

MOUNT OLIVE LUTHERAN CHURCH
MISSOURI SYNOD
AURORA, COLORADO

BY-LAWS

ARTICLE I – VOTERS’ ASSEMBLY

A. Purpose

The purpose of the Voters’ Assembly shall be to govern all affairs of this congregation.

B. Meetings of the Voters’ Assembly

1. Meetings of the Voters’ Assembly shall be held quarterly, generally in the months of January, April, July and October, or as otherwise determined to be appropriate and practicable by the Executive Board, along with a special meeting in December for election of officers and approval of the program of work and budget for the following year.
2. Special meetings of the Voters’ Assembly may be called by the President, the Executive Pastor, the majority of the Executive Board, or petition of 25 members of the Voters’ Assembly. Discussions of the special meetings shall be limited to the subjects for which the meetings are specifically called unless the Assembly determines otherwise.
3. Notice of all meetings shall be provided at least two Sundays prior to the meeting.
4. Meetings shall be conducted in accord with Robert’s Rules of Order, except as otherwise provided in the Constitution and By-Laws.
5. A secret ballot shall be conducted at the request of any voting member.

C. Quorum

Whenever a meeting has been announced, and a quorum of at least 25 voting members is in attendance, it shall be considered a properly convened and legal meeting capable of transacting business. For amending the Articles of Incorporation, Constitution, or the By-Laws, and for erection of buildings, the purchase or sale of real property, for the loaning or borrowing of funds in excess of \$15,000, a two-thirds (2/3) majority of those present and voting shall be required for the adoption of a resolution, unless otherwise provided by state law.

D. Order of Business

The meeting shall follow the agenda as prepared by the President of the congregation and be opened with a scripture reading, prayer or topic and adjourned with prayer.

ARTICLE II – PROCEDURES FOR CALLING AND/OR HIRING STAFF

- A. As set forth and provided in Article VIII.B. of these By-Laws, a Call Committee will be established by the Board of Elders, composed of representatives from the Board of Elders, chairperson of the Personnel Policy and Compensation Committee and other Ministry Boards and/or Ministry Teams which will be working closely with the professional called worker. The Committee shall be responsible for soliciting names for the position, gathering information about the candidates and publicly announcing the list of candidates to the congregation on two successive Sundays. After the list of candidates has been announced to the congregation on two successive Sundays, the names may be presented to the Voters' Assembly. When the list of candidates is presented to the Voters' Assembly, after appropriate discussion and motions the Assembly will vote on the candidates. After each ballot, the candidate(s) receiving 3 or less votes or the smallest number of votes shall be removed from the list until two candidates remain and one candidate receives the necessary two-thirds (2/3) majority. This voting procedure may be modified and proceed by another reasonable and fair method, if such procedure is approved by a three-fourths (3/4) majority of the voters present at the meeting, and if such procedure requires at least a 2/3 majority for selection of a candidate. The balloting will be monitored by a committee appointed by the President consisting of an odd number of members. The results of each ballot shall be announced by the President. The election shall be made unanimous if possible. It shall be the duty of the President to see that notice of the election is delivered promptly to the candidate.
- B. The Call Committee shall establish the terms of the call (salary, benefits, tenure, job description, etc.) in coordination with the Personnel Policy and Compensation Committee, Administrative or Vacancy Pastor, and the Ministry Board or Team responsible for the individual.
- C. If a candidate is to be called directly from an affiliated seminary, the Board of Assignments may be requested to appoint the person to whom the call shall be extended.
- D. The hiring for new or existing classified or contract positions must be approved by the responsible Ministry Boards or Ministry Teams and reported to the Executive Board and to the Voters' Assembly.

ARTICLE III – OFFICERS, MINISTRY BOARDS, MINISTRY TEAMS AND APPOINTIVE OFFICES AND COMMITTEES

- A. The Administrative Pastor shall also be referred to as the Executive Pastor.

- B. The elective officers of the congregation shall be drawn from the voting membership and consist of:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- C. The Financial Secretary, and the chairpersons of the congregation's Ministry Boards (Board of Elders, Board of Stewardship and Finance, and the Early Childhood Education Center Board) shall be elected from the voting membership.
- D. The congregations's Ministry Boards and minimum number of members shall be as follows:
1. Board of Elders (13)
 2. Board of Stewardship and Finance (3)
 3. Early Childhood Education Center Board (3)
- E. The congregation's Ministry Teams and minimum number of members shall be as follows:
1. Adult Ministry (3)
 2. Childhood and Family Ministry (3)
 3. Evangelism (3)
 4. Parish Connection (3)
 5. Parish Fellowship (3)
 6. Human Care (3)
 7. Youth and Family Ministry (3)
 8. Music Ministry (3)
 9. Cross of Christ Mission Ministry (3)
 10. Worship Coordination (3)
- F. The appointive offices and committees of the Executive Board shall be:
1. Auditing Committee
 2. Constitution and By-Laws Committee (when required)
 3. Nominating Committee
 4. Parliamentarian
 5. Personnel Policy and Compensation Committee
 6. Planning Committee
 7. Historian
- G. Ex-Officio Membership

The Executive Pastor and President shall be ex-officio members of every Ministry Board, Ministry Team and committee. The staff of the congregation shall be ex-officio members of Ministry Boards, Ministry Teams and committees as assigned by the Executive Board.

H. Eligibility

1. All officers shall be at least twenty-one (21) years of age, and Ministry Board and Ministry Team members shall be at least majority age established by the Colorado State Law.
2. Women may serve as officers and members of Ministry Boards, Ministry Teams and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, public administration of the sacraments, and church discipline). Accordingly, they shall not serve as Pastor or an Elder of the congregation.

ARTICLE IV – THE EXECUTIVE BOARD

A. The Executive Board shall consist of:

1. Nine (9) voting members, which are the President, the Vice President, the Treasurer, the Secretary, the chairperson of the Board of Elders, and four (4) “at-large” members elected from the congregation.
2. Non-voting members, which are the Executive Pastor and the Operations Manager, who shall attend all Executive Board meetings.
3. Advisory members, which are Pastors, Called professionals, church staff, and chairs of other Ministry Boards and Ministry Teams (including any appointed or designated representative of such Ministry Boards and Ministry Teams in the absence of the chairperson or vice chairperson).

B. The Executive Board shall have the power to act for the Voters’ Assembly as far as authorized by the Voters’ Assembly. The Executive Board shall present to the Voters’ Assembly all matters requiring action of the Assembly. The Secretary shall maintain complete minutes of its meetings so as to convey the action of the Executive Board on any subject to be presented to the Voters’ Assembly, and shall present the Executive Board’s recommendations in resolution form.

C. The Executive Board will meet monthly but will have the option to cancel a scheduled meeting if there is no pertinent business to conduct. The Executive Board shall meet in those months when the Voters’ Assembly meets and that meeting shall precede the Voters’ meeting. A majority of the voting members of the Executive Board shall be required as a quorum. Ministry Board and Ministry Team meetings shall be held prior to the meeting of the Executive Board. If the chairperson or vice chairperson of the Board

of Elders cannot be present at an Executive Board meeting, he shall appoint a substitute member from the Board of Elders. The substitute shall have a right to vote. Advisory members will be invited to attend Executive Board meetings when deemed necessary and/or appropriate by voting members of the Executive Board. Advisory members and any member of the Congregation shall be welcome to attend all Executive Board meetings.

- D. The Executive Board shall conduct annual reviews of and propose cost of living adjustments for the Executive Pastor and the Operations Manager prior to the budgeting process.

ARTICLE V – PROCEDURES FOR ELECTIONS AND APPOINTMENTS

- A. Procedure for Nominations, Elections and Appointments

The Nominating Committee shall prepare and submit to the Voters a slate of candidates for each office which shall be published and distributed at least two (2) weeks prior to an election. Additional nominations may be made from the floor at the Voters Meeting. No person shall be nominated without their consent.

- B. Procedures for Elections

1. Elections shall be conducted by secret ballot, except elections by acclamation.
2. Elections shall be by a simple majority of those voting.

- C. Term of Office

1. All church officers, Ministry Board chairpersons and the Financial Secretary shall be elected at a Voters' Assembly Meeting in December and shall assume their positions as of January 1st. The term of office for these elected positions is for one (1) year with the exception of the chairperson of the Board of Elders whose term is two (2) years.
2. No officer, Board chairperson, or Board member may hold more than one official Board position at the same time.
3. Members of Ministry Boards shall be selected by the chairperson in consultation with the Executive Pastor and/or Executive Board. Their appointment is for a period of two years with no limit on the number of terms they may serve. Members of Ministry Teams shall be selected by the staff member responsible for that area of ministry, in consultation with the Executive Pastor and/or Executive Board. Their appointment is for one year beginning on January 1 through December 31 of that calendar year.

D. Vacancies

1. Vacancy in the office of President shall be filled by the Vice President. In the event neither the President nor Vice President is able to chair a meeting, the chairman of the Board of Elders will be President Pro tem.
2. Vacancies in the congregational offices, other than that of President shall be filled by an election of the Voting Assembly. A list of candidates shall be provided by the Nominating Committee.
3. Vacancies in the offices of Ministry Board and Ministry Team Chairpersons and Elders shall be filled by appointment by the Executive Board for the unexpired term.

ARTICLE VI – DUTIES OF THE OFFICERS

A. Executive Pastor

The Executive Pastor shall generally oversee the ministry and operation of the Church, and accordingly shall:

1. Be the direct report for the Operations Manager and all Ministry Boards.
2. Manage and oversee all Ministry Teams.
3. Manage, oversee and be the direct report for the Associate Pastor, and all other called staff.
4. Be evaluated annually by the Board of Elders.

B. President

The President is to preside at all meetings of the Executive Board and the Voters' Assembly. He shall:

1. Open all meetings and arrange for the opening and closing prayers and devotions.
2. Have a written agenda prepared prior to meetings.
3. See that all meetings are conducted in an orderly and proper manner according to the Constitution and By-Laws.
4. See that all Ministry Boards, Ministry Teams and Committees are functioning properly according to the duties as outlined in the By-Laws and according to the resolutions of the congregation.

5. Serve as an ex-officio member of all committees, Ministry Boards and Ministry Teams.
6. Confer with the church staff and Vice President to review performance of Ministry Boards, Ministry Teams and committees.

C. Vice President

The Vice President shall:

1. Perform all duties of the President during the President's absences.
2. Take the chair and conduct meetings as requested by the President.
3. Attend those Ministry Board, Ministry Team and Committee meetings in an advisory capacity, as agreed upon with the President in consultation with the Executive Pastor and Executive Board.

D. Congregational Secretary

The Congregational Secretary:

1. Take attendance at all Executive Board and Voters meetings and determine if a quorum is present.
2. Keep an accurate written record of all proceedings at Executive Board and Voters' meetings and sign all approved records.
3. Conduct official correspondence for the congregation as authorized by the Executive Board and Voters' Assembly.
4. Maintain an up-to-date list of all voting members and a list of all members of all boards and committees including terms of office and expiration thereof.
5. Channel all original minutes and/or documents to the church office for filing and safe keeping.
6. See that all members of the Voters' Assembly sign the attendance sheet at Voters' meetings.
7. Maintain a master copy of the Constitution and By-Laws, reflecting any changes and amendments thereto, with effective dates of such changes.

E. Treasurer

The Treasurer is to be a member of the Board of Stewardship and Finance and will direct and manage paid staff to perform the following:

1. Receive a copy of all bank deposit slips and offering reports.
2. Pay all bills and disburse designated offerings by check.
3. Keep an up-to-date and accurate account of all monies collected and disbursed.
4. Submit a written report to each Executive Board and Voters' meeting of all monies collected and disbursed pertaining to that period and an annual report at the end of the fiscal year.
5. Have the financial records ready for an audit upon request.

ARTICLE VII – OPERATIONS MANAGER, MINISTRY BOARDS AND MINISTRY TEAMS

I. The Operations Manager

The Operations Manager shall:

1. Be responsible for providing strategic management of all office and facility functions in a manner that supports the ministry and mission of the congregation, including the following:
 - a. Serve as a central point of contact and information for all staff and members of the congregation.
 - b. Manage the Church office and administrative operations.
 - c. Be a resource, reference and direct report for all Ministry Teams. However, as to spiritual/ministry issues, the Executive Pastor shall ultimately be responsible for all such decisions and actions.
 - d. Be the direct report for all Ministry Boards, except for the Board of Elders.
 - e. Be the direct report for all non-called staff and Church personnel and employees.
 - f. Manage the human resources function for staff members.
 - g. Manage and mitigate liability and legal risk.

- h. Manage the Church facilities and property, including maintaining all property of the congregation, keeping it in good repair and making necessary improvements.
 - i. Lead and manage the annual budget process and track/monitor spending throughout the year.
 - j. Oversee maintenance and full utilization of membership database.
 - k. Oversee statistical and historical record keeping and reporting (attendance, baptisms, weddings, etc.).
 - l. Maintain Church calendar; schedule events, activities and building usage; recommend action to the Executive Board, upon requests for the use of the facility.
 - m. Coordinate endowment funds and other such assets.
 - n. Provide oversight and coordination of media, public relations and marketing.
 - o. Administer contracts.
 - p. Perform other duties as assigned by the Executive Pastor and/or Executive Board.
2. The Operations Manager shall report directly to the Executive Pastor.

II. The Ministry Boards

A. General Provisions:

The Ministry Boards shall:

1. Appoint a Vice Chairperson who will represent their chairperson at the Board, Executive Board or Voters' Assembly in the absence of the chairperson; appoint a secretary who will record the minutes of each meeting. Copies of these minutes are to be distributed to the Church Staff, Board members and Congregational officers.
2. Initiate and carry out such activities and programs as will enable it to effectively perform the actions and duties assigned to it by the Constitution and By-Laws or the specific resolution of the Executive Board or Voters' Assembly.
3. Be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Executive Board or Voters' Assembly. The Executive Board or Voters' Assembly may, at its discretion,

restrict expenditures to conform with the actual financial position of the congregation. Monies in the Contingency Fund and the Property Reserve Fund must have Voter approval before being spent.

4. Prepare and provide information or materials requested or required by the Operations Manager with regard to the annual budget process.
5. The President, Board Chairperson or Staff advisor may call a special meeting of the Board. Each Board member must be notified of the date, time, and purpose of the meeting. The Board meetings shall meet in a timely fashion, so as to provide information to the Executive Board.
6. Report on activities and programs to the Executive Board/Voters' meeting in writing.
7. Members of Ministry Boards shall be selected by the chairperson in consultation with the Executive Pastor and/or Executive Board. Their appointment is for a period of two years with no limit on the number of terms they may serve. (See Article V.C. of these By-Laws).

B. Board of Elders

The Board of Elders in consultation with the Executive Pastor shall:

1. Be appointed by the elected chairman of the Board of Elders together with the President of the Executive Board. The Board members shall be subject to the approval of the Executive Board. The chairman of the Board of Elders shall be a voting member of the Executive Board.
2. Oversee that Scripturally sound doctrinal practice (See Constitution, Article III) is used in the administration of Word and Sacraments, public worship, and all phases of Christian education (e.g. Confirmation, Sunday School, ECEC, Vacation Bible School, etc.).
3. Support and encourage especially the pastoral and other staff members and their families through regular prayer.
4. Meet annually with individual staff members to show concern and support with any spiritual, emotional, and physical needs.
5. Assist pastoral staff in dealing with inactive or delinquent members.
6. Endeavor with the Executive Pastor to resolve contentions between staff members and/or parishioners.

7. Establish and supervise a “Call Committee” for the issuing of any calls to synodically trained personnel. (See Constitution Article VII and By-Laws Articles II & VIII.B). If the call is for the Executive Pastor position, the Committee may consult other appropriate resources, i.e. Circuit Counselor.
8. Assist pastors with the distribution of the Lord’s Supper and Baptism ceremonies at worship services. The Board shall also appoint and supervise communion assistants. The elder assigned to the worship service shall assist with any emergencies that may arise. Additional duties when necessary may be assigned, as requested and/or in consultation with staff.
9. Submit a written quarterly report for the Voter’s Assembly.
10. Prepare and submit to the Operations Manager a complete budget for the fiscal year in the form and time frame requested.

C. Board of Stewardship and Finance

The Board of Stewardship and Finance shall in consultation with Church staff and the Operations Manager:

1. Plan and implement programs to encourage faithful contributions of offerings.
2. Annually conduct a program to enlist the commitment of contributions from all confirmed members for the following year.
3. Recommend an annual financial commitment for District and Synod.
4. Supervise the ordering and distribution of the offering envelopes to all existing and new members.
5. Report directly to the Operations Manager.
6. The Financial Secretary is an elected member of the Board of Stewardship and Finance and will in consultation with the Church Staff and Operations Manager:
 - a. Be responsible for in permanent form, a week-by-week record of all offerings of the individual giving units according to the envelope number assigned them.
 - b. Keep confidential, all records of contributions. This information will be available to the Executive Pastor, the Board of Elders and the Board of Stewardship and Finance. Any of these aforementioned boards may have access to these records upon written request and must be kept confidential.

- c. Distribute quarterly statements to every giving unit, showing their contributions for the past three months. The last statement of the fiscal year will show the total contributions for the year.
 - d. Give the Executive Pastor and Executive Board a complete statement of the congregation's monthly giving and a quarterly report for each Voters' Assembly.
 - e. Keep all offering envelopes until six (6) months following the last quarterly contribution report issued for the preceding year. The annual individual contributions summary report must be maintained for a period of three (3) years.
7. Prepare an annual performance review for all Church staff that work in conjunction with this Board prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

D. Early Childhood Education Center Ministry Board

The Early Childhood Education Center Ministry Board shall in consultation with Church staff:

- 1. Operate the Early Childhood Education Center.
- 2. Prepare children for specific learning skills in a Christian atmosphere.
- 3. Plan, promote and implement programs consistent with the State of Colorado's minimum rules and regulations for Child Care Center providing less than 24 hour care.
- 4. Prepare an annual performance review for all Church staff that work in conjunction with this Board prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

III. The Ministry Teams

A. General Provisions:

The Ministry Teams shall:

- 1. Appoint a Vice Chairperson who will represent their chairperson at a Team meeting, Executive Board meeting or Voters' Assembly in the absence of the chairperson; appoint a secretary who will record the minutes of each meeting. Copies of these minutes are to be distributed to the Church Staff, Ministry Team members and Congregational officers.

2. Initiate and carry out such activities and programs as will enable it to effectively perform the actions and duties assigned to it by the Constitution and By-Laws or the specific resolution of the Executive Board or Voters' Assembly.
3. Prepare and provide information or materials requested or required by the Operations Manager with regard to the annual budget process.
4. Be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Executive Board or Voters' Assembly. The Executive Board or Voters' Assembly may, at its discretion, restrict expenditures to conform with the actual financial position of the congregation. Monies in the Contingency Fund and the Property Reserve Fund must have Voter approval before being spent.
5. The President, Ministry Team Chairperson or Staff advisor may call a special meeting of the Ministry Team. Each Ministry Team member must be notified of the date, time, and purpose of the meeting. The Ministry Team meetings shall meet in a timely fashion, so as to provide information to the Executive Board.
6. Report directly to the Executive Pastor and the Operations Manager, or other staff as determined by the Executive Pastor. However, as to spiritual/ministry issues, the Executive Pastor shall ultimately be responsible for all such decisions and actions.
7. Report on activities and programs to the Executive Board/Voters' meeting in writing.
8. Members of Ministry Teams shall be selected by the staff member responsible for that area of ministry, in consultation with the Executive Pastor and/or Executive Board. Their appointment is for one year beginning on January 1 through December 31 of that calendar year. (See Article V.C. of these By-Laws).

B. Adult Ministry Team

The Adult Ministry Team shall in consultation with Church staff:

1. Plan, promote and coordinate programs of Christian Education and fellowship for adults.
2. Develop, support and coordinate cluster groups for study and fellowship.
3. Develop and coordinate ministry for family life enrichment.
4. Develop and coordinate ministry and outreach to singles.

5. Develop and coordinate programs for enrichment and fellowship for married couples.
6. Develop and coordinate ministry to college students and military personnel.
7. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next years budget. These reviews should be submitted to the Operations Manager.

C. Childhood and Family Ministry Team

The Childhood and Family Ministry Team shall in consultation with Church staff:

1. Plan, promote and coordinate programs of Christian education for children from birth through fifth grade.
2. Administer the programs of education, review and adopt appropriate curricula, enlist and train teachers and staff, maintain records of enrollment and attendance, encourage student participation and provide for communication and coordination with other agencies and groups.
3. Be responsible for scheduling Study classes (dates, times, and room assignments).
4. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next years budget. These reviews should be submitted to the Operations Manager.

D. The Evangelism Ministry Team

The Evangelism Ministry Team shall in consultation with Church staff:

1. Inspire, encourage and equip the members of the congregation for sharing Christ in word and deed in the community and the world.
2. Present to the public a Christian image which will reflect favorably upon the work of Christ and of the congregation utilizing all available media.
3. In consultation with the Operations Manager, plan, promote, implement and supervise public relations activities within the congregation and community.
4. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

E. The Parish Connection Ministry Team

The Parish Connection Ministry Team shall in consultation with Church staff:

1. Promote and coordinate the connection with and assimilation of new members.
2. In conjunction with Board of Stewardship and Finance, identify and cultivate members' talents to fulfill the needs and opportunities for mission and ministry.
3. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

F. The Parish Fellowship Ministry Team

The Parish Fellowship Ministry Team shall in consultation with Church staff:

1. Plan, promote, implement and supervise fellowship events to foster parish fellowship.
2. Encourage and/or support the auxiliaries of the congregation not under the jurisdiction of another Ministry Board or Ministry Team, and recommend to the Executive Board new auxiliaries to be formed.
3. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

G. The Human Care Ministry Team

The Human Care Ministry Team shall in consultation with Church staff:

1. Plan, promote, implement and supervise caring programs for members and non-members in need of essential material goods such as food, clothing and shelter.
2. Promote concern and care for the emotional and physical well being of senior members of the congregation community.
3. Interface with local and national social ministry organizations and agencies, especially those related to our church, to provide information and enlist support.
4. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

H. The Youth and Family Ministry Team

The Youth and Family Ministry Team shall in consultation with Church staff:

1. Develop, support and promote an ongoing program of spiritual growth and fellowship for students in the sixth through twelfth grades, through Bible study, prayer, Christian service and fellowship activities.
2. Encourage the youth to become actively involved in the total congregational ministry.
3. Encourage youth to participate in District and Synodical events and activities with other Christian groups, especially Lutheran groups.
4. Provide opportunities for involvement as servants in the life of the community.
5. Develop a program for the social fellowship and development of youth, including various recreational programs.
6. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

I. The Music Ministry Team

The Music Ministry Team shall in consultation with Church staff:

1. Plan, develop, implement, support, facilitate and promote all music-related groups, activities and worship functions.
2. Coordinate all music-related activities for the Cross of Christ worship services.
3. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

J. The Cross of Christ Ministry Team

The Cross of Christ Ministry Team shall in consultation with Church staff and Pastors:

1. Plan, develop, coordinate and promote all mission-related activities of the congregation's mission branch worshipping as Cross of Christ Lutheran Church in Aurora/Centennial, Colorado.
2. Assist the Pastors, called staff and/or Board of Elders in implementing, supporting and facilitating the ministry and worship activities for Cross of Christ.

3. Prepare an annual performance review for all Church staff that work in conjunction with this Ministry Team prior to the preparation of the next year's budget. These reviews should be submitted to the Operations Manager.

K. The Worship Coordination Team

The Worship Ministry Team shall, under the supervision of the Worship Coordinator, and in consultation with the Executive Pastor:

1. Assist in matters connected with reverent, orderly, and meaningful worship.
2. Be responsible for the efficient function of the following: acolytes, altar guild, flowers (weekly and seasonal), audio system, crucifers, funeral service accommodations, greeters, readers, robe care, ushers, wedding service accommodations, worship arts (banners, seasonal décor, etc), etc. These areas of responsibility may be added to or deleted as necessary in consultation with the Executive Pastor.
3. Develop written policies, procedures, and plans for carrying out respective responsibilities. These shall be filed with the Worship Coordinator, Board of Elders, and the Operations Manager.
4. Work cooperatively with the Music Director in matters which involve the music program.
5. Submit through the Worship Coordinator an annual written report to the Board of Elders, Operations Manager, and the Executive Board.
6. Prepare and submit through the Worship Coordinator a complete budget to the Operations Manager for the fiscal year in the form and time frame requested.

ARTICLE VIII – COMMITTEES

A. The Audit Committee

The Audit Committee shall:

1. Review the financial records of the congregation and its auxiliary organizations for the purpose of assessing their adequacy for financial accounting systems and controls and of their adherence to adopted policies.
2. Present a written report to Executive Board and the Voters' Assembly commenting on the scope of their review and accuracy of the financial statements prepared by the Treasurer. When warranted, reports with comments on

deficiencies and recommendations for improvements shall be made to the President and the Board of Stewardship and Finance.

3. The committee shall be available for any special studies which the Executive Board may require.

B. Call Committee

The Call Committee shall, consistent with and in support and furtherance of the procedures set forth in Article II of these By-Laws:

1. Be established as provided in these By-Laws. (See Article II and Article VII, § II.B.7.).
2. Establish the terms of the call to the worker (salary, benefits, tenure, job description, etc.) in coordination with the Personnel Policy and Compensation Committee.
3. Solicit names for the called position from available sources such as the District, members of the congregation, professional called workers, etc.
4. Gather information on all proposed candidates. Such information may be obtained from the District offices, through telephone conversations with the candidates, and if necessary, through personal interview with such candidates or any other means deemed appropriate.
5. Present a slate of candidates (call list) to the Voters' Assembly for its approval with recommendations noted.

C. Constitution and By-Laws Review Committee

The Constitution and By-Laws Review Committee shall:

1. Review the Constitution and By-Laws for relevancy when required by the Voters' Assembly or Executive Board.
2. Recommend appropriate changes.

D. Nominating Committee

The Nominating Committee shall:

1. Prepare a slate of candidates for each elected position (officers, Ministry Board chairpersons, Endowment Fund Managers, and the Financial Secretary) which shall be published and distributed at least two (2) weeks prior to the election.

Nominations may be made from the floor at this meeting. No persons shall be nominated without their consent.

2. Present a brief summary of the duties of the appropriate office to the prospective nominees.

E. Personnel Policy and Compensation Committee

The Personnel Policy and Compensation Committee shall:

1. Be composed of at least three (3) members.
2. The Operations Manager shall be the Chairperson of the committee.
3. The duties of the committee shall be:
 - a. Review and recommend proposed personnel and compensation policies for approval by the initiating Ministry Boards, Ministry Teams and the Executive Board.
 - b. Review and evaluate proposed personnel and compensation policies to assure coordination and consistency for all staff members.
 - c. May assist the responsible Ministry Boards and Ministry Teams in the hiring of staff members.
 - d. Review proposed job descriptions, performance requirements, performance ratings and recommended compensation as submitted by the Ministry Boards and Ministry Teams.
 - e. Review and propose, in consultation with the Ministry Boards or Ministry Teams having direct reporting responsibility of the compensated staff, the cost of living adjustments for all staff members on an annual basis prior to the budgeting process.
 - f. Consider grievances brought by staff members if they cannot be resolved by the appropriate Ministry Board(s) and/or Ministry Team(s) and recommend possible resolutions.

ARTICLE IX – AMENDMENTS

- A. Amendments to these By-Laws may be adopted at a Voters' Assembly provided:

1. That they do not conflict with the provision in Article III of the Constitution or with any section or any other article that pertains to Scriptural Doctrine and Practice.
2. That the proposed amendment has been submitted in writing at a previous Voters' Assembly.
3. The affirmative vote of a two-thirds majority of the voting membership at the Voters' Assembly shall be required for the adoption of an amendment.

ARTICLE X – ENDOWMENT FUND

A. Purpose of the Mount Olive Lutheran Church Endowment Fund

1. The Mount Olive Lutheran Church Endowment Fund (“Fund”) is established for the purpose of providing an instrument through which members and others can further the Christian outreach of Mount Olive Lutheran Church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, transfers of property and other gifts.
2. The Fund will be empowered to solicit and accept such gifts, grants, devises and bequests to the Fund and to hold and administer the same for the use and benefit of Mount Olive Lutheran Church.

B. Oversight and Operation of the Fund

1. The Fund will be administered by a Board of Managers (“Managers”) composed of seven members as follows:
 - a. Members must be age 21 or older and shall be communicant members of this congregation. Members should have skills and experience appropriate for the solicitation and investment management of funds and in related legal implications associated with the operation of the Fund. Except as herein limited, the term of each elected member of the Board shall be three years. Upon the adoption of this resolution, the Voters' shall initially elect six Managers as follows:
 - Two for a term of three years
 - Two for a term of two years
 - Two for a term of one year
 - b. The President of the congregation shall be the seventh Manager.
2. Managers shall serve for no more than two consecutive terms. After a lapse of one year, a former Manager may be elected once again. All terms will coincide

with the congregation's regular year. The Executive Pastor shall be an advisory, non-voting Manager.

3. Nomination and election of Managers shall be in accordance with Article V of these By-Laws.
4. In the event of a vacancy on the Board of Managers, the Church Executive Board shall appoint a member to fill the vacancy until the next Voters' Meeting at which time the Voters shall elect a member to fulfill the term of the vacancy.
5. The Managers shall meet at least quarterly, or more frequently as deemed to be in the best interest of the Fund. A quorum shall consist of four members. A majority present and voting shall carry any motion or resolution.
6. The Managers shall elect from its membership a Chairperson, a Secretary and a Financial Officer. The Chairperson, or member designated by the Chairperson, shall preside at all meetings of the Managers.
7. The Secretary shall maintain complete and accurate minutes of all of all meetings of the Board of Managers and make copies such to Managers and to the Secretary of the Executive Board.
8. The Financial Officer shall maintain a complete and accurate book of accounts for the Fund. Such officer shall also prepare quarterly a financial report to the Fund and supply a copy thereof to each Manager and to the Secretary of the Executive Board. The Financial Officer and the President of the congregation shall sign all necessary documents on behalf of the congregation in furtherance of the purposes of the Fund. The books shall be audited annually in conjunction with the congregation audit.
9. The Managers shall report on an annual basis to the congregation on the administration of the Fund.
10. The Managers, at the expense of the Fund income, may provide for such professional counseling on investment or legal matters as it deems to be in the best interest of the Fund. The Managers will promote the Fund, publicizing its existence and purpose as well as following up with persons expressing an interest in making contributions to build up the Fund asset base, also called the "principal." In addition, the Managers will highlight the blessings achieved in ministry by reason of the Fund's existence as they encourage people to make further gifts to the Fund.
11. Managers shall not be liable for any losses which may be incurred upon the investment of the assets of the Fund except by bad faith or gross negligence. Managers will be liable only for their own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other persons. This section

shall be interpreted to be consistent with the laws of the State of Colorado regarding liability of directors of non-profit corporations.

12. All assets are to be held in the name of Mount Olive Lutheran Church Endowment Fund. Recommendation to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, real estate, notes or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the Managers with subsequent execution by the delegated Managers. The Managers shall be guided by and shall have all powers entrusted to it in the Colorado Fiduciaries Powers Act.
13. Proceeds from gifts will be divided in accordance with the provisions for “Distribution of Income” in Section C. Gifts designated as memorials for specific items of church property will be deposited in the Memorial Fund and dispensed by the congregation for the designated purpose and shall not become part of the Fund. Gifts to the Fund may be accepted as designated or undesignated gifts. The income proceeds from all designated gifts must be used for the purposes for which they were designated when given. The income proceeds from undesignated gifts will be divided in accordance with the provisions for “Distribution of Income” which follows.

C. Distribution of Income

1. The Managers shall determine what is principal and what is income according to acceptable accounting procedures.
 - a. No portion of the Fund principal may be borrowed by Mount Olive Lutheran Church congregation.
 - b. All principal amounts in the Fund will be retained and only the income expended.
2. Income from the Fund may be distributed at such times as deemed feasible to accomplish the following:
 - a. Unanticipated major facility repairs, i.e. unbudgeted emergencies.
 - b. Scholarships or grants of aid for students enrolled in a synodically affiliated college, seminary or university in preparation for full time work in the church or a church-related agency; or for specialized training of church workers to foster continued growth in Christian faith and leadership skills in the service to God’s people.

- c. For unique outreach ministry opportunities into the community including but not limited to social service agencies or institutions to which the congregation relates.
 - d. In support of expanded mission opportunities both at home and in foreign countries.
 - e. For support of all facilities, programs, equipment and capital improvement of Mount Olive Lutheran Church not generally provided for in annual operating budgets.
- 3. The Managers shall develop the procedures to be followed in requesting Fund distribution and in recommending action by the Voters' Assembly.
 - 4. Income from the Fund shall not be used to offset deficits in the congregation's annual operating budget.
 - 5. All distribution of income shall be recommended by the Managers and approved by a two-thirds vote of the Voters' Assembly. For purposes of this vote, a two week advance notice of the plan to distribute funds shall be provided to the congregation.

D. Dissolution of the Fund

- 1. In the event the congregation is disbanded or dissolved, the assets of the Fund shall be disbursed in accordance with Article X of the Constitution of Mount Olive Lutheran Church.
- 2. In the event the congregation wishes to dissolve the Endowment Fund, such a decision must be approved by and the funds disbursed by a Voters' Assembly meeting
 - a. At which not less than 10 percent (10%) of the communicant membership – according to the most recent Statistical Report on file with the Synod – are present and
 - b. In which a sixty-six percent (66%) vote carries the decision.

Approved by Voters – October 7, 1991
 Revised by Voters – July 13, 1997
 Revised November 30, 1999
 Endowment November 30, 1999
 Revised May 7, 2006 (effective date December 1, 2006)