

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

### ARTICLE I - STATEMENT OF PURPOSE

Zion Evangelical Lutheran Church, a congregation of the ELCA. The purpose of Zion Evangelical Lutheran Church is to spread the word by preaching the Gospel of Jesus Christ, teaching the fundamentals of the Lutheran Confession, Care and Nurture of members of the congregation, service to neighbors in this community, concern for justice, and outreach to all those who have not heeded the Gospel message.

### ARTICLE II - CONGREGATIONAL MEETINGS

The Congregation shall meet two times a year as follows:

1. In January to receive annual reports, adopt an operating and capital budget for the new fiscal year, and to elect new Officers for the coming year.
2. In July to review and establish mission goals for the congregation, identify mission recipients for the forthcoming Apple Harvest Festival, and receive Apple Harvest Festival reports and Financial Reports from the previous year.

### ARTICLE III - EXECUTIVE COMMITTEE

1. When it is not possible to convene a special meeting of the Parish Council to respond to an urgent or emergency situation, the Executive Committee shall meet to transact such business to respond to the situation. The Executive Committee will consist of the 4 Officers of the Congregation and the Pastor (as set forth in Chapter 10 of the Constitution, i.e. President, Vice-President, Secretary & Treasurer.)
2. The Executive Committee shall have all the powers vested in the Parish Council when responding to such urgent or emergency situations only.
3. Any action taken by the Executive Committee must be reported to the Parish Council as soon as possible, but not later than the next scheduled Parish Council Meeting.
4. A quorum shall be three members.
5. The Executive Committee shall also be responsible for the following:
  - A. Annual evaluation of the performance of the paid staff.
  - B. For budget preparation purposes, will make recommendations for salary and wages for all paid staff of the Congregation during October of each year.

### ARTICLE IV - NOMINATING COMMITTEE

There shall be a Nominating Committee (comprised of 3 members), to be chaired by the Vice President of the congregation acting ex-officio. The committee shall be comprised of, in addition to the VP, three congregational members, only one of whom may be a current member of the Parish Council. One member shall be an outgoing member of the Church Council. The term for nominating committee members is one year, and they are not eligible for consecutive reelection.

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

### ARTICLE V - AUDIT COMMITTEE

There shall be an Audit Committee, appointed by the President - per Sec. 12 of the Constitution, to be comprised of two members of the congregation, neither of whom shall be a member of the Parish Council or the Financial Secretary; they shall be responsible for the selection of the 3<sup>rd</sup> party independent auditing firm to perform agreed upon auditing procedures of the books and records of the church at the end of the Treasurer's term. Term of appointment shall be 2 years, with one member appointed each year. Members are eligible for reappointment.

NOTE: Separate from the above noted Committee, and as set forth in ARTICLE XII, the Director of Financial Affairs will conduct an additional internal audit of the books and records of the Church during years when no outside auditor is so tasked.

### ARTICLE VI - CALL COMMITTEE

The Call Committee shall develop a profile which describes the pastoral needs of the congregation and shall seek the advice of the Bishop of the Synod in fulfilling its needs. Recommendations of a call to a new pastor shall be presented to the Parish Council and after their approval to a Congregation Assembly Meeting. The Call Committee shall consist of 7 members and is appointed by the Congregational Assembly.

### ARTICLE VII - FISCAL YEAR

The congregation's fiscal year shall commence on January 1st and conclude the following December 31st.

### ARTICLE VIII - FINANCIAL RECORDS FOR ANNUAL AUDIT

All organizations of the church shall annually submit their books and records for the audits - both the external audit as well as the internal audit. In Addition, all organizations of the church shall make their books and records immediately available upon request of the President, Vice-President, Treasurer, or Director of Financial Affairs.

### ARTICLE IX - PARISH COUNCIL

#### **Section 1 - Organization**

The Parish Council shall consist of the Senior Pastor (ex-officio), President, Vice-President, Secretary, Treasurer, Director for Worship and Music, Director for Membership and Witness, Director for Financial Affairs, Director for Christian Welfare, Director for Christian Education, Director of Christian Fellowship, and Director for Church Facilities. There are 11 voting members, but the President shall only vote to break a tie. [*See the director's individual responsibilities*] The Directors shall function as the liaison between their committee and the Council.

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

### Section 2 - Presiding Individuals

The order of precedence for presiding over the Parish Council shall be President, Vice President, Director of Worship and Music, and Director of Membership and Witness.

### Section 3 - Terms of Office

The terms of office shall be as noted below and shall begin on February 1st and end on January 31st of the following year:

President	Two (2) years.
Vice President	Two (2) years.
Secretary	Two (2) years beginning in even year
Treasurer	Two (2) years beginning in odd
year Director of Worship and Music	Two (2) years beginning in odd
year Director of Membership and Witness	Two (2) years beginning in odd
year Director of Financial Affairs	Two (2) years beginning in even
year Director of Christian Welfare	Two (2) years beginning in even
year Director of Christian Education	Two (2) years beginning in odd
year Director of Christian Fellowship	Two (2) years beginning in odd
year Director of Church Facilities	Two (2) years beginning in even
year	

All Officers and Directors may only serve two (2) consecutive terms of office.

### Section 5 - Duties of Officers

The duties of the officers shall be as follows:

#### 1. President

- a. The President of the congregation shall preside over all meetings of the Parish Council and Congregation Assembly meetings. He/She shall, to the best of his or her ability, enforce the Constitution and by-laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the congregation assembly.
- b. The President shall be welcome at all meetings (excluding Mutual Ministry), but will not have voting capacity except on the Parish Council or at a Congregation Assembly Meeting and then only in the case of a dead lock.
- c. The President shall appoint an Audit Committee in accordance with Article V. of the bylaws. The President shall submit the Audit Committee's Report at the January congregational meeting each year.
- d. The President shall appoint the nominating committee.
- e. The President shall sign all contracts that have been negotiated and approved by the

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

Parish Council and/or Congregation.

### 2. Vice President

- a. The Vice President shall serve in the place of the President at designated meetings and committees.
- b. In the absence of the President, the Vice President shall sign all contracts that have been negotiated and approved by the Parish Council and/or Congregation.

### 3. Secretary

The Secretary shall be present at all Congregation Assembly meetings and at all meetings of the Parish Council and shall enter the minutes of all meetings of the various Administrative Boards in a permanent record book, which shall be available to all congregational members.

### 4. Treasurer

The Treasurer shall:

- a. Be responsible for accurate recordings of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest congregational consideration for improved methods and systems for keeping records.
- b. Present a written financial report at Congregation Assembly meetings and Parish Council meetings.
- c. Submit permanent financial records for audit.
- d. Be responsible for remission of offerings for missions and church agencies and for prompt payments of salaries and expenditures authorized by the congregation, boards, and standing committees.
- e. Coordinate the expenditures of the various Boards.
- f. Sign all checks for payment of bills, salaries or other financial commitments of the congregation.

## ARTICLE X - BOARD OF WORSHIP AND MUSIC

### Section 1 - Organization

The Board of Worship and Music shall consist of the Director of Worship and Music, Pastor, Music Director, Representative of the Choir, Head Usher, Representative of the Altar Guild, and additional interested members of the Congregation.

### Section 2 - Purpose of the Board

The Board shall be comprised of individuals that demonstrate their Christian knowledge, zeal and experience which will be directed toward the spiritual welfare of the congregation and the supervision of everything pertaining to congregational worship.

### Section 3 - General Duties

1. The Board will meet as deemed necessary by the Director (whether monthly, bi-monthly or quarterly), but sufficient to insure that the Board is providing for the spiritual welfare

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

of the congregation and the supervision and planning of congregational worship.

2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes must be provided to the President and Secretary of the Parish Council and presented at the next scheduled Council meeting.

3. The Board will submit an annual budget to the Board of Financial Affairs in October of each year for the following year. The budget shall include, but not be limited to, supplies for the Altar, Ushers, Choir and related materials.

### **Section 4 -Areas of Responsibilities**

1. The Board will plan in advance the various seasons and celebrations of the Church year including selection of hymns, participation of the various choirs, themes and unusual duties required of persons participating in the services such as Ushers, Lay Assistants, Lectors, Acolytes and Torch Bearers.

2. Supervise Music Director and Choirs.

3. Arrange for guest Ministers as needed.

4. Staff, train and supervise ushers.

5. Set time and schedule of Church services.

6. Evaluate new forms of worship, liturgies and hymns.

7. Supervise the Altar Guild in the care, use and maintenance of the communion, baptism and altar furnishings, decorations at church festivals, and vestments.

8. Maintain adequate supply of expendable material for worship such as communion wine and wafers, baptismal napkins, candles, etc. in conjunction with the Altar Guild.

9. Work with the Board of Fellowship to encourage joint activities for the children, youth and adult members of congregation.

10. Work with the Board of Membership and Lay Ministry to encourage lay participation in worship service as Communion Assistants, Ushers and Readers.

11. Work with Board of Christian Welfare to arrange for distribution of flowers to the sick and shut-ins.

12. Maintain records on worship and communion attendance.

13. Assist and develop relationships with other Lutheran and Non-Lutheran Churches to develop a common understanding and basis for joint worship and fellowship.

14. Setup guidelines (cost/schedule, etc.) for weddings, funerals, and other special worship services.

### **ARTICLE XI - BOARD OF MEMBERSHIP AND WITNESS**

#### **Section 1 - Organization**

The Board of Membership and Witness shall consist of the Director of Membership and Witness and interested members of the Congregation.

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

### Section 2 - Purpose of the Board

The basic objectives of the Board are to establish an active program to promote membership, to establish and maintain active program of evangelism, and to enlist the help of the congregation in spreading the Gospel.

### Section 3 - General Duties

1. The Board will meet as deemed necessary by the Director (whether monthly, bi-monthly or quarterly), but sufficient to insure that the Board is providing an effective program.
2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes must be provided to the President and Secretary of the Parish Council, and presented at the next scheduled Council meeting.
3. The Board must submit an annual budget to the Board of Financial Affairs in October of each year for the following year. The budget shall provide sufficient information and detail to permit review by the Parish Council.

### Section 4 - Areas of Responsibility

1. Make continual reviews of communion and church attendance of all members, make calls on delinquent members and follow-up with new born children in the congregation to insure they are baptized.
2. Assist the Board of Christian Welfare in visiting the sick, hospitalized or shut-ins in the congregation.
3. Be responsible for welcoming new visitors at worship services and help in orientation and integration of new members into the congregation.
4. Encourage, support and assist in the work of the Board of Christian Fellowship and the church societies.
5. Share with the Pastor in proclaiming the Gospel to all people through programs intended to reach the un-churched.
6. Encourage prayer in church and home for concern toward all peoples and nations.
7. Maintain an ongoing visitation program.
8. Insure publication of upcoming events and services through local newspapers, Sunday bulletins and parish newsletter.

## ARTICLE XII - BOARD OF FINANCIAL AFFAIRS

### Section 1 - Organization

The Board of Financial Affairs shall consist of the Director of Financial Affairs, Treasurer, Financial Secretary, Assistant Treasurer and a minimum of four (4) tellers/counters.

### Section 2 - Purpose of the Board

The basic objectives of this Board are to initiate programs for the development of good

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

stewardship within the members of the congregation with regard to time, talents and financial support, and to ensure financial stability of the congregation.

### Section 3 - General Duties

1. The Board will meet as deemed necessary by the Director (whether monthly, bi-monthly or quarterly), but at least once every fiscal quarter to review the financial condition of the church.
2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes must be provided to the President and Secretary of the Parish Council and presented at the next scheduled Council meeting.
3. The Board will submit an annual budget to the Parish Council in November of each year for the following year.

### Section 4 - Areas of Responsibility

1. To be responsible with the Treasurer for safe deposit and recording of all funds, remission of offerings to designated missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and appropriate boards.
2. Responsible for developing together with the Pastor stewardship programs.
3. Provide opportunities for development of talents through training courses, workshops, seminars and conferences.
4. Work with the Boards of Christian Education and Christian Welfare to foster support for missions and charities through rallies, festivals, films, letters, and guest speakers.
5. Maintain records on contributions, gifts and memorials issuing quarterly statements of contributions, and notes of recognition for gifts and memorials.
6. Furnish to the congregation annually the contribution envelopes and supplies for special seasons such as Easter coin folders, etc.
7. The Board shall coordinate with the Board of Church Facilities and the President to insure the President, Treasurer, Secretary, and Financial Secretary, are bonded and a security bond exists.
8. To assist Treasurer in having an independent audit conducted of the church financial records annually.
9. Preparation of Congregational budget.

### Section 5 - Financial Secretary

1. Appointed annually by the Council.
2. Provide for the counting of offerings of the Congregation and recording of all contributions by members for whatever purpose.
3. Requisition and distribute offering envelopes.
4. Issue annual statements to members showing their offerings, plus at other times upon specific request of any individual member(s).
5. Deposit funds in the name of the Congregation in a bank designated by the Parish Council.

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

6. Train tellers/counters.

### Section 6. Assistant Treasurer

1. Appointed annually by the Council.
2. Assist Treasurer in carrying out duties outlined in Article IX Section 5 Number 4 including authorized to sign all checks for payment of bills, salaries or other financial commitments of the congregation during extended absences of the treasurer.

### Section 7. Director of Financial Affairs

1. Shall provide oversight and guidance to the Board of Financial Affairs, including investments associated with memorial funds.
2. Shall establish and update financial procedures and policy for the Congregation.
3. Shall conduct an additional internal audit of the books and records of the Church during years when no outside auditor is so tasked.

## ARTICLE XIII - BOARD OF CHRISTIAN WELFARE

### Section 1 - Organization

The Board of Christian Welfare shall consist of the Director of Christian Welfare and interested members of the Congregation.

### Section 2 - Purpose of the Board

The basic objectives of this Board are to investigate situations of human need or Christian concern and recommend or coordinate congregational action to respond to them within the congregation, community or in the State, National or International levels.

### Section 3 - General Duties

1. The Board will meet as deemed necessary by the Director (whether monthly, bi-monthly or quarterly), but sufficient to insure the needs of the congregation are being administered.
2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes must be provided to the President and Secretary of the Parish Council and presented at the next scheduled Council meeting.
3. The Board will submit an annual budget to the Board of Financial Affairs in October of each year for the following year.

### Section 4 - Areas of Responsibilities

1. Inform the congregation of Church's Social Service Agencies, mission projects conducted by the Lutheran Church.
2. Establish a list of shut-ins and sick, and coordinate visits.
3. Work with the Altar Guild for distribution of altar flowers to the sick and shut-ins.



# Zion Evangelical Lutheran Church

## Bylaws-January 2019

4. Respond to needs of Lutheran Church and community efforts, such as clothing and food drives and financial support to service organizations.
5. Inform the congregation of services available including helping the disadvantaged, elderly and minorities, and suggesting financial assistance to candidates studying for full time church work.
6. Maintain and make available information on services provided by the church or social agencies in the local community for assistance, including alcoholism, drugs, emotional illness, marital problems, clothing and food needs, etc.
7. Evaluate outside appeals for funds and make recommendations to the Parish Council.

### **ARTICLE XIV - BOARD FOR CHRISTIAN EDUCATION**

#### **Section 1 - Organization**

The Board of Christian Education shall consist of the Director of Christian Education, a Representative of Sunday School, and interested members of the Congregation.

#### **Section 2 - Purpose of the Board**

The basic objectives of this Board are to plan and administer the total educational program of the congregation, to determine policies, to select personnel, to arrange for equipment and facilities, and supervise the entire educational program.

#### **Section 3 - General Duties**

1. The Board will meet as deemed necessary by the Director (whether monthly, bi-monthly or quarterly), but sufficient to insure that the Board is providing a total educational program for the congregation and to insure such programs are operating as planned.
2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes must be provided to the President and Secretary of the Parish Council and presented at the next scheduled Council meeting.
3. The Board will submit an annual budget to the Board of Financial Affairs in October of each year for the following year. The budget shall include, but not limited to, anticipated income, expenditures for supplies, educational material, church library, audio-visual aids, etc., which the Board feels are necessary to provide a total educational program within the needs of the church.

#### **Section 4 - Areas of Responsibilities**

1. Responsible for supervision of Sunday School, children, youth, young adult and adult Bible study programs; confirmation classes and Vacation Bible School. This includes setting policies as deemed necessary.
2. To enlist aid of congregation for Teachers and Assistants.
3. Maintain records of membership in educational programs and encourage the uninvolved.
4. Work with the Fellowship Board to encourage joint activities for the children, youth and adult members of the congregation.
5. The Board of Christian Education shall be represented on and attend the Nursery

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

School Board and report to the church council. Any member of Council may also attend the Nursery School Board meetings.

6. Review, analyze and approve material used in the various educational programs.
7. Work with the Board of Membership and Witness to encourage total congregational involvement.
8. Work with the Board of Church Facilities to insure church property, facilities and equipment are safe for youth, handicapped and adult members of the congregation.

### **ARTICLE XV - BOARD OF CHRISTIAN FELLOWSHIP**

#### **Section 1 - Organization**

The Board of Christian Fellowship shall consist of the Director of Christian Fellowship, a Representative from each social group, and interested members of the Congregation.

#### **Section 2 - Purpose of the Board**

The basic objectives of this Board are the strengthening of the spiritual and social fellowship between congregation members, the integration of new members into the life of the congregation, and the general building-up of mutual cooperation, trust and enjoyment among the members of the congregation.

#### **Section 3 - General Duties**

1. The Board will meet as deemed necessary by the Director, but sufficient to insure that the Board is providing a total fellowship program for the congregation and to insure such programs are operating as planned.
2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes must be provided to the President and Secretary of the Parish Council.
3. The Board will submit an annual budget to the Board of Financial Affairs in October of each year for the following year with sufficient information and detail to permit review by the Parish Council.

#### **Section 4 - Areas of Responsibilities**

1. Establish, plan, and supervise a total program for Christian Fellowship taking into account all members of the congregation.
2. Maintain constant contact with other Administrative Boards, both suggesting to them ways of furthering the work of their Boards through fellowship and request suggestions for fellowship activities.
3. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners and the like in conjunction with the Boards of Worship and Music, Membership and Witness.
4. Assist social groups both in planning and, if necessary, obtaining financial aid to conduct activities for the youth, young adults and adults.
5. Coordinate activities with the Board of Christian Welfare.

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

6. Periodically sponsor dinners, fellowship nights, etc., in conjunction with the Board of Membership and Witness.

### ARTICLE XVI - BOARD OF CHURCH FACILITIES

#### **Section 1 - Organization**

The Board of Church Facilities shall consist of the Director of Church Facilities and at least two (2) interested members of the Congregation.

#### **Section 2 - Purpose of the Board**

The basic objectives of the Board are the proper maintenance and repair of the Church property; the supervision of all renovations and expansions; and the general protection of the Congregation against loss, damage or injury.

#### **Section 3 - General Duties**

1. The Board will meet as deemed necessary by the Director (whether monthly, bi-monthly or quarterly), but sufficient to ensure that the Board is providing a total program of maintenance and repair to Church properties and the protection of the Church's assets.
2. The Board will maintain permanent meeting minutes of each meeting. A copy of all minutes shall be provided to the President and Secretary of the Parish Council and presented at the next scheduled Council meeting.
3. The Board shall submit an annual budget to the Board of Financial Affairs in October of each year for the following year with sufficient information and detail to permit review by the Parish Council. The budget shall include general maintenance materials and planned renovations or expansion projects.

#### **Section 4 - Areas of Responsibilities**

1. Provide for maintenance of all church properties and equipment, and recommendations to the Congregation for needed repairs, improvements or replacement.
2. Conduct an annual inspection and inventory of all church properties, equipment and supplies, and maintain a record of acquisitions.
3. Supervise activities and working hours of Sexton; coordinating additional custodial hours and services as may be required. Prepare detailed list of custodial requirements.
4. Issue keys for church property to appropriate members and employees of the church and outside services as may be required.
5. Annually review with President and Treasurer insurance coverage of church property and employees, and adjust coverage as deemed necessary.
6. Enlist work crews for special repairs, improvements, cleaning, painting, decorating, landscaping and other projects.
7. Obtain original copies of all church records related to property deeds, insurance policies, service contracts, and similar official documents. The original documents shall

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

be stored in a safety deposit box.

8. Set all polices and fees for the rental and use of church property and equipment.

9. Insure that property is at all times clear of hazards; such as snow and ice on sidewalks, stairs and driveways.

10. Establish and oversee the work of a renovation or expansion committee in the planning, solicitation of bids, and evaluation, contract award, project scheduling, and completion. The Board and Committee will work with the Council and Board of Financial Affairs.

11. Ensure compliance with local, State and Federal regulations, ordinances, and codes related to safety, health and similar issues.

### ARTICLE XVII -SCHOLARSHIP COMITTEE

There shall be a Zion Lutheran Church Scholarship Committee, appointed by the Council, to be comprised of 3 members of the congregation with staggered terms of 3 years. The Committee shall self-select a Chairperson each year. Members shall be eligible for reappointment. They shall oversee all aspects of the scholarship process, including advertising, review of candidates, selection (or non-selection) of applicants, and making all decisions regarding any amounts to be awarded. All scholarship funds associated with Zion Lutheran Church will be administered by the scholarship committee. The decision-making process within the committee is completely confidential. The scholarship committee will advise the Council of its final decisions regarding the recipients of scholarships, and the amounts awarded.

### ARTICLE XVIII MUTUAL MINISTRY COMMITTEE

#### Section 1 - Mission

To strengthen the mutual ministry of the congregation and the pastor through listening and clarifying, sharing and communicating, and reviewing and reflecting. To care for the pastor by conferring support and providing counsel in order to facilitate effective relationships among the pastor and congregational members.

#### Section 2 - Membership

The committee will consist of four members, mutually selected by the Pastor and Council, who are drawn from a cross-section of the Congregation. (Paid staff is not eligible for this committee.) Because of the need for complete confidentiality, Mutual Ministry Committee discussions are to be kept completely confidential (i.e. not shared with spouses, children, other members of the congregation, or with any non-members.)

#### Section 3 - Responsibilities

To commit to ongoing prayer support for one another.

To reflect with the Pastor in his/her self-evaluation, continuing education interest, and ramifications of ministry reviews, goals and priorities.

To celebrate milestones, events, successes, etc., with the Pastor.

To identify and help address early warning signs of misunderstandings within the congregation and Pastor.

# Zion Evangelical Lutheran Church

## Bylaws-January 2019

To reflect on the mutual ministry of this unique combination of Pastor and people, that the mission and ministry may be strengthened.

### **Section 4 - Time Commitment**

Members serve staggered 2 year terms. The committee will self-select a chairperson for each year. The committee will meet quarterly for regular meetings with the Pastor. Additional meetings will be called by the chairperson or the Pastor if a topic or situation warrants it.

### **Section 5 - Accountability and Reporting**

The chairperson will report to the Council on a quarterly basis (sharing at a minimum that the committee had met.) The committee will pass on to the Council any recommendations that the committee believes would enhance the ministry of the Pastor and congregation. However, absolutely no confidential information will be reported. No annual report will be submitted

## **ARTICLE XIX - SPECIAL COMMITTEES**

### **Section 1 - Committees**

1. Apple Harvest Committee
2. Camp Calumet Committee

### **Section 2 - Appointment of Special Committees**

The Parish Council shall appoint special committees to respond to issues and needs as appropriate. These committees shall be dismissed when their appointed function is discharged.

### **Section 3 - Accountability**

All appointed special committees are answerable to the Parish Council. All active special committees are to report to the Parish Council according to an agreed upon schedule, but no less than quarterly.

### **Section 4 - Appointment of Chairperson**

The chairperson of each special committee shall be appointed by the Parish Council.

### **Section 5 - Financial Responsibility**

Special committees appointed by the Congregation or Parish Council to raise money for the Congregation shall have the Chairman of that Committee approve all bills and moneys to be paid out, and submit them to the Congregation's Treasurer to be paid.