

## CONSTITUTION AND BYLAWS

# FAITH LUTHERAN CHURCH MISSOURI SYNOD

SPRINGFIELD, MISSOURI

### PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8), that Christ's mission for His Church might be carried out according to His will. He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys of His Church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (I Corinthians 14:40), in the Church.

Therefore we, the members of Faith Lutheran Church in Springfield, Missouri accept and subscribe to the following constitution and bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

### CONSTITUTION

#### ARTICLE I: NAME

The name of this congregation shall be: FAITH LUTHERAN CHURCH of Springfield, Missouri.

#### ARTICLE II: CONFESSION

- A. This congregation acknowledges and accepts all the canonical books of the Old Testament and the New Testament as the revealed and inerrant Word of God, verbally inspired, and submits to them as the only infallible authority in all matters of faith and life.
- B. This congregation accepts all the confessional writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as true and genuine expositions of the doctrines of the Bible.

This congregation also acknowledges and accepts:

1. The Three Ecumenical Creeds: (The Apostles', The Nicene, and The Athanasian).
2. The Unaltered Augsburg Confession.
3. The Apology of The Augsburg Confession.
4. The Smalcald Articles.
5. Treatise on the Power and Primacy of the Pope (1537)
6. Luther's Large Catechism.
7. Luther's Small Catechism.
8. The Formula of Concord, of 1577

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard listed above.

### ARTICLE III: SYNODICAL AFFILIATION

This congregation shall hold membership with the Lutheran Church Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and Constitution of this congregation as laid down in Article II.

This Congregation shall, to the best of its ability, cooperate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

### ARTICLE IV: PROPERTY RIGHTS

If, at any time, a separation should take place within this congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles II, III, IV, and V of this Constitution. If this congregation ceases to exist, all property rights return to the Missouri District of the Lutheran Church Missouri Synod.

### ARTICLE V: MEMBERSHIP

- A. Baptized membership in this congregation is held by all those who are baptized in the name of the Triune God with water and are under our pastoral care.
- B. Communicant membership in this congregation may be held only by those who:
1. Are baptized in the name of the Triune God.
  2. Have declared their acceptance of the confession of this congregation as contained in Article II of this Constitution.
  3. Have been accepted into communicant membership in accordance with the bylaws of this congregation and shall remain faithful to the responsibilities of membership as contained in these bylaws.
  4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
  5. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6: 14-18).
- C. The membership, and membership privileges, of each communicant member shall remain in force so long as each member shall maintain eligibility according to the five points in Section B of this Article and shall meet the requirements stated or implied in the disciplinary, or other provisions of the bylaws. A member who voluntarily severs connection with this congregation, or who has been released or transferred, or who has been excommunicated or self-excluded according to the provisions of the bylaws, shall be deemed to have terminated membership in this congregation along with all rights and privileges of such membership.

### ARTICLE VI: ORGANIZATION

#### A. Voting Membership

This congregation shall be represented by, and administer all its affairs through, its voting membership. Only communicant members, who have qualified according to the membership provisions of the bylaws, shall be received as voting members of this congregation.

#### B. Administrative Boards

Responsibility and authority for the daily administration of congregational affairs shall be delegated to the

following boards:

1. A BOARD OF ELDERS
2. A BOARD OF OUTREACH AND MEMBERSHIP
3. A BOARD OF CHRISTIAN EDUCATION AND FAMILY LIFE
4. A BOARD OF YOUTH
5. A BOARD OF STEWARDSHIP
6. A BOARD OF CHURCH PROPERTIES
7. A BOARD OF EARLY CHILDHOOD DEVELOPMENT CENTER ADMINISTRATION
8. A BOARD OF FELLOWSHIP

One member of each Administrative Board shall serve as the Chairperson of that Board.

C. The President of the Congregation may, after consultation with the Church Council, decide that the best interests of the congregation would be served by temporarily merging two or more of the Administrative Boards. Any Boards may be merged, with the exception of the Board of Elders, which must remain independent. Such merger is subject to the following:

1. The President or representative of the President shall bring a recommendation for merger of Administrative Boards to the Voters' Assembly at a regular or special Voters' Meeting. A simple majority of the votes cast shall constitute passage of this recommendation as a binding directive.
2. The term of the merger shall not exceed the remainder of the calendar year. The merger may be renewed for the following calendar year or any part thereof as early as the November meeting of the Voters' Assembly.
3. Each Merged Administrative Board shall meet together as one group to discuss and carry on the affairs of all Boards so merged into that group.
4. Each Merged Board shall elect a chairperson from among its combined membership. Exception: If the Voters' Assembly decides at its November meeting to renew a merger, that Assembly may elect a Chairperson for the merged Board in the regular election process. The term of the existing (former) chairpersons of individual Boards so merged shall be suspended for the duration of the merger. Current chairpersons of individual Boards so merged are eligible for selection as Chairperson of the combined Board. In the event that merged Boards are separated before the expiration of the term of their respective (former) Chairpersons, such Chairpersons shall resume their term of office for the duration of those terms.
5. It shall be the responsibility of the Chairperson of any merged Board to report on that Board's activity to Church Council and Voters' Assembly.
6. Any such Administrative Board mergers shall be terminated at the expiration of the term initially prescribed by the Voters' Assembly, such decision being rendered by a simple majority of the votes cast.

D. Officers of the Congregation

The officers of the congregation shall consist of a President, a Vice-President, a Recording Secretary, and a Treasurer.

The President of the congregation, (or the Vice-President), shall have a voice on all administrative boards, but voting rights shall be limited to such board or boards on which the President may hold membership. The Pastor(s) of the congregation shall be ex-officio member of all Boards and their associated committees, and may at his discretion attend any or all meetings related to congregational activity of any kind.

E. The Church Council

The Church Council shall consist of the Pastor(s), the President, the Vice-President, the Treasurer, and the Recording Secretary of the congregation, and the Chairpersons of the eight Administrative Boards listed in Section B, of this Article. They shall hold a position on the Church Council by virtue of their call or election as long as their term of office continues.

F. Rights and Powers

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated bylaws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its Voting Membership may delegate to them by special resolution. Such specially delegated rights and powers, of Officers, Administrative Boards, and Delegates shall be subject to revision or complete withdrawal by the Voting Membership at its discretion.

ARTICLE VII: PASTORS AND CHRISTIAN DAY SCHOOL TEACHERS

Only such candidates shall be called and elected to serve as Pastors, or as Christian Day School Teachers, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Article II of this Constitution. Furthermore, they (pastors) must have received their training from one of the Theological Seminaries of the Lutheran Church-Missouri Synod or be in good standing with the Synod and found on the pastoral roster of the Synod. It is recommended that Day School Teachers be synodically certified.

In the absence of adequate cause for dismissal, as defined in the bylaws of the congregation, the tenure of office of a called or elected pastor or Christian Day School teacher shall be the remainder of his/her active live or until the Lord calls him/her into another field of service.

ARTICLE VIII: SOCIETIES

Societies may be organized within the congregation only with the expressed approval of the Voting Membership. All such societies shall be under the supervision of the Pastor(s) and the appropriate Administrative Board under whose jurisdiction they function. Only communicant members of this congregation shall be officers of such societies or groups. Any decisions, enactment, or performance there of, or by societies or groups shall be invalid if they conflict with this Constitution and its associated bylaws. The pastor(s) by virtue of his office, shall be the advisor for such societies or groups within the congregation.

ARTICLE IX: VALIDITY OF RESOLUTIONS

All congregational matters shall be decided by a simple majority vote of the qualified Voting Members present at a properly convened meeting of the Voting Membership, except as otherwise provided in this Constitution and its associated bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

ARTICLE X: AMENDMENTS

A. This Constitution may be changed or amended, with the exception of the Articles listed in Section B of this Article, by a three-fourths (3/4) majority of the votes cast in a regular meeting of the Voting Membership, provided that the intention to amend the Constitution and wording of the amendments proposed shall be read to the congregation assembled for worship on two consecutive Sundays prior to the date upon which the amendment is presented for action.

Articles II, III, IV, V, VIII, and X (B), are hereby made irrevocable.

TO THE GLORY OF GOD

B.



**THE BYLAWS OF THE CONSTITUTION  
FAITH LUTHERAN CHURCH  
SPRINGFIELD MO**

**ARTICLE I: COMMUNICANT MEMBERSHIP**

**SECTION 1. Application for membership: Procedure**

Applicants for communicant membership in this congregation shall consult the Pastor who shall determine whether such individuals are eligible for membership in accordance with Article V of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith either before the congregation, or at the Pastor's discretion, before witnesses who are members of the Board of Elders, before being received as members.

Applicants from other evangelical Lutheran churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor may, with the consent of the Board of Elders, arrange for a period of re-instruction prior to reaffirmation of faith for such applicant.

After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as communicant members shall be recommended by the Pastor to the Board of Elders which shall have the authority to act on such application on behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

**SECTION 2. Privileges and Duties of Communicant Members**

It shall be the privilege and duty of members of this congregation to:

Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and ~in fellowship with other members of the congregation and its agencies, and partaking frequently of the Lord's Supper.

Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:18-21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.

Provide for the proper Christian training of their children by instruction at home and through the agencies of the church.

As God has prospered us, contribute toward the maintenance of the congregation and the building up of the Kingdom of God at home and abroad to the limit of their financial ability.

Place their God-given talents and abilities at the disposal of the Pastor(s), the officers and other agencies of the congregation as set forth in its Constitution and bylaws, so that the purposes and function of the congregation may be effectively implemented.

**ARTICLE II: VOTING MEMBERSHIP**

**SECTION 1. Eligibility**

Any communicant member of this congregation who is 18 years of age or over, both male and female, shall be eligible to apply for Voting Membership. Such application shall be made at a regular Voters' meeting of the congregation. Upon affirmation by the applicant of intentions to fulfill such duties to the best of one's ability, as are required of a Voting Member, the individual shall be accepted as a voting member with all the rights and privileges pertaining thereto. Each new voting member shall be required to sign the official copy of the constitution and bylaws of the congregation at the time of acceptance into Voting Membership. A new voting member will be

eligible to vote at the next Voters' Meeting after acceptance as a Voting Member.

## SECTION 2. Privileges and Duties of Voting Members

It shall be the privilege and duty of a voting member of this congregation to:

Conscientiously and prayerfully exercise the right to vote on all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.

Willingly seek and serve in any office or capacity for which the member's talents and abilities align.

Faithfully attend all meetings of the voting membership.

Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.

Encourage, by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not yet voting members to consider seriously accepting the responsibilities and privileges of voting membership.

## SECTION 3. Termination

Any member who is absent from three consecutive regular meetings shall be dropped from the membership list.

To be reinstated that member will have to go through the process as stated in Article II, section 1 of this constitution.

## ARTICLE III: DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline as written in Matthew 18: 15-20, Corinthians 5:1-5, and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor(s) and the Board of Elders.

### SECTION 1. Communicant Membership: Termination

#### A. Transfers

A member desiring transfer to another Lutheran congregation shall apply to the Pastor. Upon approval by the Pastor and the Board of Elders, a letter of transfer shall be issued by the Pastor. The Board of Elders shall report all transfers to the congregation via church publications and to the Voters' Assembly at the next regular meeting of that body.

#### B. Joining other Churches

In cases where communicant members of this congregation have joined a non-Lutheran congregation, they shall, upon the decision of the Pastor(s) and the board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list of the congregation.

#### C. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of six months, shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown". Such membership is terminated and shall be reported as such to the next regular meeting of the Voters' Assembly.

#### D. Self-Exclusion

When a member of Faith Lutheran Church has not communed for three months, he or she will receive a visit, if possible, from their respective Elder, and shall be admonished and encouraged. If such a member has not communed after six months, he or she shall be contacted by their respective Elder and the Pastor. Additional admonition and encouragement shall be given. If, after nine months, such a member still has not communed and is not attending the worship services of the church, he or she shall be admonished more firmly and told that if such neglect continues for another three months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges and responsibilities. If, after twelve months, the member has not responded to Christian admonition as outlined above, the member's name shall be transferred to the mission file of the congregation or turned over to the Board of Outreach and Membership. The individual shall be notified of such action by certified mail and shall be declared to have self-excluded from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation, but it also excludes the member from privileges of church membership, such as Christian burial, Holy Communion, transfer to a sister congregation, and of any claim against the properties of this congregation. **SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.**

#### E. Excommunication

Excommunication is to be applied to any member whose conduct is unchristian; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willingly despises the preaching of the Gospel and the Lord's Supper. The Voters' Assembly shall have sole authority to excommunicate any communicant member according to Matthew 18:15-18 by a majority vote. The Board of Elders shall administer church discipline on behalf of the congregation.

#### SECTION 2. Reinstatement

Persons who have been removed from membership, for whatever reason, shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s) and the Board of Elders. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor(s) and the Board of Elders deem most suitable.

#### SECTION 3. Provisions pertaining to Church Officers and Chairpersons

Any officer or chairperson of the congregation who willfully neglects the duties of his office may be deposed by an affirmative vote of two-thirds (2/3) of the required quorum of the Voters' Assembly present in a regular meeting of the Voters' Assembly.

The Board of Elders shall initiate such disciplinary action. When an office is made vacant by deposition, resignation, death, or excommunication of the incumbent, a successor to such officer or chairperson shall be elected by the Voting Membership at the next meeting.

All Elders, Officers and Board Chairpersons shall be members of the voting assembly who are in good standing according to Article II, Section 3 of the Bylaws of this constitution.

An Officer or Board Chairperson may be a Board Member but cannot hold another Office or Chair two boards. A member of Faith Congregation may be a member of more than one Board

#### SECTION 4. Provisions pertaining to Pastors and Teachers

Sufficient grounds for removing a pastor or duly called or contracted teacher shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and lengthy incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of

Elders or in the case of a teacher, by the Board of Preschool and Daycare Administration. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned Board or Boards shall, after consultation with the appropriate officers of the Missouri District, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. An affirmative vote of three-fourths (3/4) of the required quorum of the Voters' Assembly shall be required to depose a pastor or teacher.

Should the occasion to remove a pastor or teacher ever arise, the intended removal shall be announced by the Chairman of the Board of Elders at regular Divine Services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by mail at least two weeks in advance.

## ARTICLE IV: MEETINGS OF THE CONGREGATION

### SECTION 1. Regular Meetings

Regular meetings of the Voting Membership shall be held six (6) times during each calendar year in the months of January, March, May, July, September, and November. Dates and times of all voters' meetings shall be set by the Voters' Assembly. The November meeting of the Voters Assembly shall include the consideration and acceptance of the budget for the following year.

All communicant members of the congregation may attend the meetings of the Voters' Assembly and may, with the consent of the Voting Membership, submit recommendations or participate in a discussion of any given item of business before the Voting Membership.

Every meeting of the Voting Membership shall be announced at the worship services on the Sunday preceding the date of the meeting.

### SECTION 2. Special Meetings

Special meetings of the Voters' Assembly may be called by the President of the congregation, the Board of Elders, the Pastor(s), at the request of any one of the Administrative Boards, or at the request of ten (10) Voting Members of the congregation. Notice of the date and time of such a meeting and of the nature of the business to be transacted, shall be given in Worship Services at least two consecutive Sundays immediately preceding the date of the meeting.

### SECTION 3. Order of Business at Regular Meetings

A. Regular meetings of the Voting Membership shall proceed as follows:

1. Scripture Reading and or Prayer
2. Roll Call of Voting Members
3. Reception of New Voting Members
4. Minutes of Previous Meeting(s), including Special Meetings
5. Unfinished Business
6. Treasurer's Report
7. Reports of Administrative Boards
8. Reports from Committees of the Voting Membership
9. Reports from Auxiliary Organizations of the Church
10. New Business
11. State of the Parish Report by the Pastors
12. Adjournment
13. Closing Prayer

B. The President may, with the consent of the Voting Membership, vary the above order in the interests of efficiency.



In general, for purposes of order, ROBERT'S RULES OF ORDER shall prevail.

#### SECTION 4. Restriction Pertaining to Voters' Assembly Meetings

Ordinarily the Voters present at a properly called meeting shall constitute a quorum to do business. However, for amending the Constitution, for the purchase of property, for the erection of buildings, or for the removal from office of a called pastor, teacher, or an elected board chairperson, or elected officer, a majority of all Voting Members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least seven days written notice shall be given to the congregation via U. S. Mail. The members who are present at such adjourned meeting shall constitute a quorum.

In the event of a tie vote, the President may cast the deciding ballot. There shall be no voting by proxy.

### ARTICLE V: THE OFFICE OF THE PASTOR AND TEACHER

#### SECTION 1. Procedure for Securing a Pastor

The call process will be initiated after consultation by the Congregational President and Chairman of the Elders with the President of the Missouri District or his representative. This consultation will ensure the congregation follows district recommendations for the call process.

Upon approval of the voters, a Call Committee will be formed; this committee shall include the Congregational President and the Chairman of the Elders. In addition, representation from a cross-section of the congregation is expected.

In the case of calling a pastor, any member of this congregation may submit names for candidates by submitting them to the Call Committee. This is to be announced in the Sunday Services until nominations are closed, as set by the Call Committee. The district president will receive and review these names, producing a final call list for the congregation. This final call list, and the information documents provided, are confidential; only the Call Committee has authority to review these documents.

After careful deliberation, the Call Committee will provide a list of 2-4 candidates for the pastorate. This list will be provided to the congregation at least seven (7) days prior to the voters' meeting to issue a call. The call meeting shall be the next regular meeting of the Voting membership, or a special meeting called for that purpose.

At the call meeting, the voters, if they approve of the Call Committee's recommendations, shall then adopt the list of 2-4 candidates. The call meeting will then proceed according to guidance provided by the Circuit Visitor. At the call meeting, the Voters shall elect one of the proposed candidates by ballot and simple majority. It shall be the duty of the President to notify promptly the elected candidate in whatever manner the Voting Membership shall deem advisable.

#### SECTION 2. The Pastoral Office

Upon being installed the Pastor is authorized and obligated to proclaim to the congregation, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580.

He is further to:

- Administer the Holy Sacraments in accordance with their Divine Institution;
- Perform the functions of a pastor in an evangelical manner; to aid, counsel, and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring;
- Guard and promote faithfully the spiritual welfare of the members of this congregation, in particular to instruct

the catechumens, both children and adults, in the Word of God and thus prepare them for communicant membership in the church;

- Guide the congregation in applying the divine ordained discipline of the church agreeably to the Word of God;
- Promote and guide the mission activity of the congregation as it is related to the local community and to District and Synodical endeavors, particularly to train workers, guide them in evangelism activities and to enlist the support of the congregation for mission work.
- Assist the congregation in adopting administrative policies and procedures, which will help it, carry out the mission of the Christian congregation;
- Serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with the members of the congregation, fellow workers, sister congregations in the District and the Synod. By the grace of God, do everything possible within the sphere of his calling toward the edification of the congregation and the up building of the Church in Christ.

We Obligate Ourselves to:

- Receive our minister-elect as a servant of Jesus Christ, to give him the honor and love and obedience which the Word of God prescribes, to aid him by work and deed, and to support him with our diligent, faithful assistance and prayers.
- Make faithful and regular use of the means of Grace in order that God's enabling power may have free course among us to the end so that we may carry out God given ministry to the service and glory of God and the welfare of all.
- Provide for his proper maintenance according to our ability and to periodically review his salary, housing arrangements, and all allowances.

### SECTION 3. The office of Teacher and Principal

The office of a called teacher is the authority conferred upon a teacher by God through a call of the congregation, to perform the duties of his/her office, according to the Word of God and the needs of the congregation. Upon being installed, we authorize and obligate our called teachers to:

- Instruct and train the children under their care diligently and faithfully in the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the Confessional Writings of the Lutheran Church, and found in the Book of Concord of 1580, and to base such instruction on the Small Catechism of Dr. Martin Luther; to accord them also a thorough Christian education in branches of learning prescribed by a course of study adopted or approved by the Board of Preschool and Daycare Administration; to maintain Christian discipline in the school and, to this end, employ such means as are in accord with the Holy Scripture and within the bounds of Christian reason and justice.
- Serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with their Pastor(s), and their fellow teachers to work under the supervision of the Pastor(s), principal and the Board of Preschool and Daycare Administration, and, by the grace of God, to do everything possible within the sphere of their calling towards the promotion of the school and for the general advancement of the Kingdom of Christ.
- Perform such other offices as are in the interest of Christian Education and to the welfare of church and school and as have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

We Obligate Ourselves to:

- Receive the teacher as a servant of the Word, to honor and love him/her as such, to keep our children in true Christian submission to their rule and training, and to support their work among us with diligent, faithful assistance and prayer.
- To render the discharge of their duties pleasant for them by a peaceable conduct and in every other possible way, to encourage them by word and deed, to aid them in the maintenance of Christian discipline in school, and in love and respect; and to provide for his/her proper maintenance according to our ability and to periodically review his/her salary, housing arrangements, and all allowances.

## ARTICLE VI: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS SECTION

### 1. Nomination Procedure

The nominating committee will be chaired by the Vice-President and will be formed by a member from each board.

At the July meeting of the Voting Membership in an election year, the Vice-President shall announce that nominations are open. At this meeting, the Voters may submit to the Committee the names of possible candidates for office.

The Nominating Committee, as soon as possible July voters' meeting, shall prepare a list of candidates drawn from among communicant members of the congregation who are 18 years of age or over. The Nominating Committee, through consultation with the Pastor(s) and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve. This list shall then be made available to communicant members of the congregation at least one month prior to the November voters' meeting. Only male candidates shall be eligible for membership on the Board of Elders.

Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided that all previous conditions of the nomination procedure are met. The nominations shall be declared closed to the membership on the second Tuesday of November.

The Nominating Committee, at least one (1) week before the date of the November voters' meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices: President, Vice-President, Treasurer, Recording Secretary, Financial Secretary, Chairpersons of the various Administrative Boards and Board members as necessary to complete membership of each of the Administrative Boards.

### SECTION 2. Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall, at its November meeting, elect by ballot and simple majority the following in the order herein indicated:

#### EVEN-YEAR ELECTION

1. VICE-PRESIDENT
2. RECORDING SECRETARY
3. FINANCIAL SECRETARY
4. OUTREACH AND MEMBERSHIP  
CHAIRPERSON
5. EARLY CHILDHOOD DEVELOPMENT  
CENTER ADMINISTRATION  
CHAIRPERSON

#### ODD-YEAR ELECTION

1. PRESIDENT
2. TREASURER
3. CHRISTIAN EDUCATION & FAMILY LIFE
4. STEWARDSHIP CHAIRPERSON
5. CHURCH PROPERTIES CHAIRPERSON

- 6. YOUTH BOARD CHAIRPERSON
- 7. ONE HALF (1/2) OF THE TOTAL ELDERS & BOARD MEMBERS

- 6. FELLOWSHIP CHAIRPERSON
- 7. ONE HALF (1/2) OF THE TOTAL ELDERS & BOARD MEMBERS

In the case of the lay delegates, (Circuit, District, and Synod), and the Board of Youth, the Chairperson and the Board Members are elected for a term of three (3) years, and are to be elected in the normal election process, and installed the January following their National Convention.

The recommendation of the number of members required on each board shall be an annual function of the Church Council, and shall be decided no later than the July meeting of that body. Only candidates defeated for office may be placed in nomination by the Voting membership at the election meeting for any office not yet filled.

### SECTION 3. Installation of Officers - Term in office

The newly elected officers and Board Members of the congregation shall assume their duties of office as of January 1<sup>st</sup> and be installed during the first or second Sunday of January. The term of office for all Officers, except chairperson and board members of the Board of Youth and the District Delegate, Chairpersons, and Board Members shall be two (2) years, termination on December 31st on the second year of their terms. All elected officers may succeed themselves in the same office only once. Exceptions to these term limits can be made provided the individual has served the congregation to the voters' satisfaction and the individual is willing and able to serve another term. An exception to the two-term limit will be made when the individual is properly elected during the November election.

The newly elected Board of Elders, along with the Elders that are staying in office shall meet in the month of December to elect their new Chairman so that he may be installed as the Chairman of the Board of Elders during the installation ceremony of other offers and Board Members.

### SECTION 4. Vacancy of Office

In the event the office of President and Vice-President becomes vacant, a special election will be held. All other vacant offices shall be filled by appointment by the nominating committee, with the approval of the voting assembly.

## ARTICLE VII: DUTIES OF OFFICERS --FUNCTIONS, POWERS, ORGANIZATION OF ADMINISTRATIVE BOARDS, THE CHURCH COUNCIL and DELEGATES

### SECTION 1. Duties of Officers

The President of the congregation shall preside at all meetings of the Voting Membership. The President shall enforce the Constitution and bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voting Membership. Furthermore, the President shall assure that a current version of the Constitution and Bylaws is on record with the district office. All boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the President, and the President shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as the President may appoint. The President shall endeavor to coordinate the functions, plans and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst.

The Recording Secretary, or designated replacement, shall be present at all Voter's Meetings of the congregation and at all meetings of the Church Council and shall enter the minutes of all meetings of said groups in a permanent record book. The Recording Secretary shall conduct all official correspondence of the congregational Boards and Committees under the supervision of the President. In general, the Recording Secretary shall perform all the duties normally pertaining to this office and such additional duties as delegated by the Voting Membership.

The Recording Secretary shall keep a copy of this constitution in the back of the minute's book, that it may

form the contract by the signatures of members of the Voting Assembly. All new members shall receive a copy of this constitution. Article II, Section 1., By Laws of this Constitution.

The Recording Secretary shall call the roll in the Voter's Meetings, Keep a record of attendance and notify members by mail when they have missed two consecutive meetings.

The President shall appoint a Financial Review Committee, in January of each year consisting of any three (3) qualified communicant members of the congregation other than the Treasurer and Financial Secretary to immediately review the financial records of the congregation of the previous year. The President shall submit the Financial Review Committee's report at the March meeting of the Voting Membership in each year. If the congregation has responsibility for financial records for other organizations, the Financial Review Committee will be assigned, as warranted by the President, to conduct reviews of the financial records for these other organizations. The President may excuse an annual review of the congregation's financial records during years when there have been no significant changes in the financial record-keeping processes or persons responsible.

Beginning in 2024 and every fifth year thereafter, the President shall appoint an Insurance Review Committee, consisting of the Vice-President, Treasurer, a representative from the Board of Properties, and Chairman of the Elders. If additional members of the congregation have the expertise and willingness to serve, they can be added to the committee, up to seven people total. The Insurance Review Committee shall review the property, liability, and workmen's compensation insurance for Faith Lutheran Church. Following completion of the review, the President shall submit the Insurance Review Committee's report at the July meeting of the Voting Membership and work with insurance providers to assure changes to policies are made. The President may implement an additional annual review of the congregation's insurance during years when there have been significant changes to the property or employees of Faith Lutheran Church.

The Vice-President of the congregation in the absence of the President, shall act for and in the stead of the President. The Vice-President shall also call and preside over the meetings of the Church Council. The Vice-President shall be available, as the President's representative, for whatever duties the President shall assign. The Vice-President shall serve as parliamentarian at Voter's Meetings and will be the Chairperson of the Nominating Committee.

The Treasurer shall:

1. Be responsible for accurate recording of congregational receipts and disbursements, budgeted and actual expenditures according to proper accounting procedures, and, as deemed advisable, shall suggest for congregational consideration, improved methods and systems for keeping financial records.
2. Present a written, duplicated financial report at Voters' Meetings and a preliminary report at the Church Council meetings.
3. Submit permanent financial records for financial review.
4. Be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Boards and Chairpersons as duly constituted sources.
5. Furnish the congregation a surety bond in the sum designated by the Voters' Assembly and such bond shall be procured and the premiums paid by the congregation.
6. Coordinate the flow of monies from the treasury to the various Boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
7. Remit to the professional workers of the Church for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction they function.
8. Receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same.
9. Sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any Sort.
10. Have available for all Boards a current record of their accrued disbursements and budget allotment.
11. Review with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits at the worker's request.
12. Serve on the Board of Stewardship.

13. Serve on the Insurance Review Committee.
14. Serve as liaison to the insurance and employee benefits providers, consulting with the Congregational President about any upcoming changes or warranted adjustments to benefits.

The Assistant Treasurer shall assist the Treasurer with general ledger entries, development of monthly reports, development of a Balance Sheet for inclusion with Treasurer's Report, and various employer duties such as employment postings.

## SECTION 2. The Church Council

The Church Council shall consist of the President, Vice-President, Recording Secretary, Treasurer, and eight (8) Board Chairpersons, and the Pastor(s) of the congregation, all of whom will hold membership on the Church Council until their term of office expires. It shall be the specific functions of the Church Council to:

1. Serve as the point of liaison between the Pastor(s), the Officers of the congregation, and the various Administrative Boards in planning the total work of the congregation.
2. Settle jurisdictional disputes between Administrative Boards.
3. Present to the Voters' Assembly at its March meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
4. Prepare the agenda for meetings of the Voter's Assembly.
5. Fill unexpired terms or shortages of personnel by appointment with ratification by the Voters Assembly

The Church Council shall meet in the month of the regularly scheduled Voter's Meeting, prior to the meeting. Additional meetings may be called by the President, Vice-President, and or the Pastor(s) as required.

The Church Council serves as a forum where the activities of the Administrative Boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program. The Church Council shall be available at all times, however, for any additional functions which the Voting Membership may wish to confer upon it.

The Church Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

## EXECUTIVE COMMITTEE

The basic duty of the Executive Committee is to provide a decision-making structure in situations where the church must respond to matters of extreme urgency. If there is time for the Church Council to serve as the decision-making body, the Executive Committee is not authorized to serve as the decision-making body.

The chair of the Executive Committee is the President unless unavailable to do so; in that case the Vice-President will serve as chair. When the chair calls a meeting of the Executive Committee it is their responsibility to notify the full membership of the Church Council. The membership of the Executive Committee includes the President and the Vice-President of the congregation who serve as *ex officio* members holding one vote between them. If both are present for the meeting, the vote belongs to the President unless he/she defers that vote to the Vice-President. The called pastor of the congregation is an *ex officio* non-voting member of the Executive Committee. The Chairman of the Elders, Recording Secretary, and the Treasurer are *ex officio* members with voting privileges. In addition, the board chairperson for whom the decision-making need is most relevant, is also a member of the Executive Committee and shall be invited by the chair of the committee. Thus, the voting powers reside in the President and/or Vice-President (one vote), the Chairman of the Elders, Recording Secretary, Treasurer, and relevant board chairperson (four votes).

## TECHNOLOGY COMMITTEE

The basic duty of the Technology Committee is to oversee the purchase, implementation, and maintenance of technology for the church. This includes the recruitment, training, and supervision of personnel utilizing the technology.

As technology is an important component of overall church functioning, especially for worship, education, and communication, the Church Council shall annually appoint a technology committee consisting of a minimum of three (3) members and assure one of these members serves as a chair. The chair is responsible for providing reports, including recommendations, to the Church Council and, subsequently, to the Voting Assembly.

### SECTION 3. The Administrative Boards

#### A General Duties and Powers of Administrative Boards

Each Administrative Board shall submit a written report of its activities at each regular meeting of the Voting Membership, and on such other occasions as the Voting Membership shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

Each administrative Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and bylaws, or by specific resolution of the Voting Membership.

Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voting Membership, provided that the Voting Membership may, at its discretion, restrict such expenditures to conform to the actual financial condition of the congregation at any given time. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation. Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

#### B. Organization and Meetings of Administrative Boards

Each Administrative board shall be under the direct control and supervision of the Chairperson of that Board. Following the election of the Chairperson of each Board and the number of Board members required, the Chairperson of the respective Board shall designate and appoint from among the Board members at his own discretion those individuals who are to be responsible for various phases of the work of that Board.

The time and frequency of Board meetings shall be at the discretion of the Chairperson of the Board and the Board members, except that for good and sufficient reason, either the President of the congregation or the Pastor(s) may call a meeting of the Board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time, and purpose of such a meeting.

## THE BOARD OF ELDERS

The nature of the duties of this Board requires that only men noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. They shall not be recent converts, but shall be experienced in the faith and Lutheran Doctrine. The Board should consist of an elder for a maximum of twenty (20) households of the congregation per elder, or fraction thereof.

The basic objectives of this Board are the spiritual welfare of the Pastor(s) and congregation members, individually and corporately, and the supervision of congregational worship.

The board of Elders shall elect a chairman by secret ballot at a December meeting each year.

## THE BOARD OF OUTREACH AND MEMBERSHIP

The Board of Outreach and Membership should consist of a minimum of three (3) members plus the elected Chairperson of the Board.

The basic objectives of this Board are enlisting and equipping God's people in the work of spreading the Gospel to the unchurched, networking with ministry partners, encouraging service ministry among the members of this congregation, and building the membership of the congregation.

## THE BOARD OF EARLY CHILDHOOD DEVELOPMENT CENTER ADMINISTRATION

The Board of Early Childhood Development Center Administration should consist of a minimum of three (3) elected members plus the elected chairperson of the board. The Director of the Early Childhood Development Center will be a member of the board if she/he is a member of the congregation. If the director is not a member of the congregation, then she/he shall serve in a non-voting, *ex officio* capacity. There may also be other *ex officio* appointed members of this board who will serve in non-voting and advisory roles.

The duties of this board will consist of: advising and assisting the director in matters of personnel, safety and health, maintenance of equipment and vehicles, and finances; approving the Early Childhood Development Center curriculum, evaluating of the director's performance; setting and approving fees; adopting an annual budget/spending plan; approving Early Childhood Development Center policies and procedures; approving purchases of non-budgeted equipment and supplies; approving the calling or hiring of all personnel; and setting salaries and/or wages of all personnel.

## THE BOARD OF CHRISTIAN EDUCATION AND FAMILY LIFE

The Board of Christian Education and Family Life should consist of a minimum of four (4) members, including the elected Chairperson of the Board, the elected Sunday School Superintendent, the elected Superintendent of Adult Education, and the Coordinator of Special Programs. The pastor of the congregation will serve as an *ex officio* member of the Board, assure the doctrinal soundness of all education offerings, and be responsible for the oversight of the confirmation curriculum.

The basic objectives of this Board are to plan and administer the total educational program of the congregation, to determine policies, to select personnel for the various educational programs, to provide the necessary means and facilities for the programs, and to direct and supervise the entire educational program of the congregation.

## THE BOARD OF YOUTH

The Board of Youth should consist of a minimum of three (3) members, including the elected Chairperson of the Board.

The basic objectives of this Board are to involve the young people of the congregation (especially those in the critical years of middle school through high school) in the work of Christ, provide for their spiritual growth and nurture, and to promote genuine Christian fellowship for the young people of the congregation on a year round basis.

## THE BOARD OF STEWARDSHIP

The Board of Stewardship should consist the elected Chairperson of the Board, the Financial Secretary, the Treasurer, and a minimum of three (3) additional members.

The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, treasures, and to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first fruits



giving. 2 Corinthians 8:1-4.

### THE BOARD OF CHURCH PROPERTIES

The Board of church Properties should consist of a minimum of three (3) members, including the elected Chairperson of the Board.

The basic objectives of this Board are the proper maintenance and repair of church property, the representation of the congregation in all legal matters pertaining to said property, and the general protection of the congregation against loss of damage of whatever nature to said property.

### THE BOARD OF FELLOWSHIP

The Board of Fellowship should consist of a minimum of four (4) members plus the elected Chairperson of the Board, to include representatives from women's, men's, youth, and seniors' fellowship areas.

The basic objectives of this Board are to promote a spirit of fellowship (koinonia) by planning supervising, and implementing gatherings of the congregation throughout the year, to include various social events, dinners associated with assembly meetings, food for congregational gatherings, and other such fellowship events. Acts 2:42

### FINANCIAL SECRETARY

The Financial Secretary shall be elected from the membership of the Voters' Assembly and shall be a member of the Stewardship Board.

The Financial Secretary shall:

1. Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions and, to that end, shall enlist a staff of counters. The counters shall record all contributions by members for whatever purpose and shall notify the Board of Stewardship and the Pastor(s) concerning contributions by non-members. The money counters shall be responsible under the direction of the Financial Secretary, for the prompt counting of Sunday and other receipts.
2. Be responsible for issuance of regular quarterly statements to members, showing their offerings to date.
3. Furnish the Treasurer with a duplicate deposit slip for all deposits.
4. Be responsible for expediting and safe deposit and keeping of all funds.
5. Be responsible for requisitioning and distribution of offering envelopes.
6. Furnish the congregation a surety bond in the amount set by the congregation, and such bond shall be procured and the premium paid by the congregation.
7. Give quarterly report to the Voters' Assembly.

### SECTION 4. DELEGATES

The lay delegates, [one (1) delegate and one (1) alternate delegate], will be elected in the normal manner following the Synodical Convention, and will serve for three years. One delegate will be an alternate and will not have a vote unless the delegate is absent. The delegates will attend all meetings, Circuit, District and Synod, that concern them.

### ARTICLE VIII: AMENDMENTS

These bylaws may be amended at any meeting of the Voting Membership by a (2/3), two-thirds majority vote, of the required quorum provided that:

1. A motion to submit the amendment for consideration has been made at the previous regular meeting of the Voting Membership.
2. The congregation has been notified of the nature of the proposed changes and of the date at which time the proposed amendment is to be acted upon by the voting membership. The notification must be made at least fourteen (14) days prior to the date of the meeting. The notification may be made by mail and/or announcement in regular Sunday Services.

All amendments to the bylaws or Constitution shall be recorded in the official copy of the Constitution and bylaws in the possession of the current Recording Secretary of the congregation. The Church Council shall review the bylaws annually and bring suggested amendments to the Voting Assembly.