

**Hawley Lutheran Church  
Hawley, Minnesota**

**Constitution and Bylaws**

Adopted (date), 2011

**Preamble**

We, the baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word in its purity and as the norm for faith and life, administering the sacraments, and carrying out God's mission, do hereby adopt this constitution and solemnly pledge ourselves to be governed by its provisions in the name of the Father and of the Son and of the Holy Spirit.

**Article 1 Name and Incorporation**

- 1.01 The name of this congregation shall be Hawley Lutheran Church (HLC), Hawley, Minnesota.
- 1.02 For the purpose of this constitution and the accompanying bylaws, Hawley Lutheran Church is hereinafter designated as "this congregation".
- 1.03 This congregation shall be incorporated under the laws of the State of Minnesota.

**Article 2 Confession of Faith**

- 2.01 We believe, teach, and confess the Triune God, Father, Son and Holy Spirit.
- 2.02 We believe, teach and confess Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe in him.
  - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation
  - b. The proclamation of God's message to us as both law and gospel is the Word of God, revealing judgment and mercy in the person and work of Jesus Christ through whom God was pleased to reconcile all things to himself.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, they record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- 2.03 We believe, teach and accept the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of our proclamation, faith and life.
- 2.04 We accept the Apostles', Nicene and Athanasian Creeds as true declarations of the scriptural faith we believe, teach and confess.
- 2.05 We believe, teach and accept the Unaltered Augsburg Confession and the Small Catechism as true witnesses to the Word of God, normative for our teaching and practice. We acknowledge that we are one in faith and doctrine with all

churches that likewise accept the teachings of the Unaltered Augsburg Confession.

- 2.06 We believe, teach and accept the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Large Catechism, and the Formula of Concord, as further valid expositions of the Holy Scriptures.
- 2.07 We believe, teach and confess the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the Power of God to create and sustain the priesthood of all believers for God's mission in the world.

### **Article 3 Nature of the Church**

- 3.01 All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under His rule and authority.
- 3.02 The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations.

### **Article 4 Statement of Purpose**

- 4.01 The congregation acknowledges the Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- 4.02 To participate in God's mission, this congregation as a part of the Church shall:
  - a. Worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness and service.
  - b. Proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations.
  - c. Carry out Christ's Great Commission (Matthew 28:19-20) by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all.
  - d. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, standing with the poor and powerless and committing to their needs.
  - e. Nurture its members in the Word of God so as to grow in faith, hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the spirit for their life together and for their calling in the world.

- f. Demonstrate the unity given to the people of God by living together in love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the spirit gives.
- 4.03 To fulfill these purposes, this congregation shall:
- a. Provide services of worship at which the Word of God is preached and the sacraments are administered.
  - b. Provide pastoral care and assist all members to participate in this ministry.
  - c. Challenge, equip and support all members in carrying out their calling in their daily lives and in their congregation.
  - d. Teach the Word of God.
  - e. Witness to the reconciling Word of God in Christ, reaching out to all people.
  - f. Respond to human need, work for justice and peace, care for the sick and suffering and participate responsibly in society.
  - g. Motivate its members to provide financial support for the congregation's missions and ministries.
  - h. Foster and participate in cooperative relationships with other congregations.
- 4.04 This congregation shall develop an organizational structure to be described in the bylaws. The HLC Council shall prepare descriptions of the responsibilities of each committee, task force or other organizational groups and shall review their actions.
- 4.05 This congregation shall, from time to time, adopt a mission statement which shall provide specific direction for its programs.

## **Article 5 Powers of the Congregation**

The powers of this congregation are those necessary to fulfill its purpose.

- 5.01 The powers of this congregation are vested in the Congregational Meeting called and conducted as provided in this constitution and bylaws.
- 5.02 All matters before the Congregational Meeting shall be decided by a simple majority vote of members present and voting unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience shall be decided solely on the basis of the Word of God.
- 5.03 The congregation is authorized to:
- a. Call a pastor(s) as provided in Article 10.
  - b. Terminate the call of a pastor(s) as provided in Article 10.
  - c. Approve the annual budget.
  - d. Acquire real and personal property by gift, devise, purchase or other lawful means.
  - e. Hold title to and use its property for any and all activities consistent with its purpose.
  - f. Sell, mortgage, lease, transfer or otherwise dispose of its property by any lawful means.
  - g. Elect its Council and require it to carry out its duties in accordance with the constitution and bylaws.

## **Article 6 Meetings**

The annual Congregational Meeting shall be held in the month of January, the date to be determined by the council.

- 6.01 Announcements of regular meetings shall be made in the services of the two previous Sundays.
- 6.02 Announcements of special meetings shall be made in the services of the two previous Sundays or in the services of the previous Sunday when accompanied by notification by mail. Such special meetings may be called at the request of the pastor(s), president, church council or twenty-five (25) voting members.
- 6.03 Sixty (60) voting members present at a properly called meeting shall constitute a quorum.
- 6.04 Voting by proxy or by absentee ballot shall not be permitted.
- 6.05 All actions by the congregation shall be by a simple majority vote of members present and voting except as otherwise provided in this constitution.
- 6.06 Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Article 7 Church Affiliation**

- 7.01 HLC shall operate as an independent Lutheran Church.
- 7.02 HLC may affiliate itself with a Lutheran church body (or bodies), as the congregation so decides. A decision to join or leave a Lutheran church body shall require a two-thirds (2/3) majority vote at a legally called congregational meeting. Any action to join or leave a Lutheran church body must be ratified by a two-thirds (2/3) majority vote at a legally called congregational meeting no less than sixty (60) days after the initial vote.
- 7.03 If HLC is affiliated with a Lutheran church body, the Church Council shall ensure compliance with the requirements of such affiliation as appropriate for HLC and shall involve the congregation as is appropriate or required.

## **Article 8 Property Ownership**

- 8.01 If this congregation ceases to exist, title to property shall be distributed by the remaining members to the 501.(c)(3) organization(s) of their choice.
- 8.02 If a two-thirds majority of the voting members of this congregation present and voting at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation.
- 8.03 If a two-thirds majority of the voting members of this congregation present and voting at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation.

## **Article 9 Membership**

- 9.01 Members of this congregation shall be those baptized persons on the roll of the congregation at the time that this constitution is adopted and those who are

admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this constitution and its bylaws.

- 9.02 Voting members are confirmed members. Such confirmed members shall have attended a minimum of four (4) worship services, communed and made a contribution of record during the past twelve (12) months. Membership classifications are addressed as specified in the bylaws.
- 9.03 It shall be the duty and privilege of members of this congregation to:
- a. Make regular use of the means of grace, both Word and Sacraments;
  - b. Live a Christian life in accordance with the Word of God and the teachings of the Lutheran Church; and
  - c. Support the work of this congregation through contributions of their time, talents, abilities, and financial support as biblical stewards.

### **Article 10 Pastoral Staff and Other Church Employees**

- 10.01 Authority to call a pastor(s) shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting called legally for that purpose.
- 10.02 The specific duties of the pastor, compensation, and other matters pertaining to the services of the pastor shall be included in a letter of call.
- 10.03 The call of a congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment. Every ordained minister shall:
- a. Be a member of this congregation.
  - b. Preach and teach the Word in accordance with the Lutheran Confessions.
  - c. Administer the Sacraments.
  - d. Conduct public worship.
  - e. Provide pastoral care.
  - f. Offer instruction, confirm, marry, visit the sick and distressed, and bury the dead.
  - g. Pray for the congregation and its members.
  - h. Strive to extend the Kingdom of God, by word and deed, in the community and beyond.
  - i. Keep accurate parochial records of baptisms, confirmations, marriages, burials, communicants, members received, members leaving, and shall submit a summary of these statistics annually to the congregation.
- 10.04 In the event of congregational conflict in which the pastor is involved, if efforts by the HLC Council to resolve the issues fail, the council shall by a two thirds vote seek mediation.
- 10.05 The call of a pastor shall be terminated for the following reasons:
- a. Mutual agreement to terminate the call or the completion of a call for a specific term.
  - b. Resignation of the pastor.
  - c. The physical or mental incapacity of the pastor.

- d. Disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty.
  - e. The dissolution of the congregation.
- 10.06 This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation.
- 10.07 Church employees as defined in the bylaws shall be chosen through a search process and approved by the HLC Council.

### **Article 11 Hawley Lutheran Church Council**

The HLC Council members shall be elected at the Annual Meeting of the congregation.

### **Article 12 Officers**

- 12.01 The officers of this congregation shall be a president, vice president, secretary and treasurer.
- 12.02 Duties of the officers shall be specified in the bylaws.
- 12.03 The officers shall be voting members of the congregation.
- 12.04 The president, vice president, secretary and treasurer shall be selected from the elected membership of the HLC Council.
- 12.05 No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than two consecutive terms in the same office.

### **Article 13 Congregation Committees**

- 13.01 The officers of this congregation and the pastor(s) shall constitute the **Executive Committee**.
- 13.02 A **Nominating Committee**, an **Audit Committee**, **Call Committee** and **Personnel Committee** are defined in the bylaws.
- 13.03 Other committees of this congregation may be formed, as the need arises, by decision of the HLC Council.
- 13.04 The senior pastor of this congregation shall be a non-voting ex officio member of all committees and boards of the congregation.

### **Article 14 Organizations Within the Congregation**

All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation shall determine their policies, guide their activities, and receive written annual reports submitted to the Annual Congregation Meeting concerning their membership, work, and finances. The HLC Council shall provide ongoing oversight.

### **Article 15 Indemnification**

This congregation indemnifies and holds harmless its past, present and future officers, HLC Council members, committee members, employees and staff against actions or

threatened actions to be made party to threatened, pending or completed civil, criminal, administrative, arbitration or investigative proceeding while carrying out their Congregational duties. This indemnification does not extend to an individual's liability from fraudulent or illegal activity.

### **Article 16 Division**

If at any time a division of the congregation should take place for any reason, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to the confessional standards set forth in this constitution.

### **Article 17 Discipline of Members**

Discipline of members, staff and employees is addressed in the bylaws.

### **Article 18 Amendments**

18.01 This Constitution may be amended in the following manner. Amendments may be proposed by at least twenty-five (25) voting members or by the HLC Council. Proposals must be filed in writing with the HLC Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The HLC Council shall notify the congregation's members by mail of the proposal together with the council's recommendations at least 30 days in advance of the meeting.

18.02 Amendments to Articles 2, 3 and 4 shall not destroy their essential meaning.

18.03 Amendments to this constitution, proposed under 18.01 shall:

- a. Be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those present and voting;
- b. Be ratified without change at the next annual meeting by a two-thirds majority vote of those present and voting; and
- c. Have the effective date included in the resolution.

### **Article 19 Bylaws**

This Congregation may adopt bylaws. No bylaw may conflict with any provisions of this constitution .

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## **CONGREGATIONAL BYLAWS**

### **Article 1 Holy Communion**

- 1.01 This congregation invites all its members, who have been prepared to receive the Sacrament, to participate regularly in Holy Communion.
- 1.02 Preparation for Holy Communion shall normally be provided for baptized persons as young as ten years of age.
- 1.03 Participation in Holy Communion shall be open to members of other congregations who sincerely confess that Jesus Christ is their Lord and that He is present in the Sacraments.
- 1.04 Record of participation in Holy Communion shall be maintained.

### **Article 2 HLC Pastors & Church Workers**

- 2.01 Called HLC pastors are the Senior Pastor and Associate Pastor(s) .
- 2.02 HLC church workers are to be selected by a search process developed by the HLC Council and/or personnel committee.

### **Article 3 Council**

- 3.01 Any voting member of the congregation may be elected to the HLC Council.
- 3.02 The members of the Council, except the senior pastor, shall be elected by the Congregation to serve three (3) years.
- 3.03 The voting membership of the HLC Council shall consist of nine elected/appointed members of the council.
- 3.04 Newly elected/appointed HLC Council members shall be installed at a worship service after the election.
- 3.05 A member's place on the HLC Council shall be declared vacant if the member:
  - a. Ceases to be a voting member of this congregation or is absent from four regular meetings of the HLC Council in the current year without cause.
  - b. The Executive Committee may adopt procedures for the removal of a member of the HLC Council in other circumstances.
- 3.06 Should a member's place on the HLC Council be declared vacant, the HLC Council shall appoint, by majority vote, a successor to fill out the remainder of the term being vacated.
- 3.07 The HLC Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God.
- 3.08 The duties of the HLC Council shall include the following:
  - a. To lead this congregation in annually stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
  - b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.

- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
  - d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
  - e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
  - f. To promote a climate of peace and goodwill; and, as differences and conflicts arise, to endeavor to foster mutual understanding.
  - g. To arrange for pastoral service during the sickness or absence of the pastor.
  - h. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- 3.09 The HLC Council shall be responsible for the financial and property matters of this congregation.
- a. The HLC Council shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs.
  - b. The HLC Council shall not have the authority to buy, sell or encumber real property unless specifically authorized to do so by a meeting of the congregation.
  - c. The HLC Council may enter into contracts to address emergency situations not included in the budget.
  - d. The HLC Council shall do an annual evaluation of the senior pastor, review and make adjustments to wage and salary levels.
  - e. The HLC Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds following its adoption.
  - f. The HLC Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
  - g. The HLC Council shall be responsible for this congregation's investments and its total insurance program.
- 3.10 The HLC Council shall see that the provisions of this constitution and its bylaws are carried out.
- 3.11 The Executive Committee shall provide for an annual review of the membership roster.
- 3.12 The HLC Council shall be responsible for the employment of the hourly waged lay workers of this congregation and employees specifically listed in the bylaws.
- 3.13 The HLC Council shall submit a comprehensive report to this congregation at the annual meeting.
- 3.14 The HLC Council shall normally meet once a month. Special meetings may be called by the pastor(s) or the president, and shall be called by the president at the request of a majority of the HLC Council members. Notice of each special meeting shall be given to all who are entitled to be present.
- 3.15 A quorum for the transaction of business shall consist of a majority of the Council members.

#### **Article 4 Officer's Duties**

- 4.01 **President** – The President shall preside over all meetings of the congregation and the HLC Council. The President or designated agent shall represent the congregation at all official functions.
- 4.02 **Vice President** – The Vice President shall preside at all functions in the absence of the President.
- 4.03 **Secretary** – The Secretary shall keep the minutes of the HLC Council and the congregational meetings and shall oversee a Congregational Historian and Archivist.
- 4.04 **Treasurer** – The Treasurer shall oversee the Financial Secretary and report to the HLC Council.

#### **Article 5 Financial Secretary**

A Financial Secretary shall be appointed by the Council. The Financial Secretary shall:

- 5.01 Be the custodian of HLC funds.
- 5.02 Disburse all funds in accordance with decisions of this Congregation or the HLC Council.
- 5.03 Present a duly audited report to the annual Congregational meeting and other such reports to the HCL Council as required.
- 5.04 Attend meetings of the HLC Council.
- 5.05 Complete tasks related to payroll, payroll taxes, filing tax returns and reports.
- 5.07 Keep a record of all pledges of the congregation.
- 5.08 Receive all collections, individual contributions and special offerings for current expenses, missions and other purposes.
- 5.09 Oversee the counting and recording of all contributed funds. Two voting members shall count and sign the tally sheet prior to the funds leaving the premises.
- 5.10 Deposit all money received in this congregation's bank account (s).
- 5.11 Make a monthly accounting to the HLC Council.
- 5.12 Distribute annual statements to all contributors (when identifiable) detailing their record of contributions. Additional statements may be prepared and distributed at the direction of the Council.
- 5.13 Prepare for the Council, a complete annual statement of collections and contributions.
- 5.14 The Financial Secretary and Treasurer shall be signatories on this congregation's bank accounts.

#### **Article 6 Committees**

- 6.01 **Executive Committee** – The Executive Committee shall meet monthly to determine any issues that are to come before the Council, to consolidate information, and determine the need for additional actions.
- 6.02 **Nominating Committee** -- Four voting members of this congregation shall

be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection. The committee shall meet on an as-needed basis, shall nominate one or more candidates for each office to be filled and secure the consent of each candidate to serve if elected.

- 6.03 **Audit Committee** -- Two voting members shall be elected at the Annual Meeting of HLC. Audit Committee members shall not be members of HLC Council. The term of office shall be two years, with one member being elected each year. Members shall be eligible for reelection. The Audit Committee shall conduct an annual audit of all congregational financial records and prepare a report to present at the Annual Meeting validating the congregation's financial records' accuracy and validity.
- 6.04 **Call Committee** – Seven members shall be elected by a special meeting of the congregation when a pastoral office is vacant. The Nominating Committee shall present a slate of candidates to a special congregational meeting called to elect the call committee. Nominations may also be accepted from the floor. The term of office shall end upon installation of the newly called pastor.
- 6.05 **Personnel Committee** – Four members shall be selected by the HLC Council. The Personnel Committee is responsible for publishing employee openings at Hawley Lutheran Church, providing job descriptions and application forms for prospective employees. The Personnel Committee is also responsible for interviewing candidates for open positions at Hawley Lutheran Church. Recommendations from the Personnel Committee are sent to the HLC Council for final approval.

## **Article 7 Membership**

- 7.01 **Baptized Membership:** Baptized members are all persons within the congregation who have been baptized in the name of the Triune God, whether children or adults, and come under the pastoral care of this congregation. It is expected that all baptized members:
- a. Attend worship services faithfully and regularly.
  - b. Lead a Christian life as taught in Galatians 5:19-26.
  - c. Out of Christian love, submit to brotherly admonition, according to Matthew 18, when having erred or offended.
  - d. Contribute as God has blessed them of their time, talents and treasure toward the maintenance of the congregation and the extension of the church at large.
  - e. In due time, take a course of instruction in preparation for communicant membership in this congregation.
- 7.02 **Confirmed Membership:** Confirmed members are all persons within the congregation who are baptized and:

- a. Are admitted to Confirmed membership through preparation and participation in the rite of Confirmation.
  - b. Apply for membership presenting letters of transfer showing them to be confirmed members in good standing in other Lutheran churches. They shall be admitted to Confirmed membership upon submitting their letters of transfer to the HLC Council.
  - c. Apply for membership presenting evidence of confirmation in a Lutheran church, but who do not have letters of transfer. They shall be admitted to Confirmed membership when the Council has determined that they meet the standards of Christian faith and life indicated in the Constitution and Bylaws.
  - d. Are adults from a non-Lutheran tradition who have received confirmation instruction in the Lutheran faith.
- 7.03 **Voting Membership:** Voting members are confirmed members. Refer to Article 9.02 of the HLC Constitution.
- 7.04 **Associate Membership:** Associate members are persons holding membership in other Lutheran or Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. They have all the privileges and duties of membership except voting rights and eligibility for elected offices or membership on the HLC Council of this congregation.
- 7.05 **Termination of Membership:** Membership in this congregation shall be terminated by any of the following:
- a. Death
  - b. Resignation
  - c. Transfer or Release
  - d. Disciplinary action by the Council
  - e. Removal from the roll due to inactivity as defined in the bylaws
- 7.06 **Discipline of Members --** Denial of the Christian faith as described in the Constitution and Bylaws, conduct grossly unbecoming of a member, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation shall be attempted following the process specified in Mathew 18: 15-17:
- a. Private admonition by the pastor(s) or HLC Council President
  - b. Admonition by the pastor(s) or HLC Council President in the presence of two witnesses. The member facing discipline may bring as many as two witnesses to this meeting.
  - c. If there is no resolution, the Council shall be responsible to conduct a final effort to achieve reconciliation. The member facing discipline

may bring as many as two witnesses to this meeting. The decision of the Council is final.

- d. The Council may either suspend membership for a definite period of time or remove the member from the membership roll. The decision shall be confirmed in writing to the disciplined member.

### **Article 8 Employed Church Staff**

- 8.01 The HLC Council shall initiate the hiring process.
- 8.02 The Personnel Committee appointed by the council shall be responsible for an appropriate search.
- 8.03 The Personnel Committee shall include at least one person with employment expertise.
- 8.04 The pastor shall serve as a consultant in the search and hiring process.
- 8.05 HLC Council approval is required for all hires.
- 8.06 Salary or wages are to be determined by the HLC Council.

### **Article 9 The Annual Meeting**

- 9.01 Announcement of the time and place of the Annual Meeting of the Congregation shall be made at two public services immediately preceding the meeting, said services to be at least one week apart, and in such publications as the congregation or the pastor(s) may periodically issue; or by written notice to the voting members mailed at least 10 days in advance of the meeting.
- 9.02 The current roster of voting members shall be determined prior to each Annual Meeting.
- 9.03 The Order of Business at the Annual Meeting shall be:
  - a. Opening Prayer & Devotion.
  - b. Approval of minutes of previous Annual Meeting.
  - c. Reports of Pastor(s), Council, Treasurer and Committees.
  - d. Elections.
  - e. Approval of Budget.
  - f. Unfinished Business.
  - g. New Business.
  - h. Closing Prayer.
- 9.04 In the following cases voting shall be by written ballot:
  - a. Election of HLC Council (more candidates than openings).
  - b. Adoption or Amendment of Articles of Incorporation, Constitution, or Bylaws.
  - c. Call of a Pastor(s), or requesting a Pastor's Resignation.
  - d. Excommunication of a member, or removal of an Officer from office.
  - e. To dispose of, encumber, or purchase Real Property.

### **Article 10 Amendments**

These bylaws may be amended in the following manner:

- 10.01 Bylaws may be adopted or amended at any legally called meeting of this congregation, by a majority vote of those voting members present and voting.
- 10.02 Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the HLC Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The HLC Council shall notify the congregation's members of the proposal with the HLC Council's recommendations at least 30 days in advance of the Congregational Meeting.

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