

BY-LAWS OF REDEEMER LUTHERAN CHURCH AND SCHOOL, INC.

These By-Laws define the operational procedures necessary to execute the Constitution, focusing on Membership, Discipline, Elections, and the function of the Voters' Assembly.

ARTICLE 1 – CONFIRMED MEMBERSHIP

Section 1. Application and Reception

Persons seeking to attain confirmed membership, whether new to the Lutheran church or transfer from another LCMS congregation, shall make that fact known to the Senior Pastor or other delegated pastor. The pastor shall determine eligibility in accordance with Article 4 of this Constitution and in council with the Elder Ministry Team. The pastor shall arrange for any required instruction or transfer validation and verify the completion of all requirements.

Individuals thus approved shall be duly and formally received into membership during a regular service of worship and their names shared with the congregation.

Section 2. Privileges and Duties

So that the purposes and functions of the congregation may be effectively implemented for the glory of God, it is the privilege and duty of confirmed members to:

1. Grow in the Christian faith through faithful use of the Means of Grace as described in Luther's Small Catechism, including Scripture study (2 Timothy 3:14-17) and frequent communion (Matthew 26:26-29, Acts 2:42, 1 Corinthians 11:24-26).
2. Live a morally decent and Christian life (Galatians 5:18-24).
3. Provide for the proper Christian training of their families at home and through the agencies of the Church (Matthew 6:31-33, Ephesians 6:1-4).
4. Contribute toward the maintenance of the congregation and the extension of the Kingdom of God with their time and financial ability (2 Corinthians 8:1-7, Philippians 2:3-4).
5. Place God-given talents at the disposal of the congregation (1 Peter 4:8-11).

ARTICLE 2 – VOTING MEMBERSHIP

Section 1. Eligibility and Acceptance

Any Confirmed Member of this congregation shall be eligible to apply for Voting Membership. Such application can be made at the start of any Voters' Assembly meeting by the Confirmed Member, affirming the intention to fulfill such duties as are required of a Voting Member. The Voting Membership present at the Voters' Assembly meeting will accept any applications in good faith, granting to the applicant all the rights and privileges pertaining thereto.

Section 2. Privileges and Duties of Voting Members

So that the work of Christ's Kingdom shall be advanced locally and in the church-at-large, it shall be a privilege and duty of Voting Members of this congregation to:

1. Abide by the privileges and duties described in these By-Laws, Article 1. Confirmed Membership.
2. Conscientiously and prayerfully exercise their right of suffrage on all congregational matters.
3. Willingly serve in any office or capacity for which they are equipped through their God-given talents and abilities.
4. Faithfully attend meetings of the Voters' Assembly.
5. Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.
6. Encourage, by personal example, friendly interest, and judicious counsel, such eligible Confirmed Members who are not yet Voting Members to consider seriously accepting the responsibilities and privileges of Voting Membership.

Article 3 - Associate Membership

Section 1. Eligibility and Acceptance

Individuals who wish to be under the spiritual care of this congregation on a part-time seasonal basis and are members in good standing of another Lutheran congregation may apply to the Senior Pastor or other delegated pastor for Associate Membership. The pastor shall determine eligibility in accordance with Article 5 of this Constitution and in council with the Elder Ministry Team.

Individuals thus approved shall be duly and formally received into associate membership during a regular service of worship and their names shared with the congregation.

Section 2. Privileges and Duties

Associate members shall remain faithful to the privileges and duties as described in Article 1. Section 2 of these By-Laws. Associate members may not become Voting Members or serve on the Council.

ARTICLE 4 – MEMBERSHIP AND DISCIPLINE

All discipline in this congregation shall be administered in accordance with Matthew 18:15-20 and 1 Corinthians 5:1-5, under the direction of the Senior Pastor with support from the Elder Ministry Team. The Elder Ministry Team will maintain specific provisions for termination and discipline of members in their Ministry Team Guide.

Section 1. Termination of Confirmed Membership

Membership may be terminated by

1. **Transfer:** A letter of transfer will be granted upon application by the member to the Senior Pastor and confirmed by the Elder Ministry Team in instances when a member desires to transfer to another LCMS congregation.
2. **Joining Non-LCMS Churches:** A letter of peaceful release will be granted upon application by the member to the Senior Pastor and confirmed by the Elder Ministry Team when a member has joined a non-LCMS congregation.
3. **Whereabouts Unknown:** Removal after one year upon the decision of the Senior Pastor and confirmed by the Elder Ministry Team when all efforts to locate the member have failed.
4. **Self-Exclusion:** Lengthy non-church attendance and non-communing will prompt further action by the Senior Pastor with support by the Elder Ministry Team. If attempts to lead the member back into full and active participation in the life of the Body of Christ are unsuccessful, the member will be deemed terminated by self-exclusion by the Senior Pastor and confirmed by the Elder Ministry Team.
5. **Excommunication:** The Senior Pastor with support from the Elder Ministry Team will apply termination by excommunication when a member conducts themselves in an un-Christian manner and in violation of Article 5 of the Constitution. Guidance for excommunication will be maintained in the Elder Ministry Team Plan.

In all above cases, termination results in a member forfeiting all rights and privileges of such membership. Persons who have been removed from membership for whatever reason shall be eligible for restoration with all rights and privileges according to Article 5 of this

Constitution by whatever method the Senior Pastor in consultation with the Elder Ministry Team deems appropriate as detailed in these By-Laws.

All terminations should be reported to the Voters' Assembly at least once annually at a regular meeting.

Section 2. Discipline and Deposition of Members of Council

Discipline must be guided by Matthew 18:15-20 and rooted in:

- Christian love
 - A deep concern for the eternal welfare of the individual
 - A desire to have the person see their error and to repent
1. Any Officer or Member of the Council who willfully neglects to attend meetings and/or perform the duties assigned may be released according to a majority vote of the remaining members of the Council and replaced by a successor according to Section 2.3.
 2. Any Officer or Member of the Council who willfully neglects the duties of their office or acts counter to Article 5 of the Constitution may be deposed by a two-thirds majority vote of the Voting members in a regular meeting of the Voters' Assembly. Such deposition may also lead to excommunication according to By-Laws Article 4. Section 1.5.
 3. When a Council position is made vacant by release, deposition, resignation, death, or excommunication of the incumbent, a successor to such position shall be filled by the Council and confirmed by the Voters' Assembly for the unexpired portion of the term.

ARTICLE 5 – MEETINGS OF THE VOTERS' ASSEMBLY

Section 1. Regular Meetings

Regular meetings shall be held two (2) times during each calendar year, approximately six months apart. Meetings shall be announced at worship services on the two Sundays preceding the date of the meeting. The date and time of regular meetings will be set by the Council in coordination with staff. The core agendas shall include:

- Budget approval. This should take place before or within 30 days of the end of the current fiscal year.
- Election of council members.

Section 2. Special Meetings

Special meetings may be called by the Senior Pastor, the Council, or upon the request of 10 Voting Members. Notice of the date, time, and specific business must be given. Except for special meetings to issue a call, meetings shall be announced at worship services on the two Sundays preceding the date of the meeting. Special meetings with the primary purpose of issuing a call may be announced in worship services on the Sunday preceding the date of the meeting.

Section 3. Quorum and Good Order

1. Attending Voting Members of a properly called meeting shall constitute a quorum, unless otherwise specified in the Constitution or these By-Laws.
2. There shall be no voting by proxy.
3. In the event of a tie, the President, or Vice President, if the President is absent, shall cast the deciding vote.
4. For purposes of good order, Roberts Rules of Order or similar recognized standard selected at the discretion of the Council shall prevail.

ARTICLE 6 – ELECTIONS AND TERMS OF OFFICE

Section 1. Nominating Committee

1. Convened by the Council at least sixty (60) days prior to the regular meeting designated for elections, the Nominating Committee shall consist of the Senior Pastor and four (4) Voting Members in good standing selected by the Council after a call for volunteers. No more than one member of the committee may be from the Council; that member should not be seeking election.
2. The qualifications for Council members shall be listed in the Council policy manual and should, at minimum, require those characteristics included in Article 5. Section 2 of the Constitution. Members of the Council should have no close ties (that is, familial or financial relationships) to each other or members of the staff. No paid or unpaid staff of Redeemer may serve on the Council.
3. The Nominating Committee shall prepare a list of candidates from voting members in good standing that meet the desired qualifications for open positions. Through prayer and good order, the Committee should seek a pool of candidates that is representative of the full membership and ministries of Redeemer and compliments the continuing members of the Council. Self-nominations are encouraged. Candidates should be contacted in advance to be sure they are willing and able to serve. The list of verified

nominees will be confirmed by the Council and distributed to the Voting Membership for consideration.

4. The list must be made available to the Voting Membership at least two Sundays preceding the election meeting.
5. Nominations from the floor may be accepted during the designated meeting of the Voters' Assembly. At the appointed time in the meeting, the President will ask if there are additional nominations from the floor for any of the open seats. All floor nominations must meet the qualifications for the position for which they are nominated, found spiritually eligible for office, and be willing to serve. Floor nominations will be considered alongside the nominees presented by the Nominating Committee.

Section 2. Election Procedure of Officers and Members

Candidates nominated for President, Vice President, Treasurer, Financial Secretary, Secretary, and at-large members of the Council shall be elected by simple majority at the designated meeting of the Voters' Assembly.

Section 3. Term of Office

The term of office for elected Officers and Members of the Council shall be two (2) years, with staggered terms where possible. When possible, no more than three (3) officers and two (2) at-large members should be elected at a time. For example, Year 1: President, Treasurer, Secretary, 2 at-large members; Year 2: Vice President, Financial Secretary, 2 at-large members. Installation occurs at the designated Voters' Assembly meeting.

ARTICLE 7 – DUTIES OF OFFICERS AND COUNCIL MEMBERS

Section 1: The President

The President shall:

- Preside over all meetings of the Voters' Assembly and the Council.
- Ensure that the Council establishes and holds the Senior Pastor accountable to its End Goals & Limitations.
- Ensure that the Council adheres to its own Governance Process policies and the Board-Executive Relationship policies.
- Work with the Senior Pastor to prepare the agenda for Council and Voters' meetings.

- Serve as the primary liaison between the Council and the congregation.
- Sign all official and legal documents of the corporation as required by law or by the Voters' Assembly.

Section 2: The Vice President

The Vice President shall:

- Perform the duties of the President in the event of the President's absence, disability, or resignation.
- Assist the President in the performance of their duties as requested.

Section 3: The Secretary

The Secretary shall:

- Keep accurate minutes of all meetings of the Voters' Assembly and the Council, ensuring they are preserved as permanent records of the congregation.
- Handle official correspondence of the congregation as directed by the Council.
- Maintain an up-to-date registry of the Voting Membership in coordination with the church office.
- Provide notice of all meetings in accordance with the timelines established in these By-Laws.

Section 4: The Treasurer

The Treasurer shall:

- Serve as the "Chief Financial Oversight Officer," ensuring that the Senior Pastor adheres to all Financial Executive Limitations.
- Review monthly financial statements and report to the Council on the congregation's financial health.
- Ensure the congregation receives regular financial reports from the Council.
- Ensure that regular audits or financial reviews are conducted by a qualified third party.

Section 5: The Financial Secretary

The Financial Secretary shall:

- Ensure that all contributions are accurately counted and recorded.
- Ensure that individual contribution statements are provided to members annually.
- Work closely with the Treasurer and staff to ensure that all receipts are properly deposited and accounted for.
- Provide the Treasurer and the Council with regular reports regarding income and giving trends.

Section 6: Council Members-at-Large

The Members-at-Large shall:

- Participate fully in the Governance Process of the Council.
- Represent the broad interests of the congregation.
- Serve on sub-committees or task forces as appointed by the President.

Section 6: Council Members

All Members of the Council shall:

- Support the execution of the duties of each council position.
- Discharge the duties of their office as stewards of the Constitution, Article 2: Purpose, ensuring the congregation, above all else, fulfills their God-given purpose.

All Members of the Council, when meeting, shall:

- Receive and review reports from the Senior Pastor per the Council Policy Manual.
- Approve non-budgeted expenses per the Council Policy Manual.
- Accept or reject restricted donations in accordance with the Council Policy Manual.
- Maintain the Council Policy Manual in accordance with good practice in policy-based governance and with these constitution and bylaws.

Section 7. Meetings

1. The Council shall meet a minimum of six (6) times annually and may be called more frequently at the request of the President.
2. An elected officer shall preside at all such meetings.

3. A majority of voting members of the Council shall constitute a quorum.
4. Meetings of the Council shall be open to all members of the congregation, except for instances when an executive session is necessary.
5. Generally, to assure that meetings proceed as time-efficiently as possible, persons attending such meetings shall not be permitted to participate in the discussion of matters before the Council.
6. The Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

ARTICLE 8 – CALLED PASTORS AND WORKERS

Section 1. Candidate Consideration

Only LCMS rostered candidates who profess acceptance of and pledge adherence to the Confessions (Constitution Article 3) shall be called.

Section 2. Call Procedure

1. In the event of a vacancy, the Council shall appoint a Call Committee. No more than one-third of the members of the Call Committee shall be members of the Council.
2. The Call Committee will consult with those in the affected ministry area, solicit nominations from the congregation, work with the Circuit Visitor, and consult with the Florida-Georgia District of the Lutheran Church-Missouri Synod as part of their efforts to secure the names of candidates.
3. After a thorough review of candidates and in compliance with current District recommendations, the Call Committee will present a final recommendation of candidates to the Council, which will present the list to the Voters' Assembly for issuance of the call. It shall be acceptable for only one candidate to be recommended.
4. At the next Voters' Meeting (Regular or Special), the congregation shall vote on the candidate(s). The President of the Council will work with appropriate staff to see that notice of the election is delivered promptly to the candidate.

Section 3. Discipline and Deposition of Pastors and Called Workers

Discipline must be guided by Matthew 18:15-20 and rooted in:

- Christian love
- A deep concern for the eternal welfare of the individual

- A desire to have the person see their error and to repent
1. Sufficient grounds for deposing a Pastor or Called Worker shall be persistent adherence to false doctrine; scandalous life; activities not in the best interests of Redeemer or which negatively affect the Christian integrity or goodwill of Redeemer; willful neglect of official duties; incompetence; or evident and protracted incapacity to perform the functions of the Call.
 2. Charges on any of these counts shall be carefully investigated by an appropriate committee created by the Council.
 3. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign. Such opportunity having been given and declined, the above mentioned committee shall, after consultation with the Council and appropriate officers of the Florida-Georgia District, notify the Voting Membership of the situation and submit the matter for action at a special meeting of the Voters' Assembly.
 4. Should the occasion to depose a Pastor or Called Worker ever arise, the intended deposition shall be announced by the President at regular divine services on the two Sundays preceding a special meeting of the Voters' Assembly called for that purpose. The Council may also determine additional methods of notification to ensure that the Voting Membership is adequately informed.
 5. Deposition requires a three-fourths majority vote of the Voters' Assembly present at a special meeting called for that purpose, following consultation with the Florida-Georgia District - LCMS Presidium.

ARTICLE 8 – AMENDMENTS

These By-Laws may be changed or amended by a simple majority of the votes cast in a meeting of the Voting Membership, provided notice of the intention to amend has been announced at worship on two (2) different Sundays prior to the date of action and that the Voting Membership has been advised of the nature of the proposed changes. These By-Laws and any amendment must be transmitted to, and approved by, the Constitutional Review Committee of the Florida-Georgia District - LCMS, and any amendment to the contrary shall be void ad initio and have no force and effect.