

ZION LUTHERAN CHURCH
Shawano, Wisconsin
BY-LAWS

Part 1

COMMUNION PARTICIPATION

- P1.01** Participation in Holy Communion shall be open to baptized members of this congregation who have been instructed in the meaning of the sacrament and to individual members of the other congregations who accept the Lutheran teaching in regard to Holy Communion as set forth in Paragraph 2.
- P1.02** Holy Communion requires sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the scriptural teaching of the Real Presence of Christ with His body and blood in the Sacrament. Such registration forms or oral announcements shall be used that will inform prospective participants of these requirements.
- P1.03** Record of participation in Holy Communion shall be maintained.

Part 2.

USE OF CHURCH BUILDINGS

- P2.01** The buildings of the congregation shall be open to all people to share in its worship, instruction, pastoral care, and fellowship and to community service organizations as approved by the Congregation Council.

Part 3.

MEMBERSHIP

- P3.0** Membership of this congregation shall be as defined in Chapter 8 of the Constitution.
- P3.02** Means of terminating membership in this congregation are delineated in paragraph C8.05 of the Constitution. Procedures for such termination are:
- a. The congregation shall, in the event of the removal of a member from the community it serves, encourage the member to request a transfer to a Lutheran congregation which can serve the individual effectively. Should the member fail to request a transfer, a Lutheran congregation in the community of residence shall be notified.
 - b. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
 - c. An annual review of membership participation shall be conducted by the Congregation Council with assistance from the pastor(s) and life & growth committee. A confirmed member who does not partake of Holy Communion for an extended period of time, support the church with offerings and/or talents, and does not appear to desire to participate in the life and worship of the congregation shall be visited by the pastor(s) and/or member(s) of the life & growth committee to encourage them to return to active participation in the church. If after all attempts at

rejuvenation have appeared to have failed and the pastor and life & growth committee, after prayer and soul searching feel further efforts would be useless, the member(s) shall be visited one more time to encourage said member to either become active or join a congregation in which the member feels he could become active. If the member does not then take action, the member shall be reported to the Congregation Council which shall then take appropriate action as provided in this constitution.

- d. A child, neither of whose parents or guardians is a member of the congregation, may be removed from the roster of baptized members for failure to participate in the life and the worship of the congregation.

Part 4.

THE PASTOR

P4.01 Reference Chapter 9 of the Constitution, when the congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect, in a form approved by the Evangelical Lutheran Church in America. It shall be signed by the chairman and the secretary of the meeting at which the Call was voted, and shall be attested by the signature of the synod Bishop. A Call to a clergyperson to be an associate/assistant pastor shall be issued in accordance with the provisions of this paragraph.

P4.02 The Call shall normally be for an indefinite time. A Call issued to an assistant pastor may be for a definite time.

P4.03 If a pastor receives a Call to another ministry, he/she shall consult the Congregation Council or, if he/she desires, the congregation before reaching a decision. He/she shall announce his/her decision as quickly as possible, normally within three weeks. He/she shall notify the synod Bishop of his/her decision. When a Call has been accepted, the pastor shall terminate his/her ministry as soon as feasible, normally within a month.

Part 5.

PARISH RECORDS

P5.01 Reference Chapter 9.12 of the Constitution, the records of the congregation shall be and remain the property of the congregation. The pastor shall be responsible for the maintenance of the records, except as otherwise provided herein. Upon the termination of his/her service to the congregation, he/she shall have brought the records up to date prior to departure. The records shall consist of:

- a. The roster of baptized, confirmed, and voting members.
- b. The ministerial acts performed by the pastor.
- c. The minutes and reports of the Synod and ELCA.
- d. The minutes of the meetings of the Congregation and the Congregation Council for which the secretary of the Congregation shall be responsible.
- e. The financial records of the congregation, for which the treasurer of the congregation shall be responsible.

P5.02 The pastor shall report to the synod of the Evangelical Lutheran Church in America such statistics as may be requested and shall annually report to the congregation a summary of his/her ministerial acts.

Part 6.

MEETINGS OF THE CONGREGATION

P6.01 Meetings of the Congregation shall be called in accordance with Chapter 10 of the Constitution.

P6.02 The annual meeting of the Congregation shall be in January of each year. The election of officers and Congregation Council shall be a part of the annual meeting agenda.

P6.03 A current roster of the voting, confirmed, and baptized members shall be available at each meeting of the Congregation.

P6.04 The budget for the year shall be presented at the annual meeting as well as reports from all organizations of the Congregation. A copy of the proposed budget and financial statements shall be made available to all voting and confirmed members 10 days prior to the annual meeting.

P6.05 The list of nominees submitted by the nominating committee shall be announced to the congregation in conjunction with other reports and the announcement of the annual meeting. Nominations from the floor may be made in addition to those submitted by the nominating committee, with the consent of the individual(s) nominated.

Part 7

OFFICERS

P7.01 The officers of the Congregation are delineated in Chapter 11 of the Constitution.

- a. The president shall preside at meetings of the congregation Council and of the Congregation, shall nominate a finance committee, including Financial Secretary, and be approved by the Congregation Council. The president shall serve as an ex-officio member of all committees.
- b. The vice-president shall preside at the meetings of the Congregation Council and of the Congregation in the absence of the president
- c. The secretary shall keep the minutes of the Congregation Council and of the Congregation and shall have custody of the archives of the Congregation.
- d. The treasurer shall have supervision of all funds of the Congregation. He/she or any person serving in an authorized position, shall receive and disburse such funds in accordance with the decision of the Congregation or Congregation Council. Such authorized persons shall have direct responsibility to the treasurer, and their position shall be authorized by the Congregation Council prior to election or appointment. The treasurer shall serve as advisory member on the Endowment Committee.

Part 8.

CONGREGATION COUNCIL

P8.01 The Congregation Council is established by Chapter 12 of the Constitution. Except for the officers, all of who serve on the Congregation Council, the Congregation Council members are the congregational elected representatives of specific Church Committees. The pastors are ex-officio members of all committees.

P8.02 In addition to the duties and responsibilities outlined in the Constitution, the Congregation Council shall:

- a. Receive reports regularly from the finance committee to ascertain the financial status of the Congregation .
- b. Approve a spending plan for submission to the annual meeting.
- c. Assure itself that the treasurer and others who have access to the funds of the congregation are adequately bonded.
- d. Fill all positions authorized by the congregation– salaried or non-salaried, and supervise the performance of these individuals.
- e. Have authority to choose delegates to groups and meetings in which the congregation is entitled to representation.
- f. Have authority to enter into contracts not included in annual budget up to \$500.
- g. Not have the authority borrow funds or authorize a bank line-of-credit unless specifically authorized to do so by a meeting of the congregation.
- h. Supervise the expenditure of spending plan funds in accordance therewith following its adoption and may incur obligations in excess of the anticipated receipts:
 - 1) Between 10 and 20 percent upon a complete review and modification of the spending plan by the Congregation Council for the remainder of the fiscal year.
 - 2) Over 20 percent upon a complete review and a revised spending plan by the Congregation Council to be presented and approval by a Congregation Meeting.
- i. Have the responsibility to ensure that the intended purpose of each of the Congregation Committees is being achieved. This includes periodic checks to determine the objectives are being met as well as responding to any feedback to the contrary. Should the elected Council member representing a given committee not be able to fulfill their elected term, the Council shall appoint a representative to serve until the elections at the next Congregational Annual meeting. If a Committee ceases to exist for a time due to lack of willing/qualified committee members, the Council shall ensure that the responsibilities are temporarily reassigned to other areas to ensure the responsibilities of the Committee are continuing.

Part 9.

CONGREGATION COMMITTEES

The committees, their duties, and their responsibilities are:

P9.01.

FINANCE COMMITTEE

- a. The chair of the Finance Committee shall be the congregational elected Congregation Vice President. The committee shall consist of five members and shall also include the Treasurer, Financial Secretary, and two members of the congregation at large.
- b. The objective of this committee shall be to supervise the Congregation Treasury, including the memorial funds; and be responsible for the promotion and development of all phases of the financial program of the congregation. The duties of the Committee are:
 - 1) Appoint the Purchasing Agent to assist the Congregation Council and Committees with all purchasing activities. Consider and recommend for Council approval payment by the Purchasing Agent all current bills and other financial obligations of the congregation.
 - 2) The Financial Secretary shall provide for the counting and posting of the Sunday offerings and other contributions to the congregation and provide for the mailing of statements at the end of the third and fourth calendar quarters to every pledging or giving unit in the congregation.
 - 3) Designate an at-large committee member to chair the Congregation Council appointed Audit Committee for an annual review of the financial procedures and records of the congregation.
 - 4) Be responsible for the development of an annual spending plan for approval by the Congregation Council and the congregation. The committee will meet with or contact every committee or agency within the congregation and analyzed specific needs, and provide for distribution 10 days prior to the presentation of the budget at the annual meeting.
 - 5) Recommend for Council approval the purchase of all necessary insurance for the safety and protection of the congregation and its properties.
 - 6) Arrange for Council and congregation approval the borrowing of money and lines of credit as may be necessary to meet expenditures approved by the congregation.
 - 7) Provide various Special and Memorial Funds for special purposes to receive congregation member designated contributions. Recommend for Council approval the establishing of such new funds including designating the Council Committee responsible for disbursement recommendations. The Treasurer shall keep all records of

monies and properties donated to each fund, and shall invest and expend these funds as approved by the Council.

P9.02.

PROPERTY AND GROUNDS COMMITTEE

- a. The committee shall include the congregational elected member of the Congregation Council representing this committee and shall have a minimum of four members on the Committee. The committee chairperson shall be elected by the committee members.
- b. The Church Custodians are not members of the committee, but are required to attend committee meetings when requested and provide a "Custodial Report" either in person or in writing.
- c. The objective of this Committee shall be to provide for the proper maintenance and repair of church property. The duties are:
 - 1) Make an inspection of church properties and equipment at least twice a year, preferably in the months of September and April, and recommend needed repairs, improvements, or replacements. Church property is defined as all of the structural and mechanical make-up of the church building, parsonage, outbuildings, exterior of church building, exterior of the parsonage, and community garden. Equipment is defined as any mechanical tool that is used to maintain the day to day operations of the church. (i.e. lawn mowers, snow blowers, vacuum cleaners, etc.) Equipment in this definition does not include any technical, office or kitchen items.
 - 2) Conduct annual video inventories of all church property and equipment, which will be kept on file.
 - 3) Act as primary committee in hiring and/or termination of any or all custodial help with assistance from the Personnel Committee. Prepare for the custodial help a detailed list of the required daily, weekly, monthly and/or annual care and maintenance of the facilities and equipment of the congregation; and supervise their performance, providing a semi-annual update to the Congregation Council on the performance of custodians in writing.
 - 4) Make and issue keys for church property, and keep and review annually a list of the keys issued. The list will be kept and updated by church Administrative Assistant.
 - 5) Set all policies and fees for rental of church property. A written agreement will be developed when church property is being rented, with no exceptions. This agreement will need approval from both parties, both the church and the individual or individuals renting (Examples; Pre-school, Parsonage, Community Garden). Upon approval by Property Committee, the agreement will be forwarded to the Congregation Council for final approval.
 - 6) Provide notice of annual or semi-annual "clean up" days. Custodians will be required to attend scheduled "clean up" days to provide assistance.
 - 7) Prepare annual budget and submit to finance committee.

P9.03.

CHURCH IN SOCIETY COMMITTEE

- a. The committee shall include the congregational elected member of the Congregation Council representing this committee. There shall be a minimum of four members on the Committee. The chairperson shall be elected by the committee members.
- b. The basic objective of this Committee shall be to help integrate the congregation's work into the life of the community, state, nation, and world. The duties of the committee shall be:
 - 1) Keep the congregation informed of social, political, and economic developments within the community.
 - 2) Be concerned with the congregation's role in the community and develop useful means of becoming a better servant to the community.
 - 3) Maintain contact with benevolent and charitable agencies in the city, state, and on the national level and recommend to the congregation opportunities for service.
 - 4) Become familiar with the position of the Evangelical Lutheran Church in America on social issues and pass this information on to the congregation.
 - 5) Work with the Stewardship Committee for the promotion of the congregation's response to ELCA World Appeal, Lutheran Social Services, Lutheran World Relief, etc.
 - 6) Prepare an annual budget and submit to Finance Committee.

P9.04.

STEWARDSHIP COMMITTEE

- a. The committee shall include the congregational elected member of the Congregation Council representing this committee. There shall be a minimum of four members on the Committee and the Financial Secretary shall be an ex-officio member. The committee chairperson shall be elected by the committee members.
- b. The objective of this Committee shall be to develop good stewardship attitudes in the membership of the congregation in regard to time, talents, and treasures. The duties of the Committee shall be:
 - 1) Study the Scriptural principles regarding the total stewardship calling of the Christian – as a member of his family, as a neighbor and citizen, and as a congregation member – and share these insights with members of the congregation.
 - 2) Maintain a program to discover and enlist for service the talents God has given members, old and new, young and old.
 - 3) Be responsible for the maintenance of a congregational talent file at all times, and provide the immediate recording of the talents and abilities of members as reported in the annual stewardship canvas.
 - 4) Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices, and to give every member an opportunity to make a

commitment of his/her time, treasure and talent to Kingdom work through the congregation.

- 5) Plan and recommend programs for the support of such agencies as Lutheran World Relief, Lutheran Social Services, etc.
- 6) Plan and recommend programs for the promotion and support of special appeals initiated by the Evangelical Lutheran Church in America or its agencies.
- 7) Provide for the distribution of offering envelopes to the members of the congregation.
- 8) Evaluate the giving patterns of the congregation and share these evaluations with the members of the congregation through the congregation's publications.
- 9) Encourage stewardship programs in the auxiliaries and educational ministries of the congregation.
- 10) Encourage gifts through wills and bequests to the Zion Endowment Fund.
- 11) Prepare an annual budget and submit to the Finance Committee.

P9.05

WORSHIP AND MUSIC COMMITTEE

- a. The committee shall include the congregational elected member of the Congregation Council representing this committee. The choir director(s), organist(s), head usher, and altar guild representative, and a minimum of two members at large shall also be members of the committee. The chairperson shall be elected by the committee members.
- b. The objective of this committee is to supervise areas related to the congregation's worship/music life and to work with the pastor(s) in arranging meaningful and appropriate worship/music in the congregation. The duties of the Committee are:
 - 1) Seek to develop and/or organize choirs for all age groups of the congregation, recommend to the Congregation Council and Personnel Committee, the hiring of their directors and recommend their remuneration to the Congregation Council and Personnel Committee.
 - 2) Provide organists and recommend their remuneration to the Congregation Council and the Personnel Committee.
 - 3) Be responsible for the scheduling of Acolytes, Lectors, Communion Ministers, assisting ministers and greeters.
 - 4) Appoint a Head Usher and be responsible for the training and scheduling of Ushers
 - 5) Work with the pastor(s) in planning services for the special times of the Church Year (Advent, Christmas, Lent, Holy Week, Easter, Jerusalem homecoming and the summer outdoor park ministry.) and assist in their preparation,
 - 6) Prepare an annual budget and submit to the Finance Committee.

- 7) Provide for the purchase and maintenance of appropriate vestments for choirs, acolytes, lay ministers, etc.
- 8) Provide for the maintenance of musical instruments owned by Zion.
- 9) Work with the pastor to provide substitute pastors as needed.
- 10) Provide for special music for the congregational worship.
- 11) The committee will assist in the selection of worship resources (hymnals, songbooks, choral materials.)

P9.06.

YOUTH COMMITTEE

- a. The committee shall include the congregational elected member of the Congregation Counsel representing this committee. Membership of the committee shall also include the Youth Executive Committee, and a minimum of four members of the congregation at large. The chairperson shall be elected by the committee.
- b. The basic objective of this Committee is to provide for the fellowship, spiritual growth and development of the young people of Zion.
The duties of this Committee shall be:
 - 1) Promote attendance and involvement of the congregation's youth at all youth activities.
 - 2) Develop appropriate and meaningful programs for Junior High and Senior High youth in the congregation.
 - 3) Enlist adult members to assist in developing a meaningful youth program for Zion youth.
 - 4) Provide for public recognition of various youth achievements and accomplishments.
 - 5) Encourage participation of Zion youth in Synod and ELCA youth events.
 - 6) Encourage the involvement of Zion youth in all areas of congregational ministry: Choirs, acolytes, ushers, etc.
 - 7) Annually examine the facilities available for youth and assume responsibility, with the Property and Grounds Committee, for upkeep, repairs, and replacements needed as well as equipment needed.
 - 8) Prepare and submit an annual budget to the Finance Committee.

P9.07

MUTUAL MINISTRY TEAM

- a. The team will be comprised of six members, including team leader, appointed jointly by the president and the pastor. Terms of service shall be three years, with two members to be appointed each successive year with no maximum number of terms.
- b. The purpose of the team is to encourage the Zion 'family' , staff and members, to pursue mission and ministry with a spirit of 'togetherness' and enthusiasm. The team will encourage open communications between members and leaders. When conflicts and misunderstandings occur the

team will quietly promote early and direct dialog to resolve issues. The team will be open to ideas and input from members and be aware of trends regarding potential issues. The team will provide candid and confidential feedback to congregation leaders regarding developing concerns in the congregation. It should be noted that the team has no formal authority and that, by definition, it serves purely in an advisory capacity. Its duties include:

- 1) Maintain open communication and awareness concerning the attitudes and conditions within the congregation,
- 2) provide early warnings of misunderstandings and developing issues within the congregation,
- 3) assist with conflict resolution in the spirit of Matthew 18:15-17, with discretion,
- 4) serve as sounding board for congregation leaders and staff in time of personal or professional stress,
- 5) meet as a team at least twice each year to assess congregation morale, and
- 6) be respectful of confidential information; through listening, interpreting, advising, conferring, evaluating, recommending, affirming and forgiving, so that Zion's ministry is healthy and strengthened.

P9.08.

LIFE & GROWTH COMMITTEE

- a. The committee shall include the congregational elected member of the Congregation Council representing this committee. There shall be a minimum of four members on the committee. The chairperson shall be elected by the committee members.
- b. The basic objective of this committee is to provide for the congregation's extended ministry within Zion and into the community; and strengthen the fellowship between congregations, in the Synod, etc. The basic duties of this Committee shall be:
 - 1) share with the pastor(s) in the entire program of proclaiming the Gospel to all people.
 - 2) work with the pastor(s) in the visitation of prospective members.
 - 3) be concerned for the reception, orientation, and integration of new members into the congregation, and develop meaningful programs for doing so.
 - 4) periodically sponsor dinners, fellowship nights, etc., which will serve for the reception and recognition of new families or individuals.
 - 5) be responsible for a friendly welcome of visitors at worship, and for appropriate follow-up "welcome" letters.
 - 6) be aware of and participate in appropriate programs on evangelism methods offered by the Synod, the ELCA, etc.
 - 7) be responsible for publicizing and advertising Zion's program through brochures, newspaper advertisements, etc.

- 8) encourage evangelism programs in the various auxiliaries and education groups in the congregation.
- 9) plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation.
- 10) provide for Sunday morning fellowship between services.
- 11) encourage, initiate, organize, and supervise meaningful fellowship groups (Couples Club, Senior Citizens group, Singles Club, etc.), as may seem appropriate for the congregation.
- 12) prepare an annual budget and submit to Finance Committee.

P9.09.

PARISH EDUCATION

- a. Parish Education will be the primary function of two committees joined. There will be one person elected by the congregation to serve as the Parish Education chairperson and Council Representative. Under that person, there shall be two co-chairs, one who serves as the chair of the Pre-confirmation Education Committee and one who serves as the chair of the Confirmed Adult/Adult Education Committee. These persons shall be chosen by each of their committees and will report to the Parish Education chairperson. Each committee shall plan and administer the education programs of the congregation.

b. PRE-CONFIRMATION EDUCATION COMMITTEE

The duties of this committee shall be:

- 1) establish objectives, set policies for, and supervise the total education program for the following educational agencies in the congregation: Sunday School, Vacation Church School, and the Confirmation Ministry.
- 2) approve curriculum and analyze performance of each of these agencies and seek constant improvement.
- 3) arrange the staff (superintendents, coordinators, teachers, etc.) for each of these education agencies.
- 4) work with other organizations and committees to coordinate educational activities within the congregation.
- 5) place children of new member families into appropriate education groups.
- 6) annually examine the educational facilities and equipment and make recommendations to the property and grounds committee as to upkeep, repairs, and replacements needed as well as new equipment needed.
- 7) maintain an active file of all students in Zion's education programs.
- 8) appoint sub-committees as may be needed to fulfill education responsibilities toward the various segments of congregation (pre-confirmation).
- 9) prepare an annual budget to be submitted to the Congregation Council by the Parish Education Chair.

c. CONFIRMED ADULT – ADULT EDUCATION COMMITTEE

The duties of this committee shall be:

- 1) establish objectives, set policies for, and supervise the total enrichment and educational program for the following educational agencies in the congregation: confirmed youth and adult members of the congregation.
- 2) approve curriculum and analyze performance of each of these agencies and seek constant improvement.
- 3) arrange the staff (coordinators, teachers, etc.) for each of these agencies.
- 4) be concerned, together with the Youth Committee, for the assimilation of newly confirmed youth into appropriate agencies for study and activity.
- 5) work with organizations and other committees to coordinate educational activities within the congregation.
- 6) work with the pastor(s) in developing meaningful adult educational programs to enhance the spiritual life of the members of the congregation, as well as others in the community (Sunday Forums, Weekday classes, etc.).
- 7) appoint sub-committees as may be needed to fulfill responsibilities toward the various segments of the congregation, confirmed, adult, etc.
- 8) prepare an annual budget and submit to the Finance Committee and the Parish Education Chair.

P9.10.

ENDOWMENT COMMITTEE

- a. The Committee shall be comprised of seven members, one of which is a current member of the Congregation Council and appointed by the President, and six elected from the membership at the Congregation's annual meeting, two each year for three year terms. Elected members may serve a maximum of two consecutive terms. In the event of an elected member vacancy on the Committee, the Congregation Council shall appoint a member to fill the vacancy until the next annual meeting of the congregation. The Senior Pastor and the Congregation Treasurer will serve on the committee as advisory members with voice but no vote.
- b. The Committee shall elect from its membership a chairperson, and recording secretary. The chairperson, or member designated by the chairperson, shall preside at all Committee meetings.
- c. The Committee shall perform the following duties in accordance with a plan of operations established by the Congregation Council;
 - 1) encourage, receive, and invest gifts to the Zion Endowment Fund,
 - 2) consider requests for and distribute endowment fund proceeds in accordance with the purposes of the Fund, and
 - 3) provide periodic reports to the Congregation Council and an annual report to the membership at the Congregation's Annual meeting.

P9.11

HEALTH MINISTRY COMMITTEE

- a. The committee shall include the person elected by the congregation to a term on the Zion Congregational Council at Zion's Annual Meeting to represent Health Ministry. Also included shall be the Parish Nurse, and at least a minimum of four members who are committed to promoting wholeness of body, mind, and spirit on the Committee. The chairperson shall be elected by the committee members.
- b. The objective of the Health Ministry Committee is to share Christ with others through loving care, inspiration, and encouragement as we work to promote wholeness of body, mind and spirit in the congregation and the community, guided by the Biblical tradition of healing. The duties of the committee shall be to:
 - 1). provide spiritual and wholistic support to the Parish Nurse.
 - 2). examine the concerns, beliefs, and needs of the congregation and the community in relation to wholistic health and healing.
 - 3) work with the Parish Nurse to plan, develop, and implement education and wellness programs for the congregation and the community.
 - 4) set and work toward goals and programs promoting the health and wellness of the congregation and the community, based on needs/interests assessments.
 - 5). foster ongoing growth towards spiritual/physical/emotional wholeness within the committee, the congregation, and the community
 - 6) work with the Pastor(s) and Parish Nurse in training and supervising the Friendly Visitors program in visitations of the sick, aged, shut-ins, and any other congregational member wanting a home visit.
 - 7). assist the Parish Nurse in providing education for the congregation regarding services offered by the ELCA, Synod, and other health and community agencies
 - 8). help provide a yearly evaluation for the Parish Nurse and present it to the Council
 - 9) make recommendations to the Finance Committee and Personnel Committee for salary and allowance for the Parish Nurse.
 - 10) help prepare an annual committee budget and submit it to the Finance Committee.

P9.12

NOMINATING COMMITTEE

- a. A Nominating Committee of five voting members of this congregation, two of whom, if possible, are outgoing members of the Congregation Council, shall be appointed by the council for a term of one year. The chairperson shall be appointed by the Congregation Council. Members of the committee are not eligible for consecutive reelection.

- b. The purpose of the committee is to seek and nominate at least one candidate for each vacant position for election at the next annual meeting. Consent of each candidate nominated must be secured.

P9.13

AUDIT COMMITTEE

- a. An Audit Committee of three voting members shall be elected by the Congregation Council for terms of three years, with one member elected each year. The committee chairperson shall be the designated at-large Finance Committee person. Members shall be eligible for reelection. Committee members shall not be members of the Congregation Council.
- b. Purpose of the committee is to examine Zion's financial accounts and procedures for the previous fiscal year, including all the memorial funds, and report its findings in writing at the annual meeting of the congregation. Such audits shall include examination of the existing insurance coverage.

P9.14

PERSONNEL COMMITTEE

- a. The Committee shall consist of 3 lay persons elected (one per year) by the congregation at its annual meeting, plus the Congregation Council President and one member appointed from the Congregation Council. Each lay person will serve a three year term. Names will be presented to the Nominating Committee by the Congregation President and the Senior Pastor. Elected members can succeed themselves only one time. The Committee will choose its own chairperson and recording secretary. The Committee will meet as needed, but no less than once per year. The Committee will report to the Congregation Council as appropriate.
- b. The Personnel Committee will assist committee chairs and professional staff in recruiting new employees, evaluating existing employees and monitoring adherence to the personnel policies. The committee's duties are:
 - 1) maintaining and updating as needed, Zion's Personnel Policy manual for adoption by the Congregation Council.
 - 2) assisting Congregation Council members and Committee chairs in interviewing prospective employees, preparing salary and benefits proposals, and documenting job descriptions and employment contracts.
 - 3) maintaining awareness of employment market conditions so that Zion staff compensation and benefits are competitive and fair.
 - 4) assist employee's supervisors in applying and monitoring adherence to Zion's personnel policies.