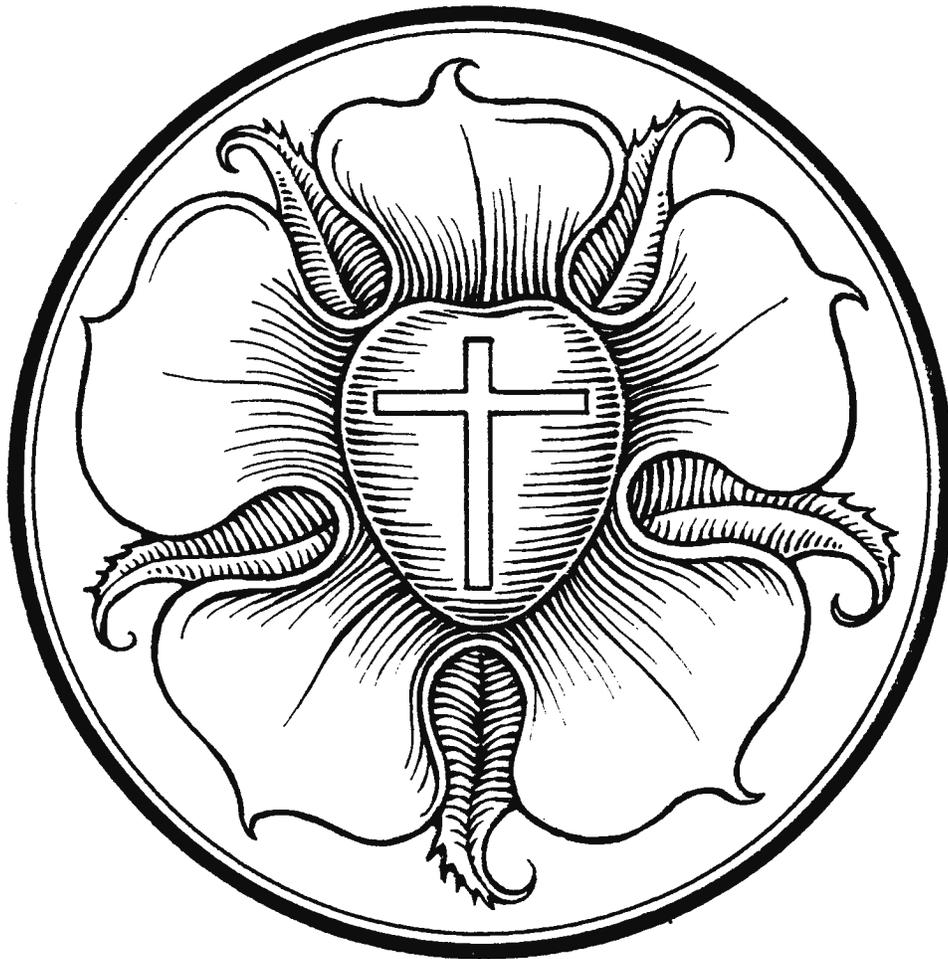


CONGREGATIONAL GOVERNING DOCUMENTS



CALVARY EVANGELICAL LUTHERAN CHURCH
208 WOODS DRIVE
MECHANICSBURG, PA 17050

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PREAMBLE

The Word of God requires that a Christian congregation shall conform to the Divine Word in doctrine and practice and that all things be done decently and in order (1Cor. 14:40). Therefore, we, a number of Lutherans residing in and around Harrisburg, Pennsylvania, have united into a congregation and subscribe to the following Constitution and Bylaws by which all the affairs of our congregation shall be governed.

CONSTITUTION

ARTICLE I – NAME

The name of this church and congregation shall be Calvary Evangelical Lutheran Church, Mechanicsburg, Pennsylvania.

ARTICLE II – PURPOSES AND CONFSSIONAL COMMITMENT

A. Purposes

1. Worship

Members of the Body of Christ in this congregation who are physically capable of gathering together do so in order to express their praise and thanksgiving to God. They bring to Him their prayers, and they are nourished and strengthened by the reading and preaching of God's Word and by the administration of His Sacraments. Thus they up build one another as members of His Body, the Church. By their worship, they demonstrate to the world their allegiance to Christ and witness to His Lordship over every area of life.

2. Nurture

Through all of life, Christians are to grow in the grace and knowledge of their Lord. For this purpose, God has established the ministry to be a means of teaching His people and equipping them for His mission. God also uses members of the Body of Christ to strengthen themselves and one another by their private study, public teaching, and mutual sharing of the truths of His Word.

3. Fellowship

Holy Communion affords Christians the opportunity to commune with their Lord as they participate in the blessings of the redemption He won for them through His death and resurrection. It also provides them the opportunity to fellowship with one another, as together they celebrate what God has for them in Christ. Preaching, teaching, and study opportunities, diverse worship experiences, gatherings for various purposes within the congregation, and every encounter one Christian has with another are occasions for mutual edification and up building through the operation of the Holy Spirit.

4. Evangelism

Through Baptism the Holy Spirit makes us both God's children and His witnesses. Each member of the congregation is therefore sent to carry out Christ's mission to the world. This he does through his daily witness, in word and deed, to the redemption won for him by Christ, through the witness of the congregation, and through the proclamation of the Gospel by the Lutheran Church and by Christ's whole church in this country and the

world. The individual Christian and the Congregation are thereby committed to prayerful and financial support of the various means by which they may extend their worldwide mission.

5. Service

Recognizing that all life is under the Lordship of Jesus Christ, the Christian does God's work through his vocation, in the home, the church, and the state. He seeks to extend justice and social acceptance for all and endeavors to minister to man as a total being. Such demonstration of Christian love adds power to the proclamation of the Gospel.

B. These purposes are carried out under the following confessional commitment:

1. This congregation holds all of the canonical books of the Old and New Testaments to be the inspired Word of God and the sole rule of faith and life.
2. It accepts all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580, namely:
 - a. The three Ecumenical Creeds, the Apostles, the Nicene, and the Athanasian;
 - b. The Unaltered Augsburg Confession;
 - c. The Apology of the Unaltered Augsburg Confession;
 - d. The Smalcald Articles;
 - e. Luther's Small Catechism;
 - f. Luther's Large Catechism; and
 - g. The Formula of Concordas a correct and sound exposition of the Christian doctrine taken from and in full accord with the Holy Scriptures.
3. Accordingly, no doctrine which conflicts with, sets aside, or adds to the foregoing norm of doctrine shall be taught or tolerated in this congregation.
4. All doctrinal controversies which may arise in this congregation shall be decided and adjudicated according to this confessional commitment.
5. Hymns and liturgies used in the public worship of this congregation and in all pastoral acts, and all literature used in the educational program of the congregation, shall be in agreement with its confessional commitment.

ARTICLE III – MEMBERSHIP

A. Baptized Members

Baptized members are all members, regardless of age, who have been baptized in the name of the Triune God, who are under the spiritual care of the pastor of this congregation, and who have been received into membership in accordance with the Bylaws.

B. Communicant Members

Only such persons shall be and remain communicant members who:

1. Are baptized in the name of the Triune God.
2. Declare their adherence to all the canonical books of the Old and New Testaments as the only divine rule and norm of faith and life and are familiar with and signify their acceptance of the confessions of this church as summarized in Luther's Small Catechism.

3. Are accepted into communicant membership in accordance with the Bylaws of the congregation.

C. Voting Members

All communicant members who are at least 18 years of age who have been accepted by the Voters Assembly and have signed this Constitution shall be members of the Voters Assembly and be granted the right to vote and hold elective office.

ARTICLE IV – POWERS AND RIGHTS

- A. The Voters Assembly as a body shall have the supreme power in the external and internal administration and management of all the affairs of the congregation. No decision, enactment, or performance in behalf of the congregation or with reference to a member thereof as such shall be valid, whether it has proceeded from an individual or from a body within the congregation, unless it shall have been enacted or performed according to a general or specific power conferred by the Voters Assembly; and whatever may have been ordered or decided by individuals or minor bodies within the congregation shall always be subject to revision and final decision by the Voters Assembly. But not even the Voters Assembly shall be empowered to order, enact, or decide anything contrary to the Word of God and the Symbols of the Lutheran Church, and any such ordinances, enactments, or decision shall be null and void.
- B. In matters of doctrine and conscience unanimity shall be required for a final decision; other matters shall be disposed by the votes of a majority of the voting members present at a meeting properly convened in accordance with the Bylaws.
- C. The right of choosing and calling ministers and of electing all other officers of the congregation shall ever be vested in the Voters Assembly and shall never be delegated to an individual or to a minor body or group within the congregation.

ARTICLE V – OFFICE OF PASTOR

- A. The pastoral office in this congregation shall be conferred upon such ministers or candidates only as profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the inspired Word of God and all the Symbols of the Evangelical Lutheran Church enumerated in Article II.B as derived from the Word of God. The pastors shall be pledged to faithful adherence to the Word of God and the Symbols of the Lutheran Church by the call and accepted by them.
- B. Removal of a Pastor
Sufficient and urgent causes for removing a pastor from office are persistent adherence to false doctrine; scandalous life; willful neglect of official duties; evident or protracted incapacity to perform the sacred office.

ARTICLE VI – OFFICERS AND CHURCH COUNCIL

- A. The Voters Assembly shall elect or appoint in the manner and for the term prescribed in the Bylaws the following:
 - 1. Corporate officers of the congregation: President, Vice-President, Secretary, Treasurer, Financial Secretary.
 - 2. Boards: Deacons, Trustees, Education, Stewardship, Evangelism, and Youth.
 - 3. Assistant Financial Secretary.
- B. The corporate officers, board chairpersons, and pastor shall constitute the Church Council.
- C. The Church Council shall have the authority to transact the business of the congregation as provided in the Bylaws.
- D. The Church Council shall have no authority beyond that which has been conferred upon them by the Voters Assembly and the Constitution.
- E. All the officers of the congregation may, in a Christian and lawful order, be removed from office. Sufficient and urgent causes for deposing officers of the congregation are persistent adherence to false doctrine, scandalous life, and willful neglect of official duties.

ARTICLE VII – MEETINGS

The Voters Assembly shall meet regularly as prescribed in the Bylaws.

ARTICLE VIII – PROPERTY

- A. All the property of the congregation shall be committed to the President and Secretary elected by the congregation in trust; that is, they are to manage the same, to enter in contracts in reference to it, to pay, collect, and receipt therefore, sign documents, appear in court, and carry out all transactions which the congregation as possessor would itself have to do. However, they are not authorized to dispose of these goods according to their own will and opinion, but to carry out the said transactions only according to the authentic resolutions and orders of the Voters Assembly. For that which the President and Secretary do upon the resolution and in obedience to the order of the congregation, the latter shall be responsible with its goods and secure the President and Secretary against injury; if on the other hand, the President and Secretary arbitrarily manage the congregational property without resolution of the congregation, according to their own will, they are responsible for the same to the congregation.
- B. If at any time a separation should take place in this congregation on account of doctrine, the property of this congregation and all the benefits therewith connected shall remain with those members who shall continue to adhere to Article II.B of the Constitution. If a division should take place for any other reason, the property shall remain with the majority of the voting members.

- C. In the event that the congregation should totally disband, the property and all rights connected therewith shall be transferred to the synodical district in which the congregation holds membership.

ARTICLE IX – DISCIPLINE

When a member of this congregation, after fruitless admonition in the various grades prescribed by the Word of God (Matt. 18:15-20), where the observance of such steps has been possible, shall have been expelled from the congregation, such excommunicated person shall then have forfeited all rights of a member of this congregation or upon any part thereof. The same shall also hold good with reference to such members as may have refused to submit to church discipline and thus excommunicated themselves, as also of those who sever their connection with this congregation of their own accord.

ARTICLE X – AMENDMENT

The Voters Assembly may amend or repeal any article of this Constitution except Article II.B that shall remain forever unaltered. Two-thirds of voting members present at two consecutive constitutional meetings voting in favor shall be required to amend or repeal the Constitution.

BYLAWS

ARTICLE I – COMMICANT MEMBERSHIP

- A. Any person who is eligible for communicant membership in the congregation as provided in Article III of this Constitution may obtain such membership by:
 - 1. Confirmation.
Those confirmed in this congregation will be announced and recorded in the Voters Assembly following the confirmation.
 - 2. Letters of transfer from a sister Lutheran congregation in fellowship with and satisfactory to this congregation.
The transfer should be presented to the pastor for review with the Board of Deacons and presented to the next Voters Assembly for action.
 - 3. Affirmation or Profession of Faith.
Other persons desiring membership shall give evidence to the pastor and deacons of their qualifications for membership according to Article III of the Constitution, and if necessary, shall be instructed in the basic teachings of the church as defined in Article III of the Constitution, after which they shall be received by profession of faith or confirmation.
- B. All requests for transfer to a sister congregation shall be reviewed by the pastor and deacons, who then recommend appropriate action for the Church Council and report to the Voters Assembly.

ARTICLE II – ELECTION AND CALL OF PASTOR

- A. Call
 - 1. When a vacancy occurs, the President and the deacons shall act as a “Call Committee” soliciting nominations from members of the congregation and the President of the District. Pertinent information on each nominee shall be requested from the District President. The Church Council, with advice from the Circuit Counselor, will elect four candidates to be presented to the congregation. The names of the selected candidates together with the other nominees shall be announced at two regular services of the congregation.
 - 2. At a subsequent constitutionally qualified Voters Assembly, an election shall be held. The candidate receiving a majority of all votes cast shall be considered elected by the congregation. If after the first ballot, no candidate receives a majority, the one receiving the least votes shall be dropped and additional ballots conducted until one candidate receives a majority. The candidate receiving the majority of votes cast shall be the pastor-elect, and the call shall be extended to him in the name of the congregation by its officers.
- B. Mission
The pastor is to plan and officiate at worship, proclaim and teach the Word of God, administer the Sacraments, minister to the congregation and its members for their ministry and to assist them in equipping one another. He is to help them, even as they are to help him, to deepen

and broaden their awareness of their identity as the people of God, and to facilitate the translation of this understanding into discipleship.

C. Termination

If the pastor receives a call to another ministry, he shall consult the Church Council before reaching a decision. If he decides to accept the call, he shall ask the congregation for a release and shall terminate his present ministry as soon as possible.

D. Removal

A pastor may be requested to resign by a two-thirds majority ballot vote of the Voters Assembly for persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident or protracted incapacity to perform the sacred office. A move to request such a resignation must first be considered by the Church Council, who shall appoint two or more of its members to consult with the pastor. If no satisfactory solution is achieved, a special meeting of the Church Council will be held, at which all parties shall be heard and the District President or his representative shall be present. Upon recommendation of two-thirds majority ballot vote of the Church Council, the matter shall be presented at a special meeting of the Voters Assembly, including the District President or his representative. If the pastor refuses to comply with the Voters Assembly request for his resignation, the Church Council shall declare the pastoral office vacant.

ARTICLE III – MEETINGS

- A. The regular meetings of the Voters Assembly shall be held in February, May, August, and November. Election of officers and consideration of budget will take place in the November meeting. Additional meetings may be called by the Church Council or the President or by five voting members upon written request to the President. A regular meeting may be canceled for lack of business at the discretion of the Church Council.
- B. Any meeting which has been announced in one public service shall be capable of transacting business and passing valid resolutions.
- C. All voting members present at a validly called meeting shall constitute a quorum.
- D. A valid resolution of the Voters Assembly, unless otherwise stipulated, shall require a majority vote of the voting members present at a meeting properly convened. Matters of doctrine and conscience shall be decided only by the Word of God.
- E. The meeting of the Voting Assembly shall be conducted according to *Robert's Rules of Order*, insofar as these are consistent with the law of Christian love.
- F. Order of Business
 - 1. Prayer
 - 2. Reading of Minutes
 - 3. Report of Treasurer
 - 4. Membership Items
 - 5. Report of Pastor
 - 6. Report of Church Council
 - 7. Report of Committees

8. Unfinished Business
9. New Business
10. Adjournment

ARTICLE IV – OFFICERS’ DUTIES

A. The President shall:

1. Preside at all meetings of the congregation and the Voters Assembly.
2. Serve as an *ex officio* member of all boards and committees.
3. Sign all contracts and legal documents on behalf of the congregation at the direction of the Voters Assembly.
4. Appoint all committees, standing and special, subject to approval of the Church Council.
5. See that all officers and committees carry out assigned duties.
6. Perform such other duties as may be assigned by the Voters Assembly or the Church Council.

B. The Vice President shall:

1. Perform the duties of the President upon the President’s request, absence, or inability to serve.
2. Preside as Chairperson of the Church Council.
3. Perform such other duties as may be assigned by the Voters Assembly or the Church Council.

C. The Secretary shall:

1. Record and keep permanent minutes of meetings of the Voters Assembly and the Church Council.
2. Conduct all official correspondence authorized by the Voters Assembly and the Church Council.
3. Maintain an accurate list of all voting members of the congregation, and shall establish the eligibility of voters at all meetings.
4. Keep an attendance record of meetings of the Voters Assembly and of the Church Council.
5. Execute all approval legal Contracts, together with the President, in the name of the congregation.
6. Maintain a master copy of the Constitution and Bylaws, recording all amendments thereto.
7. Be the custodian of the valuable papers of the congregation.
8. Perform such other duties as may be assigned by the President or Voters Assembly.

D. The Treasurer shall:

1. Receive and deposit all monies of the congregation and make disbursements by check as authorized by the Voters Assembly or the Church Council.

2. Make a quarterly and annual written report of the congregation's fiscal business.
 3. List expenditures against appropriate budget items.
 4. Furnish a fidelity bond paid for by the congregation.
 5. Perform such other duties as may be assigned by the President or Voters Assembly.
- E. The Financial Secretary shall:
1. Receive, record, and place for safekeeping all of the offerings of the congregation.
 2. Account quarterly to the members of the congregation for their individual contributions.
 3. Distribute contribution envelopes to all members of the congregation.
 4. Furnish a fidelity bond paid for by the congregation.
 5. Perform such other duties as may be assigned by the President or Voters Assembly.
- F. The Assistant Financial Secretary shall:
1. Assist in performing the duties of the Financial Secretary.
 2. Assume the duties of the Financial Secretary when the Financial Secretary is unable to perform them.
 3. Furnish a fidelity bond paid for by the congregation.
 4. Perform such other duties as may be assigned by the President or Voters Assembly.

ARTICLE V – ELECTIONS

- A. The Voters Assembly shall elect from its membership the following officers for two-year terms staggered to provide continuity on the Church Council:
1. In even years – President, Secretary, Financial Secretary, three Deacons, three Trustees, Chairpersons for the Boards of Stewardship and Youth;
 2. In odd years – Vice President, Treasurer, Assistant Financial Secretary, three Deacons, three Trustees, Chairpersons for the Boards of Education and Evangelism.
- B. The election shall take place in the November meeting of the Voters Assembly.
- C. The nominating committee of no less than three members appointed by the President in September shall submit nominees for each office to be filled.
- D. Nominations may also be made from the floor with consent of the nominee during the election.
- E. The election shall be conducted by written ballot.
- F. The nominee receiving the majority of votes cast for any office shall be declared elected.
- G. Newly elected officers shall be installed during the regular service on the last Sunday in December.
- H. In the event of a vacancy in any of the above-elected officers, the Church Council shall appoint a voting member of the congregation to the unexpired term.

ARTICLE VI – BOARDS

A. Board of Deacons

The Board of Deacons shall consist of six deacons and the pastor. The board shall elect its own chairperson and secretary. The deacons shall choose a representative to serve on the Boards of Evangelism, Stewardship, Education, and Youth.

It shall be the duty of the deacons:

1. To maintain proper Christian doctrine and practice of the congregation.
2. To determine, along with the pastor, the use of “Christian discipline” as outlined in Article IX of the Constitution.
3. To tender necessary service in public worship including providing leadership in emergencies when the pastor is absent.
4. To provide leadership in spiritual and material assistance to sick and needy members.
5. To encourage participation by members delinquent in worship attendance and/or communion.
6. To review all request for transfers to or from sister congregations and submit recommendations to the Church Council.
7. To supervise and direct the services of the altar guild, acolytes, and ushers.
8. To assist the pastor with their counsel in difficult pastoral situations.

B. Board of Trustees

The Board of Trustees shall consist of six trustees and shall elect its own chairperson and secretary.

It shall be the duty of the trustees:

1. To be responsible for the maintenance, protection, and improvement of all property of the congregation as provided in the annual budget.
2. To enlist and supervise the services of all custodial and volunteer workers.
3. To maintain adequate insurance on all church property and equipment, negotiating all insurance contracts.
4. To determine and set up regulations, subject to congregational approval, governing use of church property and equipment.
5. To provide for necessary service to all church property and equipment, negotiating service contracts as necessary.
6. To maintain an inventory of all church property and equipment with approximate value.
7. To arrange for and oversee all improvements to church property as determined by the congregation, negotiating contracts as required.

C. Board of Education

The Board of Education shall consist of a chairperson, a representative from the Board of Deacons, and four others appointed by the chairperson with the approval of the Church Council. The pastor will serve as an *ex officio* member.

It shall be the duty of the Board of Education to:

1. Select one of its members to be the Sunday School Superintendent.

2. Arrange for the ongoing education of adults and a youth education program.
3. Provide for the education of a Sunday School staff on an ongoing basis.
4. Select one of its members to serve on any special committee falling under the jurisdiction of the Board of Education.

D. Board of Stewardship

The Board of Stewardship shall consist of a chairperson, a representative from the Board of Deacons, and three others appointed by the chairperson with the approval of the Church Council. The pastor will serve as an *ex officio* member.

It shall be the duty of the Board of Stewardship to:

1. Conduct the annual congregational pledge drive each Fall.
2. Provide opportunities for members to express their commitment to the Lord in using their time and talents in church-related efforts.
3. Coordinate with the Board of Deacons as requested.

E. Board of Congregational Outreach, Evangelism, and Mission

The Board of Congregational Outreach, Evangelism, and Mission shall consist of a chairperson, a representative from the Board of Deacons, and three others appointed by the chairperson with the approval of the Church Council. The pastor will serve as an *ex officio* member.

It shall be the duty of the Board of Congregational Outreach, Evangelism, and Mission to:

1. Conduct congregational activities that reach out to the community and the world with the good news of forgiveness in Jesus Christ.
2. Encourage congregational involvement in personal witnessing to Christ.
3. Provide opportunities for congregational follow-up contacts to visitors at Divine Service and congregational activities.
4. Maintain an ongoing assimilation process that encourages new members' inclusion in the congregation through sponsorship by established members.

F. Board of Youth

The Board of Youth shall consist of a chairperson, a representative from the Board of Deacons, four other persons appointed by the chairperson with the approval of the Church Council. At least two of the members of the Board shall not have attained voting age of the congregation when appointed.

The Youth Board shall:

1. Assume responsibility for planning and implementing programs directed toward nurturing youth to mature Christian living.
2. See as its mission the establishment of goals in the area of worship, education, service, recreation, and fellowship.
3. Determine ways and means to stress the importance and involvement of youth in the life of the congregation.
4. Enlist at least two adult members of the congregation to serve as youth advisors.

ARTICLE VII – COMMITTEES

A. Finance Committee

The Finance Committee shall consist of three members appointed in January of each year by the President subject to the approval of the Church Council.

The duties of the Finance Committee shall be as follows:

1. In conjunction with the Treasurer, regularly evaluate monthly or quarterly receipts and expenditures in relationship to the annual budget. Make recommendations to the Church Council if corrective action of any sort is deemed necessary.
2. Arrange for a professional audit of the financial records of the congregation from the previous year. A full report shall be submitted to the Voters Assembly via the Church Council during its regular April meeting.
3. Prepare the annual budget for the congregation, consulting with the chairmen of all the boards and with the Treasurer as required. The budget shall be prepared for consideration by the Church Council at its regular October meeting.
4. Make decisions on investment of funds in the treasury of the congregation.
5. Monitor the mortgage debt of the congregation, making recommendations for advance payments on the principal as appropriate.
6. Perform such other duties relating to the financial matters as may be assigned by the Church Council.

ARTICLE VIII – ORGANIZATIONS WITHIN THE CONGREGATION

All organizations, societies, clubs, and individual or group actions within the congregation and affecting its welfare shall be promoted, established, and maintained only with the consent of the Voters Assembly and shall remain under its guidance and supervision. Constitutions for the guidance of such groups or changes therein affecting the welfare of the congregation shall be approved by the Board of Deacons as representing the congregation.

ARTICLE IX – ENDOWMENT FUND

A. This congregation shall have a fund. The Fund shall be called Calvary Evangelical Lutheran Church Endowment Fund. It shall be one of the funds of this congregation.

B. General Purpose

1. The Fund's purpose shall be to receive gifts and bequests and to use them for the mission and ministry of Calvary Evangelical Lutheran Church and The Lutheran Church—Missouri Synod, its districts, seminaries, colleges, institutions, or agencies.
2. Both the principal and income from unrestricted gifts and bequests to the Fund are to be used for the purposes, projects, and programs recommended by the Church Council and approved by a simple majority of the Voters Assembly, provided that the purposes, projects, and programs shall be consistent with the general reason for which the Fund has been established. The list of approved purposes, projects, and programs is appended hereto as Attachment 1 to these Bylaws.
3. At least annually, the Church Council shall make its recommendation to the Voters Assembly regarding distribution of the income and/or principal of the Fund.

4. Gifts and bequests may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift or the use of accumulation of the income, provided that such are acceptable to Calvary Evangelical Lutheran Church. The Church Council shall submit at the next regular meeting of the Voters Assembly (or request an emergency meeting), its recommendation on the acceptability of such a gift or bequest. The acceptance of such gift shall be by a simple majority of the voting members present and voting at a duly called and constituted meeting of the Voters Assembly.

C. Duration

The Calvary Evangelical Lutheran Church Endowment Fund shall continue in existence and be used as herein above provided, unless earlier resolved, so long as Calvary Evangelical Lutheran Church shall continue to exist. If Calvary Evangelical Lutheran Church should cease to exist, then the assets constituting the Fund when Calvary Evangelical Lutheran Church cease to exist shall become the property of a successor Lutheran Church or, if no successor Lutheran Church, then it shall become the property of the Synodical district in which the congregation holds membership (except that any and all properties held by the Fund upon special conditions, restrictions or limitations shall continue to be subject to the conditions, restrictions or limitations upon which properties are held). If Calvary Evangelical Lutheran Church dissolves, it shall, at the time of such dissolution, have the right and duty to determine the existence of a successor Lutheran church, if any, providing such successor Lutheran Church must qualify as an exempt organization under the Internal Revenue Code, and Calvary Evangelical Lutheran Church shall execute the necessary documents to effect such transfer.

D. Governing Board and Officers

1. The Church Council shall promote and manage the Fund. The treasurer of the congregation shall be responsible for receipts by and disbursements from the Fund, shall maintain complete and accurate books of account and shall provide, at least annually, a written report of the Fund to the Voters Assembly.
2. The Church Council, if it deems it to be in the best interest of the congregation, may recommend that the assets of the Fund be delivered to an Investment Manager for investment management. Any agreement entered into for the management of the Fund shall be valid only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Voters Assembly.
3. The Church Council shall meet as frequently as it may be deemed necessary in the best interests of the Fund. Special meetings may be called on 24 hours written or oral notice to the members of the Council by the president or any two members.
4. All voting Church Council members present at a validly called meeting shall constitute a quorum. The affirmative vote of a majority present and voting shall carry any motion or resolution.
5. The Church Council shall establish such written rules and regulations as may be necessary for the conduct of its business. It shall adopt standards and goals to guide in the expenditure of the income from the Fund, which it may amend all within the stated purpose of the Fund.
6. The Church Council shall maintain accounts with such financial institutions as it, by resolution, may determine and authorize. All checks and other documents transferring or expending any funds or assets in the Fund shall be executed by the treasurer and the president of the Church Council.

7. The Church Council may ask other members of the congregation to serve as advisory members and may employ, at the expense of the Fund, such professional counseling on investments and legal matters as it deems to be in the best interest of the Fund.
8. The Church Council shall maintain complete and accurate books of account and may employ such professional help as it deems necessary in the connection.
9. The Secretary shall maintain complete and accurate minutes of all meetings of the Council.
10. No member of the Church Council shall engage in any self-dealing or transactions with the Fund in which the member of the Council has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the Fund.

E. Fiscal Year

1. For tax, accounting, distribution, or other purposes, the fiscal year (whether terminating December 31 or otherwise) of Calvary Evangelical Lutheran Church shall be the fiscal year of the Fund.
2. Within two months after the close of the Fund's fiscal year, and at such time(s) as is deemed convenient, an itemized, written statement should be prepared. It must accurately reflect the position of the Fund's income and corpus accounts as of a date reasonably close to the date the statement should be submitted, and should indicate the receipts, disbursements and changes therein since the Fund's inception or the previous accounting, as the case may be. The statement should then be submitted to the Voters Assembly.

F. Duties

1. The Church Council shall at least annually, render a full and complete account of the administration of the Fund during the preceding year.
2. Gifts and contributions from any individual firm or corporation, in money, in securities, or in other form of property, including, by way of explanation and not in limitation direct gifts for the purpose of the Fund, gifts in memory of any deceased person or in appreciation or recognition of any living persons, gifts in the form of a devise or bequest under will or trust instruments, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts may be received by the Funds at any time.
3. Means for acknowledging the receipt of each gift and contribution shall be established and maintained, including, whenever feasible, a designation of the value ascribed to each gift.
4. Gifts and contributions may be made upon special terms or conditions or containing limitations or directions as to the investment or use of the substance of the gift or the use or accumulation of the income, provided that such be acceptable to Calvary Evangelical Lutheran Church. Separate identification and recording shall be made of all transactions with respect to any special or restricted gifts.
5. All funds and property shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to the church. However, the Council shall in no event be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donors, but may establish separate accounts in its accounting records.

6. The Church Council is to inform the members of the congregation or the purpose of the Fund, and may periodically arrange for members of the congregation to meet with professional counselors in the area of charitable giving, wills, bequests, insurance, etc.

G. Powers

The manager of the Fund, whether the Fund is managed and administered by the Council, or whether the Fund is delivered to an Investment Manager for management and administration, shall have the following powers and authority:

1. The property constituting the corpus of the Fund shall be invested and reinvested in any kind of property (whether real or personal, tangible or intangible, and/or domestic or foreign), including, but not limited to, securities, real estate, oil, gas and other natural resources and/or accounts or certificates of banks or other lending institutions, and each investment shall be managed and protected in accordance with the principles herein established. In exercising the authority granted in this section, the decisions with respect to investment shall be guided by the concept of a prudent investor whose investment purpose includes both income and capital appreciation and shall not otherwise be restricted by any law, rule or custom (1) requiring safety of corpus as a primary consideration, (2) regarding investment in income producing property, or (3) requiring diversification of investments. It is further understood that any part or all of the Fund may be invested in obligations of the Lutheran Church Extension Fund-Missouri Synod St. Louis, MO (or the district's Extension Fund) in amplification:
 - a. To acquire interests in property by purchase, lease, rent, or other method; to sell, option, exchange, redeem or convert any property interests; and to rent or lease property of the fund;
 - b. To exercise all rights and privileges accruing to a holder of securities, including all voting, conversion, subscription and pre-emptive rights; to deposit any securities with, delegate discretionary power to, and participate, cooperate and contract with, as a member or otherwise, any protective committee of security holders; and to effectuate any merger, consolidation, dissolution, reorganization or financial adjustment of the issue of any securities, and/or transfer, demise or encumbrance of any of its properties.
 - c. To manage and/or develop any real property owned, leased or otherwise held by the Fund; to erect, repair, remodel; reconstruct, demolish or remove buildings or other improvements on it; to partition or subdivide it; to dedicate all or any part of it to public or semipublic use, and to grant easement or other charges with respect to it;
 - d. To abandon any property interest deemed worthless or of insignificant value;
 - e. To borrow money from any source, to encumber property of the Fund and to repay any loan due by the Fund;
 - f. to foreclose any mortgage, lien, or other encumbrance, and to purchase encumbered property, whether through foreclosure or private arrangement;
 - g. to establish and maintain, out of income, depreciation, depletion and/or amortization reserves;
 - h. To maintain a portion of all of the property constituting the Fund in liquid or nearly liquid form, even though little or no income is earned thereon;
 - i. To use income or corpus fund (irrespective of their derivation) for any purpose of the Fund and with respect to any property of the Fund (irrespective of the income, if any, it produces) even if such funds are derived from the sale of or income from

other property of the Fund or from a loan (from income or an outside source) using such other property as security.

2. Without limiting the authority otherwise conferred, the following additional authority is, hereby granted to be exercised as is believed to be in the best interest of the Fund:
 - a. To accept and receipt for any inter vivo, testamentary or other transfer of property of the Fund;
 - b. To hold property, and to negotiate and execute documents on behalf of the Fund, in the name of Fund or in the name of a nominee(s) without disclosing any fiduciary relationship to anyone;
 - c. To allocate between income and corpus (in cases where reasonable doubt of the applicable law exists) in equitable proportions, any money or other property received, and any loss or expenditure incurred;
 - d. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (with or without voting directions) to vote the same;
 - e. To make division and distribution of property held in the Fund (whenever directed to do so) either in kind or in cash, and partly in kind and partly in cash and for such purpose to set values upon any property of the Fund;
 - f. To protect the Fund and its property by insurance against damage, loss or liability;
 - g. To establish checking account(s) in which may be deposited income and/or corpus cash; and
 - h. To employ, at the expense of the Fund, attorneys, investment counsel, brokers, custodians, or assets, and other agents and employees engaged in management of the Fund.

ARTICLE X – AMENDMENT

To alter or repeal any article in these Bylaws, it shall be requisite that in two consecutive constitutionally qualified meetings of the Voters Assembly two-thirds of all the voting members present cast their votes in favor of such alteration or repeal.

**ATTACHMENT #1 – CALVARY EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUND
GENERAL PURPOSES & USES**

(Adopted by Voters Assembly on December 14, 1996)

Calvary Evangelical Lutheran Church Endowment Fund Purposes & Uses

The general purposes of the Endowment Fund of Calvary Evangelical Lutheran Church and the approved projects, programs, and activities for which the funds can be used are as follows:

This Fund will be used for church-related activities.

Approved projects and programs are:

1. Capital improvements to the church facilities.
2. One-time acquisition of materials, such as hymnals and library books.
3. Equipment to enhance worship services, such as sound equipment and musical instruments.
4. Special evangelism/outreach projects and events.

The Fund shall not be used for regular, ongoing operating expenses, with the following approved exception: In the initial four years of a new program or project which would normally be funded from the annual operating budget, the income from the Fund may be used on a proportionally decreasing basis, so that by the fifth year, if not sooner, the new program or project is fully supported by the operating budget.

Any uses other than the above-approved uses will require a two-thirds vote of the Voters Assembly to authorize this expenditure.

ATTACHMENT 2 – MEMORIAL & GIFT POLICY
(Adopted by Voters Assembly on June 29, 2014)

Memorial & Gift Policy

1. The administrative responsibilities of cash or material memorial donations or gifts by members, families thereof or others, are assumed by the Church Council of Calvary Evangelical Lutheran Church, Mechanicsburg, PA.
2. All gifts and their placement must be approved by Church Council prior to being presented to Calvary Evangelical Lutheran Church.
3. All memorials and gifts are given to the glory of God and the service of the congregation. They become property of Calvary Evangelical Lutheran Church, to be utilized at the discretion of the Church Council.
4. Donors are invited to contact the Secretary of the Church Council for a list of memorial items that would be useful to the congregation prior to their purchase.
5. Congregational members are encouraged to suggest to the Pastor, Church Council or the Board of Deacons, potential memorial items that would be useful to the congregation prior to their purchase.
6. Upon its approval by the Church Council, recognition of any donation shall be recorded in the Memorial Book by the Financial Secretary. A letter of recognition will be provided to the donor under signature of the Pastor. Donations may also be mentioned in the following Sunday's bulletin, and the following month's Calvary Comment, if so desired by the donor.
7. Permanent name plates are generally discouraged by the Church Council, but will be considered on a case by case basis as to size and placement of the plaque or name plate.
8. A review of the memorial item list shall be conducted annually, or as the need arises, by the Church Council.

ATTACHMENT 3 – FACILITY USE POLICY
(Adopted by Voters Assembly on March 18, 2018)

Facility Use Policy

This congregation believes that its property and facilities are to be used for the fellowship of the Body of Christ and to bring glory to God. Although its facilities are not generally open to the public, the congregation may sometimes make its facilities available to approved non-members as witness to its faith in a spirit of Christian service that is consistent with the Gospel of Jesus Christ. However, facility use will not be permitted to a person or group holding, advancing, or advocating beliefs or practices that conflict with the congregation's faith or moral teachings. These are summarized in, among other places, the congregation's constitution, bylaws, and on the website of The Lutheran Church—Missouri Synod (www.lcms.org).

This facility use policy is consistent with our congregation's beliefs:

- That allowing our property and facilities to be used for purposes that we determine are contrary to this congregation's beliefs would be an endorsement of those purposes and a contradiction and a grave violation of the congregation's faith and religious practice (2Cor 6:14; 1 Thess 5:22).
- That the congregation should present a consistent message to the community. The staff and members conscientiously maintain that message as part of their Christian life and as a witness to others that is consistent with the Gospel of Jesus Christ.
- That, in no event shall person or groups holding, advancing, or advocating beliefs or engaging in practices that conflict with the congregation's faith or moral teachings use any church facility. Nor may the congregation's facilities be used in a way that contradicts its faith.
- That because the congregation understands all of its property is a gift from God to be received with thanksgiving and to be set apart and used to the honor of Jesus' name in ways that are consistent with our faith in Him (Col 3:17), all its facilities, regardless of whether they are connected to the church's sanctuary, are considered part of the congregation's set apart property.

Consistent with this policy, congregation property, facilities, and equipment will be made available to non-members or outside groups which affirm that their beliefs, practices, and planned uses of the facilities are consistent with the congregation's faith and practice.

REQUEST FOR USE OF CHURCH FACILITY

Requesting Group/Individual Name				
Primary Contact/Phone				
Secondary Contact/Phone				
One Time Use	Yes			
Periodic Use	Please explain time frame for use (ex. weekly, monthly, etc.)			
Request Date	/ /			
Request Time				
Church Facility being requested (Circle all that apply)	Sanctuary	Multipurpose Room	Kitchen	Classrooms
If Classrooms (# needed for use)				
Pavilion and outdoor facilities				
Use of Electric & Water (circle)	Yes or No			
Description of Activity or Reason for Use of Church Facilities. (Trustees may request further description.)				

Terms and Conditions:

1. The **Church Secretary** will maintain a master schedule for the use of the church facilities. All requests will be made via the church office. The **Pastor** will vet the organization or person(s) requesting use of the facilities. If approved, and the time and space is available, the event will be scheduled.
2. The **Board of Trustees Chairperson** will be notified in order to make any arrangements necessary for the event by calling the primary or secondary contact person listed on the application.
3. The **Board of Trustees** is charged with maintaining and protecting the church facilities, as well as determining the regulations for the use of church property and equipment. Therefore, any questions regarding the use of the facilities should be directed to that board. Some uses may require church council and/or congregational approval; the Trustees will present the request in these special cases.
4. **Requests by internal organizations** of the congregation for special events or major changes in the normal schedule should either use this form or notify the church office at least two (2) weeks in advance.
5. **Individuals and charitable, non-profit groups and organizations** will abide by all building & property usage guidelines.
6. **Non-Calvary associated groups** require a current congregational member to submit the request for the group. **NOTE:** The requestor must realize they are vouching for the outside entity, that the organization will abide by all building usage guidelines and not violate the teachings of our congregation and church body while on the property. The

Cumberland County Board of Elections is grandfathered in under this policy because they use the building only as a polling place, and both the congregation and Board of Elections are satisfied with the usage of our facilities. **This is the only exception to this provision.**

- 7. **Clean up** is the responsibility of the organization or individuals using the facility. All furniture and equipment are to be returned to their original position and condition.
- 8. **Cost to repair damage** to the facilities and/or equipment will be the responsibility of the outside organization or the individual using them when the damage occurred. Reports on damage should be made in writing and submitted to the Trustees immediately.
- 9. **No subleasing or granting access to others** is permitted for the use of the facilities for activities other than those originally granted.
- 10. The building **must be kept secured** at all times. **Before** leaving the property, lights and appliances must be turned off, including the bathroom fans and lights, heat &/or air conditioning must be returned to "STANDBY" condition. ALL EXITS are to be checked to ensure they are locked.
- 11. **Smoking or use of alcoholic beverages** is NOT allowed in or on the facilities at any time. The use of alcoholic beverages is NOT allowed in any part of the facilities other than as approved in the wedding guidelines.
- 12. **Proof of insurance** and/or rider may be requested. Third parties (outside groups with congregation member affiliation) must show proof of insurance/insurance rider.
- 13. **Cancellation policy:** 24-hour notice shall be made prior to the scheduled event.
- 14. Trustees have the right to **cancel** the request with a phone call to the primary contact (or secondary contact) up to 10 days prior to the Request Date.
- 15. Use of the church for **weddings** is governed by the Wedding Guidelines of Calvary Evangelical Lutheran Church.
- 16. **Inclement winter weather** will be discussed between primary/secondary contacts and Trustees. It is preferred that the event would be cancelled/postponed; otherwise, the requesting party will be charged for the cost of snow removal for the event.
- 17. **Additional charges** may be accrued and billed in the event of a failure to clean up the property after the event in order to restore the building and grounds to the same condition before the function was held.

I HAVE READ THESE TERMS AND ACCEPT THEM:

Signature/Date_____ ___/___/_____

FEE STRUCTURE:

(Note: This is a donation to the church, made payable to 'Calvary Evangelical Lutheran Church')

- 1. Meeting only - \$35.00
- 2. Meeting with food and/or drink - \$50.00
- 3. Church members are not required to pay a fee because maintenance of the facilities is derived from member tithes and offerings.

OFFICIAL USE:

Pastor acceptance: _____ ___/___/_____

(If Required) Church Council approval YES/NO: _____/_____/_____

ATTACHMENT 4 – PRESCHOOL OVERSIGHT COMMITTEE
(Adopted by Voters Assembly on June 13, 2021)

CALVARY LUTHERAN PRESCHOOL OVERSIGHT COMMITTEE

1. Membership

- A. The Calvary Lutheran Preschool Oversight Committee shall consist of three voting members who hold voting membership in Calvary Evangelical Lutheran Church.
 - 1. Voting members of the Committee shall be appointed by the President of the Congregation and confirmed by the Church Council. Appointments shall be made in May of each year beginning in 2021.
 - 2. The voting members of the Committee shall elect a Chairperson, Vice-Chairperson, and Secretary from its membership.
- B. The Director of Calvary Lutheran Preschool, the Pastor of the congregation, and the Treasurer of the congregation shall serve as non-voting, *ex officio* members of the Committee.
- C. The Director of Calvary Lutheran Preschool *may* appoint up to two parents of students to serve as advisory members of the Committee.

2. Powers

- A. The Committee shall be vested with oversight over the Preschool Staff.
 - 1. It shall hire the Director of Calvary Lutheran Preschool and determine whether to retain employment of the Director prior to the beginning of the next academic year.
 - 2. It shall offer advice and guidance when the Director makes personnel decisions for Preschool Staff under the Director's control and supervision.
- B. The Committee shall oversee the financial matters of the Preschool.
 - 1. It shall establish the annual compensation and benefits for all Preschool staff members.
 - 2. It shall adopt the Preschool's annual operating budget as developed by the Director.
 - 3. It shall publish the Preschool's annual operating budget to members of the congregation.
- C. The Committee shall review and approve all policies and handbooks of the Preschool.
- D. The Committee shall approve any disciplinary matters taken by the Director that would lead to suspension or dismissal of a student.
- E. The Committee shall have oversight and final approval of Preschool publicity materials, including its website.

3. Relation to Congregation

- A. The Committee exists as a lesser body within the congregation under the oversight of the Voters Assembly.
- B. The Committee shall report on its actions at all regular meetings of the Voters Assembly.
- C. The Committee shall offer reports to the Church Council as requested or deemed necessary to ensure transparency.