**Guidelines & Sample Articles for**

**Constitutions and Bylaws of LCC Congregations**

**Introduction**

This document is provided by the President’s Ministry Council (PMC) of Lutheran Church—Canada to serve the needs and circumstances of our congregations and of groups desiring to form congregations and apply for membership in LCC.

The Holy Scriptures do not prescribe a specific form of polity or governance for a local congregation. In determining such polity, much will depend upon its size, ethnic background, sociological setting—whether rural, urban, or suburban—and other factors, including the laws of the province in which a congregation is located. Congregations will want to structure themselves in such a manner that is most suitable for their needs and most effective for carrying out their mission or purpose in a manner that is in harmony with the Holy Scriptures and the Lutheran Confessions. All congregations must have a registered charitable status with the federal government as per LCC Statutory Bylaws 7.04 and 7.05.

While it is impossible to fashion one constitution and bylaws to fit every congregation, the following are guidelines and examples designed to assist congregations drawing up or making revisions to their constitution. It is recommended that the constitution and bylaws of a congregation be brief, allowing the congregation to move forward in its mission without having to make constant, time-consuming amendments. For example, instead of listing a detailed description of duties for various congregation officers in the bylaws, a congregation may want to consider putting such in a policy and procedure manual or a job description manual that may be changed and adjusted without going through the process of amending its constitution and bylaws. A congregation might also include in its constitution only those offices that are legally required. Other boards or committees could be established as circumstances warrant and included in a policy and procedures manual.

In addition to the following guidelines and examples for congregation constitutions and bylaws, sample constitutions from congregations in each province are available upon request from our synodical office in order to further assist congregations which are in the process of amending or changing their current constitution and bylaws.

**Guidelines/Examples for Congregation Constitutions**

The following are subjects that should be addressed in a congregation’s constitution, with brief comments and sample paragraphs provided.

***Article I NAME***

[Legal counsel may have to be consulted to make certain that this paragraph follows the requirements for religious organizations, entities or corporations established by the province in which the congregation is located. The name “Lutheran” should appear in the name of the congregation.]

Example:

***The name of this congregation shall be [Name] Lutheran Church of [City, Town or Regional Municipality], [Province].***

***Article 2 MISSION***

[The mission or purpose for which the congregation exists should be included.]

Example 1:

***The purposes for which this congregation is formed are to facilitate spreading the Christian faith in its community and throughout the world, and to foster Christian fellowship and charity.***

Example 2:

***The mission of this congregation shall be to proclaim the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as God and Saviour, to foster Christian fellowship and love, to extend a helping hand in human need, and to achieve our objectives by the preaching of the Word of God, by the administration of the sacraments, and by the religious instruction of all its members according to the confessional standard of the Evangelical Lutheran Church.***

Example 3:

***The purpose of this congregation shall be “to forgive the sins of repentant sinners” (Small***

***Catechism) through the preaching and teaching of the Word of God and the administration of***

***the Sacraments; support of the same throughout the world; and foster love and care for one***

***another and our neighbour.***

***Article 3 CONFESSION***

[Lutheran Church—Canada requires that its member congregations also accept the confessional standard of the Synod (LCC Constitution Article II). A congregation’s confessional statement should reflect something similar.]

Example 1:

***This congregation accepts without reservation:***

***3.1 The Scriptures of the Old and the New Testament as the written Word of God and the only rule and norm of faith and practice.***

***3.2 All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God as contained in the Book of Concord of 1580.***

Example 2:

***This congregation accepts without reservation:***

***3.1 The Scriptures of the Old and the New Testament as the inspired and inerrant written Word of God and the only rule and norm of faith and practice.***

***3.2 All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, namely, the three Ecumenical Creeds (the Apostles’ Creed, the Nicene Creed, the Athanasian Creed), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles; the Treatise on the Power and Primacy of the Pope; the Large and Small Catechisms of Dr. Martin Luther; and the Formula of Concord.***

***Article 4 SYNOD MEMBERSHIP***

[Congregations should also make mention of their membership in the Synod itself, as well as what such membership generally involves (LCC Synodical Bylaw 1.17b). Such may be referenced here or before Article 11.]

Example:

***4.1 This congregation shall be a member of Lutheran Church—Canada as long as the***

***confession of faith and the constitution of Lutheran Church—Canada are in accord with the***

***confession of this congregation as set forth in Article 3 of this constitution.***

***4.2 This congregation shall, to the best of its ability, co-operate with said synod and support it***

***in the building up of the Kingdom of God.***

***Article 5 CONGREGATION MEMBERSHIP***

[Congregations normally distinguish between three types of membership: baptized, communicant or confirmed, and voting. These three categories require definition here or in the bylaws.]

Example:

***“The membership of this congregation is comprised of the three categories of members as defined in the bylaws of this congregation: baptized members, communicant members, and voting members.”***

***Article 6 WORSHIP SERVICES & INSTRUCTION***

[This article elaborates on the mission or purpose of the congregation as set forth in Luther’s Large Catechism: “everything in the Christian church is so ordered that we may obtain full forgiveness of sins through the Word and the Sacraments" and which is also referenced in LCC Constitution Article V.4 concerning conditions of synodical membership.]

Example:

***6.1 Worship services are to be held every week and festival day if possible.***

***6.2 The Lord's Supper is to be celebrated often in order to give members an opportunity to participate frequently.***

***6.3 All hymns, liturgies, music and materials used for worship and instruction shall conform to the confessional standard of the Evangelical Lutheran Church (Article 3).***

***Article 7 PASTORAL OFFICE***

[This article follows from the previous one and reflects the congregation’s right and duty to call pastors, what persons are eligible to receive its call (LCC Constitution Article V 3, 5; LCC Synodical Bylaws 5.03), how such church workers may be removed from office, and how vacancies in called positions are to be handled.]

Example:

***7.1 The voters assembly of this congregation, as defined in the bylaws of this constitution, shall have the exclusive right to call pastors and shall not delegate this task to another entity or individual, unless approved by the voters assembly. It shall, however, obtain counsel from the Regional Pastor in the calling process.***

***7.2 Pastors eligible to be called must be members of Lutheran Church—Canada, candidates who have satisfied the requirements for assignment of first calls within the Synod, or pastors who are members of partner churches of the Synod.***

***7.3 The manner of calling a pastor, other than a ministerial candidate, shall be as follows:***

Example 1:

***7.3.1*** ***The church council, as defined in the bylaws, shall contact the Regional Pastor for a list of suggested pastors and their qualifications. It shall also give members of the congregation a period of at least two weeks to suggest eligible pastors. These names shall be forwarded to the Regional Pastor to verify their eligibility and to provide information regarding their qualifications.***

Example 2:

***7.3.1 The board of elders, as defined in the bylaws, shall contact the Regional Pastor for a list of suggested pastors and their qualifications. It shall also give members of the congregation a period of at least two weeks to suggest eligible pastors. These names shall be forwarded to the Regional Pastor to verify their eligibility and to provide information regarding their qualifications.***

***7.3.2 At a properly convened meeting of the voters assembly the above lists shall be presented by the Regional Pastor who shall conduct the call meeting.***

***7.3.3 Voting shall be by ballot and the pastor receiving the majority of such votes shall be called as the pastor-elect. However, it is desirable that the call then be made unanimous.***

***7.4 The pastor shall preach and teach the Word of God and administer the Holy Sacraments and Office of the Keys in accordance with the confessional standard of the Evangelical Lutheran Church (Article 3).***

Example 1:

***7.5 The pastor is an ex officio voting member of the voters assembly, church council and all boards and committees.***

Example 2:

***7.5 The pastor is an ex officio non-voting member of the voters assembly, church council and all boards and committees.***

***7.6 The pastor may be removed from office by a two-thirds vote of the voters assembly for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of duties, the inability to perform those duties, or domineering in office. The congregation must, however, obtain counsel from the Regional Pastor in this matter.***

**Article 8 AUTHORITY OF AND WITHIN THE CONGREGATION**

[It is wise to include in the constitution an article that provides clarity regarding the extent of the authority of and within a congregation. In addition, the constitution should establish how the meetings of the voters assembly will be called and how a quorum will be determined. Not requiring a specific number or percentage of voting members to be present permits a meeting to be valid so long as it has been properly called. Unique circumstances such as ethnic or cultural differences may be reflected in terminology used and the manner in which decisions are made.]

Example:

***8.1 The voters assembly, as defined in the bylaws, shall be the governing body of the congregation and shall be empowered to call pastors, elect officers, and administer and manage its affairs as specified in the bylaws. Only the voters assembly may purchase or sell real property, including buildings; adopt the annual budget of the congregation; incur non-budgeted or emergency expenses; dissolve the congregation; or terminate its membership in Lutheran Church—Canada.***

***8.2 Meetings of the voters assembly shall be held twice a year. Election of officers and boards shall take place in the spring. Presentation and adoption of the annual budget shall take place in the fall. Additional meetings may be called at the request of the pastor, the congregation’s officers, or ten members of the voters assembly. Such meetings shall be announced at worship services two weeks prior, with efforts made to notify all voting members. The voting members present at a properly called meeting shall constitute a quorum. In addition to principles laid down in the Holy Scriptures and in the constitution and bylaws of this congregation, basic parliamentary procedures shall normally be followed.***

***8.3 All matters and elections shall be decided by a majority vote of the voters assembly unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience,***

***however, shall be decided only on the basis of the Word of God.***

***Article 9 OFFICERS AND BOARDS***

[Congregations may determine their own organizational structures consistent with provincial and federal requirements for not-for-profit corporations and/or registered charitable organizations. It is recommended that congregations establish only those offices, boards, committees, etc. that form the essential framework of the congregation.]

Example:

***This congregation shall have such officers and boards as provided in its bylaws, in addition to any that the congregation shall establish from time to time.***

***Article 10 DIVISION***

[Disagreements occur in Christian congregations, at times resulting in a parting of the ways. It is important to set down principles in advance to govern such a situation.]

Example:

***10.1 If at any time factions develop within this congregation, efforts shall be made to resolve differences in a God-pleasing manner in consultation with the Regional Pastor.***

***10.2 Should a division or separation take place in this congregation, the property and all benefits and privileges connected therewith shall remain with those communicant members who continue to adhere to the confessional standards set forth in Article 3 of this constitution. The Regional Pastor is to be consulted if such a situation arises.***

***10.3 In the event that the congregation dissolves or disbands, all property shall be disposed of by the final voters assembly for the payment of any debts, liabilities, and all just claims against the congregation (ex. Defined Benefit Pension Plan, CRA obligations, utility bills, etc.). Any and all surplus funds and all rights connected therewith, after the payment of such debts or liabilities, shall be disbursed to Lutheran Church—Canada or its affiliated congregations or organizations whose doctrine and practice is consistent with the confession of this congregation as set forth in Article 3 of this constitution.***

***Article 11 BYLAWS***

Example:

***This congregation may adopt such bylaws as may be required in order to accomplish its mission.***

***Article 12 AMENDING THE CONSTITUTION***

[Constitutions must provide a method for their amendment. LCC Synodical Bylaw 1.15 requires member congregations to submit amendments to their constitution and bylaws to the Board of Directors of the Synod for review and approval.]

Example:

***12.1 This constitution may be changed or amended by a two-thirds majority of votes cast in a properly convened meeting of the voters assembly.***

***12.2 The intention to amend the constitution and the wording of the proposed amendments shall be made available to the members of the congregation at least two Sundays prior to the date upon which the amendment is presented.***

***12.3 Amendments to the constitution shall not conflict with the provisions laid down in Article 3 or with any section of any article that pertains to scriptural doctrine and practice.***

***12.4 All amendments to the constitution must be submitted for review and subsequent approval by the Board of Directors of LCC before being implemented by the congregation.***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Guidelines/Examples for Congregation Bylaws**

The following are subjects that are normally addressed in a congregation’s bylaws, with brief comments and sample paragraphs provided.

***Article 1 ADMISSION INTO MEMBERSHIP***

Example:

***1.1 Baptized Membership – By entering the kingdom of God and being born again of water and the Spirit (John 3:5) in Holy Baptism.***

***1.2 Communicant Membership –***

***1.2.1 By instruction in the chief teachings of the Christian faith according to Luther's Small Catechism, examined and absolved by the pastor, and publicly admitted to the Lord's altar.***

***1.2.2 By transfer from a congregation in church fellowship with this congregation.***

***1.2.3 By profession of faith upon examination by the pastor in the chief teachings of the Christian faith according to Luther's Small Catechism.***

***1.3 Voting Membership –***

***1.3.1 By being a communicant member in good standing and having reached the age of majority.***

***1.3.2 By signing the constitution at the initial meeting of the voters assembly that they attend.***

***Article 2 DUTIES OF MEMBERS***

Example:

***2.1 Baptized Members –***

***2.1.1 Attend worship services regularly.***

***2.1.2 Grow in their faith and life through the hearing and learning of God’s Word.***

***2.2 Communicant Members –***

***2.2.1 Attend worship services diligently and partake frequently of the Lord’s Supper.***

***2.2.2 Practice brotherly love, unity of faith, and Christian fellowship with one another.***

***2.2.3 Provide Christian instruction for their children.***

***2.2.4 Contribute regularly with their time, talent, and treasure as the Lord has blessed them for the maintenance and support of the church and the extension of the Kingdom of God.***

***2.2.5 Do not live in manifest works of the flesh (Gal. 5:19-21), but lead a Christian life (Small Catechism, Section 3, “Table Of Duties”).***

***2.2.6 Permit themselves to be admonished and corrected if they have erred (Matthew 18).***

***2.3 Voting Members – Participate in meetings of the congregation. There will, as such, be no voting by proxy.***

***Article 3 TERMINATION OF MEMBERSHIP***

Example:

***3.1 Baptized Membership –***

***3.1.1 Transfer to other congregations – When parents who are communicant members transfer to a congregation in church fellowship with this congregation, their children are included in the transfer.***

***3.1.2 Joining other churches – In cases where the parents of a baptized member have joined a congregation outside our fellowship, they shall also be considered to have terminated their membership.***

***3.1.3 Whereabouts unknown – The names of baptized members whose whereabouts are unknown and cannot be established within one year shall have their membership terminated by resolution of the voters assembly.***

***3.2 Communicant Membership –***

***3.2.1 Transfer to other congregations – Communicant members desiring to join a congregation in church fellowship with this congregation shall present their request to the pastor who has the authority to grant such a request.***

***3.2.2 Joining other churches – In cases where communicant members have joined a congregation not in fellowship with this congregation, they shall be considered to have terminated their membership.***

***3.2.3 Whereabouts unknown – The names of members whose whereabouts are unknown and cannot be established within one year shall have their membership terminated by resolution of the voters assembly.***

***3.2.4 Self-exclusion – Members who continue to absent themselves from worship services and the Lord’s Table, in spite of due efforts by the pastor and members of the congregation, shall be considered to have excluded themselves from the congregation by resolution of the voters assembly.***

***3.2.5 Excommunication – Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15-20. If they refuse to amend their sinful lives after proper admonition, they shall be excommunicated. Each case shall be presented individually to the voters assembly for a decision. A two-thirds majority vote of those present shall be required for such resolution.***

***3.3 Voting Membership – Voting membership shall cease with the cessation of communicant membership upon which it is based.***

***Article 4 CHURCH COUNCIL***

Example 1:

***4.1 Membership – The church council shall be comprised of four officers (chair, secretary, treasurer, financial secretary), the pastor, and \_\_\_\_\_ at-large members.***

Example 2:

***4.1 Membership – The church council shall be comprised of four officers (chair, secretary, treasurer, financial secretary), the pastor, and the chair of each board.***

***4.2 Duties***

***4.2.1 To act in behalf of the congregation between meetings of the voters assembly.***

***4.2.2 To establish and make appointments to any boards or committees when deemed necessary.***

***4.2.3 To prepare the annual budget showing anticipated income and expenditures and present it to the voters assembly for approval.***

***4.2.4 To ensure that the financial books of the congregation are audited on an annual basis and submit a report to the voters assembly.***

***4.2.5 To act as legal representatives of the congregation in the purchase, sale or mortgaging of church property; sign official documents and contracts that have been negotiated and approved by the congregation; and ensure that the property is adequately covered by insurance at all times.***

***4.2.6 To monitor special donations and bequests and invest, when fitting and necessary, in stable financial securities.***

***4.2.7 To attend to the safekeeping of all legal documents such as deeds, mortgage records, securities, and insurance policies.***

***4.2.8 To ensure that the appropriate documents are processed each year to maintain the congregation’s registration as a charitable organization according to the requirements of Revenue Canada.***

Example (if no Board of Elders):

***4.2.9 To serve as the call committee in the event of a pastoral vacancy.***

***Article 5 DUTIES OF OFFICERS***

Example:

***5.1 Chairman***

***5.1.1 To preside at meetings of the voters assembly and the church council.***

***5.1.2 To prepare and submit to meetings of the voters assembly and the church council the order of business in consultation with the pastor.***

***5.1.3 To sign the minutes, along with the secretary, after they have been adopted.***

***5.1.4 To encourage the functioning of all officers, boards and committees; and ensure that the directives of the congregation are implemented.***

***5.1.5 To have cheque signing authority along with the treasurer and secretary.***

***5.2 Secretary***

***5.2.1 To prepare and keep minutes of the proceedings of each meeting of the voters assembly and church council in an official book and present the same to be read and adopted at the next regular meeting.***

***5.2.2 To keep an accurate list of members in attendance at all meetings.***

***5.2.3 To conduct correspondence of the congregation.***

***5.2.4 To sign the minutes, along with the chairman, after they have been adopted.***

***5.2.5 To have cheque signing authority along with the chairman and treasurer.***

***5.3 Treasurer***

***5.3.1 To disburse monies of the congregation by paying all bills, salaries and items fixed in the budget.***

***5.3.2 To keep an accurate record of all disbursements in an official book provided for that purpose and to retain all receipts and vouchers, bank balance sheets, etc. for examination by the auditor.***

***5.3.4 To give a report of all financial accounts at regular church council and voters assembly meetings and submit the books to the congregation when requested.***

***5.3.5 To have cheque signing authority along with the chairman and secretary.***

***5.4 Financial Secretary***

***5.4.1 To keep an accurate record of all monies received by the congregation and deposit the same in a financial institution approved by the congregation.***

***5.4.2 To give a report of monthly receipts at each regular church council and voters assembly meeting.***

***5.4.3 To furnish the treasurer with a weekly statement of receipts.***

***5.4.4 To issue yearly charitable tax receipts to contributors.***

***5.4.4 To obtain offering envelopes, set up an electronic giving method, etc..***

***5.4.5 To recruit individuals to assist in the weekly counting and recording of receipts.***

Example 1

***Article 6 DUTIES OF AT-LARGE CHURCH COUNCIL MEMBERS***

[If the congregation has no standing boards or committees, the at-large members of the Church Council are to be responsible for matters pertaining to the church property, education, evangelism, etc. These could be referenced here, along with their general duties.]

***At-large Church Council members are to assist the pastor, elected officers, and members of the congregation in carrying out its mission and ministry in matters pertaining to education, evangelism, the church property, and the like.***

Example 2

***Article 6 DUTIES OF BOARDS***

[If the congregation has standing boards or committees, their make-up and duties are referenced here. The following includes examples of some of the boards that might be established.]

***6.1 Board of Elders***

***6.1.1 Membership – This board shall consist of a chairman and \_\_\_\_ members, all of whom are elected by the Voters Assembly. Because of their close connection with the functions of the pastoral office, the Board of Elders shall be restricted to male members as set forth in 1 Corinthians 14:33-38 and 1 Timothy 2:11-15.***

***6.1.2 Duties –***

***a. To assist the pastor in matters dealing with the spiritual welfare of the congregation, having particular concern over doctrinal matters pertaining to the godly walk of life on the part of the members of the congregation, being careful to observe that our Lord's injunction in Matthew 18:15-20 be applied in church discipline according to Christian love and for the salvation of the erring soul, and, in general, to insure that the congregation functions in accordance with the confessional standard of the Evangelical Lutheran Church (Constitution Article 3.0).***

***b. To be concerned about the spiritual, emotional, and physical health and welfare of the pastor and his family (adequate compensation, housing, free time, vacation, assistance in time of illness, etc.).***

***c. To make every effort to induce members who have been negligent in their attendance at divine services, in the use of the Sacrament, and the financial support of the congregation to mend their sinful ways and to fully enjoy and participate in the rights and privileges of church membership.***

***d. To provide assistance to the pastor in the Divine Service when needed – at baptisms, in the distribution of Holy Communion, and in leading worship services in the pastor’s absence.***

***e. To supervise and enlist organists, ushers, acolytes, and members of the Altar Guild.***

***f. To assist in arranging for vacancy or supply pastors as needed.***

***g. To serve as the call committee in the event of a pastoral vacancy.***

***6.2 Board of Property***

***6.2.1 Membership – This board shall consist of a chairman who is elected by the Voters Assembly. Other members, as deemed needed, are recruited by the chairman and then appointed by the Church Council to serve on the board.***

***6.2.2 Duties –***

***a. To supervise all real property of the congregation and all changes or alterations to the real property.***

***b. To make an annual inspection and update the inventory of church properties and equipment and recommend to the Voters Assembly needed repairs, improvements or replacements.***

***c. To arrange for immediate repairs of an urgent nature of church property and all normal repairs and alterations for which budget funds have been allocated.***

***d. To make and issue keys for church property and keep and review annually a list of keys issued.***

***e. To check all property monthly for fire hazards and test the fire alarm system.***

***f. To enlist work crews for improvement, cleaning, painting, decoration, landscaping and other projects.***

***g. To negotiate service contracts for the organ, office machines, furnaces, snow removal, and the like; subject to approval by the Church Council.***

***h. To supervise the work of the custodian and provide alternate custodian service when needed.***

***i. To receive and secure materials of historical value to the congregation and provide for the safe and proper storage of all archival materials.***

***6.3 Board of Missions***

***6.2.1 Membership – This board shall consist of a chairman who is elected by the Voters Assembly. Other members, as deemed needed, are recruited by the chairman and then appointed by the Church Council to serve on the board.***

***6.2.2 Duties***

***a. To encourage congregation members to share Christ with others.***

***b. To be responsible for public relations in the community that identifies the congregation with the Gospel of Christ (i.e., newspaper ads, flyers, invitations to special events and services, etc.).***

***c. To foster support for missions and charities among the members of the congregation by providing information and education on Lutheran Church—Canada missions and its affiliated organizations.***

***6.4 Board of Parish Life***

***6.4.1 Membership – This board shall consist of a chairman who is elected by the Voters Assembly. Other members, as deemed needed, are recruited by the chairman and then appointed by the Church Council to serve on the board.***

***6.4.2 Duties –***

***a. To encourage congregation members to grow in their faith in Christ through the reading and studying of God’s Word.***

***b. To support parents by providing material to assist them in their God-given responsibility of bringing up their children “in the training and instruction of the Lord” (Ephesians 6:4).***

***c. To enlist Sunday School teachers and provide Sunday School curriculum.***

***d. To provide and promote education opportunities and material for congregation members (i.e., Bible Classes, Portals of Prayer daily devotional books, The Canadian Lutheran magazine, Confessional Lutheran online websites, etc.)***

***e. To promote and strengthen spiritually and socially the fellowship of congregation members.***

***f. To periodically sponsor dinners, soup and sandwich suppers, social hours after worship services, Easter Breakfast, etc.***

***ARTICLE 7 NOMINATIONS, ELECTIONS & TERMS OF OFFICE***

[The procedure for nominations and elections of officers and church council members, as well as terms of office, are referenced here. For example:]

***7.1 Individuals may be nominated for various offices or boards by voting members at the spring meeting of the Voters Assembly.***

***7.2 Nominees who receive a majority of the votes cast by the voting members present at the meeting shall be declared elected.***

***7.3 Elections shall take place every year according to the following schedule: 2 officers (Chairman & Financial Secretary), 2 board chairmen (Missions & Parish Life), and \_\_\_ elder(s) to be elected in even-numbered years; and 2 officers (Secretary & Treasurer), 2 board chairmen (Elders & Property), and \_\_\_ elder(s) to be elected in odd-numbered years.***

***7.4*** ***All elected officers and boards shall be installed during the worship service on the last Sunday in June and begin serving immediately thereafter.***

***7.5 Officers and board chairs and members shall serve for a term of two years. They may serve unlimited additional terms if so elected.***

***7.6 In the event of a vacancy in an office or board, such shall be filled by appointment by the Church Council.***

***ARTICLE 8 AMENDING THE BYLAWS***

***The congregation may adopt, alter, or amend these bylaws according to the provisions set forth in Article 12.0 of the constitution.***

(revised by PMC, June 2021)