



**Bylaws**  
**of**  
**Immanuel Lutheran Church & School**  
  
**Brandon, Florida**



February 20, 2012  
**Amended June 27, 2012**

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**Article 1 – Meetings**

1.1 Voters' Assembly

The requirements and dates for holding meetings of the Voters' Assembly are set forth in Article 9, Meetings, of the Constitution.

1.1.1 Before each meeting of the Voters' Assembly an attendance roster shall be provided by the Secretary for each voting member to sign. The roster will then become part of the Minutes of the meeting. Provision shall also be made for first time voters to sign the Constitution of the Congregation.

1.1.2 At Voters' Assembly meetings the following order of business shall be followed:

1. Opening prayer.
2. A brief summary of the Minutes of the last Regular and/or Special Meetings, if necessary.
3. A reading of a list of the new and released communicant members.
4. Reception of new Voting Members.
5. Elections, if applicable. (See Article 2).
6. Reports of Pastors, Officers, Boards and Committees.
7. Unfinished business.
8. New business.
9. Adjournment.
10. Closing prayer.

1.1.3 Unless otherwise specified in the Constitution or these Bylaws, a plurality vote shall decide matters at issue.

1.1.4 Unless otherwise specified in the Constitution or these Bylaws, the meeting shall be conducted according to the latest edition of Robert's Rules of Order.

1.1.5 Proxy and absentee ballots/votes are not permitted.

1.2 Church Council

1.2.1 The Council shall meet at least once a month for the purpose of administering church affairs.

1.2.2 Special meetings of the Council may be called by the President or any two Council members. A three-day notice of such meeting must be afforded each Council member. Emergency meetings may be called by the President without prior notice.

1.2.3 A majority of Council members present shall constitute a quorum.

- 1.2.4 Any Communicant member may attend Council Meetings, but may not present or vote on any motion.

## **Article 2 – Elections**

### 2.1 Nominations

- 2.1.1 The President shall each year in January appoint a nominating committee of three or more voting members, at least one of which shall be a Council member. The Nominating Committee shall propose to Council for approval and submission to the Voters' Assembly, one or more names for each position to be filled.
- 2.1.2 Nominations may be made from the floor, providing such nominees are present to declare their willingness to serve if elected. Members shall not nominate themselves.
- 2.1.3 To be eligible for nomination, a candidate must have attained the age of 21 and be an active communicant member.
- 2.1.4 Women may serve as officers and members of boards and committees as long as these positions are not directly involved in any function of the pastoral office and as long as this service does not violate the order of creation (usurping authority over men). Accordingly, women shall not serve as Pastor, President, Vice-President, or as a member of the Board of Elders.

### 2.2 Procedures

- 2.2.1 Election of Officers and Board members shall be by written ballot.
- 2.2.2 Nominees receiving a plurality of the votes cast shall be declared elected.
- 2.2.3 In case of a tie, additional ballots shall be taken, until one nominee receives a plurality. If there are more than two nominees, the one receiving the lowest number of votes shall be omitted from successive balloting.
- 2.2.4 In even years the President and Secretary shall be elected.**
- 2.2.5 In odd years the Vice President and Treasurer shall be elected.**
- 2.2.6 Persons elected under paragraphs 2.2.4 and 2.2.5 shall serve a term of two years and may succeed themselves once. After a break in service of at least one term, they may again be elected to that office. In case of a vacancy, except in the case of the President, Council shall appoint a successor to fill the un-expired term of

the vacant office. In the case of the President, the Vice President shall succeed to the Presidency and Council shall appoint a successor Vice President. If necessary, a special Voters' Assembly meeting may be called. Appointment by Council to complete an unexpired term shall not apply to succession limitations.

2.2.7 Each year there shall be elected the following number of Board Members:

School Board - 3, for a 3-year term  
Board for Property Management - 2, for a 2-year term  
Board for Christian Growth and Education - 1, for a 2-year term  
Board for Family Life and Youth - 1, for a 2-year term  
Board for Evangelism - 1, for a 2-year term  
Board for Stewardship - 1, for a 2-year term

In case of a vacancy, the Council may appoint an individual to fill the unexpired term. Members may serve as many consecutive terms as they or the congregation desires.

2.2.9 The Board of Elders shall consist of one Elder for each 20 families, with a minimum of three elders. Elders shall serve a term of three years and shall not serve more than two consecutive terms. One-third (1/3) of the Elders shall be elected annually. In case of a vacancy between elections, the remaining members of the Board of Elders together with the Pastors shall appoint an individual to fill the unexpired term. Such appointment must be validated by the Voters' Assembly at the next regular meeting.

2.2.10 Terms of office shall commence on the first day of September following each election.

2.2.11 No teacher or other member of the Immanuel Lutheran School staff, or the spouse or parent of such person, shall be eligible for election to the School Board.

### **Article 3 – Duties of Council Members and Boards**

3.0 General

3.0.1 Council members and Board members shall avoid situations in which they would benefit inordinately from their participation or vote on an issue being considered by that entity. Members shall strive to avoid the appearance of impropriety and should abstain from involvement in issues where financial interest can reasonably be questioned. This is not to forbid members from providing goods or services normally provided by them or their business at a competitive price.

3.0.2 All Boards shall:

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- 3.0.2.1 Annually elect a Chairman to represent the Board on the Church Council, and a Secretary to maintain the Minutes of its meetings and forward same to the Council Secretary.
  - 3.0.2.2 Establish a set of guidelines and practices, including specific programs it will employ to accomplish its mission. This document shall be reviewed and updated annually during the month of August and shall be submitted to the Church Council in August to ensure coordination of activities with other Boards.
  - 3.0.2.3 Augment themselves from time to time with such volunteers or committees as are useful in carrying out its charged responsibilities.
  - 3.0.2.4 Submit a written quarterly report to the Council Secretary for the Voters' Assembly.
  - 3.0.2.5 Prepare and submit to the Church Council its complete budget for the coming year on the form and in the time frame requested.
- 3.1 The Pastors shall be called by the Voters' Assembly in accordance with Article 6 of the Immanuel Lutheran Church Constitution. The Pastors shall:
- 3.1.1 Order and officiate at the worship services of the congregation, proclaim, preach, and teach the Word of God, administer the sacraments, and minister to the congregation, congregational groups, and individuals.
  - 3.1.2 Serve as a shepherd to the membership and work with the Elders to establish a ministry of and to the congregation.
  - 3.1.3 Be available at all times for member or congregational emergencies.
  - 3.1.4 Work with administrative personnel and ministry leaders to deal with staff problems and to maintain a full and competent staff.
  - 3.1.5 Lead, direct, encourage, and support the staff in their areas of responsibility.
  - 3.1.6 Teach Bible Study on Sunday mornings.
  - 3.1.7 Lead Day School faculty devotions.
  - 3.1.8 Promote the ministry and work of the Day School.
  - 3.1.9 Be responsible for the Confirmation program.

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- 3.1.10 Provide pastoral care to include counseling, weddings, funerals, crisis ministry, hospital visitation, shut-in visitation, and prospect visitation. These activities shall be scheduled by the Administrative or Senior Pastor or his designate at his convenience.
- 3.1.11 Proclaim, preach, and initiate special studies with the staff and Board Chairs.
- 3.1.12 Alternate Chapel services with the Day School Principal.
- 3.1.13 Provide leadership and direction for teachers in class led Chapel presentations.
- 3.1.14 Report to the Church Council and Board of Elders as necessary, required or requested.
- 3.1.15 Keep a church record of all their official acts, which is to be and remain the property of, the church.
- 3.1.16 Serve as ex-officio, non-voting members of the Church Council and other boards for which they have responsibility.
  - 3.1.2.1 The Administrative or Senior Pastor is called by the congregation to serve as Pastor, Teacher, Pastoral Counselor and shall:
    - 3.1.2.1.1 Be the spiritual leader of Immanuel Lutheran Church, its congregation, and its auxiliary groups to lead the church in the casting of vision, and the understanding and achievement of its mission.
    - 3.1.2.1.2 Give direction to the general program of the Church and the Church Staff, and lead in the planning of all church activities, dependent upon his staff to carry out the ministries of the Church, monitored by him and reported to the Church Council and Board of Elders as necessary, required or requested.
    - 3.1.2.1.3 Lead the church in the understanding and achievement of its mission.
    - 3.1.2.1.4 Lead and encourage, direct and support staff members in their areas of responsibility.
    - 3.1.2.1.5 Oversee the general operation of the Church Office.

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- 3.1.2.1.6 Promote the work of the Sunday School and Day School, midweek Bible studies and activities, be involved with the Family Life and Youth ministry, and promote missions.
- 3.1.2.1.7 Teach a full course of religion for the current school year in the 8<sup>th</sup> grade of the Day School.
- 3.1.2.2 The Family Life and Youth or Associate Pastor is called by the congregation to serve as Pastor, Teacher, and Counselor and shall:
  - 3.1.2.2.1 Lead the Family Life and Youth ministry of Immanuel Lutheran Church.
  - 3.1.2.2.2 Provide the children's message on non-communion Sundays.
  - 3.1.2.2.3 Teach a full course of religion for the current school year in 7th grade of the Day School.
  - 3.1.2.2.4 Provide oversight for Senior Youth study for mid-week Bible study programs.
  - 3.1.2.2.5 Establish a Member/Non-Member Family Ministry in the Day School.
- 3.2 The President shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
  - 3.2.1 Be the chief executive officer of the congregation's total program, with the responsibility to oversee the activities of all officers, boards, and committees.
  - 3.2.2 Appoint the necessary committees with ratification by Council, and delegate duties to accomplish the objectives of paragraph 3.2.1.
  - 3.2.3 Prepare an agenda for each Council Meeting and meetings of the Voters' Assembly.
  - 3.2.4 Preside at all meetings of the Voters' Assembly and Council.
  - 3.2.5 Arrange for orientation of all new Council members.
  - 3.2.6 Be responsible for ensuring that parliamentary rules are enforced at all meetings presided over by him.



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- 3.2.7 Encourage all elected and appointed officers and committees to perform their duties faithfully, and admonish any who are negligent in this regard.
- 3.2.8 Be an ex-officio, non-voting member of all boards and committees.
- 3.3 The Vice-President shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
  - 3.3.1 Assume the responsibilities of the President in the President's absence, his disability, or at his request.
  - 3.3.2 Succeed to the office of President for the remainder of the term in the event of vacancy in the office of the President.
  - 3.3.3 Be responsible for ensuring the Constitution and Bylaws are kept up-to-date.
- 3.4 The Secretary shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
  - 3.4.1 Notify members of the date, time, and place of regular and special meetings of the Voters' Assembly through announcements published in the church bulletin on each of the two Sundays prior to the date of the meeting. Announcements for special meetings shall also provide the reason for which such meeting is called.
  - 3.4.2 Maintain an accurate list of voting members and update it quarterly.
  - 3.4.3 Record and maintain accurate minutes of all meetings of the Voters' Assembly and Church Council for the permanent records of the congregation. The Minutes of Voters' Assembly meetings shall be made available within two weeks of each Voters' Assembly.
  - 3.4.4 Keep an accurate attendance record of all meetings of the Voters' Assembly and the Church Council.
  - 3.4.5 Carry out all duties required of the office by the State of Florida.
  - 3.4.6 Conduct official correspondence as necessary for the congregation, the Voters' Assembly or the Church Council.
  - 3.4.7 Be the custodian of the corporate seal of the congregation.
  - 3.4.8 Be responsible for titles, policies and other official papers of the congregation.

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- 3.4.9 Maintain all archives in a secure, fireproof cabinet within the Church Office. These archives shall include all official documents, books and records of the Secretary and/or Treasurer which are not in current use.
- 3.5 The Treasurer shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
  - 3.5.1 Be responsible for oversight of disbursement of the funds of the congregation in accordance with its annual budget and ensure that all expenditures are proper.
  - 3.5.2 Be responsible for the financial records of the congregation.
  - 3.5.3 Keep an accurate account of the funds of the congregation using the double-entry system of bookkeeping.
  - 3.5.4 Prepare and submit to the Council at its monthly meeting a statement of receipts and disbursements for the preceding month.
  - 3.5.5 Ensure the books, together with all receipts and other records pertaining to the church office, are submitted at least annually to an outside agency for auditing and review and assist in making a complete review of said books and records.
  - 3.5.6 Assist the Church Council in preparing an annual budget for the Church and School to be presented for approval at the annual Voters' Assembly. The Treasurer shall lead the annual Budget Committee.
  - 3.5.7 Provide a financial update for the Church and School at all Voters' Assemblies.
  - 3.5.8 Maintain an accurate record of memorials.
- 3.6 The School Principal shall be called by the Voters' Assembly in accordance with Article 5 of the Immanuel Lutheran Church Constitution. The Principal shall serve under the pastors as the head of the school and its related programs of ministry and shall:
  - 3.6.1 Lead all who are involved with the school to understand and achieve the mission of the school as a ministry arm of the congregation.
  - 3.6.2 Serve as the director, under the pastors' headship, to the staff and children of the school, for their spiritual growth and well-being.
  - 3.6.3 Give direction to the general program of the school, and provide leadership for the planning of all school activities.
  - 3.6.4 Guide, encourage, direct, and support school staff members in their areas of responsibility to carry out the ministry of the school.

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- 3.6.5 Monitor the entire school program and all related programs such as the preschool, before-and-after school care, and report to the School Board and Church Council as necessary, required or requested.
- 3.6.6 Maintain office hours each day that school is in session, and otherwise as needed to fulfill the responsibilities of the position.
- 3.6.7 In coordination with the church office, oversee the operation of the school office and all the business affairs of the school, including, but limited to:
  - setting and timely receipt of fees
  - marketing and public relations
  - purchasing
  - finance and accounting
  - general record keeping
  - pupil enrollment
- 3.6.8 Work with church officers and staff in areas of finance as needed.
- 3.6.9 Work with the entire church staff as necessary to maintain the property and buildings to ensure safety and the best overall image of the ministry.
- 3.6.10 Work with the pastors, administrative personnel, and ministry leaders to secure and maintain qualified staff for the school.
- 3.6.11 Care for school families to strengthen the partnership we have with them in the education and training of their children.
- 3.6.12 Promote the work of the school within the congregation to inform members of both the needs and accomplishments of this ministry, and to engage their full support.
- 3.6.13 Alternate Chapel services with the pastors.
- 3.6.14 Provide guidance and encouragement for the Parent-Teacher League to assist them in their support of both parents and the school.
- 3.6.15 Serve as ex-officio, voting member of the Church Council.
- 3.6.16 Participate in worship and other relevant congregational activities as a member of Immanuel Lutheran Church, according to the talents and abilities with which he/she has been gifted.
- 3.6.17 Submit a written quarterly report to the Council Secretary for the Voters' Assembly.

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- 3.7 The Financial Secretary is a salaried member of the Church Office staff and shall:
- 3.7.1 Receive and deposit the funds of the congregation to the credit of the congregation in a bank designated by the Council. The Financial Secretary shall be accompanied by another member of the congregation whenever funds received are being counted.
  - 3.7.2 Maintain an accurate record of all funds received and provide a report of deposits to the Treasurer, the Office Manager, and the Administrative Pastor.
  - 3.7.3 Procure and distribute offering envelopes to all members of the congregation-
  - 3.7.4 Prepare and distribute annual statements of offerings to envelope holders and maintain yearly statements for a period of three years.
  - 3.7.5 Provide a statement of offerings to any contributor upon request.
  - 3.7.6 Prepare and submit to the Council at its monthly meeting a statement of all income and receipts for the preceding month.
  - 3.7.7 Provide a written acknowledgment to donors upon receipt of memorials, large donations, and Thrivent gifts.
  - 3.7.8 Process new member additions and existing member changes to the church member database.
  - 3.7.9 Serve as a non-voting, advisory member of the Church Council.
- 3.8 The Board of Elders shall be elected by the congregation under procedures described in Article 2 of these Bylaws. All Elders must be male voting members of the congregation. The Pastors shall be non-voting advisory members. The Board shall:
- 3.8.1 Be responsible for the stewardship of all spiritual activity of the congregation.
  - 3.8.2 Assist the Pastors in the spiritual care of the congregation and in matters that pertain directly to worship, to include:
    - 3.8.2.1 Supervising the training of ushers, acolytes and the Altar Guild.
    - 3.8.2.2 Setting the time, schedule and number of communion services, in conjunction with the pastors.
  - 3.8.3 Encourage and foster the spiritual growth in the Word of every member of the Congregation using membership and attendance records as a guide.

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- 3.8.4 Be present for periodic training as determined by the Pastors and this Board.
- 3.8.5 Cooperate and assist in the programs of other Boards, such as the Boards for Evangelism, Stewardship and others, when requested.
- 3.8.6 Prohibit any Elder from serving as chairman on any committee or any elected position.
- 3.9 The School Board shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
  - 3.9.1 Establish and enforce policy for the general and Christian education of the students of Immanuel Lutheran School.
  - 3.9.2 Consist of nine elected members and one Elder, appointed by the Board of Elders, as voting members. An appointed Pastor and the School Principal shall serve as non-voting advisory members. In the event of a tie in the voting procedure, the Elder shall withdraw from that particular vote. At least three Board members with no children enrolled in the School shall be on the Board.
  - 3.9.3 Ensure that accreditation standards are maintained and conduct periodic evaluations regarding same with the Principal and School staff.
  - 3.9.4 Ensure that the curriculum is reviewed on an annual basis by the Principal and School staff to ensure that quality educational standards are met.
  - 3.9.5 Annually review staff needs and recommend to the Council the need for calling of workers or issuing contracts to non-called professional teachers.
  - 3.9.6 Annually recommend and approve member and non-member tuition, registration fees, book and material fees, including methods for collecting such fees. This shall include administration of student aid funds.
  - 3.9.7 Make decisions on disciplinary matters involving the Educational and Administrative Staff of the School and the dismissal of students.
  - 3.9.8 Establish and approve the school year calendar.
  - 3.9.9 Annually review and make suggestions to the Church Council regarding changes in salary, benefit and vacation policy for the school staff.
  - 3.9.10 Monitor the educational facilities and equipment for the purpose of recommendations to the Board for Property Management regarding maintenance, repairs, replacements and improvements.

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- 3.9.11 Establish liaison with the Parent/Teachers League and other fundraising activities for the school.
- 3.9.12 Provide for the professional growth of the Educational Staff through conferences, conventions and continuing education in accordance with the Lutheran Church - Missouri Synod.
- 3.9.13 Welcome one congregational member from Lamb of God Lutheran Church (LCMS) Lithia, and one congregational member of Christ the King Lutheran Church (LCMS), Riverview, as non-voting advisory members.
- 3.10 The Board for Property Management shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
  - 3.10.1 Have the sole authority to authorize the use of the facilities by all persons or organizations, whether or not such person or organization is connected through congregational membership with the church.
  - 3.10.2 Manage and maintain the land, buildings and contents of the church and school facilities.
  - 3.10.3 Develop and draft regulations governing the use of Church property and equipment, and submit them to the Church Council for approval.
  - 3.10.4 Negotiate all insurance and maintenance/capital improvement contracts and equipment warranties in cooperation with all individuals knowledgeable about, or directly affected by, the equipment or its use.
  - 3.10.5 Obtain approval from the Church Council for all unscheduled operating expenses, except in the case of a catastrophic occurrence or any incident which, in the judgment of the Chairperson, requires immediate action.
  - 3.10.6 Carry out all resolutions of the Voters' Assembly for the purchase, repair, or replacement of the physical property of the Congregation.
  - 3.10.7 Compile and update annually an inventory list of all church property and equipment, showing make, model, approximate value, and the year of purchase.
  - 3.10.8 Be responsible for maintaining an inventory, and controlling usage, of all congregation-owned keys, with the assistance of the office manager.
  - 3.10.9 Be responsible for assembling the Committee for Technology and Media. This Committee shall:

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- 3.10.9.1 Monitor and manage all church and school computer hardware and software, Internet access, telecommunications, audio/visual systems, and office equipment, including, but not limited to, computers, servers, televisions, projectors, telephones, smart boards, printers, and copiers.
  - 3.10.9.2 Ensure compliance with all software licensing agreements.
  - 3.10.9.3 Establish and maintain a comprehensive data backup policy.
  - 3.10.9.4 Be the central contact point for contract bids for internet and phone service and forward them to Church Council.
  - 3.10.9.5 Submit recommendations to Council after an annual review of copier and duplicator contracts or leases.
  - 3.10.9.6 Submit proposals to Council for improving and upgrading all technology and media when needed or appropriate.
  - 3.10.9.7 Be authorized to purchase equipment and software and/or repairs not to exceed \$1,000 per incident and not to exceed a total of \$2,000 per year without Council approval.
- 3.11 The Board for Christian Growth and Education shall be elected by the congregation under procedures described in Article 2 of these Bylaws and shall:
- 3.11.1 In association and consultation with the Pastors, recommend and establish programs in and for the congregation and school staff that support spiritual growth and education in God's Word.
  - 3.11.2 Concentrate its efforts on strengthening the Christian home by nurturing parents and children in God's Word.
  - 3.11.3 Oversee the Nursery staff and Nursery volunteer program.
  - 3.11.4 Be assisted by an Elder designated as a non-voting, advisory member.
  - 3.11.5 Verify any changes in curriculum for the Sunday School, Vacation Bible School, etc. to ensure that changes are in agreement with the doctrinal position of the Lutheran Church - Missouri Synod.
- 3.12 The Board for Family Life and Youth shall be elected by the Congregation under procedures described in Article 2 of these Bylaws and shall:

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- 3.12.1 Annually appoint a treasurer to oversee the Family Life and Youth checking account and Lutheran Church Extension Fund (LCEF) deposits and provide the name of the appointee to the Church Council.
  - 3.12.2 Coordinate regular Family Life meetings and Youth meetings for junior and senior youth groups.
  - 3.12.3 Organize and plan events for the Family Life group that may include, but not be limited to, Bible Study activities, fundraising events, and retreats.
  - 3.12.4 Organize and plan events for junior and senior Youth groups that may include but not be limited to Bible Study activities, fundraising events, district, synodical and other Youth gatherings.
- 3.13 The Board for Evangelism shall be elected by the Congregation under procedures described in Article 2 of these Bylaws and shall:
- 3.13.1 Oversee and administer the reception, orientation and assimilation of new members of the congregation.
  - 3.13.2 Oversee record keeping of visitors and potential members and make follow-up calls within one week.
  - 3.13.3 Assist the Pastors in arranging a systematic program of reaching all non-churched people within the sphere of influence of the congregation.
  - 3.13.4 Encourage and enlist members of the congregation to assist in a continuing program of bringing Christ to the nations.
  - 3.13.5 Lead the members of the congregation in outreach into the community.
- 3.14 The Board for Stewardship shall be elected by the Congregation under procedures described in Article 2 of these Bylaws and shall:
- 3.14.1 Be charged with the supervision of all stewardship activities of the congregation and to that end shall:
    - 3.14.1.1 Plan and promote Christian stewardship through periodic home visitations with all members to encourage proportionate giving of time, talents and treasure, as the Lord has blessed them.
    - 3.14.1.2 Encourage and enlist members of the Congregation to assist in a continuing program of bringing Christ to the nations.



- 3.14.2 Supervise all stewardship activities of the congregation using Scriptural principles regarding the total stewardship calling of the Christian, as a member of his family, as a neighbor and a citizen and as a Congregation member, and share these insights with Congregation members.
- 3.14.3 Be responsible for the maintenance of a congregational talent file of all members, including recording of talents, interests and experience of incoming members, and shall contact and encourage members for service to the congregation.
- 3.14.4 Annually conduct a program to give all members an opportunity to make a commitment of their treasures for Kingdom work through the Congregation.

#### **Article 4 – Council Duties and Rights**

##### **4.1 Duties**

- 4.1.1 The principal duty of the Church Council shall be to coordinate the program and activities of the various departments of the congregation. It shall also have the power to act on behalf of the congregation between meetings of the Voters' Assembly within limitations established by the Voters' Assembly, which actions shall be reported to the next meeting of the Voters' Assembly.
- 4.1.2 In the event a Council member (other than President) is unable to fulfill his term of office, the Council shall appoint a successor to complete his or her term. The Voters' Assembly shall approve such appointment at the next quarterly meeting.
- 4.1.3 The Council shall form an annual Budget Committee who will prepare the Church budget for Voters' Assembly approval. The Budget Committee shall be led by the Treasurer and shall have no less than four members.
- 4.1.4 The President and Secretary shall sign all contracts and other instruments as required by federal or state law.

##### **4.2 Rights**

- 4.2.1 Each Council member shall have the right to organize committees or groups for the purpose of assisting with his or her delegated duties. Such appointed persons must be Communicant members of the congregation and must meet with the approval of the Council.
- 4.2.2 The Council shall be able to invite congregational members or non-members to discuss pertinent matters.

**Article 5 – Immanuel Lutheran School Bylaws**

5.0 General

5.0.1 Immanuel Lutheran School shall be an integral ministry of Immanuel Lutheran Church. The Church shall reflect ownership of the School and shall:

- Acknowledge Immanuel Lutheran School as a congregational ministry.
- Be advocates of the School and work for its successful ministry with the Pastors, all congregational leaders, boards and committees, and church staff.
- Underwrite all losses incurred by the School.

5.0.2 As an integral ministry of Immanuel Lutheran Church, Immanuel Lutheran School, shall:

- Encourage all staff, school parents and children, particularly member children, towards vigorous involvement in the life of the church and its support.
- Treat all Church members with respect and understanding.
- Be subject to the direct supervision and control of the Church through the Church Council and by way of the School Board.

5.1 Immanuel Lutheran Church shall:

5.1.1 Using the guidelines in Article 3 of these Bylaws, elect a School Board from congregational members to establish and enforce policy for the general and Christian education of the students of Immanuel Lutheran School. The School Board shall follow the direction Article 3.9 of these Bylaws.

5.1.2 Using the guidelines in Article 3 of these Bylaws and Article 6 of the Immanuel Lutheran Church Constitution, call a Principal to administer the policies set forth by the School Board and the day-to-day operations of the School. The Principal shall follow the direction of Article 3.6 of these Bylaws.

5.1.3 Hold title to all School property.

5.1.4 Provide use of facilities and insurance on such facilities and other in kind services as determined by the Church Council as follows:

## **Bylaws of Immanuel Lutheran Church & School**

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5.1.4.1 Available classrooms shall be used by the School whenever needed for school-related purposes. Classrooms or other school facilities not in use by the school shall be made available for other church ministries by scheduling the facility through the Church Office.

5.1.4.2 The number of keys to be distributed to the facilities shall be at the discretion of the Board for Property Management by policy as directed by the Church Council.

5.1.4.3 Building repairs, maintenance, refurbishing, and redecoration shall be at the discretion of the Church Council.

5.2 Immanuel Lutheran School shall:

5.2.1 Share the corporate status of Immanuel Lutheran Church.

5.2.2 Share exemption status from federal and state income taxes, local property taxes and unemployment taxes.

5.2.3 Submit all books, together with receipts and other records pertaining to the School, for review upon request by the Church Council.

5.2.4 Adhere to Church policy regarding any and all information submitted bearing the name of Immanuel Lutheran Church, such information to include W-2s, Quarterly Employment Returns, 1099's, insurance reports, etc.

5.2.5 Reinvest all profits in capital improvements, equipment, materials, or other areas of the Church or School at the discretion of the Church Council.

### **Article 6 – Amendments**

6.0 These bylaws may be amended in a properly convened meeting of the Voters' Assembly, provided they are not contrary to the Constitution of Immanuel Lutheran Church.

6.1 Amendments shall be adopted by a majority of all votes cast, provided the proposed change has been announced in a previous meeting or has been submitted in writing at least two weeks prior to the meeting to all voting members.

6.2 The revised bylaws shall, as a condition of continued membership in The Lutheran Church—Missouri Synod, be submitted to the Florida-Georgia District for review by the District's constitution committee and favorable action by the District's board of directors before being placed into practice by the congregation.

**Summary of Changes**

<b>Reference</b>	<b>Change and Approval Date</b>
Page 4, Para 2.2.4	Corrected typographical error which had reversed the order of elections for odd and even years. Approved by June 2012 Voters' Assembly and Florida-Georgia District.