

Chapter 11. OFFICERS

CII.01. The officers of this congregation shall be a president, vice president, secretary, financial secretary, and treasurer.

- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of the congregation.
- c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

CII.02. The congregation shall elect its officers and they shall be the officers of the Congregation. The officers shall be elected by written ballot and shall serve for one Year or until their successors are elected. Their term shall begin at the close of the annual meeting at which they are elected.

CII.03. No Officer shall hold more than one office at a time.

DUTIES OF THE CONGREGATION OFFICERS

Also see Chapter 11 of the Constitution

A. President

1. The President shall preside over all meetings of the congregation, including the monthly Congregation Council meetings, the annual congregational meeting and special congregational meetings.
2. The President shall direct and coordinate activities involving conflicts between two or more boards.
3. Any two of the following may cancel church services due to inclement weather or an emergency: the Pastor, the President or the Chairperson of the Mutual Ministry And Stewardship Board. Notice of such a cancellation shall be publicized by the local media, not less than one hour before services whenever possible.
4. It shall be the responsibility of the President to oversee that the duties of the various boards are performed.

B. Vice President

1. The Vice President shall be the acting President in the absence of the President, including presiding over meetings.
2. The Vice President shall maintain a close working relationship with the President.
3. The Vice President shall perform any duties that the President may assign.

C. Secretary

1. The Secretary shall record and keep the minutes of the congregational meetings and the Congregation Council meetings and preserve its archives, which minutes shall

include recording attendance and maintaining a record of all motions made and the results thereof.

2. The Secretary shall assist the President in conducting the business of the congregation and the Congregation Council.

3. The Secretary shall notify the Congregation Council members as to the calling of any special Congregation Council meeting or the cancellation of any Congregation Council meeting.

D. Treasurer

1. The Treasurer shall be custodian for all funds of the congregation and shall disburse all such funds in accordance with the decision of the congregation, its Asset Management Board or its Trust Fund Committee, and shall present an audited report to the congregation annually and to the Asset Management Board and Trust Fund Committee at such times as they may decide. In addition, the Treasurer shall also be responsible to the Congregation Council.

2. The Treasurer shall attend all Asset Management Board and Trust Fund Committee meetings.

3. The duties of the Treasurer shall include:

- a. Keeping all financial records of the congregation.
- b. Submitting all bills monthly to the Asset Management Board for payment authorization.
- c. Paying and maintaining a record of all monthly receipts and disbursements.
- d. Preparing a monthly comparative report of receipts and disbursements.
- e. Reconciling monthly bank statements.
- f. Preparing the financial reports for each annual meeting.
- g. Updating balance sheet semiannually.
- h. Verifying that the Financial Secretary's posting of weekly offerings agree with the Asset Management Board weekly deposit report.
- i. Maintaining Trust Fund Accounts separate in accordance with Kenwood Lutheran Church Trust Fund Certificate of Resolution and in accordance with the requests of the Trust Fund Committee.
- j. Assisting the Asset Management Board in maintaining an up to date inventory of church property, insurance policies, deeds, and other valuable documents, and providing a safe place for the storage of such documents and inventory list.

E. Financial Secretary

1. The duties of the Financial Secretary shall include:

- a. Posting the weekly membership giving.
- b. Mailing the quarterly statements to all giving members.
- c. Providing financial information as requested by the Congregation Boards.

- d. Responsible for pledge cards and tallying amounts pledged.
- e. Advising the Pastor or the President when contributions of a congregation member is 50% or more delinquent in payment of their pledge.
- f. Maintaining confidentiality of giving members within the Asset Management Board.

PART VII. THE CONGREGATION COUNCIL

A. The Congregation Council shall be the President, Vice President, Secretary, Treasurer, Financial Secretary, immediate past-President, the Chairs of the Boards and Ministry Teams (Congregation Boards and Standing Committees) listed in Part VIII of these Bylaws, and no more than three (3) at-large members of the congregation. At-large members serving on the Congregation Council at adoption of these Bylaws will continue to serve for the term to which they were elected.

B. The Congregation Council shall decide all matters of controversy between any boards and shall make all decisions that would affect the status of the church.

C. The Congregation Council shall receive a proposed budget from the Asset Management Board for action and transmittal to the Congregation Annual Meeting.

PART VIII. BOARDS, MINISTRY TEAMS, STANDING COMMITTEES AND OTHER ORGANIZATIONS

A. BOARDS

1. MUTUAL MINISTRY BOARD shall oversee and coordinate the implementation of congregational worship, advise the called Pastor(s) on congregational matters, and advise the Council on worship matters.

2. STEWARDSHIP BOARD shall champion stewardship throughout this congregation.

3. PERSONNEL SUPPORT BOARD shall nominate persons for election to congregation ministry support teams, ministry teams, hire and manage employment relations with the Church staff, and manage employment relations with the called Pastor(s).

4. ASSET MANAGEMENT BOARD shall administer the property, finances and business affairs of the Church. The proposed general fund budget for the upcoming year shall not exceed pledges by one-third.

B. STANDING COMMITTEES/ MINISTRY TEAMS

1. WORSHIP MINISTRY TEAM shall develop, plan, organize, and put into action, various worship opportunities that meet the needs of our members in all ranges of ages and groups.

2. CHRISTIAN EDUCATION MINISTRY TEAM shall develop, plan, and organize Christian education options for members of all ages and shall encourage small, relational group settings for these Christian education opportunities.

3. FELLOWSHIP MINISTRY TEAM shall develop and promote Christian fellowship and goodwill among members of the Congregation.

4. COMMUNITY MINISTRY TEAM shall develop and coordinate opportunities for members to serve the needs of society in our community and beyond from a Christian perspective.

5. YOUTH MINISTRY TEAM shall develop, plan, organize, and oversee activities to meet the specific needs of the youth members of our Congregation and community.

6. KENWOOD WOMEN OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA (KWELCA) shall be responsible for serving the Congregation's social functions.

7. LONG RANGE PLANNING COMMITTEE shall develop a three-year congregational long-range plan for recommendation to the Congregation. The Long Range Planning Committee shall update the plan each year and provide recommendations to the Congregation.

8. MEMORIAL GARDEN COMMITTEE. The Memorial Garden Committee shall be responsible for the Kenwood Lutheran Church Gethsemane Memorial Garden.

9. TRUST FUND COMMITTEE, established under a Resolution of the Congregation dated January 25, 1987, shall manage and administer the Kenwood Lutheran Church Trust Fund.

10. OTHER ORGANIZATIONS. Any other standing committees, appointed committees or other organizations in existence at the adoption of these revised Bylaws (the "Organizations") whose duties are not specifically superseded by these By-laws (including but not limited to KWELCA and the Memorial Garden Committee) shall remain in existence until they are replaced or superseded with a Ministry Team or Board over such respective ministry areas approved by the Council, except for the Trust Fund Committee which shall continue to exist as established and governed by the Certificate of Resolution dated January 25, 1987 attached to the Bylaws as Appendix A