Responsibilities:
 - 7.8.3.1 Specific responsibilities for administrative assistants will be determined by the organization requesting such services.

Section 7.9 – Technician

- 7.9.1 Purpose: Volunteer or compensated technicians utilized by the church for specified functions such as, but not limited to, the operation of the sound system.
- 7.9.2 Relationship with the Board of Elders, Elected Officers, and Church Council
 - 7.9.2.1 Technicians are accountable to the Board of Elders for the conduct of activities in the sanctuary.
 - 7.9.2.2 Technicians shall receive direction from, and be accountable to, the organization requiring their services.
- 7.9.3 Duties and Responsibilities:
 - 7.9.3.1 Specific responsibilities for technicians will be determined by the organization requesting such services.

ARTICLE 8 – AMENDMENTS – These Bylaws may be amended in a properly convened meeting of the voter’s assembly.

- 8.1 Amendments shall be adopted by a two-thirds majority of all votes cast, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two weeks prior to the meeting to all communicant members.
- 8.2 The revised Bylaws shall, as a condition of continued membership in The Lutheran Church-Missouri Synod, be submitted to the president of the district for review by the district’s constitution committee and favorable action by the district’s board of directors before being placed into practice by the congregation.