

Bylaws
Of
Epiphany Evangelical Lutheran Church



A Member
Of
The Lutheran Church Missouri Synod

Bylaws
Of
Epiphany Evangelical Lutheran Church

1. Procedures for Calling Ministers of Religion	3
2. Church Council	3
3. Nominations, Elections and Terms of Office	4
4. Official Duties.....	4
5. Meetings.....	5
6. Rule of Order	5
7. Amendments.....	5

1. Procedures for Calling Ministers of Religion

When this congregation calls an ordained minister of religion the following procedure shall be followed:

- 1.1 When a pastor is to be called, every member of the congregation shall be provided opportunity to suggest one or more names for consideration.
- 1.2 A call committee shall be appointed to serve as a screening committee and shall submit all suggested names to the district president for information and evaluation. The committee shall then present to the congregation by public announcement its proposed list of candidates and corresponding biographical sketches.
- 1.3 At a voters' assembly called for the purpose of calling a new pastor, the proposed list may be amended by a two-thirds vote of the assembly. When possible, information regarding additional candidates shall be provided by the district president and/or his representative at the meeting.
- 1.4 Ballot voting shall continue until a three-fourths majority vote determines the disposition of the call.

2. Church Council

The church council shall provide direction to the congregation on behalf of the voters' assembly.

- 2.1 The church council shall consist of the congregation's president, vice-president, secretary, treasurer/financial secretary and the chairperson of its boards. The pastor is a non-voting member of the church council. The president and secretary of the congregation shall serve as the chairperson and secretary of the church council.
- 2.2 The church council shall meet a minimum of six times a year. Special meetings may be called by the chairperson, the pastor or any three (3) members of the council by providing notice at least 1 week prior to the meeting. A majority of the voting members of the council shall constitute a quorum.

- 2.3 The principal duty of the church council shall be to coordinate the programs and activities of the various departments of the congregation. It shall also have the power to act on behalf of the congregation between meetings of the voters' assembly, which actions shall be reported to the next meeting of the voters' assembly.

3. Nominations, Elections and Terms of Office

The procedure for the nomination and election of elected and appointed officers and board members shall be as follows:

- 3.1 A nominating committee appointed by the church council shall present a slate of candidates for each elected and appointed office. The slate shall normally provide one name for each office. In the case of elected positions, additional nominations may be made from the floor. No person shall be nominated without his or her consent.
- 3.2 A majority of the votes cast shall be required for all elections. Candidates receiving the lowest number of votes shall be eliminated in each succeeding ballot.
- 3.3 All officers shall be elected for a term of two (2) years. Other members of the church council and of boards and committees shall be elected or appointed for a term of two (2) years.
- 3.4 Officers and board members shall be inducted into office in a public service of the congregation.
- 3.5 In case of a vacancy in an elective office, the voters' assembly shall elect a successor to fill the unexpired term from a list of candidates provide by the nominating committee. Service for more than one-half of a term shall constitute a full term.
- 3.6 At the conclusion of his two (2) year term, the person elected to the office of vice-president will automatically become the president for a subsequent two (2) year term.

4. Official Duties

Officers and members of boards and committees shall perform the duties as provided in the constitution. The congregation shall also have the right to detail and expand upon those responsibilities by the development of job descriptions developed by the church council and approved by the voters' assembly.

5. Meetings

The voters' assembly shall meet as often as required, but not less than four times a year.

6. Rule of Order

In addition to the principles laid down in Scripture and in the constitution and bylaws of this congregation, accepted parliamentary procedures such as Robert's Rules of Order shall be followed.

7. Amendments

These bylaws may be amended in a properly convened meeting of the voters' assembly.

- 7.1 Amendments shall be adopted by majority of all votes cast, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two (2) weeks prior to the meeting to all communicant members.
- 7.2 The revised bylaws shall, as a condition of continued membership in The Lutheran Church – Missouri Synod, be submitted to the president of the district for review by the district's constitution committee and favorable action by the district's board of directors before being placed into practice by the congregation.