



The Constitution and Bylaws of Timothy Lutheran Church Blue Springs, Missouri

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incorporating comments from the Missouri District of the LCMS

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Article B 13 added

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PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all people (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all people in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys as His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order in the Church (I Corinthians 14:40). Therefore, we a number of Lutheran Christians living in and near Blue Springs, Missouri, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE C-1 Name

The name of this congregation shall be: Timothy Lutheran Church (The Lutheran Church Missouri Synod), located in Blue Springs, Jackson County, Missouri.

ARTICLE C-2 Confessions

The congregation holds all the canonical books of the Old and New Testaments to be the revealed Word of God, verbally inspired, and the only rule of faith and life.

It accepts all the Symbolic Books of the Lutheran church contained in the Book of Concord of the year 1580 as a correct and sound exposition of the Christian doctrine taken from and in full accord with the Holy Scriptures. These confessional writings are:

1. The three Ecumenical Creeds: (Apostles', Nicene, and Athanasian)
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Luther's Large Catechism
6. Luther's Small Catechism
7. The Formula of Concord

Accordingly, no doctrine that conflicts with or sets aside the foregoing standard of doctrine shall be taught or tolerated in this congregation.

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ARTICLE C-3

Membership

The membership of the congregation may be designated by three different terms: baptized members, communicant members, and voting members.

A. Baptized Membership

Baptized members are all individuals of the congregation, both old and young, who have been baptized and who are under the spiritual care of the pastor of this congregation.

B. Communicant Membership

Only such persons shall be communicant members of the congregation who:

1. Have been baptized in the name of the Triune God;
2. Have signified their acceptance of the confessions of this church;
3. Have been accepted into communicant membership in accordance with the Bylaws of this congregation;
4. Are not members of any organization of which the doctrine and practice are in conflict with the Word of God (2 Corinthians. 6:14-16).

C. Voting Membership

This congregation shall be represented by and administer all its affairs through its voting membership. All communicant members who have attained the age of 18 years old shall be voting members of this congregation.

ARTICLE C-4

Call of Pastors and Other Called Persons

The offices of pastor and other called persons of this congregation may be conferred only upon such persons as are adequately prepared and eligible for such office and profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the inspired Word of God and all the symbols of the Lutheran Church, enumerated in Article II of the Constitution, as derived from such Word of God. All such persons shall, by the call extended to them, be pledged to faithful adherence to the Word of God and the Symbols of the Lutheran Church.

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ARTICLE C-5 Powers of the Congregation

A. General

The Congregational Assembly of the Voters, hereafter referred to as just the Assembly, shall be the governing body of this congregation and shall be empowered to administer all of its affairs. The establishment and conduct of all organizations and societies within the congregation shall be subject to the approval and supervision of the Assembly. The Assembly however shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article II) and any such decisions shall be null and void.

B. Rights of Calling

The right of calling Pastors or other called workers shall be vested in the Assembly and shall never be delegated to a smaller body or to an individual.

C. Decisions

The Word of God shall decide matters of doctrine and conscience. The Assembly shall decide all other matters by majority vote, unless otherwise specified by this Constitution or its Bylaws.

D. Powers of Officers and other elected leaders

Congregational Officers, other elected leaders and committees, whether elected by the Assembly or appointed, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the Assembly.

E. Removal from Office

Any officers, elected leaders, pastors, or other called persons may be removed from office by the Assembly, by ballot, in Christian and lawful order, for one of the following causes:

1. persistent adherence to false doctrine
2. scandalous life
3. inability to perform their official duties or willful neglect of them.

The removal from office requires a two-thirds majority of the voting members present.

ARTICLE C-6 Officers

The officers of this congregation shall be such as the Bylaws of this congregation prescribe.

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**ARTICLE C-7
Property Rights**

If at any time a separation should take place on account of doctrine, as determined by Synod's dispute resolution process, the property of the congregation and all benefits therewith connected shall remain with those voting members who continue to adhere in confession and practice of Article II of this Constitution.

In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Missouri District of the Lutheran Church-Missouri Synod, a 501(c)3 not-for-profit organization.

**ARTICLE C-8
Doctrinal Literature**

Only such hymns, prayers, and liturgies shall be used in public services of the Congregation and in all ministerial acts as are in agreement with the confessional standard of Article II. Likewise, in all classes for instruction in Christian doctrine only such books shall be used as are in agreement with this standard.

**ARTICLE C-9
Synodical Membership**

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

**ARTICLE C-10
Bylaws**

This congregation may adopt such Bylaws as may be required for the accomplishment of its purpose.

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ARTICLE C-11 Amendments

Amendments to this Constitution and the Bylaws may be adopted at an Assembly meeting, provided:

1. That they do not conflict with the provisions laid down in Article II, or with any section of any other article that pertain to Scriptural doctrine and practice; and,
2. That the proposed amendment be announced prior to the Assembly meeting which calls for the amendment using the notification methods and times as required by the Bylaws, but not less than 2 weeks.
3. The full text of the proposed amendment shall be made available to the members of the congregation for review at least two weeks prior to the Assembly meeting.
4. The revised constitution and/or Bylaws shall, as a condition of continued membership in the Lutheran Church – Missouri Synod, be submitted to the Synod for review and favorable action.

The affirmative vote of a two-thirds majority of the voting membership present at the Assembly meeting shall be required for the adoption of an amendment.

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ARTICLE B-1

Membership

A. Communicant Membership

1. Eligibility

- a. Any persons desiring to be received as a communicant member of this congregation shall first give notice of their intention to the pastor who shall determine whether such applicant has been baptized in the name of the Triune God and whether such applicant is familiar with and acknowledges as their own the doctrinal confessions of the Lutheran Church.
- b. If a candidate for communicant membership has been a communicant of another congregation in fellowship with the Lutheran Church-Missouri Synod, they shall submit a letter of transfer from such other congregation.

2. Privileges and Duties

It shall be the privilege and duty of the members of the congregation by faithful use of the Word and Sacraments to grow in faith and Christian life; to provide for the proper Christian training of their children by instruction at home and through the agencies of the church; to contribute toward the maintenance of the congregation and the extension of the Kingdom of God at large according as God has prospered them.

B. Voting Membership

1. Eligibility

All communicant members, who have attained the age of 18 years, shall be voting members of this congregation.

2. Privileges and Duties

It shall be the privilege and duty of every voting member to attend the Assembly meetings. By failing to attend such meetings a member waives the right to cast their vote during that meeting. They shall willingly serve in any office or capacity for which their talents and abilities equip them, if possible, and generally participate in the business activities of the Assembly.

C. Termination of Membership

1. Transfers

Communicant members desiring to join another Lutheran congregation shall present their request to the pastor, to whom authorization is granted to issue such transfers.

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2. Joining Other Churches

In cases where communicant members of this congregation have joined a non-Lutheran congregation, they shall, upon the decision of the pastor and the Elders, be deemed to have terminated their membership in this congregation. Their name(s) shall be removed from the membership list of the congregation.

3. Whereabouts Unknown

The Elders shall, periodically remove the names of members whose whereabouts are unknown and cannot be established

4. Non-Participation

The Elders shall periodically remove the names of members who fail to respond to encouragement to participate in the privileges and duties of a communicant member.

D. Excommunication and Self-Exclusion

Members who conduct themselves in an unchristian manner shall be admonished by the pastor and Elders according to Matthew 18:15-20. If they refuse to mend their sinful life after proper admonition, they shall be brought before the Assembly for excommunication. Members refusing to attend the Assembly meeting to discuss the case, thereby exclude themselves. A two-thirds majority of the voting members present shall be required for every resolution by the Assembly for excommunication. Excommunication or self-exclusion terminates membership. Such persons shall be encouraged to attend the worship services, but they may not partake in the Lord's Supper until reinstated by the Assembly after they show true repentance and are willing to amend their sinful life.

ARTICLE B-2

Congregational Assembly Meetings

A. Regular Meetings

The Assembly shall meet at least once annually in the last quarter of the budget year. The Executive Board shall set dates and times of all meetings. The regular meeting shall be announced either orally or in writing or both at all weekend services occurring at least fourteen days prior to the meeting. In addition, electronic notification may also be used. The meeting of the Assembly shall include the consideration and acceptance of the budget for the following year(s) and election of officers and other elected positions. Regular meetings shall be limited to two hours unless extended by a majority vote of the Assembly.

B. Special Meetings

Special meetings of the Assembly may be called at any time by the President, or the First Vice President. The President, or alternatively, the First Vice President may be compelled to call a special meeting of the Assembly by majority agreement of the Vice-Presidents. The special meeting shall be announced either orally or in writing or both at all weekend services

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at least seven days prior to the meeting. In addition, electronic notification may also be used. The nature of business to be transacted must be announced along with time and place of the meeting, and the action of such meeting shall be limited to that for which it had been previously announced.

C. Order of Business

For purpose of order, Robert's Rules of Order shall prevail.

D. Quorum

Normally, the number of voting members at Assembly meetings to constitute a quorum shall be the actual number of voting members present at a properly called meeting. However, Assembly meetings are required for the following items of business, and—shall require at least 40 voting members:

1. Calling of Senior Pastor
2. Removal of Called Staff, Elected Officers or other elected leaders
3. Amending the Constitution/Bylaws
4. Lease, sale or purchase of real property
5. Erection or demolition of primary use buildings

E. Minutes

The minutes of all Assembly meetings shall be recorded over the Recording Secretary's signature and maintained as an official church record. The Executive Board has the authority to approve the minutes. The fact that the minutes are not then read for approval at the next Assembly Meeting does not prevent a member from having a relevant excerpt read for information nor does it prevent the Assembly in such case from making additional corrections.

ARTICLE B-3 Call of Pastors and Other Called Church Workers

A. Authority for Extending Calls

Calling of Pastors or other called church workers is a function of the Assembly.

B. Calling Pastors and other called workers

After consultation by the Elders with the President of the Missouri District or his representative, candidates for called positions shall be proposed at the next regular meeting of the Assembly or at a special meeting called for that purpose. The voters shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Assembly, the voters shall elect one of the proposed candidates by ballot and simple majority. It shall be the duty of the Congregational President and Chair of Elders to see that notice of the election is delivered promptly to the candidate.

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ARTICLE B-4 Election of Congregational Officers and Leaders

A. Nomination Procedure

The Nominating Committee membership shall be selected and ratified prior to the regular annual Assembly meeting and the names of the committee membership shall be made known to the congregation.

B. Candidates

The open positions shall be published at least ~~seven~~ weeks prior to the regular annual meeting of the Assembly. Following the publication of the Nominating Committee's list of open positions, any communicant member of the congregation may submit to the committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee, provided:

1. That the congregation be given at least two weeks to submit names.
2. That such names shall be submitted at least ~~five~~ weeks before the date of the regular annual meeting of the Assembly, and
3. That the Nominating Committee, through consultation with the Senior Pastor, shall have investigated the status of the proposed candidates and found them qualified for office and willing to serve.

The candidates for the various offices shall be posted in location(s) accessible to all members at least 10 days before the regular annual meeting of the Assembly. Notification of the posted list shall be made either by electronic notification at least 10 days prior to the meeting; or either orally or in writing or both at all weekend services at least 7 days prior to the meeting.

C. Minimum Requirements

1. Communicant members who have reached the age of 21 may serve as officers and as directors of Commissions and committees of the congregation. Women may serve as officers and as members of Commissions which do not call upon them to carry out the specific functions of the pastoral office. Accordingly, a woman shall not serve as a pastor of the congregation or as an Elder.
2. The Nominating Committee shall review all candidate names to determine that they possess the required knowledge, abilities and commitment prior to inclusion on the ballot.

D. Election Procedure for Officers and other elected leaders

From the list of candidates submitted by the Nominating Committee, the Voting Membership shall, at its regular annual Assembly meeting, elect by simple majority, the following leadership positions:

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1. A President of the Congregation
2. A First Vice President, Second Vice President, Third Vice President and Fourth Vice President
3. A Treasurer
4. A Recording Secretary
5. Commission leaders
6. School Board members
7. At least five Elders including a Director.

No person may hold more than one elected position at a time.

E. Term of Office

The newly elected leaders of the congregation shall be installed on or about the first Sunday in January, and shall assume their duties of office immediately thereafter. The term shall be two years, except that Advisory members of the Executive Board shall have a term not to exceed one year.

The President of the Congregation, Vice President(s), Treasurer, Recording Secretary, Commission leaders, the Director of the Elders, School Board Chair and Advisory members may succeed themselves in the same position.

F. Vacancies

In the event of a vacancy in any elected position, the Executive Board shall appoint a successor to serve the remainder of the un-expired term.

ARTICLE B-5 Executive Board

The Executive Board, as elected by the Assembly, is the representative of the Assembly, and is held accountable to execute the decisions of the Assembly as decided in properly called meetings.

A. Membership

The Executive Board shall consist of the President, Vice President(s), the Recording Secretary and the Treasurer. Advisory members may attend the meetings upon invitation, but shall not be allowed to vote. Advisory members shall be appointed by the Board.

B. Duties

The Executive Board serves in a policy-making and oversight role, ensuring that the mission of the church is executed in accordance with the Constitution and By-Laws and decisions of the Assembly. It shall be the specific responsibility of the Executive Board to:

1. Oversee the general business of the church.
2. Allocate available funds for the operation of the church.
3. Request and receive needed reports on the operations of the church.

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4. Call up for review, criticism, modification or revocation any action or policy of a commission or committee.
5. Present to the Assembly at its regular annual meeting a proposed budget for the coming fiscal year(s).
6. Present to the Assembly at its regular annual meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
7. Approve the minutes of the Assembly Meetings.

C. Meetings

The Executive Board shall meet as required, but at least quarterly. The date of regularly scheduled meetings shall be set at a prior meeting of the Board. Notification of a change of date or time shall not change the status of the meeting as being regularly scheduled.

The President of the congregation and/or the First Vice President may call additional meetings as required. Notification of additional meetings shall be made at least 24 hours before the meeting. Documentation of the notification made shall be provided to the Recording Secretary.

Meetings shall normally be held with all the attendees in the same location. However, meetings may be held via electronic means, provided that all participants are able to speak to the group and be heard by the group.

The Executive Board shall keep a set of minutes of each meeting, and such minutes shall be the property of the congregation.

ARTICLE B-6 Committees

A. Financial Review Committee

A Financial Review Committee from members of the Assembly shall be appointed by the President and ratified by the Executive Board to review the financial records of the congregation. The treasurer or church bookkeeper shall not be members of the committee. A qualified external financial consultant may be hired in conjunction with or in lieu of the appointed committee. Unless otherwise provided with special instructions from the President, the committee shall follow standard financial reviewing procedures to evaluate the congregation's internal controls and methods in preparing its accounts and financial statements. The committee's report shall be submitted to the Executive Board and a summary of findings shall be made available to the congregation.

B. Nominating Committee

A five voting member Nominating Committee shall be appointed by the President and ratified by the Executive Board from members of the Assembly. The Nominating Committee, together with the pastor, as soon after the Executive Board meeting as possible, shall prepare a list of eligible candidates drawn from among communicant members of the congregation who are willing to serve.

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C. Personnel Committee

A personnel committee of at least three but no more than five voting members shall be appointed by the President and ratified by the Executive Board to review and maintain the congregation's Personnel Handbook. The committee shall monitor changes in labor law and other federal and state regulations and determine necessary steps to compliance. The committee shall approve position descriptions, determine job classifications and pay factors, and recommend base pay, and shall serve as final arbiter of grievances brought before it.

D. Property Committee

A property committee of at least three but no more than five voting members shall be appointed by the President and ratified by the Executive Board to review and make recommendations for the maintenance of the congregation's property and its capital assets. The property committee, together with the executive board, shall review and revise the church's asset management document that prioritizes all known replacement needs for the next 18 months. The committee shall develop an annual care and maintenance schedule for all church property, shall see that all the real estate, buildings and personal property of the congregation are kept in good repair and adequately insured against loss. At the discretion of the Executive Board, the committee may be asked to provide its expertise on any church projects, including expansions and/or capital projects.

The committee appointees will serve a two year term and may be appointed for unlimited consecutive terms. The committee is encouraged to solicit and use the voluntary talents of the members of the congregation for doing work on the congregation's property to the extent voluntary talent is available.

E. Minutes of Meetings

Minutes of meetings shall be taken and kept for all meetings of committees which are established by or report to the Executive Board. The minutes shall be provided to the Recording Secretary and the President.

ARTICLE B-7 President

The President of the congregation shall generally preside at all meetings of the Assembly. At the President's request, other elected officers may preside over entire meetings, or certain portions of meetings, after which the chair of the meeting is returned to the President. The President shall enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Assembly. All Commissions, officers, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the President, and the President shall be welcome at any and all meetings of such groups. Occasionally, the Executive Board may need to discuss matters of a sensitive nature, in which case a closed session may be called by the President or the First Vice-President.

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The President shall call and normally preside over the meetings of the Executive Board and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst. At the President's request, other elected officers may preside over entire meetings, or certain portions of meetings, after which the chair of the meeting is returned to the President.

In general, the President shall perform all the duties normally pertaining to the office and such additional duties as the Assembly may delegate.

ARTICLE B-8 Vice Presidents

The order of succession for the Vice Presidents to act for and in the stead of the President is as follows: First Vice President, Second Vice President, Third Vice President, and Fourth Vice President. The Vice Presidents shall be available for whatever duties the President assigns.

ARTICLE B-9 Recording Secretary

The Recording Secretary shall be present at all Assembly meetings of the congregation and at all meetings of the Executive Board and shall enter the minutes of all meetings of said groups in a permanent record book over the Recording Secretary's signature. In the absence of the Recording Secretary, the chair of the meeting may appoint someone to record the minutes and provide them to the Recording Secretary. Minutes of closed session meetings shall be kept but not distributed. The Recording Secretary shall conduct all official correspondence under the supervision of the President.

Meeting minutes shall include a statement that the meeting was properly called and shall list the substantiating documentation. If an additional meeting of the Executive Board was called, the minutes of that meeting shall include a copy of the notification.

The Recording Secretary shall record all amendments to the Bylaws or to the Constitution in the office copy of the Bylaws and the Constitution. The Recording Secretary shall maintain possession of said official copy.

ARTICLE B-10 Treasurer

The Treasurer is a servant to the Commissions as they manage and develop the program of ministry. The Treasurer supplies the necessary information and services so that the Commissions may carry out their work. Both the budgeting process and the ministry program initiate with the Commissions. The Treasurer pays bills only after they have been approved by the appropriate person.

The Treasurer shall:

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1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregation consideration improved methods and systems for keeping financial records.
2. Distribute quarterly reports at the Executive Board meeting, a written financial report at the annual Assembly meeting, and a final year-end report to the congregation.
3. Submit permanent financial records to the President for annual review.
4. Be responsible for monthly remission of offerings for missions and church agencies and for prompt issuance of checks for payment of salaries and bills authorized by the congregation or its authorized officers, or commissions.
5. Coordinate and communicate the flow of money from the treasury to the various Commissions in such a way that an adequate cash balance is retained for the payment of salaries and other regularly recurring expenses. Any cash flow problems shall be reported immediately to the President.
6. Furnish the congregation a surety or equivalent insurance policy bond in the sum designated by the Assembly, and such bond or insurance shall be procured and the premiums paid by the congregation.

ARTICLE B-11 The Elders

The Elders provide support for the senior pastor and commission leaders as the Elders tend the spiritual needs of the congregation. The nature of the duties of the Elders requires that only men noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ be elected. The Elders shall consist of at least five elected members, and a sufficient number of appointed members as necessary to carry out ministry, which includes but is not limited to the following objectives:

1. Spiritual Welfare of Staff and Congregation
 - a. Pray for and encourage the called staff in their work by word and action, including being concerned with the spiritual, emotional, physical health and welfare of them and their families.
 - b. Supervise the visitation of all sick, hospitalized, aged and shut-ins in the congregation.
 - c. Exercise leadership in the call process.
 - d. Review annually the performance of the Senior Pastor
 - e. Engage in continual review of the membership of the congregation as listed in Article III of the Constitution.
2. Ensure God-pleasing meaningful worship services.
3. Plan, support, and provide ecclesiastical supervision of all spiritual programs in the congregation.
4. Ensure that the congregation functions in accordance with the established doctrine of the church as listed in Article II of the Constitution, maintaining discipline in accordance with the Scriptures and the Lutheran Confessions.

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The Elders shall develop a comprehensive ministry manual detailing specific ministry assignments and responsibilities to support the above objectives.

The term of office for Elders shall be two years.

ARTICLE B-12

Commissions

The Commissions are organized around the stated mission of Timothy Lutheran Church:

Gather for worship and fellowship in Christ. (Hebrews 10:25)

Grow in Christ-like living through God's Word. (Colossians 3:16)

Go as witness to tell all that Jesus is Lord and Savior. (Acts 1:8)

Give joyfully in Service to God and His people. (Matthew 10:8b)

The four Commissions support the church's mission statement along with the called staff and elected leaders. Each commission shall consist of an elected Leader, an Elder appointed by the Pastor, a Vice President appointed by the President, a staff member appointed by the Senior Pastor, and a sufficient number of team members necessary to carry out its ministry objectives, which encompass the following activities:

1. Gather Commission – Worship and Fellowship
2. Grow Commission – Faith Development
3. Go Commission – Outreach and Witness
4. Give Commission – Response to Jesus

A. General Duties and Responsibilities

Each Commission shall submit a report of its activities at the annual meeting of the Assembly, and on all other occasions as the Executive Board shall require.

Each Commission shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and Bylaws, by the Executive Board, or by specific resolution of the Assembly.

Each Commission shall prepare and submit to the Executive Board an annual budget request in the form and at the time requested.

Each Commission shall be responsible to administer all funds set aside for its work by budget appropriation or by special resolution of the Assembly. The Executive Board may, at its discretion, restrict such expenditures to conform to the actual financial condition of the congregation at any given time. Only the legal representatives of the church can financially obligate the church. Liability for expenditures not authorized either by the budget or by special resolutions of the congregation shall rest with the person or persons authorizing such expenditures.

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Each Commission shall engage at least annually in a self-study of methods, progress, and strategies of the Commission's work and determine goals and objectives for the coming year, and report to the Executive Board.

B. Organization

Each Commission shall be under the direct control of the Leader of that Commission. Following the election of the Leader of each Commission and the election or appointment of the number of Commission team members required to carry out its mission, the Leader of the respective Commission shall designate and appoint from among the Commission members at their own discretion those individuals who are to be responsible for various phases of the work of that Commission.

C. Meetings

The time and frequency of regular Commission meetings shall be as decided by the Leader of the Commission, except that they shall meet at least quarterly. For good and sufficient reason, the President, a Vice President, or staff member of the Commission may call a meeting at any time.

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

ARTICLE B-13 SCHOOL BOARD

The School Board, as elected by the Assembly, shall ensure and maintain a quality education program with Christian emphasis for all students attending Timothy Lutheran School (Early Childhood Center and Elementary).

A. Membership

The board shall consist of at least five (5) but no more than nine (9) members of the congregation, whose term of office shall be two (2) years. The board will select a Chair who shall serve as an advisory member of the Executive Board. The School Board may appoint qualified members to fill board vacancies, subject to the approval of the Executive Board. The Administrator of School Ministry shall serve as a non-voting ex-officio member.

B. Duties

The School Board shall:

- a. Be responsible for initiating the process to find and recommend candidates for the Chair and Vice Chair positions.
- b. Provide a Christian educational program and curriculum.
- c. Organize, manage and operate Timothy Lutheran School in accordance with the Timothy governance documents and all others policies and procedures manuals.
- d. In consultation with the Elders recommend candidates for all called positions.

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- In consultation with the Executive Board recommend candidates for other full time positions.
- e. Assist in procuring and maintaining instructional materials and other resources.
 - f. In consideration of enrollment timelines, prepare and submit a proposed budget to the Executive Board for review in advance of the annual voters' assembly meeting.
 - g. Develop a School Board Handbook and operate within its policy and procedures.

The responsibilities of the school board also include: setting school calendar, setting tuition, marketing the school, monitoring the budget and expenditures, addressing issues that could not be resolved between the Administrator of School Ministries and the parents, students, or teachers, and allocating the monies raised through the school fundraiser events.

C. Meetings

The School Board shall meet as required, but at least quarterly. The date of regularly scheduled meetings shall be set at a prior meeting of the Board. Notification of a change of date or time shall not change the status of the meeting as being regularly scheduled.

The Chair of the Board and/or the Administrator of School Ministries may call additional meetings as required. Notification of additional meetings shall be made at least 24 hours before the meeting. Documentation of the notification made shall be provided to the Chair, Vice Chair or the Principal.

Meetings shall normally be held with all the attendees in the same location. However, meetings may be held via electronic means, provided that all participants are able to speak to the group and be heard by the group.

The School Board shall keep a set of minutes of each meeting, and such minutes shall be the property of the congregation.

ARTICLE B-14 Legal Representatives

The legal representatives of the congregation shall be the President, the Vice President(s), Recording Secretary, and Treasurer. These positions shall constitute the officers of the congregation.