

**BY-LAWS
CONCORDIA LUTHERAN CHURCH
VOTERS' ASSEMBLY**

ARTICLE I

1. **MEETINGS**

- a. Regular meetings of the Voters' Assembly shall be scheduled by the Council, and shall be held on weekday evenings in January, April, July, and October. The Secretary shall mail notices at least a week in advance of all regular meetings, including the Annual Budget Meeting, and notice shall also be given at the service on the Sunday preceding the meeting.
- b. All elections under Article V of these By-Laws are to be held at the regular October meeting. The preceding sentence shall not apply to the process of nominating and calling Pastors under Article II of these By-Laws.
- c. The Annual Budget Meeting shall be held in December at a date and time set by the Council.
- d. Special meetings of the Voters' Assembly may be called at the request of the Pastor, the president of the Congregation, the Church Council, or in writing by at least five voting members. Written notice to all members of the Congregation, which shall include the purpose of the meeting, shall be given at least five days in advance of any special meeting and where possible shall be announced at each Sunday service as intervenes.

2. **QUORUM**

At any properly convened meeting of the Voters' Assembly, one-fifth of the total voting membership, excluding honorary members, shall constitute a quorum. However, for amending the Constitution, for the purchase or sale of real property for the erection of buildings, or for the removal from office of a pastor or officer, a majority of the total voting membership, excluding honorary members, shall constitute a quorum. In the absence of a quorum, those present may fix a date for an adjourned meeting for which at least five days' written notice shall be given. The members present at such adjourned meetings shall constitute a quorum. Unless otherwise provided by the Constitution or these By-Laws, the decision of a majority of the voting members present at any meeting of the Voters' Assembly shall constitute the decision of the Voters' Assembly. No person who is not physically present at a meeting of the Voters' Assembly shall be entitled to participate in any election or other vote, whether by proxy or otherwise.

3. **ORDER OF BUSINESS**

The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and shall include an opening devotion, approval of the minutes of the previous meeting, recording of attendance, changes in membership, report of pastor, officers, and standing committees and action thereon, unfinished business, recommendations of the Church Council, other business, and adjournment with devotional close.

The agenda for each meeting shall be established by the Church Council.

In questions of parliamentary procedure not covered by this Constitution and By-Laws, the most recent version of Roberts Rules of Order shall prevail.

ARTICLE II

PROCEDURE IN THE CALLING OF PASTORS AND

STAFF NOMINATIONS AND ELECTIONS

1. At any properly called meeting of the Voters' Assembly, eligible and qualified candidates, who have been reviewed by the appropriate Synodical officials, for the office of Pastor or called staff shall be submitted by the Call Committee. Any voter is entitled to make additional nominations from the floor providing any person so nominated has previous thereto been reviewed by the appropriate Synodical officials. Either the District President, Circuit Counselor, or their representative shall be present at all meetings for calling a Pastor. The list of candidates shall then be chosen by ballot under the majority rule.
2. The list of candidates shall be publicly announced to the Congregation on two successive Sundays or by mail at least one week before the meeting at which the call is to be extended. Barring any sustained protest, the candidates shall become eligible for calling at any subsequent properly called meeting of the Voters' Assembly. The election shall proceed by written ballot. A two-thirds majority of all votes cast shall be required to elect. The election shall, if possible, be made unanimous.
3. The Call Committee shall consist of the Board of Elders and three additional members of the Voters' Assembly. The Nominating Committee shall nominate at least five members to serve on the Call Committee, and additional nominations may be made from the floor. The Voters' Assembly shall then elect the three additional members of the Call Committee as in the case of other officers and board members. The Call Committee shall be constituted only when needed to call a Pastor or other called worker.

ARTICLE III

OFFICES

The offices of the Congregation shall consist of (1) President, (2) Vice President, (3) Secretary, (4) Treasurer, (5) Financial Secretary, (6) Board of Elders, (7) Board of Evangelism, (8) Board of Education, (9) Board of Finance, (10) Board of Trustees, and (11) Board of Youth Ministry. Only voting members shall be eligible to hold the offices of President, Vice-President, Secretary, Treasurer, and Financial Secretary. Communicant members faithful in the use of Word and Sacrament shall be eligible to hold all other offices, notwithstanding women voters may be elected to hold any office except that of Elder, President, or Vice-President. Other delegates and representatives may be appointed or elected by the Voters' Assembly, upon recommendation by the Church Council.

ARTICLE IV

COUNCIL

1. MEMBERSHIP

The Council shall consist of the (1) President, (2) Vice-President, (3) Treasurer, (4) Secretary, (5) Financial Secretary, (6) Chairman of the Board of Elders, (7) Chairman of the Board of Evangelism, (8) Chairman of the Board of Education, (9) Chairman of the Board of Trustees, and (10) Chairman of the Board of Youth Ministry. The Pastor(s) shall be ex-officio member(s).

In the absence or inability to act at any given Council meeting, the Chairman of any Board may designate a member of the Board to represent it at that meeting of the Council.

2. MEETINGS

The Council shall meet at least quarterly, prior to each regular Voters' Assembly meeting. Other meetings may be called by the President, the Pastor, or any three members of the Council. A majority of the whole number of Council members or their designees, not counting the Pastor(s), shall constitute a quorum, but a lesser number may adjourn or schedule a subsequent meeting of the Council.

3. DUTIES AND POWERS

The Council shall meet to consider matters pertaining to the general welfare of the congregation, or as may be presented by various Boards, and in appropriate cases, to make recommendations thereon to the Voters' Assembly. It shall act on matters committed to it by the Voters' Assembly, including charges to Council. In cases of emergency (the existence of an emergency to be established by the Council), it shall have the power to act on behalf of the congregation between meetings of the Voters' Assembly, provided, any such emergency actions of the Council shall expire following the next regular meeting of the Voters' Assembly unless they are ratified by the voters at that meeting. The Council shall comprise the Congregation's board of directors for purposes of Kentucky's laws applicable to nonprofit corporations, but it shall not have any power or authority to act except as specified in these Bylaws. The Council may from time to time determine the appropriate number of members who will serve on the Board of Elders, the Board of Trustees, the Board of Education, the Board of Evangelism, the Board of Finance, and the Board of Youth Ministry. The Council and the Voters' Assembly shall have concurrent authority to submit overtures or proposals for action on behalf of the congregation to the Indiana District and Synodical Conventions.

The Council shall control the financial affairs of the congregation, except as otherwise may be provided by these Bylaws and subject to the will of the Voters' Assembly. To that end and not by way of limitation, the Council shall have the authority to oversee the Officers' and Boards' expenditure of funds pursuant to the annual budget approved by the Voters' Assembly, determine in which banks and financial institutions to deposit congregational funds, decide which Officers and other persons may be signatories on congregational accounts, and determine how congregational funds, including the endowment fund, are to be invested.

The endowment fund shall consist of all undesignated funds received by the congregation from bequests and memorials, and in addition, such other assets as the Voters' Assembly shall designate as part of the endowment fund. The endowment fund shall be kept separate from the congregation's other financial assets, and the separation shall be reflected in the congregation's financial statements. The Council may determine how the income from the endowment fund is to be spent or invested, provided, none of the endowment fund's principal, and no more than one-half of its annual income, may be

obligated, appropriated, loaned, or spent in any calendar year without the prior approval of two-thirds of the members present and voting at a regular or special meeting of the Voters' Assembly.

The council shall have no power or authority to act at any time in any of the following matters:

- a. Calling a pastor or teacher;
- b. Removal of any officer, pastor, or teacher;
- c. Expenditures not provided for in the budget exceeding an aggregate of \$5,000 in any one calendar year;
- d. Sale, lease, or other disposition, purchase, or acquisition of real property of the congregation.

The President and Secretary of the Congregation shall serve as Chairman and Secretary of the Council. The Secretary shall keep minutes of all meetings of the Council and shall prepare the agenda for each Voters' Assembly meeting for publication.

ARTICLE V

NOMINATION AND ELECTION OF OFFICERS

1. PROCEDURE IN NOMINATION AND ELECTION OF OFFICERS

The Church Council shall recommend to the July Voters' Assembly meeting five lay members of the Voters' Assembly, from which three are to be elected at such meeting, to serve as the Nominating Committee along with the Pastor and the Vice-President. The Vice-President shall chair said Committee.

The Nominating Committee shall strive to give the voters a choice for every office or board position to be filled. When it is possible, the Nominating Committee should send a letter of intent to nominate with a description of responsibilities to each proposed nominee prior to calling or talking to the proposed nominee. Before the publication of the slate, candidates are to have accepted the nomination.

The completed and revised (if necessary) slate shall be published for the congregation no less than thirty days prior to the Voters' Assembly Annual Meeting in October.

At the election meeting (the Annual Meeting) additional candidates for each elective office may be nominated from the floor. Voting will be by ballot.

In the voting for President and Vice-President, the person receiving the majority of votes shall be declared the President-Elect. The person with the second highest number of votes shall be declared the Vice-President- Elect. In voting for the Secretary, Treasurer, and Financial Secretary, the candidate receiving the majority of votes cast shall be declared the elected. If no majority is reached, the person having the least number of votes shall be dropped and another ballot taken among the candidates remaining. In voting for members of the Board of Elders, the Board of Education, the Board of Trustees, the Board of Evangelism, the Board of Finance, and the Board of Youth Ministry, the persons receiving the greatest number of votes shall be declared elected.

The officers-elect shall be inducted into office in a public service of the congregation and they shall assume their respective duties on the January 1st following their election.

2. TERM OF OFFICE

The President, the Vice-President and the Secretary of the congregation are to be elected for a term of one year. The Treasurer and Financial Secretary of the congregation are to be elected in alternating years for a term of two years each. The terms of office of the members of the Board of Elders, the Board of Education, the Board of Trustees, the Board of Evangelism, the Board of Finance, and the Board of Youth Ministry are designated in Article VI.

ARTICLE VI

DUTIES OF OFFICERS

1. PRESIDENT

- a. The duties of the President shall include presiding at all meetings of the Voters' Assembly and Church Council, and appointing committees as required by the Bylaws or as instructed by the Voters' Assembly and Church Council. He shall have the responsibility for seeing that resolutions of the Voters' Assembly and Church Council are carried out.
- b. The President may temporarily fill vacancies that occur in the offices and boards enumerated in Article VI of the Bylaws by making appointments that shall expire at the end of the calendar year in which they are made. Upon the expiration of any such appointment, or in the event that the President fails to fill the vacancy by appointment, the balance of any term of office remaining at the end of the calendar year shall be filled by the Voters' Assembly by election in the same manner as in the case of expired terms of office.
- c. The President may also, in addition to the number of board members that the Church Council determines are to be elected by the Voters' Assembly, appoint one member each to the Board of Education, the Board of Finance, the Board of Trustees, the Board of Evangelism, and the Board of Youth Ministry; provided, each such appointment made shall expire at the end of the calendar year in which the appointment becomes effective; and provided further, the President

shall report any such appointments at the next regular meeting of the Voters' Assembly following the date of appointment.

- d. The President shall serve as the congregation's lay representative to the Indiana District Convention and the Circuit Meeting. He shall cast any votes necessary on behalf of the congregation where the LCMS or Indiana District Bylaws require a lay representative of the congregation to vote.

2. VICE PRESIDENT

The Vice-President shall perform the duties of the president upon his request or in the latter's absence or inability to function, including representing the congregation at the Indiana District Convention or Circuit Meeting. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the office of President for the remainder of the term. He shall be Chairman of the Nominating Committee.

3. SECRETARY

The Secretary shall record the proceedings of the Voters' Assembly and the Church Council, keep a register of the voting members of each such body and call roll at each meeting, and once each year inform the President of the names of voting members who have failed to attend Voters' Assembly meetings for the period specified in Article III (c) (4) of the Constitution.

Likewise, the Secretary shall:

- a. cause the minutes of the Voters' Assembly meetings to be submitted for adoption at the appropriate following meeting;
- b. prepare the agendas for each Voters' Assembly meeting as established by the church council;
- c. give written notice of resolutions adopted by the Voters' Assembly and the Church Council to persons designated therein to act;
- d. keep on file all reports and other official papers received; and
- e. sign minutes after their approval along with such other documents as evidence of official action of the Congregation.

The official copy of the Constitution and By-Laws shall be maintained in a separate section of the Minute Book.

Records shall be made of all amendments immediately by notation in the margin opposite each Section amended showing the date of adoption of each such amendment is recorded. Signatures to the Constitution shall likewise be contained in this section of the Minute Book.

4. TREASURER

The treasurer shall serve as the financial officer for the congregation. He/she shall be responsible for the following:

- a. submitting the Financial Records to the Church Council for annual audit;
- b. serving on the Board of Finance;
- c. dispersing funds of the congregation in accordance with its resolutions, approved budgets, and as directed by the Church Council;
- d. filing all of the tax forms (federal, state, and city) by the due dates on the form;
- e. investing all funds as directed by the congregation or Church Council;
- f. monitoring the cash flow of the operational budget and make prudent decisions in disbursing funds in periods of low receipts;
- g. giving complete financial reports at each Church Council or Voters Assembly;
- h. providing other financial information as requested by the church body;
- i. keeping informed of changes in tax reporting of financial information;
- j. maintaining the treasurer's manual with updates provided by the District Office; and
- k. maintaining all records for the various designated funds and trusts and administer such monies as set forth by the Church Council, Voters Assembly and desires of the donors.

The Treasurer may appoint, subject to approval of the Church Council, an assistant or assistants to maintain the accounting records necessary to fulfill these duties, and all such persons shall be bonded in such amounts as the Church Council may determine, the cost thereof to be borne by the congregation.

5. FINANCIAL SECRETARY

The Financial Secretary shall:

- a. oversee the counting of all service offerings and deposits to the bank account;
- b. report to the treasurer via the weekly offering form the total breakdown of contributions for the week;

- c. oversee the posting of all contributions to individual member's contribution records and to resolve disputes in posting errors;
- d. report to the church council and congregation monthly and year-to-date total contributions received for various purposes;
- e. notify the pastor of any special contributions that might require a special acknowledgment to the donor;
- f. make sure donors receive proper substantiation for all gifts; and
- g. serve as the Chairman of the Board of Finance.

The Financial Secretary may appoint, subject to approval of the Church Council, an assistant or assistants to maintain the accounting records necessary to fulfill these duties, and all such persons shall be bonded in such amounts as the Church Council may determine, the cost thereof to be borne by the congregation.

6. BOARD OF ELDERS

The Board of Elders shall consist of a minimum of five (5) members, the number as determined by the Church Council, each of whom shall be responsible for an equal proportion of the communicant members of the congregation, not to exceed fifty (50) such members. Their terms of office shall be three (3) years, with approximately one-third (1/3) of the members to be elected each year. Elders may not be elected to more than three (3) successive terms.

The Elders have the special duty to watch over the doctrine, life and official conduct of the pastor, having the duty to encourage him in his ministry as well as right of admonishing when necessary. The Elders shall provide for a pulpit supply in the absence or inability of the pastor, except in extended cases.

As assistants to the pastor, the Board shall concern itself with the spiritual life of the congregation, and, under the pastor's direction, shall be charged with the supervision of public worship, church discipline and church publications. To that end, it shall:

- a. encourage and direct active lay participation in the public worship services, and, in furtherance thereof, to provide for ministerial assistants to the pastor, including recommendations for appointment for communion assistants and lectors;
- b. admonish members who are neglecting the means of grace and who fail to share in the support of congregational endeavors;
- c. direct and supervise the visitation of newly received members, and make every effort to bring them into the life and work of the congregation;
- d. supervise all aspects of the congregation's worship music, and when necessary for that purpose, consult with the organist, the choir director, and the members, to maintain high standards for all services;
- e. appoint the Head Usher and such additional ushers as may be necessary, supervise their work, and cooperate with the members of the ushering staff in maintaining proper church decorum at all services;
- f. appoint the Altar Guild Director and such additional members as may be necessary, supervise their work and encourage its members to achieve the objectives of their assignment;
- g. supervise the publications of the congregation and encourage the dissemination of Christian literature;
- h. annually review the membership rolls of the congregation and recommend to the Voters' Assembly purgation of inactive members; and
- i. supervise and direct the work of the Church Secretary and authorize the purchase of all supplies necessary for the efficient operation of the Church office.

The Board shall elect annually its own Chairman and Secretary. It shall be authorized to appoint such committees and representatives (including those detailed above and as are necessary to carry out the duties of the Board) subject to the approval of the Church Council. The Board shall have authority to make nominations and cast a vote on behalf of the congregation in Synodical elections that do not take place at the Synodical Convention.

7. BOARD OF TRUSTEES

The Board of Trustees shall consist of six or more members, the number as determined by the Church Council. The terms of office shall each be three years, with approximately one-third of its members being elected annually.

It shall be the duty of the Trustees to:

- a. administer and maintain all real estate and tangible personal property belonging to the congregation;
- b. review and supervise custodial services and grounds keeping;
- c. negotiate and execute such contracts as are authorized by the Voters' Assembly concerning such properties;
- d. execute on behalf of the congregation and maintain appropriate documents and files including specifically a chronological log of all work done and names of persons/corporations performing such services concerning such properties and their maintenance;

- e. maintain an adequate insurance program, periodically reviewing and recommending changes therein as deemed necessary or desirable;
- f. transact any other business assigned them by the Voters' Assembly or Church Council; and
- g. in the absence of a Building and Grounds Planning Committee:
 1. periodically survey the congregation and its organizations on building and grounds needs,
 2. develop long-range buildings and grounds plans,
 3. propose buildings and grounds improvements and modifications, and
 4. serve as the building committee during such times as a buildings committee is needed.

The Trustees shall have the power to authorize the expenditure of sums not to exceed \$1,000 for necessary repairs and services/purchases without resolution of the Voters' Assembly or Church Council.

8. BOARD OF FINANCE

The Board of Finance shall consist of the Financial Secretary, the Treasurer, and six or more additional members, the number as determined by the Church Council, who shall be elected for a term of two years, with approximately one-half of such additional members being elected each year.

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

- a. prepare the annual proposed budget for submission to the Church Council prior to the October Voter's Assembly, with the assistance of each congregational board, and assist the Church Council with any required amendments deemed necessary after review of anticipated income.
- b. supervise the raising of all congregational funds; and
- c. except for the Treasurer, count all offerings and assist the Financial Secretary in recording and balancing the records of offerings.

The Board shall annually elect its own Secretary. It shall be authorized to appoint annually such officers and committees as are necessary to carry out its duties, subject to the approval of the Church Council. Members of the Board of Finance may be bonded in such amounts as the Church Council may determine, the cost thereof to be borne by the congregation.

9. BOARD OF EDUCATION

The Board of Education shall consist of six or more members, the number as determined by the Church Council. The terms of office shall each be three years with approximately one-third of its members being elected annually.

The Board of Education shall be charged with the administration of the educational programs of the congregation, and to that end it shall:

- a. strive to secure the enrollment of all children of the congregation in approved Lutheran day schools, and make every effort to maintain the highest standards in the field of elementary education;
- b. appoint annually and provide oversight of the superintendent of the Sunday School, provide the best materials available for the instruction of Sunday School pupils in the sixth grade and younger, and do all that is possible to increase the effectiveness of the Sunday School program;
- c. foster and encourage a program of in-service teacher training for the purpose of maintaining a high level of instructional competence among members of the Sunday School staff;
- d. encourage the development of an adult education program in the congregation and do all that is possible to increase the participation of the congregation in organized Bible study;
- e. promote and plan a program for family living education with a view toward equipping parents of the congregation to educate and train their children in Christian doctrine and Christian living; and
- f. oversee the congregation's annual Vacation Bible School and Christmas program.

The members of the teaching staff of the Sunday school shall be chosen by the Board of Education upon the recommendation of the Pastor and the superintendent. The Sunday school superintendent shall attend the meetings of the Board of Education but shall have no vote.

The Board shall elect annually its own Chairman and Secretary, and provide a representative to such other educational organizations as may allow the congregation's participation. It shall be authorized to appoint annually such officers and committees as are necessary to carry out its duties, subject to approval by the Church Council.

10. BOARD OF EVANGELISM

The Board of Evangelism shall consist of six or more members, the number as determined by the Church Council, who shall be elected annually for a term of two years so that approximately one-half of its members are elected each year. It shall be charged with the supervision of all missionary education and endeavor within the congregation, and to that end it shall:

- a. initiate a maximum outreach to the community with an up-to-date list of prospects which will be maintained in the church office;
- b. provide a systematic and continuous program of relationship and invitation outreach to win people for Christ and for active participation in the congregation;
- c. sponsor and maintain a systematic program of child evangelism designed to win the unchurched children for Christ;
- d. provide for a systematic and continuous program of foreign mission education and encourage congregational support of foreign and local mission work; included in this is oversight of such groups as LWML, the Immigrant Ministry Committee, Lutherans for Life, Highlands Community Ministry, and University of Louisville campus ministry;
- e. supervise the work of public relations of the congregation;
- f. coordinate activities for Friendship Sunday as a day of special invitation and welcome;
- g. oversight of fellowship activities/groups of the congregation including athletics, In-Betweeners, and Golden Agers;
- h. periodically develop and update a pictorial directory of the congregation;
- i. coordinate receptions for new members; and
- j. promote the involvement of new members in the life of the parish.

The Board shall elect annually its own Chairman and Secretary. It shall be authorized to appoint annually such officers and committees (e.g., a mission committee, a child evangelism committee, a committee on public relations, etc.) as are necessary to carry out its duties, subject to the approval of the Church Council.

11. BOARD OF YOUTH MINISTRY

The Board of Youth Ministry shall consist of six or more members, the number as determined by the Church Council. The terms of office shall each be three years with approximately one-third of its members being elected annually.

The Board of Youth Ministry shall be charged with the general oversight and administration of the youth programs of the congregation, and to that end it shall:

- a. sponsor and supervise a God-pleasing program of youth activity, for both (1) the seventh and eighth grades and (2) the high school grades, that contribute to the spiritual edification of the participants;
- b. make every effort to enroll all the youth of the congregation in the congregation's youth program, and encourage their involvement in the Synodical Lutheran Fellowship program and programs such as the triennial LCMS National Youth Gathering, Synodically sponsored servant events, and Higher Things events;
- c. appoint youth counselors, chaperones, and supervisors for the youth group;
- d. make suggestions for youth activities and events; and
- e. organize Bible studies for the seventh and eighth grade and high school youth, to be held on Sunday mornings during the Sunday School hour and at other times as it deems appropriate.

The Board shall elect annually its own Chairman and Secretary, and provide a representative to such other youth ministry organizations as may allow the congregation's participation. It shall be authorized to appoint annually such officers and committees as are necessary to carry out its duties, subject to approval by the Church Council.

12. BUILDING AND GROUNDS PLANNING COMMITTEE

Upon the recommendation of the Board of Trustees and the approval of either the Church Council or the Voters' Assembly, the Voters' Assembly may create an ad hoc committee, when needed, to oversee specific building projects or the building and grounds planning needs of the congregation. The Buildings and Grounds Planning Committee shall consist of the following members, who shall be appointed by the President to serve a one-year term, or such other term as the Council or Voters' Assembly may prescribe: one member of the Board of Elders, one member of the Board of Trustees, one member of the Board of Education, one member of the Board of Evangelism, and one member of the LWML. The President and the Treasurer shall also be ex officio members. The Council or Voters' Assembly may also require that the committee include a certain number of at-large members to be elected by the Voters' Assembly for a one-year term, or such other term as the Council or Voters' Assembly may prescribe. The committee shall elect its own chair and secretary and meet as often as the committee determines is necessary to adequately fulfill its mission. The duties of this committee shall be assigned by the Church Council or Voters' Assembly, and may include any or all of the duties ordinarily assigned to the Board of Trustees in the absence of such a committee.

ARTICLE VII

COMMITTEES AND CONGREGATIONAL REPRESENTATIVES

The Church Council shall appoint the following committees and congregational representatives, subject to ratification by the Voters' Assembly at its July meeting. All persons so appointed shall serve for a term of one (1) year, commencing on

August 1 following their appointment. The President may fill vacancies that occur in the positions enumerated in this Article by making appointments that shall expire on the next July 31. Except where provided otherwise in this Article, all committees and congregation representatives shall give their reports at each regular quarterly meeting of the Voters' Assembly.

ARCHIVIST COMMITTEE shall be one or more persons from the congregation-at-large who shall ensure orderly storage of vital congregational material which would or could be of value in future years from the standpoint of legal or historical benefits.

AUDITING COMMITTEE shall consist of two members selected from the congregation-at-large, neither of whom shall be members of the Board of Finance and Stewardship. They shall make an audit of the books and records of the Treasurer and the Financial Secretary, and of such other financial records assigned to it by the Church Council or the Voters' Assembly. The committee shall give its report to the Voters' Assembly at its April or July meeting.

BRAILLE AND LARGE PRINT COMMITTEE shall be one or more persons selected from the congregation-at-large, who may function as correspondent with the Braille Center in California, recruit necessary workers, order supplies, print Braille or large print books, and oversee the mailing of finished books.

CHURCH ARTS COMMITTEE shall consist of three or more members selected from the congregation-at-large and it shall assist the Board of Elders, the Board of Trustees, the Pastor, or any other Officer, Board, or Committee of this congregation when they desire advice or counsel concerning a matter of aesthetic taste or judgment that is within their respective duties or jurisdictions. Notwithstanding any other provision of this Article to the contrary, the members of a Church Arts Committee shall be appointed by the President on an ad hoc, task-oriented basis, and shall serve in such capacity only until the specific task is completed or aesthetic decision is made. The same members appointed to work on one task or decision need not be the same members appointed to work on a different task or decision. In appointing members of a Church Arts Committee, the President shall consider the nature of the task to be assigned to the Committee, the needs of the congregation, the congregation's rich and valued aesthetic heritage, and the talents of the congregation's members. A Church Arts Committee shall report directly to the Pastor, Officer, Board, or Committee that requested their appointment.

CHURCH EXTENSION FUND REPRESENTATIVE shall be one person selected from the congregation-at-large to act as liaison between the congregation and the LCMS Church Extension Fund.

DELEGATES TO THE FEDERATION OF MISSOURI SYNOD LUTHERAN CHURCHES OF LOUISVILLE AND VICINITY shall consist of the Pastor and four lay delegates selected from the congregation-at-large, who shall represent the congregation at meetings of the federation. Notwithstanding any other provision of this Article to the contrary, the four lay delegates shall be appointed for terms of two years, with two members each being appointed in alternate years.

HIGHLAND COMMUNITY MINISTRIES REPRESENTATIVES shall be three or more persons selected from the congregation-at-large to serve as liaisons between the congregation and Highland Community Ministries.

MEDIA COMMITTEE shall consist of three or more members selected from the congregation-at-large, one of whom shall be a member of the Board of Elders. Their duties shall be to oversee and maintain the church sanctuary's audio equipment, provide audio recordings of all worship services to be made and distributed to homebound members, and oversee the congregation's television, radio, internet, and other media outreach efforts.

STEWARDSHIP COMMITTEE shall consist of three or more members of the congregation. It shall be the duty of the committee to assist the Pastor in emphasizing to the congregation the Scriptural and spiritual dimensions of making contributions and offerings. In that capacity, the committee shall work to discover the talents of the membership and enlist them in the congregational program; sponsor stewardship and mission talks in the congregation and its organizations; work in close cooperation with the District Stewardship Committee; fully inform the members of their local congregation's programs and opportunities to lengthen their outreach into all the world through District and Synod; and instruct the people in the grace of proportionate giving to God's work in their own parish and in the world. Notwithstanding any other provision of this Article to the contrary, the committee shall report directly to the Pastor.

ARTICLE VIII

ALTERATION AND REPEAL

To alter or repeal any Article or Section of these By- Laws, it shall be requisite that at two consecutive constitutional meetings of the Voters' Assembly, two-thirds of the members present and voting cast their vote in favor of such alteration or repeal. The proposed change shall be stated in the announcement of the second meeting.