



CONSTITUTION & BYLAWS

OF

CALVARY LUTHERAN CHURCH

(MISSOURI SYNOD)

CHARLESTON, SOUTH CAROLINA

AS AMENDED  
APRIL 30, 2022

Constitution and Bylaws of  
Calvary Lutheran Church  
Missouri Synod  
Charleston, South Carolina

This constitution and bylaws was adopted by this congregation on September 5, 1965, and was last amended on April 30, 2022 and supersedes all documents of a similar nature adopted previous to these dates.

PREAMBLE

The Word of God requires that a Christian congregation shall conform to the Word of God in doctrine and practice (Psalm 119; Psalm 105; Galatians 1:6-8; 2 Timothy 4:1-5), and it requires that all things be done decently and in order (1 Corinthians 14:40).

Therefore, we the members of Calvary Lutheran Church, of the Lutheran Church - Missouri Synod, Charleston, South Carolina, accept and subscribe to the following constitution and bylaws; in accordance with which all spiritual and material affairs of our congregation shall be governed.

## CONSTITUTION

### ARTICLE I            NAME

The name of this congregation shall be CALVARY LUTHERAN CHURCH. The congregation is located in Charleston, S.C.

### ARTICLE II            PURPOSE

The purpose of this congregation shall be that of a religious organization, more specifically, that of a Christian congregation, established and maintained for the express purpose of disseminating the Gospel of Jesus Christ by the teaching and preaching of the Word of God and by the administration of the sacraments according to Article III of the confessional standard of the Lutheran Church - Missouri Synod, and to foster Christian fellowship and charity.

### ARTICLE III            CONFESSIONAL STANDARD

This congregation accepts without reservation:

1. The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and of practice;
2. All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: The three Ecumenical Creeds (the Apostles' Creed, the Nicene Creed, the Athanasian Creed), The Unaltered Augsburg Confession, The Apology of the Augsburg Confession, The Smalcald Articles, The Large Catechism of Luther, The Small Catechism of Luther, and The Formula of Concord.

Our faith and beliefs are partially summarized in the Nicene Creed:

*A. I believe in one God, the Father Almighty, maker of heaven and earth and of all things visible and invisible.*

*And in one Lord Jesus Christ, the only-begotten Son of God, begotten of His Father before all worlds, God of God, Light of Light, very God of very God, begotten, not made, being of one substance with the Father, by whom all things were made; who for us men and for our salvation came down from heaven and was incarnate by the Holy Spirit of the virgin Mary and was made man; and was crucified also for us under Pontius*

*Pilate.*

*He suffered and was buried.*

*And the third day, He rose again according to the Scriptures and ascended into heaven and sits at the right hand of the Father. And He will come again with glory to judge both the living and the dead, whose kingdom will have no end.*

*And I believe in the Holy Spirit, the Lord and giver of life, who proceeds from the Father and the Son, who with the Father and the Son together is worshiped and glorified, who spoke by the prophets.*

*And I believe in one holy Christian and apostolic Church.*

*I acknowledge one Baptism for the remission of sins, and I look for the resurrection of the dead and the life of the world to come.*

B. Statement on Marriage, Gender, and Sexuality

God created and sanctioned marriage to bring together one biologically created man and one biologically created woman, by joining them in “one-flesh” unions (Genesis 2:18-25). Marriage serves as the foundational unit of a stable society (1 Corinthians 7:2). Calvary Lutheran Church does not endorse, nor will it allow, its pastor to participate in, perform, or sanction same-sex marriages/unions.

C. Statement on the Sanctity of Human Life

We believe that all human life is sacred and created in the image of God. We are called to defend, protect, and value all of human life – including that of unborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death.

D. Final Authority for Matters of Belief and Conduct

Calvary Lutheran Church’s statement of faith does not exhaust the extent of our beliefs. The Bible, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality, and the proper conduct of mankind and is the final source of all that we believe. For purposes of Calvary Lutheran’s faith, doctrine, practice, policy, and discipline, our pastor and board of elders are the final interpretive authority on the Bible’s meaning and application.

## ARTICLE IV            MEMBERSHIP

A. The membership of Calvary Lutheran Church congregation is limited to the following:

1. Baptized individuals formally associated with this congregation who are believers in Jesus Christ, affirm the tenets of this constitution and bylaws, and offer evidence, by their confession and their conduct, that they are living in accordance with these affirmations.
2. Communicant members, who are those baptized individuals who have a personal commitment to Jesus Christ who have been formally received into communicant membership.
3. Voting members, who are those communicant members of the congregation who are at least 18 years old who have been properly admitted into voting member status.

B. Membership may be terminated for any of the below listed reasons regardless of their category of membership. Persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

1. Death;
2. Resignation;
3. Transfer or release;
4. Disciplinary action;
5. Whereabouts unknown.

## ARTICLE V            FULL-TIME STAFF OFFICES

A. Ordained Positions. The pastoral offices of this congregation shall be conferred only upon ordained ministers who profess and adhere to the confessional standard set forth in Article III of this constitution, are well qualified for their work, and are on the roster of the Lutheran Church – Missouri Synod. They shall, in the call extended to them and accepted by them, be pledged to this confessional standard.

B. Other Non-rostered Positions. Non-pastoral, full-time employed positions of this congregation shall be conferred only upon those candidates who profess and

adhere to the confessional standard set forth in Article III of this constitution and are well qualified for their work. They shall be pledged to this confessional standard.

## ARTICLE VI            REMOVAL

1. Any officer, elder, board member, teacher, commissioned minister, or pastor may be removed from office for any of the following causes: persistent adherences to false teaching contrary to Article III, leading a scandalous life (Galatians 5:19-26), inability to perform or willful neglect of duties as enumerated and defined in the constitution and bylaws and the approved job description.
2. Prior to any action to remove such person, but particularly in the case of a called worker, the Circuit Visitor and District President shall have full knowledge of the removal actions involving theological, doctrinal, or ecclesiastical issues, including those arising under the divine call of a member of the Synod, shall be taken in full consultation with said officials and in accordance with Synod's Dispute Resolution Process.
3. This action shall be taken only after the following:
  - a. The individual is informed of all charges.
  - b. The individual is given an opportunity to respond.
  - c. The individual is counseled according to Matthew 18.
4. The Board of Elders will administer the process for removal from called ministry positions, and the Vestry will review all matters concerning procedures regarding such removal.
5. The Voters' Assembly will have final adjudication in all matters of removal from called ministry positions.

## ARTICLE VII            CONGREGATIONAL ORGANIZATION

- A. The officers of this congregation shall be those five individuals elected as vestry officers – namely, president, vice-president, secretary, treasurer, and financial secretary.
- B. The elders and vestry officers are elected to their respective positions. The vestry and the elders shall be organized and function as though they were standing boards.

C. Required standing committees shall consist of the fellowship committee, education committee, property care committee, message and media committee, and finance committee, each member of which is appointed. Another required committee is the biennial financial review committee, which has an appointed chairman and appointed members. Other committees may be commissioned from time to time as necessary.

## ARTICLE VIII VOTERS' ASSEMBLY

A. The voters' assembly, acting on behalf of the congregation, shall have the authority to administer and manage all of the congregation's external and internal affairs. The establishment and conduct of all committees within the congregation shall at all times be subject to the supervision of the congregation. The voters' assembly, however, shall **NOT** be empowered to decide anything contrary to the Word of God and/or Article III of the Confessions of the Lutheran Church - Missouri Synod.

B. The right to call pastors of the congregation shall be vested in the voters' assembly and shall never be delegated to a smaller body or to an individual.

C. Matters of doctrine and conscience brought before the voters' assembly shall be decided by the Word of God. Other matters shall be decided through a properly constituted vote by the voters' assembly.

D. Congregational officers or committee members, whether elected or appointed, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voters' assembly.

E. The voters' assembly, acting on behalf of the congregation, may receive, acquire, hold title to, and manage such real estate and other properties as it may need to accomplish the purposes enumerated in Article II of this constitution and may sell or dispose of such real estate and other real properties or any part thereof.

F. The congregation shall have all the rights and powers that are granted to religious corporations by the laws of the State of South Carolina.

## ARTICLE IX           LEGAL SIGNATURES

The president of the vestry and the recording secretary shall be the legal representatives of the congregation in all matters requiring legal signatures.

## ARTICLE X                      DISPOSITION OF PROPERTY

A. Should a separation in the congregation occur, the entire property of the congregation and all rights connected therewith shall remain with those members who hold fast to this constitution. The decision as to how the assets and liabilities should be divided among the contending factions shall be decided by a three-person investigatory panel appointed by the President of the District of The Lutheran Church—Missouri Synod to which the congregation belongs.

B. In the event the congregation should disband, the property and all rights connected therewith shall be transferred to a Christian, nonprofit organization.

## ARTICLE XI                      DOCTRINAL LITERATURE

Only such hymns, praise music, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III of this constitution. Likewise, in all such classes for instruction in Christian doctrine, only such print and media materials shall be used which conform to this standard.

## ARTICLE XII                      SYNODICAL MEMBERSHIP

A. This congregation shall hold membership in the Lutheran Church - Missouri Synod. It shall, if possible, send its representatives to the district conventions of the synod.

B. It shall be the duty of the congregation and its individual members to support the work of the synod in good conscience, since thereby they support their own Christ-appointed work.

## ARTICLE XIII                      CHANGING THE CONSTITUTION AND BYLAWS

A. Amendments:

1. This congregation, through the voters' assembly, may amend this constitution and may adopt such bylaws and make amendments thereto, as are required for the accomplishment of the purposes established in Article II of this constitution.

2. No amendment to this constitution may conflict with Article III of this constitution.

3. No bylaw may conflict with any provision of this constitution.



B. Amendment Procedures:

1. Proposed changes to the constitution and/or the bylaws may be adopted or amended at any legally called meeting of the voters' assembly.
2. Changes to the constitution and/or the bylaws may be proposed by any voting member in good standing, provided that such additions, deletions, or amendments are submitted in writing to the vestry and all eligible voting members at least 30 days before a regular or special meeting of the voters' assembly.
3. The revised constitution and by-laws shall, as a condition of continued membership in the Lutheran Church – Missouri Synod, be submitted to the President of the district to which the congregation is assigned for approval and shall not be effective or implemented by the congregation until such approval is received.

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NOTHING FOLLOWS

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## **BYLAWS**

### **ARTICLE I                      STANDARDS OF MEMBERSHIP**

Each person who claims to be a Christian and professes to be a sincere believer in the triune God - God the Father as creator and sustainer of all life; God the Son as Jesus Christ, true God and true man who died and rose again to redeem us from our sins; and, God the Holy Spirit who creates faith in us by giving us the saving knowledge of Jesus Christ and sustains that faith and renews our hearts - will, by virtue of that faith, adhere to outward and visible standards such as regular worship and attendance at Holy Communion; generous support of the Lord's work through tithing of time, talents, resources, and willing service in support of the great commission. Failure to do so is a matter of individual conscience, to be resolved between the individual and God.

### **ARTICLE II                      ADMISSION INTO COMMUNICANT MEMBERSHIP**

1. Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.
2. Persons joining with a communicant letter of transfer from another Lutheran congregation, providing such a person conforms in all respects to the requirements of membership of this congregation, shall be received into membership after counsel with a pastor.
3. Other persons shall submit their request for membership to the pastor; and, after giving satisfactory evidence of qualification for communicant membership, having counsel with the pastor, and demonstrating a knowledge of our beliefs and practices, may be accepted into membership.

### **ARTICLE III                      TERMINATION OF MEMBERSHIP**

- A. Communicant members desiring to join another Lutheran congregation shall present their request for transfer to the pastor, to whom authorization is granted to issue such transfers. Upon issuance of the transfer authorization, their names shall be administratively removed from the membership rolls.
- B. Communicant members who have left this congregation to join another church without a formal transfer of membership shall be considered to have terminated their membership, and their names shall be administratively removed from the member rolls.
- C. Communicant members whose whereabouts are unknown and cannot be

established shall have their names administratively removed from the member rolls.

D. Excommunication.

1. Any member whose conduct is unchristian shall be admonished according to Matthew 18:15-20. If such a member refuses such admonition and refuses to amend their sinful activities after proper admonition, that person shall be excommunicated.

2. Communicant members who have been excommunicated by lawful action of the voters' assembly are simultaneously removed from the member rolls.

E. Communicant members who voluntarily resign their membership, in writing or verbally, shall have their names administratively removed from the member rolls.

F. Any person whose membership has been terminated for any reason has forfeited all of the rights of a member of this congregation and all claims upon any property of the congregation as such, and upon any part thereof, until such time as that person is reinstated into membership.

## ARTICLE IV          VOTING PRIVILEGE

A. Eligibility and process.

Any communicant member of this congregation who is at least 18 years old is eligible for admission into voting membership. Upon declaring their eligibility, the applicant shall attend a regular or special voters' assembly meeting and sign the voters' attendance record, which states that they have read and will abide by Calvary's constitution and bylaws. At the conclusion of their first meeting, they become a new voting member, such voter status to become effective at the next regular or special meeting of the voters' assembly.

B. Revocation of voting privilege.

1. Any voting member who loses their privilege to commune, for any reason, simultaneously forfeits their voting privilege.

2. In an effort for good order and understanding of the business at hand, any voting member who fails to attend two consecutive regular meetings of the voters' assembly forfeits their voting privilege.

C. Restoration of lost or forfeited voting privilege.

1. Voting privileges forfeited by loss of communicant member status may be restored, upon return to communicant status, by following the procedures found in paragraph IV-A.
2. To restore voting privileges lost through failure to attend two consecutive regular meetings, the member must attend one meeting without voting and then will be qualified to vote at the next meeting.

ARTICLE V        VOTERS' ASSEMBLY MEETINGS

A. Regular meetings of the voters' assembly shall be held during the first month of each calendar quarter.

B. Special meetings of the voters' assembly may be called by order of the president at the request of the pastor, the vestry, or the head elder.

C. Written notice and public announcement of voters' assembly meetings must be made:

1. For regular meetings, in the monthly calendar issued prior to the meeting through visual means two weeks in advance during the Sunday worship service, and verbally during the Sunday worship service at least one week in advance.
2. For special meetings, whenever circumstances permit, the meeting shall be announced in advance during the regular morning worship.
3. In specific limited circumstances, i.e., when the voters' assembly meeting is called to consider amendments to the constitution or the bylaws; or is called to consider the erection of a building or purchase or sale of real property; fourteen days advance written notice and public announcement during the regular Sunday worship service are required.

D. All meetings shall be conducted under parliamentary procedures as prescribed in the current edition of *Roberts Revised Rules of Order*.

## ARTICLE VI

## QUORUMS

- A. Ten voting members in good standing present at a regular or special voters' assembly shall constitute a quorum for the purpose of convening such a meeting and transacting routine business.
- B. Fifty percent of the roster of voting members in good standing and present at a voters' assembly shall constitute a quorum for the purpose of amending the constitution or the bylaws, issuing a call, and considering excommunication.
- C. Two-thirds of the roster of voting members in good standing and present at a voters' assembly shall constitute a quorum for the purposes of voting on the erection of buildings or the purchase or sale of real property.
- D. Four members of the vestry, at least two of whom shall be officers, shall constitute a quorum for the purpose of conducting the vestry's business.
- E. Three members of the finance committee shall constitute a quorum for the purpose of conducting the committee's business.

## ARTICLE VII

## VOTING

- A. In transacting the regular business of the congregation, a majority of the votes cast shall be required for adoption of a resolution. A voice vote or show of hands is adequate unless challenged from the floor.
- B. When balloting for congregational office and elders, a majority of the votes cast shall be required for election to office. Written ballots are required.
- C. When amending the constitution or the bylaws, a two-third's majority of those voting shall be required for adoption of a resolution. A written ballot is required.
- D. When voting on the erection of buildings, the purchase, or the sale of real property, a two-third's majority of those voting shall be required for adoption of the resolution. A written ballot is required.
- E. When considering a call to pastors, the candidate receiving the majority of all votes cast shall be called. A written ballot is required. The vote shall then, if possible, be made unanimous by a rising vote.
- F. When considering removal of a pastor or an elected or appointed congressional officer, a two-thirds majority of the ballots cast is required for

removal from office. A written ballot is required.

G. When considering excommunication, ninety percent of the votes cast are necessary to carry the motion to excommunicate. A written ballot is required.

## ARTICLE VIII CALLING OF PASTORS AND FULL-TIME STAFF

### A. Nominations for pastors and ordained staff positions.

1. At a properly convened meeting of the voters' assembly, a list of candidates for the office of pastor or any other ordained staff position shall be presented by the elders.
2. This list of candidates shall include but not be limited to:
  - a. Candidates submitted by the district president.
  - b. Candidates submitted by the vestry.
  - c. Candidates nominated and seconded from the floor at a voters' assembly meeting.
3. These lists shall be published at least once in a regular Sunday worship service prior to the voters' assembly meeting.

B. Nominations for unordained, full-time positions. Insofar as is practical, procedures concerning lists of candidates for unordained, full-time staff positions shall be the same as those required for ordained positions.

### C. Calling of candidates.

1. The selection of a pastor to whom a call will be issued, or the selection of a candidate for another ordained or unordained full-time position to whom a call will be issued, shall be accomplished at a special meeting of the voters' assembly that has been called for this purpose, after the list of candidates has been closed and properly publicized to the congregation. Candidates for staff positions who are not ordained must affirm that they agree with the Calvary Lutheran Church Statement of Faith (Constitution Article III).
2. No additional candidates shall be nominated at this meeting.
3. Selecting a final candidate shall be by written ballot.
4. The district president, or a person of the district president's choice, shall be invited to supervise a meeting held for the calling of a pastor.

## ARTICLE IX ELECTIONS

A. The elected officers of this congregation shall be a president, a vice president, a recording secretary, a treasurer, and a financial secretary.

B. Other elected positions are the elders (a minimum of three elders plus one for each 100 communicants in excess of 150).

C. The term of office for the elders shall be three years. As near to one-third of the elders as is practical shall be elected each year.

D. All other elected terms of office are two years.

E. Only communicant members, age 18 and above, are eligible for any elected office or position described as such in the constitution and bylaws. Elder nominees must be age 25 or above.

F. Election process for congregational officers

1. A nominating committee made up of the elders shall present a slate of candidates for each elective position. The list shall be published two weeks prior to the election meeting of the voters' assembly.
2. The elections shall be held at the last regular meeting of the voters' assembly each calendar year, or at a special meeting called by the president.
3. A tally committee appointed by the president shall prepare, distribute, and collect the ballots and count the votes.
4. Those elected shall assume their respective duties on January 1 of the calendar year following the election meeting.
5. In the event of a vacancy in any office except that of president, the vestry shall appoint a successor to serve until the next annual election. In the event of a vacancy in the office of president, the vice-president shall assume the duties of the president until the vacancy can be filled by action of the voters' assembly.

G. Election process for Elders

1. Nominations to the board of elders can be made to any member of the board of elders 90 to 60 days prior to the publication of the election notification slate of candidates.

2. Nominations should be made in accordance with the qualifications listed in Titus 1:5-9 and 1 Timothy 3:1-7.
3. The nominating committee consisting of the pastor, any elder whose term is not expiring, and two members of vestry will convene a review of the qualifications of the nominee. The nominating committee will consider the pool of nominated candidates in light of Scripture, with prayer and discussion among themselves.
4. The nominating committee shall confer 30 days prior to the two week notice for the publication of the election process, which will be the first regular voters' meeting of the new year. The elders will finalize the slate of elders to be offered to the congregation during the election process.
5. The final slate of candidates for the elected office of elder shall be communicated to the church office. The list shall be published two weeks prior to the election meeting.
6. No additional candidates shall be nominated at the election meeting of the voters' assembly.
7. A tally committee appointed by the president shall prepare, distribute, and collect the ballots and count the votes.
8. Those elected shall assume their respective duties immediately following the election meeting.

## ARTICLE X            THE VESTRY

A. The vestry shall lead this congregation in the pursuit of its stated purpose, as found in Article II of the constitution, through long-range planning, setting goals, and establishing priorities; and evaluating its progress toward those ends. The vestry shall provide for the administrative needs of this congregation to enable it to fulfill its functions and perform its mission.

B. The vestry shall:

1. Be composed of the elected vestry officers, the chairmen of required committees, and the pastor (ex-officio).
2. Function as an executive board, to make such non-policy decisions as are necessary for the regular promotion of the congregation's business, and such other business as they are authorized to transact by the voters' assembly.



3. Be responsible for the financial and property matters of the congregation, by maintaining and protecting the property and by managing the business and fiscal affairs. The vestry shall have the powers and obligations that accrue to like boards under the laws of the State of South Carolina, except as otherwise limited in the constitution and bylaws.
4. Appoint the chairman of the fellowship committee, education committee, message and media committee, and property care committee.
5. **Not** have the authority to buy, sell, or encumber real property unless specifically authorized to do so by resolution of the voters' assembly.
6. Ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
7. Be responsible for this congregation's investments and its total insurance program.
8. Ensure that the provisions of this constitution and bylaws are properly and efficiently carried out.
9. Provide for an annual review of the membership roster.
10. Be responsible for the employment and supervision of the salaried employees of this congregation.
11. Meet on call from the president or the pastor.

C. Elected vestry officers.

1. The president shall:
  - a. Preside at all meetings of the vestry and the voters' assembly.
  - b. Have an agenda prepared for each meeting of the voters' assembly.
  - c. Be the "director" of the church corporation, and represent the congregation in an official capacity, unless otherwise determined by the vestry.
  - d. Be an ex-officio member of all boards and committees.
2. The vice president shall:

- a. Preside at the meetings of the vestry and the voters' assembly when the president is not present.
- b. Chair the finance committee.
- c. Attend committee meetings as requested by the president.
- d. Perform the duties of the president in the event of absence or disability of the president (temporary vacancy).
- e. In the event of a vacancy, assume the duties of the president until the voters' assembly elects another president.

3. The recording secretary shall:

- a. Keep an accurate and permanent record of all vestry and voters' assembly meetings.
- b. Maintain an accurate list of all voting members and all official committee chairs and an accurate attendance record of all voters' assembly meetings.
- c. Be responsible for notifying all voters of meeting dates, times, and locations.
- d. Conduct such official correspondence as is necessary.
- e. Provide the pastor and vestry with a copy of all minutes within two weeks after each meeting.
- f. Send previous voters' meeting minutes to all church members one week before the next voters' meeting.
- g. Maintain the original copy of the constitution and bylaws and maintain the roster of signatures of voters who attest to reading them.

4. The treasurer shall:

- a. Be responsible for handling and disbursing all monies received in accordance with provisions published in the Congregational Treasurer's Manual published by the synod.
- b. Be a member of the finance committee.

- c. Submit an accurate financial report, current through the end of the previous quarter at each regular meeting of the voters' assembly.
  - d. Maintain an accurate, up-to-date permanent financial record subject to financial review.
5. The financial secretary shall:
- a. Receive the offerings and keep an accurate weekly record of all individual offerings, such records to be in permanent form and consistent with the provisions found in the Congregational Treasurer's Manual published by the Missouri Synod.
  - b. Be responsible for coordination of volunteers who count money and make deposits.
  - c. Provide annual statements to each member, showing offerings for the calendar year.
  - d. Upon request, provide information concerning offerings to the elders.
  - e. Be a member of the finance committee.

## ARTICLE XI THE ELDERS

A. The elders shall be responsible for the spiritual health and well-being of each of the individuals who make up this congregation; and collectively, for their corporate worship life; to the end that all things are done in accordance with the Word of God.

B. The elders shall:

1. Organize themselves annually and elect their own chairman.
2. Assist the pastor in all matters pertaining to the spiritual welfare of the congregation.
3. Assist the pastor in the spiritual care of the sick and needy.
4. Oversee the missions and evangelism program of the church.
5. Arrange for pastoral services during sickness and/or absence of the pastor.

6. Seek to involve all members of this congregation in worship, learning, witness, service, and support.
7. Be examples (individually and corporately) of the style of life and ministry expected of all believers.
8. Assist the pastor in the furtherance of God's kingdom at home and abroad.
9. Encourage members who have been negligent in their worship attendance, in the use of the sacraments, and in the financial support of the church to align their lives with Scripture and fully enjoy the rights and privileges of their membership.
10. Promote a congregational climate of peace, trust, and goodwill and, as differences and conflicts arise, endeavor to foster mutual understanding.
11. Give reports to each regular meeting of the vestry and voters' assembly.
12. Appoint and supervise the head usher.
13. Serve as a nominating committee for the elected officers.
14. Hold meetings at least quarterly.

## ARTICLE XII      COMMITTEES

A. The fellowship committee, the education committee, the property care committee, the finance committee, and the message and media committee are each required for the proper and orderly administration of the congregation's initiatives. The chairman of each of these committees is, by virtue of their office, a voting member of the vestry. A biannual financial review committee is required at the stated intervals.

B. Other committees may be chartered by the vestry president, the board of elders, or the pastor, as the need arises. These may be ad hoc, short term, or permanent. The chairmen of these committees are not voting members of the vestry but are encouraged to attend all vestry meetings to provide advice, counsel, and/or to present necessary requests.

C. The fellowship committee.

1. It shall be the purpose of this committee to evoke and promote the expression of Christian faith in daily living and to disseminate knowledge of the congregation's internal and external ministries.
2. The committee shall be responsible to the vestry.
3. General responsibilities:
  - a. Plan, promote, and carry out an effective fellowship program within the congregation.
  - b. Discover the talents of the membership and enlist them in the programs of the congregation.
  - c. Publicize the fellowship program among the members.
  - d. Contact new members to enlist their participation in the total church program.
  - e. Report to the vestry and voters' assembly at all their regular meetings.
  - f. Be aware of the social needs of the community and solicit the cooperation of the congregation and community-based agencies in meeting those needs.

D. The education committee.

1. This committee shall oversee the scheduling, curriculum, selection of teachers, and conduct of the Sunday school department. It shall ensure the use of appropriate teaching and worship materials, ensure educational programs conform with biblical standards and church doctrine, and foster their use in a manner designed to enhance and expand the Christian learning experience for students of all ages.
2. The committee is responsible to the pastor and the elders.
3. General responsibilities:
  - a. Plan and provide a comprehensive program of Christian education for all age groups within the congregation, including special functions such as Vacation Bible School.
  - b. Promote and publicize the educational programs of the church.
  - c. Make reports to all regular meetings of the vestry and the voters'

assembly.

E. The property care committee.

1. This committee is responsible for the protection, maintenance, and repair of all the buildings and grounds making up the real property of the congregation.
2. The committee shall be responsible to the vestry. It shall make reports to the vestry and the voters' assembly at all their regular meetings.
3. The committee shall propose necessary real property changes, modifications, or improvements requiring expenditures, greater than the property care budget allows, to the voters' assembly.
4. The committee shall be responsible for the performance of the church custodian.

F. The message and media committee.

1. The message and media committee is responsible to the vestry.
2. General responsibilities:
  - a. Promote and publicize all ministries and projects being conducted by the church.
  - b. Lead all efforts related to the creation and development of the Calvary website and coordinate website maintenance, ensuring that new and consistent information (article links, stories, events, etc.) are posted regularly.
  - c. Manage ongoing social media messaging and communication strategies and creatively build followings on various social media outlets, including Facebook, Twitter, and Instagram.
  - d. Lead efforts to design both print/ digital graphics and promotional materials related to church-wide activities (banners, announcement slides, brochures, etc.).
  - e. Monitor the look, vibe, and feel of all marketing materials and graphics at Calvary (sermon series, song graphics, motion graphics, etc.).
  - f. Oversee the use of logos, images, and graphics that represent Calvary to

maintain consistency of message and style (email signatures, printed materials, etc.).

G. The finance committee.

1. This committee shall annually prepare a draft budget including a compensation review for the succeeding year, including this congregation's contributions in support of the wider ministry being carried out by the Lutheran Church - Missouri Synod, and shall submit the budget to the vestry for review and/or action, and later presentation to the voters' assembly. The committee shall routinely exercise oversight of all the financial affairs of the congregation, bringing their concerns and observations to the vestry as needed.
2. The finance committee is responsible to the vestry.
3. The vice president, financial secretary, treasurer, and two at large members from the congregation shall constitute the finance committee.

H. The financial review committee.

1. This committee shall be responsible for a complete and comprehensive review of the financial books and records maintained by the treasurer and financial secretary; and shall verify the legitimacy of the accounting methods and procedures being used and shall verify the accuracy of the records. This shall be in the form of a biannual financial review instead of a formal audit.
2. The financial review committee shall report its findings to the voters' assembly but shall conduct its affairs independently, without additional guidance or specific direction.
3. The committee shall be appointed by vestry and be composed of at least one voting member of the congregation who is not a current member of the vestry.

### XIII APPOINTMENTS

A. The vestry shall appoint the non-elected members of committees for which it appoints the chairman; and shall appoint the 'at large' members of the finance committee. It shall be responsible for the timely appointment of 'ad hoc' committees such as financial review committees, vote tally committees, call committees, and other committees of a temporary nature.

B. All communicant members of the congregation, age 18 or greater, are eligible for all committee-appointed positions.

## ARTICLE XIV        FISCAL MATTERS

### A. Required financial reports:

1. The treasurer shall submit an accurate financial status report current through the end of the preceding quarter at each regular meeting of the voters' assembly.
2. The financial secretary shall, at a minimum, provide an annual statement to each member, showing offerings for the calendar year.
3. The finance committee shall prepare a detailed budget recommendation annually in sufficient time for consideration by the vestry prior to the final regular voters' assembly meeting of the calendar year.
4. A financial review of the accounts shall be accomplished biannually, at the conclusion of the calendar year during which the treasurer's term of office ends, and the financial review report shall be presented during the regular meeting of the voters' assembly held in the second quarter of the calendar year.

B. Annually, at the last regular voters' assembly meeting of the calendar year, the vestry shall present a detailed budget of anticipated and planned expenditures for the congregation's approval.

1. The proposed budget shall include expense estimates including salary recommendations, anticipated utility costs, board and committee budgets, and other planned expenses.
2. Inquiries shall be made of committee chairmen as to their annual financial requirements, and their response shall be given careful consideration when preparing the proposed budget.

C. Major unplanned expenditures and all budget change requests must be presented by committee chairmen to the vestry. The vestry will study the requests and prepare a recommendation for action by the voters' assembly at its next meeting.

D. Designated offerings are those contributions made for a specific purpose which has been specified by the donor.



1. When such offerings are not able to be used for the specified purpose, the donor shall be given the opportunity to re-designate the purpose of the donation, release the offering to the general fund or withdraw the donation.
2. Should the donor insist on continuing the designation of the money for the originally intended purpose, the money shall be set aside for a future time when the offering may be used as intended.
3. When designated offerings have been held for seven years without being used for the designated purpose, the donor shall lose all claim on those monies and they shall be disbursed as though they were received as a general offering.

## ARTICLE XV          ORDER OF BUSINESS

A. The order of business for regular voters' assembly meetings shall include:

1. Opening Devotion
2. Distribution of sign-in sheet
3. Approval of minutes
4. Scheduled elections
5. Reports from pastor, relevant officers, and relevant committees
6. Old business
7. New business
8. Closing devotion
9. Adjournment

B. The order of business for special voters' assembly meetings shall, at a minimum, include the following. Other elements may be included at the president's discretion.

1. Opening devotion
2. Distribution of sign-in sheet
3. New business
4. Closing devotion
5. Adjournment

## ARTICLE XVI    USE OF CHURCH FACILITIES

The use of Calvary Lutheran Church facilities are permitted or not permitted on the following basis:

1. Our church facilities are used for the benefit of congregation members and to approved non-members who seek to learn our beliefs and become witness to them, in a spirit of Christian charity and as a means of demonstrating the Gospel of Jesus Christ in practice.
2. Our facilities will not be permitted for use by individuals or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings which are summarized in, or among other places, Calvary Lutheran's constitution and bylaws. Nor will church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings.
3. The restricted use policy is necessary for two important reasons. First, the church cannot in good conscience materially cooperate in activities or beliefs contrary to its faith. Doing so would be a grave violation of the church's faith and religious practice. (2 Corinthians 6:14; 1 Thessalonians 5:22). Second, it is important that Calvary Lutheran present a consistent message to the community and that church staff and members conscientiously maintain that message as part of their witness to the Gospel of Christ. Not doing so would have a severe negative impact on the message the church strives to promote.
4. This bylaw applies to all church facilities, regardless of whether the facilities are attached to the church sanctuary, because Calvary Lutheran sees all of its property as holy and set apart to worship God (Colossians 3:17).
5. All requests for use of church facilities must be approved by the vestry.

\*\*\*\*\*NOTHING FOLLOWS\*\*\*\*\*