



BYLAWS
of
Epiphany Lutheran Church

Revised February 2013

Table of Contents

Change Record.....	3
Section 1. Mission Statement, Vision and Guiding Principles.....	5
Mission:	5
Vision:.....	5
Epiphany Lutheran Church is:	5
Our Guiding Principles:	5
Section 2. Annual Meeting	6
Section 3. Duties of the Officers	6
Section 4. Mission Teams	6
Section 5. Areas of Focus	7
A. Fulfilling God’s Mission For Epiphany	7
A.1. The Worship Life Team.....	7
A.2. The Formation Team.....	7
A.3. The Reach Team	8
A.4. The Congregational Life Team	8
a. Lay Deacons.....	8
b. Small Groups	8
A.5. The Outreach Team.....	8
A.6. Charge for all Mission Teams	8
B. Administration.....	8
B.1. Staff/Personnel Management	8
B.2. Financial Stewardship	9
B.3. First Fruits	10
B.4. Audit.....	10
B.5. Nominating Team.....	10
B.6. General Operating Procedures.....	11
Section 6. Review of the By-Laws.....	11
Section 7. Archives	11

Change Record

Section	Date	Change Description	Reason for Change	Requestor
Change Record	Nov 2011	Add change record to document	No change record existed on original document	Susan Heck – Lead Servant Team
Section 1	Nov 2011	Amend to statements and Guiding Principals Add: b Add: guiding principals	Mission leadership matrix approved during congregational meeting 12/6/09	Pat Barron – Congregation President
2	Nov 2011	Amend to represent present organizational plan	Mission leadership matrix approved during congregational meeting 12/6/09	Pat Barron – Congregation President
2.e	Nov 2011	Add section for special meetings	Item not previously defined or referenced	Pastor Rick Barger – Lead Pastor
3	Nov 2011	a. Amend Congregation Council to Lead Servant Team b. Amend Vice President to President elect c. Add: or designee, amend Congregation Council to Lead Servant, Add: insure that a copy is filed in the church office... d. Amend finance committee to Lead Servant Team e. Amend Financial secretary to Congregational Council	Mission leadership matrix approved during congregational meeting 12/6/09	Pat Barron – Congregation President
4	Nov 2011	Amend Committees to Mission Teams, interaction and operation of Mission Teams is defined, amend a,b,c,d,e,f,g,h,i,j,k to a,b,c,d,e,f,g,h,i,j,k,l	Mission leadership matrix approved during congregational meeting 12/6/09	Pat Barron – Congregation President
5	Nov 2011	Amend Committees to Areas of Focus, amend A1,A2,A3, A4,a,b A5, to A1,A2,A3,A4, a,b, A5, A6 Amend B – Discipleship to Administration, B1, B2, B3 Add: B3 First Fruits, renumber remaining section Amend: B4 to further define Audit Team and audit process Remove C1, C2, C3 Remove D	Mission leadership matrix approved during congregational meeting 12/6/09	Pat Barron – Congregation President
6	Nov 2011	Amend : Inactivity to Review of By-Laws & Constitution establish review timelines	Previous version did not define review/update timelines for By-Laws and Constitution	Pat Barron – Congregation President

Section	Date	Change Description	Reason for Change	Requestor
7	Nov 2011	Amend Archives to define joint responsibility and location of archive records.	Responsibility moved to paid servant role	Pat Barron – Congregation President
5.B.5	Oct 2012	New : Nominating team defined	Nominating team defined	Pat Barron – Congregation President
5.B.6	Oct 2013	New: General Operating Proceedures	General operating procedures defined	Pat Barron – Congregation President
5, B.3	Feb 2013	Changed First Fruits Giving to reflect change from Foster Children’s Foundation to Rainbow Village	Congregation approved change in recipient during 2/3/13 Congregational gathering	Pat Barron – Congregation President

Section 1. Mission Statement, Vision and Guiding Principles

Mission: To reach out, raise up and change the world through the light of the living Christ.

Vision: That all might thrive and serve in the light of God's grace, utilizing our main pillars to achieve our vision and organization.

Epiphany Lutheran Church is:

First and foremost a WORSHIPPING community who gives God our very best and humbly receives God's free gifts.

A community BEING FORMED into cradle-to-grave disciples of the Living Christ.

A welcoming community that is charged to REACH and invite others into our life together extending biblical hospitality to all.

A COMPASSIONATE community who promotes wellness, wholeness and connectedness for all.

A SERVANT community who stands with and works for justice among the poor, the powerless and the disenfranchised with the compassion of Christ that has no limits or boundaries.

A community who RAISES UP with intentionality all of our CHILDREN and ADOLESCENTS to be healthy, hopeful, and faith-filled servant leaders in the world.

Our Guiding Principles:

- * Because our worship life is the defining and central practice of this congregation, it shall always receive our highest attention. We will not schedule anything that competes with our worship life.
- * The valuing of kids and gifting them with faith, hope, love and developmental assets must permeate all that we do. This principle is placed here as the first one behind our worship life as a statement of our priorities.
- * Being an authentic church community that truly values kids means that our adults must be in the life-giving partnerships with our kids in every aspect of our mission.
- * Apart from regular participation in worship, we believe that the primary and most highly effective medium for faith development is the home.
- * We exist for God's mission to and for the world. We do not exist for ourselves. Mission is not something that we do among a menu of activities. We are God's mission.
- * When we proclaim, "The gifts of God are free," we truly mean free for all.
- * We take seriously the words of Jesus and the scriptures that with God all things are possible. This is not triumphalism, and is not a belief in ourselves. It is a belief in God, who is able to bring life and light to all situations. Thus, we are a congregation who takes risks to fulfill God's mission and vision for us.
- * Because the idolatry of wealth is totally pervasive in our world, we must lift up generous biblical financial stewardship as essential to discipleship. We take seriously the words of Jesus, "Where your treasure is, there your heart will be also." (Matthew 6:21)
- * We celebrate change, growth, and transformation. We do not fear them.
- * Because God's mission and vision for this congregation belongs to all of us, the work of mission and ministry teams, mission spending, the state of our finances and stewardship, and decision-making processes must be wisely transparent.
- * When conflict occurs, we follow Matthew 18: 15-20 as a guide to resolution, forgiveness, and reconciliation.
"If another member of the church sins against you, go and point out the fault when the two of you are alone. If the member listens to you, you have regained that one. But if you are not listened to, take one or two others along with you, so that every word may be confirmed by the evidence of two or three witnesses. If the member refuses to listen to them, tell it to the church; and if the offender refuses to listen even to the church, let such a one be to you as a Gentile and a tax collector. Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, truly I tell you, if two of you agree on earth about anything you ask, it will be done for you by my Father in heaven. For where two or three are gathered in my name, I am there among them."

* As an authentic congregation in Christ, we hold each other accountable to speech and actions that will build up this body of Christ and foster respect and love for all.

* We do not take ourselves too seriously, but we take the claim "He is risen!" with ultimate seriousness.

* We believe that a congregation that is grasped by the Gospel of God exhibits the fruit of the Spirit and its life together; love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control. We also believe that lots of laughter and humility should mark our life together.

Section 2. Annual Meeting

The annual meeting of Epiphany Lutheran Church will be held during the first quarter of each year. During this meeting the following business shall be conducted:

- a. Adopt an annual mission spending plan for the subsequent fiscal year for the church.
- b. Election of new or reappointment of existing church officers and members of the Lead Servant Team, comprising the respective Mission Teams, as appropriate.
- c. Approve the annual report from the paid servants and the Lead Servant and Mission Teams as well as the Congregational President's report.
- d. Conduct other business matters that may be necessary for the ongoing mission of the church.
- e. Special meetings shall be called as specified in chapter 10.02 of the Constitution for Epiphany Lutheran Church.

Section 3. Duties of the Officers

The officers of Epiphany Lutheran Church shall consist of at least a president, secretary, and treasurer, and a president-elect when appropriate in the succession plan of the president in accordance with section C11.01 of the Constitution.

- a) President – The President shall preside over the Congregational Council, (here after referred to as the Lead Servant Team), meetings, as well as Congregational meetings. The President shall prepare a written agenda for each meeting. The President shall be an active participant in the mission of the Church and directly involved in all financial matters of the church involving expenditures above \$1,000 that were not specifically approved in the spending plan. Other Lead Servant Team members can approve expenditures that were included in the approved spending plan or specially approved by a vote of the Lead Servant Team in consultation with the Treasurer, unless financial conditions necessitate a more restrictive spending plan as defined in section 4 paragraph g.
- b) President-Elect – The President-elect shall perform the duties of the President if the President is not available for a Lead Servant Team or Congregational meeting.
- c) Secretary – The Secretary, or his designee, shall take minutes for all Lead Servant Team Meetings and Congregational meetings. The Secretary shall maintain archives of all these meeting agendas and minutes and insure that a copy is filed in the church office as a part of the official records. If the Secretary is unable to perform his/her duties, the President shall appoint a member of the Lead Servant Team to fulfill that role on an interim basis with notification to other members of the Lead Servant Team of such appointment.
- d) Treasurer – The Treasurer shall oversee the payment of all bills and administer the financial accounts for Epiphany Lutheran Church. The Treasurer, is a paid servant and shall serve as an advisory member of the Lead Servant Team.
- e) Congregation Council – The full Congregation Council will comprise of the Congregation President and the appointed Lead Servant team. The Lead Pastor shall equip, inspire and provide spiritual direction for the Lead Servant Team.

Section 4. Mission Teams

The Church will carry out its mission through the establishment of up to but not exceeding six congregational appointed Mission Teams. Mission teams shall be comprised of not less than three, but not more than six members that have been approved by the full congregation at the annual meeting during the first quarter of each year. Vacancies that occur during the church year should be appointed by the Lead Servant Team by ratification at the next congregational meeting with notification to the full congregation via the church website or other routine means that members can readily access.

- a) Each Mission Team shall have a leader to lead the team in the fulfillment of its mission and conduct meetings as deemed appropriate. Team leaders should notify the members of the Lead Servant Team of scheduled meetings at least a week in advance of the meeting date.
- b) Mission Team members shall be appointed for a period of not more than two years and shall not serve more than two consecutive terms without specific approval of the Lead Servant Team and Lead Pastor in accordance with section chapter 11.02 of the constitution.
- c) Once a person has served two full terms they must wait a full term of two years, before being eligible to be appointed to serve another term.
- d) Each Mission Team is individually and collectively responsible for fulfilling the responsibilities of the team's mission.
- e) Each Mission Team should report quarterly to the Lead Servant Team on the progress of their team in action and outline any opportunities to expand their mission and/or challenges impeding the fulfillment of their mission. The report to the Lead Servant Team may be written or oral. Teams may also be requested to update the full congregation at the annual or any specially called meetings of the congregation.
- f) Mission Teams are encouraged to submit any suggested topics that warrant the attention of the Lead Servant Team such that matters can be addressed timely in concert with monthly scheduled meetings or well in advance of matters that need to come before the full congregationally called meetings.
- g) Each Mission Team will notify the Lead Servant Team of any financial needs of their team in advance of the annual spending plan preparation schedule. Once the spending plan is approved by the congregation each team will have full authority to administer and use all funds in the mission spending plan for the Mission Team, unless the Lead Servant Team restricts such expenditures to conform to the actual financial condition of the congregation.
- h) Each Mission Team shall work together, where possible and as appropriate, with other Mission Teams toward the common mission of the church as stated in section 1.
- i) Members and leaders of all Mission Teams should strive to participate in full array of church activities as well as the broader ELCA organization with the goal of continually improving the church's mission.
- j) All Mission Team members and leaders shall be in good standing and representative of the entire congregation.
- k) The elected Lead Servant Team is required to keep detailed minutes of all meetings. Any member of the congregation, in good standing, shall have the right to review such minutes by making known a "request for review of minutes" to any member of the Lead Servant Team. Such reviews should be accomplished within the church facilities and unless circumstances prohibit, said minutes should be made available promptly upon request, but in no case less than one week from the time of the request. No original minutes or any other official church records should be copied or removed from the premises without written approval of the Lead Servant Team.

Section 5. Areas of Focus

A. Fulfilling God's Mission For Epiphany

A.1. The Worship Life Team is charged with paying attention to the main ministry pillar that states, "Epiphany is first and foremost a WORSHIPPING community who gives God our very best and humbly receives God's free gifts." This team is charged with creating a grace-filled environment for all persons who walk through our doors. This team will create, empower, and equip musical and performing arts teams who will lead and enhance our worship life. This team is also the steward of all of the leaders and assistants needed for worship, including, but not limited to, acolytes, readers, gift bearers, bread bakers, banner makers, communion assistants, assisting ministers, altar care team, ushers and children's ensembles. The architect of our worship life is our Lead Pastor, and worship is generally planned by paid servants and others whom the Lead Pastor may enlist.

A.2. The Formation Team is charged with paying attention to the main ministry pillar that states, "Epiphany is a community BEING FORMED into cradle-to-grace disciples of the Living Christ." Fulfilling the promises that parents, sponsors, and the gathered community makes to infants and children at their baptisms, the formation team intentionally focuses on the sacred formation of our children and adolescents.

Recognizing that the sacred formation of children necessitates the ownership of their formation by adults in their lives, the team will recruit and empower adults to be primary asset-builders in the youth's lives. A key principle that guides this Mission Team is that children, as well as others, are formed through a variety of experiences – worship, retreats, larger church youth gatherings, outdoor ministries, and service to the poor – that place a biblically and theologically informed faith in relationship with others and the world.

A.3. The Reach Team is charged with paying attention to the main pillar that states, “Epiphany is a WELCOMING community who invites others into our life together and extends biblical hospitality to all.” This team connects the mission and life of Epiphany with the broader community, creates a whole and authentic welcoming environment, and ensures that the church has the communication media and resources to keep the community, both within and outside of Epiphany, informed and inspired. This team takes responsibility for shepherding people from being visitors to being active members and partners in God's mission for us.

A.4. The Congregational Life Team is charged with paying attention to the main ministry pillar that states, “Epiphany is a COMPASSIONATE community who promotes wellness, wholeness, and connectedness for all.” This team creates opportunities and events that generate and strengthen Christ-centered relationships and build us up as a Body of Christ. Specific to the team's mission is the equipping of specific persons as care givers of body and spirit through the lay deacons' ministry. Additionally, specific to the generation of Christ-centered relationships that endure is the small groups' ministry.

a. Lay Deacons Inspired by the compassion of the living Christ, the Lay Deacons walk with the vulnerable and serve in ways that bring healing, hope, and strength. The Lead Pastor, or one whom he or she designates, identifies persons with the appropriate spiritual gifts for this ministry and appoints them to serve as long as the service is mutually agreeable. Appointments are subject to the endorsement of the lead servant team. The Lead Pastor, or one whom he or she designates, will provide training and ongoing empowerment for this team so that they can serve to the best of their abilities. The Lead Pastor establishes expectations and guiding principles for service in this ministry.

b. Small Groups. The purpose of the small groups' ministry is to forge intentional life-giving relationships through the use of the scriptures and covenanted time together in groups. The use of small groups is Epiphany's primary initiative for the support of individuals and for discipleship development; thus, this ministry intends to involve all persons in a small group. Leaders of small groups are selected, equipped, and empowered by the Lead Pastor or one whom he or she designates.

A.5. The Outreach Team is charged with paying attention to the main ministry pillar that states, “Epiphany is a SERVANT community who stands with and works for justice among the poor, the powerless and the disenfranchised with the compassion of Christ that has no limits or boundaries.” This ministry intentionally brings hope, dignity, and healing to those in our community and beyond. This ministry shall have a voice, in conjunction with the Lead Servant Team, as to the deployment of Epiphany's first fruits for ministries beyond our doors. Commitments to selected agencies or organizations shall be ratified through a continuing resolution. Support for ministry beyond our doors shall endeavor to be missional, relational, and incarnational. An outcome expected from the Outreach team is not only increased wellness among those served but the spiritual transformation of those who serve.

A.6. Charge for all Mission Teams is to pay attention to the main pillar that states, “Epiphany is a community who RAISES UP with intentionality all of our CHILDREN and ADOLESCENTS to be healthy, hopeful, and faith-filled servant leaders in the world.” Our youth are not a separate ministry but are integral to all that Epiphany is and does. We will keep the promise that we make to all who are baptized. *We welcome you into the Lord's family. We receive you as fellow members of the body of Christ, children of the same heavenly father, and workers with us in the kingdom of God.* To this end, all Mission Teams will pay attention to our guiding principles that are prescriptive for the valuing and formation of our youth.

B. Administration

B.1. Staff/Personnel Management is ultimately the responsibility of the Lead Pastor, with the Lead Servant team serving in an advisory role to the Lead Pastor. The Lead Pastor will seek the guidance of the Personnel Team as it relates to performance management and salary compensation guidance.

- a) The Personnel Team will elect a chairperson and a recording secretary.
- b) The team will consist of not less than four, but no more than five members that are appointed jointly by the Congregational President and the Lead Pastor. Two members of the Team shall be the current president and past president of the congregation and the other members should be members of the congregation that are in good standing and have prior experience in personnel matters as a profession and/or prior leadership roles of Epiphany. Appointed Lead Servant members' terms shall serve concurrent terms with their term on the Lead Servant Team. Other, at large, members shall serve three year-terms, but no more than two consecutive terms in accordance with chapter 11.02 of the constitution.
- c) Spouses of paid servants are not allowed to serve on the personnel team.
- d) The Team is responsible for setting total compensation guidelines will meet as needed, but no less than semi-annually to review staff performance and set annual compensation levels. Any staff termination recommendations must ultimately be approved by the Lead Servant Team. Minutes of all meetings of the Team must be retained in confidential files at the church office and access must be limited to current members of the Personnel Team, Lead Servant Team, or the Lead Pastor.
- e) The process of calling a pastor is defined in the Constitution for Epiphany Lutheran Church, Chapter 9.
- f) The process of employing other full- time and part- time staff persons, job descriptions, public notifications, interviews, financial benefits packages, etc., will be managed by the Lead Pastor in consultation with this Team and subject to the approval of the Lead Servant Team.

B.2. Financial Stewardship of the church is ultimately the responsibility of the Lead Servant Team, but the Treasurer, as defined in Section 3 d) is responsible for the overall financial management and reporting. The Treasurer is supported by the financial secretary. The Treasurer, with the support of the financial secretary, shall be responsible for:

- a) Maintaining monthly financials which will include a balance sheet, an income and expense statement, and other related reports as may be required.
- b) Insuring that members in good standing are selected to manage the counting of receipts, offerings and gifts.
- c) Funds are deposited in the church's bank account in a timely manner and that accounts are handled in a professional manner with regard to all transactions.
- d) The Treasurer will, in collaboration with the Lead Servant Team and Lead Pastor, develop the annual spending plan for the Church and keep the Lead Servant Team apprised of financial conditions of the Church at all times, especially as it relates to changes in financial conditions that may warrant a change in spending plan expenditures.
- e) The Church will, in collaboration with the Lead Servant Team and the Lead Pastor, hold an annual stewardship campaign. The funds generated from this campaign will generally be utilized to meet the ongoing financial needs of the mission of the Church. The campaign will be led by volunteers, usually two to three members that may or may not be an existing member of a Mission Team or Lead Servant Team. The Lead Servant team in collaboration with the stewardship campaign team will be responsible for the development of promotional materials, and all other events related to the creation of excitement and support of the annual campaign. The timing of the campaign will generally be in the spring of the year. However, the timing of the campaign may be altered by the Lead Servant Team consistent with the financial needs of the Church.
- f) The Church will, in collaboration with the Lead Servant Team and Lead Pastor, hold a capital appeal campaign every third year. Funds generated from this campaign would be generally utilized for debt servicing, longer term facility needs and additional staffing when warranted. This campaign will be led by volunteers, usually three to four members that may or may not be an existing member of a Mission Team or a Lead Servant Team. The Lead Servant Team in collaboration with the capital campaign Team and other Mission Team members as appropriate will be responsible for the development of promotional materials and all other events related to the creation of excitement and support of the campaign. The capital campaign will generally be held in the fall of the year. The timing of the campaign may be altered to address the financial needs of the Church.
- g) The leaders of the annual stewardship campaign and the three year capital campaign will further be responsible, with the support of the Lead Servant Team, for keeping the congregation apprised of the progress of the campaign during the actual campaign. As it relates to the capital appeal, campaign leaders would be expected to continue to monitor the results and keep the congregation apprised of the progress periodically over the course of the three years.

h) Campaign leaders will be expected to follow up with new members of the church to afford them the opportunity to fully support the financial needs of the church.

B.3. First Fruits Modeling the principles of biblical stewardship, the congregation will practice FIRST FRUITS giving for mission and ministry beyond Epiphany's doors.

- a) This means that the first checks written each month shall be the first fruits of the gifts to the general and capital funds.
- b) The percentage of first fruits and recipients shall be established through a continuing resolution.
- c) The percentage of first fruits established by continuing resolution shall be included in the annual mission spending plan.
- d) Those designated as first fruits recipients and the percentages allocated shall remain in effect unless changed by a duly called meeting of the congregation with a majority vote adopting a new continuing resolution.

Currently, the first fruits are designated as follows:

- a. GENERAL FUND – 12%
 - i. 5% to the Southeastern Synod of the Evangelical Lutheran Church in America
 - ii. 7% to the Haitian Timoun Foundation, a 501 (c) 3 U.S. Public Charity.
- b. CAPITAL FUND – 12%
 - i. 5% to Lutherock-Lutheridge Ministries, Inc., an outdoor ministry of the Evangelical Lutheran Church in America.
 - ii. 5% to the Haitian Timoun Foundation, a 501 (c) 3 U.S. Public Charity.
 - iii. 2% to the Rainbow Village, a 501 (c) 3 U.S. Public Charity.
- e) Recipients of our first fruits shall annually report to the congregation concerning their mission and use of the first fruits funds.

B.4. Audit - The integrity of the Church records is the direct responsibility of all elected congregational members. Each year the Lead Servant Team shall appoint not less than two, but not more than four, members that do not have any responsibility for the finances of the church, which will serve as the Audit team. The members of the team should not serve more than three consecutive years in such a capacity. The audit team will conduct a review of the financial records of the church as well as insuring adequate controls are in place with regard to disposition of church funds. This review will be documented along with the notation of any items that were identified as warranting corrective action. In the event that corrective action is needed, the Lead Servant Team collectively is responsible for follow up and subsequent documentation that corrective actions were implemented.

B.5. Nominating Team – As defined in Section C13.01 of the Epiphany Constitution, a nominating team shall be comprised of five persons, two of whom shall be outgoing council members. Outgoing members of the Lead Servant Team would be first choice given their knowledge of Church governance and mission initiatives. A “new team”, with no members returning from the prior year, will be elected annually by the congregation at its annual gathering. Members of the nominating committee shall be nominated for election by the prior year’s nominating team. The Senior Pastor serves as advisor to the nominating team.

Nomination Team Guidance:

- The Nominating Team should focus on putting forth a slate consisting of the **most qualified** individuals within the congregation for consideration of election to open positions at the annual meeting.
- The nominating process must be **strictly confidential** in deliberation and in approaching individuals to serve.
- The responsibilities of the team and its purpose are biblically grounded. This process of identifying candidates should be a prayerful deliberation of the leadership needs of the church in relation to the vision and mission for Epiphany. People do not “run” for office or council in God’s church.
- Each open position should have only one nominee.
- Positions should be left vacant if no qualified individual can be identified.
- Epiphany needs the best leaders possible serving in God’s church. The highest honor one can receive in God’s church is to be asked to serve in a position of elected leadership.

- There are no restrictions on nominating team members or their spouses from serving in the vacant leadership positions.
- The nominating team members are encouraged to engage existing leaders as well as paid servants in defining the leadership needs and in the identification of potential leaders, but in a confidential manner at all times.
- The nominating team has the responsibility to challenge each other in an open and positive manner to insure the final slate submitted is truly the best leaders given the vision and mission for Epiphany. Individuals nominated for election should be supported by the full nominating team.

B.6.General Operating Procedures – Epiphany Lutheran Church leadership is defined in Chapter 12 of the Church constitution, which outlines the various duties and responsibilities of the Church Council, Lead Servant Team as well as the individual mission teams of the congregation. These individuals, as defined in the constitution and further outlined in the Epiphany by-laws, have the overall responsibility for the development of effective operating policies of Epiphany that include, but are not limited to:

- * **Child Protection Policy** – the policy that defines how Epiphany will operate to insure the protection of our precious children in all activities on and off the premises.
- * **Nursery Policy** – the policy outlines the guidelines for parents of your children at Epiphany.
- * **Facilities Utilization Policy** – the policy that defines the use of the Epiphany facilities for weddings, funerals, third party organizations, i.e. boy scouts and possibly other religious organizations.
- * **Key Distribution Policy** – that provides clarity to the assignment of keys to the facilities and the combination locks on the various internal doors.
- * **Financial Procedures** – that provide a defined process for the counting of contributions, handling of all financial transactions, including bank deposits and withdrawals as well as signature cards to insure the integrity of all related financial transactions of the church.
- * **Other Daily Operating procedures** – related to the operations of the use of the facilities and other matters as deemed appropriate.
- * While it is not feasible to include these operating procedures within the Epiphany by-laws the Lead Servant Team has the responsibility to insure that these procedures are documented such that they provide reasonable guidance to paid servants, church leadership and others who are engaged in carrying out the mission of the church. The binder containing these operating procedures shall be maintained in the church administrator’s office and can be reviewed by any member of the congregation upon request. The operating procedures should not be removed from the church office at any time.

These procedures are to be reviewed by the council members and paid servants on an annual basis for submission of changes. The audit team shall reference these procedures in carrying out their review of the financial procedures and record keeping of the church.

Section 6. Review of the By-Laws

The Lead Servant Team will be responsible for completing a review of the by-laws and the ELCA model constitution at least every three years. Such reviews and the need for revisions, or lack thereof, should be documented and recorded in the minutes of the Lead Servant Team. Changes to the congregation constitution should be documented and adopted as appropriate.

Section 7. Archives

Congregation archives shall be maintained by church. It is the joint responsibility of the Lead Servant Team and the Lead Pastor to maintain an accurate and orderly history of the congregation in its many and varied facets. A staff member should be assigned this important responsibility. The archives shall be, whenever possible, kept on the property of the church building.

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