

BYLAWS

Preamble

Being certain of our Christian confession and faith on the basis of the divine, prophetic, and apostolic Scriptures, we set forth the following Bylaws to govern all affairs of this congregation, both spiritual and temporal, standing alongside and subordinate to the Constitution. We have not the slightest doubt that all pious people who have an upright love for divine truth and for Christian, God-pleasing concord will, together, take Christian pleasure in this promotion of God's glory and the common welfare, both eternal and temporal.

Article I - Membership

The membership of Mount Olive Evangelical Lutheran Church includes the following:

- A. **Baptized Membership.** Baptized members are all persons who meet the requirements specified in Article IV, A, of the Constitution.
- B. **Communicant Membership.** Communicant members are those baptized members who have been confirmed in the Lutheran faith and adhere to the standards outlined in Article IV, B, of the Constitution. Application for communicant membership in this congregation shall be through consultation with the Pastor who shall determine whether such applicants are eligible for membership. Applicants who are not familiar with the doctrines and confessions of the Lutheran Church shall be required to receive a course of instruction and make a profession of their faith either before the congregation or, at the Pastor's discretion, before witnesses who are members of the Board of Elders, before being received as members.

Applicants from other Evangelical Lutheran Churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor may, with the consent of the Board of Elders, determine that the individual is qualified for membership or arrange for an appropriate program of instruction prior to receiving the applicant into membership.

After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their reception as communicant members shall be recommended by the Pastor to the Board of Elders, which shall have the authority to act on such applications on behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

- C. **Privileges and Duties of Communicant Members.** It shall be the privilege and duty of members of Mount Olive Congregation to:
 - 1. Grow in Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in the fellowship of other members of the congregation and its agencies, regular worship and frequent reception of the Lord's Supper.
 - 2. Live a morally decent life before God and men, abstaining from open works of the flesh ¹, and so conduct themselves at all times as to bring honor rather than shame upon the Church of Jesus Christ.

¹ Galatians 5:18-21

3. Provide for the proper Christian training of their children by example and instruction at home and through the various education agencies of the congregation.
4. Contribute financially toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad, according to their financial ability ².
5. Place their God-given time, talents, and abilities at the disposal of the Pastor, the Officers, the Boards, and other agencies of the congregation, as set forth in its Constitution and Bylaws, so that the purposes and functions of the congregation may be effectively implemented.

Article II - Voting Membership

- A. Eligibility.** Any communicant member of this congregation, who is 18 years of age or over shall be eligible for Voting Membership. Each eligible member who wishes to be a voter is required to read the Constitution and Bylaws and acknowledge their doing so by signing a voting membership list at a regular quarterly Voters' Meeting (see Exhibit A) which shall be affixed to the official copy of the Constitution and Bylaws of the Congregation. At the time of their signing of this membership list they shall be accepted into Voting Membership. Continuing Voting Members must have attended at least two (2) regular quarterly Voters' Meetings over two years or communed four times at Mount Olive over the past year to remain eligible to vote. Any exception to these two attendance requirements can only be granted by a 2/3rds majority of the voting members in attendance at a meeting, whether regular or special, who are eligible to vote based on the above two attendance requirements. Regular and special Voters' Meetings are defined in Article IV, A and B.
- B. Privileges and Duties of Voting Membership.** It shall be the privilege and duty of a Voting Member of Mount Olive congregation to:
1. Conscientiously and prayerfully exercise his/her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the Church at large.
 2. Willingly serve in any office or capacity for which his/her talents and abilities equip him/her.
 3. Faithfully attend meetings of the Voting Membership.
 4. Encourage, by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not Voting Members to seriously consider accepting the responsibilities and privileges of the Voting Membership.

Article III – Authority of the Congregation

All Discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related New Testament passages. The following procedures shall be carried out under the direction of the Pastor and the Board of Elders.

- A. Baptized Membership – Termination.** Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons and by the same procedures that communicant membership is terminated insofar as those reasons are applicable.

² 1 Corinthians 16:2

B. Communicant Membership – Termination.

1. **Transfers.** A member desiring transfer to another Lutheran congregation, in Altar and Pulpit Fellowship, shall apply to the Pastor. Upon approval by the Pastor and the Board of Elders, a letter of transfer shall be issued by the Pastor.
2. **Joining Other Churches.** In cases where the communicant members of this congregation have joined a non-LCMS congregation, they shall, upon the decision of the Pastor and the Board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list of the congregation.
3. **Whereabouts Unknown.** The names of members whose whereabouts are unknown and cannot be established within a period of six months may be removed from the membership list of the congregation and placed in a file designated “Whereabouts Unknown”. Such membership is to be terminated after another six months and shall be reported as such to the next regular meeting of the Voters’ Assembly.
4. **Self-Exclusion.** God has created faith in us through his means of grace: Word and Sacrament. It is God who continues to sustain us in faith through these same means of grace as we hear His Word preached and gather at His altar to receive his Holy Supper. Therefore, out of loving concern, we seek to encourage and admonish all members of Mount Olive to hear the Word of God and receive the Lord’s Supper faithfully. When a member of Mount Olive Evangelical Lutheran Church has not communed for three (3) months, he or she will be contacted by their respective Elder and shall be admonished and encouraged. If such a member has not communed after six (6) months, he/she shall be contacted by at least two members of the congregation, the respective Elder of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If after nine (9) months such a member still has not communed and is not attending the worship services of the Church, he or she shall be evangelically admonished more firmly. If then after twelve (12) months the member has not responded to Christian admonition as outlined above, the member’s name shall be transferred to inactive status. The individual shall be notified of such action by mail and informed that such continued neglect may be interpreted as impenitence, lack of faith in Jesus Christ, and/or indifference to Church membership, privileges and responsibilities. The individual shall also be informed that a person who remains on the inactive list for one year shall be declared to have excluded himself/herself from this Christian congregation and removed from membership. Such self-exclusion releases the individual from all responsibilities of the congregation, but it also excludes the member from the privileges of Church membership such as Christian burial, Holy Communion, transfer to a sister congregation, and of any claim against the properties of this congregation. SUCH A PERSON, HOWEVER, WILL BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.
5. **Excommunication.** Excommunication is to be applied to any unrepentant member who conducts himself/herself in an unchristian manner, i.e. to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life or willfully despises the preaching of the Gospel and the Lord’s Supper. The Board of Elders shall administer Church discipline on behalf of the congregation, following

the instructions of our Lord in Matthew 18. If after continued and persistent admonition by the elders a person remains unrepentant, the matter shall be brought before the congregation. The act of excommunication cannot be pronounced by an individual but shall be the majority action of the Voters' Assembly. No excommunication shall take place without the member having opportunity to answer before the congregation. If the person refuses to appear before the congregation, that member shall be considered to have self-excluded himself/herself from the congregation. Throughout the entire process it shall be made clear to all that the purpose of such action is so that the sinner may recognize his/her sin, repent and be restored. We are continually to pray for, witness to, and evangelize any person who has been excommunicated. If he/she repents, he/she shall be forgiven and restored to membership.

In dealing with individuals in Christian love and concern, the above specified procedures may be adjusted or revised according to the judgment of the Pastor and the Board of Elders.

6. **Restoration of Membership.** Persons who have been removed from membership for whatever reasons shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor and the Board of Elders. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor and the Board of Elders deem most suitable.
- C. **Provisions Pertaining to Church Officers and Board Members.** Any Officer, Chairperson, or Board Member of the congregation who willfully neglects the duties of his/her office may be removed from his/her office by a two-thirds majority of the Voting members present at a regular meeting of the Voters' Assembly. The Board of Elders shall initiate such disciplinary action. When an office is made vacant by transfer, removal, resignation, death, or excommunication of the incumbent, a successor to such Officer, Chairperson, or Board Member shall be elected by the Voting Membership at the next meeting.
- D. **Provisions Pertaining to Pastors.** Sufficient grounds for deposing a pastor or duly called servant of the church shall be: Persistent adherence to false doctrine, scandalous life, or willful neglect of official duties or evidence of protracted incapacity to perform the functions of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Elders. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned board of elders, after consultation with the appropriate officers of the Rocky Mountain District (Article III & IX of the Constitution), shall notify the Voting Membership of the situation and shall submit the matter for action at a special meeting of that body. The special meeting can be a standalone meeting or a special meeting following a regularly scheduled voters meeting. A three-fourths majority vote of the Voting Members present shall be required to depose a pastor or duly called servant of the church.

Should the occasion to depose a pastor or duly called servant of the church ever arise, the intended deposition shall be announced by the President of the Congregation, at the request of the Head Elder, at regular divine service(s) on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified of the meeting by mail at least two weeks in advance.

Article IV - Meetings of the Congregation

- A. **Regular Meetings.** Regular meetings of the Voting Membership shall be held four (4) times during each calendar year during: January, April, July and October. Specific dates and times of all Regular Voters' Meetings shall be set by the President of the Congregation. Elections shall be held during the July meeting. The October meeting of the Voters' Assembly shall include the consideration and acceptance of the budget for the following year.

Every regular meeting of the Voting Membership shall be announced at the worship services on the two Sundays preceding the date of the meeting.

- B. **Special Meetings.** Special meetings of the Voters' Assembly may be called by the President of the Congregation or Pastor, at the request of any one of the Administrative Boards, or at the request of ten (10) members of the congregation. The President of the congregation shall announce to the congregation the specific date and time of such a meeting and the nature of the business to be transacted. This announcement shall be communicated at the Sunday worship service(s) at least five (5) days prior to the date of the meeting. The order of business for Special Meetings shall be limited to previously announced agenda items. The announcement of Special Meetings shall be exempt from the requirement that meetings be announced at least two (2) Sundays preceding the meeting described in section A. above, except for Article III, Paragraph D.

- C. **Order of Business at Regular Meetings.** Regular meetings of the Voting Membership shall proceed as follows:

1. Scripture Reading and/or Prayer
2. Roll Call of Voting Members
3. Reception of New Voting Members
4. Minutes of Previous Meeting(s), including Special Meetings
5. Unfinished Business
6. Treasurer's Reports
7. Reports from Committees of the Voting Membership
8. Reports of Administrative Boards
9. New Business
10. State of the Parish Report by Pastor
11. Adjournment

The President may, with the consent of the Voting Membership, vary the above in the interests of efficiency. For purposes of order, a current edition of *Robert's Rules of Order* shall prevail.

In order to move with efficiency it will be permitted that business pertaining to an individual board or committee may be acted upon at the time when their report is given.

- D. **Restrictions Pertaining to Voters' Assembly Meetings.** Attending Voting Members of a properly called Voters' Assembly meeting shall constitute a quorum, except as otherwise provided in this Constitution and Bylaws for dealing with certain specific situations herein defined.

In the event of a tie vote, the President shall cast the deciding ballot. There shall be no voting by proxy.

Article V - The Office of Pastor

- A. **Procedure of Calling a Pastor.** After consultation by the Board of Elders with the President of the Rocky Mountain District (Article III & IX of the Constitution), or his representative, candidates for the pastorate shall be proposed at the next regular meeting of the Voting Membership or at a special meeting called for that purpose. Additional candidates may be proposed by any member at the meeting called to discuss the candidates. The Voters shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Voting Membership, the Voters shall elect one of the proposed candidates by ballot and simple majority. It shall be the duty of the Chairman of Elders to see that notice of his election is delivered promptly to the candidate in whatever manner the Voting Membership shall advise. Further, the circuit counselor and the president of the administrative districts for both the congregation and the called Pastor are to be informed of the call.
- B. **The Pastoral Office.** The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity, as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:

1. To administer the sacraments in accordance with their divine institution.
2. To discharge toward all members of the congregation the functions of a minister and caretaker of their souls in an evangelical manner; in particular to visit the sick and dying and admonish indifferent and erring members.
3. To spiritually guard the welfare of younger members of the congregation and adults during their preparation for acceptance of Holy Communion.
4. To guide the congregation in applying the divinely ordained discipline of the Church.
5. To equip the members of the congregation so that they might fulfill their ministry.
6. To provide spiritual leadership and oversight to the Administrative Boards, the educational agencies, and the various adult and youth organizations within the congregation.
7. To serve as an example by Christian conduct and to do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ.
8. To provide direction and oversight to the work of the organist(s), music director(s), and other musicians.

By reason of his position the pastor is not only a servant and steward of God but also of the congregation. The pastor shall have the authority and responsibility for supervising the

musical portion of all worship services in conjunction with the Board of Elders so that it is at all times in harmony with the doctrine and practice of the Lutheran Church – Missouri Synod (Article III & IX of the Constitution). Members of the congregation owe their pastor honor, love, and obedience in his ministry of God’s Word, and their support of his ministrations with diligent and faithful prayers; their aid to him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

Article VI - Elections of Officers and Administrative Boards

A. **Nominations Procedures.** At the April meeting of the Voters’ Assembly, the President of the Congregation shall announce his selection of three (3) Voting Members in good standing, who, together with the Pastor, the President of the congregation, and an elder selected by the Board of Elders, shall serve as the Nominating Committee. At this meeting the Voters may submit to the Committee the names of possible candidates for office. The Nominating Committee shall serve a one (1) year term. Each Administrative Board is encouraged to suggest at least one candidate for their Board to the Nominating Committee for consideration.

The Nominating Committee shall prepare a list of candidates drawn from among communicant members of the congregation, either male or female, and from the list submitted by the Voters and the Boards at the April Voters Meeting in accordance with Article II A. This list shall then be made available to Communicant members of the congregation at least three (3) weeks prior to the July voters meeting. Only male candidates shall be eligible for membership on the Board of Elders and for the Offices of President and Vice-President.

Following the publication of the Nominating Committee’s list, any communicant member of the 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:

1. That such names shall be submitted at least ten (10) days before the date of the July meeting of the Voters’ Assembly, and
2. That the Nominating Committee, through consultation with the Pastor and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

The Nominating Committee, at least one week before the date of the July meeting, shall post the list of candidates for the offices up for election on a Church bulletin board.

If during the term of office any Board member or Officer is unable to serve for his/her entire term, the Nominating Committee will present a candidate or candidates to the Voters’ Assembly to complete the vacated term.

B. **Election Procedure.** From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall, at its July meeting, elect by ballot

and simple majority, the following officers in the order herein indicated:

- A President
- A Vice-President
- A Secretary
- A Treasurer

The above to be elected in odd numbered years for two (2) year terms. President and Vice-President shall be limited for two (2) terms in each position without a term break. The Secretary and Treasurer may serve unlimited terms. Only candidates defeated for an office may be placed in nomination by the Voting Membership at the election meeting for any office or board not yet filled, and for which they are otherwise qualified. Any candidate defeated for a board position may be placed in nomination by the voting members at the election meeting for any board positions not yet filled and for which he or she is otherwise qualified.

1. **The Voters' Assembly** shall elect the number necessary to complete the membership requirement of each of the Administrative Boards. Board members shall be elected for a one (1) year term, except the Board of Educational Endowment.
2. The Board of Educational Endowment shall nominate its own candidate, to be voted on at the regular election meeting, to replace their board member who is completing his/her term. The Board of Educational Endowment shall be three (3) year terms.
3. **Term of Office.** The newly elected Officers and Administrative Board members of the congregation shall be installed on the last Sunday in August and shall assume their duties of office as of September 1st. Terms of office will end on August 31st for all elected officers and administrative board members the year their service ends.

Outgoing and incoming board members are requested to attend the August board meetings.

C. Selection of Chairpersons of Administrative Boards.

Chairpersons of each Administrative Board will be chosen at the August meeting of that Board following the annual election. Each Board will choose a Chairperson for a one (1) year term from among the newly elected members and continuing Board members of that Board. Only newly elected members and continuing Board members have the right to vote for chairperson at the August meeting of that Board. The chairperson will not be limited in the number of one (1) year terms he/she may serve as a Chairperson.

Article VII - Duties of Officers

A. Duties of the President of the Congregation.

The President of the congregation is the "Executive Chairman" of the program of the congregation, as laid out in the ten duties which follow. As such, he is responsible that all elected or selected officers, Boards, committees or agencies of the congregation are functioning and carrying out their individual responsibilities.

1. He shall preside at all meetings of the Voters' Assembly and the Parish Planning Council.
2. He shall prepare an agenda for each Parish Planning Council meeting and, in light of

council proceedings, prepare the agenda for Voters' Assembly meetings.

3. He shall be an *ex-officio* member of all Boards, committees, auxiliaries, groups, etc. of the congregation and shall attend personally or designate the Vice-President of the congregation to attend meetings of any of the above-mentioned groups, whenever necessary or advisable.
4. He shall designate and delegate definite responsibilities to the Vice-President of the congregation.
5. He, together with the Pastor and the Vice-President, shall be responsible for providing leadership training for the congregation.
6. He and the Vice- President shall communicate regularly with one another.
7. He shall encourage all Boards to prepare concise written reports of their activities and to present written recommendations when appropriate, to the Parish Planning Council and Voters' Assembly in the interest of stewardship of time.
8. He shall seek every opportunity to commend good leadership and service by all members of the congregation.
9. He shall conduct meetings in accordance with a current edition of *Robert's Rules of Order* (see Article IV, C).
10. He shall appoint a Nominating Committee at the appropriate time to be approved by the Voters' Assembly.

B. Duties of the Vice-President of the Congregation. The Vice-President shall preside at any meetings of the Voters' Assembly and the Parish Planning Council in the absence of or by the request of the President.

1. He shall acquaint himself with the responsibilities of the President – in particular those items which include the activity of the Vice-President.
2. He shall aid the President by supervising Boards or committees of the congregation at the discretion of the President.

C. Duties of the Secretary. The Secretary shall be responsible for the safekeeping of all permanent minutes, past and present, of the congregation. The Secretary shall:

1. Faithfully record in permanent records all minutes of the Voters' Assembly and Parish Planning Council meetings.
2. Conduct all official correspondence of the Voters or Council.
3. Maintain an accurate list of all voting members of the congregation.
4. Supply summaries of meetings for publication in various parish media.
5. Stand ready to supply Boards and committees with information as recorded in Church minutes when so requested.
6. Maintain an official copy of the Constitution and Bylaws of the Congregation and record any changes and amendments.
7. Maintain all permanent records that are stored electronically.

D. Duties of the Treasurer. The Treasurer shall:

1. Provide overall supervision of the bookkeeping of the congregation. The responsibility of bookkeeping shall be paid for by the congregation. If the Treasurer is also doing the bookkeeping he/she shall be paid for their bookkeeping responsibilities. If he/she has delegated those duties to someone else, he/she is responsible for supervising the bookkeeper's activities. The amount of remuneration shall be determined by the congregation as recommended by the Stewardship Board, based on the level of responsibility.
2. Be an *ex-officio* member of the Board of Stewardship with no voting privileges.
3. Be responsible for accurate recordings of congregational receipts and disbursements and budgeted and actual expenditures according to good accounting procedures and, if deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records. Enlist the use of counters for recording and depositing the weekly receipts given to the congregation.
4. Present a written financial report at all regular Voters' meetings and preliminary reports at Parish Planning Council meetings.
5. Be responsible for payment of offerings for missions, such as the District pledge, and for prompt payment of salaries and bills authorized by the congregation or the Boards as duly constituted sources.
6. Coordinate the flow of monies from the treasury to the various Boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
7. Sign all checks for payment of bills, salaries or other financial commitments of the congregation of any sort.
8. Have available for all Boards a current record of their accrued disbursements and budget allotment.
9. Have the authority to arrange with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.
10. Submit permanent financial records for the annual audit.
11. Issue annual, or upon request, statements to members showing their offerings to date.
12. Annually order and distribute offering envelopes.

Article VIII - Functions, Powers & Organization of the Parish Planning Council

The Parish Planning Council shall consist of the President, the Vice-President, the Secretary, the Treasurer, the Chairpersons of the Administrative Boards, and the Pastor of the congregation, all of whom will hold membership on the Parish Planning Council during the terms of their office. Representatives from auxiliary organizations may be invited to attend and share in the planning program.

- A. **Specific Functions of the Parish Planning Council.** The primary purpose of the Parish Planning Council is to serve as a forum where the activities and plans of the various Administrative Boards may be discussed, evaluated, and coordinated and where all such activities may be integrated into a total plan of ministry for and by the congregation.

In addition, the Parish Planning Council shall:

1. Serve as the point of liaison among the pastor, the Officers of the congregation and the Administrative Boards in planning and directing the total ministry of the congregation.
2. Settle any jurisdictional questions which may arise between the Administrative Boards.

B. Meetings of the Parish Planning Council.

1. The Parish Planning council shall normally meet at least quarterly. Additional meetings of the Council may be called by the President of the congregation and/or the Pastor as necessary.
2. The Parish Planning Council shall always work to carry out the directives of the Voters' Assembly in the overall program of the congregation.
3. The Parish Planning Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation. The Secretary of the congregation shall write the minutes or appoint a substitute.

Article IX - Organization, Duties and Powers of Administrative Boards

Each Administrative Board shall submit a written report of its activities at each regular meeting of the Voters' Assembly and on such other occasions as the Voters shall require. Such reports are to include specific recommendations (if any) for congregational action and/or approval.

Each Administrative Board shall have the authority to initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and Bylaws or by specific resolutions of the Voters' Assembly. The service of all Boards is at all times under the supervision of the Voters' Assembly.

Each board, with the exception of the Educational Endowment Board as it is to be self-sufficient, shall submit an annual budget request in the form and time requested by the Board of Stewardship.

Once the annual budget is approved, or by special resolution, the boards shall be empowered to administer all funds set aside for its work. The Voters' Assembly may, however, restrict such expenditures to conform to the actual financial condition of the congregation at any given time. Each Administrative Board shall be liable for all expenditures not authorized either by the budget or by special resolution of the Voters' Assembly.

Each Administrative Board shall be under the control and supervision of the chairperson of that Board. The chairperson of the respective Board shall designate and appoint from among the Board members those individuals who are responsible for various phases of the ministry of that Board.

The time and frequency of the Board meetings shall be at the discretion of the Chairperson of the Board and its members. For good and sufficient reason, either the President or the Pastor of the congregation may call a meeting of any Board at any time. When special meetings are called, each person involved shall be given notification of the date, time and purpose of the meeting.

The Board of Elders shall keep minutes of each meeting. Those minutes are to be retained by the Elders to maintain confidentiality. All other Boards are encouraged to take notes of their meetings and retain for future reference.

A. THE BOARD OF ELDERS

The nature of the duties of this Board requires that only men noted for their Christian

knowledge (per 1 Timothy 3:8-13), zeal and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board shall consist of at least five (5) members. Any time a piece of business is acted upon, which requires a vote, seventy five percent of the board members must be present to have a quorum.

The purpose of this Board is to provide for the spiritual welfare of the Pastor(s), other called or contracted staff and the congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship.

In order that the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Be concerned about, pray for, counsel and encourage the spiritual, financial, emotional and physical health and welfare of the Church staff.
2. Exercise leadership in gathering call lists and calling a new Pastor when a pastoral vacancy occurs or other called or contracted staff or hourly staff vacancy positions as they occur.
3. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions, the Constitution and Bylaws of this congregation and exercise discipline as set forth under Article III.
4. Provide assistance to the Pastor in counseling difficult cases toward a peaceful and God-pleasing solution.
5. Engage in continual review of worship and communion attendance of all members. This is to include seeking opportunities to speak individually and/or collectively words of encouragement. Continue to seek out special times or events in the lives of members to speak words of Christian joy, hope or comfort as we find in God's Word and the Christian Faith.
6. Work with the Pastor to receive training in the Office of Elder and provide training and supervision to the other groups or committees such as Ushers, Altar Guild, Choirs, Organists, Visitation Committee, etc. Such training should be compiled into reference folders for quick review and maintained for self-training aids.
7. Encourage and assist the other Boards in carrying out and fulfilling their duties under the Constitution and Bylaws.
8. Work with the Altar Guild to insure proper use and maintenance of all sacred vessels, vestments and chancel decorations.
9. Provide for Vicars, assistants, substitute Pastors, guest speakers and guest organists as needed.
10. Assist the Pastor as required with corporate worship. Work with the Pastor to establish the proper forms of worship, liturgies and hymns for use in corporate worship along with the frequencies of use with proper notification to the corporate body.
11. The Board of Elders shall report all changes in membership to the congregation via Church publications and to the Voters' Assembly at the next regular scheduled meeting of that body.
12. Promptly approve all transfers in and out of the congregation while maintaining

Article IV of the Constitution.

13. Supervise the instruction of youth and adults for confirmation and Church membership.

14. Supervising a fund referred to as Parson's Pantry by:

- a. Extending financial support for the general welfare of individuals and/or families within the congregation. Once a need is identified, Pastor and the Chairman of the Board of Elders should determine if finances are available. Pastor and the Chairman of Elders shall determine if the church body will assist. If the need is a onetime situation, the two individuals are authorized to make a gift from the Parson's Pantry. If the need is going to be for an ongoing basis, the two should determine an amount of support they feel is reasonable, given the circumstances, and discreetly present their recommendation to the Board of Elders for consideration.
- b. Keep the congregation apprised of the financial status of the fund.

The households of the membership shall be reasonably divided amongst the Elders. Each Elder will have spiritual charge and oversight of the membership assigned to him in liaison with the Pastor(s) of the congregation to contact regarding spiritual needs, delinquent membership, newborns before being baptized and those being shut-in.

Further, the Elders will include the Pastor(s) and his(their) family(ies), other called or contracted staff and their families (such as Organist, Youth Director, Secretary, etc.) in an annual review of the compensation of each staff member to cover salary, free time and vacation. For called and appropriately contracted staff the following will also be reviewed: housing, travel allowance, retirement, medical and assistance in times of illness. This review is to be reflected in the annually proposed Church budget.

B. THE BOARD OF EVANGELISM AND PUBLIC RELATIONS

The Board of Evangelism and Public Relations shall consist of three (3) members. This Board shall keep a list of volunteers willing to assist with various tasks of the Board.

The purpose of this Board shall be to bring the Gospel to the unchurched, enlist all of God's people in the work of spreading the Gospel, work to deepen the faith and the activity of all the members of this congregation and publicize the work of the congregation through applicable channels.

In order that the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. With the assistance of the Pastor, create and develop an ongoing Evangelism program within the church and an outreach program for our community. Encourage all of the Boards to embrace and promote the Evangelism program developed by this Board.
2. Study and adopt or adapt suggestions by the Evangelism departments of Synod, District, and Circuit.
3. Promote and direct congregation-wide evangelism training.
4. Create policies and gifts for the reception of visiting potential members and be

concerned about the assimilation of new members into the congregation.

5. Be responsible for the distribution of tracts, literature, church brochures and other resources to members, visitors, and the community.
6. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect its commitment to the Gospel of Christ.
7. Maintain the Church tract rack and outdoor message board (church sign) under the guidance of the Pastor.

C. THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall consist of three (3) members. This Board shall keep a list of volunteers willing to assist with various tasks of the Board.

The purpose of this Board shall be to plan and administer the total educational program of the congregation.

In order that the objectives of this Board may be carried out, under the direction of the Pastor and any applicable called or contracted church workers, this Board shall:

1. Work to promote the Christian nurture of children, youth, and adults in the congregation and community.
2. Establish objectives and set policies for the total education program in the congregation (i.e., Sunday School, Vacation Bible School, confirmation classes, Bible classes, and all other educational groups).
3. Evaluate the curriculum and analyze the performance of each education agency and seek constant improvement.
4. Encourage increasing participation of every congregational member in Church-sponsored Bible and doctrinal studies.
5. Together with the Board of Youth, promote, encourage, and support those who are interested in pursuing a church-work career.
6. Provide for the professional growth of the educational staff through conferences, conventions, continuing education, and the like and request the necessary funds for the same in the yearly budget.
7. Maintain a system to record participation in the education program.
8. Maintain, improve, and cultivate the use of a Church library.

D. THE BOARD OF YOUTH

The Board of Youth shall consist of three (3) members. This Board shall keep a list of volunteers willing to assist with various tasks of the Board.

The purpose of this Board shall be to involve the youth of the congregation in the work of the Church, provide for their spiritual growth and to nurture and promote genuine Christian fellowship.

In order that the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Provide for the continuing spiritual growth of the youth of the congregation through

Bible study, prayer, and Christian service.

2. Plan, promote, and carry out year-round opportunities for involvement, fellowship and service to the church and community.
3. Together with the Board of Christian Education, promote, encourage, and support those who are interested in pursuing a church work career.
4. Welcome and include college students for various activities.

E. THE BOARD OF STEWARDSHIP AND FINANCE

The Board of Stewardship shall consist of three (3) members and the church Treasurer. The Treasurer shall serve in an *ex-officio* capacity with no voting privileges.

The purpose of this Board shall be to carry out Christian Stewardship of the church body. Christian stewardship as understood by the Lutheran Church - Missouri Synod (Article III & IX of the Constitution) is the free and joyous activity of the child of God and of God's family in managing all of life and life's resources for God's purpose.

In order that the objectives of this board may be carried out, the Board of Stewardship and Finance shall be responsible for:

1. Initiating programs and training for the development of good stewardship attitudes within the congregation in regard to time, treasures and talents by:
 - a. Encouraging the Gospel-motivated practice of joyous, worshipful, proportionate, first fruits giving in response to received blessings and recognized needs.
 - b. Creating and maintaining a congregational talent file and encouraging all members, youth and adults, to give freely of these talents to the glory of God's church.
 - c. Providing training courses and materials to assist members in fulfilling their stewardship responsibilities.
 - d. Foster support for missions and charities.
2. Ensuring the financial stability of the congregation in consultation with the church Treasurer by:
 - a. Providing the various boards the information needed to prepare their own budgets.
 - b. Preparing and presenting an annual budget to the congregation from information received from each board.
 - c. Publishing weekly income in the Sunday bulletin
 - d. Quarterly or more frequently if needed, monitoring income and expenses as reported by the Treasurer and reporting those results to the congregation.
 - e. Reviewing and accepting or declining all offers of non-solicited gifts to the congregation.
 - f. Evaluating various programs for endowments, remembrance (including memorials) of the congregation in wills, bequests, and the like, and initiating the

necessary action to implement such programs.

- g. Keeping a reasonable sum of cash or its equivalent in a secure location in the church to be used, at the Pastor's discretion, for assisting people with immediate special needs.

F. THE BOARD OF TRUSTEES

The Board of Trustees shall consist of five (5) members. Any time a piece of business is acted upon, which requires a vote, only four members of the board need to be present to have a quorum.

The purpose of this Board shall be to maintain and repair all church property, to represent the congregation in all legal matters, and provide for the general protection of the congregation against loss or damage.

In order that the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Keep the Church's property in good repair. They shall inspect the Church's property at least twice a year, make proper recommendations to the voters, or give orders for immediate repairs when necessary. They shall have authority to take such action and to expend such monies (within budgetary restrictions) as they deem necessary to improve and maintain the church property.
2. Hold regular meetings at least once every three months, shortly before the regular meeting of the congregation.
3. Keep securely the deeds and other valuable and important papers of the congregation, such as mortgages, contracts and the like.
3. Upon the resolution of the congregation, arrange for the bonding of the Treasurer.
4. Maintain a check off list of action items regarding safety and maintenance for the purpose of continuity from year to year.
5. Determine and establish a church facility use policy, which is approved by the voters' assembly governing the use of the facilities and equipment.
6. Be responsible for obtaining property and liability insurance.
8. Be empowered to negotiate and sign contracts for building, equipment and grounds maintenance and seek legal counsel as required.

G. THE BOARD OF PARISH FELLOWSHIP

The Board of Parish Fellowship shall consist of four (4) members. Any time a piece of business is acted upon, which requires a vote, only four members of the board need to be present to have a quorum.

This Board shall keep a list of volunteers willing to assist with various tasks of the Board.

The purpose of this Board shall be to strengthen the fellowship within the congregation and to integrate new members, by creating mutual cooperation, trust and enjoyment.

In order that the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Plan, supervise, and implement the fellowship activities of large and small groups and societies of the congregation throughout the year which will further the spiritual and social goals of the congregation.
2. Maintain contact with other Administrative Boards by suggesting ways of furthering the work of their Boards through fellowship and drawing from them requests and suggestions for fellowship activities.
3. Provide for the integration of new members and their families into the congregation through various activities in conjunction with the Board of Evangelism and Public Relations.
4. Ensure that the use of the facilities for weddings, funerals and other activities complies with the written policies and rules concerning the use of the facilities.

H. THE BOARD OF EDUCATIONAL ENDOWMENT

The Board of Educational Endowment shall consist of three (3) members.

The objectives of this Board shall be to promote the Educational Endowment Fund, hereafter referred to as “The Fund”, “Fund” or “Educational Endowment Fund”, of the congregation, manage the assets of The Fund, and maintain a program of awarding grants to qualified applicants.

The purpose of the Board of Educational Endowment is to conduct the regular business of the Mount Olive Evangelical Lutheran Church Educational Endowment Fund which was established by the Mount Olive Voters’ Assembly on 28 March, 1998, and to provide recommendations to said Voters’ Assembly concerning the financial management of the Mount Olive Evangelical Lutheran Church Educational Endowment Fund and disbursement of income generated by said Fund.

Nominations. Each year the Board of Educational Endowment shall nominate a replacement of an outgoing Board member to be presented to the Nominating Committee at least three (3) weeks prior to the Voters’ Assembly’s July election meeting.

If any Board member is unable or unwilling to serve out his/her elected term, the Endowment committee shall nominate a replacement, to be approved by the Voters Assembly, who will serve the remainder of the term that was vacated.

This Board shall have the following offices:

1. President
2. Secretary
3. Treasurer

The duly elected members of this Board shall elect these officers from this Board’s membership. The term of office for all officers of this Board shall be one (1) year, and there shall be no limit to the number of consecutive terms that an office can be held by the same individual. Officers of this board will be chosen by the newly elected board member and those continuing on the Board.

Duties of the Officers

The President shall:

1. Preside at all meetings of this Board.

2. Prepare an agenda for each Board meeting.
3. Designate and delegate definite responsibilities to the Board.
4. Conduct meetings in accordance with good rules of order.
5. Obtain quarterly statements from the Educational Endowment Financial Advisor.
6. Co-sign with the Treasurer all checks for bills, fees, grants, or other financial commitments of the Educational Endowment Fund in the event that the Secretary is unable to or not available.
7. Have full voting privileges.

The Secretary shall:

1. Acquaint himself/herself with the responsibilities of the President.
2. Preside at meetings of this Board in the absence of, or by the request of the President.
3. Be responsible for the safekeeping of all permanent minutes, past and present, of this Board.
4. Faithfully record in permanent records all minutes of this Board's meetings.
5. Conduct all official correspondence of this Board.
6. Not release any information from this Board's records to any party without the President's express consent.
7. Co-sign with the Treasurer all checks for bills, fees, grants or other financial commitments of the Educational Endowment Fund.
8. Have full voting privileges.

The Treasurer shall:

1. Be responsible for accurate recordings of the Educational Endowment Fund receipts and disbursements and budgeted and actual expenditures from said Fund according to good accounting procedures.
2. If deemed advisable, suggest for consideration by the Voters' Assembly improved methods and systems for keeping the Educational Endowment Fund's financial records.
3. Present a written (duplicated when possible) financial report at the Voters' Assembly, following the Board's quarterly meeting.
4. Sign all checks for payment of bills, fees, grants, or other financial commitments of the Educational Endowment Fund.
5. Submit permanent financial records for the annual audit to be conducted prior to the January Voters' Meeting.
6. Not be required to be bonded.
7. Have full voting privileges.

Rules for Conducting Meetings and Balloting. This Board shall meet at least quarterly.

Special meetings may be called by the President at any time.

Any balloting done by this Board shall be decided by a simple majority. However, for any ballot taken by this Board to be valid, a quorum of all this Board's members must be present during the balloting. The requirement of this Board to have all three (3) members present for any ballot to be valid shall take precedence over existing constitutional bylaws.

Management of the Educational Endowment Fund's Assets. Given the inherent volatility of investment markets, the assets of the Educational Endowment Fund shall be managed by professional(s). This Board shall be empowered to interview individuals/companies for the purpose of selecting professional(s). When this Board has identified suitable candidate(s) and has received approval of the candidate(s) from the Voters' Assembly, this Board shall hire said candidate(s) as the Educational Endowment Financial Advisor and/or Investment Manager of The Fund. The Educational Endowment Fund Advisor shall report to the Board of Educational Endowment but shall not be a member of this Board.

The fiscal year of this fund shall be from July 1 through June 30.

Educational Endowment Fund Investment Policy.

The Educational Endowment Fund Investment Policy is filed in the policy manual. The Educational Endowment Board does not have the authority to change the investment policy. Any change must be approved by a simple majority vote of the Voters' Assembly.

Educational Endowment Fund Investment Policy. The following five (5) paragraphs present the Investment Policy of the Mount Olive Educational Endowment Fund, known as "The Fund". The policy set forth by the following five (5) paragraphs shall be adhered to by the Board of Educational Endowment and the Educational Endowment Advisor and/or Investment Manager of The Fund.

1. Endowment funds are invested so as to meet short-term operating and emergency needs of The Fund and to provide grants over the long term to qualified scholarship applicants. The Fund uses a "3-Tiered" approach in its asset allocation, so that short-term and intermediate investments are available to meet anticipated immediate or intermediate needs and longer term investments are devoted to capital appreciation for the financial long term growth of The Fund. Safety of the principal and a reasonable current rate of return are of primary importance to the short-term and intermediate investments and preservation of "buying power" are of primary importance for the long-term assets.

2. In order to achieve the above objectives, Educational Endowment Funds shall be invested at the joint discretion of the Board members and the Financial Advisor/Investment manager of The Fund. The following are guidelines set forth for the Board of Educational Endowment to follow in directing the management of the Funds. Consideration should be given with all decisions regarding the quality of the investments, proper diversification, weighting of any asset class, the application of a particular investment inside of a tier, investment trends, counsel from the Financial Advisor/Investment Manager of The Fund, and consideration for the nature of the business, when possible, as it relates to the moral doctrines of our Christian Faith.

3. The following guidelines should be used based on each tier:

Tier I: Should consist of no more than 15% of the total value of the portfolio at all

times. This tier should be used to pay for operating expenses and emergencies of the Board of Educational Endowment and distributions for grants. Investments in this tier should consist of cash or cash equivalents that are fully insured by an agency of the U.S. Government or are of highly liquid investments which maintain a consistent net asset value of \$1.00 per share and a weighted average maturity of not more than 90 days, or a combination of these elements.

Tier II: Should consist of no more than 40% of the total value of the portfolio. This tier should consist of investments that are designed to produce ongoing income, or mature, in order to replenish Tier I. The following are examples of such, but are not limited to: Government and Corporate bonds, Certificates of Deposit, Preferred Stock and various Secured Notes.

Tier III: Consists of the balance of assets. This tier is designed to invest in Long Term assets with growth potential, which maintain purchasing power and keep up with inflation in order that “The Fund” can provide ongoing grants. The following are examples of such investments, but are not limited to: U.S./Foreign Growth and Value stocks, Real Estate and Commodities.

Assets that are received “in kind” from The Fund supporters are reviewed by the Board of Educational Endowment in a timely fashion and are treated consistent with this investment policy, unless otherwise specified by the donor. Per existing constitutional Bylaws, the Board of Stewardship has the authority to accept or decline any gift.

4. Disbursement of Fund Moneys. The Fund shall distribute annually a minimum of 3% of the total value of The Fund on June 30. If the entire fund value has exceeded the previous year’s annual CPI (Consumer Price Index) by 1%, it is up to the discretion of the Board of Educational Endowment if all, or a portion of this net increase in value, may be distributed in the form of grants. Consideration should be given to overall performance over the past several years, future outlook, and the current status of Tier I.

5. Rules for Awarding of Educational Grants

All confirmed members of Mount Olive Evangelical Lutheran Church who are members in good standing, as determined by the Board of Elders, shall be eligible to apply for educational grants from The Fund.

- a. All educational grants awarded from The Fund must be used to pay expenses relating to education and/or training in post high school studies.
- b. Any applicant preparing for full-time church vocations in the Lutheran Church-Missouri Synod (Article III & IX of the Constitution) and currently enrolled in an institution of said denomination shall be given special consideration in the awarding of educational grants.
- c. If no applicants present requests during a full application period, this Board is empowered to provide assistance to students preparing for full-time church vocations as described in the preceding paragraph who are not members of Mount Olive Evangelical Lutheran Church of Loveland, Colorado.
- d. Any deadline for the submission of applications to the Board of Educational Endowment shall be at the discretion of the Board of Educational Endowment.

Article X - Amendments

These Bylaws may be amended at any meeting of the Voting Membership by a simple majority vote provided that any amendment, addition to, or deletion from these Bylaws are publicized in the Sunday bulletin of the congregation for the two (2) consecutive Sundays preceding the meeting in which such changes are to be considered.

All amendments to, or changes in, the Bylaws shall be recorded in the official copy of the Bylaws in the possession of the current Secretary of the congregation.

Revised June 8, 2011

Meeting Date: ___/___/___

Mount Olive Lutheran Church Voters Meeting Attendance:

1 _____	2 _____
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