

Revised Constitution
of
Bethlehem Lutheran Congregation
Warrensburg, Missouri
Revised August 2017

PREAMBLE: Whereas the Word of God demands that a Christian Congregation not only conform to the Word of God in doctrine and practice (Ps. 119:105; Gal. 1:6-8; 2 Tim. 4:1-5), but also have all things done decently and in good order (1 Cor. 14:40), therefore, we the members of the Evangelical Lutheran Church of Warrensburg, Missouri, set forth by this present document, signed by ourselves, the Constitution and Bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted.

ARTICLE I: NAME

The name of this Congregation shall be the BETHLEHEM EVANGELICAL LUTHERAN CHURCH OF WARRENSBURG, JOHNSON COUNTY, MISSOURI.

ARTICLE II: PURPOSE

The purposes of this corporate body, having filed its charter for record in the Recorder's Office of Johnson County on April 28, 1941, as duly recorded in record Number 278, page 411, and revised on July 11, 1970, as duly recorded in Record Number 479, page 46; revised 1976, amended 1978, and revised 1982, 1986, 1998, 2010, and 2015 are:

- A. To support public worship which is to be in full accord with the confessional standard of the Lutheran Church Missouri Synod.
- B. To assist in the worldwide extension of the Kingdom of God.

ARTICLE III: CONFSSIONAL STANDARD

This Congregation acknowledges and accepts all the Canonical Books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, to be a true and genuine exposition of the doctrines of the Bible. These Symbolical Books are:

- A. The Three Ecumenical Creeds (Apostolic, Nicene, Athanasian)
- B. The Unaltered Augsburg Confession
- C. The Apology of the Augsburg Confession
- D. The Smalcald Articles
- E. Luther's Large and Small Catechisms
- F. The Formula of Concord

ARTICLE IV: SYNODICAL AFFILIATION

This Congregation, with its Pastor, shall be affiliated with THE LUTHERAN CHURCH MISSOURI SYNOD, as long as this Synod remains faithful to the Word of God and the Lutheran Confessions.

ARTICLE V: BOOKS AND FORMS

All books of instruction, hymnals, and forms for sacred acts used in this Congregation shall be in full agreement with the Word of God and the Lutheran Confessions.

ARTICLE VI: MEMBERSHIP

- A. **Baptized membership:** Baptized members are all members who have been baptized in the name of the Triune God and who are under the spiritual care of the Pastor of this Congregation, including the children who have not yet been confirmed or received their first communion. Non-confirmed members who have had instruction in the significance of the Lord's Supper may be admitted to Holy Communion at the discretion of the Pastor and the Elders.
- B. **Confirmed membership:** All may become and remain confirmed members of this Congregation and enjoy and exercise the rights and privileges of membership who:
- a. Are baptized
 - b. Accept all the Canonical Books of the Old and New Testaments of the Holy Scriptures as the only divine rule and standard of faith and conduct.
 - c. Are familiar, at least, with Luther's Small Catechism and declare their acceptance of Bible teaching as explained therein, even though they may be deficient in the knowledge of some of the Lutheran Symbols.
 - d. Lead a Christian life and abstain from manifest works of the flesh (Gal. 5:19-21).
 - e. Attend divine Services faithfully and partake of the Lord's Supper frequently.
 - f. Submit to the ordinances and regulations which are or may be established by this Congregation, as long as such ordinances are not contrary to the word of God, and permit themselves to be fraternally admonished and corrected when they have erred and offended.
 - g. Are not members of any organization of which the doctrine and practices are in conflict with the Word of God (2 Cor. 6:14-18).
- C. When an erring member of this Congregation, after due admonition in the various steps prescribed by the Word of God (Matt. 18:15-20), where the observance of such steps is possible, refuses to conform to Christian doctrine and conduct, that member may be excommunicated by a two-thirds vote of the voting members attending the congregational meeting.
- D. Such excommunicated persons forfeit all rights of membership in this Congregation and all claims to the property of the Congregation as such or upon any part thereof, as long as they are not again received into membership by the Congregation. The same shall apply to such members who refuse to submit to church discipline and thus exclude themselves. Persons who have been excommunicated shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor and the Board of Elders. Such restoration shall be readily accepted by and joyfully announced to the Congregation.

ARTICLE VII: AUTHORITY VESTED IN THE CONGREGATION

- A. The Congregation as a body is supreme in its authority with respect to all decisions, administration, and management of all its external and internal affairs.
- B. No decision or enactment proceeding from an individual or from a minor body within the Congregation shall be binding upon the Congregation or any member thereof unless it has been made in the name of the Congregation and according to a general or special authority conferred by the Congregation. Even from such a decision or enactment, appeal may be made at any time to the Congregation as to the highest authority. But not even the Congregation shall have the authority to enact anything contrary to the Word of God or the Symbols of the Lutheran Church.

ARTICLE VIII: RIGHT OF SUFFRAGE AND OF HOLDING OFFICE

It shall be the right of all confirmed members of the Congregation who have attained the legal voting age (age 18) to vote and hold elective or appointive offices in the Congregation as prescribed by synodical regulations. Synodical regulations (2004 Convention Resolution 3-08A) provide for the following: “women may serve in humanly established offices in the church as long as the functions of these offices do not make them eligible to carry out official functions that would involve public accountability for the function of the Pastoral office.” The functions of the Pastoral office are preaching, the public administration of the sacraments and church discipline. Accordingly a woman shall not serve as Pastor or as a member of the Board of Elders of the congregation. Confirmed members of less than legal voting age may hold appointive positions, may attend congregational meetings, and may speak at such meetings, but may not vote. Provisions for Absentee Balloting in the calling of a Pastor/Rostered Church Worker will be provided by the Board of Elders.

ARTICLE IX: PASTORS AND ROSTERED CHURCH WORKERS

- A. Only such pastors shall be called by this Congregation as are in accord with the Confessional Standard of this Congregation (Article III) and have been prepared for this work and are well qualified for it.
- B. Only such rostered church workers shall be called or contracted by the Congregation as are in accord with the Confessional Standard of this Congregation (Article III) and as have been prepared for these positions and are well qualified for them.
- C. The right of calling or contracting for and the dismissal of all pastors and rostered church workers will always be vested in this Congregation and shall never be delegated to a smaller body or to an individual.
- D. In the absence of adequate cause for dismissal as defined below, the term of office of a pastor/called church worker shall be the remainder of his or her active life or until the Lord calls him/her into another field of service. The term of office for a servant of the Word under contract shall be for the term of the contract.
- E. Reasons for dismissing a called pastor/rostered church worker shall be persistent adherence to false doctrine, ungodly life, or unfaithfulness or inability in the performance of his/her duties. Charges on any of these counts shall be carefully investigated by the Board of Elders. Should such charges be confirmed by clear evidence, the individual shall be given opportunity to resign. The opportunity having been given and declined, the Board of Elders shall, after consultation with the Circuit Counselor and District President, notify the Congregation of the situation and submit the matter for action at a congregational meeting duly called for that purpose. A two-thirds majority vote of voting members present at such a meeting is required for dismissal.

- F. Reasons for dismissal of a contract worker may be for less serious reasons than stated in “E.”

ARTICLE X: MEMBERSHIP OF THE COUNCIL

- A. Congregational officers making up the Council shall be: Elders, President, Chairperson for Stewardship, Chairperson for Missions, Chairperson for Evangelism, Chairperson for Education, Chairperson for Fellowship, Recording Secretary, Treasurer, Trustees, Pastor, Chair of the Long Range Planning Committee, and one Youth Representative who is under the legal voting age. Other boards and committees may be authorized by the Congregation in accordance with its needs. The election, term and duties of office shall be as specified in the Bylaws of this Congregation.
- B. The officers, boards, and committees of this Congregation shall have no authority beyond their terms of office as stated in the Bylaws of this Congregation, nor beyond that which has been conferred upon them by the Congregation. Whatever authority may have been delegated thereby shall be at all times liable to change or recall by the Congregation.
- C. Any Officers of the Congregation may, with Christian propriety and in Christian and lawful order, be removed from office by a two-thirds majority vote of those voting members present at a duly convened meeting of the Congregation.

ARTICLE XI: PROPERTY RIGHTS

- A. This Congregation may receive, acquire, hold title to and manage such real estate and other property as it may need to accomplish its purpose as a Christian Congregation, and may sell or dispose of real estate and other property or any part thereof, and this corporate body shall have all the rights and powers that are granted by the laws of the State of Missouri to religious corporations.
- B. In case of dissolution or division of the Congregation because of differences of any kind, the disposition of the property of the Congregation and all benefits connected therewith shall be determined by the majority of the voting members as guided by Articles III and VII of this Constitution.

ARTICLE XII: AMENDMENTS

Amendments to this Constitution may be proposed by any member of the Congregation. A written proposal must be presented to and acted upon by the Council. Upon the Council’s approval, amendments will be submitted to the District Constitutional Committee for approval. Upon the District’s approval of the proposed amendment, the Council will provide written copies of such amendment to voting members of the Congregation no less than two weeks nor more than four weeks before the congregational meeting at which the amendment is to be considered. Said amendment will be in effect upon approval by two-thirds of the voting members present at that meeting.

ARTICLE XIII: BYLAWS

This Congregation may adopt such Bylaws as become necessary or expedient to carry out the purpose of the Congregation.

BYLAWS

1. ADMISSION OF NEW MEMBERS

Applicants for confirmed membership are to be approved by the Pastor and Elders upon presentation of satisfactory evidence of their qualification for membership by (1) baptism, confirmation and confession or reaffirmation of faith or (2) a letter of transfer. Official membership is attained upon affirmation or reaffirmation of faith at a regular service insofar as is possible, at which time a certificate of membership and a copy of the Constitution and Bylaws will be presented.

2. DUTIES OF MEMBERS

- A. Members should diligently use the Means of Grace for their preservation in faith and their growth in grace and in the knowledge of their Savior (1) by frequently partaking of the Lord's Supper at least once a month and (2) by faithfully hearing and studying the Word of God at public worship and other Christian educational activities of the Congregation, as well as by home Bible study and devotions.
- B. Such members as have parental care of children resting upon them have the duty to "bring them up in the nurture and admonition of the Lord" (Eph. 6:4) by seeing that their children are baptized, confirmed in Christian faith and educated for Christian action.
- C. Members should apply themselves diligently to the work of the church that its purpose (Article II) may be carried out. To this end they should (1) pray for the church and its workers, (2) give personal witness to the truths committed to us by showing concern for the physical and spiritual needs of all (Acts 1:8), (3) use their God-given talents and abilities for the tasks of the Kingdom and (4) contribute financially as God has prospered them (1 Cor. 16:2).
- D. Members should cherish their membership in the communion of believers, pray for one another, be mutually helpful and kind both in word and deed, bear one another's faults, and both give and receive admonition in a Christian spirit.
- E. It shall be the duty of each member to set a good example of Christian life, that the spiritual welfare of weaker members not be endangered and that those who are outside the faith not be repelled.

3. MEETINGS OF THE CONGREGATION

- A. The regular meeting of the Congregation shall be held annually on a Sunday in the fall. Time and date of the next annual meeting will be set by the church council at least eight weeks prior to the meeting each year.
- B. Special business meetings may be called by the President, the Pastor or the Board of Elders, provided appropriate notice has been given in one of the following ways:
 - 1. Announcement in the Saturday evening/Sunday morning worship service(s) at least one week prior to the meeting.
 - 2. Announcement in the church calendar or bulletin which would normally be expected to reach the members at least one week prior to the meeting.
 - 3. Special notification to be given to the members via telephone calls, e-mails or direct mailing.
- C. A quorum enabling the transaction of valid business and resolutions shall be those members present and eligible to vote.

- D. In matters of doctrine and in all matters of excommunication, a two-thirds vote of voting members present shall be required for a final decision. Other matters shall be disposed of by majority vote except recall of elected officers or dismissal of a called worker, which shall require a two-thirds majority.
- E. It shall be the duty of all voting members to attend the meetings of the Congregation when at all possible; by failing to attend a meeting, members waive the right to vote during that meeting. An exception to this rule is for absentee balloting for calling a Pastor or rostered church workers.
- F. Roberts' *Rules of Order* shall be observed insofar as they are consistent with the Constitution and Bylaws of the Congregation.
- G. Active member/member in good standing is a person who meets the requirements of Article VI Membership in the Constitution.

4. TRANSFER AND RELEASE OF MEMBERS

- A. Members may receive a transfer of membership to a sister congregation for valid reasons if they are members in good standing or if they renew their pledge of loyalty to the church. All transfers must be approved by the Pastor and Elders and become effective upon acknowledgment or information that the member has been accepted by the sister congregation.
- B. When moving away, members are to request a letter of transfer/release or make other provisions for retaining local church membership. Members moving away without obtaining a release, letter of transfer, or making a provision for retaining local membership may be removed from the list of active membership after an absence of one year. Investigation and further action in such matters is the responsibility of the Board of Elders.
- C. Members who join another denomination may be released from membership by action of the Pastor and Board of Elders.
- D. All persons released from membership forfeit all rights of members of this Congregation and all claims to the property of this Congregation as long as they are not again received into membership of this Congregation.

5. CALLING OF PASTORS AND/OR ROSTERED CHURCH WORKERS

- A. The election of a pastor or rostered church worker shall be performed in the following manner:
 1. At a meeting of the Congregation constitutionally qualified for the transaction of business, a slate of candidates shall be chosen by nomination after consultation with District officials.
 2. The result of such nomination shall be announced in two public services for two consecutive weeks. If no valid protest is made the candidates so announced shall stand recognized as candidates by the Congregation. If a protest is made it will be investigated by the President and Board of Elders and if substantiated, will be addressed at a called congregational meeting.
 3. At the next meeting, properly convened, the slate shall be limited to not more than five candidates, and the definite selection shall be performed by secret ballot. The candidate with the fewest votes will be eliminated on each succeeding ballot. The candidate obtaining a majority of all the votes cast shall be considered elected. The candidate elected shall then receive a unanimous standing vote to confirm the election. Unanimous is defined as being of one mind and accord and does not indicate how a member voted but demonstrates support of the process in extending a call.

4. The district official shall have the Letter of Call or other appropriate document signed promptly by at least three persons serving as President or Elder of the Congregation and then sent to the pastor or rostered church worker/candidate-elect together with pertinent information concerning the Congregation.
 5. Absentee Balloting for the Pastor/rostered church worker is permitted.
 6. The congregation is the final authority on the calling of a Pastor or arranging for a Vacancy/Interim Pastor.
- B. If more meetings are necessary, the slate shall again be limited to not more than five candidates from the original nominations list, unless new nominations are made and seconded, in which case the new nominations shall again be announced in two public services before a selection is made.
- C. If a seminary candidate is preferred, the choice of such candidate must be approved by the authorized committee on distribution of calls before the call is issued.

6. RECORDS

The Pastor shall keep careful and permanent records of the Congregation's history, of baptized and confirmed members, of the communion attendance and of all ministerial acts—such as marriages, burials, and confirmations—and submit reports of these activities at the council and congregational meetings.

7. COUNCIL OFFICES, TERMS & DUTIES

- A. The Church Council shall be made up of the following voting officers.

1. Elders (2)
2. President
3. Chairperson for Stewardship
4. Chairperson for Missions
5. Chairperson for Evangelism
6. Chairperson for Education
7. Chairperson for Fellowship
8. Recording Secretary
9. Treasurer
10. Chair of the Long Range Planning Committee
11. Trustee (1)
12. Youth Representative 1 year (To be appointed by the Church Council upon recommendation of the Board for Education. (nonvoting))

Pastor/President of the Congregation are ex officio members of all boards and committees. The Council may appoint any rostered church worker or intern as an ex officio member of any board or committee.

- B. Term Limits

All elected positions serve a term of one year, except for Elder, Trustee, or Long Range Planning.

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| 1. Elder | 3 years, 2 elected annually |
| 2. Trustee | 2 years, 2 elected annually |

3. Long Range Planning 3 years, 1 elected annually

C. The duties of the Council as a whole shall be to:

1. Evaluate the preliminary budget prepared by the Board for Stewardship and present the budget for approval by the Congregation at the annual meeting.
2. Administer the budget as approved by the Congregation.
3. Transact the usual and general business matters of the Congregation during the course of the year.
4. Report on the activities of the Council, officers, and boards at each congregational meeting.
5. Authorize the expenditure of funds for unbudgeted property maintenance and alterations or additional equipment not to exceed a total of \$1000 per incident.
6. Fill by appointment vacancies in elective offices occurring between annual congregational meetings to complete the remainder of the term of such vacancy.
7. Accept or reject special undesignated gifts or grants and designate their use.
8. Accept or reject designated gifts, based upon their appropriateness to the mission of the church; or refer the matter to the Congregation for a decision if deemed advisable.
9. Approve the President's appointments to duly authorized committees and boards by a positive vote of the Council.
10. Approve presidential appointments of delegates to circuit, district, and synodical meetings and conventions.
11. In case of a disaster or natural calamity, authorize the expenditure of funds for unbudgeted property repair covered by insurance settlements made by the trustees to prevent further property loss and/or to restore such property to its previous function. If such repair involves significant functional or aesthetic changes to the property or additional funds beyond those budgeted, a special congregational meeting will be called to authorize further action.
12. Review and approve minutes of congregational meetings at the regular council meeting.
13. Ensure that all Boards, Committees, and Chairpersons have written operating instructions that are reviewed annually.

D. The Council shall meet at least once each quarter. Normally the Council will meet monthly on a regular night designated by the Council and announced in the bulletins and the newsletter. All council members are encouraged to attend all council meetings. A special meeting also may be called by the President, Elders, or Pastor by notifying the members of the Council at least one day prior to the meeting. A quorum for meetings is a minimum of 6 voting members of the Council. All standing Boards and Committees should meet once a quarter or as necessary to accomplish their responsibilities.

E. All regular Council meetings are open to all confirmed members of the Congregation. Individuals who are not members of the Council may speak, but do not have voting rights.

F. The duties of the Council Officers shall be as follows:

1. Elder - It shall be the duty of the Elder to perform, individually and collectively, the duties assigned to the Board of Elders. The Board of Elders is to be represented at all Council meetings by a minimum of 2 members.
2. President - It shall be the duty of the President to:
 - a. Prepare an agenda for all council and congregational meetings.

- b. Preside at all council and congregational meetings in accordance with good rules of order.
 - c. Appoint members not otherwise designated to standing boards.
 - d. Appoint an Auditing Committee, a Nominating Committee, and any special committees or delegates as may be needed or as directed by the Council or by the Congregation.
 - e. Coordinate the activities of officers and boards according to their responsibilities by exercising *ex-officio* membership in all standing committees and boards.
3. Chairperson for Stewardship - It shall be the duty of the Chairperson for Stewardship to:
- a. Fulfill the responsibilities delegated by the President.
 - b. Direct and supervise the activities of the Board for Stewardship as its chair.
 - c. Recommend to the President the names of at-large members of the Board for Stewardship.
 - d. Sign checks in the absence of the Treasurer.
4. Chairperson for Missions - It shall be the duty of the Chairperson for Missions to:
- a. Fulfill the responsibilities delegated by the President.
 - b. Direct and supervise the activities of the Board for Missions as its chair.
 - c. Recommend to the President the names of at-large members of the Board for Missions.
5. Chairperson for Evangelism - It shall be the duty of the Chairperson for Evangelism to:
- a. Fulfill the responsibilities delegated by the President.
 - b. Direct and supervise the activities of the Board for Evangelism as its chair.
 - c. Recommend to the President the names of at-large members of the Board for Evangelism.
6. Chairperson for Education - It shall be the duty of the Chairperson for Education to:
- a. Fulfill the responsibilities delegated by the President.
 - b. Direct and supervise the activities of the Board for Education as its chair.
 - c. Recommend to the President the names of at-large members of the Board for Education.
 - d. Nominate the Superintendent of Sunday School and the Coordinator of Youth Ministry to the Council for approval.
7. Chairperson for Fellowship
- a. Fulfill the responsibilities delegated by the President.
 - b. Direct and supervise the activities of the Board for Fellowship as its chair.
 - c. Recommend to the President the at-large members of the Board for Fellowship.
 - d. Promote opportunities for the general growth, cooperation, trust and enjoyment within members of the congregation.
8. Recording Secretary - It shall be the duty of the Recording Secretary to:
- a. Record the minutes of all meetings of the Council and the Congregation in the permanent files.
 - b. Present such minutes at least one day prior to the next meeting of the Council and Congregation for examination and approval.
 - c. Keep records of officers attending Council meetings and of members attending congregational meetings.

- d. Retain a master copy of this Constitution and Bylaws on which all legally passed amendments are recorded.
 - e. Submit any business transactions of the Council to the Congregation through official congregational publications.
 - f. Provide proper notification of regular and special meetings of the Council and Congregation.
9. Treasurer - It shall be the duty of the Treasurer to:
- a. Sign checks written by the bookkeeper and see that they are properly distributed.
 - b. Distribute to the Council at each meeting reports of receipts and disbursements.
 - c. Distribute to the Congregation reports of progress toward the accomplishment of the budget.
 - d. Supervise the work of the Bookkeeper.
 - e. Furnish the Congregation a surety bond in the sum designated by the Council. The cost of such bond shall be paid by the Congregation.
 - f. Serve on the Board for Stewardship.
 - g. Serve in absence of bookkeeper in the event he/she is unable to fulfill their duties.
10. Trustee - It shall be the duty of the trustee to perform, individually and collectively, the duties assigned to the Board for Trustees. The Trustees are to be represented at all Council meetings by a minimum of 1 representative.
11. Chair, Long Range Planning Committee - It shall be the duty of the Chair of the Long Range Planning Committee to:
- a. Fulfill the responsibilities delegated by the President.
 - b. Direct and supervise the activities of the Long Range Planning Committee
 - c. Submit reports of progress toward accomplishment of plans to the Council and Congregation as well as an annual report to the Congregation at the annual meeting.

8. MEMBERSHIP AND DUTIES OF BOARDS

All boards, Committees and Chairpersons shall maintain a record of their meetings and shall submit a written report of meetings to Drop-box for the next regular Council meeting. All members of boards not otherwise elected or designated in these Bylaws shall be appointed by the President, after receiving recommendations from the respective chairpersons, and approved by the Council. Boards may recommend that specific sub-committees be appointed to aid in carrying out their duties. The Pastor and President are ex-officio members of all standing boards and committees. A called church worker or intern may be an ex-officio member of a standing board or committee as determined by the Council. If the chair of the Board is not otherwise designated, the Board shall select its chair from its membership. Boards may select other officers as needed.

A. BOARD OF ELDERS

1. The membership of the Board of Elders shall consist of the six elders elected by the Congregation.
2. The basic areas of concern of the Board of Elders are the spiritual welfare of the Pastor and Rostered Church Workers and Congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship.
3. It shall be the duties of the Board of Elders to:

- a. Pray for and encourage the Pastor, Rostered Church Workers, and other spiritual leaders in their work.
- b. Assist the Pastor and Rostered Church Workers in counseling with members and in finding peaceful and God-pleasing solutions to personal problems within the Congregation.
- c. Be concerned for the spiritual, emotional and physical welfare of the Pastor, Rostered Church Workers, and their families, and evaluate these items annually.
- d. Review annually the salary and performance of all church employees, except the custodial staff, and make appropriate recommendations.
- e. Interview and hire a church secretary, organist, and other paid worship leaders, in cooperation with the Pastor.
- f. Maintain discipline within the Congregation according to Scripture, the Lutheran Confessions, and the Constitution and Bylaws of this Congregation, and exercise church discipline when required.
- g. Review communion and worship attendance of all members, make calls on delinquents, and follow up on all newborn children until they are baptized.
- h. Educate, train and supervise a visitation committee and engage in visitation of all sick, hospitalized, aged, and shut-in members with the assistance of the Mary-Martha Guild and other boards.
- i. Investigate cases of severe financial need within the Congregation and make specific recommendations to the Pastor and the Board for Stewardship.
- j. Determine eligibility for all individuals and families applying for membership in this Congregation, according to Article VI of this Constitution, and Articles 1 and 2 of these Bylaws.
- k. Supervise the thorough instruction of the youth and adults for confirmation and church membership in accordance with the guidelines of the Board for Education.
- l. Assist members who have moved to a new community in finding a new church home.
- m. Provide for the friendly, personal welcome of visitors and with the Board for Fellowship incorporate them into the life of the church.
- n. Schedule and publicize the regular and special worship services, including communion schedule.
- o. Approve or disapprove new forms of worship, liturgies, and hymns for use in public worship.
- p. Assist the Pastor with the worship service as needed, including communion distribution, reading of Scripture, preaching, etc.
- q. Provide for care, use, and maintenance of the sacred vessels, the altar, the altar furnishings and vestments, in cooperation with the Mary-Martha Guild.
- r. Staff, train, and supervise the ushering staff and submit recommendations for Head Usher for approval by the Church Council.
- s. Supervise the Director of Music or organists and choir directors and establish budget for the procurement of appropriate music.
- t. Supervise all church and chancel decorations and the distribution of altar flowers to the sick and shut-ins, in cooperation with the Mary-Martha Guild.
- u. Maintain an adequate supply of expendable items for worship (such as communion cards, pencils, communion wine and wafers, baptismal napkins, and candles) in cooperation with the Mary-Martha Guild.

- v. Maintain and supervise adequate nursery facilities and personnel.
- w. Encourage the spiritual growth of the Congregation through the programs of each board and society.
- x. Establish and maintain a continuing program of publicity for the Congregation and its activities which will reflect favorably on the Congregation and its commitment to the Gospel of Christ, in cooperation with all boards and parish organizations.
- y. Arrange for pulpit and altar assistance, guest speakers, and special services as needed, in cooperation with the Pastor. When a vacancy occurs, arrange for pastoral services, and exercise leadership in properly calling another pastor.
- z. Attend periodic educational and evangelism courses, as determined by the Pastor and this board.
- aa. Establish procedures for Absentee Balloting for the election of Pastor/Rostered Church Worker of the Congregation.
- bb. In the absence of the President of the Congregation the Head Elder or his designated representative will assume the responsibilities of the President.

B. BOARD FOR TRUSTEES

1. The membership of the Board for Trustees shall consist of the four trustees elected by the Congregation. From its members the board will select a chair.
2. The basic areas of concern of the Board for Trustees are the proper maintenance and repair of church property, the representation of the Congregation in all legal matters, and the general protection of the Congregation against loss and damage.
3. It shall be the duty of the Board for Trustees to:
 - a. Supervise the necessary maintenance and servicing of the church properties within the budget authorized by the Congregation.
 - b. Supervise improvements or changes in church properties according to the resolutions of the Congregation.
 - c. Secure competitive bids for expenditures exceeding \$1000.00, and select the successful bidder within the budget approved and monies available.
 - d. In case of disaster, authorize emergency repairs necessary to prevent permanent damage to church properties.
 - e. Hire and supervise the work of the church custodian.
 - f. Annually evaluate the work and salary of the custodial staff.
 - g. Determine and establish, with Council approval, regulations governing the use of church property and equipment, other than conducting public worship services, and enforce these regulations.
 - h. Coordinate the schedule of activities within the facilities, in cooperation with all boards and societies.
 - i. Prepare for the custodial staff a detailed list of required daily, weekly, monthly, and annual maintenance of the facilities and equipment of the Congregation.
 - j. Supervise the execution and safekeeping of all certificates of title, insurance policies, and other important papers concerned with church property, seeking legal assistance whenever necessary.

- k. Sign official documents and contracts concerned with church property that have been negotiated and approved by the Congregation.
- l. Make an annual inspection of church properties for needed repairs and improvements, fire hazards, and adequacy of insurance, and make appropriate recommendations to the Congregation.
- m. In conjunction with Long Range Planning the Trustees will inventory and annually update a list of church property, equipment, and supplies, including acquisition dates and current value, making appropriate recommendations for repair, replacement and additions.
- n. Annually update the inventory of congregational assets on file in the safe, and enter its completion in the minutes of the Annual Congregational Meeting.
- o. Make and issue keys for church property, and review annually a list of keys issued.
- p. Negotiate service contracts for the organ, office machines, and the like, whenever appropriate.
- q. Obtain legal information on the laws governing nonprofit organizations when requested by the Council.

C. BOARD FOR STEWARDSHIP

1. The membership of the Board for Stewardship shall consist of the Chairperson for Stewardship as chairman, the Treasurer, the Bookkeeper, and at least five other members at large, including one youth representative who may be under the legal voting age.

The basic areas of concern of the Board for Stewardship are to plan programs which will develop within the members of the Congregation good stewardship attitudes in regard to the use of time, talents and treasures; to provide utilization of the members for the work of Christ's Kingdom; and to ensure the financial stability of the Congregation and its work through faith-filled "first-fruits" giving.

2. It shall be the duty of the Board for Stewardship to:
 - a. Build a stewardship attitude by conducting an annual program to confront each member with basic biblical stewardship principles as well as opportunities and responsibilities of church membership.
 - b. Develop long range plans of stewardship goals.
 - c. Coordinate and assist the Treasurer and Bookkeeper in the performance of their duties.
 - d. Make recommendations to the Council and Congregation in budgetary matters and aid other boards in developing their budgets.
 - e. Evaluate offerings and keep members informed of financial progress of the Congregation.
 - f. Relate local stewardship practices to Synod, District, and Circuit.
 - g. Screen all appeals for funds both from within and outside the parish.
 - h. Plan and recommend year-round programs of support for selected Lutheran charities.
 - i. Annually review a list of charities for possible special service donations. Prepare a preliminary budget for approval by the Council prior to the annual congregational meeting.
 - j. Arrange for annual independent review of all financial records.

D. BOARD FOR MISSIONS

1. The membership of the Board for Missions shall consist of the Chairperson for Missions and at least seven other members at large, including one youth representative who may be under the legal voting age.
2. The basic areas of concern for the Board for Missions, in cooperation with the Board for Evangelism, are the encouragement of the Congregation in the personal sharing of the Gospel, and coordinating Christian social concerns.
3. It shall be the duty of the Board for Missions to:
 - a. Coordinate and provide information of foreign, domestic, and local mission opportunities.
 - b. Coordinate the mission efforts of auxiliary organizations with those of the Congregation.
 - c. Integrate new members into the missions effort of the congregation.
 - d. Coordinate the Congregation's participation in community and Lutheran social concerns through various local, national and world-wide Christian agencies.
 - e. Develop a program of community relations that identifies the Congregation with the Gospel of Christ and with Lutheran Christian outreach or charity organizations.

E. BOARD FOR EVANGELISM

1. The membership of the Board for Evangelism shall consist of the Chairperson for Evangelism and at least seven other members at large, including at least one youth representative who is under the legal voting age.
2. The basic areas of concern of the Board for Evangelism are bringing the Gospel to non-Christians and nonmembers and enlistment of members of the Congregation in spreading the Gospel.
3. It shall be the duty of the Board for Evangelism to:
 - a. Foster a climate of evangelism within the Congregation which develops a sincere evangelistic concern for all people, which encourages spontaneous witnessing to Christ with one another and with the unchurched and which involves the prayers and efforts of all members and boards for the evangelism efforts of the parish.
 - b. Supervise and coordinate the entire evangelism program of the Congregation by coordinating a visitation program which would include initial visits to newcomers and nonmembers; cooperating with the Board of Elders in visitations and follow-up on non-attending members; assisting the Board for Fellowship in the incorporation of new members, by helping them to find their gifts and opportunities to serve within the congregation; and by giving new names to the appropriate groups within the Congregation.
 - c. Cooperate in periodic community canvasses and maintain prospective member files and records of visitations made and recruit and train lay visitors, in cooperation with the Pastor.

F. BOARD FOR EDUCATION

1. The membership of the Board for Education shall consist of the Chairperson for Education, the Sunday School Superintendent, Coordinator of Youth Ministries, and at least five members at large, including one youth representative who may be under the legal voting age. A rostered church worker may be an ex-officio member.

2. The basic areas of concern of the Board for Education are to establish objectives, curricula, and policies of the educational programs of the Congregation; to select personnel for the various programs; to provide the instructional materials, supplies, and facilities for the programs; to plan, supervise and evaluate the entire educational effort; and to provide for the Christian service, spiritual growth, and fellowship of youth of the Congregation.
3. The Board for Education shall work with the Board of Elders and the Pastor in guiding and directing the work of a Director of Christian Education as appropriate.
4. It shall be the duty of the Board for Education to:
 - a. Foster within the members of the Congregation a climate for education and growth in Christian doctrine and life.
 - b. Establish objectives, set policies, approve curriculum, and supervise the total educational program for each educational agency of the Congregation, including the personnel; i.e. Sunday School, weekday school, Vacation Bible School, confirmation classes, Bible classes and all other educational groups.
 - c. Enlist, train, place, and continue to train lay teachers and leaders as the Congregation's needs require.
 - d. Supervise and aid youth counselors in the planning and development of a youth program.
 - e. Develop programs for the encouragement and use of effective home family worship and adult education within the Congregation.
 - f. Supervise the development and use of the church and Sunday School library and audiovisual equipment and materials.
 - g. Continually review existing educational agencies to provide for the needs of persons of all ages and interests.
 - h. Encourage youth toward full time careers in church work.
 - i. Coordinate educational efforts of auxiliary organizations with those of the Congregation.
 - j. Nominate Sunday School Superintendent and Coordinator of Youth Ministries for approval by the church Council. Appoint other leaders, superintendents, or assistants required for the efficient functioning of the educational agencies of the Congregation.
 - k. Provide training for the Board for Youth Ministries and ensure continuous training for leaders of the youth programs.

G. BOARD FOR FELLOWSHIP

1. The membership of the Board for Fellowship shall consist of the Chairperson for Fellowship and the number of members necessary to accomplish its objectives. These objectives will be carried out through interaction with all groups, Boards, and individuals of the congregation.
2. It shall be the duty of the Board for Fellowship to:
 - a. Plan, supervise and implement social gatherings of the congregation throughout the year.
 - b. Maintain regular contact and coordination with all boards to further the fellowship of the congregation.
 - c. Maintain an adequate group of willing workers to accomplish the fellowship goals.
 - d. Promote a general atmosphere of friendliness among members.

- e. Provide for the assimilation of all new members into the congregation.
- f. Provide and maintain a published schedule of activities for the congregation.
- g. Monitor for administrative purposes the social programs of all church organizations.
- h. Submit annual budget items to the Stewardship Board to execute these programs.

H. LONG RANGE PLANNING COMMITTEE

1. The membership of the Long Range Planning Committee shall consist of the Chairperson of Stewardship and three members nominated and elected by the Congregation for staggered three-year terms. The Chair shall be elected by the Committee from these three members and may serve as chairman a maximum of three consecutive years. Members may serve on the Committee for a maximum of two consecutive three-year terms and the non-chair members may serve in another elected office of the congregation.
2. It shall be the duty of the Long Range Planning Committee to:
 - a. Define and recommend (through the Church Council and the Congregation) the mission, goals, objectives, and programs for the congregation –7-year long range and 4-year intermediate range plans.
 - b. Identify resources needs (personnel, facilities, equipment, etc.) and suggest a funding plan to the Board for Stewardship to meet the strategic plans adopted.
 - c. Research and/or conduct surveys of congregational needs, analyze the data, communicate the findings, and make formal recommendations to the Council and/or Congregation.
 - d. Provide an annual report to the Council and Congregation on progress toward achievement of strategic plans (intermediate range and long range).
 - e. Conduct an annual review and written update of the strategic plans (intermediate range and long range) and submit the review and any recommended revisions to the Council and to the Congregation at the annual meeting.

9. OFFICERS NOT ON THE COUNCIL, TERMS AND DUTIES

- A. The following persons report to their respective boards and are not members of the Council. Their terms of office shall be as listed:

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|------------------------------------|--------------------------------|
| 1. Bookkeeper | Stewardship/term of employment |
| 2. Coordinator of Youth Ministries | Board of Education/1 year |
| 3. Head Usher | Board of Elders/1 year |
| 4. Sunday School Superintendent | Board of Education/1 year |

- B. The duties of the persons/boards shall be as follows:

1. Bookkeeper – It shall be the duty of the Bookkeeper to:
 - a. Keep an accurate account of all monies, both income and expenses, in a record-keeping system provided by the Congregation for that purpose.

- b. Prepare and submit monthly (or as otherwise requested) reports of receipts and disbursement to the Treasurer.
 - c. Prepare worksheets for each Board chairperson, stating how much has been spent in relation to the budgeted amount, to assist them in determining their budget request for the following year.
 - d. Prepare and submit the annual report of receipts and disbursements for the Annual Congregational meeting.
 - e. Submit the books and other papers pertaining to the office of Treasurer for financial review following the close of the year.
 - f. Properly record all contributions made to the congregation.
 - g. Supervise the acquisition and distribution of envelopes to all members desiring to use the envelope system. Provide information to members regarding the Vanco online contribution system.
 - h. Prepare quarterly personal contribution statements for each member.
 - i. Furnish the Congregation a surety bond in the sum designated by the Council. The cost of such bond shall be paid by the Congregation.
 - j. Serve as an ad hoc member on the Board of Stewardship
 - k. Should the Council determine a qualified candidate is not available from the congregation for the Bookkeeper's position on a voluntary basis, the Council has the option to outsource the Bookkeeper's duties.
2. Coordinator of Youth Ministries - will carry out the goals for the congregational youth program primarily for children grades 6-12. The Coordinator of Youth Ministries is responsible to the Board for Education for the following:
- a. Plan and supervise, together with other boards, activities of all youth groups of the congregation
 - b. Encourage young people to consider full-time service in the church
 - c. Provide for spiritual and emotional development of our youth.
 - d. Invite college students to assist in our youth ministry.
 - e. Plan and facilitate activities for interaction among parent and youth, intergenerational, and other youth groups.
 - f. Train and involve (in conjunction with the Board for Evangelism) the youth in bringing others to faith in Christ.
 - g. Engage in the active selection and training of youth leadership for the program.
 - h. Submit an annual budget to the Chairperson for Education.
 - i. Plan an annual Youth Sunday to welcome newly confirmed youth members.
 - j. The Coordinator of Youth Ministries will select, supervise and aid youth counselors in the planning and development of youth programs.
 - k. Provide for public recognition of youth achievements and accomplishments.
3. Head Usher(s)
- a. The Head Usher(s) shall be appointed by the Board of Elders and approved by the Council and shall serve for a term of one year.

- b. The basic areas of concern of the Head Usher(s) are to direct the program of seating and providing for the physical comfort of the worshipers; to receive offerings; to record attendance at regular and special services; and to select, train and coordinate a staff of ushers.

4. Sunday School Superintendent

- a. The Sunday School Superintendent shall be appointed by the Board for Education and approved by the Council and shall serve for a term of one year.
- b. The basic areas of concern of the Sunday School Superintendent are to coordinate the enrollment, attendance, evangelism, and personal spiritual development of the Sunday School; coordinate development of a trained teaching staff; assist in the development of curriculum for the Sunday School and in the selection of educational materials; and serve on the Board of Education.

10. NOMINATIONS AND ELECTIONS

- A. A nominating committee of at least three eligible voting members of the Congregation shall be appointed by the President and approved by the Council at least eight weeks prior to the annual meeting. This committee shall nominate with consent at least two persons, if possible, for each office which is to be filled. This list shall be published and circulated to the Congregation at least two weeks prior to the meeting in which the election is to be held. Additional names for each office may be placed in nomination from the floor at the meeting, as the office is opened for further nominations by the President.
- B. Candidates must receive a majority of the votes cast to be elected. If a candidate receives only a plurality, the two candidates receiving the highest number of votes shall constitute a second ballot.
- C. The secret ballot shall be used at all elections.
- D. Officers shall be elected in the following order:
 1. Elder(s)
 2. President
 3. Chairperson for Stewardship
 4. Chairperson for Missions
 5. Chairperson for Evangelism
 6. Chairperson for Education
 7. Chairperson for Fellowship
 8. Recording Secretary
 9. Treasurer
 10. Trustees
 11. Long Range Planning Committee Member(s)
- E. Nominees who discover that they will be unable to serve in the offices for which they have been nominated shall have their names withdrawn before the election for those offices take place.
- F. All officers shall take office on January 1 following their election. Installation of the new officers shall take place at a Sunday worship service as early in the New Year as may be convenient.
- G. No officer may serve in a single office more than three consecutive years except members of the Board for Trustees who may serve 2 consecutive 2 year terms, and members of Long Range Planning who may serve 2 consecutive 3 year terms.

H. Officers may hold only one Council position at any one time.

11. COPY OF CONSTITUTION AND BYLAWS

A copy of this Constitution and Bylaws shall be kept in the official files of this Congregation. Each member may access it on the church website or upon request receive a printed copy.

12. AMENDMENTS OR REPEAL

Any paragraph of the Bylaws may be altered or repealed by a majority vote of those voting members present at any constitutional meeting of the Congregation, provided that the alteration or repeal has been approved by the Council. However, no amendments, repeals or alterations shall be made which are contrary to the Word of God or the Confessions of the Lutheran Church. Any additions, amendments or repeals are to be appended and noted in the official copy of this Constitution and Bylaws.