

CHAPTER 1. NAME AND INCORPORATION

A. This congregation may also be known as Zion Lutheran Church on Franklin Lake. This name is used for brochures and correspondence distributed primarily within the local community since Zion is identified with its location on Franklin Lake.

CHAPTER 2. CONFESSION OF FAITH

No bylaws

CHAPTER 3. NATURE OF THE CHURCH

No bylaws

CHAPTER 4. STATEMENT OF PURPOSE

A. COMMUNION PARTICIPATION

1. Participation in Holy Communion is open to members of this congregation and members of other Christian congregations who believe that 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 Sacrament.

2. Baptized children may begin to commune on a regular basis at a time determined through mutual conversation with the pastor, the child, and the parents or sponsors involved. Ordinarily this beginning will occur only after children can eat and drink. Children and parents are encouraged to attend a class on the sacraments when the child is in the fifth grade but this is not a prerequisite for communion.

Holy Communion is emphasized as gift, given in faith and for participation in the community. Such faith is not simply knowledge or intellectual understanding, but trust in God's promises given in the Lord's Supper ("for you" and "for the forgiveness of sin") for the support of the baptized.

3. It shall be made known to prospective participants that the belief of this congregation is:

- (a) Participation in the Lord's Supper is the reception of "the body and blood of our Lord Jesus Christ given with bread and wine, instituted by Christ himself for us to eat and drink."
- (b) We hold that a "person is well prepared and worthy who believes these words, given and shed for you for the remission of sins. But anyone who does not believe these words, or doubts them, is neither prepared nor worthy, for the words "for you require simply a believing heart."

4. Record of participation in Holy Communion shall be maintained.

CHAPTER 5. POWERS OF THE CONGREGATION

No bylaws

CHAPTER 6. CHURCH AFFILIATION

No bylaws

CHAPTER 7. PROPERTY OWNERSHIP

No bylaws

CHAPTER 8. MEMBERSHIP

A. Baptized Members

A child, one or both of whose parents or guardians are members of the congregation shall, upon receiving Baptism, become a baptized member.

A child, neither of whose parents or guardians is a member of the congregation, shall, upon receiving baptism, become a baptized member of the congregation; unless for good reason the child is to become a baptized member of another congregation, in which case membership shall be transferred to that congregation.

A child baptized in another congregation shall be received as a baptized member in the congregation when a transfer has been received.

An unbaptized adult who has received instruction and has given evidence of 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 baptism become a baptized member of the congregation.

When one or both parents of baptized children are received into the membership of the congregation, such children should be received as baptized members with the consent of the member parent or parents.

When a baptized child is an orphan or a ward of someone and these people move into the area served by this congregation, the child may be received as a baptized member when it is commended to the care of this congregation by the congregation, which baptized this child.

When the parents of a baptized child are not themselves members of the Lutheran Church, but move into the area served by this congregation and desire to have their child put within the pastoral care of this congregation, the child may be received as a baptized member.

B. Confirmed Members

A baptized adult, not previously a confirmed member of a Lutheran Congregation, shall become a confirmed member of this congregation after having received instruction, having given evidence of adequate understanding the teachings of the Word of God as confessed by the Lutheran Church, and having publicly affirmed their faith.

A baptized member of the congregation shall become a confirmed member through the rite of confirmation except that an adult, who has become a baptized member in accordance with the provisions of Section A-4 of this part of the bylaws, shall be considered a confirmed member without participation in the rite of confirmation.

An applicant for membership who presents a Letter of Transfer, which certifies that the applicant is a confirmed member in good standing of a Christian congregation, shall become a confirmed member of the congregation upon approval by the Congregation Council. The acceptance of the applicant shall be reported to the congregation.

An applicant for membership who presents evidence of confirmation in a Lutheran congregation but does not have a letter of Transfer shall be admitted to confirmed membership when the Congregation Council has determined that the applicant meets the standards of Christian faith and life indicated in the constitution and bylaws and has reaffirmed that faith before the congregation.

C. Voting Members

The Congregation Council shall determine the roster of voting members of the congregation in accordance with the provisions of the constitution and bylaws. The roster of voting members shall be available at all regularly called meetings of the congregation.

D. Associate Members

Associate members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. Zion Evangelical Lutheran Church is uniquely located in the lakes area with a large contingent of summer residents. Zion sets a priority to provide a ministry for this community and has a large percentage of active, enthusiastic associate members. Therefore, at Zion they have all the privileges and duties of membership *including* voting rights and eligibility for elected offices or membership on the Congregation Council.

E. Termination of Membership

The congregation shall, when a member leaves the community, encourage the member to request transfer to a Lutheran congregation which can serve them effectively. Should the member fail to request transfer, a Lutheran congregation in the community of their residence shall be notified.

A confirmed member in good standing desiring to change their membership to another Lutheran congregation shall, upon request, receive a letter of Transfer.

CHAPTER 9. THE PASTOR

When the 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 signature of the synod Bishop. A call to a member of the clergy to be an assistant pastor shall be issued only with the concurrence of the pastor of the congregation and in accordance with the provisions of this paragraph.

The Call shall normally be for an indefinite time. A Call issued to an associate pastor may be for a definite time.

If a pastor received a Call to another ministry, the pastor shall consult the Congregation council, or, if desired, the congregation, before reaching a decision. The Pastor shall announce a decision as quickly as possible, normally within three weeks. The pastor shall notify the Bishop. When a Call has been accepted, the pastor's ministry in this congregation shall be terminated as soon as feasible, normally within a month.

CHAPTER 10. CONGREGATION MEETINGS

A. Announcement of the time and place of the annual meeting of the congregation shall be made at two public services immediately preceding the meeting, said services to be at least a week apart; and in such publications as the congregation or the pastor may periodically issue, or by written notice to the voting members mailed not less than ten days in advance of the meeting.

B. The current rosters of voting, confirmed, and baptized members shall be available at each meeting of the congregation.

C. The annual meeting shall receive reports from all the organizations of the congregation. Such reports, including a financial statement, shall be submitted in writing to the church office not less than 15 days before such meeting.

D. The annual meeting of the congregation shall elect persons to the following:

- (a) Congregation Council
- (b) Nominating Committee
- (c) Northwest Minnesota Synod Assembly Delegate and Alternate
- (d) Others to assure proper representation

E. The Order of Business at the annual meeting shall be:

- (a) Opening devotions
- (b) Approval of minutes of the previous meeting

- (c) Reports of the pastor, Congregation Council, Treasurer, Boards & others
- (d) Elections
- (e) Approval of budget
- (f) Unfinished business
- (g) New business
- (h) Closing Prayer

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

- (a) To elect members of the Congregation Council;
- (b) To adopt or amend the article of incorporation, constitution, or bylaws of the congregation;
- (c) To call a pastor or request resignation;
- (d) To remove a member from the congregation or to remove from office in the congregation;
- (e) To sever membership in the Evangelical Lutheran Church in America;
- (f) To dispose of, encumber, or purchase real property;
- (g) When requested by any voting member present.

G. Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting.

H. No one shall be declared elected unless a majority of the votes cast has been received.

I. 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.

J. Unless otherwise ordered, parliamentary procedures shall be in accordance with 'Roberts Rules of Order'.

K. The power and authority of the congregation shall be exercised through the congregational meeting, which shall be called and conducted in conformity with civil laws and the provisions of the constitution and bylaws of the congregation.

L. The annual meeting of the congregation shall be held in June of each year. (The church year would run from July 1 through June 30.) Notice of the meeting shall be given as provided in the bylaws.

M. A quorum for any regular meeting of the congregation shall be 25 of the voting members.

N. A special meeting of the congregation may be called by action of the congregation, by petition of at least 15 of the voting members, or by any one of the following: the Congregation Council, the president of the congregation, or the pastor. The president of the Church Council shall call a special meeting upon the request of the synod bishop. Official notice of a special meeting of the congregation shall be in writing and shall be posted conspicuously in the place where the congregation customarily worships. Such notice shall state the time, the place, and the purpose of the meeting. The president and the secretary of the congregation, or by the person or persons who have called the meeting, as authorized by this paragraph, shall sign it. The notice of a special meeting shall also be read at all public services of the congregation held during the ten days preceding the date of the meeting. If no services are held during the stipulated time, not less than five days written notice of such meeting shall be given; provided, however, that no less than ten days written notice of a meeting called to consider a resolution requesting the pastor to resign shall be given; and provided further that a meeting called to consider the disposition or encumbrance of real property must be called and held in conformity with such provisions of civil laws as may be applicable.

O. The pastor shall be notified of the time and place at which a special meeting of the congregation is to be held.

P. Only the business for which a special meeting has been called shall be transacted at the meeting.

Q. A meeting of the congregation may by majority vote recess to reconvene at a specified time and place. A meeting may also recess to reconvene upon call; provided, however, that the time and place of such a reconvened meeting must be announced at a public service of the congregation, and not less than three days written notice be given of the reconvened meeting.

CHAPTER 11. OFFICERS

A. The President is expected to be the Lay leader of the Congregation therefore his/her duties include coordination and supervision of the following boards:

1. The Worship Music and Lay Ministry Board
2. The Christian Education and Youth Board
3. The Health and Social Concerns Board, and
4. The Congregational Life Board

The President will also head the Executive Committee and have oversight responsibility for the Mutual Ministry Committee and the Call Committee when enacted.

B. The Vice President (President elect) is expected to be the Lay leader responsible for Church Administration. The Vice President will lead the preparation of next year's budget and will include coordinating and supervision of the following boards and staff:

1. The Church Property Board
2. The Stewardship Board
3. The Church Treasurer

The Vice President will have oversight responsibility for the Nominating Committee, the Audit Committee and the Endowment Committee.

C. The Secretary will have responsibility for the condition of the churches archives as well as maintaining up to date church administrative documents including the **Constitution, Bylaws and the Congregation Council's Continuing Resolutions**.

The above division of responsibilities is intended to provide a way to deal with routine interaction among/between the boards without the need to involve the entire Congregation Council.

CHAPTER 12. CONGREGATION COUNCIL

A. Zion Evangelical Lutheran Church looks to its Congregation Council to focus on GOD's overall mission. The objective of the Congregation Council is to lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals. In fulfilling this objective, the Congregation Council will strive:

1. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
2. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
3. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
4. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
5. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.

6. To arrange for pastoral service during the sickness or absence of the pastor.
7. To emphasize partnership with the synod and church wide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
8. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
9. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

B. Membership and Meetings of the Congregation Council

1. In addition to the provisions of the Constitution, the following shall govern membership on the Congregation Council and the conduct of its meetings:
 - a. Any voting member of the congregation shall be eligible for membership on the Congregation Council.
 - b. If a vacancy occurs on the Congregation Council, the Council shall fill the vacancy until the next meeting of the congregation.
 - c. The President of the congregation shall consult a member of the Congregation Council who is absent from two consecutive regular meetings; if a member is absent from three consecutive meetings without valid excuse, the Council may declare the office vacant.
 - d. A quorum for any regular or special meeting of the Congregation Council shall be one-half of its membership.
 - e. The Pastor, the President, or any three members of the Congregation Council may call a special meeting of the Congregation Council. Notice of such meeting shall be given not less than five days prior to the meeting, and shall be announced at a public service, if one is held during that period.

C. Boards of the Congregation

1. The congregation shall elect annually from its voting membership, Chairpersons for three of the six Boards for a two-year term. (The first year three Board Chairpersons will be elected to a one-year term.) The boards are; The Worship, Music and Lay Ministry Board, The Christian Education and Youth Board, The Health and Social Concerns Board, The Congregational Life Board, The Church Property Board and The Stewardship Board

2. The Chairperson of each Board shall have the authority and responsibility to recruit sufficient congregational members to his/her Board.
3. Church members are encouraged to serve on one board and may serve on multiple boards simultaneously.

D. Duties and responsibilities of the Congregation Council:

1. The President of the Congregation shall preside over meetings of the Congregation Council and the 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 church Secretary shall keep the minutes of the Congregation Council and of the Congregation shall have custody of its archives and will maintain up to date copies of the Constitution, Bylaws and Continuing Resolutions.
4. The Treasurer (an honorarium member of the church staff) will be bonded and shall have custody of all funds of the congregation; and shall receive and disburse all such funds in accordance with the decisions of the congregation and of the Congregation Council, and shall present an audited report to the annual Congregational Meeting and such other reports to the Congregation Council as may be required.
5. Provide spiritual leadership in the congregation, working with the Pastor, to guide the work, witness, worship, and service of the congregation in the world.
6. Determine rosters of the baptized, the confirmed, and the voting members of the congregation.
7. Exercise such authority as is delegated to it by the Constitution working with the Bylaws of the congregation and the Continuing Resolutions of the council.
8. Provide for adjustments of the salary of the Pastor and all other staff subject to the congregation's approval of the budget.
9. Operate within the limits of the approved budget of the congregation. The congregation must approve any expenditure in excess of the total voted budget in advance.

E. Use of Property

1. The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran Church, and shall not be used in any way not in harmony with the purpose of this congregation.

2. Use of buildings, which are the property of the congregation by groups or individuals, not affiliated with the congregation or with the Evangelical Lutheran Church in America must be approved by the Congregation Council. **Use of Zion buildings and property by other organizations within the contiguous Zion community is encouraged!**

CHAPTER 13. CONGREGATION BOARDS

A. The Worship, Music and Lay Ministry Board

The mission of this board is to

- a. Communicate with the congregation and visitors regarding the significance of the seasons in the church year, worship texts, liturgy, and Sanctuary appointments;
- b. Provide and encourage the gift of music to uplift the Gospel of Jesus Christ, and to enhance worshipful inspiration to all who hear the ministry of music and song;
- c. Take responsibility to coordinate the Congregation to serve God as ushers, greeters, readers, and workers in the Sanctuary.

The duties of this board are to:

- a. Evaluate with the Pastor new forms of worship, liturgies, and hymns for use in church services.
- b. Prepare and present an annual budget proposal to the Congregation Council.
- c. Use, maintain, and update a calendar of monthly Board duties. Record and maintain careful records, which include a list of duties to be performed.
- d. Recruit and schedule special music for worship.
- e. Plan and prepare for music needs for special services—i.e. Thanksgiving Eve, Lent, Easter, etc.
- f. Schedule organ and piano maintenance and tuning as needed.
- g. Appoint a head organist annually (contact person).
- h. Provide a weekly schedule of organists and hymns to the Parish Administrator for publication in the bulletin.
- i. Recruit and train ushers, readers, greeters, and communion assistants for all regular and special worship services and report the names of readers, greeters, ushers, and communion assistants to the Parish Administrator for publication in the Church Newsletter and Bulletin.
- j. Develop and implement ideas for inviting people to worship.
- k. Associate Pastors, Interns, and the Choir Director will be advisory members of the Worship, Music, and Lay Ministry board.

Altar Guild will be a subcommittee of the Worship, Music, and Lay Ministry Board. Duties shall include

- a. Coordinate, arrange, and care for all Altar, Chapel, Narthex, and Sanctuary decorations, such as floral arrangements, paraments, crosses, offering plates, Advent candles, Christmas wreaths, Poinsettias, Water lilies, Christmas trees, etc.
- b. Update the Sanctuary to seasonal changes or other needs week by week.
- c. Maintain an inventory of sacraments and Sanctuary supplies. These may include Baptismal napkins, communion supplies/cards, candles, fuel for remembrance flame, etc.
- d. Assist the Pastor with planning for Lenten, Easter, and other special services.

Associate Pastors, Interns and the Choir Director will be advisory members of the Worship, Music and Lay Ministry board.

B. Christian Education and Youth Board

1. The mission of this board is to:

- a. Prepare our children and adult members for a committed Christian life within the Church and in society at large and
- b. Provide opportunities for Christian growth and instruction for the young adults along with fun and enjoyment in a Christian setting.

2. The duties of this board are to:

- a. Recommend curriculum (materials) for Vacation Bible School, adult curriculum, and Sunday school.
- b. Appoint a VBS Director, Sunday School Superintendent, Christmas Program Director, Sunday school teachers, VBS teachers, and assistants as needed.
- c. Train, supervise and offer continuing education to teachers and assistants.
- d. Give order of materials and supplies to the Parish Administrator.
- e. Complete an annual evaluation of the programs, goals, objectives, and participation pertaining to VBS and Sunday school.
- f. Meet with The Worship, Music and Lay Ministry Board as needed to coordinate programs. Express annual recognition/appreciation to leaders, teachers, and assistants.
- g. Prepare an annual budget proposal and present to the Congregation Council.
- h. Provide all information to the Parish Administrator for publication in the Church Newsletter and Bulletin.
- i. Use, maintain, and update calendar of monthly Board duties. Record and maintain careful records, which include a list of duties to be performed.
- j. Provide adult education opportunities.
- k. Recruit and provide mid-week Bible study groups, support groups, etc.
- l. Designate a person(s) who are to serve as Youth Group Advisor(s).
- m. Plan youth sponsored fundraisers such as Easter Breakfast, "Take stock in our youth", etc.
- n. Promote and recruit youth to attend Synod Assembly, Church sponsored events, retreats, camps, trips, conventions, and youth activities.
- o. Chaperone or recruit chaperones for youth activities.
- p. Provide or arrange for adult transportation for youth activities.

C. Health Ministry and Social Concerns Board

1. The mission of this board is to:

- a. Focus on promoting the well being of body, mind, and spirit among all people.
- b. Create and implement programs that seek to alleviate concerns of society in our community. Examples would be the Christmas financial donations to select groups (varies) or collection for specific health needs at other times. (recycling eyeglasses, etc.)

2. The duties of this board are to:

- a. Maintain records for the AED monthly and check the First Aid kits annually.
- b. Reorder supplies for the AED as needed and arrange annual education on its use.
- c. Arrange health education as needs identified and funding available.
- d. Maintain the stock and records and mail sympathy cards to Zion members who have had a death in the family.

D. Congregational Life Board

1. The mission of this board is to:

- a. Join people together with food and fellowship in a Christian atmosphere in the name of the Lord.
- b. Share the Word of God and happenings at Zion Evangelical Lutheran Church with the community and to encourage members and non-members to worship and feel the presence of God in their daily lives.

2. The duties of this board are to:

- a. Develop and plan social events or occasions for the Congregation.
- b. Plan, supervise, and implement food-serving groups when called upon by the Congregation including oversight for supplying kitchen area
- c. Organize special and major events of the Congregation.
- d. Provide information on Board plans and activities to the Parish Administrator for publication in the Church Newsletter and Bulletin.
- e. Use, maintain, and update a calendar of monthly Board duties. Record and maintain careful records, which include a list of duties to be performed.
- f. Assist the Pastor in providing instructions for making visits to new and potential members, visitors, shut-ins, etc.
- g. Assist the Pastor in making home visits, organizing visitations, phone calling, or letter writing to visitors, members, shut-ins, etc.
- h. Plan and organize New Member Recognition Sunday, select sponsor families, organize and work with Board of Fellowship for New Member Sunday meal. .
- i. Meet and work with Lay Ministry to develop and implement ideas for inviting people to worship.

- j. Provide new member information to Parish Administrator for official records and information of Board activities and plans for publication in the Church Newsletter and Bulletin.
- k. Use, maintain, and update a calendar of monthly Board duties.

E. Church Property Board

1. The mission of this board is to:

- a. Provide for the maintenance, preservation, and improvement of all Church owned property, and this includes the interior, exterior of buildings, their furnishings, Church grounds and cemetery.

2. The duties of this board are to:

- a. Be responsible for the maintenance of all Church owned properties as follows: The Church buildings, their furnishings, yard, parking lots, lawn and shrub care, snow removal equipment, public address system, office equipment, outdoor signs and lights, etc.
- b. Review annually and provide the job description for the janitorial staff.
- c. Schedule and direct a Congregational fall and spring Church and yard clean up.
- d. Complete general maintenance inspection in the spring and in the fall, arranging for any needed repair or upkeep.
- e. Coordinate with the Cemetery Board when needed and attend cemetery board meetings.
- f. Arrange for fuel delivery, snow and garbage removal.
- g. Set all policies for lending of church properties in consultation with the Executive Committee.
- h. Inspect all property twice a year for fire hazards.
- i. Review all insurance policies and coverage annually.
- j. Prepare an annual budget proposal and present to the Congregation Council.
- k. Provide all information to the Parish Administrator for publication in the Church Newsletter and Bulletin.
- l. Use, maintain, and update a calendar of monthly Board duties. Record and maintain careful records, which include a list of duties to be performed.

3. Administration of the Cemetery will be the responsibility of the Cemetery Board.

- a. The Cemetery Board will consist of a Sexton (Chairman), Secretary, and three at large members and shall be voted by the congregation to serve three-year terms.
- b. The Secretary shall record the proceedings of all meetings of the Cemetery Board, shall send all necessary notices, receive, and answer all correspondence; notify each member of the Board of the date, place, and time of meetings.
- c. The Zion Parish administrator will keep records of ownership of cemetery lots and columbarium niches.

- d. The Cemetery Board shall be empowered to order improvements to the cemetery, not to exceed funds in the Cemetery special accounts, perpetual care funds shall be placed in the Zion Endowment fund and will be the responsibility of the Endowment fund board.
- e. In the event of a vacancy on the Cemetery Board, the remaining Directors shall have the power by unanimous vote to fill said vacancy until the following Zion annual meeting.
- f. The Cemetery Board will determine the distribution of income from the sale of lots and niches. This will include but is not limited to: maintenance, reserve for replacements, sales commissions and cemetery improvements. All income and expense transactions will go through the Zion treasurer.
- g. The Cemetery Board will establish and publish pricing for lots and niches.

DEFINITIONS:

- - *Head Stone: Monument placed at west end of burial lot.*
- - *Foot Stone: Monument placed at east end of burial lot.*
- - *Foundation: The concrete or granite pad on/in, which a monument is placed.*
- - *Lot: An area in the cemetery that has been designated by the board that measures approximately 3 feet wide, by 8 feet long.*

4. Rules applying to graves and lots.

- a. Lots cannot be raised above grade.
- b. Lots cannot be enclosed with a wall, fence, railing or enclosure.
- c. Only annual plants will be allowed on lots, with the families being responsible for their upkeep. Families shall remove all artificial flowers/decorations one week after Memorial Day. If artificial flowers/decorations are not removed at that time, the Cemetery Board will have the right to remove and discard any such decorations. The Board will not be responsible for any misplaced or removed items.
- d. Only one metal decoration holder, (such as a Sheppard's hook or plant stand) shall be allowed per lot, and shall be placed at the west end of the lot, near the headstone.
- e. One lot may contain the remains of no more than two people.
- f. One lot may contain the remains of two people only if the remains of both people are cremation remains.
- g. All remains (including cremation remains) must be buried inside of a concrete receptacle.

5. Rules applying to Burials

- a. No grave shall be opened or burial made in the cemetery unless all applicable fees are paid in full and one of the officers has determined that all regulations, conditions, and limitations in these By Laws have been complied with.
- b. The Cemetery Board shall have authority to prescribe the dimensions of all graves.
- c. The Zion Parish Administrator shall file the burial permits.
- d. Members of Zion are entitled to burial privileges. In case of non-members, all fees must be paid before the permit is issued.
- e. **Monuments shall conform to the following):**
 - 1. All monuments and any other type of grave markers must be kept in good order by the families of the lot.
 - 2. All foundations must be placed flush with or below the grade of the surrounding ground.

3. Headstones and footstones may not exceed the outside dimensions of their respective foundations.
4. Head stone foundations shall be no larger than 60 inches (north to south) by 24 inches (east to west) for 2 or more adjacent lots (husband and wife) and no larger than 36 inches (north to south) by 24 inches (east to west) for a single lot.
5. No headstone shall be taller than 42 inches from the top of its foundation, to the highest point of the stone.
6. All footstones must be placed flush with or below the grade of the surrounding ground.
7. Footstone foundations shall be no larger than 36 inches (north to south) by 24 inches (east to west) and shall be placed in the cemetery only after burial of the deceased.

6. Rules applying to the Columbarium.

- a. The engraving of the Columbarium faceplate may include both graphics (pictures) and text.
- b. The engraving must be centered on the faceplate and not exceed (go outside) an area 10"x10".
- c. All text will use the font "Times New Roman" and may include standard, bold and/or italic in any size. Minimum text must include name, date of birth and date of passing. No colors or inlays are permitted.
- d. An exception to the standard is pre-approved in the case of a veteran's 8.5"x5.5" brass plaque which must be attached centered on the faceplate.
- e. The cremated remains of a second person may be placed in a niche at an additional fee set by the Cemetery Board.

7. General Rules.

- a. The Cemetery Board may order removal and shall have authority to enter upon any lot to remove any trees or shrubs, monument, wall or fence enclosure or other structure determined to be detrimental to adjacent lots or dangerous or inconvenient to pass by, or which for any reason will interfere with the care and upkeep of the cemetery.
- b. Any burial plot or columbarium niche not used by the owner(s) one year after death shall revert back to the Zion cemetery board for sale to another person or persons.

F. Stewardship Board

1. The mission of this board is to:

- a. Seek and promote ways to encourage the Gospel motivated practice of joyous, worshipful, proportionate first fruits giving by the Congregational Community in response to blessings received.

2. The duties of this board are to:

- a. Provide oversight of money counting procedures and all of the churches financial transactions.
- b. Review the annual audit of the books and take corrective action where necessary.
- c. Prepare an annual Congregational budget proposal and present to the Congregation Council.
- d. Give order of offering envelopes and other needed materials to the Parish Administrator.

- e. Organize and conduct a Stewardship Drive annually collating all information to be provided to the Congregation Council and the Parish Administrator for publication.
- f. Receive all outside appeals for funds and make recommendations to the Congregation Council.
- g. Review and update Time and Talent information and make available to other Boards.
- h. Report the results/proceeds of any Congregational fund raising activity to the Congregation Council.
- i. Provide all information to the Parish Administrator for publication in the Church Newsletter and Bulletin.
- j. Use, maintain and update a calendar of monthly Board duties. Record and maintain careful records, which include a list of duties to be performed.

3. The church treasurer will be an advisory member of the Stewardship Board.

Approved Bylaws Zion Annual Meeting June 24, 2012

Approved Bylaws Zion Annual Meeting June 25, 2017

Approved Bylaws Zion Annual Meeting June 25, 2023