

**THE REVISED CONSTITUTION AND BYLAWS
OF LAKE OZARK CHRISTIAN CHURCH, INC.
LAKE OZARK, MISSOURI
November 2023**

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**THE REVISED CONSTITUTION AND BYLAWS
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PREAMBLE

We, the members of the Lake Ozark Christian Church, Inc., as a congregationally governed body, in order to promote the work of the Church in the Spirit of Christ and thus advance His Kingdom, do hereby accept this Constitution and Bylaws.

ARTICLE I. NAME AND PURPOSE

Section A. Name

The name of this organization shall be the Lake Ozark Christian Church, Inc., a congregation of the Christian Church (Disciples of Christ), and affiliated with the Christian Church (Disciples of Christ) of Mid-America, Inc., and thus committed to the principles of this historic body.

Section B. Purpose

The purpose of this church shall be as revealed in the New Testament to enable people to make a decision of faith in Jesus Christ and commit themselves actively to the Church and to the common task of building the Kingdom of God.

The Church shall conduct religious services and other functions under the auspices of the Christian Church of Mid-America (Disciples of Christ), recognizing that the ultimate authority in the Lake Ozark Christian Church shall always rest with the congregation.

This Corporation is organized exclusively for religious and non-profitable purposes, including for such purposes as the making of distributions to organizations that qualify as exempt organizations under Section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law). Notwithstanding any other provision of these Bylaws of the Corporation, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under Section 170(c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section C. Dissolution

Upon the dissolution of the Corporation, the Leadership Council shall, after paying or making provisions for the payment of all the liabilities of the Corporation dispose of all the assets of the Corporation exclusively for the purposes of the Corporation or distribute same to such organizations organized for religious or scientific purposes as shall at the time qualify as exempt organizations under Section 501(c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Leadership Council shall determine.

ARTICLE II. MEMBERSHIP

Section A. Membership

The Membership of this Church shall consist of those who are now identified as members of this congregation and all others who shall in the future, identify themselves with the congregation through the provisions as outlined in Section B below.

Section B. Membership Qualifications

1. **New Members.** Those who make a confession of faith in Jesus Christ, have been baptized, and have expressed a commitment to sharing in the ministry of Jesus Christ at Lake Ozark Christian Church.
2. **Transfer Members.** Those persons who have become members by letter of transfer from another congregation.
3. **Affiliate Members.** Those persons who hold membership in another congregation, who for compelling personal reasons, desire to retain that membership may become affiliate members, with all the rights, responsibilities and privileges accorded other members.
4. **Active & Inactive Members.** There shall be active & inactive members.
 - a. An active member is one who has shown interest in affairs and activities of the church through attendance, giving activity or spiritual concern in the church during the course of the preceding twenty four (24) months.
 - b. An inactive member is one who has not participated in attendance, giving activity or spiritual concern for the preceding twenty four (24) months. This member shall be kept on the membership rolls of the church in an inactive status until such time as the member either becomes active again or asks in writing to be removed from the church membership rolls or the member becomes deceased.
 - c. Inactive members may not hold congregational office positions.
 - d. Members who are unable to participate in attendance, giving activity or spiritual concern due to medical reasons shall receive the love and Pastoral care provided to all active members.

Section C. Membership Privileges and Expectations

Voting privileges shall be accorded to all active church members in all congregational meetings. Each member shall be entitled to cast one (1) vote either in person, by proxy or by electronic mail on any matter submitted to the membership.

1. Members have the right and responsibility to vote on all congregational business.
2. Members have the right and expectation to serve on committees, as elders and deacons, on the Leadership Council and/or as an officer of the Leadership Council.

Section D. Termination of Membership

Membership may be terminated by any of the following:

1. Death.
2. Written request to transfer their membership to another congregation, or
3. Written request to withdraw their membership from the congregation.

Section E. Congregational Meetings

Regular business meetings of the church membership shall include status reports from the Leadership Council, Finance/Stewardship Committee and Pastor. Written reports from each committee should be available in print. These meetings shall be held as follows:

1. The Annual Congregational Meeting will be held in November of each year. The agenda will include a presentation of the budget for approval, election of members of the Leadership Council, Treasurer, Elders and Deacons, and other business as deemed necessary by the Leadership Council.
2. Special Meetings: Such meetings to be called by the Leadership Council Chair or Vice Chair, upon the request of the Leadership Council or upon written application of 10 or more members of the Church.

Section F. Notice

Notice of all regular or special business meetings of the congregation shall be announced at the regular Sunday services of the church, available in print at the church office, included in electronic communications, and published in the church newsletter not less than 30 nor more than 60 days in advance of the meeting.

ARTICLE III OFFICERS AND ELECTIONS

Section A. Officers to be Elected by the Members of the Church

The following congregational officers shall be elected by the members. All terms will be three years. The election will be held during the Annual Congregational Meeting. The officers will begin their term of service on January 1 of the year immediately following the election and serve until December 31 of their third year in office. The terms of these officers shall be staggered so that about one third shall be elected each year:

1. Leadership Council Members. There will be a total of nine members at large. Council members may be elected for a second consecutive term. After serving a maximum of six years, members must be off the Council for at least one year before serving another term.
2. Treasurer. The Treasurer shall be expressly authorized to appoint, with approval of the Leadership Council, such Assistant Treasurer(s) as deemed necessary.
3. Elders. There will be a total of at least 16 Elders. The number can be increased by the Leadership Council prior to the appointment of the Nominating Committee each year. Elders may be elected for a second consecutive term. After serving a maximum of six years, their term will end, and they must wait at least one year before serving another term.
4. Deacons. There will be a total of at least 16 Deacons. The number can be increased by the Leadership Council prior to the appointment of the Nominating Committee each year. Deacons may be elected for a second consecutive term. After serving a maximum of six years, their term will end, and they must wait at least one year before serving another term.

Section B. Responsibilities of Officers.

All officers shall be active members of the congregation. They are expected to be active in the life of the congregation, lead by their stewardship, and serve as a moral, spiritual, and ethical example, promoting good will and Christian fellowship in the church and community. They should attend worship regularly and support the congregation and its activities.

1. Leadership Council Members shall:
 - a. Conduct the business of the congregation.
 - b. Be familiar with these bylaws and follow them in acting as representatives of the congregation.
 - c. Select their own Chair and Vice-chair.
 - d. Serve as a member of at least one Standing Committee and be a liaison between that committee and the Leadership Council.
2. The Leadership Council Chair shall:
 - a. Serve as the official representative of the church and shall act with the approval of the Leadership Council Members.
 - b. Preside over all meetings of the Leadership Council and the congregation.
 - c. Collaborate with the Vice Chair to secure willing members of the Congregation to assume chair responsibilities for each standing committee, every year.
 - d. Vote in meetings only to break a tie.
3. The Leadership Council Vice Chair Shall:
 - a. Be an active voting member of the Leadership Council.
 - b. Perform all duties of the Chair in his/her absence.
 - c. Automatically become the Chair for the remainder of the year, if the chair resigns or becomes unable to serve for any reason.
 - d. Chair the Nominating Committee
4. The Treasurer shall:
 - a. Be an active voting member of the Leadership Council.
 - b. Organize the responsibilities of the office of the Treasurer in such a way as to ensure the separation of receiving income and disbursing payments, while taking every precaution to preserve the confidentiality of individual donors.
 - c. Serve as a member of the Finance/Stewardship Committee.
 - d. Review records of all funds and deposits into the proper Church accounts.
 - e. Review individual account record of each contributor.
 - f. Review statements of contributors before mailing as directed by the Leadership Council.
 - g. Review disbursements of Church funds
 - h. Present reports of receipts and disbursements at each regular meeting of the Leadership Council
 - i. Receive requests and recommendations for budgets from the Committees, prepare a proposed budget for the Church, and submit same to the Finance Committee for

approval and submission to the Leadership Council pursuant to this Constitution and Bylaws.

- j. Provide budget information to the Administrative Assistant to enter into the accounting software.
 - k. Submit an annual financial report to the Leadership Council for approval to be presented at the Annual Congregational meeting.
5. Elders shall:
- a. Promote the growth and welfare of the church.
 - b. Provide spiritual guidance to the members.
 - c. Mentor the deacons and shall assist the Pastor.
 - d. Prepare and serve communion, visit the sick and homebound, and show concern for the spiritual development of the congregation and the community.
 - e. Promote the policies of the Church to enable the church to fulfill its complete mission. Encourage by word and deed, the evangelistic education and stewardship responsibilities of the Church.
6. Deacons shall:
- a. Cooperate with the Elders to promote the growth and welfare of the church;
 - b. Welcome visitors and coordinate the greeting and ushering of all worshipers;
 - c. Serve communion and receive the offering.
 - d. Take responsibility for the preparation and care of the communion service;
 - e. Support the church and perform such other duties as may be assigned.
7. Elder/Deacon Chair. Elders and Deacons shall elect an Elder to serve as Chair from their number who shall coordinate the service of each group for the duration of their term. This chair shall serve as a voting member of the Leadership Council and as a member of the Nominating Committee.
8. Former Elders and Deacons may be called upon to perform duties when needed.

Section C. Elections

- 1. All nominees must be active members of Lake Ozark Christian Church.
- 2. All nominees who receive a majority of votes, cast by secret ballot of those members present and voting, shall be declared elected. This method of voting may be waived with the consent of two thirds of the members present.

ARTICLE IV. LEADERSHIP COUNCIL

The business of the church shall be governed by a Leadership Council. Said Leadership Council shall have all powers provided by law or as necessary to conduct the affairs of the church in compliance with the provisions of this Constitution and Bylaws. Notwithstanding any provision of this Constitution and Bylaws the Leadership Council shall be bound by and subject to all provisions of Chapter 355 RSMo 1994. Church members are welcome to attend the Leadership Council meetings except for Executive Sessions. Their role would be as observers, unless invited to speak or placed on the agenda prior to a specific meeting.

Section A. Members of the Leadership Council

1. The following shall be members of the Leadership Council:
 - a. Nine active church members at large
 - b. Elder/Deacon Chair
 - c. Treasurer
 - d. Pastor (ex-officio)
2. All members, except ex-officio (non-voting), shall be elected by the congregation and shall be active members of the church in good standing.
3. Members who are also paid staff may not be members of the Leadership Council, excepting the Pastor who is an ex-officio member.

Section B. Executive Committee

An Executive Committee, comprised of the Chair, Vice-Chair, Treasurer, and Elder/Deacon Chair, shall make decisions on behalf of the Leadership Council in the event of an emergency that requires immediate action. Such action should be immediately reported in writing to the Leadership Council.

Section C. Nominating Committee

1. In August each year a nominating committee of five members will be appointed by the Leadership Council Chair and approved by the Council. The Nominating Committee will be led by the Vice-chair of the Leadership Council and include the elder/deacon chair and three active members of the congregation who are not members of the Leadership Council. The nominating committee shall be announced to the congregation immediately after approval. Said nominating committee shall not be a standing committee and shall report directly to the Leadership Council.
2. The committee shall consider qualifications, secure consent from nominees, prepare a slate consisting of one nominee for each vacancy and present the slate to the Leadership Council for approval no later than October each year. The slate shall be open to other nominations from the floor at the Annual Congregational Meeting.
3. Following Leadership Council approval, the nominating committee shall immediately report its nominations to the congregation in writing at least two weeks prior to the Annual Congregational Meeting, whereby the election of Leadership Council members, Treasurer, Elders and Deacons will be held.

Section D. Responsibilities of Leadership Council

The Leadership Council shall be the legal, governing agent of the church. It shall:

1. Focus on the long term mission and well-being of the congregation rather than administrative detail.
2. Advocate delegation, congregational communications and respect the distinction between governance and ministry.
3. Promote efficiency of operations within a spiritually based church.
4. Discern and articulate the congregation's mission and vision.
5. Set goals for the Leadership Council based on that mission and vision.

6. Be responsible for approving and monitoring the annual budget.
7. Establish policies and approve church policies.
8. Put policies in writing and maintain them in a form accessible to all members and visitors.
9. Share feedback they receive about the pastor with the Pastoral Relations Committee.
10. Conduct church business as required, including documenting minutes. This role may be filled by a non-leadership council member.
11. Publish a summary of each meeting in the Chimes.

Section E. Standing Committees.

The Leadership Council shall appoint the chairs of each of the standing committees. The Chair in collaboration with the Vice Chair shall secure willing members of the Congregation to assume chair responsibilities for each committee, every year. When there are chair vacancies, a member of the Leadership Council must ensure that the committees' responsibilities are covered. Written reports from each Standing Committee should be submitted to the Leadership Council by November 1 each year so that they are available at the Annual Congregational Meeting and published in the December Chimes. The Standing Committees include the Ministry and Administrative Committees. Their responsibilities are as follows:

1. Ministry Committees

- a. Christian Education. This committee will be responsible for planning and administering the total education program for both children and adults.
- b. Hospitality/Fellowship. This committee will plan events for the overall nurturing of church life including fellowship dinners and refreshments after special events in the church. They will also assist with other congregational events involving the serving of food or refreshments as requested. This committee will oversee the use of the kitchen by others as needed.
- c. Membership/Evangelism. This committee will integrate new members into the life of the church. They will plan and conduct a program of publicity for the church regarding membership. They will promote attendance at public worship and promote the spirit of fellowship through reception and greeting at regular church services and events. They will encourage prospective members to become a part of our congregation. They will conduct an ongoing program of evangelism which may include maintaining an active prospect list, calling, and visiting with prospects and encouraging participation in church activities and organizations.
- d. Outreach. This committee will recommend the amount and distribution of the church directed outreach budget each year. They will encourage giving to special denominational offerings and assist with publicity. They will plan and oversee all benevolence programs and include the chairs of these programs as members of the committee when possible.
- e. Worship. This committee will provide the congregation with a meaningful experience in worship services. They are responsible for changing of the paraments, sanctuary decorations, seasonal services, and assisting the minister and music director as needed.

2. Administrative Committees

- a. Finance/Stewardship. This committee will assist the treasurer in preparing an annual church budget. They will assist with conducting special financial campaigns as requested by the Leadership Council. They will oversee an annual financial review of the past year by March 31 of the current year. They will develop educational materials and/or programs as needed to encourage stewardship of the annual budget, building fund, memorial and benevolent funds. At least two members of the committee will be responsible for counting and recording the church's weekly income or name others to do this.
- b. Property. This committee will supervise and maintain the real and personal property of the church. They will plan and recommend all repairs, expansions and/or improvements for the church physical property and maintain a safe environment.
- c. Personnel. In conjunction with the minister, this committee will monitor and maintain personnel policies including job descriptions, compensation, and performance reviews of church staff members. They will make recommendations to the Leadership Council on personnel issues. They will hear grievances of any employee of the church. They will perform other duties related to church employees.
- d. Pastoral Relations. This committee will serve as support and advisor to the minister. They will facilitate communication between the congregation and the minister. They will conduct an annual performance review of the minister in October, seeking input from various constituencies. They will make a recommendation to the Finance Committee regarding the minister's compensation and benefits for the coming year including a consideration of a Cost of Living Adjustment (COLA).

The Leadership Council shall have the authority to create and allocate ad hoc committees and new standing committees.

Section F. Meetings

The Leadership Council:

1. Shall hold its regular meetings at least quarterly.
2. Shall hold special meetings as required on call of the Chair or upon request of members of the Leadership Council constituting a majority of the voting members thereof following 24 hours notice.
3. In the event of an emergency, natural disaster, or pandemic, a meeting may be held virtually.

Section G. Closed Sessions

The Leadership Council may conduct closed sessions and seal all records of such meetings for the purpose of:

1. Discussions of pending contracts.
2. Discussions of pending or threatened litigation.
3. Discussions of individual employees.

Section H. Quorum

At all meetings of the Leadership Council, a majority of its members shall constitute a quorum for the transaction of business, and the acts of the majority of the members of the Leadership Council present at such meetings at which a quorum is present, shall be the acts of the Leadership Council. A quorum may be reached through electronic participation in order to conduct a business meeting.

Section I. Officers Appointed by the Leadership Council

The following officers shall be appointed by the Leadership Council:

1. Chair – a person with at least one year of experience on the Leadership Council, shall be elected for a term of one year and may be reelected annually for up to four years.
2. Vice-chair – a person elected for a term of one year and may be reelected annually for up to four years.
3. Historian – Who shall gather and preserve church history.

Section J. Budget

The Leadership Council shall, on or before the November Leadership Council meeting each year, review a budget showing estimated revenues and proposed expenditures of funds for the church's next fiscal year. Said budget shall be approved by a majority vote of Leadership Council and submitted to the members at the Annual Congregational Meeting. Said budget shall be approved by a majority vote of the members voting at such meeting. Said budget may be amended by the Leadership Council upon an affirmative vote. The Leadership Council shall report any amendments to the budget to the congregation within 14 days of such amendment.

ARTICLE V. THE PASTOR

Section A. Duties

The Pastor of the Church shall perform the duties which usually pertain to that office and as spiritual administrator of the church, as well as duties assigned to the Pastor by the Leadership Council. The Pastor shall be an ex officio member of the Leadership Council, provide advice to all Committees when needed and shall supervise the paid staff. Pastoral duties shall be reviewed annually by the Pastoral Relations Committee in consultation with the Pastor.

Section B. Selection

The Pastor shall be chosen by the church as hereinafter provided:

1. A representative committee of at least five, nominated by the Leadership Council Chair and elected by the Leadership Council, shall serve as the search committee and be responsible for recommending a prospective Pastor and compensation package to the Leadership Council.
2. The Search Committee will utilize the services of the Christian Church (Disciples of Christ) for information, counsel, and development of a search process.
3. The Leadership Council shall consider the recommendation of the Search Committee, and if approved by at least two-thirds majority of those present, recommend the prospective Pastor to the church. It shall be the policy of the church to consider only one Pastor at a time.
4. After affirmation by the council, the prospective pastor will be introduced to the congregation and lead the congregation in worship.

5. The congregation, in a stated or called meeting, may approve the recommendation of the Leadership Council by at least a two-thirds majority of members present and voting.
6. Upon approval of the congregation, the Search Committee shall develop a "Letter of Call" outlining the terms of employment and covenant of agreed upon responsibilities. This letter, after approval by the Leadership Council, shall be extended to the (prospective) pastor by the Leadership Council, on behalf of the congregation. The letter shall be signed by the Pastor, the Chair of the Pastoral Search Committee, and the Chair of the Leadership Council.

Section C. Requirements of a Pastor(s)

The pastoral candidate(s) recommended by the Search Committee shall be ordained and in good standing or be willing to seek standing in the Christian Church (Disciples of Christ) to be obtained within two years except under extenuating circumstances.

Section D. Support of the Pastor(s)

1. The congregation shall at all times lend full support, concern, understanding, and care to the pastor(s). Just as the pastor(s) has a spiritual and moral obligation to each member of the congregation, likewise the congregation, both individually and collectively, has the same spiritual and moral obligation to the pastor(s).
2. If the relationship between the Pastor(s) and the congregation becomes strained and if it cannot be resolved through the Pastoral Relations Committee, the Mid-America Region of the Christian Church (Disciples of Christ) shall be asked to mediate.

Section E. Terms of Employment for the Pastor(s)

1. The terms of call setting forth the salary and other terms of employment shall be provided to the pastor(s). A copy of the agreement will be retained by the Leadership Council and the Pastor. A copy will also be filed with the appropriate office of the Christian Church (Disciples of Christ).
2. The term of ministry shall be for an indefinite period and may be terminated by either party upon sixty (60) days written notice, or upon a minimum of thirty (30) days by mutual consent.
3. In order for the church to terminate the employment of the Pastor(s), the church must approve such action by at least two-thirds majority at a congregational meeting.

Section F. Interim Minister

The time between the loss of the minister and the successful call of a new minister requires the services of an interim.

1. A five (5) member Interim Search Committee shall be appointed by the Leadership Council Chair, approved by the Leadership Council and shall consist of three (3) members of the congregation of which at least two (2) are Elders and/or Deacons.
2. The Mid-America Region of the Christian Church (Disciples of Christ) shall be consulted about possible candidates for Interim Ministry.
3. The Leadership Council has full authority to contract with an intentional interim minister for a period of time no less than one year to cover the needs of the church.
4. Any contract approved by the Leadership Council shall be made within the guidelines of the existing approved budget.

ARTICLE VI. VACANCIES

Vacancies in the Leadership Council or other offices shall be filled for the unexpired term by nomination of the Chair of the Leadership Council in consultation with the Pastor and approval by the Leadership Council.

ARTICLE VII. AMENDMENTS

This Constitution and Bylaws may be amended at any business meeting of the congregation by a two-thirds vote of the members present and voting on the amendment, or a majority of all votes entitled to be cast whichever is smaller, provided that written notice of the proposed amendment was provided to the members within the times prescribed by Article II Section E of this Constitution and Bylaws. The Bylaws shall be reviewed every five (5) years or as deemed necessary by the Leadership Council.

ARTICLE VIII. CHURCH YEAR

The financial and program church year shall be January 1 through December 31 of each year. The Leadership Council shall cause an audit to be conducted of the financial affairs of the church at least annually and the results of said audit reported to the Congregation on or before April 1 of each year. Said audit may be conducted internally by a committee or person appointed by the Leadership Council or externally by a Certified Public Accountant chosen for said purpose.

ARTICLE IX. RULES OF ORDER

Using rules of order better ensures that any meeting (congregation, council, or committee) shall accomplish its goal of reaching fair consensus in an orderly fashion. If consensus is not possible, rules of order guide the organization toward fair, orderly, and reasonable actions, recognized by its members.

Section A. Basics of Rules of Order

1. All members of an assembled group shall have the right to vote, make motions and help direct the actions of the group in its deliberations. The chair votes only in the case of a tie.
2. The leader of the group shall ensure discussion stays on topic.
3. The group shall create resolutions and results for the group.
4. In most cases the majority rules but minority opinions have the right to be heard.
5. A larger majority vote (two-thirds) is needed to reverse policy.

Section B. Basics of Conducting a Business Meeting

1. The chair sets the agenda.
2. The chair may not preclude a matter from being discussed for more than one meeting.
3. A quorum of voting members must be in attendance, or electronic participation, to call any vote.
4. The chair is to strive for consensus.
5. When a vote is required, it shall be accomplished through a motion, a second, then discussion. After extensive discussion, a member of the assembly may call the question to

a vote. A majority of members voting is required to pass a motion unless otherwise specified herein as requiring a greater majority.

This Revised Constitution and Bylaws of the Lake Ozark Christian Church, Inc. was presented to a meeting of the Congregation on November 12, 2023 and approved by two thirds of the members present and voting.

LEADERSHIP COUNCIL CHAIR