

THE BYLAWS OF EMMAUS EVANGELICAL LUTHERAN CONGREGATION U.A.C. OF SOUTH BEND, INDIANA, INC.

ARTICLE I MEMBERS OF THE CONGREGATION

The membership of this congregation shall consist of those persons who have been baptized “by the washing of water with the Word” (Eph. 5:26), “in the Name of the Father and of the Son and of the Holy Spirit,” according to the institution of Christ Jesus our Lord (Matt. 28:18–20), and who are also under the spiritual care of the pastor of this congregation.

The members of the congregation are distinguished under four categories: baptized, communicant, confirmed, and voting. The first three categories pertain to the fellowship of the Church as the Body of Christ, whereas voting membership pertains to the practical life and function of this congregation as a political body.

I. Definition of Membership

I. Baptized Membership – Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of the Pastor of this congregation. Those individuals being prepared and catechized for Holy Baptism, and are under the spiritual care of the Pastor, are also considered members of the congregation. They are received through the Sacrament of Holy Baptism. In the case of those who have previously been baptized in another Christian congregation, they may be received through transfer or through profession of faith.

II. Communicant Membership – Communicant members are those baptized members who have been admitted to the Sacrament of the Altar by the Pastor of this congregation. They are received into Communicant membership, at the discretion of the Pastor, in view of ongoing Catechesis and Confession of the faith. In the case of minor children, they are received with the consent of parents or guardians.

III. Confirmed Membership – Confirmed members are those baptized members who have completed a process of formal catechesis and who affirm the doctrine of the Evangelical Lutheran Church as summarized in Luther’s Small Catechism. They are received into Confirmed membership through the Rite of Confirmation, by transfer from a sister congregation, upon profession of faith, or by reaffirmation of faith. Their reception shall be affirmed by the Board of Elders and subsequently by the Church Council and the Voters' Assembly.

IV. Voting Membership – Voting members are those confirmed members who have reached the age of majority and are received into membership in the Voters' Assembly as outlined in these bylaws.

II. Life of the Membership

Members of this congregation shall conform their entire lives to the authority of God's Word and to that end shall make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need for such admonition becomes apparent, and always be ready to serve the neighbor in keeping with their particular office and station in life.

I. Regular use of the Means of Grace – The means of grace are principally (a) the Word of the Gospel, as it is publicly preached and as it is spoken in Holy Absolution, which is a return to the life-giving waters of Holy Baptism; and (b) the true body and blood of our Lord Jesus Christ, given and poured out for His Christians to eat and to drink in the Holy Communion. By the grace and mercy of God, the members of this congregation regularly avail themselves of these means as the fountain and source of their ongoing and eternal life in Christ Jesus.

II. Ongoing Catechesis – Catechesis in the Word of God is a lifelong activity of all disciples of Jesus Christ. Such catechesis regularly occurs in the weekly Divine Service of the Word and Sacrament, in the daily offices, such as Matins and Vespers, in Holy Absolution, and in the daily discipline of prayer and devotion in the Christian home. In the case of minor children, the responsibility for regular worship attendance and prayer lies with the head of the household.

III. Confession of the Faith – Members of this congregation confess their faith by conforming their entire lives to the authority of God's Word, both in what they say and in what they do, both publicly and privately. Serving their neighbors in Christian love and charity through their office and station in life, members do good where they are able and do no harm to their neighbor (Rom. 12:9-18, Rom. 13:8-10). Organizations whose members are required to confess and adopt principles or conduct which conflict with the Word of God shall be avoided.

III. Removal or Release from Membership

Members shall be removed or released from membership by transfer to a sister congregation, by joining a congregation outside the fellowship of this congregation, by excommunication or self-exclusion, or by death.

I. Transfer of Membership – Members in good standing may be transferred by the Pastor to a sister congregation immediately upon their request. Such transfers shall be

81 affirmed by the Board of Elders and subsequently by the Church Council and the
82 Voters' Assembly.

83 Members who move out of the community and thereby become inactive shall be
84 encouraged to transfer their membership to a sister congregation.
85

86 II. Church discipline and Excommunication – A member whose words or actions are in
87 conflict with the Word of God shall be admonished according to Matthew 18:15-20.
88 The purpose of such church discipline is to renew the member's relationship with the
89 Lord and His church. If their words and actions persist in conflict with the Word of God
90 after proper admonition, they shall be excommunicated. Each case shall be presented
91 individually to the Voters' Assembly for action. A two-thirds (2/3) majority vote by the
92 Voters present shall be required for excommunication. If such member deliberately
93 absents himself from the meetings at which his case is to be discussed, or in some
94 other manner makes it impossible to deal with him, he thereby excommunicates
95 himself.
96

97 III. Self-Exclusion and Release from Membership – Members who join congregations outside
98 of our fellowship thereby terminate their membership. Their names shall be removed
99 from the membership list by resolution of the Voters' Assembly.

100 Members whose whereabouts are unknown and whose addresses cannot be
101 established shall, after a period of one year, have their names removed by resolution
102 of the Voters' Assembly.
103

104 IV. Self-exclusion and Excommunication terminate membership until such time as the
105 individual is brought to repentance by the Word and Spirit of God and, having
106 reapplied for membership, is received back into the full Christian fellowship of this
107 congregation.
108

109 **Article II**

110 **CALLING OF A SENIOR OR SOLE PASTOR**

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112 When the congregation has a vacancy in the pastoral office, or knows of an upcoming
113 vacancy, the President, in consultation with the Board of Elders, shall contact the ecclesiastical
114 supervisor to arrange for ongoing pastoral care of the congregation and to initiate the call
115 process. Compensation for such ongoing pastoral care shall be determined by the Board of Elders.
116

- 117 I. The Call Committee shall consist of the President of the congregation and six other
118 members of the Voters Assembly elected by the Church Council. The six other members
119 shall include two members of the Church Council, two members of the Board of Elders,
120 and two members that are not members of the Church Council or the Board of Elders.

I. At their first meeting, the committee shall elect a Chairman and Secretary.

II. The committee shall meet with the ecclesiastical supervisor as soon as scheduling allows.

III. The Chairman of the Committee shall be responsible for keeping the congregation informed on the progress of the call process on a regular basis.

II. A list of potential candidates shall be received by the Call Committee for a period of not less than two weeks and not more than four weeks. Any assistant or associate pastors are eligible for submission.

I. Once gathered, the names shall then be released to the congregation.

II. Private objections to potential candidates shall be received by the Call Committee for a period of not less than two weeks and not more than three weeks. These candidates shall be removed from the list.

III. The final list, as amended by the congregation, shall be submitted to the ecclesiastical supervisor for consideration.

IV. The ecclesiastical supervisor shall then review the list and either add or subtract names as is deemed appropriate.

III. The Call Committee shall receive the list of potential candidates from the ecclesiastical supervisor.

I. The committee shall review the information for each candidate and determine a list of candidates for further consideration. A list of questions to ask all these candidates in an interview shall be prepared.

II. The Committee shall publish the list of questions to the congregation and allow up to two weeks for receiving feedback.

III. Based upon the interviews with the remaining candidates, the Committee shall select no less than 3, and no more than 6, to present to the Voters Assembly. This list, with brief biographical information, shall be released to the congregation as a ballot for selecting a pastor.

IV. The Committee shall then release, in a limited way, at set times, the information that the call committee has reviewed as it pertains to the candidate's public confession.

IV. The work of the Call Committee shall culminate in the calling of a special meeting of the Voters Assembly.

I. The President of the Congregation shall schedule the special meeting of the Voters Assembly not more than four weeks after the Committee has released the ballot and the congregation has had an opportunity to review the information pertaining to each candidate.

II. The special meeting of the Voters Assembly shall be chaired by the Chairman of the Church Council. If the Chairman is on the Call Committee, then the meeting shall be chaired by a member of the Board of Elders that is not on the Call Committee.

161 III. Once nominations are opened, the ballot as presented by the Call Committee shall be
162 introduced.

163 IV. Members of the Voters Assembly may nominate candidates from the floor. Such
164 nominations require, in writing, the candidate's consent to consider a call, a brief
165 biographical sketch, and a statement of his doctrine and practice demonstrating how
166 he would be a good fit for this congregation.

167 V. Any floor nominations of additional candidates would require a two-thirds vote, of the
168 Voters Assembly, to be added to the ballot.

169 VI. Once nominations are closed, the ballot is accepted by a majority vote.

170 VII. The candidate receiving at least two-thirds of the votes cast shall be the Pastor-elect. The
171 Voters Assembly shall, if possible, make the selection unanimous.

172 VIII. If after the first ballot, no candidates shall receive a two-thirds majority, the name(s) of
173 the candidate(s) receiving the least number of votes, shall be dropped from the ballot
174 and the voting shall proceed on the remaining candidates in like manner until only
175 two candidates remain.

176 IX. If one of the two remaining candidates is unable to receive a two-thirds majority, the
177 Voters Assembly shall have the right to reject these candidates and call for a new list
178 of candidates.

179
180 V. When a Pastor-elect has been selected, he shall be notified immediately and then
181 tendered a written call by the Church Council within one week from the date of selection.

182 I. Accompanying the call shall be a copy of the Constitution and Bylaws of this
183 congregation, along with a letter supplementing pertinent information regarding the
184 congregation and the support granted him.

185 II. Should the Pastor-elect decline the call from the congregation, a special Voters Assembly
186 meeting shall be called to determine whether to call one of the other pastors on the
187 original ballot or to reject the remaining candidates and call for a new list of
188 candidates.

189 190 **Article III**

191 **CALLING OTHER CHURCH WORKERS**

192
193 I. The congregation may call any church worker as their needs require. Such workers may
194 be assistant pastors, associate pastors, deacons, deaconesses, or other church workers
195 as either part-time or full-time workers.

196 I. In the case of calling an additional full-time pastor, the process as outlined in
197 Article II should be followed.

198 II. In the case of calling other full-time church workers, a process similar to Article
199 II, as it applies to the office being called, should be followed.

200 III. In the case of part-time workers, their specific call and duties should be

determined by the Voters Assembly. The specific call and duties, as well as any candidate(s) for the office, should be published one month prior to any meeting where a call will be considered. Candidates may then be nominated and called by a two-thirds majority of the Voters Assembly.

Article IV

VOTERS ASSEMBLY

The Voters' Assembly, as defined in Article VIII of the Constitution, is the sole governing body of this congregation as it relates to all temporal matters. All matters of doctrine and conscience shall be decided only on the basis of the Word of God (Article III).

- I. Voting membership is limited to those confirmed members of the congregation who have reached the age of majority and who are working to conform their lives according to Bylaw Article I.B (Life of the Membership).
 - I. Members may request membership in the Voters' Assembly by attending a Voters' Assembly meeting and receive and agree to be bound by the current constitution and bylaws of the congregation. Such members shall be accepted by resolution of the Voters' Assembly and be eligible to vote beginning at the next meeting.
 - II. Voting members shall regularly attend the meetings of the Voters' Assembly, participate in the life of the congregation, and be willing to accept responsibility according to their ability.
 - III. Members shall be released from the Voters' Assembly for a continued, unexcused absence from four (4) consecutive, regular meetings. An excuse must be filed with the recording secretary prior to any meeting. Release from communicant membership automatically releases members from the Voters' Assembly.
- II. Meetings of the Voters' Assembly, being necessary for good order, shall be open to all voting members, members of the congregation, and guests.
 - I. Regular meetings of the Voters' Assembly shall be held at least quarterly. The annual budget meeting shall be held in the last quarter of the budget (Fiscal) year. The annual election of officers shall be held in the last quarter of the calendar year.
 - II. Special meetings of the Voters' Assembly may be called by the Pastor, the President of the congregation, or by the Church Council.
 - III. Members of the Voters' Assembly shall be notified in advance of all regular meetings. This may be done through the church calendar, the weekly announcements, or through any other reliable means. For Special meetings,

members shall be notified at least three (3) days prior. This may be done through any reliable means wherein proof of communication may be verified.

IV. Ordinarily the voters present at a properly called meeting shall constitute a Quorum to do business. However, for amending the Constitution, for the purchase of property, for the erection of buildings, or for the removal from office of a called Pastor, a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five (5) days' notice shall be given as outlined above. The members who are present at such adjourned meeting shall constitute a quorum.

V. The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and Bylaws and shall include:

- i. An opening prayer or devotion,
- ii. Attendance (members and guests),
- iii. Acceptance of any new members,
- iv. Approval of the minutes of the previous meeting(s),
- v. Reports of pastor(s), officers, boards, and committees,
- vi. Unfinished (Old) business,
- vii. Recommendations of the Church Council,
- viii. Other (New) business,
- ix. Adjournment with the Lord's Prayer.

VI. Recommendations from the Church Council, or any committee, may be received as resolutions for deliberation without requiring additional support for consideration. In other questions of parliamentary procedure not covered by this Constitution and Bylaws, the generally accepted rules of order shall prevail.

ARTICLE V

OFFICERS, BOARDS, AND COMMITTEES

The officers of this congregation shall be: President, Vice-President, Recording Secretary, Financial Secretary, Treasurer; members of the Board of Elders, the Board of Trustees, the Board of Christian Education, the Board of Resources, the Board of Hospitality, and members of any other Board(s) established by the Voters' Assembly.

Officers are to see that the temporal affairs of the congregation are properly administered, and that proper support is provided for the workers of this congregation. They should cultivate harmony among the members and promote the general welfare of the congregation. It is especially important that officers show themselves, by word and by example, to be faithful in service and devotion to this congregation.

I. Officers

I. President

The president shall preside at all regular meetings of the Voters' Assembly and monitor the congregation's compliance with their constitution and bylaws. He shall also perform such other duties as are common for his office, or as directed by the congregation, from time to time.

II. Vice-President

The vice-president shall perform the duties of the president in his absence, his disability, or at his request. He shall serve as the chairman of the Church Council.

III. Recording Secretary

The recording secretary keeps and preserves accurate records of the proceedings of the Voters' Assembly and Church Council. They shall register all members attending the meetings and submit the minutes for adoption at the following regular meetings and shall perform other such duties as are commonly required of the office.

IV. Treasurer

The treasurer shall disburse the funds of the congregation in accordance with its resolutions and under the direction of the Board of Trustees. Routine expenses, which are necessary to the operation of the congregation, such as salaries, utilities, etc., may be approved by the Board of Trustees by a standing motion made annually, and the treasurer shall not require further authorization. All other items shall be disbursed only with the written order of at least two members of the Board of Trustees, or by their signatures on the invoice. The treasurer shall prepare and submit to the Board of Trustees, no later than the next Church Council meeting, a statement of all receipts and disbursements during the preceding month. Such statements should also be presented to the Voters' Assembly regularly. The treasurer shall be bonded for the length of his term, in an amount equal to one-hundred-twenty (120) percent of the then current Fiscal budget, and the cost of such a bond will be borne by the congregation. The Treasurer is an ex-officio member of the Board of Trustees. He shall attend all meetings of the Board of Directors.

V. Financial Secretary

The Financial Secretary will record all income of the congregation. If there are Sunday School offerings or auxiliary organizations raising funds, they shall be accounted for separately by an appointee chosen by the organization. The Financial Secretary records will account for the source and destination, by date, of all congregational income. He will give a receipt to the treasurer for all funds delivered for deposit. His books, records, basic methods and systems are subject to the approval of the Board of Resources. The Financial Secretary shall annually, or upon the request of a member, provide each member (or family) an itemized quarterly report of their contributions. Contributions for specific purposes shall be noted as such. He is to submit monthly written reports to the Voters' Assembly. An annual statistical report will be submitted at the Voters' Assembly meeting following the closing of the Fiscal year. The Financial Secretary is an ex-officio member of the Board of Resources. He shall attend all meetings of the Board of Directors.

II. Boards

All boards shall elect annually their own chairman and secretary. They shall be authorized to appoint annually such officers and committees as are necessary to carry out their duties, subject to the ratification of the Church Council. All ex-officio board members shall have full rights and privileges to vote.

I. Board of Elders

The Board of Elders, which shall be at least three in number, together with the Pastor, shall concern itself with the spiritual life of the congregation and, under his direction, shall be charged with the supervision of public worship, church discipline, and church publications. To that end it shall;

- i. Reach out to members who are neglecting the means of grace and who are not sharing in the life of the congregation;
- ii. Cooperate with the Board of Hospitality in the visitation of newly received members, and make every effort to bring them into the life and work of the congregation;
- iii. Appoint annually, a head usher.
- iv. Supervise the work of the ushers and cooperate with the members of this group in maintaining proper church decorum at all services;
- v. Cooperate with the organist, the choir director, and choir members in maintaining high standards for all services.
- vi. Coordinate with the Altar Guild or other auxiliary organizations in maintaining proper church decorum at all services;
- vii. Review any publications of the congregation prior to public distribution.

II. Board of Trustees

The Board of Trustees, which shall be six in number, shall be charged with supervision of the church property and financial affairs, and to that end it shall;

- i. Have custody and control of all church property and establish such rules and policies as may be deemed expedient for its' maintenance and improvement.
- ii. Supervise the work of the treasurer, including authorizing all disbursements, and reviewing all financial reports.
- iii. Supervise the work of the financial secretary, and his assistants, in the regular tally and accounting for church contributions.
- iv. Manage the work of all employees or contractors handling the temporal affairs of the congregation, such as custodians, office secretary, etc.

- v. Authorize and direct the purchase of all equipment and supplies necessary for the efficient operation of the congregation.

III. Board of Christian Education

The Board of Christian Education, which shall be no more than nine in number, together with the Pastor, shall be charged with the supervision of the educational activities and opportunities of the congregation, and to that end it shall;

- i. Coordinate and supervise the activities of the Sunday School. The Board may appoint a Sunday School Superintendent as deemed necessary to assist with these activities. The Board will coordinate with the teachers on the curriculum and materials used in all educational activities and assist in developing effective teaching strategies.
- ii. Coordinate meetings with the Sunday School teachers to discuss classroom management and resources necessary for implementation.
- iii. Encourage and support the Pastor in providing Bible Class and Catechesis opportunities within the congregation.
- iv. See to it that an adequate program of youth activity is sponsored by the congregation, that the programs of the youth organizations contribute to the spiritual edification of the participants.
- v. Provide opportunities as necessary such as planning and organizing a Vacation Bible School or Sunday School Christmas program.
- vi. Administration and distribution of any education or scholarship funds that may be available.
- vii. Coordinate with the Pastor in developing youth choir or other musical opportunities in support of the Divine Service.
- viii. Distribute information regarding any educational conferences/opportunities that are available throughout the larger church body.

The teachers of the Sunday School shall be chosen by the Board of Education upon the recommendation of the Pastor. The names of the members of the teaching staff shall be presented to a Voters' meeting for ratification and approval.

IV. Board of Resources

The Board of Resources, which shall be at least three in number, together with the Board of Trustees, shall be charged with the well-being and oversight of the congregations financial affairs. To that end it shall;

- i. Prepare an annual budget, in cooperation with other members of the Church Council, for approval by the congregation.
- ~~ii~~ Supervise and cooperate with the Financial Secretary regarding the methods contributions/offerings are received.

- iii. Supervise the raising of all funds within the congregation.
- iv. Regular review of the congregations' financial statements and investments and make recommendations to the Church Council.
- v. Annually receive and review statements from the audit committee.
- vi. If requested by the Voters' Assembly, procure an outside audit of the congregations' finances.

V. Board of Hospitality

The Board of Hospitality, which shall be at least three in number, together with the Pastor and the Board of Elders, shall concern itself with the corporate life and fellowship of the congregations' members. To that end it shall:

- i. Cooperate with the Board of Elders in the visitation of newly received members, and make every effort to bring them into the life and work of the congregation;
- ii. Coordinate events and activities within the congregation to promote the fellowship of its members.
- iii. Coordinate with outside organizations for the sake of the mercy/human care work of the congregation.
- iv. Coordinate care for those in grief or mourning, those that have family additions, those that attend any meeting or event that occurs in or at the church, and other activities of human care or concern as the Board deems appropriate.

III. Committees

The committees of the congregation shall include;

- I. An auditing committee, consisting of three (3) members (none of whom shall be a member of the Board of Trustees), appointed by the President before the end of the current Fiscal year. The auditing committee shall make an audit of the books and records of the treasurer, of the financial secretary, and of such other financial records the audit of which the congregation may assign to it. It shall make its report to the Voters' Assembly no later than the second meeting of the new Fiscal year;
- II. A nominating committee, consisting of at least three (3) members, appointed by the president of the congregation, and announced before the last Voters' Assembly meeting of any calendar year. The Pastor shall be an ex-officio member of the nominating committee;
- III. Such other committees as may be authorized or created by the congregation, the members of which shall be appointed by the President, unless a different method of selection is authorized by the voting members.

IV. Removal from Office

An Officer who is released from membership according to Bylaw Article 1C (Removal or Release from Membership) or who resigns from office, shall automatically be removed from office. In the event of consistent failure or inability to perform their duties or the willful inappropriate or criminal handling of such duties, elected Officers may be removed from office by a two-thirds (2/3) majority vote of the Voters present at any meeting.

V. Vacancy in an elected office

In the case of a vacancy in an elective office, the President may appoint a pro-tem replacement. The Voters' Assembly may seek nominations and shall elect a successor to fill the unexpired term at the next regular meeting.

VI. Compensation

Elected officers shall not receive compensation from the congregation and all work shall be performed on a voluntary basis and shall not be considered an employee of the congregation.

VII. Liability - release from liability

- I. In accordance with the Indiana Non-Profit Corporation Act (IN Code § 34-30-4-2 (2023)) an officer is immune from civil liability arising out of the performance of those duties.
- II. The congregation shall assume all liability to any person or entity other than the congregation or its members for all acts or omissions of an officer occurring during their term of service.
- III. Pursuant to Indiana Code (IN Code § 23-17-16-14 (2023)) regarding non-profit corporations, the congregation may purchase liability insurance on behalf of its officers.

VIII. Nomination and Election of Officers

I. Terms of Office

All candidates for the offices of President, Vice President, and the Board of Elders, shall be limited to male voting members only.

All Officers shall be elected annually, except for the Treasurer, which shall be elected for a two-year term. All Board Members shall serve three-year terms, with one-third elected annually.

Also elected to a three-year term shall be a Circuit Delegate and Alternate for the purposes of representing the congregation to the wider church body.

II. Procedure in Nomination and Election of Officers

The Nominating Committee shall present a slate of candidates at the annual election meeting of the Voters' Assembly. The slate proposed by the Nominating Committee shall, if possible, consist of two names for each office. Additional nominations may be made from the floor. No person shall be nominated without their consent.

The nominating committee shall then administer the election to be held at the annual election meeting. All officers shall be elected by a majority vote. Any offices which are unopposed may be accepted by unanimous consent. The officers-elect shall assume their respective duties on January 1 of the following year. They shall be inducted into office in a public service of the congregation.

IX. The Church Council

I. Membership

The Church Council shall consist of the President, Vice-President, the Recording Secretary and the Treasurer, and the Chairmen of each Board. The Pastor shall be an ex-officio member of the Church Council with full rights and privileges to vote. The Vice-President of the congregation shall be Chairman of the Church Council.

II. Meetings

The Church Council shall meet in regular session once each month. The Pastor or any three (3) members of the Church Council may call special meetings by personally informing each member of the Council of the time and place of such meeting at least twenty-four (24) hours in advance.

III. Quorum

Any six (6) council members present at a properly called meeting shall constitute a quorum and majority rules. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least twenty-four (24) hours' notice shall be given. The members who are present at such adjourned meeting shall constitute a quorum.

IV. Duties

It shall be the duty of the Church Council to consider and discuss all matters pertaining to the general welfare of the congregation, to review all reports, and to present recommendations to the congregation. The Church Council shall act on matters committed to it by the Voters' Assembly. In cases of emergency, it shall have power to act on behalf of the congregation between meetings of the Voters' Assembly.

Article VI
Board of Directors

- I. The Board of Directors shall consist of the following:
 - I. President (or Vice President in the case of a vacancy)
 - II. Treasurer
 - III. Financial Secretary
 - IV. Chairman of the Board of Trustees
 - V. Pastor (or Chairman of the Board of Elders in the case of a vacancy)
- VI. The Board of Directors, as indicated in the Articles of Incorporation and defined above, shall have legal and fiduciary responsibility to act on behalf of the congregation in civil matters.
- VII. Upon proper authorization by the congregation, the Board of Directors may purchase, sell, mortgage, lease, or otherwise convey and dispose of the real property of the congregation.
- VIII. The Board of Directors shall meet, at least annually, for the purposes of acting upon any items from the Voters' Assembly.

Article VII
AMENDMENTS

- I. These bylaws may be amended by the Voters' Assembly in the following manner:
 - I. Amendments to the provisions of these bylaws shall be submitted in writing for public posting and distributed to all confirmed members two weeks prior to any meeting at which the proposed amendments will be discussed. A majority vote of those present shall be required to adopt the proposed amendment.
 - II. All proposed amendments, if required, shall be submitted to the Synod or Church Fellowship of this congregation for official approval prior to the final adoption by the congregation by majority vote of the Voters' Assembly