

St. Peter's Lutheran Church
18000 Van Aken Blvd. Shaker Hts., OH 44122-4807

Constitution and Bylaws
Rev. 11/02

PREAMBLE

WHEREAS, we are people of God united by the life, death and resurrection of Jesus Christ and committed by our acceptance of Christ as our Savior to be His presence in the world,

THEREFORE, we, the undersigned, herewith adopt the following Constitution and its bylaws according to which all affairs of this congregation, both spiritual and material, shall be conducted.

CONSTITUTION

ARTICLE I

Name

The name of this congregation shall be St. Peter's Evangelical Lutheran Church of Shaker Heights, Ohio. St. Peter's is affiliated with the Ohio District of the Lutheran Church - Missouri Synod and has been since the founding of the congregation in 1883.

ARTICLE II

Declaration of Creed

This congregation as a body, and all its members as individuals, declare unreserved acceptance of, and adherence to, all canonical books of the Old and New Testament as the inspired and revealed Word of God and the only rule of faith and life; and to all Symbolical Books of the Evangelical Lutheran Church as contained in the Book of Concord of 1580, as the true and sound exhibition of the Word of God. These Symbolical Books are the Ecumenical Creeds, viz., the Apostolic, the Nicene, and the Athanasian; the Unaltered Augsburg Confession, the Apology thereof; the Smalcald Articles; Luther's Large Catechism; Luther's Small Catechism; and the Formula of Concord.

ARTICLE III

Communicant Membership

The membership of this congregation includes the following:

A. BAPTIZED MEMBERSHIP.

1. Definition Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including the children who have not yet confirmed their baptismal vow.
2. Reception Baptized members are received through the Sacrament of Holy Baptism, through transfer, and with the consent of one or both parents or guardians in the case of children who have been baptized in another congregation.

3. Duties Baptized members shall conform their lives to their baptismal vow.
4. Termination Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant membership is terminated insofar as these reasons are applicable.

B. COMMUNICANT MEMBERSHIP.

1. Definition Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the doctrinal standards of Article II of this constitution, are familiar at least with the contents of Luther's Small Catechism, and who are not members of organizations whose principles and conduct conflict with the Word of God.

2. Reception Communicant members are received through the rite of confirmation, by transfer from a sister congregation, upon profession of faith, or by reaffirmation of faith, provided they conform to the requirements for membership in this congregation. Their reception shall be approved by the Church Council and subsequently by the Voters Assembly.

3. Duties Communicant members shall conform their entire lives to the rule of God's Word and, to that end, make diligent use of the means of grace, exercise faithful stewardship of God's gifts, and impart and accept fraternal admonition as the need for such admonition becomes apparent.

4. Termination

a. Communicant members in good standing may be transferred by the pastor to a sister congregation immediately upon their request. Such transfer shall be reported to the Voters Assembly for approval at its next meeting. Members who move out of the community and thereby become inactive shall be encouraged to transfer their membership to the sister congregation nearest them.

b. Communicant members who join congregations outside of our fellowship thereby terminate their membership. Their names shall be removed from the membership list by action of the Voters Assembly.

c. Communicant members whose whereabouts are unknown and whose addressees cannot be established shall have their names removed by a action of the Voters Assembly.

d. Communicant members who conduct themselves in a unchristian manner shall be admonished according to Matthew 18:15-20; if they remain impenitent after proper admonition, they shall be excommunicated. Each case shall be presented individually by the Pastor to the Voters Assembly for action. A unanimous vote by the voters present shall be required for excommunication. If such member deliberately absents himself from the meetings at which his case is to be discussed or in some other manner makes it impossible to deal with him, he thereby excommunicates himself. The person so excommunicated shall forfeit all rights of a member.

ARTICLE IV

Suffrage and Eligibility to Office

A. Only such members as have attained Ninth Grade or the age of eighteen years and have declared their acceptance of the Constitution and its Bylaws shall be entitled to vote. Only such members as have attained the age of eighteen years and have declared their acceptance of the Constitution and its Bylaws shall be entitled to hold office. Both men and women shall be eligible to vote or hold office.

B. In order to effectively administer church business, Church Council members are expected to attend both special and regularly scheduled Voters Assembly and Church Council meetings.

ARTICLE V

Authority of the Voters Assembly

The Voters Assembly as a body shall have final authority and power to manage and adjust all spiritual and material affairs of the congregation. Any enactment or decision, whether it proceeds from an individual or from a body within the congregation, shall be invalid unless it is enacted or performed in the name of the Voters Assembly and according to the authority conferred by it.

ARTICLE VI

Christian Education

- A. This congregation shall consider it a sacred duty to provide for the thorough Christian education and training of its children and those children entrusted to it. To this end it shall provide a Sunday School and, when the need arises, a Saturday School, a Summer School, or a Weekday School.
- B. For religious instruction in Sunday School only materials that conform to accepted Lutheran doctrine shall be used in addition to the Bible and Luther's Small Catechism.

ARTICLE VII

Office of Pastor and Other Professional Church Workers

- A. The office of Pastor or other professional church worker shall be conferred upon such individuals as unreservedly pledge their acceptance of, and adherence to, the Declaration of Creed contained in Article II of this constitution.
- B. Any Pastor, professional church worker, or Officer may be removed from office by the Voters Assembly by a two-thirds majority vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, or willful neglect of duties.
- C. The congregation may request the resignation of any Pastor, professional church worker, or Officer from his/her position in the congregation in the case of prolonged incapacity or general incompetence.

ARTICLE VIII

Church Body Membership

- A. The congregation, if possible, shall hold membership in an orthodox evangelical Lutheran Church body.
- B. It shall be the duty of the congregation and its individual members to support the work of their Church Body in all its activities according to their ability.

ARTICLE IX

Division

If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article II of this Constitution. If division takes place for any other reason, the property shall remain with the majority of the communicant members. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to that district of

whatever Church Body the congregation is a member at the time of disbanding.

ARTICLE X

Amending the Constitution

Article II of this constitution and all such other articles or sections as pertain to Scriptural doctrine and practice shall be unalterable and irrevocable.

- A. Amendments to this Constitution may be adopted at a regular Voters Assembly, provided,
 - 1. They do not conflict with the provisions laid down in Article II or with any other article that pertains to a Scriptural doctrine and practice,
 - 2. The proposed amendment has been submitted in writing at a previous meeting of the Voters Assembly and published prior to the meeting at which the proposed amendment will be acted upon, and
 - 3. An affirmative vote of a two-thirds majority of the voters present is secured.

BYLAWS

ARTICLE I

Officers

The Officers shall be President, Vice-President, Secretary, and Treasurer, to be elected every two years. Even year elections will be held for President and Vice President and odd year elections for Secretary and Treasurer.

ARTICLE II

Boards and Standing Committees

- A. The term of office for elected Director of Board positions shall be for two years. Even year elections will include Directors of the Boards of Church Properties, Elders, and Stewardship. Odd year elections will be the Directors of the Boards of Outreach, Fellowship, Finance and Education.
- B. The Board of Church Properties (Trustees) shall consist of at least three (3) members, including the elected Director of the Board.
- C. The Board of Elders shall consist of at least four (4) members including the elected Director of the Board.
- D. The Board of Stewardship shall consist of at least three (3) members, including the elected Director of the Board and the Financial Recording Secretary.
- E. The Board of Outreach shall consist of at least five (5) members, including the elected Director of the Board.
- F. The Board of Fellowship shall consist of at least five (5) members, including the elected Director of the Board.

G. The Board of Education shall consist of at least three (3) members, including the elected Director of the Board and the Sunday School Superintendent.

H. The Board of Finance shall consist of at least four (4) members, including the elected Director of the Board, the Director of the Board of Stewardship, the Treasurer, and the Financial Recording Secretary.

I. The Church Council shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Directors of each of the Boards, and all professional church workers as non-voting members.

J. The Worship Committee shall consist of at least six (6) members, including the Pastor, the Minister of Music, and a member of the Board of Elders. The chairperson shall be appointed by the Pastor.

K. The Auditing Committee shall consist of at least two (2) members appointed each year by the Church Council.

L. The Nomination Committee shall consist of the Pastor and at least three (3) members appointed by the President. The members appointed shall, as closely as possible, be a cross-section of the congregation in terms of years of membership, age, and sex.

ARTICLE III

Meetings

A. Regular meetings of the Voters Assembly shall be held on a day and at a time agreed to by the membership in a formal meeting. Notice of each meeting shall be announced in writing to all voters at least seven days preceding the meeting.

B. Regular meetings of the Church Council shall be held every month on a day and at a time agreed to by the members in formal meeting. The congregation shall be informed of the time and place of each meeting in the weekly bulletin at least seven days preceding the meeting.

C. Special meetings of the Church Council may be called by the President or the Pastor.

D. Special meetings of the Voters Assembly may be called by the Church Council, the President, the Pastor, or by presentation to the President of a petition signed by at least ten (10) communicant members.

ARTICLE IV

Elections

A. Officers: The Nomination Committee shall nominate one candidate to each of the offices of President, Vice-President, Secretary, and Treasurer.

B. Board Directors: The outgoing officers and Pastor shall nominate one candidate to the Directorships of each of the Boards.

C. On the day of election, additional candidates for each elective office may be nominated from the floor at the Voters Assembly meeting. These additional nominees shall indicate their consent prior to being listed. For contested offices, a written ballot shall be required, a separate vote being taken for each office before the next is voted upon. The Secretary and one member from the Nomination Committee shall certify the ballots in the case of contested offices. For uncontested offices, a voice vote shall be deemed sufficient unless the assembly wishes to vote by written ballot.

D. The election shall be held at the Voters Assembly meeting in November. Church Council may fill vacancies temporarily until an election can be held at the next Voters Assembly. The new officers shall assume their duties and responsibilities on February 1. A majority of the votes cast shall be required for election.

ARTICLE V

Additional Officials

- A. The Sunday School Superintendent shall be appointed annually by the Board of Education and shall be a member of the Board of Education.
- B. The Head Usher shall be appointed annually by the Board of Elders.
- C. The Financial Recording Secretary shall be appointed annually by the Church Council and shall be a member of the Board of Stewardship.
- D. The Youth Leader(s) shall be appointed annually by the Church Council.
- E. Delegates to the Synod, District, Circuit, and other affiliated organizations shall be elected to their positions by the Voters Assembly.

ARTICLE VI

Duties of Officers, Boards, Standing Committees, and other Appointed Positions

- A. At the beginning of each year in February, the Church Council shall prepare a set of broad aims that it sees as applicable to St. Peter's for the ensuing twelve months in carrying out the work of the Lord and submit them to the Voters Assembly for approval. Following adoption of a set of aims by the congregation, each Board shall prepare a set of goals and objectives for itself that seem to best carry out the aims of the church for the year. These goals and objectives shall then be submitted to the Church Council for approval and, together with the congregational aims, shall be considered to be the program of the church for the year. In their regular reports to the Church Council and Voters Assembly, Board Directors will focus on the progress their groups make in attaining their goals and objectives.
- B. The President shall
 - 1. Preside at all meetings of the Voters Assembly and Church Council,
 - 2. Appoint various committees as stipulated by the Bylaws,
 - 3. Appoint various special committees, chairpersons, and coordinators deemed necessary in carrying out the purpose and business of the church,
 - 4. Serve as ex-officio member of all boards and committees, and
 - 5. Serve as the chief administrative representative of the congregation.
- C. The Vice-President shall
 - 1. Perform the duties of the President in his/her absence, his/her disability, or at his/her request, and
- D. The Secretary shall

1. Keep a record of the proceedings of the Voters Assembly and the Church Council,
 2. Submit the minutes of the previous meeting for adoption at the subsequent regular meeting,
 3. Be the custodian of all church records related to his/her office and, at the expiration of his/her term of office, deliver said records to his/her successor, and
 4. Keep a membership book containing the name and address of each member, the date of admission to membership, and the date and cause of termination of membership.
- E. The Treasurer shall
1. Keep an accurate account of all moneys received from the Financial Secretary,
 2. Promptly make all payments by check for current expenses and such other items authorized by the Voters Assembly or Church Council,
 3. Keep an accurate account of receipts and disbursements and present a detailed financial report at the regular meetings of the Voters Assembly, and
 4. Present a less detailed, but up-to-date report at each Church Council meeting.
- F. The Board of Church Properties shall be responsible for the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature. Specific duties of the Board are as follows:
1. Make an annual inspection of church properties and equipment and recommend to the Voters assembly needed repairs, improvements, or replacements,
 2. Carry out all resolutions of the Voters Assembly on purchases, repairs, and replacements of church property and equipment,
 3. Arrange for needed custodial help, either on a contract or volunteer basis, and prepare detailed lists of the required weekly, monthly, or annual custodial tasks,
 4. Determine and establish, with the approval of the Voters Assembly, regulations governing the use of church property and equipment and fees for such use,
 5. Make and issue keys for church property and review annually a list of the keys issued,
 6. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts,
 7. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects,
 8. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation,
 9. Negotiate service contracts for the organ, office machines, etc., and
 10. Submit an annual budget request to the Board of Stewardship in the form and at the time requested by that Board.
- G. The Board of Elders shall be responsible for over-seeing the spiritual life of the congregation and its members, the supervision and welfare of the Pastor and other professional church workers, and

everything pertaining to corporate worship. Specific duties of the Board are as follows:

1. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor and his family (adequate compensation, housing, free time, vacation, assistance in times of illness) and to that end specifically review these items once a year,
2. Be responsible for the supervision of all other professional and full or part-time church workers,
3. Assist the Pastor in counseling with difficult cases and in finding peaceful solutions to personal problems within the congregation.
4. Exercise leadership in gathering call lists and calling a new Pastor when a vacancy occurs,
5. Engage in continual review of communion and worship attendance of all members, make calls on delinquents, and follow-up on all newborn children in the congregation to see they are baptized,
6. Be responsible for a friendly and personal welcome of visitors at worship and for orientation and integration of new members in conjunction with the Board of Outreach,
7. Supervise the work of the Worship Committee,
8. Determine the eligibility for membership of all individuals and families applying for membership and see to the prompt transfer of all members who move away and of new Lutheran families moving into the community, and
9. Submit an annual budget request in the form and at the time required by the Board of Stewardship.

H. The Board of Stewardship shall be responsible for initiating programs for the development of good stewardship attitudes in the members of the congregation in regard to their use of God-given time, talents and treasures; sensitizing members to and developing programs for the congregation's support of missions and social welfare ministry in the church-at-large; and supporting the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving. Specific duties of the Board are as follows:

1. Develop a program to discover and enlist for church service the talents God has given members and be responsible for maintaining a congregational talent file,
2. Receive, study, and make recommendations for implementing Synodical and District suggestions for annual stewardship programs,
3. Annually give every member an opportunity to make a commitment of his/her time, talent, and treasure for the work of the congregation,
4. Foster support for missions and charities through an ongoing program of mission information and education through rallies, festivals, tracts, films, guest speakers, etc.,

I. The Board of Outreach shall be responsible for publicizing the work of the congregation through various channels, bringing the Gospel to the unchurched, enlisting all congregation members in the work of spreading the Gospel, and favorably presenting St. Peter's image to the community and to visitors of our congregation. Specific duties of the Board are as follows:

1. Be concerned with the congregation's role in the community and develop useful means of becoming more involved in the life of the community,
2. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel,

3. Maintain the church bulletin boards indoors and outdoors to reflect a community and mission-minded church,
4. Work for the overall enhancement of the congregation's image in the various news media and publications of the community,
5. Foster a climate of evangelism that encourages congregation members to share the love of Christ with others,
6. Maintain an ongoing visitation program in the community,
7. Utilize the evangelism potential of The Lutheran Hour, This is the Life, etc.,
8. Be responsible for the maintenance and follow-up of a prospect file,
9. Be concerned for those moving into the community, using any and all means for contacting these people,
10. Be concerned for the reception, orientation, and integration of new members into the congregation,
11. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement, and
12. Submit to the Board of Stewardship, in the appropriate form and at the time requested, a budget for the coming year.

J. The Board of Fellowship shall be responsible for strengthening fellowship between congregation members spiritually and socially, integrating new members into the life of the congregation, and generally upbuilding mutual trust, cooperation, and enjoyment among members of the congregation. Specific duties of the Board are as follows:

1. Plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation,
2. Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals,
3. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, etc.,
4. Review and adopt or adapt materials and ideas from various sources which will bring congregation members into personal contact in groups such as family nights, plays, talent shows, work days (in conjunction with the Board of Church Properties) etc.,
5. Be responsible for, and supervise the use of the kitchen and its equipment by the congregation and/or outside groups, and
6. Submit an annual budget to the Board of Stewardship in the form and at the time requested by that Board.

K. The Board of Finance shall be responsible for maintaining the financial health of the congregation. Specific duties of the Board are as follows:

1. Assemble the budget developed by the various Boards, presenting the final budget to the Church Council for approval.

2. Monitoring the approved budget and reporting quarterly to the Church Council as to the total financial well-being of the congregation. Reporting items include all divisions of the budget, including sources and amounts of income and expenditures by category in the budget. Balance sheet items are included, as well as Church Properties, income from Stewardship and Outreach activities.
3. Define and monitor investment policy of church endowment funds and short and long term cash for operations.
4. Review requests for expenditures outside of the budget cycle and bring the item to the Church Council for vote.
5. The Board shall put procedures in place to ensure fiscal responsibility of the congregation.
6. The Board shall oversee the activities of all financial officers of the church, to include the office of Treasurer and the office of Financial Recording Secretary.

[The following 4 items are moved from the Board of Stewardship to the new Board of Finance duties]

7. Evaluate the offerings of the congregation regularly in terms of the projected needs of the congregation and share these evaluations with the congregation on a regular basis,
 8. Be concerned, together with the Treasurer and Financial Recording Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation or the appropriate Boards,
 9. Screen all outside appeals for funds and make the appropriate recommendations to the Voters Assembly, and
 10. Initiate preparation and presentation to the congregation of an annual work program, determine anticipated receipts, and recommend a budget for adoption by the Voters Assembly.
- L. The Minister of Music, when called by the congregation, shall serve the congregation as a leader, together with the Pastor, of the worship life of the congregation, work under the supervision of the Board of Elders, serve the congregation as an example of Christian conduct, and do everything possible within the sphere of his/her calling towards the glorification of God in worship and the edification of the worshippers. Specific duties of the Minister of Music are as follows:
1. Be part of the Worship Committee and responsible with them for the planning and conducting of corporate worship,
 2. Be responsible for appropriate music and the direction and supervision of all choirs,
 3. Be responsible, together with the Worship Committee, for introducing new hymns, liturgies, and forms of worship to the congregation,
 4. Be responsible for utilizing the musical gifts of the congregation (instrumentalists, soloists, etc...) in corporate worship,
 5. Be responsible, at the direction of the Church Council, for the care and upkeep of the organ, and
 6. Submit an annual budget request for the music ministry in the form and at the time requested by the Board of Stewardship.
- M. The Board of Education shall be responsible for planning and administering the total educational program of the congregation including the providing of teachers, facilities and materials for the Christian growth of both children and adults. Specific duties of the Board are as follows:

1. Establish objectives, set policies for, and supervise the total educational program, including the personnel for the Sunday School, Vacation Bible School, confirmation classes, Bible classes, and all other educational programs,
2. Supervise the work of the Sunday School Superintendent as outlined in his/her job description,
3. Continually review existing educational programs to determine whether the needs of all age groups are being served and recommend additions and revisions where needed,
4. Encourage increasing participation of every congregational member in Bible study, privately and in formal and informal groups,
5. Consider, promote, and administer special classes, courses, retreats, etc., for the spiritual growth of all age groups,
6. Maintain, improve, and promote the use of a church library,
7. Provide and promote the use of tracts, periodicals, and other spiritual growth resources,
8. Annually examine the educational facilities and equipment and make recommendations to the Board of Church Properties as to repairs and replacements needed, and
9. Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.

N. The Sunday School Superintendent shall be responsible for:

1. Recommending objectives, policies, and procedures for the most effective Christian nurturing of our children,
2. Recruiting pupils into the Sunday School,
3. Recruiting and placing teachers into the Sunday School program as needs require,
4. Analyzing the appropriateness of our Sunday School curriculum and structure, recommending changes in materials and classes as the need arises, and ordering material,
5. Recommending and carrying out an ongoing program of mission support for the Sunday School through publicity, special materials and events, and the supervision and collection of an offering,
6. Conducting a brief opening worship for all ages of our Sunday School,
7. Implementing and carrying out a system of registration, attendance, attendance incentives, and awards for the children of our Sunday School, and
8. Planning, together with the Board of (Parish) Fellowship, for the participation of the Sunday School children in an annual congregational picnic.

O. The Church Council shall administer the affairs and business of the church, but only within the scope of authority conferred upon it by the Voters Assembly. (See Article V of the Constitution)

P. The Worship Committee shall be responsible for involving the laity of the congregation in the planning and conducting of corporate worship and supervising and coordinating the work of all worship related groups. Specific duties of the Worship Committee are as follows:

1. Study, provide for, and implement the use of new hymns, liturgies, and other worship forms, materials, and supplies,
2. Coordinate with the Pastor and Minister of Music the themes, liturgies, and hymns used in corporate worship,
3. Coordinate with the Minister of Music all church choirs, instrumentalists, and soloists,
4. Recruit, train, and supervise Assisting Ministers for corporate Worship,
5. Recruit, train, and supervise the work of Lectors, Cantors, Acolytes, and any other groups involved in the conducting of corporate worship,
6. Staff, train, and supervise the Ushers,
7. Supervise the Altar guild in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings, church appointments, and vestments
8. Coordinate with the Altar Guild such matters as church decorations, flowers, supplies of communion wafers and wine, baptismal napkins and candles, etc.,
9. Supervise the Nursery program, Transportation program, and any other groups that impact on corporate worship, and
10. Submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship.

Q. The Auditing Committee shall be responsible for arranging an audit of the books of the Treasurer within the first forty-five (45) days after the close of the year. Upon completion of the audit they shall so certify by presenting a signed, written report to the Voters Assembly.

R. The Financial Recording Secretary shall be responsible for:

1. The accurate counting, recording, and depositing of all receipts for the congregation and, to that end, shall enlist a staff of counting teams who shall be responsible for the prompt counting of Sunday and other receipts. These teams shall furnish the Treasurer, the Financial Recording Secretary, and the Pastor with a duplicate deposit slip for all deposits,
2. The issuance of regular quarterly or semi-annual statements to members, showing their offerings to date, and
3. The requisitioning and distribution of offering envelopes.

S. The Youth Leader (s) shall be responsible for involving the young people of the congregation (ages 11-18) in the work of Christ and providing for their social and spiritual fellowship and growth. Specific duties of the Youth Leader (s) are as follows:

1. Promote attendance and involvement of the congregation's youth at all youth activities,
2. Plan and carry out, in conjunction with the Pastor, a year-round program for the young people of the congregation,
3. Provide opportunities for involvement as servants in the life of the community, such as civic, humanitarian, recreational, and social groups,
4. Provide for public recognition of youth achievements and accomplishments,

5. Plan and coordinate activities for youth with other young people's groups outside the congregation at the circuit, district, and synodical levels,
6. Provide for the involvement of the youth in the various aspects of the congregation's worship and service activities,
7. Provide for and welcome the involvement and integration of friends of our youth in the various youth activities, and
8. Submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship.

ARTICLE VII

Quorum

Ordinarily the voters present at a properly called meeting shall constitute a quorum to do business. However, for affiliating with a Church Body, for the purchase or sale of property, for the erection of buildings, or for the removal from office of a called pastor or other professional church worker, a majority of all voting members shall be required for a quorum. In the absence of sufficient members, those present may fix the date for an adjourned meeting as least five (5) days following personal notification to the members announcing the meeting and purpose thereof. The members who are present at such adjourned meeting shall constitute a quorum.

ARTICLE VIII

Order of Business

- A. Regular meetings of the Voters Assembly shall be conducted in accordance with the Constitution and Bylaws and shall include an opening devotion, approval of the minutes of the previous meeting (roll call or registration if applicable), reception of new members, reports of the various boards and committees and action thereof, report of the Pastor, unfinished business, new business, and devotional close at adjournment.
- B. Meetings called to deal with special business will follow agendas suited to the occasions.
- C. In questions of parliamentary procedure not covered by this Constitution and Bylaws, Robert's Rules of Order shall prevail.

ARTICLE IX

Amendments

These Bylaws may be amended in a properly convened meeting of the Voters Assembly by a majority of all voting members present, provided the proposed change has been announced at least two weeks prior to the meeting in which the amendment is voted upon.