

CHRIST THE VINE

LUTHERAN CHURCH
LCMS

**CONSTITUTION
AND BY-LAWS**

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**CONSTITUTION
OF
CHRIST THE VINE LUTHERAN CHURCH**

Damascus, Oregon

PREAMBLE

It is the will of our Lord Jesus Christ that his disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:18). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), and serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10). Since Christians are also to administer the Office of the Keys as His church (John 20:21-23, Matthew 18:15-20), and to maintain decency and order (1 Cor. 14:40) in the church:

Therefore we, a number of Lutheran Christians Living in and near Damascus, Oregon accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

1.0 NAME:

The name of this congregation shall be: CHRIST THE VINE LUTHERAN CHURCH, CLACKAMAS (DAMASCUS), OREGON

2.0 CONFESSION:

2.10 This congregation accepts all the canonical books of the Old and New Testaments as the inspired and inerrant Word of God, and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz.:

1. The Three Ecumenical Creeds, Viz., the Apostolic, the Nicene, and the Athanasian.
2. The Unaltered Augsburg Confession.
3. The Apology to the Augsburg Confession.
4. The Smalcald Articles.
5. Luther's Large Catechism.
6. Luther's Small Catechism.
7. The Formula of Concord.

2.11 In this congregation no doctrine shall be taught or tolerated which is at variance with The Holy Scripture or said symbols of the Evangelical Lutheran Church. All doctrinal controversies which may arise in this congregation shall be decided and adjudicated according to this norm of doctrine only.

3.0 SYNODICAL AFFILIATION:

3.10 This congregation shall be affiliated with the Lutheran Church--Missouri Synod as long as the confessions and constitution of said synod are in accord with the confessions and constitution of this congregation as laid down in Article 2.

3.20 This congregation shall, to the best of its ability, collaborate with said synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

4.0 MEMBERSHIP:

4.10 Baptized Membership:

Baptized members are all those under the spiritual care of this congregation who have been baptized in the name of the triune God.

4.20 Communicant Membership:

1. Have declared their acceptance of the confessions of this congregation as contained in the Article 2 of this constitution.
2. Have been accepted into communicant membership in accordance with the by-laws of this congregation and shall remain faithful to the responsibilities of membership as contained in these by-laws.
3. Lead a Christian life and do not live in manifest works of the flesh (Galatian 5:19-21).
4. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Cor. 6:14-18).
5. Permit oneself to be admonished in a brotherly manner and corrected when he or she has erred or offended (Matthew 18:15-18).

4.40 The membership, and membership privileges, of each communicant member shall remain in force so long as each member maintains his eligibility according to the five points in section 4.20 of this article and shall meet the requirements stated or implied in the disciplinary, or other provisions, of the by-laws. A member who voluntarily severs his connection with this congregation, or who has been released or transferred or who has been excommunicated shall be deemed to have terminated his membership in this congregation along with all rights and privileges of such membership.

4.40 Voting Membership:

4.41 This congregation shall be represented by, and administer all its affairs through, its voting membership.

4.42 Only communicant members, who have qualified according to the membership provisions of the by-laws, shall be received as voting members of this congregation.

5.0 ORGANIZATION:

5.10 Administrative Boards:

5.11 Responsibility and authority for the daily administration of congregational affairs shall be delegated to the following boards;

1. Board of Elders
2. Board of Worship
3. Board of Christian Education
4. Board of Youth
5. Board of Outreach
- 6 Board of Early Childhood Center
- 7... Board of Trustees
8. Board of Fellowship
- 9...Board of Publicity
10. Board of Stewardship
11. Board of Human Resources

5.12 The Chairman of each Administrative Board shall serve as the Chairman of that board.

5.20 ~~Officers of the congregation:~~

5:20 Executive Committee of the Congregation

5.21 The Executive Committee of the congregation shall consist of an Executive Director, Director, Treasurer, Financial Secretary, all selected from the voting membership in accordance with the by-laws of the congregation. The Pastor and the above named positions shall constitute the Executive Committee.

5.22 The Executive Director of the congregation, and (Director of Worshipping Ministries, when acting in the Directors capacity) shall have a voice on all administrative boards, but the right to vote shall be limited to such board or boards on which membership is held. The Pastor(s) of the congregation, shall be, ex-officio, a member of all boards and their associated committees, and at his discretion, may attend any or all meetings related to congregational activity.

5.30 Parish Planning Council:

5.31 The Parish Planning Council shall consist of the Pastor(s), the Executive Committee of the congregation, and the Chairs of the-Eleven (11) administrative boards listed in section 5.11 of this article.

They shall hold a position ON the Parish Planning Council by virtue of their call or election by the voting membership of the congregation as long as their term of office continues.

5.40 Rights and Powers:

5.41 This congregation, subject to the limiting provisions and regulations of this constitution and its associated by-laws, shall have supreme power in the administration of its affairs. No duly elected officer of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its voting membership. Each administrative board, along with the Parish Planning Council, shall be responsible for the performance of such duties as the voting membership may delegate to them by special resolution. Such specially delegated powers, both of officers and administrative boards, shall be subject to revision or complete withdrawal by the voting membership at its discretion.

6.0 PASTOR:

6.10 Only such candidates shall be called to serve as Pastors, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in article 2 of this constitution. They shall be graduates of, or colloquied by an institution of the Lutheran Church--Missouri Synod.

6.20 In the absence of adequate cause for dismissal, as defined in the by-laws of the congregation, the tenure of office of a called Pastor shall be the remainder of his active life, or until the Lord calls him to another field of service.

7.0 DIRECTOR OF CHRISTIAN EDUCATION

7.1 Only such candidates shall be called to serve as Directors of Christian Education who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in article 2 of this constitution.

7.2 Purpose

To serve Christ the Vine by developing and expanding family ministry, confirmation and senior high school and supporting volunteers involved in these ministries.

7.3 Qualifications

1. Knowledge of the Bible and Lutheran doctrine. Active member of a Lutheran Church.
2. Relevant degree recommended and/ or two or more years experience with youth and family ministry.
3. Good communication and interpersonal skills.

7.4 Responsibilities - working with the youth board:

1. Plan, administer and expand (assisted by lay leaders) a dynamic senior high school youth program.
2. Coordinate all confirmation (grades 7-8) activities.
3. Coordinate community outreach activities.

4. Develop one on one relationship with the youth and their families5. Be a member of the Parish Planning Council.

8.0 AUXILIARY ORGANIZATIONS

8.10 Auxiliary organizations may be organized within the congregation only with the expressed approval of the voting membership, and all such organizations shall be under the supervision of the Pastor(s) and the appropriate administrative board under whose jurisdiction they function. Only communicant members of this congregation shall be officers of such groups. Any decisions, enactments or performance of these groups shall be invalid if they conflict with this constitution and its associated by-laws.

9.0 PROPERTY RIGHTS:

9.10 If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continued to adhere in confession and practice to section 2.0 of this constitution should a in division take place for any other reason, the property shall remain with the majority of the communicant members. In the event that the congregation should totally disband, the property and all rights connected therewith shall be transferred to that district of the Lutheran Church--Missouri Synod of which the congregation has been a member at the time of disbanding.

10.0 VALIDITY OF RESOLUTIONS:

All Congregational matters shall be decided by a simple majority vote of the qualified voting members present at a properly convened meeting of the voting membership, except as otherwise provided in this constitution and its associated by-laws for dealing with certain situations or matters therein specifically mentioned and defined.

11.00 AMENDMENTS:

This constitution may be changed or amended, by three- fourths majority of the votes cast in a regular meeting of the voting membership, provided that the intention to amend the constitution and the wording of the amendments proposed shall be read and made available in print to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.

11.10Articles 2,3,4,6 and 8 are hereby made irrevocable

12.0 BY-LAWS:

This congregation may adopt such by-laws as may be required for the accomplishment of its purpose.

**THE BY-LAWS OF THE CONSTITUTION
OF
CHRIST THE VINE LUTHERAN CHURCH
DAMASCUS, OREGON
2004**

14.0 COMMUNICANT WORSHIP:

14.10 Applicants for communicant membership in this congregation shall consult the Pastor who shall determine whether such applicants are eligible for membership in accordance with Article four of the constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation or, at the Pastors discretion, before witnesses who are members of the Board of Elders, before being received as members.

14.12 Applicants from other Lutheran Churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership and will be encouraged to attend a class of adult instruction of Christian Living. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor may, with the consent of the Board of Elders, arrange for a period of re-instruction prior to reaffirmation of faith for such applicants.

14.13 The applications of those who have met the criteria in accordance with the above two paragraphs, shall be given by the Pastor to the Board of Elders which shall have authority to act on such applications in behalf of the voting membership. The roster of new members shall be publicized in the various news media of the congregation.

14.20 Privileges and Duties of Communicant Members.
It shall be the privilege and duty of members of this congregation to:

14.21 Grow in Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the congregation and its agencies and partaking of the Lord's Supper frequently.

14.22 Live a morally decent life before God and man, abstaining from open works of the flesh (Gal. 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.

14.23 Provide for the proper Christian training of their children by instruction at home and through the agencies of the church.

14.24 Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.

14.25 Place their God-given talents and abilities at the disposal of the pastor(s), the officers, and other agencies of the congregation as set forth in its constitution and By- Laws, so that the purposes and functions of the congregation may be effectively implemented.

15.0 VOTING MEMBERSHIP:

15.10 Eligibility

15.11 All communicant members of this congregation, both male and female, shall be voting members of this congregation. All communicant members under the age of 18 will be known as Associate voting members. The associate voting members may vote on all matters of the church except in the area of finance or budgeting. They shall be able to exercise the franchise of the vote after reading and signing the constitution of the congregation.

15.20 Privileges and Duties of Voting Members. It shall be the privilege and duty of a Voting Member of this congregation to:

15.21 Conscientiously and prayerfully exercise their right to suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.

15.22 Willingly serve in any office or capacity for which their talents and abilities equip them.

15.23 Faithfully attend all meetings of the Voting Membership.

15.24 Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.

15.25 Encourage, by personal example, friendly interest, and Judicious counsel, such eligible communicant members who are not yet Voting Members to consider seriously accepting the responsibilities and privileges of a Voting Membership with the opportunities offered by an active involvement.

16.0 DISCIPLINES IN THE CONGREGATION:

16.10 All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20 and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the Board of Elders.

16.20. Communicant Membership - Termination

16.21 Transfer - A member desiring transfer to another Lutheran congregation on which we are in fellowship shall apply to the Pastor. Upon approval by the Pastor and the Board of Elders, a letter of transfer shall be issued by the Pastor. The Board of Elders shall report all transfers to the congregation via church publications and to the Voter's Assembly at the next regular meeting.

16.22 Joining other churches - In cases where communicant members of this congregation have joined a non-Lutheran congregation, or a Lutheran congregation in which we are not in fellowship, they shall, upon the decision of the Pastor and the Board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership list of the congregation.

16.23 Whereabouts unknown - The names of members whose whereabouts are unknown and cannot be established within a period of six months, shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts unknown". Such membership is terminated and shall be reported as such to the next regular meeting of the Voter's Assembly.

16.24 Self-Exclusion - When a member of Christ the Vine Lutheran Church has not communed for three months, he or she will receive a visit from their respective Elder, and shall be admonished and encouraged. If such a member has not communed after six months, he or she shall receive another visit by at least two members of the congregation, one the respective Elder of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given, if after nine Months, such a member still has not communed and is not attending the worship services of the church, he or she shall be evangelically admonished more firmly and told that if such neglect continues for another three months, it shall be interpreted as impenitent, lack of faith in Jesus Christ, and indifference to church membership, privileges and responsibilities. If then, after 12 months, or a reasonable time, the member has not responded to Christian admonition as outlined above, the Elders shall commend that person to the voting assembly recommending that such person be considered self excluded, there must be a unanimous vote. Such self-exclusion releases the individual from all responsibilities to this congregation, but it also excludes the member from the privileges of church membership, such as Christian burial, Holy Communion, Transfer to a sister congregation, and of any claim against the properties of this congregation. Those members on temporary absence -military or work related maybe excused by application to the Board of Elders.

SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOMED TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.

16.25 Excommunication - Excommunication is to be applied to any member who conducts himself in an unchristian manner; i.e. To one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Elders shall administer the basic steps of discipline with final excommunication taking place by the unanimous consent of the voting membership.

16.26 Reinstatement - Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s) and the Board of Elders. Both acts of discipline and restoration shall be made known to all communicant members by whatever methods the Pastor and the board of Elders deem most suitable.

16.30 Provisions Pertaining to Church Officers and Directors

16.31 Any Officer or Director of the congregation, who willfully neglects the duties of his office, may be deposed by a two-thirds majority of the Voting Members present in a regular meeting of the Voters Assembly. The Board of Elders shall initiate such disciplinary action. When an office is made vacant by a deposition, resignation, death or excommunication of the incumbent, a successor to such officer or director shall be elected by the Voting Membership at the next meeting.

16.40 Provisions Pertaining to Pastors

16.41 Sufficient grounds for deposing a pastor shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties of evident and protracted capacity to perform the functions of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Elders. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned board shall, after consultation with the appropriate officers of the Northwest District, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths majority vote of the Voting Membership present shall be required to depose a Pastor.

16.42 Should the occasion to depose a pastor ever arise, the intended deposition shall be announced by the director of the Board of Elders at regular divine services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by mail at least two weeks in advance.

17.00 MEETINGS OF THE CONGREGATION

17.10 Regular Meetings

17.11 Regular meetings of the Voting membership shall be held during each calendar year. A June meeting shall be held as an election meeting. Dates and times of all Voter's meetings shall be set by the Parish Planning Council. A December meeting of the Voter's Assembly shall include the consideration and acceptance of the budget for the following year. For corporate reasons the first meeting of the year shall be considered the annual meeting.

17.12 All communicant members of the congregation may attend the meetings of the Voters Assembly and may, with the consent of the voting Membership submit recommendations, or participate in a discussion of any given item of business before the Voting Membership.

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

17.20 Special Meetings

17.21 Special meetings of the Voters Assembly may be called by the Board of Elders, the Pastor(s), at the request of any one of the administrative Boards, or at the request of 10 voting members of the congregation. Notice of the date and time of such a meeting and of the nature of the business to be transacted, shall be given at least two Sundays prior to the time of the meeting.

17.30 Order of Business at Regular Meetings

17.31 Regular meetings of the Voting membership shall proceed as follows:

1. Scripture Reading and/or Prayer.
2. Minutes Review Committee (all meetings where business is conducted)
3. Recording of attendance.
4. Invitation to sign the Constitution
5. Unfinished Business
6. Treasurers Report
7. Reports from Committees of the Voting Membership.
8. New Business
9. State of the Parish Report by Pastor.
11. Adjournment.

17.32 Executive Director may, with the consent of the Voting Membership, vary the above order in the interest of efficiency.

17.33 In general, for purposes of order, Robert's Rules Of Order shall prevail

17.40 Restrictions pertaining to Voter's Assembly Meetings

17.41 Attending Voting Members of a properly called voter's Meeting shall constitute a quorum, except as otherwise provided in this constitution and by-laws for dealing with certain specific situations herein defined.

17.42 In the event of a tie vote, the Executive Director may cast the deciding vote.

18.0 THE OFFICE OF PASTOR

18.10 Procedure for Securing a Pastor

18.11 After consultation by the Board of Elders with the President of the Northwest District or his representative, candidates for the Pastorate shall be proposed at the next regular meeting of the Voting Membership or at a special meeting called for that purpose. Additional candidates may be proposed by any voting member at the meeting called to discuss the candidates. At that meeting, or at a subsequent regular or special meeting of the Voting Membership, the Voters shall elect one of the proposed candidates by ballot and simple majority, with subsequent unanimous approval. It shall be the duty of the Executive Director to see that notice of his election is delivered promptly to the candidate in whatever manner the Voting membership shall deem advisable.

18.20 The Pastoral Office

The Pastoral office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

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

To administer the sacraments in accordance with their divine institution. In the Pastor's absence, other LCMS ordained Pastors, or Elders certified by the Pastor, may consecrate the Communion. ~~Pastor's certification, following guidelines established by the Elders, will include reviewing each Elder's comprehension of doctrine and procedure, providing any training necessary, and presenting the names of those Elders he certifies to the Church Planning Council for documentation.~~ To discharge toward all members of the congregation the functions of a minister and curate of their soul in and evangelical manner, in particular to visit the sick and the dying and to admonish indifferent and erring members; to spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of

Holy Communion. To guide the congregation in applying the divinely ordained discipline of the church.

To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation. To serve as an example by Christian conduct and to do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ. By reason of his position the Pastor is not only a servant and steward of God, but also of the congregation. The Pastor(s) shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Elders so that it is at all times in harmony with doctrine and practice of the Lutheran Church--Missouri Synod. Members of the congregation are obligated to accord the Pastor(s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

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

19.0 ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

19.10 Nomination Procedures

19.11 Early in the calendar year, the Parish Planning Council shall announce its selection of six (6) qualified Voting Members who, together with the Pastor, shall serve as the nominating committee.

19.12 The nominating committee, as soon as possible, shall prepare a list of candidates drawn from communicant members of the congregation, this list shall then be made available to members of the congregation. Only male candidates shall be eligible for membership on the Board of Elders. ~~and Director of Worshiping Ministries, or Executive Director.~~

19.13 Following the publication of the Nominating Committee's list any communicant member of the congregation may submit to the committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee along with the candidates already chosen, provided:

1. That such names shall be submitted at least ~~40~~-**15** days before the second quarter meeting of the Voter's Assembly and
The nominating committee, through consultation with The Pastor(s) and the Board of Elders shall have investigated the status of the proposed candidates and found them eligible for the office and willing to serve.

19.14 The nominating committee, at least ~~one week~~ two Sundays before the date of the election meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices:

19.15 The Executive Director, Directors, Board Chairs and Board members shall be elected as necessary to complete the membership of each of the Administrative Boards.

19.20 Election Procedure

19.21 From the list of candidates for each elective office submitted by the nomination committee, the Voting Membership shall elect by ballot and simple majority, the following officers

1. Executive Director, 2. Directors of Worshiping, Serving, Connecting
3. Treasurer 4. Congregational Secretary 6. Financial Secretary 7...~~Eleven~~ Board Chairs
6. ~~Board members to the number required to complete the membership of each of the~~
~~Administrative Boards. The determination of the number on each board shall be an~~
~~annual function of the Parish Planning Council and shall be decided no later than the first~~
~~quarter meeting of that body.~~ Each Administrative Board shall meet two weeks after the election and prior to the scheduled July PPC meeting. The Board Chairman shall designate job duties for each board member. The duties of each board member shall be reported to the Executive Director within one week prior to or at the scheduled July PPC meeting.

19.22 ~~Officers, Directors, and Board Chairmen shall be elected by the congregation in the years as listed below.~~

Even years

Executive Director, Director of Serving, Financial Secretary

Following the election the Executive Director shall appoint the Human Resource Director and Recording Secretary,

Chair positions for: Elders, Worship Board, Board Christian Education, Youth Board, Outreach Board shall be elected.

~~Board Members for: Social Ministry, Early Childhood, Trustees, Fellowship, Publicity, Stewardship~~

~~The Board Chairmen shall appoint members for their committee.~~

Odd years

Director of Worshiping,

Director of Connecting, Treasurer Chair positions for: Social Ministry, Early Childhood Christian Education, Fellowship, Publicity, Stewardship, and Trustees

After the election the Chairman of Trustees shall appoint the Chairman of the Transportation Committee

~~Board Chairmen shall appoint members for their individual boards.~~

19.30 Installation of Officers - Term of Office

19.31 The newly elected officers and board members of the congregation shall be installed by the last Sunday in June, and shall assume their duties of office the next Sunday after installation.

19.32 The term of office of all officers, directors, and board members shall be two (2) years.

19.33 Any officer or board member may be re-nominated/elected to any office.

20.0 DUTIES OF OFFICERS * FUNCTIONS, POWERS ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE PARISH PLANNING COUNCIL

DUTIES OF THE OFFICERS AND BOARDS MAY BE FOUND IN THE OPERATING CODE FOR CHRIST THE VINE LUTHERAN CHURCH.

20.1 Executive Committee

20.11 The Executive Committee will be composed of the Pastor(s), Executive Director, ~~Directors of Worshiping, Connecting and Serving Ministries, Treasurer, Human Resource Director and Financial Secretary~~ This committee may ask other church members or board Chairpersons to attend the meetings. The use of others is encouraged when specific information or expertise would be valuable.

20.12 This committee will act as a sounding board for the pastor in planning and program development.

20.13 They will take necessary action in cases of emergency when it is not feasible, due to time restrictions, to assemble the Parish Planning Council or Congregation.

20.14 All actions taken by the Executive Committee will be reported to the Congregation and Parish Planning Council at the midyear meeting and the annual meeting...

20.15 Whenever it is expressly requested, the committee shall investigate, discuss and decide all such matters as could be brought before the Congregation but which it is deemed advisable for reasons of charity and prudence, to present to a small circle. However, appeal may be made to the Congregation. It shall remain optional with the member whether or not to consult the Executive Committee.

20.20 The Parish Planning Council

20.21 The Parish Planning Council shall meet monthly or at the call of the Pastor or Executive Director to consider and discuss any matters pertaining to the general welfare of the Congregation as presented by the various boards and to present recommendations to the Congregational Assembly. The Parish Planning Council shall be responsible for overseeing all committees and for providing guidance in all matters committed to it by the Congregational Assembly. The Council is authorized to take decisive action between Congregational meetings and report such actions at the next Congregational Assembly.

20.22 The Parish Planning Council shall consist of the Executive Director, the Directors of Worshiping, Connecting and Serving, the Treasurer, Human Resource Director and the

Pastor(s) of the congregation. ~~all of whom will hold~~ They shall also have membership on the Parish Planning Council until their term of office expires. It shall be the specific functions of the Parish Planning Council to:

1. Present to the Voter's Assembly at its third quarter meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
2. Prepare the agenda for the meetings of the Voter's Assembly. Set the dates and times for the Voter's Assembly meetings.
3. Appoint the Nominating Committee as required and at the time required.
4. Fill unexpired terms or shortages of personnel by appointment.
5. Review annual budget submitted by the Board of Stewardship for presentation to the voters.
6. Appoint an audit committee to review the financial records of the congregation and report their results at the second quarter meeting.

20.23 The Congregation shall reserve the right of calling its ministers, electing its officers, establishing its budget, allowing capital expenditures and the buying and/or selling of its property.

20.24 The Administrative Boards

20.24 General Duties and Powers of Administrative Boards

1. Each Administrative Board shall submit a report of its activities at each regular meeting of the Voting membership, and on such other occasions as the Voting membership shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

2. Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voter's Assembly or Parish Planning Council, provided that the Voting Membership or Parish Planning Council may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized either by the budget or by resolution of the congregation.

3. Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

21.00 Organization and Meetings of Administrative Boards

21.10 Each Administrative Board shall be under the direct control and supervision of the Director of that Board. Following the election of the number of Board Directors required, The director shall then designate and appoint from among the Board-congregation members at his own discretion those individuals, who are to be responsible for various phases of the work of that the board. Such appointments are to be made within two weeks of the date of

the election of the board chairman and notification of such appointments is to be given to the Executive Director of the congregation for publication to the congregation members in the manner he deems most advisable.

21.11 The time and frequency of Board meetings shall be at the discretion of the Director of the Board and the Board members, except that, for good and sufficient reason, either the Executive Director of the congregation or the Pastor(s) may call a meeting of the Board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time and purpose of such a meeting.

22.0 BY LAWS

22.10 These By-Laws may be amended in a properly convened meeting of the Voters Assembly by a majority of all voting members present, provided the proposed change has been announced at least two weeks prior to the meeting in which the amendment is voted on.

23.0 ENDOWMENT FUND

23.10 The Endowment Fund shall be structured and administered according to the By-Laws of the Fund which are attached and shall be deemed an integral part of the Constitution and By-Laws of Christ the Vine Lutheran Church.

23.11 Duties of the Endowment Fund Committee.

Duties of the Fund Committee shall be found in the Operating Codes for Christ the Vine Lutheran Church Endowment Fund
The Fund By-Laws are hereby included as an attachment to the By-Laws of Christ the Vine Lutheran Church.