

FAITH LUTHERAN CHURCH  
Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Revised and Adopted November 14, 2004 (pp. 1 & 2)

**1.0 OFFICERS**

**Duties and Responsibilities**

**1.1 The President shall:**

- A. Serve as the presiding officer of the Church Council.
- B. Conduct all Voters' Assembly meetings.
- C. Annually appoint an Audit Committee consisting of qualified members of the congregation who shall be responsible for a thorough and accurate review of Church, School and Child Care financial records
- D. Be authorized to issue and sign checks for payment of Church, School and Child Care bills and salaries in the Treasurer's absence.
- E. Serve as legal officer of the congregation along with the Vice President and Treasurer.
- F. Serve as legal officer of the School and Child Care along with the School Board Chair.
- G. Annually appoint a Nominations Committee, composed of members of the Church Council and members at large from the congregation.

**1.2 The Vice President shall:**

- A. Serve as a legal officer of the congregation along with the President and Treasurer.
- B. Preside over Voters' Assembly and Church Council meetings whenever the President is absent or unable to act.
- C. Perform other duties as assigned by the Voters' Assembly or Church Council.

**1.3 The Secretary shall keep the minutes of all Church Council and Voters' Assembly meetings.**

- A. Minutes shall be prepared and distributed, and in the case of Voters' Assembly minutes, posted within seven (7) calendar days of the meeting.
- B. Official copies shall be kept in the Church Council records book and on file in the Church Office.
- C. The Secretary shall prepare and mail all absentee ballots a minimum of ten (10) days prior to the Voters' Assembly at which they are to be counted.

FAITH LUTHERAN CHURCH  
Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Revised and Adopted November 14, 2004

1.4 The Treasurer is the comptroller and chief financial officer of the Congregation, School and Child Care and as such will:

- A. Be responsible for the creation and accurate maintenance of all the financial records and accounts of the Church, School and Child Care.
- B. Prepare and distribute both monthly and annual Church, School and Child Care financial reports to the Church Council, board chairs and Voters' Assembly. Also, prepare special reports as requested.
- C. Pay all Church, School and Child Care bills in accordance with the Voters' Assembly approved budget or as otherwise directed by that body or the Church Council acting within its authorized powers.
- D. Transmit monthly all Mission funds including those to the Northwest District.
- E. Submit reports as may be required to the Northwest District.
- F. Serve as a legal officer of the congregation along with the President and Vice President.

1.5 The Financial Secretary shall:

- A. Record all financial gifts to the church from members.
- B. Issue yearly giving statements for income tax purposes, and may issue interim statements.
- C. Along with the Treasurer, prepare the annual Church, School and Child Care operating budgets for adoption by the Voters' Assembly in the fall, prior to their implementation on the following January 1.

1.6 All Church Officers shall be elected annually.

FAITH LUTHERAN CHURCH  
Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Adopted October 26, 2003

**2.0 BOARDS**

The Pastor and President shall be ad hoc members of all boards. All boards shall report and be responsible to the Church Council. Board chairs along with Pastor and the elected officers shall make up the Church Council. All boards shall submit annual operating budgets to the Church Council for review and inclusion in the annual operating budget of the Church.

**2.1 Board of Elders**

**2.1.1 General**

The Board of Elders and its chair shall be elected annually. The board chair shall serve on the Church Council.

**2.1.2 Duties and Responsibilities**

- A. Assist the Pastor in all matters pertaining to the Spiritual welfare of the congregation.
- B. Be concerned with the spiritual, emotional, and physical health and welfare of the Pastor and his family, i.e. adequate compensation, housing, free time, vacation, and assistance in times of illness, etc., and to that end meet with him annually specifically to review these items.
- C. Annually evaluate Pastor and his needs and those of the congregation, and to make appropriate recommendations to the Church Council and Voters' Assembly.
- D. Admonish negligent and delinquent members in accordance with Matthew 18: 15 - 17 to assist in maintaining order and discipline in the congregation.
- E. Assist the Pastor in arranging for pulpit assistance, Special Services and guest pastors. Assist the Pastor in Communion Services and to Commune the Pastor, and in cases of emergency to administer communion to the membership.
- F. Grant transfers and releases, receive new members and report all such activity to the next Voters' Assembly.
- G. Establish and maintain a database program for the purpose of tracking active, inactive/unresponsive and shut-in members.
- H. Annually publish a list of congregational members assigned to each Elder and accommodate reassignments as requested by the members.
- I. Establish and conduct a regular member contact program at least annually.
- J. Establish and maintain an usher program. Provide training and assign duties. Appoint a Head Usher.
- K. Schedule acolytes and provide for their training.
- M. Assist the Pastor, as requested, in the hiring of the Church Office Secretary who shall report to, be responsible to, and evaluated by the Pastor.

FAITH LUTHERAN CHURCH  
Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Adopted October 26, 2003

- N. In conjunction with the Pastor:
  - Administer the music program of the church including the hiring and supervision of the organist(s) and music director.
  - Oversee the Altar Guild
  - Approve Sunday School curriculum materials.
- O. The chair of the Board of Elders shall serve on the Call Committee when the Congregation issues a Pastoral call.
- P. Set the example for proper Christian conduct and conversation.
- Q. Prepare and submit an annual operating budget to the Stewardship committee sufficient to accomplish the duties and responsibilities of the Board.

## **2.2 Board of Social Ministry/Evangelism**

### **2.2.1 General**

The Board of Social Ministry shall lead the members of the congregation in outreach to others in the community as well as encourage, promote and direct congregation-wide evangelism undertakings. The board chair shall be elected annually and serve on the Church Council.

### **2.2.2 Duties and Responsibilities**

- A. Share in and coordinate with the Pastor in proclaiming the Gospel to all mankind.
- B. Encourage and train congregation members to informally and spontaneously witness and practice Christ to one another and the unsaved.
- C. Encourage evangelism in and through all organizations of the congregation.
- D. Monitor the atmosphere of friendliness among congregation members and toward visitors, and promote improvements as needed.
- E. Help new members become actively involved in the spiritual and service activities of the congregation.
- F. Ensure that demographic information pertaining to the Lacey community is gathered or updated at least every five (5) years and that this data is analyzed and presented to the Pastor and congregation.
- G. Provide outreach training for the congregation, outreach volunteers and the Pastor.
- H. Utilize modern avenues of communication and other media to better relate the Gospel to the surrounding community.
- I. In conjunction with the Elders, develop a program for visitation or other contact with prospective and new members, inactive/unresponsive members and shut-ins.
- J. Establish and maintain a "Greeters" program.
- K. Annually review the effectiveness of the Social Ministry program.
- L. Prepare and submit an annual operating budget to the Stewardship Committee sufficient to accomplish congregation and community outreach requirements.

FAITH LUTHERAN CHURCH  
Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Adopted October 26, 2003

**2.3 Board of Christian Education**

**2.3.1 General**

The Board of Christian Education shall be responsible for the nurture and Christian growth of all the members of the congregation. Its primary outreach shall be the Sunday School program through the offering of Bible study classes for all age groups. Members of the board shall include the Chairperson/Sunday School Superintendent, an Elder and the Pastor. The board chair shall be elected annually and serve on the Church Council.

**2.3.2 Duties and Responsibilities**

- A. To develop, approve and manage all Christian Education Programs necessary within the framework of the church in the areas of Sunday School, Adult Education and Youth work.
- B. To coordinate and provide available resources for educational activities within all organizations of the congregation.
- C. To help all members of the Congregation to grow in Grace and knowledge of the Lord Jesus Christ.
- D. Prepare and submit an annual operating budget to the Stewardship Committee sufficient to accomplish the duties and responsibilities of the board.

**2.4 Board of Stewardship**

**2.4.1 General**

The Board of Stewardship shall primarily be charged with the stimulation of the members of the congregation to a proper stewardship of time, talents and treasures. They shall also be responsible for the accurate and prompt counting and deposit of all offerings from church services into the proper financial accounts of the Church and School. The Financial Secretary and Treasurer shall be members of the board. The board chair shall be elected annually and serve on the Church Council.

**2.4.2 Duties and Responsibilities**

- A. The church bookkeeper shall be hired, evaluated annually by, and report to the Stewardship Board.
- B. Issue monthly and annual financial reports for the Church, School and Child Care to the Church Council, the Pastor, and as appropriate to the Voters' Assembly.
- C. Review and approval of all business machine, computer and copier contracts for the Church, School and Child Care.
- D. Solicit in a timely fashion all required budget information necessary in preparation of the annual operating budgets for Church, School and Child Care.
- E. Prepare and submit the annual Church, School and Child Care operating budgets to the Church Council for endorsement.

FAITH LUTHERAN CHURCH  
Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Adopted October 26, 2003

- F. Submit the Church Council endorsed operating budgets for the succeeding calendar year to the Voters' Assembly in November.
- G. Encourage congregation members to participate in the financial support of the work of Christ by conducting a pledge drive in October of each year for the succeeding calendar fiscal year.
- H. Prepare and submit an annual board-operating budget sufficient to accomplish its duties and responsibilities.
- I. Assist in any way possible the Treasurer and Financial Secretary in the performance of their duties.

**2.4.3 Public Relations**

Public Relations shall be a subcommittee of the Stewardship Board with its own annual operating budget and chair who will be a member of the Stewardship Board.

**A. General**

The Public Relations Sub-Committee shall establish and maintain a program of continuing publicity to the surrounding community through various effective media that emphasizes the presence, programs and work of the congregation so as to present a Christian image that will reflect favorably upon the work of Christ through our Church, School and Child Care.

**B. Duties and Responsibilities**

Coordinate the publicity for all Church, School and Child Care activities and programs.

1. Be knowledgeable of current advertising costs for various media and make recommendations for the effective expenditure of publicity funds.
2. Along with others as appropriate, represent the Church, School and Child Care in community activities.
3. Be knowledgeable of activities where Church, School and Child Care involvement can be used to promote the work of Christ in the community and make recommendations for congregational participation.

**2.5 Board of Trustees**

**2.5.1 General**

The Board of Trustees shall be responsible for all the physical and legal issues, including safety, related to the properties of the Church, School and Child Care. The board chair shall be elected annually and serve on the Church Council.

**2.5.2 Duties and Responsibilities**

- A. To provide for the care of all of the congregational property as a sacred, legal and equitable trust and to ensure that it is maintained in good repair and appearance.
- B. To ensure that all congregational property is properly and sufficiently insured against loss and damage.

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Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

Adopted October 26, 2003  
Amended 11/30/2010, Approved 4/9/2011

- C. To make contracts, sign documents and appear in court on behalf of the congregation on all matters related to congregational properties.
- D. To transact any property related functions which may be assigned by the Voters' Assembly.
- E. To review and recommend acceptance or rejection of gifts, grants or bequests of physical property and equipment to the Church, School and Child Care.
- F. To approve all utility and/or properties maintenance contract bills.
- G. To develop and maintain church properties, and custodial and grounds maintenance programs to meet one or any combination of the following conditions:
  - A regular cleaning and maintenance program that can be accomplished routinely, safely and adequately by member volunteers.
  - A regular cleaning and maintenance program that is assigned through a job description to a custodial employee whose job performance is to be evaluated annually by the Trustees.
  - Cleaning and maintenance contracts related to custodial and grounds maintenance services. Trustees shall evaluate such contracts annually and recommend renewal, modification or cancellation.
- H. To maintain a safety deposit box at a bank for important documents.
- I. Prepare and submit an annual operating budget sufficient to accomplish the duties and responsibilities of the board.

## **2.6 Board of Fellowship**

### **2.6.1 General**

The Board of Fellowship through its activities shall seek to strengthen the relationships between members of the congregation spiritually and socially. The board chair shall be elected annually and serve on the Church Council.

### **2.6.2 Duties and Responsibilities**

- A. Plan, implement, supervise and serve at activities promoting fellowship, service to members of the congregation and their families and integrating new members into the life of the church.
- B. Coordinate the use of the Fellowship Hall and kitchen for church related activities.
- C. Provide opportunity for the nurturing of mutual cooperation, trust and enjoyment among the members of the congregation.
- D. Develop and maintain an inventory of kitchen equipment and supplies.
- E. Prepare and submit an annual operating budget sufficient to accomplish the duties and responsibilities of the board.

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Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

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Amended 11/30/2010, Approved 4/9/2011

**2.6.3 More Mature Members**

The Board of More Mature Members (Three (3) M's) shall function as a sub-committee of the Fellowship Board. It shall provide for the spiritual and social nurturing of its membership and the building up of our church and school by individual and collective activities that strengthen these programs.

**2.7 School Board**

**2.7.1 General**

The School Board shall be responsible for the overall development, establishment of objectives, and administration of the Faith School and Child Care programs. The Principal of the School and Director of the Child Care program shall be non-voting members of the School Board. The board chair shall be elected annually and serve on the Church Council.

**2.7.2 Duties and Responsibilities**

- A. Promote the School and Child Care programs both within and outside of the church.
- B. Approve educational materials, curriculum, program offerings and fees.
- C. Coordinate educational activities with committees within the school.
- D. Provide adequate and qualified staffing for the school and child care programs.
- E. Recommend to the congregation call candidates for teaching positions and contracts to be issued to non-synod certified staff.
- F. Evaluate the School Principal and Director of Child Care annually.
- G. Meet monthly and maintain accurate and complete minutes of actions taken and report same to the Church Council.
- H. Develop, submit and administer the annual operating budgets as approved by the Voters' Assembly.
- I. Regularly communicate School and Child Care activities to staff, parents and the congregation.

**2.7.3 Child Care Center**

The Child Care Center program shall function as a sub-committee of the School program. However, it shall develop, administer and be responsible for its own operating budget. The Child Care Center Director shall administratively report to the School Principal.



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Lacey, WA.  
**BYLAWS APPENDIX**  
**OFFICER AND BOARD DUTIES AND RESPONSIBILITIES**

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Amended 11/30/2010, Approved 4/9/2011

**2.8 Youth Ministry**

2.8.1. General

Youth Ministry shall be a sub-committee of the Fellowship Board. Its adult leadership shall be appointed by the President and confirmed by the Church Council. They will report to the Fellowship Board chair.

2.8.2. Duties and Responsibilities

- A. Involve junior and senior high school age students of the congregation in service to and work for Christ, both within and outside of the church,
- B. Provide for their spiritual growth and nurture, and promote Christian fellowship through appropriate and God-pleasing activities.
- C. Prepare and submit an annual operating budget to the Fellowship Board chair sufficient to accomplish its program goals and objectives.

**2.9 SPECIAL COMMITTEES**

2.9.1 Audit Committee

A. General

The Audit Committee shall consist of three (3) congregational members appointed by the President in January of each year. In the event that there is not enough financial expertise within the membership of the Congregation to form an audit committee, and sufficient monies are in the budget, the President may appoint three (3) members of the Church Council to put together a Request for Proposal for professional auditing services, solicit quotes, evaluate and recommend the awarding of a contract for such services.

B. Duties and Responsibilities

1. To annually audit the books and records of the Church, School and Childcare, as maintained by the Treasurer, as well as the books and records of all organizations within the Church, School and Child Care that generate and/or spend monies as a result of their association with the church.
2. Report the audit findings to the Church Council and Voters' Assembly.