

BYLAWS
Of
Christ the King Lutheran Church
Durango, Colorado

(Adopted June 5, 1988, last amended May 15, 2016)

BYLAW 1.

DUTIES OF OFFICERS

- B1.01. (C11.01.01)** The president shall be responsible for carrying out the provisions of this constitution, these bylaws, and the continuing resolutions.
- B1.02. (C11.01.02)** The president shall preside at meetings of the Council and of the Congregation. In consultation with the pastor, the president shall prepare the agenda for meetings, see that records of meetings are accurately and systematically kept for a suitable period of time and shall carry out special responsibilities as directed by the Council.
- B1.03. (C11.01.03)** The secretary shall keep accurate minutes of all meetings of the Council and shall see that they are preserved safely in the archives for a suitable period of time.
- B1.04. (C11.01.04)** The treasurer shall keep the books of account of the congregation. The treasurer shall keep the record of funds received from all sources, shall disburse them on proper orders of the Council, President, or Pastor, and shall provide a written report of all transactions to the Congregation Council monthly and to the Congregation annually.
- B1.05. (C11.01.05)** The Vice President is to serve as the second-in-command executive to the congregation and Council, and work with all elected and appointed officers, boards and committees to carry out their assigned duties and responsibilities. The Vice President shall preside at all meetings of the church council and other assemblies in the absence of the President. The Vice President shall serve as a member of the Council Executive Committee, and meet periodically with the Pastor and President to develop the Strategic Plan.
- a.** The Vice President shall appoint and oversee the appointment of a member of council to perform the duties of the Council Secretary in the individual's absence, and to serve on the CtK Facilities Committee as a liaison to Church Council.

BYLAW 2.

DUTIES OF OTHER POSITIONS

- B2.01.** The financial secretary shall receive and keep records of all income from contributing members and other sources. The financial secretary shall provide a quarterly report to contributing members and other sources of contributions.

BYLAW 3.

SEMI-ANNUAL MEETINGS

- B3.01. (C10.01.01)** A semi-annual meeting shall be held in November to adopt a budget, objectives of the Congregation for the following year, and may include other

items the Congregational council deems necessary.

B3.02. (C10.01.02) A semi-annual meeting shall be held in May to elect members of the Congregation Council, the Children's World Board, and the Endowment Board, to receive annual reports of committees and may include other items the Congregational council deems necessary.

BYLAW 4.

EARLY LEARNING CENTER

B4.01. (C14.01.03) The Congregation shall offer to its members and the community an early learning center whose goals will be to:

1. Provide a loving, Christian atmosphere staffed by a Christian Director and teachers.
2. Provide a pleasant, well-staffed and well-equipped play/learning center for children, infant to pre-school, where they may grow mentally, socially, emotionally and spiritually through positive experiences geared to their maturity levels in relationship with adults and children beyond their family circle.
3. Offer, in the spirit of Christian service, a special experience that will assist children:
 - i. To assure each child that they are loved by God and cared for by the Christian community.
 - ii. To act independently in meeting and solving problems.
 - iii. To recognize reasonable limits and begin to develop self-discipline.
 - iv. To like and have confidence in themselves and to like and trust in other children and adults.
 - v. To use language effectively.
 - vi. To express themselves freely through art, music, and movement.
 - vii. To be open to new ideas and experiences.
 - viii. To observe, ask questions, investigate and acquire information.
4. It is not the purpose of the early learning center to generate money for the church.
5. Christ the King Lutheran Church shall operate the early learning center under the name: Christ the King Lutheran Church Children's World Early Learning Center doing business as Children's World Early Learning Center.
6. Children's World shall be managed on behalf of the congregation, by a board of directors elected by the Congregation at its regular annual business meeting who shall be responsible for the day-to-day operation of the early learning center in accordance with the Congregation's constitution:
 - i. The Board shall be comprised of a minimum of four attendees of the Congregation, and up to two parents of enrollees A quorum will be reached by 60% of the board, comprised of at

- least 2 congregational members. They shall meet once a month if necessary. A minimum 24-hour cancellation notice will be given to board members if meeting is unnecessary for the benefit of the early learning center, to be decided by the chairperson and Director.
- ii. Board members shall normally be elected for two-year terms and be eligible to be re-elected for one additional consecutive term. Such members shall be eligible to serve no more than two full terms consecutively. The Nominating Committee and the Congregation are encouraged to elect people who represent a variety of age groups.
 - iii. In the event of a vacancy on the Board, the Board will then appoint someone to fill the unexpired portion of that term remaining.
 - iv. At the first meeting each year, one board member shall be designated as a formal representative to the Church Council to communicate any needs or concerns of the early learning center to the Church Council.
 - v. At the first meeting each year, the Board shall elect the officers of the Board. Their terms shall begin at the close of the annual meeting at which they are elected. The president, vice president, secretary and treasurer shall be selected from the elected Board members and shall serve for one year or until their successors are elected.
 - vi. The Board shall submit to the Church Council a proposed annual budget for the operation of the early learning center. The budget, once approved by the Congregation, shall be the Congregation's authorization for the Board to be empowered to make expenditures and collect fees according to the terms of the approved budget.
 - vii. If special circumstances develop and expenditures are foreseen beyond the terms of the early learning center budget the Board shall be able to make a request to the Congregation Council for funds.
 - viii. The Board shall keep adequate records of the financial affairs of the Childcare and such records shall be a part of the regular audit of the Congregation's financial records.
 - ix. The Board shall be empowered to act on the Congregation's behalf to hire and manage appropriate professional staff for the early learning center.
 - x. The Board shall be required to submit a report annually to the Church Council detailing the early learning center activities.
 - xi. The Board shall be responsible for seeing that all license requirements and appropriate certifications are current and in good order.
 - xii. The role of the congregation. While the Board shall have the responsibility for the day-to-day operations of the early learning center, the Congregation has a similar responsibility to those

who are carrying out this ministry on their behalf. The Congregation shall:

- a. Support the ministry of the early learning center through their active prayer and encouragement.
- b. Provide recognition for those involved in the early learning center Ministry of the Congregation by incorporating appropriate services of installation and dedication for the ~~Childcare~~ early learning center Board and ~~Childcare~~ early learning center Staff.
- c. The congregation and the Church Council, recognizing its responsibilities as an employer to the early learning center Staff and recognizing the value and expertise of professional child care providers, will not make substantive changes in the early learning center's goals or program.

BYLAW 5.

MISSION ENDOWMENT FUND

B5.01. (C14.01.01) A Mission Endowment Fund Board of five voting members of this congregation shall be elected at the Congregation's annual meeting. The term of office will be three years with the first slate of members serving staggered terms. Each year following the initial elections two members will be elected with one elected every third year. In addition to the elected members, the senior pastor of the Congregation shall be an ex-officio, nonvoting member of the Board. The purpose of the Board shall be to implement the guidelines of the mission endowment.

B5.02 (C14.01.02) The duties of the Mission Endowment Fund Board shall include the following:

1. To fulfill the purpose of the Mission Endowment Fund, that is, to provide annual distributions beyond the operating budget of this congregation to ministries as stated below:
 - i. Minimum of 20% for congregational outreach as the Board determines;
 - ii. Minimum of 20% for community outreach as the Board determines;
 - iii. Minimum of 20% for world outreach as the Board determines;
 - iv. Remaining 40% distributed through any of the above categories.
2. To determine how the Fund asset will be invested, including the asset allocation. The investment objective will be to provide long-term growth so the annual distribution will keep pace with inflation, i.e. the annual distribution will maintain its purchasing power. In any event, all investments shall be invested within the Endowment Fund A as managed by the ELCA Foundation and/or the ELCA Mission Investment Fund. No Board member shall

invest the assets in a way that would bring private inurnment to that individual. The Board shall report at least quarterly to the Congregation Council on any and all activity within the Fund. Current balance, additions, distributions and any other activity should be included with the report. Annual accounting and a report of ministries supported through the fund shall be distributed to the Congregation at its annual meeting.

3. To begin making annual distributions once the Fund reaches \$50,000. Annual distributions will be 5% of the value of the Fund balance as of December 31st each year.
4. To encourage gifts to the Christ the King Mission Endowment Fund through education and promotion of the Fund.
5. To receive and celebrate gifts given for ministry through the Christ the King Mission Endowment Fund and maintain a permanent book of remembrance of donors to the Fund. Ten percent of each such gifts will be distributed immediately beyond the operating budget of the Congregation. The remaining portion will be added to the Christ the King Mission Endowment Fund. The committee has the discretion to decline acceptance of a gift if deemed to be in the best interest of the Fund and Congregation.
6. To respond to a Congregation Council request, under an unforeseen emergency situation, to use principal of the Fund to help the Congregation rectify an economically devastating situation.
7. To accept undesignated gifts received by this Congregation, such as, but not limited to bequests, life insurance proceeds and remainders from life income agreements. Ten percent of each such gift will be distributed immediately beyond the operating budget of the Congregation. The remaining portion will be added to the Christ the King Mission Endowment Fund.

BYLAW 6.

B6.01. (C4.04.01) Christ the King Lutheran Church Organization Structure

