

Faith Evangelical Lutheran Church Bylaws

Redmond, Washington

VISION

C4.01.01 Faith Evangelical Lutheran Church is a caring people, who support one another's spiritual growth and who reach out to the community with Christ's love.

MAINTENANCE OF MEMBERSHIP

C08.05.01 As defined in Chapter 8 of the Constitution, there is a requirement to define causes for removal of membership from the roll of Faith Evangelical Lutheran Church based upon inactivity. Inactivity is defined as not being on record as attending a **worship** service or making a contribution to Faith Evangelical Lutheran Church for a period of twenty-four (24) months during annual review of the membership roster (paragraph 12.07 of the Constitution). Exceptions will be made for those who are on record of being:

- a. In service to the country (either through the military or social service, such as Peace Corps or Americorps).
- b. Limited **in mobility** due to a **health medical** condition.
- c. In attendance at a college or other institution of continuing education.
- d. In service to the church such as performing missionary work.
- ~~e. At the discretion of the pastor(s).~~
- e. **Other reasons to be determined in the proper exercise of pastoral care, by the pastor(s).**

CONGREGATIONAL MEETINGS

C10.01.01 The annual meeting of the congregation shall be held **in the month of June**, on or before the last Sunday **of the month, in June** per Chapter 10 of the Constitution.

C10.01.02 At the annual meeting, the pastor(s) and all congregational committees and ministry teams shall report in writing. Wherever feasible, reports shall relate to programs under way or programs being planned to the congregation's statement of vision.

C10.01.03 The congregation's fiscal year shall be from July 1 to June 30.

DUTIES OF THE OFFICERS OF THE CONGREGATION

C11.01.01 In addition to those duties outlines in Chapter 11 of the Constitution, the Officers shall:

C11.01.02 **President**

- a. Be the chair of the Congregation Council, and as such, lead the council in performing the duties defined in Chapter 12 of the Faith Evangelical Lutheran Church Constitution. Also included in these duties is preparation of an agenda for, and leadership of, all Council meetings.
- b. Be the chair of the Executive Committee, and as such, prepare agendas for and lead all Executive Committee meetings.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- c. Be the primary church interface with the congregation and community on business issues of the church. This includes being the primary signer of checks and business documents.
- d. Communicate regularly with the pastor(s).
- e. Prepare for and lead the annual congregational meeting and any special congregational meetings required.
- f. Plan and prepare for and lead any Council or Executive Committee retreats.
- g. Work with the pastor(s) to arrange for and communicate with any **supply guest** preachers who fill in during any absence of the pastor(s).

C11.01.03 **Vice President**

- a. Be the chair of the Personnel Committee.
- b. Be the interface on personnel issues, which includes reviewing, formulating, and advising the council on matters relating to staff performance and staff salaries.
- c. Be the key leader for the conflict resolution process.
- d. Fulfill the duties of the President during his/her absence.

C11.01.04 **Secretary**

- a. Attend all Council, Congregational and Executive meetings, taking accurate notes; if unable to attend, ensure there is a person designated to perform the activities of secretary.
- b. Within one week of the meeting complete the minutes.
- c. After Council and Congregational meetings, ensure copies (either electronically or paper) are distributed to all Council members, the church secretary, and the pastor(s).
- ~~d. — As requested, after Executive Committee meetings, ensure copies (either electronically or paper) are distributed to all members of the Executive Committee and the pastor(s).~~

C11.01.05 **Treasurer**

- a. Attend all Council, Congregational, and Executive meetings; if unable to attend, he /she shall send a detailed monthly written report.
- b. At least monthly, report to the congregation its financial status via printed or electronic updates.
- c. Keep the books of account of this congregation. If a bookkeeper is hired the treasurer shall, along with the pastor(s), be the bookkeeper's immediate supervisor.
- d. Approve all expenditures of this congregation, along with the responsible party from the appropriate committee or ministry team.
- e. Submit an annual report to the congregation's annual meeting of the finances of this congregation.
- f. The Treasurer shall not have signatory authority on any congregational checking, savings, or other disbursement account.

THE CONGREGATION COUNCIL

C12.01.01 The purpose of the Congregation Council is to:

- 1) Lead Faith Evangelical Lutheran Church and its ministries into the future,

- 2) Manage the business of Faith Evangelical Lutheran Church, and
- 3) Support the ministries of Faith Evangelical Lutheran Church.

C12.01.02 Council officers and other positions as defined the Bylaws shall be elected at the annual meeting as defined in paragraphs C11.03 and C12.03. Council positions shall be filled each year, as well as any council vacancies. Members elected to a vacant position will serve for the unfilled term of the vacancy. Newly elected councilpersons shall not assume office until the following Council meeting.

Prior to the annual congregational meeting, the Executive Committee will establish guidelines for the Leadership Development Team. Using those guidelines, the Leadership Team will contact all Committees, Ministry Teams, and Support Teams to determine which function will have vacant position(s). The Leadership Development team will work with all parties to find willing qualified candidates with appropriate gifts and skills for the vacant positions. The Leadership Development Team will forward their recommendations to the Executive Committee for concurrence. The Executive Committee will present the list of candidates to the Council for approval. Once there is approval from the Council, the Executive Committee will present the names of the qualified candidates at the annual congregation meeting for approval.

C12.01.03 Except as stipulated in Section C13, the duties of all Ministry Teams and Congregational Committees shall be clearly outlined, as required in paragraph 4.04 of the Constitution, and assigned by the Congregation Council, along with instructions thought to be in the best interests of the congregation. All actions of Support Teams, Task Forces, Ministry Teams, and Congregational Committees shall be subject to review by the Council. All Committees, Support Teams, Task Forces, and Ministry Teams shall report regularly to the Congregation Council.

C12.01.04 In accordance with Chapter 13 of the Constitution, Committees, and Ministry Teams shall be appointed as provided herein to expedite the functions of worshiping, learning, witnessing, serving, and stewardship.

- a. These Committees and Ministry Teams shall meet regularly to act upon pertinent business.
- b. The Committees' and Ministry Teams' leaders or a designated alternates shall preside at each **Committee or Ministry Team** meeting.
- c. **These Committees and Ministry Teams shall develop an annual budget requests** for consolidation and presentation at the annual congregational meeting.

MINISTRY TEAMS

C13.02.01 In addition to those duties outlined in Chapter 13 of the Constitution, Ministry Teams shall **be organized as follows:**

C13.02.02 The **BUILDING AND GROUNDS TEAM'S** primary function is to plan, promote, and oversee the facilities at Faith Evangelical Lutheran Church. The leader of the Team shall be elected at the congregational meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers and shall have the concurrence of Council and have a term of office of one year with no limitation on the number of terms. In addition, the Building and Grounds Team shall:

- a. Develop a plan for development, use, maintenance, repair, replacement, care, and improvement of grounds, facilities, and equipment.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- b. Develop an annual budget for development, maintenance, repair, replacement, care, and improvement of grounds, facilities, and equipment and turn it in to the Finance Committee in time to support financial planning.
- c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
- d. Approve, oversee, and monitor activities relating to the purchase, maintenance, repair, replacement, care, and improvement of grounds, facilities, and equipment.
- e. Monitor the use of the grounds, facilities, and equipment. Ensure users are aware of any special requirements and limitations.
- f. Oversee and monitor activities relating to the security of the grounds, facilities, and equipment.
- g. Periodically ensure fire protection and other safety equipment are reviewed to ensure they are in proper working condition and meet fire protection and safety requirements.
- h. Review, on at least an annual basis, all policies relating to the facilities, and any maintenance contracts, and make recommendations to the Congregation Council.
- i. Communicate programs and events to all affected parties.
- j. Regularly communicate plans, programs, events, and accomplishments to the Council.

C13.02.03

The **EDUCATION MINISTRY TEAM'S** primary function is to plan, promote, and oversee the education programs at Faith Evangelical Lutheran Church, not inclusive of the Faith Lutheran School. The leader of the Team shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers and shall have the concurrence of Council and have a term of office of one year with no limitation on the number of terms. In addition the Education Ministry Team shall:

- a. Develop a plan for education programs.
- b. Develop an annual budget for education programs and turn it into the Finance Committee in time to support financial planning.
- c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
- d. Oversee all courses of instruction and the educational organizations in association with ~~the director of education and youth minister and/or~~ the pastor(s).
- e. Ensure the existence of and promotion of Sunday Church School and Confirmation programs for children, youth, and adults.
- f. Promote the use of instructionally effective publication, resources, and materials.
- g. Encourage the use in each member's home of the church's periodicals and books of devotion.
- h. Seek to instill a passion for life-long learning throughout the congregation.
- i. Communicate programs and events to all affected parties.
- j. Regularly communicate plans and accomplishments to the Council.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- C13.02.04 The **EVANGELISM MINISTRY TEAM'S** primary function is to plan, promote, and oversee the evangelism program at Faith Evangelical Lutheran Church. The leader of the Team shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers and shall have the concurrence of Council and have a term of office of one year with no limitation on the number of terms. In addition the Evangelism Ministry Team shall:
- a. Develop a plan for evangelism programs.
 - b. Develop an annual budget for the evangelism program and turn it into the Finance Committee in time to support financial planning.
 - c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
 - d. In association with the pastor(s) and with other appropriate staff, create awareness in the congregation to reach those un-reached by the Gospel and nurture them in Christian faith and life.
 - e. Enlist and train persons for the purpose of visiting the membership and reaching others in the community.
 - f. Guide the congregation in a deepening of spiritual life through programs for spiritual renewal and retreats.
 - g. Encourage the congregation to conduct a periodic self-study.
 - h. Develop evangelism programs and other special festivals, which will serve to enrich the membership spiritually and enhance their outreach.
 - i. Communicate programs and events to all affected parties.
 - j. Regularly communicate plans and accomplishments to the Council.
- C13.02.05 The **HOSPITALITY MINISTRY TEAM'S** primary function is to plan, promote, and oversee congregational fellowship events at Faith Evangelical Lutheran Church. The leader of the Team shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers, shall have the concurrence of Council, and have a term of office of one year with no limitation on the number of terms. In addition the Hospitality Ministry Team shall:
- a. Develop a plan for hospitality programs.
 - b. Develop an annual budget for the hospitality program and turn it in to the Finance Committee in time to support financial planning.
 - c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
 - d. Promote, plan, and provide regular opportunities for social interaction and fellowship within the congregation.
 - e. Encourage participation in activities by all members of the congregation.
 - f. Nurture the sense of Christian concern for one another in fellowship.
 - g. Communicate programs and events to all affected parties.
 - h. Regularly communicate plans and accomplishments to the Council.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- C13.02.06 The **SOCIAL MINISTRY TEAM'S** primary function is to plan, promote, and oversee the service programs at Faith Evangelical Lutheran Church. The leader of the Team shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers and shall have the concurrence of Council and have a term of office of one year with no limitation on the number of terms. In addition the Social Ministry Team shall:
- ~~a.~~ ~~Develop a plan for the congregation's benevolence programs.~~
 - ~~b.~~ a. Develop an annual budget ~~for the that includes the congregation's benevolence program spending~~ and ~~submit it turn it in~~ to the Finance Committee in time to support financial planning. ~~Determine which benevolences are to be supported by the congregation through the Benevolence Fund, and recommend amounts to be considered by the congregation for the Benevolence Fund budget.~~
 - ~~e.~~ b. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
 - ~~d.~~ c. Enlist and train persons in ministries extending Christian compassion and helpfulness to all persons; e.g., visitation to the shut-in, infirm, bereaved, and imprisoned.
 - ~~e.~~ d. Encourage involvement by all members and coordinate all congregational organizations in service ministries.
 - ~~f.~~ e. Inform the congregation of social service needs as presented by the local community or district, regional, and national church agencies; seek to influence such agencies to be more effective vehicles of service.
 - ~~g.~~ f. Inform the congregation of how benevolence contributions are used in local, synodical, national, and worldwide ministries.
 - ~~h.~~ g. Communicate programs and events to all affected parties.
 - ~~i.~~ h. Regularly communicate plans and accomplishments to the Council.
- C13.02.07 The **STEWARDSHIP MINISTRY TEAM'S** primary function is to plan, promote, and oversee stewardship events at Faith Evangelical Lutheran Church. The leader of the Team shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers, shall have the concurrence of Council, and have a term of office of one year with no limitation on the number of terms. In addition the Stewardship Ministry Team shall:
- a. Develop a plan for stewardship programs and stewardship awareness.
 - b. Develop an annual budget for the stewardship program and turn it into the Finance Committee in time to support financial planning.
 - c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
 - d. Teach the Christian stewardship of resources (time, talent, and money).
 - e. Guide the congregational members into deeper levels of discipleship, maturity, and faithfulness through programs, events, and retreats.
 - f. Communicate programs and events to all affected parties.
 - g. Regularly communicate plans and accomplishments to the Council ~~and to the Congregation.~~

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- h. The Congregation Council shall appoint a Financial Secretary by means of a Council Continuing Resolution, which shall be renewable annually at the first meeting of the Congregation Council after the annual meeting. The Financial Secretary shall work with the Stewardship Ministry Team to help oversee the stewardship ministry of this congregation. In addition, the Financial Secretary shall:
 - 1) Be responsible for maintaining the records of financial giving for those who give to the mission and ministry of this congregation, including the recording of pledges, tithes, and offerings.
 - 2) Issue quarterly and annual statements of giving to each giving unit (individual or family) who has given a gift of record to the congregation.
 - 3) Recruit, train, and supervise the tellers or counters of the weekly offerings.
 - 4) Maintain confidentiality regarding financial giving to this congregation.

C13.02.08 The **WORSHIP AND MUSIC MINISTRY TEAM'S** primary function is to plan, promote, and, in community with the pastor(s) and Director of Music Ministries, oversee the worship and music program at Faith Evangelical Lutheran Church. The leader of the Team shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Team are volunteers, shall have the concurrence of Council, and have a term of office of one year with no limitation on the number of terms. In addition the Worship and Music Ministry Team shall:

- a. Develop a plan for worship and music programs.
- b. Develop an annual budget for the worship and music program and turn it into the Finance Committee in time to support financial planning.
- c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
- d. Ensure that the worship services are conducted regularly and in accordance with the liturgical traditions of the Evangelical Lutheran Church in America.
- e. Ensure enough of the type and numbers of participants needed for the worship service are scheduled.
- f. Ensure that willing volunteers serving as ushers, acolytes, communion assistants, lectors, and any other participants desired in worship services are trained.
- g. Provide for and care of Bibles, hymnals, and other devotional materials.
- h. Promote and have responsibility for the music program of the congregation.
- i. Ensure the care and maintenance of paraments, vestments, musical instruments, and sound equipment.
- j. Secure worship and music supplies appropriate for use in a congregation of the Evangelical Lutheran Church in America.
- k. Communicate programs and events to all affected parties.
- l. Regularly communicate plans and accomplishments to the Council ~~and to the Congregation.~~

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- C13.02.09 The **YOUTH MINISTRY TEAM'S** primary function is to plan, promote, and oversee youth programs at Faith Evangelical Lutheran Church. The leader of the committee shall be elected at the Congregational Meeting and shall be the representative to the Council. The other members (no set limit) of the Committee are volunteers, shall have the concurrence of Council, and have a term of office of one year with no limitation on the number of terms. In addition the Youth Ministry Team shall:
- a. Develop a plan for youth ministry programs.
 - b. Develop an annual budget for the youth program and turn it into the Finance Committee in time to support financial planning.
 - c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
 - d. Sponsor meetings, programs, and activities, which enrich spiritual life of youth.
 - e. Support any staff or lay youth leadership, acting in consultation with the pastor(s).
 - f. Be responsible for and implementing Youth Ministry activities. Sub-committees may be appointed with responsibility for the activities of particular age-level groups.
 - g. Seek out and engage youth of the congregation and community and relate to them with continuity and caring in the Gospel.
 - h. Communicate programs and events to all affected parties.
 - i. Regularly communicate plans and accomplishments to the Council ~~and to the Congregation.~~

COMMITTEES

- C13.02.10 In addition to those duties outlined in Chapter 13 of the Constitution, Committees shall be ~~organized as follows:~~

- C13.02.11 The **EXECUTIVE COMMITTEE'S** primary function is to provide leadership under the Constitution and Bylaws of the Faith Evangelical Lutheran Church. The committee shall consist of President, Vice President, Secretary, Treasurer, and the pastor(s). These members will remain on the Executive Committee as long as they hold their position. The Executive Committee reports to the Council and to the Congregation. In addition the Executive Committee shall:
- a. Develop long and short-term goals and objectives.
 - b. Oversee teams such as Finance, Personnel, School Board, Leadership Development, Faith Foundation, and Faith Culture and Fine Arts Committees.
 - c. Ensure that any group that is established to perform tasks has sufficient and defined roles, responsibilities, authority, and accountability to perform their function prior to the tasks being assigned.
 - d. Communicate programs and events to all affected parties.
 - e. Regularly communicate plans and accomplishments to the Council ~~and to the Congregation.~~

C13.02.12 The **PERSONNEL COMMITTEE'S** primary function is to advise the council on matters relating to personnel and personnel policies. The committee shall consist of the President, Vice-President, a church member from the School Board, ~~Committee, the School Principal,~~ the School ~~Early Childhood~~ Director, the pastor(s), and two voting members of the congregation. The Council members, ~~Principal, School Director,~~ School Board member, and pastor(s) will remain on the Personnel Committee as long as they hold their positions. The term of office for the two congregational voting members will be three (3) years and one month, beginning the month following election at the annual meeting. They shall be eligible to serve no more than two full terms consecutively. The Personnel Committee reports to the Executive Committee.

In addition the Personnel Committee shall:

- a. Ensure that any staff person that is assigned to perform work has sufficient and defined roles, responsibilities, authority, and accountability as written to perform their function prior to being accepted into that position.
- b. Ensure yearly staff reviews are completed according to the Personnel Policies and Procedures Manual.
- c. Ensure the Personnel Policies and Procedures Manual is maintained. Ensure the Personnel Policies and Procedures Manual has been distributed to all staff personnel and that they are aware of the contents of the manual.
- d. Ensure the Child Safety Policies and Procedures Manual is maintained. Ensure the Child Safety Polices and Procedure Manual has been distributed to all staff personnel and to all personnel who work with children. Ensure they these people are aware of the contents of the manual.
- e. Ensure that a nationwide background check is completed for all staff positions and all ~~persons-volunteers~~ who work with children, youth, or vulnerable adults.
- f. ~~Ensure the Conflict Resolution Policies and Procedures Manual is maintained.~~ Manage the conflict resolution process.
- g. Oversee the Staff Support Team.
- h. Review, formulate, and make recommendations to the Executive Committee and advise the council on matters relating to staff performance and staff compensation and benefits.
- i. ~~Review, on at least annual basis, all insurance policies relating to the liability, and make recommendations to the Church Council.~~
- j. i. Approve and oversee the addition of, or the change in status of, any staff person (paid or unpaid).
- k. j. Communicate programs and events to all affected parties.
- l. k. Regularly communicate plans and accomplishments to the Council ~~and to the Congregation.~~

- C13.02.13 The **FINANCE COMMITTEE'S** primary function is to manage the finances of Faith Evangelical Lutheran Church and related ministries. The committee shall consist of three to six voting members. Only Congregational Council shall elect the chairperson of the Committee. ~~The Finance Committee Chairperson is, who shall be~~ the congregation's treasurer and is the representative to the Council. The other members of the Committee are volunteers, shall have the concurrence of Council, and have a term of office for three years. Members shall be eligible for re-election with no limitation on the number of terms. The Finance Committee reports to the Executive Committee. In addition the Finance Committee shall:
- a. Assist the Congregation Treasurer in developing the annual church budget with input from Staff and Council members.
 - b. Periodically, no less than quarterly, inform the Council, Congregation, Staff members, and Committees of the financial status of the church and all ministries.
 - d. Oversee the Financial Review Committee.
 - e. Oversee the Endowment Committee.
 - f. Oversee the School Board Treasurer.
 - g. Mentor staff and other affected parties about budget and expense for their affected areas of responsibility.
 - h. **Review, on at least annual basis, all insurance policies of the church and school, including employee liability and officer coverage, and make recommendations to the Congregation Treasurer.**
 - h. i. Regularly communicate plans and accomplishments to the Council and to the Congregation.
- C13.02.14 The **FINANCIAL REVIEW COMMITTEE'S** primary function is to assure the operations, accounting, and overall leadership are regularly reviewed in accordance with the financial policies and procedures of Faith Evangelical Lutheran Church. The committee shall consist of three voting members of the congregation, elected by the Congregation. Financial Review Committee members shall not be members of the Congregation Council. Term of office will be three years, with one member elected each year. Members shall be eligible for re-election with no limitation on the number of terms. The Financial Review Committee reports to the Finance Committee. In addition the Financial Review Committee shall:
- a. At least annually review the financial records of the church and all related ministries.
 - b. Upon request from the Executive Committee or the pastor(s), perform review(s) to the requirements of the Constitution, Bylaws, or other pertinent policies, regulations, or requirements. If this requires expertise outside the current Financial Review Committee, work in association with the Leadership Development Committee and Personnel committee to obtain that expertise.
 - c. Inform the chair of the Finance Committee of the results of each such review. Ensure action is taken on all issues. Follow-up to ensure the corrective action is taken and is sustaining.

- C13.02.15 The **ENDOWMENT COMMITTEE'S** primary function is to provide stewardship of the Endowment Fund and oversee the Memorial Support Team. The Endowment Committee consists of three to six voting members elected by the Congregation. Term of office will be three years, ideally with ideally one third of the members elected each year. Members shall be eligible for re-election with no limitation on the number of terms. The Endowment Committee reports to the Finance Committee.
- 1) The purpose of the Endowment Committee is to receive, track, and invest gifts given in perpetuity. The Endowment Committee may recommend how the investment income (earnings) of the Endowment Fund, but not the original gifted amount, can be used to provide additional ministries, outreach, special projects, and missions of Faith Lutheran Church.
 - 2) The purpose of the Memorial Support Team is to receive and track funds given as memorials. The Team may approve for expenditure monies or gifts that are designated to enhance a ministry or an activity at Faith Lutheran Church.

The Endowment funds and the Memorial funds are to be kept separate from each other and from all other church funds.

The Endowment Committee shall:

- a. Not engage in deals or transactions, ~~which that~~ may be construed as a conflict of interest. This includes any deal or transaction that may benefit a member or in which any member has direct or indirect financial interest. Committee members shall not receive compensation for their efforts other than reimbursement for personal expenses.
- b. Ensure the Endowment Policies and Procedures Manual, which includes the Congregation's original Resolution in 1997 establishing the Endowment Committee with detailed operational procedures and authorities, is maintained and distributed to all committee members. A master copy of this manual shall be maintained in the church office.
- c. Oversee the Memorial Support Team activities and ensure that the Memorial Fund Policy included in the Endowment Manual is followed.
- d. Periodically, no less than quarterly, inform the Council of the status of the Endowment and Memorial funds including financial status, which is the balance, additions, distributions and any other activity. Dedicated memorial funds shall be reported as to the date, purpose, and scope of bequest.
- e. Work with and coordinate activities with other teams and committees related to gifting.
- f. Regularly communicate plans, activities, and accomplishments to the Finance Committee, ~~and the Council, and the Congregation.~~
- g. Periodically meet (no less than quarterly).
- h. Plan, develop, and communicate programs and events to all affected parties.
- i. Provide periodic education and information relating to the Endowment Fund.
- j. Contribute, donate, support, or distribute such amounts of income as have been approved by the congregation or up to \$1500 yearly as approved by the Congregation Council.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- C13.02.16 The **LEADERSHIP DEVELOPMENT COMMITTEE'S** primary function is to work with the congregation and others to find qualified and willing candidates for open Council, Committee, Ministry Team, Support Teams, and Task Force positions. The committee shall consist of four to seven voting members of the congregation; two of whom shall be outgoing members of the Council and two to four members at large from the congregation. Ideally one half of the members at large from the congregation shall be elected at the annual meeting for a term of two years and are only eligible for a six year term. The Leadership Development Committee reports to the President of the Congregation Council. It shall:
- a. Periodically inform the Executive Committee of the status of the Leadership Development Committee.
 - b. Coordinate with leaders of teams and committees regarding requirements and needs.
 - c. Coordinate with potential candidates regarding the requirements of the position.
 - d. Regularly communicate plans and accomplishments to the Council and to the Congregation.

- ~~C13.02.17 The **SCHOOL BOARD COMMITTEE'S** primary function is oversee the operation of Faith Lutheran School, develop long and short term objectives, and to provide leadership of the school under the Constitution and Bylaws of the Faith Evangelical Lutheran Church. The committee shall consist of:~~
- ~~1. Four (4) persons, who are voting member of Faith Evangelical Lutheran Church, elected at the Annual Meeting of the congregation for three (3) year and one month terms, renewable once. One of these persons will be the voting representative to the church Council. People elected to this position shall assume office in the month following election.~~
 - ~~2. The pastor(s) of Faith Evangelical Lutheran Church, who shall remain (a) voting member(s) of the School Board during his/her/their term of service as pastor(s) of this congregation.~~
 - ~~3. Two (2) persons elected to staggered terms, who are active members of a Christian congregation, for a two (2) year term once renewable. If at any time the person elected to this position's children leave the school, the person must at that time vacate their position. Persons elected to this position by school parents shall have the concurrence of the Executive Committee of the School Board, shall be selected in the month of the annual meeting, and shall assume office in the following month.~~
 - ~~4. The School Principal, and Early Childhood Director, shall serve as advisory members to the School Board and are non-voting members.~~
- ~~Vacancies may be filled by appointment by the School Board Committee President for the balance of the term being filled, subject to ratification by the School Board and concurrence of the Executive Committee. In addition, the School Board Committee shall:~~
- ~~a. Develop the annual school budget with inputs from School Principal, school staff, and Faith Evangelical Lutheran Church Finance Committee, ensuring that the budget meets all obligations and budgeted expenditures are not to be greater than revenues.~~
 - ~~b. Monitor expenses to ensure they are properly accounted and are within approved expenditures.~~
 - ~~c. Not less than quarterly, inform the Church Council, School Principal, and pastor(s) of financial status of the school.~~

- ~~d. Set the policies and operating principles, which guide the school and to ensure that said policies are followed, periodically evaluated and updated.~~
- ~~e. Report monthly to the Faith Evangelical Lutheran Congregation Council and to the Congregation Meeting as requested, and to other committees or groups as agreed upon.~~
- ~~f. Minutes of School Board Committee and School Board Executive committee meetings shall be recorded and filed in the church and school offices with a copy going to the Education Ministry Team Leader of Faith Evangelical Lutheran Church.~~
- ~~g. Communicate with parents on decisions affecting the school and school activities.~~
- ~~h. Promote Faith Lutheran School.~~
- ~~i. Oversee the Friends of Faith Task Team.~~

C13.02.187 The **FAITH CULTURE AND FINE ARTS COMMITTEE**'S primary function is to plan, approve, monitor, and oversee arts and culture programs at Faith, which include organ and piano recitals, musical concerts, dramas, and plays.

The committee shall consist of three to six voting members elected by the Congregation. Term of office will be three years, with ideally one third of the member(s) elected each year. Members shall be eligible for re-election with no limitation on the number of terms. The Arts and Culture Committee will report to the Executive Committee.

In addition the Committee shall:

- a. Develop a plan for an arts and culture program.
- b. Develop an annual budget for an arts and culture program, which includes advertising and the cost of the event, and turn it into the Finance Committee in time to support financial planning.
- c. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
- d. Approve, oversee, and monitor activities relating to the arts and culture program.
- e. Review, on at least an annual basis, all policies relating to the arts and culture program, and make recommendations to the Executive Committee.
- f. Coordinate and communicate programs and events to all affected parties.
- g. Ensure timely notification of programs and events to all affected parties.
- h. Regularly communicate plans, programs, events, and accomplishments to the ~~Executive Committee, the Congregation~~ Council, ~~and to the Congregation.~~

C13.02.198 The **FAITH FOUNDATION COMMITTEE**'S primary function is to act as the "Board of Directors" for the Faith Foundation. This includes any requirements listed for a Board of Directors for foundations. The committee shall consist of four to six members. The Committee shall, at a minimum, have a representative from the School Board Committee, a representative from the Finance Committee, and the Council Secretary (who will be the chair of this committee). The Council and other committee members will remain on the Faith Foundation Committee as long as they hold their position.

Other members of the Committee are volunteers, shall have the concurrence of Council, and have a term of office for three years. Ideally one third of the members shall be elected each year. Volunteer members shall be eligible for re-election with no limitation on the number of terms.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

Note: Some companies, organizations, and functions will provide additional incentives if past and present employees or persons affiliated are included as a member of this committee. This should be taken into account during the process of selecting the members of the committee. If this is the case, when submitting their candidacy to the Leadership Development Committee, these people must provide their affiliation and the company, organization, or function requirement with their resume.

The Faith Foundation Committee reports to the Executive Committee. In addition, the Faith Foundation Committee shall:

- a. Periodically, no less than semi-annually, review requirements for foundations and the status of Faith Foundation. Inform the Executive Committee and any users of any changes. Make any proposal to the Executive Committee in regard to bringing the Faith Foundation into compliance with requirements.
- b. Periodically, no less than quarterly, inform the Executive Committee of status of the Faith Foundation, any changes in requests to use the Foundation, and the status of monies going to and coming out of the Faith Foundation.
- c. Approve any requests to use funds from the Faith Foundation. Inform the Executive Committee and any users of any changes.
- d. Approve investment/disbursement of Faith Foundation funds to affected projects.
- e. Mentor Council, staff, and other affected parties about the Faith Foundation and any requirements as it applies to their area for responsibility.
- f. Regularly communicate plans and activities of the Faith Foundation to the Council, the Congregation, and other affected parties.

C13.02.2019 The **CALL COMMITTEE'S** primary function is to work with the Northwest Washington Synod of the ELCA to define the roles, responsibilities, authority, and accountability of a rostered leader position; advertise for the position; interview; and recommend to the congregation candidate(s) for that position in accordance to the guidelines set forth by the Synod. The Call Committee is the only committee ~~which that~~ is of a limited duration. When a vacancy occurs for a rostered staff position, the Congregation Council shall appoint a Call Committee of six voting members at large from the congregation. Term of office will terminate at installation of the newly called rostered staff position. The Call Committee reports to the Executive Committee.

SUPPORT TEAMS

C13.02.21 In addition to those duties outlines in Chapter 13 of the Constitution, the Support Teams shall be as follows:

C13.02.22 **STAFF SUPPORT TEAM** is responsible for the nurturing of the church staff and in being available to each member individually, if necessary, in dealing with their position and interface of the congregation with them. Three to six people shall be appointed by the Congregation for a two-year term and cannot hold this position more than two terms. It is recommended that approximately half of the members be appointed each year. The Staff Support Team reports to the Personnel Committee.

- ~~C13.02.23~~ — ~~**TECHNOLOGY SUPPORT TEAM**~~ is responsible for the planning, proposing, implementing, and maintenance of office technologies for the church and related ministries. ~~The members to this team are volunteers and have no specific term of office. The Technology Support Team reports through its chairperson. In addition, the Support Team shall:~~
- ~~a. — Develop plans for maintenance, repair, replacement, care, and improvement of computing software and related hardware.~~
 - ~~b. — Develop an annual budget for maintenance, repair, and improvement of computing software and related hardware and turn it in to the Finance Committee in time to support financial planning.~~
 - ~~c. — Monitor expenses to ensure they are properly accounted and are within approved expenditures.~~
 - ~~d. — Approve, oversee, and monitor activities relating to the purchase, maintenance, repair, replacement, and improvement of computing software and hardware.~~
 - ~~e. — Ensure users are aware of any special requirements and limitations.~~
 - ~~f. — Oversee and monitor activities relating to the security of computing hardware and software.~~
 - ~~g. — Ensure that electronic communications, including websites, are approved prior to release and that they are current and accurate.~~
 - ~~h. — Review, at least annually, any maintenance contracts and makes recommendations to the Congregation Council.~~
 - ~~i. — Regularly communicate plans and accomplishments to the Council and to the Congregation.~~
- ~~C13.02.24~~ — ~~**FRIENDS OF FAITH SUPPORT TEAM**~~ is responsible for the nurturing and supporting of the day school staff. ~~In addition, the Friends of Faith Support Team is the organization that has the authority to raise special funds through approved events in support of Faith Lutheran Evangelical Church and School. The members to this team are voluntary, must be parents, grandparents, or caregivers of children currently attending Faith Lutheran School, and must believe in and promote Christian education. The Friends of Faith Support Team reports to the School Board Committee, and shall:~~
- ~~a. — Develop plans for supporting the school.~~
 - ~~b. — Develop an annual budget.~~
 - ~~c. — Monitor expenses to ensure they are properly accounted and are within approved expenditures.~~
 - ~~d. — Regularly communicate plans and accomplishments to the Principal, School Board, Congregation Council, and to the parents of day school children.~~
 - ~~e. — Communicate to the School Board, at least quarterly, the finance status of Friends of Faith funds.~~
 - ~~f. — Communicate programs and events to all affected parties.~~
- C13.02.253** **MEMORIAL SUPPORT TEAM** oversees gifts given as a memorial to enhance a ministry or an activity at Faith. The members to this team are volunteers. There is no limit on the number of people on the team, but membership must have the concurrence of the Endowment Committee. The Memorial Support Team directly reports to the Endowment Committee.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

The purpose of the Memorial Support Team is to receive and track funds given as memorials. The team may approve for expenditure monies or gifts that are designated to enhance a ministry or an activity at Faith **Evangelical** Lutheran Church or up to \$500 of undesignated monies with Endowment Committee consent. Greater amounts of undesignated funds require **Congregation Council** approval.

The Memorial Support Team shall:

- a. Select a volunteer coordinator who will provide acknowledgements to gift givers and inform the families of the memorialized about the donors but not reveal the individual amount given.
- b. Contact the family of those memorialized to determine if they have a preference as to the use of undesignated gifts.
- c. Monitor memorial gifts to ensure that they are properly accounted for and are provided to the proper ministry or activity, if designated. A record of memorialized persons shall be on display to the congregation.
- d. Communicate to the Endowment Committee, at least quarterly, the status of Memorial funds.

FAITH LUTHERAN SCHOOL OF REDMOND – AN EARLY CHILDHOOD CENTER

C14.01.01 ~~Purpose and Relationship:~~ Faith Lutheran School of Redmond (hereafter also referred to as “the school”) exists as a mission of Early Childhood Education ~~an extension of the Christian education ministry of Faith Evangelical Lutheran Church. of Redmond and is therefore bound to act within the limits of the congregation’s constitution and under the supervision of the Congregation Council. The school shall endeavor to:-~~ This relationship is intended to bless the congregation, the school, its families and students, and through them, the greater Redmond community.

This relationship includes certain responsibilities from both the congregation and the school, which are described below.

C14.01.02 Purpose: Faith Lutheran School of Redmond shall endeavor to provide ~~academic~~ excellence in **early childhood education** in a Christian environment, meeting or exceeding the guidelines established by the State of Washington.

~~b.— Guide children with loving Christian discipline.~~

~~e.— Foster Christian values and principles.~~

C14.01.03 Governance: Faith Lutheran School of Redmond may be a separate 501(c)3 corporation of the State of Washington. However, it is subject to the constitution and bylaws, and rules and regulations of the Evangelical Lutheran Church in America, the Northwest Washington Synod of the Evangelical Lutheran Church in America (or its successor), and the Constitution and Bylaws of Faith Evangelical Lutheran Church; In particular:

- a. The Congregation Council (including the pastor(s)) shall be the final supervising authority of the School.
- b. Faith Lutheran School of Redmond shall have a School Board, membership of which shall consist of:

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

1. At least (1) lay voting member of Faith Evangelical Lutheran Church, who shall be elected at the Annual Meeting of the congregation for a three (3) year and one month term, once renewable, as a voting member of the School Board. This member will also be the representative to the Congregation Council, and in the Council shall have voice but no vote. The person elected to this position shall assume office in the month following election.
2. The pastor(s) of Faith Evangelical Lutheran Church, who shall remain (a) voting member(s) of the School Board during his/her/their term of service as pastor(s) of this congregation.
3. At least (2) parents of students of the school, chosen by the School Board for two (2) year terms, once renewable. If at any time these parents cease having children in the school, they must at that time vacate their position(s). They shall assume office in the month following their selection.
4. The School Director shall serve as a member of the School Board with voice and vote, but may not serve as an officer of the School Board.
5. Vacancies on the School Board may be filled by appointment by the School Board President for the balance of the term being filled, subject to ratification by the School Board.
6. In addition, the School Board shall:
 - a. Develop the annual school budget with inputs from the School Director, school staff, and the Congregation Treasurer, ensuring that the budget meets all obligations and budgeted expenditures are not to be greater than revenues.
 - b. Monitor expenses to ensure they are properly accounted and are within approved expenditures.
 - c. On at least a quarterly basis, based on the church's fiscal year (i.e., in July, October, January, and April), inform the Congregation Council of the financial status of the school.
 - d. Set the policies and operating principles which guide the school and ensure that said policies are followed, periodically evaluated, and updated.
 - e. Report monthly to the Faith Evangelical Lutheran Congregation Council and to the Congregation as requested, and to other committees or groups as agreed upon.
 - f. Record and file minutes of School Board and School Executive Committee meetings in the church and school offices.
 - g. Communicate with parents on decisions affecting the school and school activities.
 - h. Promote Faith Lutheran School.

~~C14.01.02 School Board Committee Executive Officers:~~

- ~~4.~~ 7. At the regularly called July meeting of the School Board, officers shall be elected from School Board Committee membership (see ~~C13.02.1714.10.03b~~) for one year terms to duties typical of their positions:
 1. President, ~~who must be a voting member of Faith Evangelical Lutheran Church;~~

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

2. Vice President
3. Secretary
4. Treasurer

These persons shall also make up the Executive Committee of the School Board, and shall remain in office as long as they are members of the School Board.

~~C14.01.03~~

8. The School Board shall meet regularly, as noted: ~~Committee Meetings:~~

- ~~1. Annual Meeting: There shall be at least one general meeting annually, open to all interested persons at which reports of the status of the school and its future will be presented. This meeting shall not be empowered to make final decisions on issues but may initiate petition or request an action.~~
- ~~2. Special Meeting: The Board President may call special open meetings or a majority of the Board membership for specific purpose, announced adequately in advance and held in a place, which makes the meeting accessible to those generally interested. This meeting shall not be empowered to make final decisions on issues regarding the governance of the school, but may initiate petition or request an action.~~
- ~~3. Board Meetings:~~
 - a. The School Board shall meet at least monthly at a time and place publicly announced ~~in both the congregational and school publications.~~
 - b. A special School Board meeting may be called at the direction of the President of the School Board or a majority of the School Board members.
 - c. Quorum shall be ~~5 (3)~~ members of the School Board ~~membership.~~
 - d. A board position may be declared vacant if a board member fails to attend two successive meetings, except in extraordinary circumstances.
 - e. ~~Guests may attend any board meeting, except executive session, and may be granted the privilege of speaking only by prior arrangement with the Board President and at the President's pleasure or a ruling by a majority of the Board members present. All School Board meetings are open. Guests may be granted speaking privileges by prior arrangement with the School Board President or by a majority of Board members present.~~
 - f. Executive session of the School Board Committee may be called at the discretion of the School Board President or the majority of the School Board members present. Results of an action of the Executive Session shall be reported at the close of the session.

~~4. Executive Committee Authority: During the interim between board meetings the Executive Committee shall be empowered to act in behalf of the Board, subject to subsequent board ratification of the action.~~

C14.01.04 School Relationships

1. Faith Lutheran School shall participate in the following relations:
 - a. Faith Evangelical Lutheran Church, ~~the parent organization of which the school is a ministry.~~

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

It is understood that Faith Lutheran School, as a ministry and mission of Faith Evangelical Lutheran Church, is supported in part within the total ministry expense budget of Faith Evangelical Lutheran Church. However, actual cash payments by Faith Lutheran School to Faith Evangelical Lutheran Church to defray a portion of these ministry expenses, on a monthly or annual basis, are also understood to be part of the annual budget of both the school (expense) and the church (income). The total amount of the school's annual payment to the church to defray these expenses shall be negotiated each year by the church Executive Team and the School Board's executive committee, prior to the approval of both the church's and the school's budgets for the coming year. The amount and frequency of payments from the school to the church shall be mutually acceptable to both the Faith Lutheran Church Congregation Council, and the Faith Lutheran School Board.

~~b. — Friends of Faith Support Team (see C13.02.24).~~

- e. b. Evangelical Lutheran Church in America and especially its Division for Higher Education and Schools, **as appropriate.**
- d. c. Evangelical Lutheran Education Association, the professional organization of the Lutheran schools, both nationally and in the Western area.
- e. d. The State of Washington, and especially the ~~Office of Public Instruction~~ **Department of Early Learning**, for licenses and certification.
- f. e. Other organizations, which the School Board Committee deems advisable from time to time.

C14.01.05 School Administration

1. The operation of Faith Lutheran School shall be under the direction of a **Principal Director**. The **Principal Director** reports to both ~~to~~ the School Board and to the ~~pastor(s)~~ **Congregation Council**.
 - a. The position of School **Principal Director** shall be filled by approval of Faith Evangelical Lutheran Congregation Council upon recommendation of a committee composed of three members selected by the Faith Lutheran School Board serving jointly with the members of the Personnel Committee and the pastor(s).
 - b. The School **Principal Director's** employment shall be governed by the terms of the current Personnel Policies and Procedures for Faith Evangelical Lutheran Church. **The Director shall be subject to a yearly performance review conducted by the School Board Executive Committee and the chair of the Personnel Committee. This review shall include review of the Director's position description.**
 - c. ~~The Principal School Director shall be an active and participating member of a Christian church in our local area,~~ **be able to support and work within** the theological framework of the Evangelical Lutheran Church in America **and Faith Evangelical Lutheran Church.**
2. The selection of the school staff, the operational policies of the school and functions of the other school-related committees and organizations shall be included in the following documents:

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- a. **Staff** Policy and Procedures handbook of Faith Lutheran School;
 - b. Teacher Handbook of Faith Lutheran School;
 - c. Parent **Policy and Procedures** Handbook of Faith Lutheran School;
 - d. Personnel Policies and Procedures for Faith **Evangelical** Lutheran **Evangelical** Church.
3. The four handbooks named in Item 2 above, together with ~~this document the~~ **Constitution and Bylaws of Faith Evangelical Lutheran Church**, are the governing documents of the school. ~~Three of the handbooks (a through c) can be changed and/or amended only under the direction of the School Board. Ratification by the Faith Evangelical Lutheran Congregation Council shall be required for changes to the Policy and Procedures Handbook of Faith Lutheran School.~~ All handbooks shall be subject to periodic review by the School Board.

AMENDING THE BYLAWS

- C16.02.01 Amendments to the Bylaws may be made at a duly called congregational meeting by a majority vote of those present and voting, provided that such amendments have been proposed in writing by at least five (5) voting members and submitted in writing to the congregation at least ten (10) days before the meeting at which final action is to be taken.

RECONCILING IN CHRIST CONTINUING RESOLUTION OF THE CONGREGATION

- C18.02.01 Effective Sunday, June 11, 2017, Faith Evangelical Lutheran Church is established as a Reconciling in Christ congregation, where we publicly welcome and affirm members of the lesbian, gay, bisexual, and transgender (LGBT) community; and for the congregation to adopt the following welcome statement:

We welcome all because God loves and welcomes all, regardless of sexual orientation, gender identity/expression, ethnicity, culture, age, or relationship status. We welcome all without regard to addictions, physical or mental health, socioeconomic circumstances, or anything that too often divides us. We welcome and continue to affirm all who are seeking God's love and grace. Our unity is in Christ.

CASCADIA LUTHERAN PARISH CONTINUING RESOLUTION OF THE CONGREGATION

- C18.02.02 Effective Sunday, June 11, 2017, Faith Evangelical Lutheran Church approves the Charter for the Cascadia Lutheran Parish, another name for the cooperative ministry of the Cascadia Cluster of the Northwest Washington Synod of the Evangelical Lutheran Church in America. The Charter may be found below in its entirety.

CHARTER

Cascadia Parish

Northwest Washington Synod - ELCA

PREAMBLE

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

We, the congregations of the Cascadia Parish, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to carry out God's mission, do hereby adopt this charter and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

Chapter 1. NAME

P1.01. The name of this organization shall be the Cascadia Parish of the Northwest Washington Synod of the Evangelical Lutheran Church of America.

P1.02 For the purposes of this charter and accompanying by-laws, the Cascadia Parish of the Northwest Washington Synod of the Evangelical Lutheran Church in America is hereafter designated as "the Parish" or "this Parish."

Chapter 2. PURPOSE

P2.01 Congregations set aside by the synod to share in the mission and ministry of the Church are called "clusters." We intend to refer to our "cluster" as a "Parish" to connote our dedication to each other to work as one in order to fulfil our purpose.

P2.02 The purpose of the Parish shall be to:

- a. Foster interdependent relationships between the congregations of this Parish;
- b. Work together in support of the programs of the Parish, institutions, synodical and churchwide units;
- c. Work in all ways to further our common ministry and mission; and
- d. Foster and participate in ecumenical relationships consistent with church-wide policy.

P2.03 This Parish shall develop an organizational structure to be described in the bylaws. The Parish governing board shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups contained in continuing resolutions and review their actions.

P2.04 This Parish may adopt a mission statement which will provide specific direction for its programs.

Chapter 3. MEMBERSHIP

P3.01 Member congregations shall be determined by the Synod Council of the Northwest Washington Synod as it appoints congregations to parishes and clusters.

- a. Member congregations of this Parish, as of May 2016 are: Faith, Redmond; First, Bothell; Holy Spirit, Kirkland; Morning Star, Monroe; Northlake, Kenmore; Salt House, Kirkland; Shepherd of the Valley, Startup, Wooden Cross, Woodinville.

Chapter 4. RESPONSIBILITIES

P4.01 The Parish shall have responsibility for:

- a. Initiating joint worship services,
- b. Studying important issues to the Church,
- c. Providing educational opportunities for elected leaders and councils,
- d. Offering resources for congregational ministry,
- e. Fulfilling legislative responsibilities in the selection of representatives to synod councils, boards or committees when required,
- f. Encouraging participation in and support for the entire mission of the Church,

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- g. Encouraging monthly gatherings of the rostered leaders of this Parish, and
- h. Meeting in assembly at least once a year, and may meet at any other time during the year for worship, study and resource sharing.
 - 1) The Parish assembly shall meet no later than 1 month prior to the synod assembly.
 - 2) A special meeting may be called by the Parish Dean, the governing board, or by a resolution from one-third of the Parish's congregations.

P4.02 The Parish may have its own financial budget. It may receive and disburse funds for purposes consistent with the responsibilities of the Parish.

- 1) Parish funds may be collected in a fair manner as determined by the governing board.
- 2) The records of the treasury shall be audited annually following the close of the fiscal year by two persons appointed by the Chairperson and an auditor's report shall be given at the next parish assembly.

Chapter 5. GOVERNING BOARD

P5.01 The Governing Board of the Parish shall be made up of the vice-presidents of member congregations or a congregation council member designee of member congregations. The dean of the Parish and one other rostered leader shall serve as advisory members and will be appointed by the rostered leaders at a regularly called Parish rostered leaders meeting.

P5.02 The Governing Board shall elect among its membership a chairperson, a secretary, and a treasurer who shall serve no more than two consecutive full two-year terms.

- 1) The terms of office shall begin immediately following the annual Parish assembly.
- 2) An attempt shall be made to have overlapping terms for the officers of the Parish.
- 3) Should a vacancy occur the Governing Board will appoint a member to serve out the vacancy until the next Parish assembly.

P5.02.01 The Chairperson shall:

- 1) Preside at Parish assemblies,
- 2) Assist in the leadership of the Parish and synod,
- 3) Plan, in consultation with the Parish dean and other Parish leaders, programs and agendas for all Parish assemblies
- 4) Oversee, with the treasurer, the budgeting processes and finances,
- 5) Maintain a directory of Parish officers and representatives on synod council, synod boards and synod committees, and
- 6) Carry out other responsibilities assigned by the Parish.

P5.02.02 The Secretary shall:

- 1) Keep the minutes of the meetings,
- 2) Preserve the archives,
- 3) Conduct the correspondence of the Parish (except as otherwise directed),
- 4) Notify congregations of meetings, twenty-one (21) days in advance,
- 5) Manage registration at Parish meetings,
- 6) Send a report of all Parish meetings to the rostered leaders, all member congregations, and the office of the synod.

P5.02.03 The Treasurer shall:

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- 1) Be the custodian of all funds,
 - 2) Disburse the funds in accordance with the directives of the Parish assembly, and
 - 3) Make an annual report at the annual Parish assembly.
- Chapter 6. EXECUTIVE COMMITTEE
- P6.01 The Executive Committee shall consist of the Chairperson, Secretary, and Treasurer of the Parish with the dean as an advisory member.
- P6.02 The Executive Committee shall provide for the planning and implementation of the annual Parish assembly.
- P6.03 The Executive Committee shall recommend a budget to the Parish assembly for the next fiscal year.
- Chapter 7. PARISH ASSEMBLY
- P7.01 There shall be a Parish assembly convened at least annually at a time and place determined by the Executive Committee.
- P7.01.01 The annual Parish assembly shall meet no later than one month prior to the synod assembly.
- P7.02 Delegates at the Parish assembly shall be:
- 1) The rostered leaders of member congregations,
 - 2) Six delegates from all member congregations, with a goal of three male and three female delegates, and
 - 3) The Executive Committee.
- P7.03 Representation from one-half of the member congregations shall constitute a quorum at Parish assemblies.
- Chapter 8. PARISH PROGRAM PLANNING GROUP
- P8.01 The Parish shall establish a program planning group which has responsibility for planning the work of the Parish. Membership of the program planning group may include:
- 1) Executive Committee,
 - 2) Member congregational council members,
 - 3) Member congregation committee chairs or members, and
 - 4) Consultants called to meet for a specific purpose.
- P8.02 This planning group shall:
- 1) Establish appropriate objectives and duties for itself to implement programs of the Parish or synod.
 - 2) Serve as a channel for any programmatic action of synod committees within the Parish in cooperation with members of the synod committees.
 - 3) Equip members of the congregations within the Parish for mission.
- Chapter 9. BYLAWS AND AMENDMENTS
- P9.01 Articles and bylaws of the Parish charter may be amended, adopted, or repealed by the Parish assembly without referral to the synod. No change shall conflict with the synodical constitution or with the Constitution and Bylaws of the Evangelical Lutheran Church in America.

Faith Evangelical Lutheran Church Bylaws to be approved by the congregation 2018

- P9.02 A proposed change to the articles or bylaws must be presented to each member congregation's council for review and an affirmative vote or at a Parish governing board meeting prior to the Parish assembly to be presented at the annual Parish assembly in which case it must be made available to delegates thirty (30) days prior to the assembly.
- P9.03 A proposed change in the articles requires the approval of a two-thirds (2/3) majority of delegates present at the annual Parish assembly.
- P9.04 A proposed change in the bylaws requires the approval of a simple majority of delegates present at the Parish assembly.

The term "parish" as used in this charter is separate from, and in no way connected with, the use of the word "parish" in Chapter 20 (Parish Authorization) of the Model Constitution for Congregations of the Evangelical Lutheran Church in America, and those congregation constitutions which have included Chapter 20 in them. "Parish" as used here is merely a geographic term referring to the Cascadia Cluster (as defined by the constitution of the Northwest Washington Synod of the ELCA).