

By-Laws

Article I - Organization Powers and Limitations

The Voters' Assembly as a body through the Board of Directors shall have the supreme power in the external and internal administration and management of its own ecclesiastical and congregation affairs. The Board of Directors is to conduct the business affairs of the church between regular meetings of the Voters' Assembly.

Any decision, enactment, or performance made on behalf of the congregation or with reference to a member of it, as such, may be overturned by a vote of the Voters' Assembly. Neither the Voters' Assembly nor the Board of Directors shall have the right to order, enact, or decide anything contrary to the Word of God and the symbols of the Lutheran Church; and any such ordinance, enactment, or decision shall be null and void.

Article II - Amendments to the By-Laws

The By-Laws may be amended in a properly convened meeting of the Voters' Assembly by a majority of a quorum (Article VIII, B) of voting members present, provided the proposed change has been published at least two (2) weeks prior to the meeting in which the amendment is to be voted upon.

Article III - Call of Pastors and Called Workers

A. Called Workers Process

1. The Board of Elders shall:
 - a. Determine when a call is needed
 - b. Develop ministry descriptions and foundational information for all called positions
 - c. Direct the Board of Directors to form a Call Subcommittee
2. The Director of the Board of Elders shall:
 - a. Oversee the call process
 - b. Serve as chair of the Call Subcommittee
3. The Board of Directors shall serve as the Nominating Committee

B. Call Subcommittee Members

At the direction of the Board of Elders, The Board of Directors shall appoint a Call Subcommittee comprised of:

1. Committee Chair – filled by the Director of the Board of Elders
2. Committee members:

- a. Must be in good standing regarding worship attendance and active participation in the congregation
- b. A minimum of one (1) member of the Board of Elders, one (1) member of the Board of Directors, and two (2) lay-people from the congregation.

C. Nominations – The Call Subcommittee shall

1. Secure a list of candidates from the District President, along with all available information concerning those candidates
2. Accept additional names of candidates submitted by any member of the congregation, if submitted to the Board of Directors and within the time limit published by the Call Subcommittee
3. Secure all information possible through accepted Synodical channels concerning the additional nominees
4. Present final list of candidates to the District President for review.
5. Present list of candidates to the Board of Directors

D. Official Call List

1. The Call Subcommittee and Board of Directors will consider and determine which candidates will be interviewed by the Call Subcommittee
2. The Call Subcommittee will set up and conduct interviews and report the results of the interviews, *along with a recommendation to the Board of Directors*
3. The Board of Directors will develop and approve the proposed official call list
4. The approved proposed official call list must be published in the church bulletin on two (2) consecutive Sundays, after which time it becomes the official call list from which the pastor-elect or called worker-elect is selected.

E. Elections

The election of a pastor or a called worker from the list of candidates chosen by the Board of Directors shall be by ballot in a meeting of the Voters' Assembly called by the Congregational President. The candidate receiving the highest number of votes cast shall be considered elected to be called. The election shall then be ratified by a rising unanimous vote, if possible, but in all cases must be approved by a two-thirds (2/3) majority. The call shall be sent to the pastor-elect or the called worker-elect. The call shall be signed by the Pastor or the Vacancy Pastor, the President of the Board of Directors, the Secretary of the Board of Directors, and the Director of Elders.

Article IV - Selection of Congregational Directors and Their Election

A. Congregational Directors

The Board of Directors shall consist of thirteen (13) voting members of the congregation, in good standing, over the age of 21; each of whom shall serve a two-year term and may be re-elected for one (1) additional term for the same office. In odd years, the President, Secretary,

Evangelism Director, Stewardship Director, and Social Ministries Director shall be elected. In even years, the Director of Elders, Vice President, Property Director, Education Director, Youth Director, and Long-Range Planning Director, and Early Learning Center Director shall be elected.

The Board of Directors shall appoint a congregation Treasurer in odd years within 30 days of the new board taking office who serves voluntarily as a voting director and may continue in office for successive two-year terms at the pleasure of the Board of Directors. The seated Treasurer will tender a letter of resignation every two (2) years that may be accepted or declined by the Board. The Board may reappoint the seated Treasurer for successive two-year terms.

The Board of Directors will normally meet monthly. The Order of Business shall follow the dictates of Christian love, and, as far as possible, Robert's Rules of Order.

B. Election Procedure

A nominating committee, consisting of a minimum of three (3) members, shall be appointed by the Board of Directors six (6) months prior to the Voters' Assembly meeting held in May. The slate proposed by the nominating committee shall normally consist of two (2) names for each office to be elected. The slate of candidates chosen by the nominating committee shall be published and made available to the congregation at least two (2) weeks prior to the May meeting.

The nominating committee shall then prepare the ballot for the elections to be held in the May meeting. Additional nominations may be made from the floor. No person shall be nominated without their personal consent. No members of the same household can serve on the Board of Directors concurrently. No family member of a called worker or salaried worker* can serve on the Board of Directors. All officers shall be elected by a majority ballot vote. The officers-elect shall assume their respective duties on June 1st. They shall be inducted into office in a public service of the congregation the first Sunday in June.

*A "salaried worker" is defined in the King of Kings *Employee & Called Worker Handbook* as either "Full-time (full benefits)" or "Regular Part-time (full benefits)."

In case of a vacancy in an elective office, the Board of Directors shall appoint a successor to fill the unexpired term, except for the Director of Elders. The Director of Elders candidate shall be nominated by the Senior/Administrative Pastor and appointed by the Board of Directors.

Article V - Duties of Directors and Officers

The Board of Directors has been entrusted by the Voters' Assembly with governance over the affairs of King of Kings. As such, each Board member has a Christian responsibility to humble themselves in service to God, and the members of King of Kings. Accordingly, Board Members shall:

1. Use good Christian judgment in maintaining confidentiality of the affairs of the congregation.
2. Make the necessary commitment in time and effort to properly fulfill the duties of their respective office.
3. Avoid all conflicts of interest including any circumstance or action which results in personal benefit, financial or otherwise, that does not accrue to the general membership; and
4. Actively participate and attend church worship services, functions, and programs.

It shall be the duty of all Directors to:

1. Form such committees as are necessary to assist in accomplishing his/her duties and represent the interests of these committees at meetings of the Board of Directors and Voters' Assembly.
2. Formulate a work plan covering the areas of their respective responsibility to be submitted to the Board of Directors for review and approval and be responsible for expenditure of same as approved by the Voters' Assembly.
3. All expenses shall be approved by the Board of Directors and reported to the Voter' Assembly. The only exception shall be for an unbudgeted expense the Board of Directors deems a justifiable emergency.
4. Make an oral and/or a written report at each Board of Directors meeting.
5. Compile and maintain all records and documents related to their respective directorship and pass these to their successor to ensure an orderly transition to their successor with proper orientation.

A. President

The duties of the President shall include presiding at all meetings of the Voters' Assembly and the Board of Directors, appointing committees according to the instructions of the By-Laws or the resolution of the Voters' Assembly, and responsibility for seeing that the resolutions of the Voters' Assembly are carried out. It shall also be the duty of the President to:

1. As the senior elected officer of the congregation, and upon authorization by the Voters' Assembly, sell, mortgage and lease or otherwise convey and dispose of real estate of the congregation.
2. Authorize the sale and/or purchase of all materials and equipment necessary for the efficient operation of church properties and for the efficient operation of any other Director's duties.
3. Sign checks in the absence of the Treasurer or may delegate it to the Vice President at their discretion.
4. Appoint/reappoint Standing Committee members and serve as an ex-officio member of select committees.
5. Represent the congregation in court when necessary.
6. Administer all other duties not specifically set forth for a Director or not diligently fulfilled by a Director as described within the Director' s respective By-Laws descriptive duties.

B. Vice President

It shall be the duty of the Vice President to:

1. Succeed to the office of President for the remainder of the term in the event of a vacancy in the office of President.
2. Act as chairman of any meeting requiring the President's attendance should the President be unable to attend.
3. Serve as Chairman of the Security Oversight Committee.
4. Serve as the chairman of the Endowment Fund Committee.
5. Assume other duties as assigned by the Board of Directors.

C. Secretary

It shall be the duty of the Secretary to:

1. Record the proceedings of the Board of Directors' meetings (including each Director's report) and the Voters' Assembly meetings.
2. Register all members attending the meetings.
3. Submit the minutes for adoption at the following regular meeting and publish and post the minutes.
4. Ensure the official copy of all Secretary records are stored in church facilities.
5. Perform such other duties as may be delegated to him/her by the Board of Directors.

D. Treasurer

It shall be the duty of the Treasurer to:

1. Account for all financial activities and transactions of the congregation, including funds received and disbursements made.
2. Disburse the funds of the congregation as authorized and requested by seated Directors within their respective jurisdictions.
3. Prepare and submit a report for each meeting of the Voters' Assembly and Board of Directors to include a statement of all receipts and disbursements during the preceding month.
4. Be responsible for the retention and storage of all permanent financial records and documents of any form or nature in church facilities.

The Treasurer and assistants shall be covered under the King of Kings' insurance policy.

The Board of Directors may appoint as many assistants to the Treasurer as is necessary.

The records of the Treasurer shall be subject to a financial review at the close of each fiscal year, and at the time a new Treasurer is appointed.

E. Director of Elders

The Director of Elders along with the Board of Elders, as assistants to the Pastor(s), shall oversee the spiritual life of the congregation, and shall be charged with the supervision of public worship, church discipline, the supervision and employment of the professional and administrative staffs (including duties, compensation, office facilities, furnishings, and equipment) and policies relating to these employees and functions, and church publications. Church publications are defined as worship bulletins, congregational newsletter, parish communications network, telephone directory, pictorial directory, and new member packets.

The term of each elder shall expire upon the election of the Director of Elders. Elders may be appointed for successive terms at the discretion of the Senior/Administrative Pastor and the Director of Elders. It shall be the duty of the Director of Elders and the Senior/Administrative Pastor to appoint a Board of Elders consisting of a minimum of one (1) male elder for every seventy-five (75) communicant members with an overall minimum of six (6) elders. The Board of Elders is responsible for the following duties:

1. Encourage all members to make regular use of the Means of Grace and to share in the support of congregational endeavors.
2. Direct and supervise the visitation of newly received members, oversee the distribution of new member packets, and make every effort to bring them into the life and work of the congregation.
3. Supervise the music for all services and support the organist, the Choir Director, the Handbell Choir Director, and any others providing music offerings in maintaining high standards for all services.
4. Supervise the work of the ushers and support the members of this group in maintaining proper church decorum in all services.
5. Supervise the Altar Guild and the acolyte coordinator, and their respective responsibilities.
6. Supervise the publications of the congregation and encourage the dissemination of Christian literature, including electronic media.
7. Assist the Pastor(s) in the worship service, in occasional services, and any other duties as requested by the Pastor(s).
8. Be responsible for the material well-being and support of the Pastor(s).
9. Be responsible for staffing and maintaining the operation of the church office.
10. Be responsible for maintaining content of outdoor signage.
11. The Director of Elders or his designee shall be a member and serve as Chairman of the Human Resources Committee.
12. Be responsible for evaluating, recommending, and budgeting mission opportunities.

F. Property Director

It shall be the duty of the Property Director to:

1. Assume custodial responsibility and care of the congregational property, to provide for its maintenance, improvement, and usage; and to execute contracts and sign legal documents necessary to the fulfillment of these duties.
2. Serve as Chair of the Building Usage Committee and administer the Building Usage Policy.
3. Conduct the sale and/or purchase of all materials, services, and equipment necessary for the efficient operation and maintenance of the church properties, as approved by the Board of Directors.
4. Supervise and direct the work of the custodian.
5. Assure that all annual permits and inspections are done in accordance with city and state guidelines.
6. Maintain proper and adequate insurance coverage for the protection of the congregation and property.
7. Ensure that all records related to blueprints, warranties, service contracts, equipment manuals, and repair history are stored in the church facilities.
8. Serve as a member of the Security Oversight Committee and is responsible for assigning access codes based on the *Policy and Procedure manual*.

G. Evangelism Director

The Evangelism Director shall be charged with the supervision of all community outreach endeavors within the congregation.

It shall be the duty of the Evangelism Director to:

1. Sponsor canvasses of the community of the community and see that an up-to-date list of the prospective members is maintained in the church office.
2. Provide for a systematic and continuous program of lay visitations of prospective members to win them for Christ and for active membership in the congregation.
3. Sponsor and maintain a systematic program of evangelism designed to win the un-churched of the area for Christ.
4. Be responsible for the staffing and operation of the nursery.
5. Be responsible for securing greeters.
6. Represent the congregation at all evangelism meetings in the Greater Kansas City area.

H. Education Director

It shall be the duty of the Education Director to:

1. Appoint and assist the Superintendent of the Sunday School in the supervision of the Sunday School, provide the best materials available for instruction of the Sunday School pupils, assist the officers of the Sunday School in maintaining an adequate teaching staff and, in general, do all that is possible to increase the effectiveness of this ministry.
2. Foster and encourage a program of in-service teacher training for the purpose of maintaining a high level of instruction competence among the faculty members of the Sunday School.

3. Encourage the development of a Bible class program in the congregation and do all that is possible to increase the participation of the congregation in organized Bible Study.
4. Appoint and assist the director of Vacation Bible School, provide the best materials available for instruction of the VBS pupils, and assist the director in developing the VBS staff.
5. Assist in developing guidelines pertaining to the Tuition Assistance Committee and congregational assistance for Christian education Kindergarten through Grade 12; and
6. Promote and supervise other educational programs within the parish including an established library which would enlarge the opportunities of the congregation in the field of Christian education.

I. Stewardship Director

The Board of Stewardship shall endeavor to encourage the complete dedication of the lives of all members of the congregation to the Lord Jesus Christ and the cause of His Kingdom.

It shall be the duty of the Stewardship Director to:

1. Develop and promote an adequate program of enlisting the talents with which God has endowed the members to achieve the God-given purposes of a Christian congregation.
2. Promote the grace of regular, proportionate giving among all members so that a God-pleasing percentage of the members' income is brought in the support of the Lord's work at home and abroad.
3. In consultation with the Pastor(s), plan, organize, and administer an annual Stewardship endeavor for the total enlistment of the time, talent, and treasure of the members in support of the work of King of Kings in Christ's Kingdom.
4. Receive all contributions to the congregation and deposit same in the treasury.
5. Be responsible for tabulating all contributions and providing annual statements to each giving unit. with quarterly statements available upon request.
6. Prepare and submit a statement of all receipts and attendance during the preceding month for each Voters' Assembly and Board of Directors meeting.
7. Publish the annual proposed working budget/program approved by the Board of Directors at least two (2) weeks prior to the November Voters' Assembly meeting.

J. Youth Ministry Director

It shall be the duty of the Youth Ministry Director to:

1. In consultation with the Pastor(s) and Director of Christian Education, appoint the counselors for various youth groups and work closely with the counselors of the youth groups in promoting and expanding the congregation's ministry to youth.
2. Provide opportunities for the youth of the congregation to become increasingly involved in programs of the Church and community.

K. Social Ministries Director

It shall be the duty of the Social Ministries Director to:

1. Develop and coordinate Social Ministry programs within and outside the parish that create opportunities for fellowship and serving others.
2. Elicit participation of church family members in Social Ministries programs.
3. Assist the Elders in assimilating new members into the congregation.
4. Represent the Auxiliary Organizations (such as LUMA) within our church at Board of Directors and Voters' Assembly meetings.

L. Long-Range Planning Director

It shall be the duty of the Long-Range Planning Director to:

1. Establish a committee of people that have a desire and ability to envision future possibilities and goals for our congregation.
2. Survey the congregation to evaluate long-range needs and opportunities.
3. Collect and review all long-range needs and improvements recommended by the Board of Directors and individual Directors for possible inclusion in the Long-Range Plan.
4. Assess human and financial resources, and the facilities at the church's disposal as they relate to long-range planning.
5. Establish a written long-range plan for congregational development and recommend periodic amendments to the plan. (This plan should be presented to the Board of Directors, and Voters' Assembly.)
6. Communicate the long-range goals and objectives to all Directors.
7. Ensure that a free flow of information related to planning will be shared among staff, lay leaders and members.

M. Early Learning Center (ELC) Oversight Director

The Board of Early Learning Center (ELC) Oversight shall consist of seven (7) members; the ELC Oversight Director and six (6) members of the congregation-at-large recommended by the ELC Oversight Director. Ex-Officio members of the board shall include the ELC Director and the Senior Pastor or an individual appointed by him. The board will guide the development and operation of the Early Learning Center as needed and assist the ELC Oversight Director and ELC Director in decision-making.

It shall be the duty of the Early Learning Center Oversight Director to:

1. Annually review the ELC mission and purpose statements, as well as philosophy and vision.
2. In conjunction with the Senior Pastor ensure Lutheran distinctiveness through the support of Christ-centered education and the proper distinction of Law and Gospel.
3. Prepare and present long-range and short-range goals for the ELC.

4. Develop policies that support the daily management and operation of the ministry (e.g., enrollment, curriculum, discipline, staffing, health and safety, licensing, legal, and finance).
5. Support the director and staff in meeting and/or exceeding state requirements, as well as remain current on trends and research in early childhood education, and in the operation of the ELC.
6. Plan and implement ministry reviews.
7. Be fiscally responsible for the financial management of the early childhood ministry including the development of the annual work plan.
8. Effectively market the ELC.
9. Provide leadership in the process of staffing the ELC.
10. In conjunction with the Senior Pastor, ensure an annual evaluation of the ELC Director is conducted.
11. Annually review the job descriptions of the ELC staff.
12. Manage the Preschool Tuition Grant Fund and Preschool Fundraising Fund, including seeking BOD approval to solicit additional funds when necessary, and issuing tuition grants to those in need.
13. Carry out other responsibilities and tasks as assigned to the board by the congregation.
14. The Early Learning Center Oversight Director, or their designee, shall be a member of the Human Resources Committee

Article VI - Congregational Working Committees

After the election, each director (except the President, Vice President, and Secretary shall form their working committee(s) to assist in fulfilling their congregational duties. At a special meeting of the new Board of Directors called by the President in the month of June, each director shall present the names and membership of their respective working committees for ratification by a simple majority of the Board of Directors.

The functioning of each working committee shall be under the jurisdiction of the respective director, who shall elect the time and place of meetings, keep all necessary records, and represent the interests of the committees at meetings of the Board of Directors and Voters' Assembly. Members appointed to the various working committees shall serve from July 1st through June 30th. They may be re-appointed.

Article VII - Standing Committees

Standing Committees shall be appointed by the President, with the approval of the Board of Directors. These committees shall meet at least annually. The current Standing Committees of the congregation shall include:

- A. A Financial Review Committee consisting of two (2) members of the congregation-at-large with financial experience shall conduct an annual review of the books and records of the Treasurer and of such other financial records which the congregation may assign to

it. The Financial Review Committee's written report shall be submitted to the Board of Directors. The Board of Directors, may if deemed necessary, engage an outside accounting firm to perform a financial audit or review of the books and records of the Treasurer and of such other financial records which the congregation may assign to it. The Auditor's written report shall be submitted to the Board of Directors.

- B. A Memorial Committee consisting of three (3) members of the congregation-at-large plus an elder appointed by the Director of Elders. The Senior/Administrative Pastor and the Director of Elders shall serve as ex-officio members. The Memorial Committee shall administer memorial funds/gifts and make recommendations for expenditures to the Board of Elders who will then make recommendations to the Board of Directors for approval.
- C. A Building Usage Committee consisting of three (3) members of the congregation-at-large. This committee shall review the building usage policy and recommend revisions to the Board of Directors.
- D. A Constitution and By-Laws Committee consisting of the President of the Congregation, the Director of Elders, two (2) additional members from the Board of Directors, two (2) additional members from the Board of Elders, and three (3) members from the congregation-at-large. The Senior/Administrative Pastor shall serve as an ex-officio member. This committee shall review the Constitution and By-Laws and recommend revisions to the Board of Directors.
- E. A Security Oversight Committee consisting of the Vice President, Property Director, or his designee and at least three (3) members of the congregation-at-large with the recommendation that one of the appointed committee members has Information Technology server experience. The Security Oversight Committee shall make recommendations intended to enhance the security and safety of Kings of Kings property and those who utilize the facilities.
- F. A Human Resources Committee consisting of the Director of Elders or his designee, the Early Learning Center Director, or their designee and up to three (3) additional members of the congregation-at-large with relevant experience, with the President and the Treasurer serving as ex-officio members. At a minimum, this committee shall annually review employee total compensation package as well as contracts and be responsible for recommending revisions to the Board of Directors.
- G. An Endowment Fund Committee as defined in Article IX of these bylaws.
- H. A Global Missions Committee (A subcommittee of the Board of Elders) to promote whole church engagement in the long-term support of sister church efforts in Guatemala and other areas as mission connections are made. Responsibilities of the committee are:

1. Recruit and send volunteers to serve in short-term Gospel ministry outside of the United States, supporting the evangelism efforts of a local congregation or mission agency.
2. Develop communications plans that foster enthusiasm and support for such mission trips.
3. Solicit donations and organize fundraising activities to help offset the costs of sending volunteers on mission trips.
4. Advise the Board of Elders on appropriate recipients of monetary support for global missions.
5. Recruit members of King of Kings to serve on the Global Missions Committee, including at least one member of the Board of Elders.

Article VIII - Voters' Assembly

A. Meetings

Regular meetings of the Voters' Assembly shall be held in February, May, August, and November. The election of officers shall be held at the May meeting, and the discussion and approval of the work program/budget shall be held at the November meeting. General business of the congregation may be conducted or brought before any Voters' Assembly meetings. A quorum will be verified at the beginning of each affected meeting.

Special meetings of the Voters' Assembly shall be called by the President of the Board of Directors at the Board's request; or by the Senior/Administrative Pastor or the President of the Board of Directors if either of them is petitioned by ten (10) voting members. The Voters' Assembly shall have the right to act only on the specified business for which the meeting is called.

Published notice of regular and special meetings of the Voter's Assembly must be given at least two (2) weeks prior to the date of the scheduled meeting.

B. Attendance and Quorum

Members must be in attendance to participate in a Voters' Assembly meeting. A quorum shall consist of five percent (5%) of the total voting membership.

For the purchase of real estate, for the erection of buildings, or the removal from office of a called Pastor(s) or other called worker(s), a majority of all voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting to be reconvened for which at least seven (7) days' notice shall be published. The members present at such a re-convened meeting shall constitute a quorum.

C. Order of Business

The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-Laws and shall include an opening prayer, approval of the minutes of the previous meeting, roll call or registration of members in attendance, reports of officers, directors, and standing committees and action thereon, unfinished business, recommendations of the Board of Directors, other business, adjournment, and a closing prayer.

Article IX – Endowments

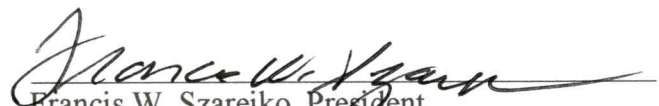
The King of Kings Lutheran Church hereby incorporates its prior election to create The King of Kings Lutheran Church Endowment Fund. It shall be one of the funds of this congregation and shall receive gifts and bequests for use for the further growth of our church, the mission and ministry of King of Kings Lutheran Church and the Lutheran Church - Missouri Synod, its districts, seminaries, colleges, institutions, or agencies.

Part of the promotion and management of such Endowments will include work of the King of Kings Lutheran Church Endowment Fund Committee, who shall consist of:

1. The President of the Congregation, as an ex-officio member.
2. The Senior Pastor of the Congregation, as an ex-officio member.
3. The Treasurer of the Congregation, as a permanent member.
4. The Vice President of the Congregation, who serves as the Chairman of the Committee.
5. Up to four (4) members of the congregation-at-large appointed by the Board of Directors for King of Kings Lutheran Church.

In addition, and by this resolution, the King of Kings Lutheran Church also hereby incorporates by reference and re-approves the King of Kings Lutheran Church Endowment Fund Bylaws, previously approved by the Board of Directors.

The foregoing By-Laws for King of Kings Lutheran Church, 1701 NE 96th Street, Kansas City, Clay County, Missouri, were amended and adopted on the 15th day of May 2022 by the Voters' Assembly of King of Kings Lutheran Church at a regular meeting called for such purpose.


Francis W. Szarejko, President

Attested:


Rodney Butts, Secretary