

BY-LAWS

St. John's First Evangelical Lutheran Church

ARTICLE 1. Of the Pastor.

1.1 The Pastor shall have charge of all things relating to the public service and religious instruction; no new forms or ceremonies shall be introduced and no changes made without his permission. He shall be empowered to make such changes with the approval of the Voters.

1.2 He shall be an "ex officio" member of the various Boards and Committees of the congregation.

ARTICLE 2. Of the Congregational Meetings.

2.1 Regular Voters' Meetings shall be held six times a year; in February, May, June, September, November, and December. The statutory "Annual" Meeting of the congregation shall be held in January.

2.2 The Nominating Committee shall be appointed by the president in the September Voters' meeting; the officers shall be elected in the November meeting. The treasurers shall submit their reports prior to the Annual Meeting in January.

2.3 When a special meeting of the Voters' Assembly is necessary it shall be announced at the Sunday worship service one week in advance or by direct communication with the voting members. This meeting shall be capable of transacting business and passing valid resolutions.

2.4 That all confirmed members 18 years of age or older be considered an "Active" member in the Voter's Assembly and be given the privilege of voting at any Voter's Assembly meeting.

2.5 For the purpose of establishing a quorum at a regular meeting, the quorum shall consist of at least 12 members in order to conduct the business at hand.

2.6 Special meetings may be called at the request of the Pastor, or of a majority of the Church Council, or of one-third of the Voters, provided that such a request be made in writing, containing a statement of the purpose for which the meeting is called and bearing the

signatures of such members, and provided that such a written request be given to the Pastor, or, in the case of a vacancy, to the Council. Such meetings shall be duly announced, as directed above, with a statement of the purposes.

2.7 The Voters', Congregational, and Council meetings shall be conducted according to the generally recognized rules of parliamentary law.

2.8 The Order of Business shall be as follows:

- 2.8.1 Opening with prayer.
- 2.8.2 Establishment of quorum.
- 2.8.3 Reading of the minutes.
- 2.8.4 Address or remarks by the Pastor.
- 2.8.5 Report of the Financial Secretary and the Treasurer.
- 2.8.6 Reports of Boards and Committees.
- 2.8.7 New business
- 2.8.8 Adjournment with prayer.

2.9 All other congregational officer groups, committees, and boards shall meet as required to conduct their business.

- 2.9.1 Each established Boards or Committee of this congregation shall be allowed to make expenditures for budgeted goods and services as necessary. If expenditures exceed \$300.00 per month or if items are not incorporated in the yearly budget, consent must be secured by the Church Council or Voter's Assembly.

ARTICLE 3. Of the Council.

3.1 Council membership consists of those officers established by the Constitution (re Article 8.2).

3.2 In case of a vacancy in the Council, the President of the congregation shall appoint a replacement until the next annual election.

3.3 If a Councilman is absent from three regular meetings without excuse, he shall be considered resigned from their elective office, and successor determined according to 3.2 above.

3.4 The Church Council shall meet as often as necessary to transact its business with one session mandatory before each regular Voters' meeting.

3.5 Special meetings of the Council may be called at any time on the request of the Pastor or 3 members of the Council.

3.6 A majority of the Council shall constitute a quorum.

3.7 As the elected officials of the congregation, the Council must at all times conduct its business in the spirit of the congregation. The Council's decisions and actions are to be considered the voice of the congregation on all routine matters and as such are binding until they may be rescinded by the Voters' assembly.

ARTICLE 4. Duties of the Officers.

4.1 The Deacons.

4.1.1 (Tenure) There shall be 6 or more deacons elected to serve a 3-year term; a minimum of 2 to be elected each year.

4.1.2 Following the annual election the newly-formed board of deacons shall elect a chairman and secretary.

4.1.2.1. The Head Deacon shall also assume the title and responsibilities of the congregational vice-president.

4.1.3 The duties of the Board of Deacons shall be:

4.1.3.1 To assist the Pastor in all matters pertaining to the spiritual welfare of the congregation.

4.1.3.2 To assist the Pastor, at his request, in visiting members of the congregation, comforting the sick, and caring for the poor and needy.

4.1.3.3 To assist the Pastor in carrying out the work of evangelism.

- 4.1.3.4 To assist the Pastor in admonishing erring members and the administration of church discipline according to the dictates of Holy Scripture.
- 4.1.3.5 They shall appoint one member, of said Board, assume the duties of the Head Usher.
 - 4.1.3.5.1. He shall encourage confirmed members to serve as assistant ushers and establish a workable usher's schedule.
 - 4.1.3.5.2. He shall assist the Pastor and the worshippers in every way necessary, so that the services may be conducted with a minimum amount of disturbances.
 - 4.1.3.5.3. He shall see to it that the hymns are correctly posted; that heat, light, and ventilation are properly adjusted; that the bulletins, programs, etc., are distributed; that water is available for Baptism; supervise the gathering of offerings, that mothers with small children be seated in the back pews; that the communicants be properly directed; etc.
- 4.1.3.6 They shall provide the necessary pastoral services in the absence, sickness, or disability of the pastor or in cases of a vacancy in the pastorate.
- 4.1.3.7 They shall keep accurate minutes, especially in cases of church discipline.
- 4.1.3.8 They shall report as necessary to the Church Council and/or Voters' assembly on their work.
- 4.1.4 The Deacons shall meet as necessary to conduct their business. A meeting may be called by the pastor or two deacons.

4.2 The Board of Trustees

4.2.1 Make-up and Tenure

4.2.1.1 There shall be 6 Trustees elected to serve a three year term; two shall be elected each year.

4.2.1.2 They shall be elected by the Voters' assembly. Vacancies may be filled in mid-term by action of either the Church Council or Voters' assembly. In the event the vacancy is filled by action of the Church Council, it must be ratified by the Voters' assembly.

4.2.1.3 The board shall elect its own chairman-secretary.

4.2.1.4 The board shall meet as mutually agreed in order to best expedite its work.

4.2.2 Function.

4.2.2.1. Make an annual inspection of church properties and equipment and recommend to the Voter's Assembly needed repairs, improvements, or replacements.

4.2.2.2. Conduct an annual inventory of all church properties, equipment, and supplies including acquisition date and approximate value of major items for insurance purposes).

4.2.2.3 Carry out all resolutions of the Voter's Assembly on purchases, repairs, replacements of church property and equipment in conjunction with the congregational Purchasing Agent.

4.2.2.4. Determine and engage, with congregational approval, adequate custodial help. The Board shall meet periodically with the janitor to discuss the care of the buildings, needs and problems and the like.

- 4.2.2.5. Prepare for the custodial help a detailed list of the required daily, weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
- 4.2.2.6. Annually review and recommend salaries and policies for custodial help and suppliers to the congregation.
- 4.2.2.7. Determine and establish, with the approval of the Voter's Assembly, regulations governing the use of church property and equipment.
- 4.2.2.8. Make and issue keys for church property, and keep and review annually a list of the keys issued.
- 4.2.2.9. Supervise, recommend, and control adequate storage facilities for all church property, equipment and supplies and the orderly maintenance of the same.
- 4.2.2.10. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
- 4.2.2.11. Check all property twice a year for fire hazards.
- 4.2.2.12. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other church projects.
- 4.2.2.13. Arrange for the immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
- 4.2.2.14. Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation.

- 4.2.2.15. Negotiate service contracts for the organ, office machines and the like.
- 4.2.2.16. Make an annual inventory of official documents in the safe deposit box and enter its completion in the official minutes of the congregation.
- 4.2.2.17. Sign official documents and contracts that have been negotiated and approved by the congregation.
- 4.2.2.18. Obtain legal information on the laws governing nonprofit organizations.
- 4.2.2.19. Set all policies and fees for rental, use and lending of church properties.
- 4.2.2.20. Submit an annual budget request to the Board of Stewardship in the form and at the request of the Board.
- 4.2.2.21. The Board shall elect its own chairman to serve as Head Trustee.
- 4.2.2.22. The Head Trustee, or his designate, shall serve as Purchasing Agent for the congregation.
- 4.2.2.23. The Head Trustee, or his designate, shall serve as a member of the church council.

4.3 The President.

- 4.3.1 (Tenure) The President shall be elected by the Voters' assembly for a three-year term.
- 4.3.2 The President shall preside over all meetings of the Voters' assembly, the Church Council, and the Annual Meeting, and see to it that good order is maintained; voting only as necessary to break a tie.
- 4.3.3 The President shall be an "ex officio" voting member of the various Boards and Committees of the congregation.

- 4.3.4 The President, in conjunction with the Board of Trustees, shall represent the congregation in all legal matters.
 - 4.3.5 The President shall represent the congregation, or appoint an alternate to attend all District and Circuit functions in which his presence is requested.
 - 4.3.6 The President shall familiarize himself with the ministry and actions of all congregational organizations, and shall make himself available to said groups for consultation.
- 4.4 The Vice President.
- 4.4.1 The Office, title, and responsibilities of the congregational vice president be given to the Head Deacon.
 - 4.4.2 The Vice President, at the request of the President, shall aid the President in performing the prescribed duties of that office. He shall acquaint himself with the ministry and spirit of the congregation and lend his support in areas of need.
 - 4.4.3 The Vice President shall assume the duties of the President during the absence or inability of the latter to serve, or when the office of the President is vacant.
- 4.5 The Recording Secretary.
- 4.5.1 (Tenure) The Recording Secretary shall be elected by the Voters' assembly for a three-year term.
 - 4.5.2 The Recording Secretary shall keep a general record of the discussions and a specific record of all resolutions presented in the Voters' assembly and in Council meetings. He shall submit said minutes to the appropriate body for approval and make these minutes available for publication.
 - 4.5.3 He shall keep a roll of the voting members, determine active-passive status upon past

attendance, and upon this data announce whether or not a quorum is present.

4.5.4 To read to the Voters' assembly and Church Council all communications directed to the congregation.

4.5.5 To write in behalf of the congregation, all correspondence which the Voters' assembly or Church Council may direct.

4.5.6 All papers, documents, and records kept by the Recording Secretary are the property of the congregation.

4.5.7 All changes to the Constitution or By-Laws shall be published by the Recording Secretary as an addendum for attachment to the Constitution or By-Laws.

4.6 The Financial Secretary.

4.6.1 (Tenure) The Financial Secretary shall be elected by the Voters' assembly for a three-year term.

4.6.2 The Financial Secretary shall receive from the tellers the account of all contributions, and shall record such receipts in a permanent ledger designating the contributors.

4.6.3 He shall render total contribution reports to the Voters' assembly at every regular meeting.

4.6.4 He shall assist the pastor in ordering contribution envelopes and supervise their distribution to every communicant member.

4.6.5 He shall prepare and submit to each communicant member a statement of their individual contributions.

4.6.6. He shall report quarterly to the Board of Deacons the names of any members who are delinquent in their contributions.

4.6.7 He shall be an ex officio voting member of the Board of Finance.

4.7 The Treasurer.

4.7.1 (Tenure) The Treasurer shall be elected by the Voters' assembly for a three-year term.

4.7.2 The Treasurer shall receive a report of all receipts from the Tellers and keep separate and accurate accounts of all receipts and disbursements.

4.7.3 He shall maintain a monthly and cumulative balance sheet of receipts and expenditures.

4.7.4 He shall provide a current financial statement at Council and Voters' meetings.

4.7.5 He shall pay all fixed and regular expenses without order.

4.7.6 He shall make all other disbursements per approved bills.

4.7.7 He is to have a separate bank account for the congregation's monies.

4.7.8 All reports, ledgers, cancelled checks, etc. shall remain the property of the congregation.

4.8 The Board of Finance

4.8.1 Members of the Board: There shall be three elected members, each for a term of three-years, one term expiring each year; and the following officers of the congregation, ex officio voting members: The pastor, president, treasurer, and financial secretary.

4.8.2 The three elected members of the Board shall choose of their number a chairman in the first meeting after the annual election. He shall preside at all meetings of the Board and of the Auditing Committee, and shall be a member of the Church Council.

4.8.3 Times of meeting: The Board shall ordinarily meet once a month, and at the call of the Chairman or the Pastor.

4.8.4 The duties of the Board:

4.8.4.1 The Board shall review the income and disbursements of the preceding month.

4.8.4.2 The Board shall study the financial needs of the congregation and make recommendations as to meeting these needs, when necessary.

4.8.4.3 The Board of Finance shall solicit from all appropriate boards and committees their projected financial requirements. They shall prepare the budget for action at the December Meeting. Copies of the proposed budget shall be made available prior to the December meeting.

4.8.4.4 The three elected members of the Board shall constitute the Auditing Committee for the congregation.

4.8.4.4.1 They shall audit the books of the various treasurers (congregation, Sunday School, etc.) annually. They shall check all entries against receipts and vouchers, etc., shall audit the books and shall convince themselves that all balances are either on deposit in the bank or are available as cash on hand. When the books have been found to balance correctly, they shall so certify by their signatures and make a written report to the congregation. Two auditors shall constitute a quorum.

4.8.4.4.2 The Auditing Committee shall also audit the books of the various treasurers whenever deemed necessary by the Church Council.

4.8.4.4.3 The Auditors shall, upon resolution of the congregation, arrange for the bonding of the

Treasurer and Tellers.

4.8.4.4.4 The Auditing Committee shall offer its services to all the societies and organizations of the congregation.

4.8.5 The Board of Finance shall assist the pastor in all matters of stewardship.

4.9 The Tellers.

4.9.1 There shall be three tellers, elected by the voters for a term of three years, one term expiring each year.

4.9.2 It shall be the duty of the Tellers to make an accurate counting and an itemized report of all monies received by the congregation, at least once a week, and to see to it that these monies are safely kept and deposited in a bank, as directed by the Voters.

4.9.3 At least two Tellers shall be present whenever the monies are handled, so that "by the mouth of two or three witnesses" all the funds of the congregation are accounted for.

4.9.4 If two regular Tellers are not available, the Senior Teller shall ask one or more members of the Church Council to help. (The Senior Teller is the one who has served the longest as a Teller.)

4.10 The Head Usher. (See Deacons 4.1.3.5)

4.11 The Board of Parish Education.

4.11.1 Membership: The Board of Parish Education shall consist of three laymen who are voting members of the congregation and have been elected by ballot in a regular meeting of the congregation. They are to serve for a normal term of three years, one term expiring each year. The pastor, the president of the congregation, the Sunday School superintendent, and a designated Youth Counselor shall be "ex officio" voting members of the board. The Board may call upon other

members of the congregation to serve on special committees, as the occasion may demand.

- 4.11.2 Encourage the congregation to set up agencies to help the parish best perform its education tasks for all age levels from pre-school to adult, namely; Sunday School, Youth and Adult groups, Vacation Bible Schools, Confirmation instruction, etc.
- 4.11.3 In the first meeting of the Board after the annual election, the three elected members shall choose from their number a Chairman for the Board, who shall preside at all the meetings of the Board and be a member of the Church Council.
- 4.11.4 The Board may expend as much as \$50.00 from the church treasury without special permission from the Voters.
- 4.11.5 Duties of the Board of Education.

The Board shall:

- 4.11.5.1 Strive to increase the spiritual growth of the congregation and shall help equip parents, children, and youth for Christian living.
- 4.11.5.2 Encourage the congregation to set up agencies to help the parish best perform its educational tasks for all age levels from pre-school to adult, namely; Sunday School, Youth and Adult Groups, Vacation Bible Schools, Confirmation instructions, etc.
- 4.11.5.3 Foster and provide leadership training opportunities for all members of the congregation.
- 4.11.5.4 Assist the Superintendent and Pastor in the organization of the Sunday School; aid in the selection of the best materials available for instruction; maintain an adequate teaching staff, receive special requests and suggestions from the Sunday School and make recommendations to the Council and/or

Voters' assembly. The board shall acquaint themselves with the general functioning of the Sunday School through visitation of various classes.

4.11.5.5 Help co-ordinate the Youth Ministry of the congregation. It shall:(a)

Encourage the acceptance of Youth as full members of the church and strive to equip and enable the youth to assume the responsibilities of this position; (b) call attention to the young people's needs and accomplishments; (c) urge regular allocations for the youth work in the annual budget; (d) aid in the selection of adult leaders and periodically evaluate the congregational youth ministry to confirm its strengths and eliminate its weaknesses.

4.12 The Sunday School Administration

4.12.1 The Superintendent shall be elected by the Voters of the congregation in a regular meeting of the Voters, for a term of three years.

4.12.2 Duties: The Sunday School Superintendent shall appoint an assistant to help him in the performance of his duties and assume these duties in the superintendent's absence. The Superintendent, together with the Pastor as the shepherd of the whole flock, shall direct all the activities of the Sunday School, such as conducting the opening and closing devotions, assigning teachers and pupils to their classes, assigning space for each class, seeing to it that proper records are kept and sufficient materials and equipment are obtained. He shall assist the pastor in recruiting and training an adequate teaching force. He shall be the chairman at the meetings of the staff and forward the recommendations and requests of the teachers to the Board of Parish Education. He shall visit all the classes of the Sunday School at regular intervals, and assist the teachers in every way he can, especially in cases of discipline.

- 4.12.3 The Treasurer: The Treasurer of the Sunday School shall be elected annually by the Sunday School teachers. The Treasurer shall receive, record, and keep in a safe place all the monies of the Sunday School, and distribute funds as directed by the Sunday School teachers and staff.
- 4.12.4 The Financial Secretary: The Financial Secretary shall also be elected annually by the Sunday School teachers. He shall distribute the envelopes, record the offerings of the pupils, etc. He may choose his own assistants, with the approval of the superintendent.
- 4.12.5 The Records Secretary: The Records Secretary shall be elected annually by the Sunday School teachers. He shall assure an accurate record of the enrollment and attendance of the individual pupils and teachers is kept.
- 4.12.6 The Staff Recording Secretary shall be elected annually by the Sunday School teachers. He shall take accurate minutes at all staff-teachers' meetings, recording these in an appropriate ledger.
- 4.12.7 The Teachers: The teachers and substitutes shall be chosen by the superintendent with the approval of the pastor before they become regular Sunday School teachers. It is desirable that all teachers be trained teachers. The teachers shall attend all meetings of the teachers, especially the teacher training and the lesson preparation meetings. The teachers may appoint such officers and committees as they may deem necessary for the orderly conduct of their affairs. All decisions of the teachers are subject to the review and approval of the Board of Parish Education.

4.13 The Organist.

- 4.13.1 The Organist shall be chosen by the Voters upon the recommendation of the pastor and of the Board of Deacons, who shall also supervise the activities of the Organist according to the regulations adopted by the Voters.

4.13.2 Duties of the Organist.

- 4.13.2.1 The organist shall play for all the regular and special services of the congregation.
 - 4.13.2.2 The organist shall assist the pastor in planning all musical aspects of the services.
 - 4.13.2.3 The organist shall assist in providing special musical ensembles for worship, either by encouraging talented persons in the congregation to participate or if necessary securing outside personnel.
 - 4.13.2.4 The organist shall perform all duties in a reverent manner being cognizant of our Lutheran heritage.
 - 4.13.2.5 The organist shall recommend budgetary items to the Board of Finance necessary for the performance of the duties.
 - 4.13.2.6 The organist, except in cases of emergency, shall notify the pastor and the senior deacon at least one week before any anticipated absence, so that a substitute can be found in time.
- 4.13.3 The Voters, upon recommendation of the Board of Deacons and the Board of Finance, shall establish the pay of the organist and the substitutes. The organist shall be allowed a vacation of three Sundays without loss of pay.
- 4.13.4 Any complaints about the organist should be brought first to the Board of Deacons. No final action shall be taken against the organist without the consent of the Voters.

4.14 The Choirs and their Directors.

Since all our acts of worshiping God should be done to his glory, and since the songs of praise, sung by a well-trained choir, and to the beauty and devotional spirit of the worship services, therefore we direct

that:

- 4.14.1 Any Christian individual associated with our parish may apply to join the choirs.
- 4.14.2 Members of the choirs are expected to attend the rehearsals regularly. Those who miss a rehearsal may not sing for the following service without the consent of the director.
- 4.14.3 The time of rehearsal for the adult choir should be decided by the director and the members of the choir. Members should let the director know beforehand if they know that they will not be able to attend some rehearsal. The director may set the time of rehearsal for the children's choir, taking the wishes of the pastor and the parents into consideration.
- 4.14.4 The choir director is to be chosen by the Voters upon the recommendation of the pastor and the deacons.
- 4.14.5 Duties of the choir director.
 - 4.14.5.1 The choir director shall have the final say as to who may join the choir, what voice they are to sing, the seating, and similar matters that will make for harmony and order.
 - 4.14.5.2 The selections to be sung are to be chosen by the director and the pastor, in consultation with each other.

ARTICLE 5. Committees

5.1 The Nominating Committee

- 5.1.1 A Nominating Committee, consisting of three members, shall be appointed for one year's service by the chair on or before the regular October meeting. This committee shall nominate candidates from the congregation for each elective office. This list shall be submitted to the congregation through the medium of the**

parish paper, prior to the December meeting.

5.1.2 The election shall be held in the November meeting. Additional candidates for each office may be added by any member of the congregation at this meeting.

5.2 The Resource Committee

5.2.1 A five member committee, appointed by the Chair, whose function shall be to review the incentives, programs, instructional materials, educational materials and other resources provided by the Fraternal Organizations - Aid Association for Lutherans and Lutheran Brotherhood.

5.2.2 The membership shall consist of two members of A.A.L. (as recommended by their Branch delegate), two members of Lutheran Brotherhood (as recommended by their Fraternal Communicator) and a member of the Board of Education.

5.2.3 The Committee shall serve for a term of One (1) year. They shall elect their own Chairman, and convene AS NECESSARY to carry out the responsibilities.

5.2.4 After meeting, they shall pass on their findings to:

5.2.4.1 The President of the Congregation.

5.2.4.2 The appropriate Board or Committee to which this information will pertain so that action can be taken, if warranted.

5.2.4.3 The next REGULARLY scheduled Voter's Assembly meeting.

5.3 The Constitution and Bylaws Committee

- 5.3.1 A five member committee, appointed by the Chair, whose function is to review any proposed By-law or Constitution change. While keeping in mind the mission and ministry the congregation intends to perform with the gospel as its hallmark.
 - 5.3.1.1 An effort should be made to spell out in detail the authority and responsibilities of the boards and committees.
 - 5.3.1.2 Objectives and goals for each area of ministry need to be specifically defined and the lines of authority and accountability stated.
- 5.3.2 The By-laws committee shall convene after a member of the congregation submits, in writing, a proposed change or addition to the existing By-laws.
- 5.3.3 The By-Laws committee may initiate proposed changes at their discretion, upon their review and with their recommendation.
- 5.3.4 After review of the proposed change, the By-laws committee shall submit its recommendation, along with its comments, to the President. This shall be done on or before the next Voter's Assembly with the recommendation recorded in the minutes.

CARILLON MUSIC SELECTION COMMITTEE

A five member committee, appointed by the Chair, whose function shall be to review and select hymns to be played on the carillon. An effort shall be made to keep in mind the upcoming seasons (Lent, Advent, Epiphany) as well as holidays, when making their selections.

The Committee shall be responsible for recommending the number of days and times that the Carillon is programmed to play or, any changes once the schedule has been set.

The Committee shall serve for a term of (3) three years. They shall elect their own Chairman, and convene AS NECESSARY, to carry out their responsibilities.

The Committee reports directly to the Board of Deacons.

ARTICLE 5. Committees

5.4 Carillon Music Selection Committee

5.4.1. A five (5) member committee, appointed by the President, whose function shall be to review and select hymns to be played on the carillon. An effort shall be made to keep in mind the seasons (Advent, Lent, Christmas, etc.) As well as holidays when making music selections.

5.4.2. Committee members shall be responsible for recommending the number of days and times that the carillon is programmed to play or any changes once the program schedule is set.

5.4.3. The committee shall serve for a term of three (3) years. Committee members shall elect their own chairperson, and convene AS NECESSARY, to carry out their responsibilities. The committee members' terms shall be staggered to assure continuity.

5.5 Carillon Operations Committee

5.5.1. A four (4) member committee appointed by the President, whose duties and responsibilities shall be to oversee the operation of the Carillon. They shall see that provisions are made for preventive maintenance, proper programming and operation.

5.5.2. The committee shall serve for a term of three (3) years. Committee members shall elect their own chairperson and convene AS NECESSARY to carry out their responsibilities. The committee members terms shall be staggered to assure continuity.

5.5.3. The committee shall be considered ON CALL and available after receiving proper training.

5.5.4 The Committee is responsible to the Board of Deacons.

ARTICLE 6. Of the By-Laws. The procedure for changing, adding, or deleting these Bylaws are:

6.1 Proposed changes to these Bylaws may be made by any member of the congregation or the Constitutional Bylaws Review Committee.

