

Bylaws for Bethany Lutheran Church of Naperville

Naperville, Illinois

Ratified by the Voters Assembly - October 16, 2005

Amended by the Voters Assembly:

September 24, 2006, December 5, 2006, June 12, 2007, September 11, 2007, December 4, 2007,
September 9, 2008, December 7, 2008, March 10, 2009, June 7, 2009, December 6, 2009

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 salutary, most necessary, and Christian effort and will allow nothing to stand in the way of this cause and the promotion of God's glory and the common welfare, both eternal and temporal.

These bylaws are organized and written in such a way to mirror of the Constitution; that is, for each Article in the Constitution, there is a corresponding Article in the Bylaws, with the Bylaws then providing specifics on how the constitutional requirements are met.

Article 1 - Institution

1.1 Name and Location

Referring to the Constitution, Bethany Lutheran Church of Naperville also includes the school run by the church in these Bylaws. Together they will herein be referred to as "Bethany."

1.2 Synodical Affiliation

Bethany is part of the Lutheran Church Missouri Synod (hereafter LCMS) and will remain in the synod as long as the Missouri Synod remains true to the Scriptures and the Lutheran Confessions.

1.3 Fellowship

Refer to Constitution.

1.4 Purpose of the Congregation

The purpose of Bethany is stated in the Constitution. As such, every activity organized within Bethany will be driven to fulfill this purpose.

1.5 Property Rights

The Voters Assembly assigns day-to-day supervision of property to the Board of Trustees.

1.6 Division of the Congregation

If a division arises in the congregation, the disagreeing parties shall seek a compromise in the spirit of Christian love, which is not "self-seeking or "easily angered" (1 Corinthians 13:4-7), but which always seeks the interests of others over self, after the pattern of our Lord's suffering for us on the cross (1 Corinthians 10:24, Galatians 6:2).

1.7 Disbanding of the Congregation

Refer to Constitution.

Article 2 - Theology

2.1 The Theology and Doctrinal Standard of Bethany

We strongly encourage all members to regularly participate in the many opportunities for pastor-led and pastor-supervised Bible studies available at Bethany. These studies will build on the foundations of their faith set in place by God Himself through the Holy Spirit, embed the truth solidly into their hearts, and strengthen them against the ravages of the great accuser and of this world.

2.1.1 Biblical Standard for True Theology

All members, leaders and teachers will continually make themselves available for instruction in Biblical knowledge, regardless of age or experience.

2.1.2 Confessional Standard for True Theology

All members, leaders and teachers will continually make themselves available for instruction in the teachings in the Lutheran Confessions, and will reject in kind any so-called Christian teaching that is in opposition to the doctrinal stance of the Lutheran Confessions.

2.1.3 The Authority of Our Doctrinal Standard

The pastor(s) and the elders shall be responsible for overseeing the application of the doctrinal standard as listed in Article 2 of the Constitution.

2.2 The Theology of the Church

2.2.1 Where the Church is Found

Refer to Constitution.

2.2.2 The True Power and Authority in the Church

Refer to Constitution.

2.2.3 The Stewarding of the Office of the Keys

Refer to Constitution.

2.2.4 The Voters Assembly: The Ultimate Deliberative Body in the Congregation

As the Voters Assembly has the ultimate decision-making authority within the congregation, it is essential that all leadership bodies maintain a posture of transparency towards the Voters Assembly such that all decisions, whether pending or made, are available for review at all duly convened Voters Assembly meetings. Any decision brought to the Voters Assembly by the leadership may be overturned by the voters upon review except where limited by this Constitution and Bylaws.

2.2.5 The Duties of the Church

Duty # 1 - To see to it that the Word of God is unobstructed in the Church

The fulfillment of this duty consists in

1. Establishing the office of the ministry in this congregation and properly calling a pastor to fill the office (**Titus 1:5; Eph. 4:11**);
2. Conducting public services on Sundays, customary festivals, certain weekdays (e.g. Advent and Lent), and other holy days (**Luke 11:28; Acts 2:46; Heb. 10:24-25**);
3. Publicly catechizing the young and adult converts (**2 Tim. 3:15**);
4. Baptizing infants without delay (**Mark 10:13**), receiving the comfort of absolution from the pastor (**John 20:23**), receiving the sacrament of the body and blood of Christ (**1 Cor. 11:20**), publicly solemnizing

marriage, consoling the sick and afflicted from the Word of God, and, finally, providing Christian burial for its members;

5. Establishing a Lutheran school, when possible, for its children and calling orthodox, godly, and competent teachers (**II Tim. 3:15**); and
6. Tolerating no divisions by way of conventicles (small groups not supervised by Bethany pastors), that is, meetings for instructions and prayer aside from the divinely ordained public ministry (**1 Cor. 11:18, Jas. 3:1; 1 Cor. 12:29; 14:28; Acts 6:4; Rom. 10:15**).

Duty #2 - To maintain the purity of doctrine and church discipline

The fulfillment of this duty consists in

1. All members growing in the knowledge of God's Word (**I John. 4:1**);
2. Establishing the Office of Elders who do not labor in the Word and doctrine, but assist the pastor(s) in maintaining discipline and good order (**Rom. 12:8**);
3. Assuring that none but pure church and school books be used and that confessional ceremonies be maintained (**2 Tim. 1:13**);
4. Assuring that all new members profess their faith in the Holy Scriptures and Lutheran Confessions (**Eph. 4:3-6**);
5. Investigating cases of members reported to be leading lives disobedient to the Word of God (**Matt. 18:15-16**);
6. Deposing pastors and members only according to scriptural standards (**I Tim. 5:19**); and
7. Prohibiting the congregation or any individual member from practicing syncretism or unionism (**2 Cor. 6:14-18**).

Duty # 3 - To care for the temporal needs of its members

The fulfillment of this duty consists in

1. Properly caring for the poor, the widows and orphans, the aged, infirm, sick, etc., of the congregation (**2 Thess. 3:11-12; 1 Tim. 5:16, 1 John 3:17; Matt. 25:35, 36,40,42,45; Jas. 1:27**); and
2. Relieving need and distress upon special calamities such as fire, famine, robbery, etc. (**2 Cor. 8: 13,14; Rom. 12:15; 1 Cor. 12:26; 1 Thess. 4:11,12**).

Duty # 4 – To see that all things are done in good order

The fulfillment of this duty consists in

1. Establishing a Voters Assembly; and
2. Electing officers (**I Cor. 14:40**).

Duty # 5 – To keep the unity of the Spirit in the bond of peace with all parts of the orthodox church (walk in synod)

The fulfillment of this duty consists in

1. Diligently offering prayers for all the saints militant (**Eph. 6:18**);
2. Giving all diligence to be one with all synods who confess the orthodox faith (**1 Cor. 1:10**);
3. In serious cases of dispute, seeking the advice of sister congregations (**Acts 15**);
4. Regarding the distress of a sister congregation as its own and giving aid and assistance where possible (**1 Cor. 16:1-2**);
5. Willingly providing its pastor(s) to a sister congregation in time of vacancy; and
6. Supporting our synod (LCMS) in the accomplishment of its goals.

Duty # 6 - Build the church at large by evangelizing the unbelievers

The fulfillment of this duty consists in

1. Encouraging young men and women to be consecrated to the service of the church in the office of the ministry and its auxiliary offices (**1 Cor. 12:7**);
2. Bringing the Gospel to those who still sit in darkness (**Matt. 28:18-20**); and
3. Promoting and supporting mission work throughout the world (**1 Peter 2:9**).

2.2.6 Theology of Worship

The pastor(s) and elders shall be responsible for the application of the theology of worship as described in Article 2 - of the Constitution.

2.2.7 Church Membership

The pastor(s) shall be responsible for keeping accurate records of membership and of his pastoral acts, and these records will remain the property of the congregation. The pastor(s) shall report membership statistics to the congregation annually and, when required, to the Lutheran Church Missouri Synod. The Board of Elders will assist the pastor, if needed, in this area of record keeping and will assume this responsibility in the case of a pastoral vacancy.

2.2.7.1 Baptized Membership

The pastor(s) and elders shall be responsible for the administration of the requirements for baptized membership as outlined in the Constitution.

2.2.7.1.1 Definition

Refer to Constitution.

2.2.7.1.2 Reception

Refer to Constitution.

2.2.7.1.3 Termination

Definition of self-exclusion from baptized membership - Frequent attendance at the Divine Service is the norm for all baptized members (**Heb. 10:24-25**). Members who withdraw from the Divine Service by not attending for a prolonged period of time and who ignore admonition, or who publicly identify that they do not wish to continue fellowship with their fellow members of this congregation, exclude themselves from baptized membership (**John 8:47**).

2.2.7.2 Communicant Membership

2.2.7.2.1 Definition

In order to accomplish the Duties of the Church as listed in the Constitution, each Bethany member shall

1. Be faithful to Word and Sacrament by
 - a) Attending the Divine Service faithfully (**Acts 2:42; Eph. 5:18-19; II Peter 3:18**),
 - b) Communing frequently,
 - c) Receiving absolution (**John 20:23**),
 - d) Studying the Word of God faithfully (**II Tim. 3:15-17; John 5:39 & 20:31; Heb. 10:25**), and
 - e) Being a Christian witness (**Acts 1:8**);
2. Study the Catechism faithfully and grow in understanding the Lutheran Confessions;
3. Faithfully share with the congregation as gifted by God with time, talents, and treasures (**II Cor. 8:7-9**);
4. Regard their pastor(s) as their shepherd (**Acts 20:28; I Thess. 5:12-13; Heb. 13:17; 1 Pet. 5:1-4**);
5. Bring their children to baptism and raise them in the faith (**Eph. 6:1; II Tim. 1:5; 3:14-17**); and
6. Care for their fellow members (**Acts 2:45; Gal. 6:2, 10**).

2.2.7.2.2 Reception

The pastor(s) and elders shall deem ineligible for membership those who have been rightfully excommunicated by orthodox congregations (**1 Tim. 1:20; 2 Tim. 4:14-15**).

2.2.7.2.3 Suspension and Church Discipline

The following steps found in Matthew 18:15-20 will be taken when dealing with sin in the life of a church member:

1. When a member knows that another member has sinned, he or she is to go to him or her in private and lovingly confront the individual about his or her sin. If he or she repents, then the confronting member should rejoice with him or her and no other steps are necessary (**Matt. 18:15; Gal. 6:1**).
2. If the individual refuses to repent, the confronting member should take one or two other believers with him or her as witnesses and lovingly confront the individual again about his or her sin. If the individual repents, then the confronting members should rejoice with him or her and no other steps are necessary (**Matt. 18:16**).
3. If the individual still refuses to repent, then his or her sin should be made known to the church so that all members may lovingly confront the individual about his or her sin. This process involves informing the pastor, who will take it to the Board of Elders. The Board of Elders may recommend that the matter be reported to the congregation. If the sinning member repents, then the church should rejoice with the individual and give him or her whatever help is needed and appropriate for the individual to be restored to spiritual health (**Matt. 18:17a; 2 Cor. 2:7-8**). If the individual still refuses to repent, then the church is to treat him or her like an unbeliever and break fellowship with the individual. The authority of this decision is recognized and confirmed by God, who has given the church this authority (**Matt. 18:17b-20; 1 Cor. 5:5**).
4. This stance toward the sinning person should continue lovingly and prayerfully until he or she repents and seeks to restore fellowship with the church. When the individual repents, the church should rejoice and welcome him or her back as a fellow believer. The church should make sure to confirm its love for the repentant believer and restore him or her to full fellowship and spiritual health (**Gal. 6:1; 2 Cor. 2:7-8**).

2.2.7.2.4 Termination

Definition of self-exclusion from communicant membership - Frequent attendance at the Lord's Supper is the norm for all communicant members (**1 Cor. 11:23-26**). Members who withdraw from the Lord's Supper by not attending for a prolonged period of time and who ignore admonition exclude themselves from communicant membership.

2.2.7.3 Voting Membership

2.2.7.3.1 Definition

A. Except as further limited by the provisions in Section 3.2.5 below, voting members must be at least 14 years of age.

B. Duties of Voting Members - Voting members of the congregation shall:

1. Be faithful to the doctrinal standard of this congregation (see Art.2.1) (**Matt 7:15; 24: 5, 11; Mark 13:22; 1 Pet 2:1; 1 John 4:1**),
2. Attend and participate regularly in meetings of the Voters Assembly,
3. Be willing to be nominated for office and/or serve on committees and societies,
4. Serve faithfully if elected as an officer, committee member, or society member,
5. Remain informed of the mission and ministry of the LCMS (**Acts 15**),
6. Actively participate in the decision-making process for calling new staff,
7. Carefully follow Biblical instructions regarding relationships within the congregation (**Matt. 18**) and community (**1 Cor. 1:10; Eph. 4:1-6**),
8. Recommend qualified members of the congregation for voting membership,
9. Participate in the general business of the Voters Assembly (**Acts 2:42-47; 4:32**), and
10. Participate in corporate decision-making (**Rom. 13:1-7**).

2.2.7.3.2 Reception

Eligible communicant members wishing to join the Voters Assembly must state their intention at a Voters Assembly meeting and will receive a copy of the Constitution and Bylaws. Upon attending a second Voters Assembly meeting within twelve months they will be received into the Voters Assembly. Upon being received into the Voters Assembly, new Voting Members must sign a copy of the Constitution and Bylaws to indicate their agreement with these documents, in a book kept by the Recording Secretary for this purpose.

2.2.7.3.3 Termination

Voting membership shall be terminated if the voting member:

1. Has not attended a Voters Assembly meeting in twelve consecutive months,
2. Self-excludes by public statements to that effect, or
3. Has been placed under church discipline.

2.2.7.3.4 Reinstatement

Voting membership will be reinstated if the voter follows the procedure described above for reception into the Voters Assembly and the voter is not under church discipline.

2.3 The Office of the Ministry and its Auxiliary Offices

2.3.1 The Office of Holy Ministry

2.3.1.1 Definition of the Office of Holy Ministry

Refer to Constitution.

2.3.1.2 Purpose and Duties of the Office of the Ministry

Refer to Constitution.

2.3.1.3 Accountability of the Office of the Ministry

Pastors are to preach and teach God's Word and parishioners are to listen to and obey that teaching. The elders will be the first line of accountability to assure that the pastor is teaching and preaching God's Word. If the pastor's teaching contradicts God's word, it is each parishioner's duty to rebuke the pastor in love (Gal. 1:8) with a goal to bring him back to orthodox teaching. If the pastor does not heed the rebuke, the parishioner should consult the elders.

2.3.1.4 Call and Dismissal of the Office of the Ministry

2.3.1.4.1 Calling of Ordained Staff

The Call Committee shall request a list of candidates from the District President. Communicant members of the congregation may also submit names of candidates to the Call Committee. The Call Committee will publicize a list of candidates at least two full weeks prior to the meeting of the Voters Assembly at which the vote will be taken, and at that point, nominations will be closed. It is expected that in most cases the list will contain at least two candidates (Acts 1:21-26). However a list of only one candidate is acceptable in exceptional situations such as only one eligible candidate being found.

Voting will be by ballot of those present at the Voters Assembly meeting. A candidate must receive a simple majority of the votes cast in order to be elected. If there are more than two candidates on the list and none receives a simple majority, then all candidates except those receiving the top two vote totals will be removed from the list and the vote will be taken again.

2.3.1.4.2 Dismissal of Ordained Staff

A charge against a pastor pertaining to one of the reasons for dismissal (refer to Constitution) may be brought by a member of the Board of Elders or by a signed petition presented to the Board of Elders by at least twenty-five (25) members of the Voters Assembly. The Board of Elders will investigate the charge in consultation with the pastor, then with the Circuit Counselor, and then with the District President. The pastor will be given ample opportunity to respond to all charges and evidence before the elders vote on the charges. If the charge is found to be valid by the Board of Elders,

1. A case for dismissal will be presented at a special Voters Assembly meeting,
2. At least two (2) weeks later, a second special Voters Assembly meeting will convene to vote on dismissal.

If the vote is for dismissal, the pastor may then avail himself of any appeal process established by the synod.

2.3.2 Commissioned Offices, Auxiliary to the Office of the Ministry

2.3.2.1 Definition of Commissioned Offices

The Bible does not give an exhaustive list of auxiliary offices, so the church is free to create them and put them into order as it sees fit. Pastors are ordained into service, and other rostered workers are commissioned.

Examples of such offices that are officially rostered in the LCMS and commissioned for service include DCE's, day school teachers, family life directors, etc.

2.3.2.2 Purpose of Commissioned Offices

All those who hold an auxiliary office in the congregation should be under a written instruction drawn up by the congregation and precisely determining the extent and limits of their authority.

2.3.2.3 Accountability of Commissioned Offices

As with the Office of the Ministry, each member of the congregation shall compare the work of the auxiliary office holders to the Gospel to assure that God's Word is being administered in its truth and purity.

2.3.2.4 Call and Dismissal of Commissioned Offices

2.3.2.4.1 Calling of Commissioned Staff

The process described in section 2.3.1.4.1 also applies to the calling of Commissioned Staff.

2.3.2.4.2 Dismissal of Commissioned Staff

The process described in section 2.3.1.4.2 also applies to the dismissal of Commissioned Staff.

2.3.2.5 Filling Commissioned Offices via Contract

A contract for a commissioned office will be for a specified period of time (for example, one school year). The contract may be renewed in situations where the holder of the commissioned office intends to become qualified for a call (see Article 2.3.2.4.1 of the Constitution) and is making substantial progress toward being qualified. The pastor(s) and elders are responsible for determining that such progress is being made. Bethany Lutheran Church is not obligated to call such an office holder when they become qualified.

Upon Voters Assembly approval, if the commissioned office is a day school teacher position, the contract will be issued by the Day School Policy Board. Contracts for other commissioned offices will be issued by the Board of Elders.

In the emergency situation of a vacancy in a day school teacher position when there is insufficient time to hold a Voters Assembly meeting, the contract will be issued both the Board of Elders and the Day School Policy Board, the contract will be for a maximum time period of one school year, and the first renewal of the contract requires the approval of the Voters Assembly in addition to the conditions described above.

2.3.3 Vested Offices, Auxiliary to the Office of the Ministry

2.3.3.1 Definition of Vested Offices

The Bible does not give an exhaustive list of auxiliary offices, so the church is free to create them and put them into order as it sees fit. Pastors are ordained into service and other rostered workers are commissioned. Vested auxiliary offices can include non-rostered contract positions and volunteer positions such as Sunday school teacher, elder, congregation officer, etc. The duties of these offices will vary according to the service they are intended to perform in assistance to the Office of the Ministry. Every member should, if able, be willing to accept an office for which he has been chosen (**1 Pet. 4:10-11**).

2.3.3.2 Purpose of Vested Offices

Refer to Constitution.

2.3.3.3 Accountability of Vested Offices

Refer to Constitution.

2.3.3.4 Hiring, Contracting, and Dismissal of Vested Offices

2.3.3.4.1 Hiring and Contracting of Vested Offices

Refer to Constitution.

2.3.3.4.2 Dismissal of Vested Offices

Because many of the vested offices are volunteer positions, the pastor(s) and the Board of Elders shall handle such cases with the utmost of care, speaking the truth but doing so in love (**Eph. 4:15**).

Article 3 - Church Structure

3.1 Biblical Foundation for Church Structure

This congregation will be healthy only if the pastor(s) is overseeing the congregation by preaching and teaching the Word of Christ and each member is faithful in his or her responsibility to judge the pastor's preaching and teaching according to the Word of Christ. This shall be accomplished by faithful preaching and teaching in the congregation so that every member may be able to hear the voice of Christ, by the regular study of the Scriptures and Confessions by each member, and by the regular study of the Scriptures and Confessions together by the pastor(s) and the elders.

3.2 Voters Assembly

3.2.1 Purpose

Voters Assembly meetings are an essential component for conducting congregation business. It is imperative that these meetings attract dedicated members who will take the time and energy needed to properly decide matters facing the congregation, for the benefit of the congregation as the Body of Christ. It is in these deliberations that the leadership gauges the level of decision-making the Voters Assembly wants to retain, rather than delegate to the boards, ensuring that disputes over jurisdiction are minimized.

3.2.2 Quorum

When there is no quorum at a Regular Voters Assembly Meeting, the meeting will be rescheduled on the next available week, as determined by the Voters Board, same day, and same time. If there is no quorum at the rescheduled meeting, those members of the Voters Assembly present may call a subsequent special meeting not having the requirement of a quorum of Voters. The rescheduled meeting date shall be announced at the intervening church services.

3.2.3 Regular Meetings

Regular Voters Assembly meetings shall be held on the second Tuesday of the months of March and September, and the first Sunday of the months of June and December. In the case of extraordinary circumstances, a Regular Voters Assembly meeting must be rescheduled/reconvened on the next available week, same day, same time, taking precedence over other board and committee meetings. The Agenda for the Voters Assembly meetings will be available on the Sunday before the Voters Assembly meeting. In order for the work of the church to be done decently and in order, new business should be submitted to the Chairman ten (10) days before the Voters Assembly meeting. Any new business not on the agenda will be at the will of the Voters Assembly. The order of the agenda shall be as follows unless amended by the Voters Assembly:

1. Call to order and opening prayer
2. Identification of first-time attendees, new voters, newly disqualified voters
3. Roll Call: validation of voting roster
4. Certification of valid quorum
5. Reading of the minutes
6. Reports
 - a. Pastors/Elders
 - b. Treasurer
 - c. Trustees
 - d. Day school
 - e. Others (societies, special committees, etc.)
7. Special Orders (elections, discipline, budget, etc.)
8. Old Business and General Orders
9. New Business
10. Announcements
11. Adjournment and Closing prayer

3.2.4 Special Meetings

Special Voters Assembly meetings can be called by the pastors, Chairman, the Board of Elders, or by twenty-five (25) members of the Voters Assembly. Special meetings will have a closed agenda. The date, time and agenda of any special meeting will be announced two weeks prior to the meeting. The order of business for a special Voters Assembly meeting shall be as follows:

1. Call to order and opening prayer
2. Identification of first time attendees, new voters and newly disqualified voters
3. Roll Call: validation of voting roster
4. Certification of valid quorum
5. Special Business
6. Announcements
7. Adjournment and Closing prayer

3.2.4.1 Annual Special Orders

Elections of officers and board members will take place at the December meeting of the Voters Assembly for terms that begin on January 1 of the following year.

Affirmation of elders will take place at the December meeting of the Voters Assembly for terms that begin or renew on January 1 of the following year.

Approval of the annual financial budget will take place at the June meeting of the Voters Assembly.

3.2.5 Special Voting Requirements

The following matters require a two/third (2/3) majority for approval:

1. Purchase or sale of property
2. Erection of buildings
3. Dismissing ordained or commissioned staff
4. Removing congregational officers or board members

3.2.6 Officers

The officers of the Voters Assembly are held to high standards of conduct and are accountable to the voters for their actions. Generally, they are accountable for Voters Assembly meeting agendas, for conducting business in an orderly and efficient manner, and for all decisions decided with the involvement of the voters.

3.2.6.1 Elections

All candidates will be elected from a slate prepared by the Nominating Committee. All officers must be 21 years of age or older and be members of the Voters Assembly for at least one year.

3.2.6.2 Removal

A charge against an officer pertaining to one of the reasons for dismissal (refer to Constitution) may be brought by a called staff member, elected officer, board head, or by a petition signed by at least twenty-five (25) members of the Voters Assembly. The Board of Elders will investigate the charge in consultation with the pastor. While the officer is under investigation, his/her duties can be subject to suspension, depending upon the nature of the charge and the position, determined by the Board of Elders. If the charge is substantiated, the Board of Elders will present the case to the voters at a Special Voters Assembly meeting to convene a vote on dismissal, which requires a two-thirds (2/3) majority ballot vote.

3.2.6.3 Vacancy

In the case of a vacancy of an elected position where less than half of the total standard term remains, the Nominating Committee shall work with the pastor(s) and Board of Elders to nominate an individual to be approved by the Voters Assembly at the next regular voters meeting. In the case of a vacancy where more than half of the total standard term remains, an election will be held to fill that vacancy, following all of the normal qualifications, criteria and processes of this Constitution and Bylaws.

3.2.6.4 Terms

The term for each officer shall be three years, with a limit of two consecutive terms per elected position. The elections for officers shall be staggered, with the Chairman being elected in year A, the Vice Chairman elected in year B and the Treasurer and Recording Secretary elected in year C.

3.2.6.5 Legal Signatories

The legal signatories of the congregation shall be the four officers of the Voters Assembly. All legal and financial documents will require two signatures, except for financial transactions within the budget and under \$5,000.

3.2.6.6 Duties

The officers will be trained in *Roberts' Rules of Order* in order to be a resource when called upon during proceedings.

3.2.6.6.1 Chairman

The Chairman as head of the Voters Assembly will be ultimately responsible for the agenda, for ensuring all reports are filed for review, for conducting business, and for ensuring that the rights of all voters are protected.

The Chairman must meet every situation with flexibility of judgment, common sense and fairness to all members, always acting impartially and in good faith. The Chairman must be firm and decisive, yet not dictatorial; courteous and patient, yet alert to ensure progress.

The Chairman is in charge of the level of formality required in proceedings. The Chairman has great latitude in assisting members in exercising their rights and privileges. The Chairman cannot act as a partisan advocate, but can state facts which are not obvious to all in an unbiased manner. The Chairman should stimulate and encourage

discussion, to see that all sides of a controversial question are presented fairly, so that all members understand all proposals and what their effect will be.

The Chairman must relinquish the gavel if he wants to act as a partisan advocate.

The Chairman should protect the assembly from improper conduct, warning obstructionists who use dilatory tactics, denying them recognition if persistent. The Chairman should expose parliamentary trickery, prevent railroading, and promptly rule out discussion of personalities.

As head of the Voters Board he will be the advocate for the Voters Assembly, making sure that all important spiritual and temporal matters are brought to the voters for review. He will work with the board heads and called leaders, ensuring that a high level of communication exists so that business brought to the Voters Assembly is organized effectively for full consideration.

The Chairman will also cast the deciding vote in case of tie at the Voters Assembly and Voters Board meetings.

3.2.6.6.2 Vice Chairman

The Vice Chairman will assume the gavel of the Voters Assembly and Voters Board meetings when requested by the Chairman.

The Vice Chairman will assist the Chairman as directed to ensure the efficient and orderly conduct of business at Voters Board and Voters Assembly meetings.

3.2.6.6.3 Treasurer

The Treasurer is responsible for the following:

1. Pay all bills and invoices authorized by the budget approved by the Voters Assembly or by special approval of the Voters Assembly
2. Appoint and lead the Board of Finance as its Chairman
3. Appoint and supervise counters
4. Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation, including establishing and maintaining the necessary controls and procedures to prevent the unauthorized use of congregation resources
5. Be responsible for the maintenance of accurate records of the receipts and disbursements of the congregation in books which shall be and remain the property of the congregation
6. Submit regular financial reports as required by the Constitution
7. Be responsible for the preparation of an annual budget for the congregation and school, along with the Board of Finance, for approval by the Voters' Assembly
8. Be responsible for the receipt and depositing of all monies in the congregation's depositories
9. Supply a report to each member of the congregation of his or her annual contributions

3.2.6.6.4 Recording Secretary

The Recording Secretary is responsible for the following:

1. Record and maintain accurate minutes of all meetings of the Voters Assembly and Voters Board and preserve such records permanently in the Minute Book.
2. Maintain the official copy of the Constitution and By-laws and the book of all voting members that have signed it.
3. Maintain the list of registered voters and records of their attendance, and call the roll at Voters Assembly meetings.
4. Regularly report to the members of the congregation, through congregational publications, the activities of the Voters Assembly and Voters Board.

5. Bring to each meeting the Minute Book; a copy of the Constitution and Bylaws, rules and policies; a list of all voting members; a list of standing and special committees, and a copy of *Robert's Rules of Order*.
6. Search the minutes for information requested by officers or voting members during meetings.
7. Assist the presiding officer before each meeting in preparing a detailed agenda.
8. Preserve all records, reports, official documents, correspondence, and minutes of the Voters Assembly and Voters Board, in the originals, if possible, or in computer storage.
9. Prepare and send notices of meetings and proposals.
10. Sign official documents to attest to their authenticity.
11. Perform other duties assigned by the Voters Assembly.

3.2.7 Role of the Pastor in the Voters Assembly

Refer to Constitution

3.3 Voters Board

3.3.1 Responsibilities

The Voters Board has two key responsibilities:

1. Convene regular board meetings so that all decisions facing the congregation can be reviewed as potential business for the Voters Assembly to decide. Each member of the Voters Board is required to report all activities, issues and proposals in their supervision for board review. These meetings will serve as a place where competing ideas can be negotiated for the best interests of the congregation.
2. The Chairman uses these deliberations of the board to determine the agendas for Regular and Special Voters Assembly meetings. The Chairman ensures that all decisions are reported to the voters by the leadership.

3.3.2 Members

In order for business to be conducted at a Voters Board meeting, at least half of the Voters Board members must be present.

3.4 Boards, Committees, and Societies - General

3.4.1 Boards

To ensure that matters in each area are given proper care and attention, boards shall meet at least quarterly, prior to that quarter's Voters Board meeting where the agenda is set for that quarter's Voters Assembly meeting. Quorum of all boards is a simple majority of that board's members at that meeting, unless otherwise specified in these Constitution or Bylaws.

3.4.1.1 Board Members and Their Election

Board members shall be at least twenty-one (21) years of age, be members of the Voters Assembly at the time of the Voters Assembly meeting just prior to the Voters Assembly meeting at which the elections take place, and maintain their voting membership throughout their term of service. Board members whose voting membership has been terminated (2.2.7.3.3) shall not participate in any board meetings or vote as part of their boards until reinstated as a voting member, at which time the board member may fully participate in board affairs. The terms of office for board members shall be staggered as evenly as possible on each board such that a majority of the board's positions are not up for election in the same year. Board members shall maintain regular attendance at worship and be encouraged to regularly attend Bible studies at Bethany.

3.4.1.2 Board Chairs

Board chairs must be a member of Bethany for at least one year prior to their election to board chair.

Board chairs are required to represent their board at all Voters Board and regular Voters Assembly meetings. If the board Chair is unable to attend a Voters Board or regular Voters Assembly meeting, the board chair shall appoint a board member from his/her board to fulfill this requirement. In order to fulfill the reporting requirements as stated in the Voters Board Responsibilities (3.3.1), each board chair will file a written report with the Voters Board Chair prior to the Voters Board meeting. A similar report will also be given and filed in written form at each Voters Assembly meeting.

3.4.2 Committees

The committee charter (responsibilities, goals, timeframe and any other pertinent information) and makeup (chair and members) must be disclosed to the congregation in a timely manner, upon committee creation and/or upon any changes in the charter or makeup. In addition, each committee will provide written reports of all activities to its board in a timely manner, to be included in board reporting to the voters.

3.4.2.1 Committee Members

For those committees in existence for more than three years, in the third year of each appointed member's term, the board chair will meet with the appointed member to discuss the viability of the appointed member's future service on the committee so that there is opportunity for members to leave the committee and opportunity for the chairman to bring in new members for the committee. For spiritual committees the board chair will do this work in conjunction with the pastor(s). Committee members must be members of Bethany's Voters Assembly.

3.4.3 Societies

Boards will promote, support, and supervise the societies they have sponsored.

3.5 Boards, Committees, and Societies - Specific

3.5.1 Distinction Between Spiritual and Temporal Matters

Refer to Constitution.

3.5.2 Spiritual Boards

3.5.2.1 Board of Elders

The elders are not laborers in Word and doctrine (**1 Tim. 5:17**); that work is reserved for the pastors (**Rom. 12:8; 1 Cor. 12:28; Acts 6:3; 1 Tim. 3:8-12**). They are, however, the chief way in which the laity exercises its responsibility to make sure that the pastor is indeed speaking the Word of Christ to the congregation. The Board of Elders will work with the pastor(s), providing guidance for him as he makes decisions for the administration of God's Word and sacraments in the congregation to help assure that they are in keeping with the truth of God's Word in accordance with Article 2 - of the Constitution, helping the pastor decide which matters should come before the voters.

The Board of Elders is able to make decisions as they see fit but should always remember the need for the voters to make any major decisions in their area. They shall report their work to the Voters Board and at each regular Voters Assembly meeting. The Voters Board will hold them accountable to bring major decisions to the Voters Assembly.

3.5.2.1.1 Responsibilities

The Board of Elders is responsible for all spiritual welfare and activities of the congregation individually and corporately, including all details in the day school that have any spiritual implications. These duties include:

1. Meet regularly for the regular study of the Scriptures and Confessions (Art. 3.1).
2. Meet regularly for the conduct of business
3. Provide leadership of activities in:
 - a. Evangelism
 - b. Assimilation
 - c. Missions
 - d. Parish Education
 - e. Day School religious curriculum
 - f. Family Life
 - g. Youth
4. Keep active, personal relationships with congregation members to provide a spiritual connection, and a sense of belonging to the Body of Christ.
5. Ensure the proper conduct of all aspects of congregational worship services, including, but not limited to:
 - a. Word and Sacrament
 - b. Music
 - c. Ushers
 - d. General order and decency
6. Ensure the proper conduct of all aspects of called-worker relations, where possible, working alongside the pastor(s) and auxiliary offices in:
 - a. Determining needs
 - b. Calling workers (Art. 2.3.1.4.1)
 - c. Disciplining workers (Art. 2.3.1.3)
 - d. Dismissing workers (Art 2.3.1.4.2)
 - e. Providing counsel
 - f. Conflict resolution
 - g. Workplace environment
 - h. Oversight of vested workers (Art. 2.3.3.42)
 - i. Oversight of elected officials and board members (Art. 3.2.6.2)
7. Provide the pastor(s) with adequate pulpit and altar assistance.
8. Make appropriate recommendations to the Voters Assembly regarding the reception of new members, peaceful release and the transfer of members.
9. Manage the Benevolence Fund.
10. Recommend salaries and benefits of pastor(s) and auxiliary offices during the Call and budget processes.
11. Assist the Day School Policy Board and Principal in areas of spiritual concern within the school. This does include teacher relations and the spiritual aspects of school policies and programs.
12. Ensure that proper records are kept of all congregation members and called-workers (Art. 2.2.7).
13. Oversee the spiritual condition of the congregation members, called-workers and lay leadership, including the elders, seeking to promote an environment where the Gospel predominates over the Law; and exercising Christian discipline (Matt 18) where necessary (Arts. 2.2.7.1, 2.2.7.2.2, and 2.2.7.2.3).
14. Appoint the Nominating Committee and providing final approval of their recommendations. Work with the Nominating Committee and pastors to nominate an individual for a vacant position(3.2.6.3). Approve

list of nominations before submittal to the Voters Assembly and provide this list to the Chairman of the Assembly (3.5.3.2.2)

15. Report as required to the Voters Board and Voters Assembly (Art. 3.2.3).
16. Call Special Voters Assembly meetings (3.2.4)
17. Work alongside the other boards in general, the Board of Finance, specifically, in matters of congregational stewardship.
18. Establish and sponsor spiritual societies as deemed necessary to assist them in their work (for example, Ushers, Altar Guild, Singles Fellowship).(3.5.4)
19. Work with the Board of Finance (3.5.5.2.1) to:
 - Formulate and supervise the methods and means to be used by the congregation in raising funds in accordance with biblical principles;
 - Inform and encourage proportionate giving of each congregation members' "time, talents, and resources" to the betterment of Bethany and Christ's entire kingdom here on earth.

3.5.2.1.2 Qualifications and Affirmation

Since the Board of Elders works with the pastor(s) as he plans the program for administering Word and Sacrament in the congregation, commissioned workers (including the principal and assistant principal but not including the day school teachers), because of their key roles for assisting the office of the ministry, shall be required to attend the meetings of the Board of Elders to represent the work of their auxiliary offices. Although commissioned workers are not members of the Board of Elders on account of their offices as are the pastor(s), male commissioned workers (including male principal, male assistant principal, and male day school teachers) may be appointed to the Board of Elders as lay men if they are found to have the qualifications described in this article.

The office of elder is to be filled by spiritually mature men of the congregation who are well versed in the Scriptures and Lutheran Confessions. Whenever a need arises to fill an elder position, the pastor(s) and Board of Elders will appoint a man full of the wisdom of the Holy Spirit and knowledgeable of the scriptures to be affirmed by the Voters Assembly (**Acts 6**). The name(s) of those appointed will be presented at a regular meeting of the Voters Assembly for consideration. At the next regular meeting of the Voters Assembly, the names of those newly appointed elders will be placed before the voters to be individually affirmed.

In addition, each year one third of the elders will be placed before the Voters Assembly for individual re-affirmation. In the third year of an elder's term, and every third year thereafter, the pastor and elder will discuss his interest and ability to continue as elder. Removal of an elder from office will follow the procedures established for officers in Article 3.2.6.2 of these Bylaws. An elder may resign his term after conferring with the pastor(s) and other elders.

3.5.3 Spiritual Committees

Refer to Constitution

3.5.3.1 Call Committee

A Call Committee shall be appointed by the Board of Elders. All Call Committee members must be members of the Voters Assembly. At least half of the Call Committee members must be members of the Board of Elders. The Head Elder will chair the Call Committee. The Call Committee shall follow the procedure in section 2.3.1.4.1. above.

3.5.3.2 Nominating Committee

Members of a Nominating Committee will be approved by the Voters Assembly for terms of one year and shall include at least one member from each Temporal Board so that the interests of each board can be served. The term may be renewed. The election of officers and board members will be limited to a slate of candidates as presented by the Nominating Committee.

The deliberations of the Nominating Committee are sensitive in nature and are subject to the Board of Elders policies on these types of discussions.

The Nominating Committee will be called up to duty by the Voters Board no later than two (2) months before a known scheduled vote, and immediately for vacancies. All committee vacancies will be filled by the board they are accountable to.

3.5.3.2.1 Solicitation

Elected officer and boards positions beginning new terms on January 1 will be published to the congregation no later than the September Regular Voters Assembly for election at the December Voters Assembly meeting. All positions created by a vacancy will be published as soon as the Nominating Committee is called up (see Article 3.5.3.2).

All candidates' names for these positions must be turned in privately to the Voters Assembly Chairman, the Pastor(s), the Nominating Committee Chairman, or their designees, no later than six (6) weeks before the scheduled vote.

Self-nominations and solicitations to be nominated shall be considered inappropriate.

The Nominating Committee will carefully screen all persons offered as candidates for nomination using the criteria for each position as listed in these Constitution and Bylaws, before revealing any names.

Of those individuals that meet all the criteria for the position(s) they are candidates for, priority will be given to those with the most frequent worship attendance and Bible study attendance at Bethany.

Once a slate of candidates has been determined, they will be contacted by the Nominating Committee to finalize if that person is willing to run for the office they are candidates for. If a candidate is found eligible for more than one office, then the Nominating Committee will ask the candidate which office they would prefer to be slated for.

If no candidates are available or eligible for a specific position (e.g., no nominees meet the criteria for the position, all eligible candidates decline to run, etc), then the Voters will be notified so additional candidates' names can be presented for the position.

Once elections are completed, all eligible candidates that did not get elected shall automatically be considered as potential nominations to fill that position if it becomes vacant.

3.5.3.2.2 Announcement

Once the list of nominations is finalized, the Nominating Committee will present the list of names for each available position to the Board of Elders for final approval at least four (4) weeks prior to the Regular Voters Assembly Meeting when the Voters Assembly will vote for those positions. Once approved, the Board of Elders will provide this list to the Chairman of the Assembly to be included in that next Regular Voters Assembly Meeting's agenda. The Voters Board will make sure that this list is also published to the Voters Assembly at least two (2) weekends before the vote is scheduled.

3.5.4 Spiritual Societies

The Board of Elders will establish and sponsor spiritual societies as they deem necessary to assist them in their work (for example, Ushers, Altar Guild, Singles Fellowship).

3.5.5 Temporal Boards

3.5.5.1 Board of Trustees

3.5.5.1.1 Responsibilities

The primary purpose of the Board of Trustees is to assist the Head Trustee in the monitoring, coordination of maintenance, and reporting to the congregation of all property, grounds and equipment matters of Bethany, and to insure the continuing physical health of the congregation's properties, grounds and equipment through adherence to sound preventative maintenance schedules.

These duties include:

1. To keep well informed as to the physical condition of the congregation's and school's properties, grounds and equipment;
2. To develop the property and equipment plans of Bethany including:
 - a. budgeting;
 - b. scheduling of preventative, on-going, and emergency maintenance of properties, grounds and equipment;
 - c. supervising purchases of new and replacement equipment;
 - d. provision for custodial services;
 - e. scheduling of improvements to properties, grounds and equipment;
 - f. implementation, maintenance, and required upgrades of hardware and software to provide, protect, and support Bethany's information systems and data needs;
3. To make all properties-related contracts, and sign and safely store all properties-related documents;
4. To adequately insure the congregation against loss, property damage, and lawsuits, including an annual review of these against Bethany's needs;
5. To prepare and submit an annual budget in the form and at the time requested by the Board of Finance;
6. To work with the Board of Finance in developing and growing capital funds, looking to the long-term maintenance of Bethany's properties;
7. Making sound decisions utilizing preventative maintenance schedules so as to encourage prudent and long-term sound use of the congregation's physical resources and property funds;
8. Inform and encourage proportionate support of each congregation members' "time, talents, and resources" to the betterment of Bethany and Christ's entire kingdom here on earth;
9. To transact any other properties-related business of the congregation assigned to them by the Voters Assembly, Voters Board, or Head Trustee.

The Board of Trustees shall have no authority to negotiate, buy, sell, mortgage, or convey real estate without prior specific authority by two-thirds (2/3) vote of the Voters Assembly at a Special Voters Assembly Meeting.

3.5.5.1.2 Members

Members of the Board of Trustees should be willing to assist in the physical maintenance of Bethany; ideal members of this Board could have experience in the trades.

3.5.5.2 Board of Finance

3.5.5.2.1 Responsibilities

The primary purpose of the Board of Finance is to assist the Treasurer in the coordination, monitoring, approving, and reporting to the congregation all financial matters of Bethany, to encourage Bethany's members to proportionately give of their God-given time, talents and resources, and to insure the continuing financial health of the congregation through adherence to sound financial management principles.

Duties include the following:

1. To keep well informed as to the financial condition of the congregation and school;

2. To develop the financial plans of Bethany including budgeting, income, expenditures and financial analysis, for both operating and capital expenses, on an annual basis;
3. To prepare an annual budget proposal for the Voters' Assembly each year after consultation with the Voters Board, providing such budget proposal to the Voters at least two (2) weeks prior to the Regular Voters Assembly Meeting of its vote;
4. To work with the Board of Elders to formulate and supervise the methods and means to be used by the congregation in raising funds in accordance with biblical principles;
5. To work with the Board of Elders to inform and encourage proportionate giving of each congregation members' "time, talents, and resources" to the betterment of Bethany and Christ's entire kingdom here on earth;
6. To receive, count and systematically record all financial contributions and to prepare required reports;
7. To accept, receive, and manage all grants, bequests, trust funds, memorials, and investments;
8. To make all financial contracts;
9. To sign and safely store all financial documents;
10. Making recommendations as to the use of available funds, so as to encourage prudent and fiscally sound use of the congregation's resources;
11. To assist the Pastors with information regarding members' donations, as an early indicator for those families that may need pastoral care;
12. To provide means of donations to all members and visiting non-members, such as through use of contribution envelopes;
13. To transact any other financial business of the congregation assigned to them by the Voters Assembly, Voters Board, or Treasurer.

The Board of Finance shall have no authority to negotiate, buy, sell, mortgage, or convey real estate without prior specific authority by two-thirds (2/3) vote of the Voters Assembly at a Special Voters Meeting.

3.5.5.2.2 Members

Due to the unique nature of this Board, ideally, the majority of the Board of Finance members should have significant financial or accounting experience.

3.5.5.3 Day School Policy Board

3.5.5.3.1 Responsibilities

Refer to Constitution.

3.5.5.3.2 Members

Refer to Constitution.

3.5.6 Temporal Committees

Refer to Constitution.

3.5.6.1 Financial Review Committee

Members of the Voters Board shall be advisory, non-voting members of the Financial Review Committee.

Members of the Financial Review Committee must be at least twenty-one (21) years old and be members of Bethany's Voters Assembly for at least one year before being appointed. Due to the nature of this committee's responsibilities, the majority of the committee must consist of members with significant financial and/or accounting experience. Members of the Financial Review Committee will serve a term of two (2) years.

Members of the Financial Review Committee shall maintain regular attendance at worship and Bible studies at Bethany.

3.5.6.2. Emergency Expenditure Committee

In keeping with reporting requirements established elsewhere in the Constitution and Bylaws, the Emergency Expenditures Committee will report any expenditure they approve in the next issue of the Sunday morning bulletin.

3.5.7 Temporal Societies

The temporal boards will establish and sponsor temporal societies as they deem necessary to assist them in their work. Proposed new societies will be brought to the voters for approval. Temporal societies might include financial counters, construction guild, etc.

3.6 Conducting Business Meetings

Any member of the Voters Board may attend any meeting – of voters, boards, committees, and societies - and speak to the issues at hand.

An exact record of the important transactions should be made by a recording secretary for that meeting, and read at the next meeting for approval. All documents to appear in the meeting should be delivered to the chairman or recording secretary before the meeting when possible.

The time of opening for all the meetings of the congregation should be definitely fixed and strictly observed. In the meetings of the congregation no important matter should be put to a vote at once, without previous discussion, explanation, deliberation, and opportunity for prayer.

A chairman of a board or committee may establish formal procedures for handling guests. It is reasonable to establish requirements for a guest to state intent, to limit speeches or presentations of guests to specified periods and prescribed timeframes, and to discipline those who refuse to abide by these requirements.

3.6.1 Executive Session

The Recording Secretary will take possession of the sealed minutes of any board, committee or society to insure their safe and private keeping and availability to the Voters Assembly when approved by the same.

Article 4 - The Lutheran Day School

4.1 Rationale

The day school is an extension of the Office of the Keys in the congregation. It is not independent of the church. We have a school for the sake of the Gospel first. Other standards such as excellence are secondary to the Gospel.

4.2 Supervision

The church will call godly and competent teachers to the auxiliary offices of day school teacher who have pledged themselves to the Scriptures and Lutheran Confessions, and will work under the supervision of the pastor(s). The called teachers are to participate in the life and fellowship of the congregation and shall take the lead in being models of hearing God's Word and putting it into practice.

Article 5 - Conflict of Interests

Refer to Constitution.

Article 6 - Authority

6.1 Authority of these Bylaws

All procedures and policies set forth by Bethany, whether in writing or practice, are subject to the requirements and constraints contained in these Bylaws to the extent that they are in accord with the Constitution, and are limited as no rights or exclusions are granted that are not expressed in these Bylaws.

6.2 Enforcing these Bylaws

The chairman of the Voters Assembly is responsible for enforcing these Bylaws, though it is imperative that every Voting member of Bethany be diligent in assuring that respect for these statutes are maintained by all.

Article 7 - Amendments

Amendments to the Bylaws can only be enacted when the following requirements have all been met:

1. The proposed amendment is made as an “Amending Motion” under New Business at a Regular Voters Assembly meeting.
2. The Voters Board reviews the Amending Motion to determine whether it conflicts with any part of the Constitution and Bylaws.
3. The Amending Motion is publicly announced and explained to the congregation.
4. The Amending Motion withstands debate without modification at the next Regular Voters Assembly meeting, and
5. The Amending Motion passes by a two-thirds (2/3) majority of the Voters Assembly.

Article 8 - Unalterable Articles

The following articles of these Bylaws can not be altered:

1. Article 2.1
2. Article 8 -