

# **CONSTITUTION and BYLAWS**

## **Zion Lutheran Church Menomonee Falls, Wisconsin**

### **PREAMBLE**

WHEREAS the history of the Christian Church of all times proves that certain rules and regulations are necessary to properly attain the purposes and fulfill the obligations of congregations and,

WHEREAS, the apostle Paul sets forth in 1 Cor. 14:40 that all things in the church should be done decently and in order, therefore be it

RESOLVED that we, a body of Lutherans of the village of Menomonee Falls, Wisconsin, and vicinity, do herewith, in the name of the Triune God, Father, Son, and Holy Spirit, adopt the following constitution, in accordance with which we unite for the purpose of developing, nurturing, and dispatching Christians throughout the world and to administer and govern the congregation's internal and external affairs.

### **CONSTITUTION**

#### **ARTICLE I** **NAME**

The name of this congregation shall be *"Zion Evangelical Lutheran Congregation U. A. C. (Unaltered Augsburg Confession) of Menomonee Falls, Waukesha county, Wisconsin"*.

#### **ARTICLE II** **Articles of Faith**

This congregation accepts and confesses all the canonical books of the Old and New Testaments as the inspired Word of God, and all the symbolical books of the Evangelical Lutheran Church, contained in the Book of Concord, as a correct presentation and true exposition of Christian doctrine, drawn from, and in full agreement with, the Holy Scriptures; hence, no doctrine shall be taught or tolerated in this congregation which is in any degree at variance with the following symbols of the Evangelical Lutheran Church, namely:

1. The Three Ecumenical Creeds - the Apostles', the Nicene, the Athanasian;
2. The Unaltered Augsburg Confession;
3. The Apology of the same;
4. The Smalcald Articles;
5. Luther's Catechisms, the Large and the Small;
6. The Formula of Concord.

And we set forth that according to this form of doctrine and faith all controversies which may arise in this congregation shall be decided and adjusted.

**ARTICLE III**  
**Membership**

Only such can be and remain members, and enjoy the rights and privileges of membership in this congregation, as

1. are baptized;
2. declare their adherence to all the canonical books of the Old and New Testaments without qualification, the only rule and norm of faith and life;
3. are familiar at least with Luther's Small Catechism, and declare their acceptance of the same;
4. do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life;
5. together with the congregation partake of the Lord's Supper frequently;
6. permit themselves to be fraternally admonished and corrected when they have erred;
7. are free from all ungodly associations (lodges, etc.).

Compare Ephesians 5:11-12; II Corinthians 6:14-18; Matthew 5:34-37.

**ARTICLE IV**  
**Contributions**

It shall be the duty of every communicant member to contribute according to ability toward all that the congregation has made its concern, and in general to assist in bearing all its burdens. I Corinthians 16:2; Mark 16:15; I Corinthians 9:14.

**ARTICLE V**  
**Christian Education**

It shall be the duty of all members to bring up their children in the nurture and admonition of the Lord, Ephesians 6:4, and to teach them religion at home, and, if at all possible, to send them to a Lutheran day school. They shall also send their children to confirmation instruction in order to prepare them for communicant membership in the church.

**ARTICLE VI**  
**Suffrage**

Voting members are all communicant members who have attained eighteen years of age and who have been received via a motion of the voting assembly. Only voting members are eligible to hold elective office. Women who are eligible voting members of the congregation may vote on matters before the congregation and may serve as members of boards and committees as long as such positions and/or issues are not directly involved in the administration of the Office of the Keys, nor in the specific functions of the Pastoral Office, and as long as such service does not violate the order of creation.

**ARTICLE VII**  
**The Pastoral Office**

Since the occupation of the pastoral office by women violates the headship structure rooted in God's order of creation, and since the pastoral office has oversight from God over the congregation, it is the position of this congregation that only properly qualified males shall be considered for the pastorate of Zion congregation. (1 Timothy 2:11&12; 1 Timothy 3:1-12; 1 Timothy 5:17; 1 Thessalonians 5:12; and 1 Corinthians 14:33-35).

**ARTICLE VIII**  
**Congregational Headship**

Since the occupation of certain positions by women violates the headship structure rooted in God's order of creation, and since these positions have oversight from God over the congregation, it is the position of this congregation that only properly qualified males shall be considered for the positions of president, vice-president or as members of the Board of Elders of Zion congregation. (1 Timothy 2:11-14; 1 Timothy 3:1-13; 1 Timothy 2:11-14; 1 Corinthians 14:33-35; and Ephesians 5:22-25).

**ARTICLE IX**  
**Majority and Unanimity**

In matters of doctrine and conscience unanimity shall be required for binding decisions; in all other matters of business a majority of all voting members present at any session shall decide an issue. If from circumstances it becomes apparent that a member or a minority or a majority willfully defends and votes against the Word of God, then such member or members shall first be dealt with according to Matthew 18:15-17, and after the proper settlement of this matter the previous question shall be resumed.

**ARTICLE X**  
**Calling Pastors, Teachers - Election of Officers**

- Sec. 1. The right to choose and elect a pastor or pastoral assistant or teacher and all elective officers of the congregation shall ever be vested in the voting membership of the congregation and may never be delegated to an individual or a number of individuals in the congregation.
- Sec.2. The pastorate of this congregation shall be conferred only upon such ministers or ministerial candidates as unqualifiedly and publicly profess their acceptance of and adherence to Article II of this constitution, and acceptance of and adherence to Article II shall be required of them in the call or vocation extended by the congregation.
- Sec. 3. In calling a teacher the above shall also relatively apply.

**ARTICLE XI**  
**Books and Forms**

All hymnals, text books, forms, etc., used in this church must conform to Article II of this constitution.

**ARTICLE XII**  
**Powers and Rights of the Church Council**

The Church Council shall have no power or authority beyond that conferred upon it by the congregation, which power may at any time be withdrawn by the congregation.

**ARTICLE XIII**  
**Removal from Office**

Any officer of the congregation can, according to Christian form and order, be removed from office. Sufficient and urgent causes for removing a pastor or pastoral assistant are: persistent adherence to false doctrine, scandalous life, willful neglect of duty or incompetency. (1 Tim 3:2. 3. 4. 6: Titus 1:9)

**ARTICLE XIV**  
**Excommunication and Removal**

Members excommunicated according to Matthew 18:15-20, and such as excommunicate themselves by evading Matthew 18:15-20, and such as by removal or otherwise sever their connection with the congregation give up their rights in the congregation and to its property.

**ARTICLE XV**  
**Separation**

If at any time a separation should occur in this congregation on account of doctrine, the property of the congregation and all its benefits shall remain with those members, provided there be two or more, who shall confess and adhere to Article II of this constitution.

**ARTICLE XVI**  
**Synodical Membership**

This congregation shall be a member of an orthodox Lutheran Synod, if, and so long as such a synod exists. (Eph. 4:3). At present, Zion congregation is a member of The Lutheran Church-Missouri Synod, and it will continue its membership therein so long as The Lutheran Church-Missouri Synod holds to the principles of doctrine and policy laid down in Article II of this constitution. In the event the congregation shall dissolve, the property and all rights connected therewith shall be transferred to that district of The Lutheran Church-Missouri Synod in which the congregation held membership at the time of dissolution.

The congregation shall call only such pastors or pastoral candidates as are members of and endorsed by The Lutheran Church-Missouri Synod. If the removal of the pastor of the congregation is considered, the President of the presiding district shall be consulted in order to take part in the investigation.

**ARTICLE XVII**  
**Repeals and Alterations**

This constitution may be amended in the following manner.

1. Amendments to the provisions of this constitution not identified in the following paragraph shall be submitted in writing at a meeting of the voters assembly and announced to the congregation by public posting and/or mail to all communicant members at least two consecutive Sundays preceding the meeting at which the proposed amendment will be acted upon. A two-thirds affirmative vote of the voters present shall be required for adoption.
2. Amendments to Articles II, III, IV, V, VII, IX, X, XI, XII, XIII, XIV and XV shall not destroy their essential meaning. Amendments shall be submitted in writing at a meeting of the voters assembly and made public to the congregation by public posting and/or by mail to all communicant members. Notice of the discussion of such amendments shall be given prior to two regular voters assemblies when the proposed action will be discussed. Notice that action will be taken on proposed amendments shall be provided to all voting members prior to the meeting when a vote will be taken. The date of approval shall be referenced in any amendment adopted. A two-thirds affirmative vote of the voters present shall be required for adoption.
3. The revised constitution shall, as a condition of continued membership in good standing in The Lutheran Church—Missouri Synod, be submitted to the president of the district for review by the district's constitution committee and favorable action by the district's board of directors before being adopted by the congregation.

# BYLAWS

## ARTICLE I Membership

The membership of this congregation shall consist of baptized, communicant, and voting membership.

1. Baptized members are all those who have been properly baptized in the name of the Father, Son, and Holy Spirit, including the communicants and all unconfirmed baptized children of our members.
2. Communicant members are baptized members who have been confirmed in the Lutheran faith; accept the doctrinal standards as set forth in Article II of this constitution; are familiar at least with the contents of Luther's Small Catechism and declare their acceptance of the same; and are not members of other churches, nor hold membership in lodges, fraternal orders or other organizations whose principles and conduct conflict with Scriptural guidelines (Eph. 5:11-21; II Cor. 6:14-18; Matt. 5:34-37).
3. Communicant members are those received through the rite of confirmation, by transfer from a Lutheran congregation with whom there is fellowship, or by reaffirmation of faith.
4. Persons desiring membership in this congregation shall announce their intention to the Pastor, who will present this request to the Board of Elders for a formal vote of acceptance.
5. Communicant members not under church discipline may, upon their written request, be transferred to a sister Lutheran Church-Missouri Synod congregation, or may be given a written release to join a Christian congregation not in fellowship with Zion. These transfers or releases shall be acted upon by the Board of Elders. Communicant members whose whereabouts are unknown or whose address cannot be established after persistent effort, or who by request desire that their membership be terminated, or who have not responded to church discipline, shall have their names removed only by vote of the Voters' Assembly (see reference to the Office of the Keys in ARTICLE VI of the CONSTITUTION).
6. Voting membership is defined in Article VI of this constitution.
7. As a communicant member of Zion, one will:
  - a. be faithful in church attendance,
  - b. frequently partake of the Lord's Supper,
  - c. be willing to be fraternally admonished and corrected when one has erred,
  - d. submit to this Constitution.

In addition, each member of Zion has the responsibility and the joyful privilege of contributing regularly and generously of his or her time, talent, treasure and testimony according to the gifts God bestows in these areas motivated by the love of Christ Jesus. (1 Cor. 15:2; 1 Cor. 9:14; Mark 16:15).

A member of Zion is not to live in manifest works of the flesh (Gal. 5: 19-21) but is to lead a Christian life. A member who does not comply shall be dealt with according to the rules established by the Lord in Matthew 18: 15-18; if a member fails to respond, the member shall be excommunicated and shall lose all rights and privileges of membership until he/she has repented and is again accepted into fellowship with the congregation.

**ARTICLE II**  
**Christian Education**

All members have the responsibility to avail themselves of growing through Christian education. Parents especially have the responsibility to bring their children up in the nurture and admonition of the Lord (Eph. 6:4), to teach them Christianity in the home and to send them to the Lutheran day school and to bring them to the Sunday School and such educational agencies as the congregation may deem wise to employ. They shall also send their children to confirmation instruction in partial fulfillment of our Lord's command to *make disciples by baptizing and teaching them to observe all things whatsoever He has commanded (Matthew 28:20)*.

**ARTICLE III**  
**Voter's Assembly**

It shall be the duty and right of all voting members, to attend the Voters' meetings. An absent member waives the right to vote. Any voting member not in attendance at a Voters' meeting for three years shall be removed from the Voters' roster. The Secretary shall inform voters who have not been in attendance for two years of that fact and of the three year policy.

Voting members will meet for a regular meeting in the months of November and May with the primary intent of covering the annual elections and the annual budget in these respective months. All voting members must sign the official attendance roster at each meeting they attend. A **quorum** shall be the voters present at a properly called meeting.

Special meetings may be called by the Church Council or the Pastor(s). The Church Council shall call a special meeting upon receipt of a written request signed by at least ten (10) voting members of the congregation. A special congregation meeting may be held only after it has been announced on two preceding Sundays or the voting membership has been notified by mail or in person at least two days prior to the meeting. The purpose of the special meeting must be announced in the notice for such special meeting and only business in connection with this announced purpose shall be transacted at such meeting.

In meetings called for the purpose of:

1. Amending the Articles of Incorporation,
2. Amending the Constitution or Bylaws,
3. The purchase or sale of real property,
4. The construction or removal of buildings(s); and
5. The removal of a pastor, teacher, or elected official from the position held;

the resolution which will be acted upon at the meeting must be published in advance. .

The Voters' Assembly shall be guided by Robert's Rules of Order, provided that they do not conflict with Christian practice or with any article of the Constitution or Bylaws.

**ARTICLE IV**  
**The Church Council**

The Church Council shall consist of: Pastor(s), Principal, President, Vice-President, Secretary, Treasurer, Financial Secretary, and Chairman of each Board (Elders, Missions and Evangelism, Parish Fellowship, Day School, Spiritual Life, Stewardship and Properties). The Church Council will also be known as the Trustees and function as the Board of Directors.

The Church Council shall hold regular meetings, at least quarterly, to transact the necessary business of the congregation. These meetings shall be open to non-council members; in matters of a sensitive or confidential nature the Council may go into a closed session by a proper motion. Requests and suggestions should be directed to the appropriate board for review, analysis and possible presentation to the Church Council. The Church Council shall review the duties and responsibilities to the various boards. The Church Council shall have the opportunity to review, study, and/or make recommendations affecting any general operation of this congregation, and to act on behalf of the congregation in all matters except those specifically reserved by the Voters' Assembly as presented elsewhere in these Bylaws or in the Constitution Itself (ARTICLE XII).

The Council or Trustees are responsible for the necessary insurance coverage and the bonding of individuals which would be in the best interest of the congregation. The Trustees, with power conferred by the statutes of the State, shall have the custody and control of the corporate property and they may buy, sell, execute notes, mortgage, lease, or otherwise convey and dispose of such property of the corporation (congregation), provided, however, that a resolution authorizing such purchase, sale, mortgage, leasing, conveying, or disposing of such real property, shall first have been adopted by the members of said corporation (Zion congregation).

The Pastor(s) may call special meetings of the Church Council, and must call a special meeting upon the request of any five members of the Church Council. Each Council member must be notified of the date, time and purpose of the meeting at least twenty-four hours prior to such special meeting. The Church Council shall never convene to transact business without the Pastor's knowledge.

**ARTICLE V**  
**Officers**

The offices of President, Vice-President, Secretary, and all members of the Boards of Elders, Evangelism, Parish Fellowship, School, Spiritual Life, Stewardship, and Properties shall be filled through an election by the Voters' Assembly at the final meeting of the calendar year. Offices of Treasurer and Financial Secretary shall be filled annually through appointment by the President with the approval of the Voters' Assembly. Assistant Treasurer and Assistant Financial Secretary may be appointed by the President subject to the approval of the Church Council.

Terms of office for President, Vice-President, Secretary and Board members shall be three (3) years. No individual may hold more than one office concurrently. In the event a vacancy occurs in any office, the President may appoint a replacement for the duration of the unexpired term, with the approval of the Church Council. This appointment shall not be applied to the consecutive term restriction. One third of the board members shall be elected annually. (To provide for continuity, the offices of President, Vice-President and Secretary shall expire on different years.) In the event of a vacancy in the position of Vice-President, an election must be held to fill it. The office of Vice-President may not be appointed by the President.)

## **ARTICLE VI**

### **Duties of Officers**

**President** - The President shall preside at all meetings of the Church Council and Voters' Assembly. He shall be responsible for the execution of the resolutions adopted. He shall, in the absence of the Treasurer and the Assistant Treasurer, disburse funds at the request of the Finance Committee. He shall, with input from the Nominating Committee, fill all vacancies, subject to Council approval. He shall be an ex-officio voting member of all boards and committees. As such he shall have all rights and privileges of any elected board or committee member. He shall sign all required documents, has the right to vote, and shall perform such other duties as requested by the congregation.

**Vice-President** - The Vice-President shall assume all duties of the President in the absence of the President, except the disbursement of funds. He shall serve as chairman of the Nominating Committee and the Financial Review Committee. He shall assume all the duties of the President upon a vacancy in that office.

**Secretary** - The Secretary shall keep accurate minutes of the proceeding of the Voters' Assembly and the Church Council meetings. The minutes are to be submitted at the following meeting for approval. A copy of the approved minutes shall be kept on file in the church office. The Secretary may be requested to handle various types of written communication and shall keep a record of all such correspondence.

**The Treasurer** - The Treasurer shall be the custodian of church funds, and shall arrange for the proper custody and disbursement thereof. The Treasurer shall also maintain the financial records of the congregation. In addition, monthly reports are to be given to the Church Council and regular reports to the Voters' Assembly. The Congregational Treasurer's books are to be submitted for review to the Financial Review Committee at least once annually and at the request of the Voters' Assembly or the Church Council.

**The Assistant Treasurer** - The Assistant Treasurer shall assist the Treasurer and shall fulfill the Treasurer's duties in the absence of the Treasurer.

**Financial Secretary** - The Financial Secretary shall receive all congregational monies, and shall prepare them for deposit in the bank. The Financial Secretary is responsible for maintaining a complete record of all receipts, and shall prepare a monthly income report for the Church Council.

## **ARTICLE VII**

### **Duties of the Boards**

The Pastor(s) shall be an ex-officio member of all boards and committees. The Principal shall be an ex-officio member of the School Board. As ex-officio members, the Pastor(s), the Principal and other eligible called professional church workers may serve as ex-officio members of boards and committees and shall have all the rights and privileges of any elected board or committee member including the right to vote. Not more than two such ex-officio positions (excluding the Pastor/s) shall exist on any of these boards.

The Boards shall annually elect one of its members to serve as chairman. The chairman shall be a member of the Church Council. In the event the chairman is unable to be present at the Council meeting, a representative shall be appointed to attend the meeting. Another member shall be elected to serve as secretary to keep a record of all the proceedings at meetings for both the board and the congregational files. The specific duties of each board are as outlined in The Officer Supplemental Handbook.

**School and Child Care Board** - This Board is charged with the responsibility of all policies, programs and activities related to the operation of the Christian Day School its principal, and the Child Care and its director. This Board shall consist of at least six (6) non-staff voting members elected by the congregation plus the Pastor(s) and the Principal.

**Elders Board** - The Elders shall assist the Pastor(s) in all matters pertaining to the spiritual welfare of the congregation and maintain order conducive to worship among those in attendance. This Board shall consist of at least seven (7) male voting members elected by the congregation plus the Pastor(s).

**Missions and Evangelism Board** - This Board shall supervise all activity related to bringing the Gospel to the unchurched. This Board shall endeavor to gain the enlistment of all of God's people in the spreading of the Gospel as well as deepening the faith and activity of all members. This Board shall consist of at least five (5) voting members elected by the congregation plus the Pastor(s).

**Parish Fellowship Board** - This Board is charged with the task of coordinating the fellowship activities of the congregation. Areas touched on by this board shall include: Family Life activities, Senior Ministry, Youth Ministry, congregational dinners, new member receptions, and the coordinating of the congregational auxiliaries activities in this area. This Board shall consist of at least five (5) voting members elected by the congregation plus the Pastor(s). The Board shall regularly solicit input from the congregations auxiliaries.

**Spiritual Life Board** - This board shall plan and supervise the congregation's spiritual life – including educational activities, assimilation of new members and programs of the congregation with the exception of the Christian Day School and Child Care. These activities and programs are to include people of all ages within the congregation. Educational areas touched on by the Boards shall include: Sunday School, Vacation Bible School, Teen and Adult Bible Classes, and topics of interest for families, singles, seniors, and the congregation at large. This Board shall consist of at least five (5) voting members elected by the congregation plus the Pastor(s).

**Stewardship Board** - This board is to initiate and develop programs that promote Christian stewardship attitudes in regard to time, talents, treasures, and testimony within the membership of this congregation. This Board shall consist of at least five (5) voting members elected by the congregation plus the Pastor(s).

**Properties Board** - The principle responsibility of this Board is to oversee the proper care and maintenance of all physical property belonging to this congregation including the buildings and land. Whenever the Properties Board acts without express authority of the congregation, they may be held personally and individually responsible for their transactions. This Board shall consist of at least five (5) voting members elected by the congregation plus the Pastor(s).

**ARTICLE VIII**  
**Manner of the Election of Officers**

A Nominating Committee, chaired by the Vice-President shall develop a list of candidates for each elective office. All candidates must be voting members. This list shall be published in the church bulletin on two (2) Sundays preceding the November voters' meeting. The voters shall have the right to propose additional names for any office. In no case shall any member be nominated for office without their consent. A member can serve in only one elected position at a time. In the event that a currently serving member is elected to a new position, he/she must resign his/her previous position.

Election may be done by secret ballot at the November Voters' Assembly. The Nominating Committee shall recommend the election procedures to the Voters for approval.

The officers who are elected shall assume their respective offices on the first Sunday in January. The newly elected officers should attend the December meetings as non-voters in preparation for their new office.

**ARTICLE IX**  
**Bonding of Officers**

The congregation shall, at its expense, provide a bond in a sufficient amount to cover all persons holding elective or appointed offices who handle monies of the congregation.

**ARTICLE X**  
**The Process of Calling Pastors**

When a vacancy occurs in the Pastoral office of this congregation, the Board of Elders, functioning as a Call Committee, shall immediately notify the Synodical District office in an effort to obtain assistance in filling the vacancy on a temporary basis, if necessary. The District Office shall also be contacted for counsel in procuring the names of qualified candidates meeting the list of desired qualifications approved by the Voters. Any member of the congregation desiring to suggest names to the Call Committee may do so. The candidates proposed by the Call Committee shall be adopted by resolution and be approved as the official candidates. A Call for a new graduate issued through the placement process of The Lutheran Church-Missouri Synod may also be considered.

The election by the Voters' Assembly shall proceed by secret ballot. The candidate receiving no less than two-thirds of the votes cast shall be declared elected. The President of the congregation shall, following such election, prepare the proper Call documents and present or send them to the elected candidate. This Call shall set forth the requirements of the office. If the elected candidate is currently serving in a congregation, a written request shall also be sent to the congregation setting forth the reasons why their called servant should be released to serve our congregation.

**ARTICLE XI**  
**The Calling and Placing of other Professional Church Workers**  
(Positions included among the rosters of The Lutheran Church-Missouri Synod)

All other professional church workers will be called or placed into their respective offices according to the policies of The Lutheran Church-Missouri Synod and Zion Lutheran Congregation. The board under which this person would serve is to function as the search committee following the guidelines as outline in Article X of the Bylaws with the exception that a simple majority is required. The Voters' Assembly shall elect a candidate from the slate provided through the search committee. If necessary the process of election shall be the same as that for a pastor.

**ARTICLE XII**  
**Lay Organizations**

Any organization which shall be formed in relationship to and using the name of Zion Lutheran Church, whether it be a service organization, a social fellowship group or a religious study class, shall be formed only with the express consent of the pastor(s) and the Church Council and the recommendation of the appropriate board. Each lay organization is and shall remain under the supervision and control of the appropriate board and the Church Council throughout its existence. A record of the meetings and proceedings shall be kept in an orderly manner by the organization's elected or appointed officers. These records are subject to review by the Church Council. Under the direction and with the specific approval of the Church Council, lay organizations may have their own designated financial manager. Organizations shall submit financial reports to the Church Council at least quarterly.

Upon dissolution of the said organization, all assets and properties which the organization may have shall be surrendered to the congregation.

All lay organizations within the congregation shall conform to the Constitution and the Bylaws of this congregation.

**ARTICLE XIII**  
**Adoption and Amendment**

Adoption or amendment to these Bylaws shall be effected in accordance with procedures specified in Article XVII of the Constitution.

**ARTICLE XIV**  
**Committees**

In addition to various committees appointed by the congregation from time to time, the congregation shall have the following standing committees:

- a. **A Benevolent Committee**, reporting to the Board of Elders and made up of at least three members, is entrusted with the bodily care of the needy. This committee shall be selected by the Board of Elders and shall give an annual report to the Church Council in the February meeting. The Pastor is also a member of this committee.

- b. **A Nominating Committee** consisting of the congregation's Vice-President serving as Chairman and three (3) members each from the Elders and Stewardship Boards plus the Pastor(s) shall present a slate of candidates for each congregational office to the October Church Council meeting in preparation for the November congregational elections.
- c. **A Budget Committee** consisting of the Congregational President serving as Chairman, the Treasurer, the Financial Secretary, the Pastor(s) and the Principal, plus one board representative chosen by each of the boards, is to initiate an annual budget for presentation to the Church Council prior to the final Voters' meeting of the fiscal year.
- d. **A Financial Review Committee** chaired by the Vice-President of the congregation and made up of three qualified members at large appointed by the Church Council shall review the congregation's financial books annually with periodic assistance from an outside auditor, and shall submit a report to the Voters' Assembly.

The Pastor(s) and the President of the congregation shall be ex-officio voting members of all committees.