

**BYLAWS**  
**BETHANY LUTHERAN CHURCH**  
**SPANAWAY, WASHINGTON**

**CONGREGATION MEETING**

C10.01.01. The annual meeting of this congregation shall be held during the month of January.

**DUTIES OF OFFICERS**

C11.01.a.01. The president shall preside at the meetings of the congregation and the congregation council. The vice-president shall preside at the meetings of the congregation and congregation council when the president is absent.

C11.01.a.02. The secretary shall keep accurate minutes of all meetings of the congregation and of the congregational council; a copy of which will be preserved permanently in its archives.

C11.01.a.03. The treasurer shall keep the books of accounts of the congregation and shall receive all funds and disburse them on proper orders.

**FINANCIAL SECRETARY**

C12.04.c.01. Financial secretary shall be appointed by the congregational council for an indeterminate period, but to end coincidental with the church fiscal year. The appointee shall receive no monetary compensation.

C12.04.c.02. Financial secretary shall record offerings given weekly or by special offering.

C12.04.c.03. Financial secretary shall provide individual giving statements from giving records.

**CHURCH COMMITTEES**

C13.07.01 Standing committees shall be: Worship & Music, Learning, Fellowship, Evangelism, Social Concerns, Property, Stewardship, Youth and Endowment Fund.

C13.07.02. All standing committees shall elect a chairperson and recorder for one year terms. They shall be limited to two consecutive terms.

C13.07.03. All standing committees shall meet as often as deemed necessary by the committee chairman and/or pastor.