

**BYLAWS**  
**OF**  
**FAITH LUTHERAN CHURCH**  
**SEGUIN, TEXAS**

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# **BYLAWS OF FAITH LUTHERAN CHURCH SEGUIN, TEXAS**

## **C4 - MISSION STATEMENT**

C4.03.01 Faith Lutheran Church, as a redeemed people of God, is dedicated to sharing Christ's love with each other and with our neighbors by worshiping God, serving all people, and nurturing spiritual growth in our congregation and the world.

## **C8 - MEMBERSHIP – INACTIVITY**

C8.05.e1 The Congregation Council shall have oversight of this Congregation's membership roll, the proper classification of Congregational membership, and the responsibilities under this section.

a. Members who have moved away from the geographic area served by this Congregation shall be contacted within six (6) months by mail, telephone, or electronically. It shall be communicated to them that they will remain on the membership roster for one (1) year after date of contact unless they transfer to another church before then. This communication with such members shall also include steps needed to transfer their membership to a church in their area. Removal of members from the membership roster does not apply to those in school, in the armed service, or similar temporary situations.

b. When a member who lives in the geographic area served by this Congregation has not worshiped for six (6) months, he or she will be contacted thereafter by either a visit, phone call or by mail every three (3) months until they return, transfer membership to another church, or express a desire not to be contacted. Members who have not returned to worship, nor transferred their membership, nor expressed their intention concerning continued involvement with the church shall be removed from the membership roster after one (1) year from initial date of contact. When appropriate, the Congregation Council may make exceptions to this rule.

c. Members who have been removed, dismissed, or who are definitely known to have become members of other congregations without transfer, will have lost membership in this Congregation and all rights pertaining thereto.

d. Removal of members from the membership roster does not apply to individuals who are home-bound, in elder care, or under confining disability.

## **C9 - THE PASTOR**

C9.09.01 The pastor and his family shall live within 15 miles of the Faith Lutheran Property. Exceptions can be made by Congregation Council with two-thirds majority vote of council members.

C9.09.02 If there is no Church Administrator, the Senior Pastor shall have direct oversight of all salaried staff and shall conduct an annual review in accordance with the job description created by the Human Resources Committee, and make that report to the Congregation Council with recommendations concerning continued employment.

## **C10 - CONGREGATION MEETING**

C10.01.01 The power and authority of this Congregation shall be exercised through the Congregation Meeting, called and held in conformity with the provisions of the Constitution, Bylaws and continuing resolutions of this Congregation.

C10.01.02 The semi-annual January and December meetings of this Congregation shall be held at a time and date set by the Congregation Council.

C10.01.03 A meeting of this Congregation may, by majority vote, recess to reconvene upon call, provided that the time and place of such a reconvened meeting must be announced at a public meeting or service of this Congregation, or written notice be mailed to the voting members not less than ten (10) days in advance of the reconvened meeting.

C10.01.04 The order of business at regular meetings shall be:

- a. Opening prayer
- b. Approval of minutes
- c. Elections (January: Congregation Council Members; December: delegates and alternates to Lutheran association convention and meetings, as appropriate; and others as applicable)
- d. Vision statements of the pastor(s), Standing and Operational Committees on the projected plans advocating the growth of Faith Lutheran Church (January meeting)
- e. Report by the Congregation President on the achievements and goals of this Congregation (December meeting)
- f. Approval of budget (Programs of Christ's Ministry) (December meeting)
- g. Unfinished business
- h. New business
- i. Comprehensive Annual Report of the Parish by pastor(s) (January meeting)
- j. Comprehensive Annual Report by Congregation Council, Standing and Operational Committees (January meeting)
- k. Closing prayer

The Congregation President may vary the above order in the interest of efficiency.

- C10.03.01 Official notice of a meeting of this Congregation and the agenda shall be in writing and shall be posted conspicuously in the place where this Congregation customarily worships. In addition, notice shall be mailed to the voting members not less than ten (10) days in advance of the meeting. Such notice shall state the time, the place, and the purpose of the meeting. It shall be signed by the Congregation President or by the persons who have called the meeting, in accordance with Chapter 10 of the Constitution.
- C10.06.01 The current roster of voting members of this Congregation shall be available at each meeting of this Congregation. Each voting member shall have one vote and must be present at any meeting to cast that vote.
- C10.07.01 A parliamentarian may be hired at the discretion of the President or Congregation Council.
- C10.08.01 In elections of Congregation Council members, the candidates receiving the highest number of votes will be elected to the number of open positions each year. In case of a tie for the last position, there will be a run-off election between the candidates who have the same number of votes; the candidate receiving the most votes in the subsequent ballot will be declared the winner for that position. When voting, the marked ballot must contain the same number of candidates marked as there are positions open, or the ballot shall be declared "invalid" and not counted.
- C10.08.02 In elections for delegates to the Lutheran association convention or other meetings, in the event there are more than two candidates for a single position and no candidate receives more than 50% of the vote on the first ballot, a run-off election will be held for the two candidates receiving the most votes on the first ballot. The person receiving a majority in the subsequent ballot will be the newly elected representative. When no more than two candidates are on the ballot for a single position, the candidate receiving the greater number of votes shall be declared elected. Ties will be decided by a re-vote. A second tie will be decided by a flip of a coin by the presiding officer. Alternate delegates may be elected.
- C10.08.03 Voting shall be by secret written ballot:
- a. To elect Congregation Council members and delegates and alternate delegates to Lutheran association conventions or meetings (see C12.03 of the Constitution);
  - b. To call a pastor or to terminate a pastor's call (see C9.01 and C9.06 of the Constitution);
  - c. To decide the appeal of the expulsion of a member from this Congregation (see C18.05 of the Constitution);
  - d. To remove a member from office in this Congregation (see C12.05.02 and C12.05.03 of the Bylaws);
  - e. To approve or sever membership in a Lutheran association (see C6.02 and C6.03 of the Constitution); and/or

f. To purchase, encumber, or dispose of real property (see C5.04 and C12.06 of the Constitution).

## **C11 - DUTIES OF OFFICERS**

### 11.01.01 Officers of this Congregation:

#### a. The Congregation President shall:

1. Preside at all meetings of the voting membership and shall enforce the Constitution and Bylaws of this Congregation and carry out the expressed will of this Congregation as embodied in the resolutions of the voting membership.

2. Immediately after taking office, he/she may appoint a Recording Secretary, to be ratified by Congregation Council, who shall serve during his/her term of office. If he/she later chooses to dismiss the Recording Secretary, the dismissal must be ratified by Congregation Council. If appointed, the Recording Secretary shall be present at all meetings of this Congregation, the Congregation Council, and the Executive Committee and shall enter the minutes of all meetings of said groups in a permanent record book. In general, the Recording Secretary shall perform all the duties normally pertaining to that position and such additional duties as the Congregation President or Congregation Council may delegate. This may be a paid position; however, the Recording Secretary shall not be a full time employee of this Congregation, a member of the Congregation Council, or a member of any Standing or Operational Committee. The Recording Secretary must be a member of Faith Lutheran Church, and must sign a confidentiality statement.

3. Shall appoint tellers and a parliamentarian for Congregation meetings, if one has not been hired (See Bylaw 10.07.01).

4. Shall also call and preside over the meetings of the Congregation Council and shall endeavor to coordinate the functions, plans, and activities of this Congregation in all its parts for the total furtherance of Christ's Kingdom in our midst.

#### b. The Congregation Vice President, in the absence of the Congregation President, shall act for and on behalf of the Congregation President. The Congregation Vice President shall be available for whatever duties the Congregation President shall assign, as well as:

1. be responsible for overseeing the upkeep and preservation of Congregation archives;

2. be responsible for overseeing the content and upkeep of this Congregation's website, and other IT services;

3. set up procedures for Emergency Management; and

4. chair the Human Resources Committee.

c. The Congregation Secretary shall:

1. Keep the minutes and continuing resolutions of the Congregation Council and of the Congregation and shall preserve its archives.
2. Serve as the Corporation Secretary when legal instruments must be signed.

d. The Congregation Treasurer shall:

1. Serve as the financial officer of this Congregation and Chair of the Finance Committee.
2. Sign or review all checks for payment of bills, salaries, and all other financial commitments of this Congregation.
3. Procure and maintain adequate Directors' and Officers' insurance, E & O coverage and surety bond to cover employees and volunteers who handle monies.
4. Together with the Church Administrator, if any, and/or contracted CPA:
  - a. be responsible for accurate recording of this Congregation's receipts and disbursements in accordance with generally accepted accounting principles;
  - b. be responsible for the accurate recording to the donors' records all contributions received and for sending annual giving statements to the donors by January 31st or in accordance with IRS rules;
  - c. be responsible for remittance of benevolence/mission support and other designated offerings;
  - d. be responsible for the prompt payment of salaries and bills as requested by Standing or Operational Committees, officers, staff, or pastors and within the approved budget (Programs of Christ's Ministry) and cash flow availability;
  - e. coordinate expenditures in such a way that an adequate balance is retained for payment of salaries and regularly recurring expenses;
  - f. provide a report of all monies received through worship services, special offerings, or any other source;
  - g. present written financial statements (and in comparison to budget) at meetings of the Congregation Council and this Congregation;

- h. submit permanent financial statements and records annually to the Audit Committee and/or external auditor;
- i. have available for all boards a current record of their accrued disbursements and budget (Programs of Christ's Ministry) allotment;
- j. provide this Congregation with any requested financial information;
- k. monitor the cash position of this Congregation and invest available funds as directed by the Finance Committee on behalf of the Congregation Council; and
- l. file all required State and Federal tax forms. Arrange to borrow and/or refinance funds as directed by this Congregation in C5.04.e of the Constitution.

e. The Congregation Assistant Treasurer shall:

- 1. in the absence of the Treasurer, act as Treasurer in all capacities, including on the Executive Committee;
- 2. Serve as Chair of the Endowment Committee.

C11.01.02 The Congregation President (or the Congregation Vice President when acting in the Congregation President's capacity) shall have a voice but no vote on all Standing and Operational Committees, except as specified in the Bylaws.

C11.01.03 The Congregation Vice President or the Church Administrator, if any, or, in their absence, another officer of this Congregation, shall be empowered to act to ensure the physical safety and security of Church property or individuals on-site in any emergency which risks imminent harm or damage to persons or property, or major disruptions to church operations. (Emergency Management.)

## **C12 - CONGREGATION COUNCIL**

C12.01.01 Each member of the Congregation Council shall be a voting member of this Congregation as defined in C8.02.c. of the Constitution. Congregation Council shall consist of ten members. Spouses and immediate family members living at home may not concurrently serve on the Congregation Council or any Standing Committee.

C12.01.02 All Congregation Council members shall annually sign a conflict of interest statement to be filed with the Church Administrator, if any, or the Executive Committee.

C12.03.01 The required number of Congregation Council Members shall be elected for a three year term at each January semi-annual Meeting as current terms expire.

C12.03.02 Terms of office shall begin upon election and end upon election of a successor.

004312.03.03 Each year after election of the new Council members, officers (President, Vice-President, Secretary, Treasurer and Assistant Treasurer) will be elected by the members of Congregation Council from among its members. These officers will also serve as the officers of this Congregation.

C12.03.04 Each year after election of the new Council members, each Council member will be assigned as Congregation Council liaison to one of this Congregation's Operational Committees. (See C16.01.01 of the Bylaws.)

C12.05.01 The duties of the Congregation Council shall be:

- a. assist with communion;
- b. count offering after services;
- c. assist at Baptisms;
- d. lock up building when applicable;
- e. lead this Congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals;
- f. seek to involve all participants of this Congregation in worship, learning, witness, service, and support;
- g. oversee and provide for the administration of this Congregation to enable it to fulfill its functions and perform its mission;
- h. maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment;
- i. annually review all pastors and any salaried employees not reviewed by the Senior Pastor (see C9.09.02 of the Bylaws); review should be completed and presented to employees individually.
- j. be examples individually and corporately of the style of life and ministry expected of all baptized persons;
- k. promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understandings;
- l. arrange for pastoral service during the sickness or absence of the pastor; m. explore and implement cooperation with other Lutheran bodies and with other denominations; and n. seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05.02 Any Council Member of this Congregation who willfully neglects the duties of that office or has been charged with, convicted of, or placed on deferred adjudication by any Court of Law for an offense involving theft, fraud, moral turpitude or misappropriation of property or any felony offense may be removed by a 60% majority vote of the voting members present and voting in a meeting of this Congregation with a quorum present (see Section C10.04 of the Constitution). The Congregation Council or this Congregation pursuant to



C10.02 of the Constitution shall initiate removal by appointing an Investigating Committee of nine voting members, none of whom shall be a member of the Congregation Council. The Investigating Committee shall investigate the charges and, when appropriate, upon at least a two-thirds majority vote of members of the Investigating Committee, present formal charges. If charges are formally presented by the Investigation Committee, then a hearing shall be held before this Congregation at a special Congregation meeting. At said Congregation meeting with a quorum present (see Section C10.04 of the Constitution), both sides shall have an opportunity to present evidence and witnesses. A decision for removal of any Council Member shall be by a 60% majority vote of the voting members of this Congregation present and voting. The Congregation President shall preside at any such hearing and shall oversee the conduct of the hearing. In the event the Congregation President is the subject of the hearing, the Congregation Council shall appoint the presiding officer. It is intended that the conduct of the hearing shall be informal and not subject to the rules of evidence or procedure such as in a court of law.

C12.05.03 To assure due process and due protection, the accused shall have the following rights:

- a. the right to be given a specific written statement of charges;
- b. the right of the accused to testify in person or remain silent;
- c. the right to call witnesses;
- d. the right to introduce documentary evidence;
- e. the right to confront and cross-examine witnesses;
- f. the right to a hearing closed to anyone outside the voting membership of this Congregation;
- g. the right to be treated with fundamental procedural fairness, which means:
  1. maintaining proper decorum during the hearing;
  2. allowing both the accuser(s) and the accused to present their cases without unnecessary interruptions;
  3. keeping a verbatim record of the hearing, made either by audio or video recording; and
  4. allowing both the accuser(s) and the accused to be accompanied at the hearing by a representative (who may, but need not be, an attorney) who may also participate in the proceedings.

The provisions of sections C12.05.02 and C12.05.03, are intended to govern the discipline of the Congregation Council members of the church and are distinct from Chapter 18 of the Constitution relating to the discipline of members of this Congregation. At the conclusion of the hearing, this Congregation shall render a decision by their vote as to whether or not the accused shall be removed from office. Such decision shall be recorded in writing by the Recording Secretary of this Congregation.

C12.05.04 The Congregation Council may hire a Church Administrator to serve this Congregation by providing overall direction and executing the decisions of Council and the Committees regarding the property, legal, financial, and business affairs of the Church, and providing leadership to and supervision of staff and volunteers involved in church administration.

a. Congregation Council will have the authority to hire or terminate a Church Administrator by at least a two-thirds majority ballot vote of Council members present and voting at a regular or special called meeting of the Congregation Council.

b. Specific duties, responsibilities, and authority delegated to the Church Administrator shall be detailed in a job description prepared and recommended by the Human Resources Committee and approved by the Congregation Council. The job description may be amended from time to time by the Human Resources Committee and recommended to the Congregation Council for approval.

c. The Church Administrator and all paid non-clergy staff shall be at-will employees and may be hired or terminated at will by the Congregation Council.

C12.06.01 It shall be the specific functions of the Congregation Council to:

a. Serve as the point of liaison between the pastor(s), the officers of this Congregation, and the various Committees in planning the total work of this Congregation;

b. Settle jurisdictional disputes between the Committees;

c. Present to this Congregation, at its January semi-annual meeting, an evaluation of the prior year's activities, a plan of activity for the coming year, as well as long-range plans for the development of Programs for Christ's Ministries. The Congregation Council shall hold an annual meeting, including both the current and most recent outgoing members, no later than June 30th of each year to insure continuity and plan for the coming year;

d. Prepare the agenda for this Congregation's meetings;

e. Set the dates and times for this Congregation's meetings;

f. Appoint the Nominating Committee and any other Standing, Operational, or Ad Hoc Committee Members as required and at the time required by these Bylaws;

g. Prepare and submit an annual budget (Programs of Christ's Ministry) to this Congregation as determined in consultation with the Finance Committee;

h. Authorize expenditures that exceed the overall approved budget (Programs of Christ's Ministry) as indicated in C12.06 c of the Constitution;

i. In June of each year, and as needed at other times, designate four (4) voting members of this Congregation, to include the Congregation Treasurer, to serve as authorized signers on bank and investment accounts owned by the church.

C12.06.02 The Congregation Council is a decision-making body and also serves as a forum where the activities of all Standing and Organizational Committees may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program. The Congregation Council shall be available at all times, however, for any additional functions which this Congregation may wish to confer upon it.

C12.09.01 Subject to any authority delegated by this Congregation, the Council shall have the right to make the ultimate decision on any personnel-related or employment issues and such decision shall be final and binding for any employee and this Congregation.

C12.10.01 The Congregation Council shall meet at least ten (10) times yearly with the time, place, and agenda of the meeting clearly posted. Any Council member who misses three (3) of the yearly meetings of the Congregation Council is subject to removal upon vote in favor of removal by a 60% majority of the Congregation Council members present and voting at a regular or special called Congregation Council meeting.

C12.10.02 The Congregation Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of this Congregation and available to any Congregation voting member upon request.

### **C13 - EXECUTIVE COMMITTEE**

C13.04.01 The Executive Committee, by majority vote, shall set the agenda for the meetings of the Congregation Council.

C13.04.02 The Executive Committee shall be responsible, within the existing structure of this Congregation, for coordinating the day-to-day activities of the church and resolving areas of conflict that may arise among the Committees, and in consultation, as appropriate, with responsible Committees.

C13.04.03 The Executive Committee shall be responsible to execute contracts on behalf of this Congregation as authorized by this Congregation or the Congregation Council unless another person is directed by the Congregation Council to do so.

C13.04.04 The Executive Committee shall review the performance and the job description of the pastor(s) annually.

### **C15 - STANDING AND AD HOC COMMITTEES**

C15.01.01 The Nominating Committee, consisting of at least five (5) voting members of this Congregation shall be appointed by the Congregation Council at their first meeting after the January semi-annual meeting. Members of the Nominating Committee shall have been members of this Congregation for a minimum of five (5) years. At least two (2) of the members, if possible, shall be outgoing members of the Congregation Council. The chair of the Nominating Committee shall be appointed at the same meeting. Appointment shall be for a term of one (1) year with members eligible to serve not more than two (2) consecutive

terms. A member may be eligible to serve again on this Committee after a one year period of separation from service to this Committee has occurred. The pastor(s) may serve as advisory member(s) with no vote.

C15.01.02 For each position, the Nominating Committee shall nominate one or more candidates. Through consultation with the pastor(s), the Nominating Committee shall investigate the willingness to serve and eligibility of all candidates for:

- a. Congregation Council as listed in C12.01.01 and C12.03.01 of the Bylaws.
- b. Delegates and alternates to Lutheran association conventions.
- c. Candidates for office or committees of Lutheran associations.

C15.01.03 The selections of the Nominating Committee shall be made known to this Congregation at least four (4) weeks before the meeting at which the election is to take place.

C15.01.04 Following the publication of the Nominating Committee's list, any voting member of this Congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided:

- a. That such names shall be submitted at least three (3) weeks before the date of the election meeting;
- b. That the Nominating Committee, through consultation with the pastor(s) shall have investigated the status of the proposed candidates and found them eligible for office and willing to serve.

C15.01.05 The Nominating Committee, at least two (2) weeks before the date of the election meeting, shall publish on the church bulletin board and in the church bulletin and/or newsletter the candidates listed in C15.01.02 of the Bylaws.

C15.01.06 Any Nominating Committee Member who accepts a nomination for any of the positions in C15.01.02 of the Bylaws must resign as a member of the Nominating Committee.

C15.02.01 The Audit Committee, consisting of at least four qualified voting members of this Congregation other than the Treasurer and Church Administrator shall be appointed by the Congregation Council. The Council shall name one of the Audit Committee Members as Chair. Appointment shall be for a term of two (2) years with members eligible to serve not more than two (2) consecutive terms. A member may be eligible to serve again on this Committee after a one year period of separation from service to this Committee has occurred. Unless this Congregation authorizes an external audit, the Audit Committee shall audit the financial records of this Congregation. There should be an external audit every 5 years and at the departure of the pastor. The Audit Committee or external auditor shall submit the Audit Committee's or auditor's report at the January semi-annual meeting of this Congregation. Any pastor(s) called or under

contract by this Congregation shall not serve as either advisory or voting member(s) of the Audit Committee.

C15.02.02 For financial purposes, the fiscal year of this Congregation is the calendar year.

C15.03.01 A Call Committee of at least seven (7) voting members of this Congregation shall be appointed by the Congregation Council. The Committee Members' term of office will terminate at the installation of the newly called pastor. The Call Committee shall elect the Chair of the Committee.

C15.04.01 If formed, the Mutual Ministry Team shall consist of at least three (3), but not more than five (5) voting members of this Congregation appointed by the Congregation Council with the approval of the pastor. If there is more than one pastor, a Mutual Ministry Team will be appointed for each. The Congregation President shall be a member of the Mutual Ministry Team(s) by virtue of office. The remaining members of the Mutual Ministry Team may not be members of the Congregation Council. Terms of office and the duties and responsibilities of the Mutual Ministry team shall be established by a continuing resolution of the Congregation Council.

C15.05.01 If formed, the Memorial Committee and its chair shall be appointed by the Congregation Council and shall report directly to the Congregation Council. The Memorial Committee shall be comprised of at least four (4) and not more than six (6) voting members. Appointment to said Committee shall be for a term of two (2) years with members eligible to serve not more than two (2) consecutive terms. A member may be eligible to serve again on this Committee after a one year period of separation from service to this Committee has occurred.

C15.06.01 If formed, the Finance Committee shall be appointed by the Congregation Council and shall report directly to the Congregation Council. The chair of the Finance Committee shall be the Treasurer of this Congregation. The Finance Committee shall be comprised of at least four (4) and not more than six (6) voting members. Appointment to said Committee shall be for a term of two (2) years with members eligible to serve not more than two (2) consecutive terms. A member may be eligible to serve again on this Committee after a one year period of separation from service to this Committee has occurred.

C15.07.01 The Human Resources Committee shall consist of the Council Vice President, who shall serve as Chair of the Committee, and six voting members of the church appointed by the Congregation Council. Appointment to said Committee shall be for a term of two (2) years with members eligible to serve not more than two (2) consecutive terms. A member may be eligible to serve again on this Committee after a one year period of separation from service to this Committee has occurred.

C15.07.02 The Human Resources Committee shall create a job description for each salaried position and review the job descriptions annually.

## **C16 - OPERATIONAL COMMITTEES**

C16.01.01 Each year after election of the new Council members, each council member will be assigned as Congregation Council liaison to one of the following Congregation Operational Committees:

- a. Social Concerns
- b. Evangelism
- c. Mission Outreach
- d. Preschool
- e. Property Management
- f. Stewardship
- g. Worship and Music
- h. Youth and Family / Parish Education
- i. Senior High
- j. Junior High

C16.01.02 The Council liaison for each Operational Committee shall be responsible for providing guidance for the Committee's goals and objectives for the year in conjunction with the annual budget (Programs of Christ's Ministry) and Congregation Council's annual plan identified in C12.06.01.c, monitor its progress, and report at each Congregation Council meeting.

C16.01.03 The time and frequency of Operational Committee meetings shall be at the discretion of the Congregation Council, except that, for good and sufficient reason, the Executive Committee may call a meeting of any Committee. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.

C16.02.01 The Congregation Council shall select the members of each Operational Committee. Any Committee Member is subject to removal from that Committee upon vote in favor of said removal by a majority of said Committee Members and ratified by a majority vote of the Congregation Council.

C16.02.02 Members of each Operational Committee shall be voting members of this Congregation (See C8.02C of Constitution). Each Committee may have a pastoral member who shall have voice but no vote on said board.

C16.03.01 Each Operational Committee shall initiate and carry out such activities and programs within this Congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution, Bylaws, and continuing resolutions, or by specific resolution of this Congregation or Congregation Council.

C16.03.02 Each Operational Committee shall appoint one of its members to serve as Chair of the Committee. The Chair of each Committee shall preside at the

meetings of the Committee. The Chair of the Committee shall also attend any meeting of the Congregation Council when there is an action item to present. When a Committee Chair attends a Congregation Council meeting, the Committee Chair shall have voice but no vote at such Congregation Council meeting. If the Committee Chair is unable to preside at Committee meetings or attend Congregation Council meetings if needed, he/she may appoint a designee.

C16.03.03 Each Operational Committee shall submit a purchase order to the Treasurer, Church Administrator, or his/her appointee for disbursement of funds as set aside by budget (Programs of Christ's Ministry) appropriation provided that this Congregation or Congregation Council may, at its discretion, restrict such expenditures to conform to the actual financial condition of this Congregation at any given time.

C16.03.04 Each Operational Committee shall keep a permanent set of minutes for each of its meetings. Such minutes shall be the property of this Congregation and filed with the Vice President, Church Administrator, or his/her appointee within one week of their approval. A summary of the activities of each Committee shall be delivered to the Vice President by the Chair of the Committee prior to the meetings of the Congregation Council and shall be available on request by any Congregation voting member.

C16.03.05 Each Operational Committee shall submit a report of its activities at the January semi-annual meeting of this Congregation, and on such other occasions as this Congregation shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

**Effective Date:**

The effective date of the operation of these amended Bylaws shall be May 15, 2016.