

BYLAWS
of
CHRIST EVANGELICAL LUTHERAN CHURCH
of SAN PEDRO, CALIFORNIA
COMMONLY KNOWN AS
CHRIST LUTHERAN CHURCH of RANCHO PALOS VERDES
28850 S. Western Avenue
Rancho Palos Verdes, CA 90275
Organized July 2, 1925

b1.0 Procedures for Calling a Pastor or Ministers of Religion

When this congregation calls an ordained pastor or commissioned Minister of Religion (e.g., Vicar, DCE, Deacon, Deaconess, School Principal, Teachers, Director of Music)(see Constitution c6.0), the following procedure shall be followed:

- b1.1 Every voting member of the congregation shall be provided opportunity to suggest one or more names for consideration.
- b1.2 A Call Committee shall be appointed by the Church Council to serve as a screening committee that shall ask the District, in which Christ Lutheran Church (CLC) is a member, for prospective candidates, evaluate those candidates, and interview promising candidates. The committee shall then present to the Voters Assembly its proposed list of candidates and their biographical sketches.
- b1.3 A vote by ballot of two-thirds (2/3) determines the disposition of the Call. If the Voters Assembly is unable to reach a decision with two-thirds (2/3) of the vote, additional discussion and votes will be taken. The candidate receiving the lowest number of votes shall be eliminated in each succeeding ballot. If still unable to reach a two-thirds (2/3) vote, the Call process will not be completed at that time.

b2.0 Church Council, Nominations, Elections, Term of Service

The Church Council and its membership are described in the Constitution (c9.0 and c10.0). Church Council members are nominated and selected by the following process:

- b2.1 Nominations for Church Council members will be solicited from the congregation by verbal notice in all worship services for at least two weeks leading up to the Voters Assembly meeting. Such nominations must be in written form and signed. Nominations will be closed the Monday prior to the Voters Assembly meeting, and the slate of nominee's phoned or emailed to the congregation on the following Tuesday. Each of the nominees for Church Council member shall be a voting member of the congregation and should possess the following traits: wisdom, prayerfulness, leadership, subordination to the will of God, mission-mindedness, and commitment to the Church's philosophy of ministry; as exhibited by the highest standards of participation, service, and supportiveness.
- b2.2 Nominations for Church Council members will also be made by the Church Council.
- b2.3 For all nominations, the nominee must agree to be nominated prior to the nomination.
- b2.4 The President shall present to the Voters Assembly for approval a selection of nominees that have been certified by the Church Council as qualified to serve as Church Council members. There will be no nominations from the floor of the meeting.
- b2.5 Election of Church Council members shall be conducted one office at a time by the Voters Assembly, using a secret ballot. Election of a slate of nominees by a single vote is not permitted. Two-thirds (2/3) of the votes cast shall be required for all elections. If the Voters Assembly is unable to reach a decision with a two-thirds (2/3) vote, additional discussion and votes will be taken. Nominees receiving the lowest number of votes shall be eliminated in each succeeding ballot. In an election, the President or acting President of the meeting votes only in case of a tie. If still unable to reach a two-thirds (2/3) vote, the election process shall not be completed at that time.
- b2.6 Those nominees receiving two-thirds (2/3) of the vote for the office they were nominated for shall be considered duly elected. Formal installation of the newly elected members shall preferably take place the last Sunday of December and shall assume their duties on January 1st.

- b2.7 New and returning Ministry Council members will undergo training by the Senior Pastor covering the Church's Constitution and Bylaws.
- b2.8 The Church Council shall identify and mentor individuals who might serve as future members of the Church Council.
- b2.9 The Voters Assembly reserves the right to remove members of the Church Council in accordance with Constitution c6.3 when necessary.
- b2.10 The term of office for Church Council members is discussed in the Constitution c10.0. Any office of an elected member who becomes no longer a voting member, or who resigns their position, shall automatically become vacant. The remaining members of the Church Council are empowered to appoint an interim replacement, subject to the approval of the Voters Assembly. Anyone filling out the term of a vacant office can serve up to two (2) additional terms if they wish.

b3.0 Appointment of Board & Committee Members

- b3.1 The chairs of their respective boards shall appoint members that are voting members of the congregation to assist them in discharging their responsibilities. No person shall be appointed without expressing a willingness to serve as a member. The appointed members shall be approved by the Church Council before assuming their responsibilities.
- b3.2 Additionally, the Senior Pastor in concert with the Church Council can establish various ministry teams, task forces, and committees to accomplish the vision and mission of the church.
- b3.3 Members serve at the behest of the Senior Pastor or Church Council; and serve indefinitely depending on the specific need. They can terminate their service at their own discretion or in some instances as the original need is accomplished.

b4.0 Official Duties

Official duties include but are not limited to the following:

b4.1 Church Council

It shall be the duty of the Church Council to:

- b4.1.1 Serve as the legal officers of this congregation (President, Vice President, Secretary, and Treasurer);
- b4.1.2 Meet monthly and whenever the Senior Pastor or President of the Church Council deem it necessary;
- b4.1.3 Meet with a quorum consisting of a majority four (4) of the Church Council present;

- b4.1.4 Deliberate on all matters brought to their attention, in resolution form, by the Chairs of the various boards represented or by the other Church Council members;
- b4.1.5 Consider all matters to be brought to the attention of the Voters Assembly;
- b4.1.6 Administer the continuing functions of the Church organizations within the framework of the policy directives set forth by the Voters Assembly;
- b4.1.7 Submit an annual budget to the Voters Assembly.

b4.2 Senior Pastor

It shall be the duty of the Senior Pastor to:

- b4.2.1 Provide spiritual leadership for the Congregation, School, and Preschool by teaching and preaching Biblical truth, casting vision, and advancing the mission of the Church;
- b4.2.2 Establish as required and in concert with the Church Council various Ministry Teams, Task Forces, and Committees to accomplish the vision and mission of the church;
- b4.2.3 Provide information to the Church Council sufficient for them to perform their duties. This includes information on all decisions that have significant impact on the church's ministry and mission, prior to implementing the decision;
- b4.2.4 Supervise all Ministers of Religion (Associate Pastor, Vicar, DCE, Deacon, Deaconess, School Principal, Teacher, Director of Music);
- b4.2.5 Supervise the Office Manager who is responsible for the Church Administration Office (Office Manager, Bookkeeper, Receptionist, Secretary, Admissions (Marketing Director)).

b4.3 President

It shall be the duty of the President to:

- b4.3.1 Preside at all Voters Assembly and Church Council meetings, exercise care that the meetings are held in agreement with the Constitution and Bylaws and conducted in an orderly manner in accord with Christian principles, call the meeting to order, present to the Voters Assembly the order of business, award the floor to one speaker at a time, receive and put to vote motions, preserve order and proper decorum during the meeting, conduct the meeting in a business-like manner, keep the discussion on the subject under consideration in order to keep the meeting from becoming unnecessarily drawn out, and, in general, perform the duties as described in the most recent edition of Robert's Rules of Order (Bylaws b7.0);
- b4.3.2 Be an ex-officio member of all boards and committees. The attendance of the President at such meeting is left to their own discretion;
- b4.3.3 Contract in the name of the Church Corporation, together with the Secretary, record such transactions, sign legal documents, appear in court; in brief, perform all acts which the Church Corporation, as owner, would itself have to perform;
- b4.3.4 Appoint a Financial Review Committee as required;
- b4.3.5 Appoint any committees as required by the Voters Assembly or the Church Council.

b4.4 Vice-President

It shall be the duty of the Vice-President to:

- b4.4.1 Perform all the duties of the President in the absence of the President and in the event of a vacancy in the office of President, succeed to that office for the remainder of the term;
- b4.4.2 Serve as assistant to the President as an ex-officio member of all boards and committees and, in this capacity, assist the President in the responsibility for the proper functioning of all boards and committees.

b4.5 Secretary

It shall be the duty of the Secretary to:

- b4.5.1 Keep an accurate record of all pertinent business, correspondence, and resolutions of the Voters Assembly and Church Council in a book or on electronic media;
- b4.5.2 Keep an accurate record of the names and number of voters present at each Voters Assembly and Church Council meeting;
- b4.5.3 Keep a copy of the Constitution and Bylaws on hand for Church Council reference;
- b4.5.4 Serve as recording Secretary for all Church Council and Voters Assembly Meetings;
- b4.5.5 Oversee the office secretary to maintain an orderly file of correspondence, incoming and outgoing, pertinent to congregational business, and all meeting minutes of the Voters Assembly and Church Council;
- b4.5.6 Enter into contract in the name of the Church Corporation, together with the President, and record such transactions, sign legal documents, appear in court; in brief, perform all acts which the Church Corporation, as owner, would itself have to perform;
- b4.5.7 Direct the choosing of a temporary Chair for Voters Assembly and Church Council Meetings in the event that both the President and the Vice-President are absent;
- b4.5.8 Present and move for adoption all Church Council resolutions in either a regular or special Voters Assembly meeting.

b4.6 Treasurer

It shall be the duty of the Treasurer to:

- b4.6.1 Be responsible for oversight of all accounting functions performed by the Church Administration Office; to include (a) keeping of records of all monies deposited in or withdrawn from any financial institution; (b) paying all bills in accordance with proper authorization, assuring all withdrawals from financial institutions are made by check signed by an authorized individual; (c) maintaining all financial records including receipts, vouchers, and bank balance sheets; and (d) providing detailed information to any designated financial review organization for analysis of Christ Lutheran Church's financial status;
- b4.6.2 Monitor actual revenue and expenses on a monthly basis to evaluate any significant impact on performance against budget, possibly by computing an estimate at complete incorporating each month's actual revenue and expenses;
- b4.6.3 Report on the financial status at the Church Council and Voters Assembly meetings;
- b4.6.4 Coordinate the development of a fiscal year budget for all segments of the church and school and assemble as an integrated budget;
- b4.6.5 Brief any financial matters that require the awareness and/or action of the Voters Assembly.

b4.7 Chair of the Board of Elders

The Board of Elders shall consist of the Chair, who is a member of the Church Council, and those Elders as appointed. The Chair shall appoint as many Elders as deemed necessary to assist in discharging responsibilities. The Chair shall represent the Board of Elders at the Church Council meetings and submit a report on the board's activities. The Board of Elders will meet monthly or as often as deemed necessary by the Senior Pastor and the Chair of the Board of Elders.

It shall be the duty of the Board of Elders to:

- b4.7.1 Serve as special assistants to the Pastors; supporting them with prayer; helping them with special problems in their ministry; concerning itself with the spiritual, emotional, and physical health and welfare of the Pastors and their families. It shall ensure that they are provided with adequate compensation, housing, and assistance with their work to guarantee them sufficient free time for personal responsibilities, study, and relaxation;
- b4.7.2 See that everything within the congregation, school, and preschool is done in a Christian and orderly manner;
- b4.7.3 See that all Lutheran doctrine and church discipline, as required in the Bible, is practiced and preserved;
- b4.7.4 Set a good example for their own families and the congregation;
- b4.7.5 Admonish the Pastors, Ministers of Religion, and/or members regarding outward conduct, in order that public offense be guarded against, or when is given, may be removed, as outlined in Matthew 18:15-18 (Constitution c5.5.2);
- b4.7.6 See that the Pastors, other Ministers of Religion, School Principal, and Teachers are treated with due respect;
- b4.7.7 Following the appointment of a Call Committee by the Church Council, be responsible for the administration of the procedures involved in the Pastoral Call and in maintaining the orderly continuance of church functions during a pastoral vacancy or pastoral indisposition;
- b4.7.8 See that the church is made ready for all worship services and make proper arrangements for Holy Baptism & Communion;
- b4.7.9 Maintain a weekly schedule for the Elder on Duty who is responsible to prepare for and assist with worship services;
- b4.7.10 Take attendance at all worship services and report it to the office;
- b4.7.11 Secure the offering taken at each worship service;
- b4.7.12 Supervise the duties of the Altar Guild, Ushers, and Acolytes. Appoint Head Usher as needed;
- b4.7.13 Maintain adequate communion supplies and order as needed;
- b4.7.14 Assist the Pastor with visits and communion to shut-ins;

- b4.7.15 Make appropriate recommendations to the Church Council regarding the reception of new members, peaceful release, and transfer of members. Maintain a list of members;
- b4.7.16 Exercise supervision over any external organization sponsored by this congregation;
- b4.7.17 Review all salary and fringe benefit recommendations for the Pastors, Ministers of Religion, and salaried church office staff with the Treasurer;
- b4.7.18 Approve all official acts of congregation (e.g., transfers, releases, Baptisms, Marriages and Confirmations).
- b4.7.19 Maintain a list of members of the congregation;

b4.8 Chair of the Board of Trustees

The Board of Trustees shall consist of the Chair, who is a member of the Church Council, and those members appointed that are deemed necessary to assist in discharging responsibilities. The Chair shall represent the Board of Trustees at the Church Council meetings and submit a report on the Board's activities. The Board of Trustees will meet as often as deemed necessary by the Chair.

It shall be the duty of the Board of Trustees to:

- b4.8.1 Be responsible for all personal and real property of the Church Corporation and, as such, manage in the name of the congregation;
- b4.8.2 Keep all buildings of the Church Corporation in good repair;
- b4.8.3 Supervise the beautification of the Church grounds and the work of the janitor;
- b4.8.4 Certify to the Treasurer all authorized expenditures incurred by the Board of Trustees;
- b4.8.5 Recommend salary adjustments to the Church Council for the janitor(s) and/or gardeners(s);
- b4.8.6 Have the responsibility for alerting Church Administration Office of any deficiency in the performance of the janitor(s) and gardeners(s).

b4.9 Chair of the Board of Christian Education

The Board of Christian Education shall consist of the Chair, who is a member of the Church Council, and those members appointed necessary to assist in discharging the Board's responsibilities. The Principal of the Christian Day School and the Director of the Preschool shall be ex-officio members of the Board and will serve as advisors but without voting rights. The Board of Christian Education will meet monthly; or as often as deemed necessary by the Chair or three (3) members. The Chair will represent the Board of Christian Education at the Church Council meetings and submit a report on the Board's activities.

It shall be the duty of the Board of Christian Education to:

- b4.9.1 Supervise and conduct the operations of the Christian Day School, the Preschool, and School Age Care;
- b4.9.2 Monitor school operations, especially the quality of education, and review the educational needs of the students and recommend improvement as needed for the Christian Day School, Preschool, and School Age Care;
- b4.9.3 Monitor the satisfaction of Pastor's directions for the School;
- b4.9.4 Determine and monitor the achievement of the aims of Christian education;
- b4.9.5 Review all school policy statements and handbooks yearly;
- b4.9.6 Implement Voters Assembly resolutions as applicable to the Christian Day School, Preschool, and School Age Care;
- b4.9.7 Make recommendations to the Church Council and participate in the Call Committee to procure a new principal and teachers in the Christian Day School, Preschool and School Age Care;
- b4.9.8 Cooperate with the District's educational ministry for the advancement of all educational agencies of the congregation;
- b4.9.9 Present to the Board of Trustees, for their consideration, any recommendations for the improvement of the physical facilities connected with Christian Day School, Preschool, and School Age Care;
- b4.9.10 Work with the Treasurer and School Principal to agree on an itemized budget for proposed expenditure in the following fiscal year by the Christian Day School, Preschool, and School Age Care;

- b4.9.11 Certify to the Treasurer all authorized expenditures incurred by the Board of Christian Education;
- b4.9.12 Review and make recommendations to the Treasurer relative to salaries and fringe benefits for the principal and members of the staffs of the Christian Day School, Preschool and School Age Care;
- b4.9.13 Perform a yearly evaluation of the Principal, and review and maintain a job description of his responsibilities;
- b4.9.14 Have the responsibility for recommending to the Church Council, the employing or dismissing of the School Principal;
- b4.9.15 Review and approve the awarding of financial aid to students;
- b4.9.16 Recommend fundraising actions;
- b4.9.17 Review and support student disciplinary actions;
- b4.9.18 Support concerns raised by the Senior Pastor or Principal.

b.4.10 School Principal

The office of Called Principal consists of the authority and obligation, conferred by a regular call of the congregation, to do the following on its behalf:

- b4.10.1 Instruct and train diligently and faithfully the children under his or her care in the Word of God, according to the confessional standard of the congregation as contained in Section c3.0 of the Constitution, and particularly according to the Small Catechism of Dr. Martin Luther;
- b4.10.2 Accord these children a Christian and thorough education in secular knowledge as directed by the Board of Christian Education;
- b4.10.3 Maintain Christian discipline in the Day School by the employment of means which are scriptural, reasonable, and just;
- b4.10.4 Work under the policies set by the Board of Christian Education to promote the welfare of the School and to advance the Kingdom of God;
- b4.10.5 Endeavor to advance professionally and spiritually;
- b4.10.6 Support the work of the congregation and foster spiritual and fraternal unity;

- b4.10.7 Be an example of Christian conduct in word and deed, and generally to conduct himself or herself in accordance with the Word of God and his or her office. (1 Timothy 3, Titus 2, et. al);
- b4.10.8 Represent the School whenever such is necessary or appropriate;
- b4.10.9 Supervise the daily operations of the School;
- b4.10.10 Keep the pastor(s) and Board of Christian Education informed as to school activities, goals, and problems, and serve as an advisory member of the Board;
- b4.10.11 Assist in the preparation of the annual budget as it concerns the Christian Day School, Preschool, and School Age Care;
- b4.10.12 See that written records are kept of each child enrolled in the Christian Day School, Preschool, and School Age Care.

b5.0 Voters Assembly Meetings

- b5.1 A minimum of two (2) regular Voters Assembly meetings a year shall be held on dates to be decided upon by the Church Council. The first is to establish and approve the annual congregational budget for the next fiscal year, and the second meeting shall be for the purpose of electing members to the Church Council (must be held in November).
- b5.2 Other purposes for convening a Voters Assembly shall be to (a) inform the congregation of significant matters affecting the church and its activities; (b) approve large expenditures that are not budgeted; (c) provide coordination and exchange of ideas between the congregation and Church Council; (d) Amend the Constitution and Bylaws; (e) obtain approval or disapproval on matters of vital concern to the congregation, which cannot or should not be decided upon by the Church Council alone; (f) and other meetings called by the Church Council as required.
- b5.3 A special Voters Assembly may be called at the request of the Senior Pastor, Church Council, or when 10 voting members have presented a written request to the President of the Church Council. The President shall convene a properly announced special Voters Meeting within 30 days of receiving the written request. During the waiting period, every effort should be made by the Church Council to resolve the issue that has initiated the request.

- b5.4 All resolutions brought before the Voters Assembly shall be decided upon and enacted by two thirds (2/3) vote of those members present. (see Constitution c6.3 where three-fourths (3/4) vote is required for removal of any pastor, Minister of Religion, or Officer of the Congregation).
- b5.5 It shall be the duty of every voting member to attend Voters Assembly meetings, as physically able. By failing to attend, a member forfeits the right of casting a vote during such meeting. No abstentions, absentee ballots, or votes by proxy shall be counted.

b6.0 Financial Review Committee

The Financial Review Committee shall consist of a minimum of two (2) qualified members. The Financial Review Committee shall audit the books of the Treasurer and the office bookkeeper every 3 years or as directed by the Church Council President and report its findings to the Voters Assembly. This committee will be appointed by the President, and serve until such time as the financial review is completed. The financial review can also be performed by an external accounting organization.

b7.0 Parliamentary Authority

In addition to principles laid down in Scripture and in the Constitution and Bylaws of the Congregation, the accepted parliamentary authority for all meetings shall be the most recent edition of Robert's Rules of Order. The Parliamentarian shall be a voting member of the Church and familiar with formal rules and procedures of deliberative bodies or organizations. The parliamentarian is appointed by the President of the Congregation. In the absence of a knowledgeable member of the Voters Assembly, the past President of the Church Council will serve as a parliamentarian.

b8.0 Amendments

- b8.1 These Bylaws may be amended in a properly convened meeting of the Voters Assembly.
- b8.2 Amendments shall be adopted by two-thirds (2/3) of all votes cast, provided the proposed change has been announced in a previous Voters Assembly meeting or has been submitted to all communicant members in writing at least two weeks prior to the meeting.

b8.3 The revised Bylaws shall, as a condition of continued membership in The Lutheran Church—Missouri Synod, be submitted to the President of the District, in which CLC is a member, for review and approval by the District's Constitution Committee before being placed into practice by the Congregation.

b9.0 Policies

The Christ Lutheran Church Constitution and Bylaws will be augmented by specific Policies to address various concerns. Such Policies will not override any part of the Constitution or Bylaws and will be approved by the Congregation in a Voters Assembly by two-thirds (2/3) of all votes cast. The approved Policies will be retained along with the Constitution and Bylaws and will be available to Christ Lutheran Church staff or members upon request.