

**BYLAWS OF
CHRIST THE KING LUTHERAN CHURCH**

I. Board of Directors

- a. Pursuant to Article V of the Constitution of Christ the King Lutheran Church, there shall be established a Board of Directors (herein after “Board”).
- b. The Board shall be responsible for the function of the congregation, under the supervision of the Voter’s Assembly.
- c. The membership of the Board shall be:
 - i. The executive officers of the congregation, including:
 1. President;
 2. Vice President;
 3. Secretary;
 4. Treasurer
 - ii. The Chair of the Board of Elders, or the Vice Chair if so designated.
 - iii. The Chair of the Board of Properties, or the Vice Chair if so designated.
 - iv. Three communicant members of the congregation, elected at-large.
- d. Election to the Board shall be staggered as follows:
 - i. The President, Secretary and one member at-large elected each year;
 - ii. The Vice President, Treasurer, and two members at-large elected every other year.
- e. Members serve on the Board for two year terms, and those serving as executive officers may serve two consecutive terms. They may not again serve as executive officers until a calendar year has passed.
- f. A quorum shall exist when five members are present at a meeting called to order to conduct business. A majority vote is required for all actions of the Board.
- g. The Pastor and Commissioned Ministers, may attend Board meetings as advisory members.
- h. The date and time of meetings of the Board shall be published one week prior to the meeting, except when the President, with a majority of the Board in concurrence, determines a meeting is necessary without notice.
- i. The Board shall maintain and publish a manual (herein after “Policy Manual”) for executing the functions set forth in the Constitution and these Bylaws.
 - i. All changes to the Policy Manual shall require a majority vote of the Board, be published and not take effect until seven days have passed after publishing.
- j. The Board shall have the authority to enter into any purchase or lease of real property, where the term of ownership is no greater than 30 days. The purchase or lease of real property for a term of ownership longer than 30 days is subject to approval of the Voter’s Assembly.

II. Duties of the Executive Officers of the Congregation

- a. President
 - i. Preside over meetings of the Board.
 - ii. Preside over Voters Assemblies.
 - iii. Serves as an advisory member of any board or ministry team of the church.
 - iv. Serves on any board or ministry team dedicated to personnel matters of non-called workers of the church.
 - v. Execute official documents for the church.
 - vi. The President may appoint the Vice President to fulfill these duties as needed.

- b. Vice President
 - i. Assumes the duties of President if the office is vacant due to resignation or incapacity. When serving as President, the office of Vice President shall be considered vacant, until the next regularly scheduled election.
 - ii. Serves as an advisory member of any board or ministry team of the church.
 - iii. Execute official documents for the church.
 - iv. Prepares the agenda for Board meetings and Voters Assemblies.

- c. Secretary
 - i. Records and presents minutes of Board meetings and Voters Assemblies.
 - ii. Executes official documents for the church.
 - iii. Responsible for maintaining church records.
 - iv. Receives reports and other documentation from boards and ministry teams.
 - v. Responsible for maintaining any publications of church policy.

- d. Treasurer
 - i. Reports on the finances of the church to the Board and Voters Assemblies.
 - ii. Executes the fiscal documents of the church.
 - iii. Receives the financial reports of all boards, ministry teams, and auxiliary organizations of the church.

III. Voters Assemblies

- a. A Voters Assembly shall take place at least once a year, and at other times as the Board determines necessary.
- b. A quorum is achieved by the presence of ten percent of the voting eligible communicant membership, which are all communicant members who have reached the age of 18.
- c. The agenda for a Voters Assembly shall be determined by the Board and published in accord with Article V, Section B of the Constitution.
- d. All actions to be determined by the Voter's Assembly shall be by a simple majority vote, unless otherwise proscribed by the Constitution or these Bylaws.

IV. Acceptance and Termination of membership

- a. Acceptance as members of the congregation shall require acceptance of the doctrines of faith as set forth in Article II of the Constitution, as determined by the Pastor and Board of Elders.
- b. Termination of membership shall occur upon:
 - i. The death of the member;
 - ii. Request from a member for transfer to another LCMS congregation;
 - iii. Request from a member for release from membership;
 - iv. Self-exclusion by the member, as determined by the Board of Elders and Pastor, and reported for approval to the Board;
 - v. Excommunication, after investigation by the Board of Elders and the Pastor in accord with Matthew 18:15-20, and majority vote of the Voter's Assembly.

V. Board of Elders

- a. The Board of Elders shall pray for, encourage and be concerned about the spiritual welfare of the congregation and all church workers.
- b. Members of the Board of Elders shall be male communicant members for at least two years before eligible to serve.
- c. The Board of Elders may have up to twelve members, six of whom shall be elected by the congregation and up to six additional members may be appointed with the advice of the Pastor and the approval of the elected members of the Board of Elders.
- d. Members shall serve three year terms, to be set so a quarter of the seats on the Board of Elders are open every three years.
- e. No less than annually, the Board of Elders shall meet with the Pastor(s) and Commissioned Ministers, to review the responsibilities of their called office and provide encouragement in the fulfillment of their duties.
- f. The Board of Elders shall mediate conflicts arising between called workers and the congregation.

VI. Board of Properties

- a. The Board of Properties is responsible for maintenance of the physical property of the church.
- b. There shall be a Chair of the Board of Properties, elected in the same year as the congregation President; and Vice Chair, elected in the same year as the congregation Vice President.
- c. In addition to the Chair and Vice Chair, three more members shall comprise the Board of Properties. The members shall be appointed by the Chair, subject to the approval of the Board of Directors.

VII. Personnel Committee

- a. The Personnel Committee is responsible for the hiring and retention of all non-called church workers, determination of appropriate compensation packages for all called and non-called workers, and mediating conflicts involving all non-called workers. Additionally, the Personnel Committee shall ratify or deny the employment decisions of the governing board of Little Lambs Preschool.
- b. The Personnel Committee shall be comprised of the President, Chair of the Board of Elders, Chair of the Board of Properties, and two members-at-large. The members-at-large will hold two year terms, and be elected by the congregation in staggered years.
- c. The Pastor and Business Manager are permitted to attend all meetings of the Personnel Committee as advisory members, except for those meetings related to their employment or compensation with Christ the King.

APPROVED BY THE VOTERS' ASSEMBLY ON THE 31ST DAY OF JULY, 2016.

ATTEST:

 8-4-16

President of the Congregation

 8-18-16

Pastor Calvin Reinke