

RESURRECTION LUTHERAN CHURCH
765 J. Clyde Morris Boulevard, Newport News, VA 23601-1513

BYLAWS

05May24

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should live and share the Gospel message to the whole world (Jn. 15:1-16; Lk. 24:44-53), conforming their lives and congregations to the Word of God in doctrine and practice (Gal. 1:6-8; 5:16-26; 2 Tim. 4:1-5), and doing all things decently and in order (1 Cor. 14:40) that the mission of the Church may be accomplished.

Therefore, we, the members of this congregation, accept and subscribe to the following Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE I – MEMBERSHIP

A. An update of membership changes will be provided not less frequently than at each meeting of the Resurrection Lutheran Church (RLC) Board of Directors (BOD) and regular Voters assembly.

B. Baptized Membership is conferred when:

- a. A request for Baptized Membership is provided to the Pastor or Elders by the person or responsible adult.
- b. They have been baptized in the name of God the Father, Son, and Holy Spirit.
- c. They are accepted into membership at a duly called meeting of the Elders and noted in the meeting minutes.

C. Communicant Membership is conferred when:

- a. A request for Communicant Membership is provided to the Pastor or Elders by the person or responsible adult.
- b. They have fulfilled the Qualifications and Responsibilities stated in Article V of the RLC Constitution and confirmed such through any of the following:
 - i. Communion Instruction:
 - 1. successfully completed a course of instruction on basic Biblical doctrine and its application to everyday life.
 - 2. meet with the Pastor(s) or an Elder.
 - 3. confirmed and recommended by the Pastor(s) and the Elders Team.
 - ii. Transfer from sister Lutheran Churches:
 - 1. request transfer of their membership.
 - 2. present evidence of their membership and a letter of transfer.
 - 3. meet with the Pastor(s) or an Elder.
 - 4. confirmed and recommended by the Pastor(s) and the Elders Team.
 - iii. Profession of Faith:
 - 1. provide satisfactory evidence of qualification for Communicant Membership.
 - 2. meet with the Pastor(s) or an Elder.
 - 3. confirmed and recommended by the Pastor(s) and the Elders Team.
 - iv. Reaffirmation of Faith:
 - 1. request reinstatement if previous membership was terminated
 - 2. meet with the Pastor(s) or an Elder
 - 3. confirmed and recommended by the Pastor(s) and the Elders Team.
- b. Accepted into membership at a duly called meeting of the Elders and noted in the meeting minutes.

D. Voting Membership is conferred when:

- a. A request for Voting Membership is provided to the Pastor or Elders.
- b. They have fulfilled the Qualifications and Responsibilities stated in Article V of the RLC Constitution.
- c. Accepted into Voting Membership at a duly called Voters Assembly and noted in the meeting minutes.

E. Termination

- a. **Termination status** will be determined by the Pastor(s) in consultation with the Elder Team.
- b. **Termination may be based on the following conditions:**
 - i. **Transfer to Other Congregations:** A member, upon his or her request, shall be granted transfer to another church that is in fellowship with this congregation.
 - ii. **Joining Other Churches:** In cases where a Member has officially joined a congregation other than one in fellowship with this congregation, he or she shall be considered to have terminated membership at this congregation.

- iii. **Whereabouts Unknown:** The names of members whose whereabouts are unknown and cannot be established after a reasonable period of time shall be removed from the membership list.
- iv. **Self-Exclusion:** When a member refuses to be a member, that is, refuses to live under the discipline of love, and persistently rejects the forgiveness of sins as offered by the Church, that member shall be declared as having excluded him or herself from the membership of this congregation.
- v. **Excommunication:** When a member persists in rejecting the confessions as stated in Article IV of the RLC Constitution and persists living as a manifest and impenitent sinner, all the while claiming membership in this congregation, he or she shall be excommunicated upon the advice and consent of the Pastor and Elder Team.

F. **Status of Terminated Member:** A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as he or she is not reinstated into membership.

G. **Statement on Church Discipline**

- a. The threefold purpose of church discipline is to glorify God by maintaining purity in the local church (1 Cor. 5:6-8), to edify believers by deterring sin and promoting purity (1 Tim. 5:20), and to promote the spiritual welfare of the offending believer by calling him or her to return to a biblical standard of doctrine and conduct (Gal. 6:1).
- b. The Lord Jesus Christ has entrusted the local church with the authority and responsibility to discipline members for flagrant sin or serious doctrinal error, with the goal of the restoration of the offender. This discipline is entrusted to the Pastor and the elders (in consultation with the Pastor) and is to follow the biblical pattern as set forth in Matthew 18:15-20; 1 Corinthians 5; 2 Corinthians 2:7-8; Galatians 6:1; 2 Thessalonians 3:6; Titus 3:10-11; and 2 John 7-11. Any member of this church who practices or affirms a doctrine or conduct that, in the judgment of the Pastor and Elders, is opposed to the teaching of the Word of God, or is threatening to the testimony of this church, or is divisive to the body, shall be subject to church discipline.
- c. Discipline will follow the said biblical pattern and is an effort to bring the individual to repentance and protect the church from unrepentant sin. Discipline may involve exclusion from participation in ministry and communion, as well as dismissal from the fellowship of this church. An individual may be disciplined by the Pastor and Elders short of dismissal from the fellowship, as they deem appropriate for the specific circumstance (for example, an individual may remain in certain circumstances a member of this church but be denied the privilege of serving in a particular ministry). The Pastor and Elders, as is required by Scripture, may report to the congregation the names of those who have lost membership by reason of church discipline, and the reason for that discipline, as described in Matthew 18:15-20.

- d. The members of this church further acknowledge that while they have the legal right to withdraw or resign their membership at any time, they knowingly and voluntarily waive their right to revoke membership in the midst of the discipline process. They agree to only withdraw or resign their membership if they are not the subject of a discipline proceeding at the time or any disciplinary process of which they are the subject has been concluded as determined by the Pastor and Elders.

ARTICLE II – MODE FOR CALLING PASTORS

- A. At the time of vacancy in the Office of Pastor (i.e. Senior Pastor, Associate or Assistant Pastor)
 - a. The Elders team shall notify the District President and the Circuit Counselor and request the suggested procedure for calling a new Pastor from the District President.
 - b. A Call Committee shall be formed by the Church President which will be
 - i. representative of the congregation membership (age, demographic, etc).
 - ii. have between 5 and 11 members, preferably an odd number.
 - iii. only Voting Members will be able to vote for candidates but non-voting members (Baptized or Communicant) may be otherwise full members of the committee.
 - iv. a chair of the committee shall be appointed by the Church President.
 - v. the committee will work with District in reviewing and developing a list of candidates for presentation to the congregation.
 - vi. Candidates will be reviewed based on their ability to fulfill the specific needs and requirements of Resurrection Lutheran Church.
 - 1. **General Pastoral Ministry Purpose** which in accordance with 1 Timothy 3:1-7, 1 Timothy 5:17, Titus 1:5-9, and 1 Peter 5:1-4, where the Pastor is responsible for leading the church Body in carrying out its mission. As such, the Pastor is responsible for proclaiming the Gospel of Jesus Christ, conducting the ordinances and functions of worship, teaching and equipping the church body, engaging in pastoral care, providing administrative and spiritual leadership in all areas of church life.
 - 2. **Other requirements** as delineated in the current position description and current situational requirements of Resurrection Lutheran Church should be used by the Church President as direction to the Call Committee.
 - c. A Congregational Call Meeting will be held to elect the candidate
 - i. Requirements of the Call Meeting
 - 1. a duly called meeting of the congregation.
 - 2. a quorum of at least one-third (33%) of the total current voting membership.
 - 3. The Circuit Visitor or his representative shall be present

- ii. Candidates may be nominated by the call committee and/or by members from the floor.
 - iii. Biographical information and qualifications of candidates must be presented.
 - iv. Protests to persons nominated shall require a simple majority vote to be sustained.
 - v. If no protest is sustained, the persons nominated shall stand as recognized candidates by the entire congregation, and nominations shall be closed.
 - vi. The candidate shall be regarded as elected by the congregation after
 - 1. The election is held by ballot.
 - 2. the affirmative vote of a two-thirds majority of those present.
- d. Excepting the involvement of the District President, Circuit Counselor, or currently serving Senior Pastor, these procedures will also apply to the calling and election of any assistant or youth pastor or vicar.

ARTICLE III – MEETINGS OF THE VOTERS ASSEMBLY

A. Announcement and Voting:

1. To be considered a properly convened and legal meeting capable of transacting business:
 - a. Every meeting of the Voters Assembly shall be announced to the congregation by reasonable means at least one week prior to the meeting unless otherwise specifically stated in the Constitution or Bylaws.
 - b. The meeting will be conducted according to the book Robert’s Rules of Order.
 - c. A member must be physically present at the meeting at the time the vote is called in order to vote. No member may vote by proxy or absentee ballot. For electronic meetings see Subparagraph G.
 - d. For Routine Business:
 - i. a Quorum shall be considered 20% of the voting members of the congregation in attendance.
 - ii. a Simple majority is needed to adopt routine resolutions unless otherwise provided by state law.
 - e. Special Resolutions:
 - i. a quorum shall be considered at least one-third (33%) of the total current voting membership.
 - ii. the affirmative vote of a two-thirds majority of those present to adopt special resolutions unless otherwise provided by state law.
 - iii. Special Resolutions will include:
 1. amending the Articles of Incorporation
 2. amending the Constitution
 3. the erection of buildings

4. the sale or purchase of property
5. the removal of a pastor or some other member from office
6. other topics that have been both
 - a. requested by the Voters Assembly to be put to a vote as a Special Resolution
 - b. which have passed by a two-thirds majority of the Voters Assembly

B. Regular Meetings: The regular meetings of the Voters Assembly shall be held at least semi-annually.

C. Annual Budget Meeting: The annual budget meeting of the Voters Assembly shall be held in November or December to adopt the annual budget for the succeeding year.

D. Annual Election Meeting: The annual meeting of the Voters Assembly to elect members of the Resurrection Lutheran Church Board of Directors (RLC BOD) shall be held in April or May to elect officers and other elected positions for the next term.

E. Special Meetings: Special meetings of the Voters Assembly may be called by the Pastor(s), the President of the congregation, or by the petition of at least five voting members.

F. Order of Business for Regular Meetings of the Voters Assembly

1. Opening prayer
2. Recognition of new voting members
3. Reading of the minutes
4. Report of Financial Secretary and Treasurer
5. Reports of School Board, ministry teams and committees
6. Unfinished business
7. New business
8. Closing prayer

G. Electronic Meetings

In the case of an extenuating circumstance which prevents the membership from being able to meet in person and such a called meeting cannot be reasonably delayed and rescheduled, an electronic meeting may be called. Extenuating circumstances include, but are not limited to, natural disasters or weather events; local, regional or national health-related events; lack of access to the Church facilities due to facility systems failures, pest infestation and/or treatment, local crime-related events, government - ordered lockdown, or other reasons. If one or more of these extenuating circumstances exist, the meeting may be conducted through the use of remote communications technologies. Notification requirements of an electronic meeting are the same as for regular meetings noted in Article III.

1. **Electronic Meeting Technology.**

- a. Subject to the extenuating circumstances and reasonable notice provisions aforementioned, meetings may be held by means of a remote electronic communications system which provides, at a minimum, conditions of opportunity for reasonably concurrent aural communication among all participating members reasonably equivalent to those of meetings held in one room or area.
- b. This system must also provide some definitive means to properly identify the approved voting members who are in attendance as well as a means for the collection and recording of electronic votes.
- c. Additionally, the technology employed must provide a means by which a member may be recognized by the chair in order to speak.

2. **Notification and Provisions.**

- a. Notices for meetings by remote communications technologies must include an adequate description of
 - i. how to participate.
 - ii. the electronic location of the meeting such as phone number or web address and so forth .
 - iii. the general expected rules of conduct as defined in Subparagraph below on Conduct of Members During Meetings of this Article.
 - iv. the type of equipment or software that is required, and/or detailed contingencies for technical difficulties or malfunctions that may arise.
- b. Provisions also need to be made to ensure that nonmembers cannot participate in voting during the meetings.
- c. All meetings by remote communications technologies will be recorded electronically and securely saved on a server.
- d. Legal meeting and voting requirements will abide by the rules outlined in this Article.

3. **Misc.**

- a. Unless the articles of incorporation or bylaws provide otherwise, any meetings that are held outside the purpose of a Voters' Assembly can be conducted in any form that is acceptable to those participating in the meeting which includes in person, electronic, or a mixture of both.
- b. Also, the conduct of these meetings may follow a less formal procedure than that of a regular Voters' Assembly and is set forth by the host of said meeting.

H. Conduct of Members During Meetings

1. Conduct with respect to all types of meetings:

- a. Only one person at a time speaks after being properly recognized by the Chair.
- b. Recognized speakers will address the Chair directly so as to avoid singling out a specific individual during discussions of motions or points of order.
- c. Provide a sense of mutual respect with the recognition that it is acceptable to disagree with one another without becoming disagreeable.

- d. Be positive, non-judgmental and open to new ideas.
- e. Cell phones are to be silenced throughout the duration of the meeting; any phone calls that need to be made or received during the meeting must be taken outside of the confines of the meeting location.
- f. Points of order, motions, and/or resolutions will follow the guidelines set forth by the current edition of Robert's Rules of Order.

2. Conduct specific to meetings by remote communications technologies:

- a. Avoid any forms of surrounding noise, side conversations, and/or distractions during the meeting especially if integrated video is being used by the member.
- b. Mute personal form of communication when not speaking; the chair reserves the right to mute any member who is out of order.
- c. Use tools that are available in the technology that allow member to be recognized by the Chair as well as being used for voting purposes.
- d. Limit the use of available electronic chat tools for motion discussions only.
- e. Avoid personal side conversations as well as private conversations if the chat tool has that capability
- f. Only the Chair can electronically share items for discussion or meeting notes from their system unless the member has been approved to share prior to the meeting or requested/approved by the Chair during the meeting.
- g. Personal files, images, memes, videos, animated GIFs, and animated emojis will NOT be shared and/or posted in the chat tool, if this tool is used, during the meeting unless approved by the Chair.

ARTICLE IV – BOARD OF DIRECTORS (BOD)

A. The voting members of the RLC BOD shall consist of the

- 1. President,
- 2. Vice-President,
- 3. Team Leads
 - a. Love
 - b. Equip
 - c. Share
 - d. Elders
 - e. School Board President (Primary Outreach)

B. The non-voting, advisory members of the RLC BOD consist of the

- 1. Church staff
 - a. Pastor(s)
 - b. School Director
- 2. Treasurer
- 3. Financial Secretary
- 4. Facility Lead
- 5. IT lead
- 6. BOD Secretary

- C. The President of the congregation shall be the RLC BOD Chair.
- D. The RLC BOD shall meet at least 9 times each year which can be monthly or at other times deemed necessary by the President of the congregation or the Pastor(s).
- E. It shall be the duty of the RLC BOD to consider, discuss and recommend, and take action concerning all matters pertaining to the general welfare of the congregation as presented by the various teams, committees, and officers, and to present specific recommendations to the Voters Assembly.
- F. The BOD can act in the stead of the congregation unless congregational approval is specifically required by the Constitution or Bylaws.
- G. The BOD may independently
 - a. approve and disburse funds consistent with the current budget approved by the Voters Assembly.
 - b. transfer funds between accounts up to 25% of the line item without needing Voters Approval.
 - c. obligate funds and enter into loans or contracts for emergency or unexpected situations up to \$10,000 without needing Voters approval.

ARTICLE V – ELECTED POSITIONS

Resurrection Lutheran Church is a body of like- minded believers, united in our confession of faith and doctrines, and committed to sharing, cultivating and witnessing to those doctrines in all facets of the church’s life. As such, it is required that all members elected to positions by the congregation agree, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution. Eligibility for elected positions will be determined by the Board of Directors with advice and consent of both the Board of Elders and the Pastor.

A. Elected Positions

- 1. The elected positions include the following:
 - a. BOD
 - i. President
 - ii. Vice-President
 - iii. Love Team Lead
 - iv. Equip Team Lead
 - v. Share Team Lead
 - vi. Elders (6)
 - vii. School Board President
 - viii. Treasurer
 - b. School Board
 - i. Vice President
 - ii. Treasurer
 - iii. Recording Secretary

2. Term of Office

- a. The term of office for every elected person shall be one year.
- b. A person may succeed themselves in the same office no more than twice.
- c. Thereafter, a person must vacate that office for at least one year.

3. Elections

- a. shall be by ballot at the annual election meeting of the Voters Assembly
- b. the candidates receiving the majority of votes cast shall be elected.

D. Assumption of Duties

The elected persons shall assume their duties on June 1, following their election. All elected board members are expected to sign the Code of Conduct Statement (Appendix 1) prior to assuming their duties.

ARTICLE VI – REQUIREMENTS OF OF ELECTEE POSITIONS

A. President

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the President is responsible for overseeing and stewarding the church's missional activities.

1. Qualifications

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.
- d. Be at least nineteen years of age.
- e. Possess strong written, verbal, organizational, and leadership skills.
- f. Possess excellent people skills and a friendly demeanor.
- g. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties

- a. Be the executive officer of the congregation.
- b. Preside at all meetings of the RLC BOD and Voters Assembly.
- c. Perform such duties as pertain to this office
- d. Be an ex-officio member of all ministry teams and committees.

B. Vice-President

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Vice-President is responsible for supporting the President and overseeing and stewarding the church's missional activities.

1. Qualifications

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.
- d. Be at least nineteen years of age.
- e. Possess strong written, verbal, organizational, and leadership skills.
- f. Possess excellent people skills and a friendly demeanor.
- g. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties

- a. In the absence of the President, or in the event of an inability to function, the Vice-President shall act for and in the stead of the President.
- b. Oversee congregational stewardship and financial planning and be responsible for development of the annual church operating budget.
- c. Keep the RLC BOD apprised as to property and infrastructure issues.
- d. Perform other duties which pertain to the position.

C. Love Team

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Love Team is responsible for overseeing and stewarding the church's Fellowship activities.

1. Members.

- a. No standing permanent members.
- b. Team members will be appointed by the Team Lead on a project-by-project basis and approved by the RLC BOD.
- c. Appointees may remain appointed as project leads for recurring team initiatives with the consent/agreement of the team lead.

2. Qualifications

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.

- i. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least nineteen years of age.
- e. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

3. Duties:

- a. The Team shall plan, set goals/objectives, and administer programs that strive to promote discipleship and fellowship in the congregation-at-large.
- b. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

D. Equip Team

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Equip Team is responsible for overseeing and stewarding the church's Educational and Doctrinal Training Activities.

1. Members.

- a. No standing permanent members.
- b. Team members will be appointed by the team lead on a project-by-project basis and approved by the RLC BOD.
- c. Appointees may remain appointed as project leads for recurring team initiatives with the consent/agreement of the team lead.
- d. At a minimum, the Equip Team Lead will appoint the following:
 - i. Sunday School Superintendent
 - ii. Adult Sunday School Coordinator
 - iii. Youth Counselor Lead

2. Qualifications.

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.
 - i. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least nineteen years of age.
- e. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

3. Duties:

- a. The Team shall plan, set goals/objectives, and administer the full gamut of spiritual education programs of the congregation.
- b. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

E. Share Team

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Share Team is responsible for overseeing and stewarding the church's Outreach Activities.

1. Team Members.

- a. No standing permanent members.
- b. Team members will be appointed by the team lead on a project-by-project basis and approved by the RLC BOD.
- c. Appointees may remain appointed as project leads for recurring team initiatives with the consent/agreement of the team lead

2. Qualifications.

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.
 - i. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least nineteen years of age.
- e. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

3. Duties:

- a. The Share Team shall investigate specific needs within the congregation and the community and encourage and guide congregational participation in meeting the identified needs.
- b. Other duties as shall be prescribed in the Operations Manual approved by the BOD

F. Elders Team

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Elders are responsible for overseeing and stewarding the Spiritual lives of the congregation.

1. **Members**

- a. All members are elected by the Voters Assembly
- b. There shall be a minimum of three (3) members
- c. A Head Elder shall be elected by and from within the Elder Team and approved by the BOD with consent from the Pastor.

2. **Qualifications.**

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.
 - i. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least twenty five years of age.
- e. They shall be men of good report (Acts 6:3) who have demonstrated their Christian faith by exemplary life and conduct and a mature understanding of the teachings of Scripture and the Lutheran Church.
- f. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

3. **Duties:**

- 4. The Elders shall assist the Pastor(s) in the spiritual care of the congregation.
- 5. The Elder team shall supervise and evaluate the performance of the called and hired church staff and recommend salary and benefit changes to the BOD during budget development.
- 6. Other duties as shall be prescribed in the Operations Manual approved by the BOD

G. Treasurer

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Church Treasurer is responsible for overseeing and stewarding the church's financial resources entrusted to him/her by God, as he/she carries out the daily financial practices.

1. **Qualifications.**

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Voting Member of the Resurrection congregation for at least one year.
 - i. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a

member in good standing of another local LCMS church prior to membership at Resurrection).

- d. Be at least nineteen years of age.
- e. Have a strong background in accounting and/or finance.
- f. Possess strong written, verbal, organizational, and accounting skills.
- g. Possess excellent people skills and a friendly demeanor.
- h. Have a strong capability to keep sensitive financial information confidential.
- i. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties:

- a. Financial Transactions
 - i. Receive notice of all bank deposits of the congregation from the Financial Secretary,
 - ii. Keep a correct account of all financial transactions,
 - iii. Pay all bills and indebtedness of the congregation when properly authorized.
 - iv. Congregational funds shall be subject to withdrawal for congregational and authorized purposes, by check signed by the Treasurer or electronic transfer.
 - v. Coordinate other officers or signatories to accounts that may be designated by the BOD
 - vi. Institute, monitor, and submit to accountability measures regarding the handling of church monies.
 - vii. Submit tax statements to the IRS as required.
- b. Reports
 - i. Provide a report of all receipts and disbursements in all regular meetings of the voters and of the RLC BOD.
 - ii. Submit a detailed report covering the previous fiscal year to the RLC BOD by the first regularly scheduled meeting after the end of January each year.
 - iii. Provide an overview report to the congregation directly after the detailed fiscal report is provided to and approved by the RLC BOD.
- c. Audits
 - i. Will ensure that a formal financial audit occurs at least once every six years and an informal cursory overview of the records will be done, by at least two separate congregational members, on a bi-annual basis and they will be reported to the RLC BOD after completion of each audit.
 - ii. Surety Bonds
 - 1. The Treasurer and any authorized deputy or deputies shall be covered by surety bonds in amounts to be determined by the Board of Directors and at the expense of Resurrection Lutheran Church.
 - 2. The minimum bond shall be not less than ten percent of the assets handled by Resurrection Lutheran Church annually.
- d. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

H. School Board

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the School Board is responsible for overseeing and stewarding the church's missional activities through the Resurrection Lutheran School and Childcare.

A. Members.

- a. Officers (4)
 - i. Must be Voting Members of RLC
 - ii. Elected by the Voters Assembly
 - iii. Have voting privileges on the School Board
 - iv. Positions are:
 1. President
 2. Vice President
 3. Treasurer
 4. Recording Secretary
- b. Additional Members (3)
 - i. Not required to be Congregational Members
 - ii. Must be Voting Members of RLC if a congregational member,
 - iii. Appointed by School Board Officers with approval by the BOD
 - iv. Have voting privileges on the School Board
 - v. Positions are:
 1. School Board Member 1
 2. School Board Member 2
 3. School Board Member 3
- c. The School Director shall be an ex-officio member.

B. Qualifications.

- a. Elected School Board Members
 - i. Have a personal relationship with Jesus Christ.
 - ii. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
 - iii. Have been an active Voting Member of the Resurrection congregation for at least one year.
 1. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
 - iv. Be at least nineteen years of age
 - v. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.
- b. Appointed School Board Members
 - i. Have a personal relationship with Jesus Christ.
 - ii. Faithfully attend and financially support a Christian Church.

- iii. Have been an active Voting Member, or equivalent, of a Christian Church for at least one year.
 - 1. Time as Voting Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- iv. Be at least nineteen years of age
- v. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

C. Duties:

- a. The **School Board** shall have the authority and be responsible for the administration and management of the Resurrection Lutheran School & Childcare in accordance with policies established consistent with Resurrection Lutheran Church congregational policy and federal, state, and local law
- b. President**
 - i. Be the executive officer of the School Board.
 - ii. Preside at all meetings of the School Board.
 - iii. Perform such duties as pertain to this office
 - iv. Other duties as shall be prescribed in the RLC Operations Manual or School Bylaws.
- c. Vice President**
 - i. In the absence of the President, or in the event of an inability to function, the Vice-President shall act for and in the stead of the President.
 - ii. Perform such other duties as pertain to this office
 - iii. Other duties as shall be prescribed in the RLC Operations Manual or School Bylaws.
- d. Treasurer**
 - i. Financial Transactions
 - 1. Receive notice of all bank deposits of the School
 - 2. Keep a correct account of all financial transactions,
 - 3. Pay all bills and indebtedness of the School when properly authorized.
 - a. School funds shall be subject to withdrawal for School and authorized purposes, by check signed by the Treasurer or electronic transfer.
 - 4. Coordinate other officers or signatories to accounts that may be designated by the School Board or BOD
 - 5. Institute, monitor, and submit to accountability measures regarding the handling of school monies.
 - 6. Submit tax statements to the IRS as required.
 - ii. Reports
 - 1. Provide a report of all receipts and disbursements in all regular meetings of the School Board.
 - 2. Submit a detailed report covering the previous fiscal year to the School Board by each February meeting.

- iii. Audits
 - 1. Will ensure that an annual audit of the financial records is performed and is reported to the School Board.
 - iv. Surety Bonds
 - 1. The Treasurer and any authorized deputy or deputies shall be covered by surety bonds in amounts to be determined by the Board of Directors and at the expense of Resurrection Lutheran Church.
 - 2. The minimum bond shall be not less than ten percent of the assets handled by Resurrection Lutheran School annually.
 - v. Other duties as shall be prescribed in the RLC Operations Manual or School Bylaws.
- e. Recording Secretary**
- i. Record School Board activities and discussion at the meetings including names of people who request motions and those who second as well as what the motion is that is being presented, dates, times, locations, etc.
 - ii. Generate a set of electronic minutes of each meeting to be circulated to the Board Members for approval at the following meeting.
 - iii. Maintain the Board's records, including past minutes and votes
 - iv. Assist the President and Board Members with general administrative tasks as required.
 - v. Other duties as shall be prescribed in the RLC Operations Manual or School Bylaws.
- f. School Board Member**
- i. Prioritize attending all School Board meetings
 - ii. Actively participate in discussion during meetings
 - iii. Actively participate in other School Board activities
 - iv. Other duties as shall be prescribed in the RLC Operations Manual or School Bylaws.

ARTICLE VII – RESURRECTION LUTHERAN SCHOOL AND CHILDCARE

1. Resurrection Lutheran School and Childcare is the Primary Outreach Ministry of Resurrection Lutheran Church. Any significant changes to that emphasis will be determined by the Voters Assembly and reflected in a modification of these Bylaws.
2. The **School Board** shall develop a written set of Bylaws along with written goals, rules, procedures and budget which will be reviewed and approved by the RLC BOD annually to ensure that the policies and operation of the School & Childcare remain an integral part of the mission and ministry of Resurrection Lutheran Church.

3. Reports.

- a. The School Board will present a yearly update and overview to the BOD and congregation to include, minimally,
 - i. a review of progress on established goals,
 - ii. an update of the strategic plan,
 - iii. the current financial status.

4. Quorum.

- a. Official business of the School Board may be conducted with the following:
 - i. a Quorum of 2/3 of the voting membership present
 - ii. the majority of the quorum being congregational members.

ARTICLE VIII – NON-ELECTED/RLC BOD APPOINTED/APPROVED POSITIONS

Resurrection Lutheran Church is a body of like-minded believers, united in our confession of faith and doctrines, and committed to sharing, cultivating and witnessing to those doctrines in all facets of the church's life. As such, it is required that all members appointed to or approved for positions by the BOD agree, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution. Eligibility for these positions will be determined by the Board of Directors with advice and consent of both the Board of Elders and the Pastor.

A. Non-Elected/RLC BOD Appointed/Approved Positions

- 1. The approved positions of this congregation shall be determined by action of the RLC BOD after recommendation from the associated team Lead, Board or committee. At a minimum team Leads will appoint and the RLC BOD will approve the following:
 - a. Financial Secretary
 - b. Facility Lead
 - c. Information Technology Lead
 - d. Recording Secretary
 - e. Youth Counselor
 - f. Sunday School Superintendent
 - g. Adult Sunday School Coordinator
 - h. Others as deemed necessary by the BOD
- 2. **Term:**
 - a. The term of each appointee will be as agreed upon between the appointee and the RLC BOD.
- 3. **Assumption of Duties:**
 - a. Appointees shall assume their duties at a time agreed upon between the appointee and the RLC BOD at the time of the appointment.

ARTICLE IX – REQUIREMENTS OF NON-ELECTED/RLC BOD APPOINTED/APPROVED POSITIONS

A. Financial Secretary

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Financial Secretary is responsible for overseeing and stewarding the church's receipt of donations and congregational Stewardship Program.

1. Qualifications.

1. Have a personal relationship with Jesus Christ.
2. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
3. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 1. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
4. Be at least eighteen years of age.
5. Possess excellent people skills and a friendly demeanor.
6. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties.

- a. Receive all monies of the congregation,
- b. Keep account of all money received and deposit the same in the name of the congregation in properly designated bank accounts.
- c. Submit to the Treasurer a full account of such deposits.
- d. Offering Counters will be appointed by the Financial Secretary to assist in collecting/accounting for money received. Counters will:
 1. work in non-related pairs to protect both the individuals and the church.
 2. never perform counting or fund handling alone.
- e. Provide a current financial status report prior to each regular meeting of the RLC BOD and Voters Assembly.
- f. Prepare and distribute an annual acknowledgment of receipts to each contributor by February of each year in accordance to applicable tax law.
- g. The Financial Secretary, and any authorized deputy or deputies, shall be covered by surety bonds in amounts to be determined by the Board of Directors and at the expense of Resurrection Lutheran Church.
 1. The minimum bond shall be not less than ten percent of the assets handled by Resurrection Lutheran Church annually.
- h. Other duties as shall be prescribed in the Operations Manual approved by the BOD

B. Facility Team

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Facility Team is responsible for overseeing and stewarding the maintenance and physical improvements for the church facility.

1. **Members.** Members will be nominated by the Facility Lead and approved by the RLC BOD.
2. **Qualifications.**
 - a. Have a personal relationship with Jesus Christ.
 - b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
 - c. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 1. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
 - d. Be at least eighteen years of age.
 - e. Possess excellent people skills and a friendly demeanor.
 - f. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.
3. **Duties:**
 - a. Administer all property belonging to the congregation.
 - b. Provide oversight to ensure that the property is kept in good condition and safeguarded against loss or damage.
 - c. Develop and maintain a long range upkeep and maintenance plan.
 - d. Provide facility reports to the BOD as requested.
 - e. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

C. Information Technology (IT) Team

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Information Technology Team is responsible for overseeing and stewarding the church's electronic / computer infrastructure and leveraging information technology for the purpose of spreading the Gospel inside and outside of Resurrection Lutheran Church.

1. **Members.** Members will be nominated by the IT Lead and approved by the RLC BOD.
2. **Qualifications.**
 - a. Have a personal relationship with Jesus Christ.
 - b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.

- c. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 - i. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least eighteen years of age.
- e. Possess excellent people skills and a friendly demeanor.
- f. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

3. Duties:

- a. Plan, set goals, and administer programs to administer all IT and Audio Visual (AV) Equipment belonging to the congregation
- b. See that the IT infrastructure and software is kept in good condition and safeguarded against loss or damage.
- c. Recommend and implement safeguards for data and software security and recovery.
- d. Develop, maintain and implement a computer systems acceptable use policy for all church and school users.
- e. Coordinate and evaluate options for software and hardware acquisition
- f. Develop and maintain a long range upkeep and maintenance plan for IT equipment
- g. Provide IT reports to the BOD as requested
- h. Other duties as shall be prescribed in the Operations Manual approved by the BOD

D. Recording Secretary

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Recording Secretary is responsible for assisting the BOD with record keeping and documentation.

1. Qualifications.

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 - i. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least eighteen years of age.
- e. Possess excellent people skills and a friendly demeanor.
- f. Have excellent organizational skills
- g. Ability to maintain confidentiality

- h. Skilled at office software applications
- i. Effective written and spoken communication skills
- j. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties:

- a. Record Board activities and discussion at the meetings including names of people who request motions and those who second as well as what the motion is that is being presented, dates, times, locations, etc.
- b. Generate a set of electronic minutes of each meeting to be circulated to the Board Members for approval at the following meeting.
- c. maintain the organization's records, including past minutes and votes
- d. Assist the President and Board Members with general administrative tasks as required.
- e. Other duties as shall be prescribed in the Operations Manual approved by the BOD

D. Youth Counselor

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Youth Counselor is responsible for developing and implementing ministry with Children through Young Adults.

1. Qualifications.

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 - i. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least twenty - one years of age.
- e. Possess excellent people skills and a friendly demeanor.
- f. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties:

- a. Plan, set goals/objectives, and administer the ministry and education programs for children and young adults.
- b. Work in close relationship with the BOD and team leads for coordination and planning
- c. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

D. Sunday School Superintendent

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Sunday School Superintendent is responsible for developing and implementing the Sunday School ministry.

1. Qualifications.

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 - i. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least twenty-one years of age.
- e. Possess excellent people skills and a friendly demeanor.
- f. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties:

- a. Plan, set goals/objectives, and administer the ministry and education programs for children through High School age.
- b. Work in close relationship with the BOD and primarily the Equip Lead for coordination and planning.
- c. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

F. Adult Sunday School Coordinator

Ministry Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, Titus 1:7-9 and 1 Corinthians 4:1-2, and in conjunction with the Pastor and church staff, the Adult Sunday School Coordinator is responsible for developing and implementing Educational ministry for Adults.

1. Qualifications.

- a. Have a personal relationship with Jesus Christ.
- b. Faithfully attend RLC Worship Services, be involved with RLC Bible Studies and / or Small Groups, and financially support the Church.
- c. Have been an active Communicant Member of the Resurrection congregation for at least one year.
 - i. Time as Communicant Member may be waived by recommendation of the Pastor and Elders in special circumstances when the individual is well known (i.e., being a member in good standing of another local LCMS church prior to membership at Resurrection).
- d. Be at least twenty-one years of age.

- e. Possess excellent people skills and a friendly demeanor.
- f. Agree to, and live in accordance with, those confessions and doctrinal distinctives stated in Article IV of the RLC Constitution.

2. Duties:

- a. Plan, set goals/objectives, and administer the ministry and education programs for adults.
- b. Work in close relationship with the BOD and primarily the Equip Lead for coordination and planning
- c. Other duties as shall be prescribed in the Operations Manual approved by the BOD.

ARTICLE XI – Specific Criteria for Removal of Members from Positions

Members elected by the congregation or appointed by the BOD may not complete their term or may be removed for cause from their position for the following reasons and through the following procedures. If the BOD President is removed for cause the Vice President or next most senior congregational official will serve the below functions. This process is also used, as it pertains and when consistent with Article VII E of the Constitution, for Removal of a Pastor or Called Staff.

a. Voluntary removal or resignation

- 1. The member who is stepping down will submit their resignation in writing, whether electronic or hard copy.
- 2. After receiving the resignation, the BOD President will ensure the resignation is documented in the minutes at the next board meeting and the written resignation is maintained with the minutes.

b. Removal by policy

- 1. criteria for removal:
 - a) Term limits have been met
 - b) No longer meet the requirements for their position qualifications.
 - c) Failing to attend a minimum of 50% of regularly scheduled meetings in a one-year period without approved excuse.
 - d) Failing to attend three consecutive regularly scheduled meetings without approved excuse.
- 2. After being notified the BOD President will, at the next meeting, officially remove the member and ensure that action is recorded in the meeting minutes.

c. Removal for misconduct

1. Any member may be removed by the BOD, with or without cause, by a majority vote of the BOD members following a good faith determination by the Board that the member has engaged in conduct that is contrary to rules and regulations applicable to their Congregational position or that impedes the orderly business of congregation. Grounds for removal include, but are not limited to,
 - a. Do not live consistent with the confessions and Doctrinal Distinctives noted in Article IV.
 - b. Attempting to use information obtained from their position in such a way as to derive personal, financial or other benefit.
 - c. Verbally abusing congregational members, staff or school families.
 - d. Any physical assault on congregational members, staff or school families at any time, in any place.
 - e. Actively working to subvert stated congregational policies or decisions.
 - f. Accusation or conviction of felony.
 - g. Improper behavior that brings, or risks bringing, negative publicity to the Church or School.
 - h. Speaking against the congregation, leadership or staff in public.
 - i. Racist or sexist comments or behavior.
 - j. persistent disruptive conduct at meetings,
 - k. acting on behalf of the congregation without authorization

d. The BOD shall use the following procedure when removing a member for misconduct:

1. A motion to remove the member may be initiated by any voting BOD members.
2. The proposed motion shall be delivered to any officer of the Board.
3. Consultation shall be made with the Pastor regarding the removal in advance of any removal actions being initiated.
4. The motion shall be in writing and provide the specific facts and grounds for the proposed removal action including the date and specific conduct relied upon for the motion.
5. The motion shall not be conclusionary, i.e., “for alleged violations of the improper behavior”, but shall be a factual statement that describes conduct only and is not intended to embarrass or humiliate the board member.
6. The BOD member responsible for writing the agenda shall list and briefly describe the motion on the agenda of the next regular or special BOD meeting scheduled at least thirty (30) days following the delivery of the proposed removal motion.
7. The member subject to removal shall be given a minimum of thirty (30) days prior written notice, which may include email sent to the last email address on file, of any meeting at which a motion to remove will be heard. The notice shall provide the specific facts and grounds for the proposed removal as specified above.

8. The member subject to removal shall be given reasonable time to be heard at the meeting, either orally or in writing, prior to the BOD's vote on a motion for removal.
9. The BOD shall decide whether or not the member should be removed by an affirmative vote of two-thirds (2/3) of the BOD members.
 - a. If the subject of the removal motion is a voting member of the BOD they shall not be allowed to vote and shall not be counted when determining the two-thirds (2/3) majority vote.
 - b. For the purpose of the removal motion, abstentions shall not be counted as votes.
10. In no event shall a motion to remove a member be heard within sixty (60) days of the next election or selection.

ARTICLE XII – OPERATIONS MANUAL

- A. The Congregation shall maintain an Operations Manual covering the duties, expectations and processes for each ministry team, committee or group, along with all adopted policies of the RLC BOD and the various ministry teams.
- B. Additions or modifications to the Operations Manual shall be approved by the RLC BOD.

APPENDIX - 1

CODE OF CONDUCT POLICY

1. Policy Inclusions. This ministry's code of conduct is rooted in its sincerely held religious beliefs and is consistent with the following:

- a. The Ten Commandments (Exodus 20:2-17)
- b. The Great Commandments as stated by Jesus Christ (Matt. 22:37-40)

2. Personal Conduct. All persons connected with this ministry community (e.g. employees, volunteers, board members, etc.) shall hereinafter be referred to as ministry community members. All such ministry community members must conduct their personal affairs so there can be no opportunity for unfavorable reflections upon the Christian beliefs and mission of the ministry, either expressed or implied. The use of common sense, good ethical standards and discretion will guide all who are called into community with the ministry in proper conduct. Failure to maintain reasonable standards is subject to discipline, up to and including termination, from the ministry community. It is expected that all members of our ministry community will conduct themselves in a manner consistent with biblical standards, values, and character.

3. Rules of Conduct. In every organization where many people interact on a regular basis, some specific rules and policies are necessary to establish acceptable standards of conduct, assure fair treatment of all members of the community, and enhance the smooth operation of the organization. Ministry community members are expected to become familiar with and abide by the standards outlined in this policy. The purpose of these rules is to maintain a community environment that protects the safety and dignity of each community member without placing unreasonable restrictions on anyone.

Ministry community members are expected to model appropriate behavior and conduct both on and off-campus and model relationships that demonstrate a growing Christ-likeness manifested in a lifestyle that serves and gives itself to reconcile others. Ministry community members are also expected to model appropriate language on and off-campus and model speech that demonstrates a growing Christ-likeness (Ephesians 5:4). Ministry community members shall maintain appropriate attitudes of concern for others. Problems concerning ministry community members' roles, relationships, and professional conduct should first be handled directly with the person involved. If a satisfactory resolution cannot be concluded, the matter should move up the relevant chain of responsibility. Specifically, ministry community members shall respect the integrity and confidences of other community members and those outside of our community attending any of our ministry's functions. Ministry community members are expected to operate within their respective roles.

In summary, Christian ethics demand that ministry community members act in love and integrity, in confidentiality, and in alignment with the mission/purpose of this ministry.

4. Inappropriate Conduct. Violation of ministry rules and policies may result in an oral warning, a written warning, and/or termination of a member's role in the ministry community. There is no requirement that discipline be progressive or that a warning be given prior to demotion or any other disciplinary action, including discharge from the ministry community. Set forth below are some examples of misconduct which will not be tolerated by the ministry. This list is not exhaustive, and examples are not listed in order of seriousness.

- a. Falsification of personnel and/or student records and information or other ministry records.
- b. Dating, or otherwise becoming romantically involved with, anyone under legal age.
- c. Engaging in any activity which a ministry community member knows, or has reason to know, will adversely affect the mission of the ministry.
- d. Deliberate damage or destruction of any ministry property or the property of any ministry community member.
- e. Engaging in criminal conduct.
- f. Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor, teacher, or other ministry leader, or the use of abusive or threatening language toward a supervisor, teacher, or other ministry leader.
- g. Using abusive language at any time on campus.
- h. Failure to notify a supervisor when unable to report to work.
- i. Sleeping on the job.
- j. Wearing unprofessional or inappropriate styles of dress (including dressing in such a way as to willfully reject one's sex assigned at birth (Gen. 1:27)).
- k. Violation of any safety, health, security or ministry policies, rules or procedures.
- l. Committing a fraudulent act or a breach of trust under any circumstances.
- m. Unlawful harassment including harassment of a sexual nature (with the understanding that this ministry reserves the right to operate according to its sincerely held religious beliefs about biblical marriage and sexuality and therefore does not define "harassment" as including any enforcement of, or adherence to, its biblical principles and expectations in the areas of marriage, sexuality, dress, and discipline).
- n. Engaging in behavior that suggests a willful violation of the religious beliefs and practices of the ministry.
- o. Removing or borrowing church property without prior authorization.
- p. Unauthorized use of church equipment, time, materials or facilities.
- q. Possessing, distributing, selling, transferring, or using – or being under the influence of alcohol or illegal drugs in the workplace.
- r. Unreported absence of three consecutive scheduled workdays.
- s. Failing to provide a physician's note when requested or required to do so.
- t. Working overtime without prior authorization..
- u. Divulging confidential church information to unauthorized persons.
- v. Violation of any law adversely affecting the church, or conviction in court of any crime which may cause the employed to be regarded as unsuitable for continued employment.

If a ministry community member has any doubt about whether certain conduct will constitute behavior that suggests a willful violation of the religious beliefs and practices of the ministry, the community member should ask an appropriate ministry leader.

By signing below, ministry community member acknowledges an understanding that this ministry requires those in leadership positions to agree to abide by its Code of Conduct which is rooted in its sincerely held religious beliefs and which this ministry believes reflects a relationship representative of a walk with Christ.

In addition, by signing below, ministry community member acknowledges they have read, understood, and agree to abide by this Christian Code of Conduct and that this ministry reserves the right to discipline said community member (up to and including termination from the community) for any action(s) in violation of this Code of Conduct.

Printed Name / Signature

Date