

**St. Timothy's Lutheran Church**  
5100 Camden Ave, San Jose, California 95124

**Proposed January 2012 changes to**  
**BYLAWS**  
**of the**  
**Constitutions**

as adopted by the members of  
St. Timothy's Lutheran Church  
(October 1993)  
and  
as amended by the  
1996, 2000, 2001, and 2010 Congregational Meetings  
of St. Timothy's Lutheran Church

*Edition current as of January 31, 2010*

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**PART I -- COMMUNION PARTICIPATION**  
**(Chapter 2)**

5 Participation in Holy Communion shall be limited to confirmed members of  
this and other Lutheran congregations and to others who at the discretion of  
the pastor have a view of the Sacrament consistent with the teachings of the  
Word of God as confessed by the Lutheran Church. Worthy participation  
requires sincere repentance, faith in Jesus Christ as Savior, and an earnest  
desire to amend one's sinful life, as well as acceptance of the Scriptural  
teaching regarding the real presence of Christ with His body and blood in the  
10 Sacrament. Written or oral announcements shall be so devised as to make  
prospective participants aware of these requirements.

**PART II -- CONFLICTING LOYALTIES**  
**(Chapters 2, 4)**

- 15 **1.** This congregation rejects all fellowship with organizations, secret or open,  
which are avowedly religious or which practice forms of religion without  
confessing faith in the triune God and in Jesus Christ as the eternal Son of God  
incarnate to be our only Savior from sin, and thus teach salvation by works.
- 2.** Ceremonies of lodges or other such organizations shall not be permitted in  
the church or on the church premises of this congregation.
- 20 **3.** The pastor(s) of this congregation shall take no part in any such ceremonies  
even if they are conducted outside of the church premises.

**PART III -- MEMBERSHIP**  
**(Chapter 8)**

**A. Admission to Baptized Membership.**

5       1. Children, one or both of whose parents or guardians are members of this congregation, shall, upon receiving Christian baptism, be received as baptized members of this congregation.

10       2. Children, neither of whose parents or guardians are members of this congregation, shall, upon Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding, that for good reason, they will be enrolled as baptized members of another congregation, in which case notice of the baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.

15       3. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the Congregation Council.

20       4. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church shall, upon confession of faith and Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

**B. Admission to Confirmed Membership.**

25       1. Baptized adults, not previously members of this congregation, who have received instruction and have given evidence of having adequate understanding and acceptance of the teachings of the Word of God as confessed by the Lutheran Church shall be admitted to confirmed membership through the rite of confirmation.

30       2. However, adults received as baptized members according to the provision of Section A., 4. of this part of the bylaws shall be recognized as confirmed members whether or not, at the discretion of the pastor(s), they have participated in the rite of confirmation.

35       3. Children who are baptized members of this congregation shall be admitted to confirmed membership through participation in the rite of confirmation.

5           4. Applicants for membership presenting Letters of Transfer showing them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letters of Transfer by the pastor(s) and Congregation Council and the report of their names to the congregation.

10           5. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have Letters of Transfer shall be admitted to confirmed membership when the pastor(s) and Congregation Council have determined that they meet the standards of Christian faith and life indicated in the constitution and bylaws.

**C. Admission to Voting Membership.**

15           1. The Congregation Council shall be responsible for determining the voting membership in accordance with the qualifications specified in the constitution and bylaws.

            2. Baptized members who have reached the age of eighteen years and have not been confirmed shall be requested to prepare for the rite of confirmation. Upon affirmation of faith, they shall become voting members.

**D. Discontinuance of Membership.**

20           1. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change his/her membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.

25           2. A member who in the judgment of the Congregation Council neither shows interest in attending church services nor partakes of Holy Communion and nor contributes to the congregational treasury according to the congregation's records, for a period of one year, shall be presumed no longer to desire membership, shall lose the right to vote, and shall not be counted in the membership statistics of this congregation. However, that member's name and record shall be kept in the files for a period of one year thereafter. Such a person shall be encouraged to take part in the congregation life or to transfer elsewhere, as the situation may indicate to be advisable. If he/she resumes activity within the one-year period he/she shall be restored to the active membership list; if not, he/she shall be dismissed from this congregation and, if possible, shall be notified of this action.

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            3. Children, neither of whose parents or guardians are active members of this congregation, shall be dropped from the baptized membership roll if they fail to participate in the Christian education program of the congregation.

4. Members who have been excommunicated or dismissed, or who have resigned, and members who have transferred to other Lutheran congregations, or who are definitely known to have become members of other congregations without transfer, have thereby terminated their membership in this  
5 congregation and have surrendered all membership rights.

## PART IV -- THE PASTORAL CALL (Chapter 9)

- 10 1. When this congregation has voted to call a pastor, it shall issue a Letter of Call to the pastor-elect ~~in a form approved by The Evangelical Lutheran Church in America~~. It shall be signed by the chairperson and the secretary of the meeting at which the call was voted, and shall be attested by the signature of the bishop of the ~~synod~~ NALC or designee. Calls to clergy to positions of assistance to the pastor(s) shall be issued in consultation with the pastor(s) and in accordance with the provisions of this paragraph.
- 15 2. If a pastor receives a call to another congregation, it is requested that he/she shall consult with his/her present congregation, or at least with the Congregation Council, before coming to a decision. The pastor should attempt to reach a decision as quickly as possible, normally within three weeks, whereupon he/she shall notify the present congregation and the bishop of the ~~synod~~ NALC. When a release has been granted and the call accepted, the  
20 pastor shall terminate his/her ministry and transfer to his/her new field of service as quickly as feasible, normally within one month.
- 25 3. A desire for change in pastorate by either congregation or pastor shall be brought to the attention of the bishop of the ~~synod~~ NALC who shall advise in the matter in accordance with this constitution (Chapter 9.05) ~~and with the established procedures of The Evangelical Lutheran Church in America~~.
4. This congregation requires that its pastor(s) shall be loyal to the faith and purpose of the congregation, as stated in Chapters 2 and 4 of the constitution.
- 30 5. Clergy qualified according to Chapter 9.02 of the constitution may occasionally perform pastoral functions in this congregation with the approval of this congregation and its pastor(s), or, in case of a vacancy in the pastorate, with the approval of this congregation and the bishop of the ~~synod~~ NALC.

## PART V -- THE ANNUAL MEETING (Chapter 10)

- 35 1. Announcement of the time and place of the annual meeting of this congregation shall be made at all services during the two weeks immediately

preceding the meeting, and in such publications as this congregation or the pastor(s) may periodically issue; or by written notice to the voting members mailed at least ten days in advance of the meeting.

5           **2.** The current roster of voting, confirmed, baptized and associate members shall be determined prior to each annual meeting.

10           **3.** Notice of the time and place of special meetings of this congregation shall be made at all services during the two weeks immediately preceding the meeting, and in such publications as this congregation or the pastor(s) may periodically issue; or by written notice to the voting members mailed at least ten days in advance of the meeting.

**4.** The business conducted at the annual meeting shall consist of no less than:

(a) Approval of the minutes of the previous meeting.

(b) Reports of pastor(s), Congregation Council, Treasurer, Leadership Teams, and others.

15           (c) Elections.

(d) Approval of budget.

(e) Old business.

(f) New business.

**5.** In the following cases voting shall be by written ballot:

20           (a) To elect the members of the Congregation Council if there are more candidates than vacancies. Otherwise, a voice vote is acceptable;

(b) To adopt or amend the articles of incorporation, constitution, or bylaws of the congregation;

25           (c) To call or request the resignation of a pastor;

(d) To remove a person from membership in this congregation or to remove a member from office in the congregation;

(e) To sever membership in the ~~Evangelical Lutheran Church in America~~ **NALC**;

30           (f) To dispose of, encumber, or purchase real property; or

(g) When requested by ten or more voting members present.

5       6. If three or more vacancies are to be filled, a common ballot containing the names of all candidates may be used. Each voter shall vote for the candidates of his/her choice, not to exceed the number of vacancies. The candidates receiving the highest number of votes shall fill the vacancies.

7. If one or two vacancies are to be filled, no candidate shall be declared elected without receiving a majority of the votes cast.

10      8. If more than one ballot is required in an election, a motion shall be in order to limit the balloting after the first ballot to the three candidates receiving the highest number of votes on the first ballot; and after the second ballot to limit the balloting to the two candidates receiving the highest number of votes.

## **PART VI -- THE CONGREGATION COUNCIL** **(Chapter 11, 12)**

### **A. Membership and Meetings of the Congregation Council.**

15       1. The Congregation Council shall consist of fifteen voting members, elected each for a term of three years, The terms shall be staggered so that one-third are elected annually.

2. No member of the Congregation Council shall serve consecutive terms. An unexpired term of less than one year shall not be considered a term of office.

20       3. At the first Council meeting following the annual meeting of this congregation, the Congregation Council shall elect the officers and committees prescribed by the constitution (Chapter 11) and bylaws.

25       4. A member having three absences from regular meetings within one year, may be requested by the Council to resign and allow appointment of a new member having the ability to more fully participate in congregational matters.

30       5. Since it is incumbent upon all members of this congregation to make diligent use of the Word of God in public worship and to attend the Lord's Supper, together with all elected leaders, Council members shall maintain regular worship attendance and are expected to contribute their time, talents, and resources to the life of the congregation.

### **B. Leadership Teams of the Congregation Council.**

1. The Congregation Council shall elect, from its own membership, a set of leadership teams to focus the leadership on the specific purposes to be outlined within continuing resolutions, and shall also have authority to

appoint such other leadership teams as may from time to time be necessary or advisable. The Leadership Teams (known as M-Teams) are as follows:

- 5
- (a) **The Administration Team**, made up of the three elected officers of the congregation, the Pastors, and the appointed Treasurer (the President, Vice President, Secretary, and Treasurer) and the pastors, shall meet prior to each Council meeting to consider recommendations regarding matters of finance, property, Christian stewardship, St. Timothy's Day School, concerns of the pastoral staff, and any other non M-Team and Youth Team related issues. The Administration Team reports directly to the Church Council regarding any decisions it makes between Council meetings. See also Part VII "The Administration Team."
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- (b) **The Membership Team** shall work with the pastor(s) in overseeing all major congregational fellowship activities. The purpose of the team is to provide support for members as they join the congregation and as they seek involvement with other members in general fellowship.
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- (c) **The Maturity Team** shall work with the pastor(s) in supporting the spiritual growth of congregational members by providing opportunity for all members to grow in their understanding of the Bible and develop some of the disciplines essential to the Christian life.
- 20
- (d) **The Ministry Team** shall work with the pastor(s) in encouraging congregational members to becoming involved in the various ministries available by providing opportunity and training in areas of service. The team oversees the congregation's connection with any outside ministry groups with which we are involved.
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- (e) **The Mission Team** shall work with the pastor(s) to encourage evangelical outreach into the community and world by supporting training and efforts to reach people with the Gospel. The team takes the lead in making initial contacts with visitors, training members to share their faith, and providing support for global mission connections.
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- (f) **The Magnification Team** shall work with the music leadership, along with the pastor(s), to oversee and provide support for the worship life of the congregation. The team coordinates all efforts to prepare for and enrich the overall worship experience of the congregation.
- 35
- (g) **The Youth Team** shall work with the directors of children, youth, and family ministries, along with the pastors, to oversee the activities and opportunities available to our children, youth, and families.

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2. The Congregation Council shall have authority to appoint or elect additional congregational members who are not members of the Council as members on its leadership teams.

### C. Leadership Retreat

The Congregation Council shall at least once a year invite the full leadership to an annual leadership retreat to review the entire program of the congregation.

**D. Duties of the Officers of the Congregation Council.**

- 5           **1.** The President shall preside over meetings of the Congregation Council and of this congregation unless the meeting decides otherwise.
- 2.** The Vice-President shall preside in the absence of the president, unless the meeting decides otherwise.
- 3.** The Secretary shall keep the minutes of the Council and of this congregation and shall preserve its archives.
- 10           **4.** The Treasurer shall be custodian of all funds of this congregation; and shall disburse all such funds in accordance with the decisions of this congregation or the Congregation Council. The Treasurer shall present a statement of financial position and statement of activities to the annual congregational meeting and such other reports to the Congregation Council as may be required.

15           **E. Other responsibilities of the Congregation Council.**

- 1.** The Congregation Council shall be empowered to secure and supervise such assistance, whether compensated or non-compensated, as is needed to carry on the work of the congregation, such as organist, music director, parish worker, pastors' secretary, office secretary, intern, custodian, etc..
- 20           **2.** Adjustments in the compensation of the pastor(s) shall be the responsibility of the Congregation Council, subject to the congregation's approval of the budget.
- 3. Use of property.**
- 25           (a) The property of this congregation shall be for the use of this congregation in its normal function as a Lutheran church and shall not be used in any way not in harmony with the purpose of this congregation.
- 30           (b) Buildings which are the property of this congregation shall not be lent or rented out on an ongoing basis to any group or individual not affiliated with this congregation unless written application for such use has been approved by the Administration Team. Any such approval shall be briefed to the Council at its next scheduled meeting. The Council has the authority to rescind any approval made by the Administration Team.

(c) Equipment belonging to this congregation shall not be taken from the church property without prior authorization of the Administration Team except that permission may be granted by the pastor(s) at their discretion for congregation or school sponsored events.

5 (d) The Administration Team shall determine the rental fees, if any, to be levied for use of church real and personal property. Any such approval shall be briefed to the Council at its next scheduled meeting. The Council has the authority to rescind any approval made by the Administration Team.

10 **PART VII -- ADMINISTRATION TEAM**  
**(Chapter 13.01)**

1. The administration team shall be composed of the officers of this congregation and the pastor(s) as specified in Part VI.B.1.(a).

15 2. The administration team shall receive the report of the financial review team and be prepared, to the best extent possible, to make recommendations to this congregation at the next annual meeting as to the resolution of any issues in said report which require resolution and action by the congregation.

20 3. Any actions taken by the administration team shall be reported to the Council at its next meeting. The Council has the authority to rescind or amend any action of undertaken by the Administration Team.

4. The administration team shall not have the power to undertake any action on behalf of the Congregation Council without prior approval or direction of the Council, except as may be otherwise provided in the constitution, bylaws or continuing resolutions.

25 5. It is the responsibility of the administration team to carefully review all insurance policies to determine the amount and kind of insurance in force and include it in its report to the Annual Congregational Meeting.

6. The Administration Team shall meet in advance of all Council Meetings to determine items to agendize for Congregational Council consideration.

30 7. The Administration Team shall work with pastors and lay staff on matters pertaining to the general operation of the church and school.

8. The Administration Team shall provide confidential advice to the pastor(s) on church staff personnel and salary matters.

9. The Administration Team shall review monthly Treasurer's Report in advance of Council Meetings and draft recommendations for Congregational Council consideration regarding actions needed.

5 10. The Administrative Team shall annually review the Delegation of Authority for disbursements and submit any changes for approval to the Congregational Council.

10 **PART VIII -- NOMINATION TEAM**  
**(Chapter 13.02)**

15 1. The nomination team shall be composed of five members, two of whom shall be elected by the Congregation Council from its own membership and three of whom shall be elected by the annual meeting and three of whom are voting members of this congregation. A pastor shall serve as convener and as an advisory member.

2. The members of the nomination team shall serve for the year following their election. They shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve, if elected.

20 3. The name of the candidates to be presented by the nomination team shall be made available at least ten days before the election is to take place.

4. In addition to the candidates submitted by the nomination team, additional nominations may be made from the floor.

25 5. A vacancy in the congregationally elected membership of the nomination team shall be filled by the Congregation Council from outside its membership by a voting member of this congregation.

**PART IX -- FINANCIAL REVIEW TEAM**  
**(Chapter 13.03)**

1. The Congregational Council shall appoint a financial review team comprised of two persons.

30 2. The financial review team shall perform or supervise a review of the Church's internal controls, and shall present the results of the review to the Annual Congregational Meeting in writing.

3. The financial review team shall perform or supervise a review of the Church's statement of financial position and statement of activities. Any findings or recommendations are to be brought to the attention of the Congregational Council prior to the Annual Congregational Meeting.
- 5 4. It is not necessary to engage a Certified Public Accountant to perform the above mentioned reviews.

## **PART X -- PASTORAL CALL TEAM** **(Chapter 13.05)**

- 10 1. The pastoral call team shall be composed of seven voting members of this congregation elected at a congregational meeting whenever a pastoral vacancy occurs.
- 15 2. The Congregation Council shall develop a candidate slate of active voting members representing a cross-section of the total congregation and make this slate available to this congregation ten days prior to the congregational meeting at which a pastoral call team is to be elected.
3. The term of office of this team shall be from election at a congregational meeting until installation of a newly called pastor.
- 20 4. This team shall work with the bishop of the **synod NALC** to assess the present status and future direction of this congregation and then develop a slate of potential pastoral candidates that can satisfy this assessment.
5. This team reports directly to this congregation and shall make periodic reports to this congregation to keep them advised of its progress.
6. This team shall evaluate the slate of pastoral candidates by all possible means and recommend one of them to the congregation for issuance of a call.
- 25 7. Upon acceptance of a candidate by this congregation, this team shall issue a letter of call to that candidate and assist him/her in evaluating this call.
8. Upon acceptance of a letter of call by a candidate, this team shall work with the Congregation Council to assist this new pastor and his/her family in making the transition to this community and this congregation.

## **PART XI -- REPORTS OF ORGANIZATIONS** **(Chapter 12.09)**

5 All leadership teams, committees and organizations handling funds within this congregation shall submit accounts to the church office at least three weeks prior to the annual meeting, and these accounts shall be included in the annual report to the congregation.

## **PART XII -- PARISH RECORDS** **(Chapters 9.12 & 9.13)**

10 The pastor(s) shall be responsible for keeping accurate records of membership and of his/her ministerial acts on forms provided by this congregation and which retain the property of this congregation. He/she shall report these statistics to this congregation annually and, when required by the Constitution, to the bishop of the ~~Evangelical Lutheran Church in America~~ **NALC**. Upon leaving this congregation, the pastor shall complete the records of his/her ministry up to the time of his/her departure.

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## **PART XIII -- ST. TIMOTHY'S SCHOOL** **(Chapter 5.04)**

20 1. The purpose of St. Timothy's School, as an extension of the congregation's mission, shall be to serve children of this congregation and community at the pre-school and elementary level by providing a full educational experience striving for Christian growth and academic excellence.

2. Enrollment priorities shall be as follows:

(a) Returning students and siblings.

25 (b) Children from member families of St. Timothy's Lutheran Church.

(c) Others.

3. It shall be the responsibility of St. Timothy's Lutheran Church to provide:

(a) Facilities to the school to the extent approved and funded by the congregation.

30 (b) Financial support of the school, to be determined by this congregation at its annual meeting.

4. It shall be the responsibility of St. Timothy's Lutheran School to fulfill the above-described mission and to operate in accordance with all other conditions set forth herein. It shall also explore every reasonable opportunity to provide extended care throughout the day to its students. It shall operate under the provisions of its constitution and bylaws as presented to and accepted by St. Timothy's Congregation Council. The affairs of the school shall be managed by the School Board provided for in its constitution.

## **PART XIV -- ST. TIMOTHY'S LUTHERAN CHURCH MISSION ENDOWMENT FUND**

### **10 (Chapter 14.01)**

A. The Mission Endowment Fund of St. Timothy's Lutheran Church, an ongoing Fund, shall be under the custodial management of the Mission Endowment Committee - the "committee".

15 B. The committee shall consist of five members, all voting members of the congregation. The Senior Pastor and President or Vice President of the Church Council shall be advisory members.

C. Formation of the committee.

20 The term of each member shall be three years. Member shall be elected at the annual congregational meeting. Terms shall be staggered to ensure continuity of committee members. Former committee members may be re-elected after a lapse of one year.

D. Operation of the Committee. The committee shall meet at least quarterly, or more frequently as deemed by it to be in the best interest of the fund.

25 1. A quorum shall consist of three members. When only three members are present a unanimous vote shall be required to carry any motion or resolution.

2. The committee shall elect from its membership a chairperson, recording secretary and financial secretary. The chairperson, or member designated by the chairperson, shall preside at all committee meetings.

30 3. The recording secretary of the committee shall maintain complete and accurate minutes of all meetings and supply a copy thereof to each member of the committee and advisory members. Each member shall keep a complete copy of minutes to be delivered to his or her successor. The recording secretary shall also supply a copy of the minutes to the Church Council and the office secretary for the church file.

5           **4.** The financial secretary of the committee shall work with the congregation's treasurer in maintaining and coordinating complete and accurate accounts for the fund. Checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the fund shall require the signature of the Financial Secretary and the Church Treasurer. The books shall be audited annually by a Certified Public Accountant or other appropriate person who is not a member of the committee. Upon receipt, the financial secretary shall provide copies of all investment statements to the Church Treasurer.

10           **5.** The committee shall ensure financial records and internal controls are reviewed annually by a Certified Public Accountant or other appropriate person who is not a member of the committee.

15           **6.** The committee shall report on an annual basis to the Church Council and, at the annual or duly called special meeting of the congregation to address endowment fund issues, shall render a full and complete audited account of the administration of the fund during the preceding year.

20           **E.** Gifts to be placed in the fund may be accepted from any other source in the form of cash or in other property acceptable to the committee. All funds or property of whatever nature so received, together with all income it generates, shall be administered by the committee. The committee, in its absolute discretion, may reject any gift.

**1.** When gifts of real property are offered, the following criteria must be met before any member of the committee or Church council can offer the donor any acceptance, either formal or implied.

25                   (a) The donor must provide a certified appraisal that establishes the market value of the property within 90 days of the gift date.

                      (b) If the appraisal does not include an environmental impact evaluation, one must be done separately, and provided by the donor.

30                   (c) In the rare instance where in environmental impact study by a qualified engineer is called for, it must be done at the expense of the donor.

                      (d) Failure to heed these conditions may result in serious violation of Federal laws.

35           **2.** Gifts tendered in conformance with current Internal Revenue Code Sec. 170(f) may be accepted subject to payment of the income from the gifts for life or for a term of years, in accordance with the donor's direction; thereafter the gift and its income shall be held and used for the purposes of the fund.

**F.** The Mission Endowment Fund of St. Timothy's Lutheran Church, an ongoing fund, is to be built from gifts; the principal is to be held in the fund and the principal and income to be administered by the committee.

5       **1.** Funds and property held within the fund shall not be commingled with any other funds and property belonging to the church. Funds shall be invested in accordance with the investment policy approved by the committee, its advisory members and the Congregation Treasurer.

10       **2.** No part of the principal or income from this fund shall inure to the benefit of or be distributed to any member of St. Timothy's Lutheran Church or any private person except, with committee approval, as reasonable compensation for services, and except any gifts given to members under the disbursement provisions of these bylaws.

15       **3.** Members of the committee shall not be liable for any losses which may be incurred upon the investments of the assets of the fund except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transaction  
20       with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interest would conflict with the interest of the fund.

**G.** The committee shall determine what is principal and income according to accepted accounting procedures.

25       **1.** No disbursement shall be made from the fund until such time as principal reaches \$10,000.

30       **2.** Income from the fund shall be designated annually and at such other times as deemed necessary and/or feasible to accomplish the following purposes. (The committee shall not be required to allocate income in accordance with these guidelines until income from the fund reaches a material level of approximately \$10,000.)

35       (a) A minimum of 30% for outreach into the community and **synod** **NALC**, including, but not limited to grants to Lutheran seminaries, colleges, or students attending such schools, social service agencies, institutions and agencies to which this congregation relates, and to special programs designed for those persons in our parish area who are in spiritual and/or economic need.

5 (b) A minimum of 30% for missions of the North American Lutheran Church (NALC) in this continent and world wide, including, but not limited to, grants to the NALC for new congregational development in North America, professional leadership, educational ministries, global mission, ecumenism, evangelism, social ministries, and capital financing.

(c) A minimum of 10% for capital improvements, debt reduction, or a St. Timothy's Lutheran Church building program.

10 (d) Up to 30% for any one or more of the above designated areas in any proportion determined by the committee, or for causes and programs which at the discretion of the committee are consistent with the fund purpose of enhancing the mission outreach of St. Timothy's Lutheran Church.

15 **3.** Programs for support shall be recommended by the committee and approved by the Church Council for funding according to the guidelines established by the congregation.

20 **4.** Disbursement of income from the fund need not occur annually if causes and programs sufficient to utilize all available income have not been approved by the committee, or if, in the judgment of the committee, total annual disbursement of income is not recommended.

25 **H.** The St. Timothy's Lutheran Church Endowment Fund shall continue in existence and shall be used as hereinafter provided, (unless earlier revoked), so long as St. Timothy's Lutheran Church shall continue to exist. If St. Timothy's Lutheran Church shall cease to exist either through merger or dissolution, disposition of the funds shall be at discretion of the Congregational Council in conformity with the approved congregation constitution and in consultation with bishop of the synod **NALC** to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of Mission Endowment Fund obligations through the Evangelical Lutheran Church in America Foundation.

30 **I.** The committee shall oversee and manage the Gordon and Elsie Selbo Student Scholarship Fund. This fund shall be subject to the same rules as described in section E of this by-law. The committee shall report on an annual basis to the School Board to address Fund issues and shall render a financial review of the administration of the Fund during the preceding year. Distribution from the Fund shall be at the discretion of the School Board of St. Timothy's Lutheran School.