

# **CONSTITUTION AND BY-LAWS**

**FIRST EVANGELICAL  
LUTHERAN CHURCH U.A.C.  
KNOXVILLE, TENNESSEE**

**February 2003**

**CONSTITUTION AND BYLAWS**  
**First Evangelical Lutheran Church U. A. C.**  
**Knoxville, Tennessee**

Adopted February 2003

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## **CONSTITUTION AND BY-LAWS**

### **FIRST EVANGELICAL LUTHERAN CHURCH U. A. C. KNOXVILLE, TENNESSEE**

**February 2003**

#### **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 as His Church (John 20:21-23, Matthew 18:15-20) and maintain decency and order (I Corinthians 14:40) in the Church.

Therefore, we, a number of Lutheran Christians living in and near Knoxville, Tennessee, accept and subscribe to the following constitution and bylaws in accordance with which all spiritual and material affairs of our congregation shall be governed.

#### **ARTICLE I--NAME**

The name of the congregation shall be: THE FIRST EVANGELICAL LUTHERAN CHURCH U. A. C. (Unaltered Augsburg Confession) of Knoxville, Tennessee.

#### **ARTICLE II -- CONFESSION**

This congregation accepts and acknowledges all the canonical books of the Old and New Testaments as the inspired Word of God, and all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord as a true and sound exposition of Christian doctrine taken from and in full agreement with the Holy Scriptures; and in this congregation no doctrine shall be taught or tolerated which is at variance with these Symbols of the Evangelical Lutheran Church:

- (1) The Three Ecumenical Creeds:
  - Apostolic
  - Nicene
  - Athanasian
- (2) The Unaltered Augsburg Confession
- (3) The Apology of the Augsburg Confession
- (4) The Smalcald Articles

- (5) Luther's Large Catechism
- (6) Luther's Small Catechism
- (7) The Formula of Concord

According to this form of doctrine, all doctrinal controversies which may arise in this congregation shall be decided and adjudicated.

In the regular public service of this congregation truly Christian hymns, and music and in all ministerial acts purely Lutheran forms only shall be used. Thus, also, in the parochial school, beside the Holy Scriptures and Luther's Small Catechism, such books only as are purely Lutheran shall be introduced and used for instruction in Christian doctrine, and insofar as possible, all other books used in the school shall be free from everything which is at variance with Lutheran doctrine.

No doctrine or practice in conflict or inconsistent with the above norms of our faith and life shall be taught or tolerated in this congregation.

### **ARTICLE III--SYNODICAL AFFILIATION**

This congregation shall be affiliated with the Lutheran Church--Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confessions 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-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 been instructed and confirmed in the Lutheran Church and thus have declared their acceptance of the confessions 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. together with the congregation partake of the Lord's Supper with due frequency, if they be able to examine themselves;
5. permit themselves to be fraternally admonished and corrected when they have erred;

6. do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life;

7. 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 his eligibility according to the 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 his connection with this congregation or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the bylaws, shall be deemed to have terminated his membership in this congregation along with all rights and privileges of such membership.

## **ARTICLE V--ORGANIZATION**

### **A. Voting Membership**

This congregation shall be represented by, and administer all its affairs through, its voting membership. The voting membership of this congregation as a body shall have the supreme power in the external and internal administration and management of its own ecclesiastical affairs. All decisions, enactments or performances in behalf of this congregation shall always be subject to revision and final decision by the 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. Elders
2. Evangelism
3. Christian Day School
4. Young Peoples' Work
5. Stewardship
6. Trustees
7. Parish Fellowship
8. Parish Education

One member of each administrative board shall serve as the chairman of that board.

### **C. Officers of the Congregation**

The officers of the congregation shall consist of a President, a Vice-President, a Secretary, a Treasurer and a Purchasing Agent elected from among the voting membership in accordance with the bylaws of the congregation. All of the officers of the congregation may, in Christian and lawful order, be removed from office.

The President of the congregation (or the Vice-president when acting in the President's capacity) and the Pastor of the congregation shall be ex-officio members of all boards and their

associated committees, and may, at their discretion, attend any or all meetings related to congregational activity of any kind.

#### D. Parish Planning Council

The Parish Planning Council shall consist of the President, Vice-president, Secretary, Treasurer and Purchasing Agent of the congregation, and the chairmen of the eight (8) administrative boards listed in Section B of this Article. The Pastor and the principal shall be ex-officio members.

#### E. 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. The elected officers, at any time during their tenure in office, shall have no authority beyond that which has been conferred upon them by the voting membership, and what-ever power may have been delegated to them shall be at all times liable to change or revision by the voting membership. Each administrative board, along with the Parish Planning Council, shall be responsible for the performance of such duties as the voting membership may delegate to them by special resolution.

### **ARTICLE VI – PASTORS, PRINCIPAL, AND CHRISTIAN DAY SCHOOL TEACHERS**

The pastoral office in this congregation shall be conferred upon such ministers or candidates only as profess their acceptance of and adherence to all the canonical books of the Old and New Testaments as the inspired word of God, and all Symbols of the Evangelical Lutheran Church enumerated in Article II, as derived from the word of God. Pastors as well as called Christian day school principal and teachers shall be pledged to faithful adherence to the word of God and the Symbols of the Lutheran Church by virtue of the call extended to and accepted by them.

Further, contract Christian day school principal or teachers shall be pledged to faithfully teach in accordance with the Word of God and the Symbols of the Lutheran Church as enumerated in Article II, by virtue of the contract extended to and accepted by them.

In the absence of adequate cause for dismissal, such as persistent adherence to false doctrine, scandalous life, and willful neglect of official duties, and as further defined in bylaws of the congregation, the tenure of office of a called Pastor or Christian day school principal or teacher shall be the remainder of his active life, or until the Lord calls him or her into another field of service.

The rights of choosing ministers, called or contracted Christian day school principal and teachers and of electing all other officers of the congregation shall be vested in the voting membership of the congregation and shall never be delegated to an individual or to a minor body or circle within the congregation. However, individual boards or committees will have certain responsibilities in these procedures.

### **ARTICLE VII -- AUXILIARY ORGANIZATIONS**



Auxiliary organizations may be organized within the congregation and only with the expressed approval of the voting membership, and all such auxiliary organizations shall be under the supervision of the Pastor and the appropriate administrative board under whose jurisdiction they function. Any decisions, enactments or performance of or by auxiliary organizations or groups shall be invalid if they conflict with this constitution and its associated bylaws. The Pastor by virtue of his office, shall be the advisor for such auxiliary organizations or groups within the congregation.

### **ARTICLE VIII -- PROPERTY RIGHTS**

If, at any time, a separation should take place within this congregation, the advice of the officers of the 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 VI of this constitution.

In the event of dissolution of this congregation, which may God prevent, all the property of the congregation shall be disposed of by the final Voters' Assembly with payment of debts; and any surplus, after due settlement of just claims against this congregation, shall be conveyed to and become the property of the Lutheran Church--Missouri Synod and/or the local district.

### **ARTICLE IX -- VALIDITY OF RESOLUTIONS**

All congregational matters shall be decided by a simple majority vote of the 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. In matters of doctrine and conscience, unanimity shall be required for a final decision.

### **ARTICLE X -- AMENDMENTS**

A. To alter or repeal any alterable or repealable paragraph of this Constitution, it shall be requisite that in two consecutive meetings of the voting membership two-thirds of all voting members present cast their votes in favor of such alteration or repeal.

B. Article II, III, IV, V(A), V(E), VI, VIII, and IX are hereby made irrevocable.

# **THE BYLAWS OF THE CONSTITUTION**

## **ARTICLE I -- COMMUNICANT MEMBERSHIP**

### **A. Application for Membership- Procedure**

Applicants for communicant membership in this congregation shall consult with the Pastor, who shall determine whether such applicants are eligible for membership in accordance with Article IV 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 with whom First Lutheran is in fellowship, 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, or those who are members of a Lutheran Church not in fellowship with First Lutheran, the Pastor may, with the consent of the Board of Elders, arrange for a period of re-instruction prior to re-affirmation 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 authority to act on such application in behalf of the voting membership, which action shall be ratified at the next Voters' Assembly.

### **B. Privileges and Duties of Communicant Members**

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

1. grow in the Christian Faith and life through faithful use of the means of grace, searching Scriptures at home and in fellowship with other members of the congregation and its auxiliary organizations, and partaking of the Lord's Supper frequently;
2. live a morally decent life before God and man, 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;
3. have the parental care of unconfirmed children incumbent upon them to commit such children to the parochial school of the congregation, or otherwise to provide for their proper training in pure Christian doctrine;
4. contribute according to his ability toward the maintenance of church and school and in general to assist in bearing the burden of the congregation;
5. place their God-given talents and abilities at the disposal of the Pastor, the officers, and other auxiliary organizations of the congregation as set forth in its constitution and bylaws, so that the purposes and functions of the congregation may be effectively implemented.

## **ARTICLE II -- VOTING MEMBERSHIP**

### **A. Eligibility**

Any communicant member of this congregation who is eighteen (18) years of age or over, both male and female, and is present as a voter's meeting shall be regarded as a voting member.

### **B. Privileges and Duties of Voting Members**

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

1. conscientiously and prayerfully execute his right of suffrage in all measures that will advance the work of Christ's kingdom both locally and in the church at large;
2. willingly serve in any office or capacity for which his talents and abilities equip him;
3. faithfully attend all meetings of the voting membership;
4. assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation;
5. encourage all members to attend the voter's meetings.

## **ARTICLE III -- TERMINATION AND DISCIPLINE IN THE CONGREGATION**

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20; I Corinthians 5:1-5; and other related New Testament passages. The following procedures shall be followed under the direction of the Pastor and the Board of Elders. The term Lutheran means LCMS.

### **A. Communicant Membership -- Termination**

#### **1. Transfers**

A member desiring transfer to another Lutheran congregation shall apply to the Pastor for a transfer. 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.

#### **2. Joining other churches**

In cases where communicant members of this congregation have joined a congregation not in fellowship with First Lutheran, they shall, upon determination of the Pastor and the Board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership list of the congregation at a subsequent meeting of the Voters' Assembly.

### 3. Moving to another place

When a member moves away so that reasonable ministry or discipline to that person cannot be carried out personally, and there are no extenuating circumstances that would justify continued membership, then such member will be removed from the membership list of the congregation, by the voters, upon recommendation of the Board of Elders, due to moving to another place.

### 4. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of six (6) months shall be removed from the membership list of the congregation, by the voters, upon recommendation of the Board of Elders.

### 5. Self Exclusion

The following procedure shall be carried out as an act of loving concern for the spiritual welfare of delinquent members.

When a member of First Evangelical Lutheran Church, U.A.C. of Knoxville, TN, has not communed or attended for three (3) months, he will receive a visit from his respective elder and shall be encouraged in his use of the means of grace.

If such a member has not communed or attended after six (6) months, he shall receive another visit by at least two (2) members of the congregation: one, the respective elder of the area, and the Pastor or some other concerned member of the congregation. Admonition and additional encouragement shall be given.

If, after nine (9) months, such a member has still not communed and is not attending the worship services of the church, he shall be evangelically admonished more firmly and told that if such neglect continues for another three (3) months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges and responsibilities. At this point, notice of the person under discipline shall be given in a special letter to the congregation after publication by the Board of Elders at a Voters' Assembly.

If, then after twelve (12) months, the member has not responded to Christian admonition as outlined above, and there are no extenuating circumstances, the member shall, upon recommendation of the Board of Elders and after a three-fourths (3/4) majority vote of the voters present, be removed from the membership list. The member's name shall then be turned over to the Board of Evangelism. The individual shall be notified by certified mail and shall be declared to have excluded himself from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation, but it also excludes the individual from the privileges of church membership, such as 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.**

### 6. Excommunication

Excommunication is to be applied to any member who conducts himself in an un-Christian manner, i. e., one who openly adheres to false doctrine, gives evidence of

immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Elders shall administer church discipline in behalf of the congregation in personal admonition following the steps outlined in Matthew 18:15-17. Such steps will be:

- a. a personal visit by an elder;
- b. a personal visit by two (2) members, one being an elder;
- c. a meeting with the Board of Elders;
- d. notice of the person under discipline in the newsletter after publication by the Board of Elders at a Voters' Assembly;
- e. at a subsequent Voters' Assembly, the person, being present, continuing in the offense with no apparent or professed penitence or change, yet claiming continued membership, the congregation shall vote on said excommunication, which shall be in effect upon unanimous vote. The person under discipline shall have no vote on the subject.
- f. if the person under discipline is absent without excuse or refuses to appear, then the voters may act on removing him from the membership list by self-exclusion, by three-fourths (3/4) majority vote of the voting members present.

After excommunication, the individual is released from all responsibilities to this congregation, and is also excluded from the 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. The individual's name shall be turned over to the Board of Evangelism. SUCH PERSON, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL DIVINE SERVICES IN OUR CHURCH.

#### 7. Restoration

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

#### B. Provisions Pertaining to Church Officers and Chairmen

Any officer or board member of the congregation who willfully neglects the duties of his office may be deposed by a two-thirds (2/3) majority vote of the voting members 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 chairman shall be elected by the voting membership at the next meeting.

#### C. Provisions Pertaining to Pastor, Principal and Teachers

Sufficient grounds for deposing a pastor, principal or a teacher shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, inability, or evident and protracted 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 principal or teacher, by the Board of Christian Day School. Should such charges be substantiated by clear evidence, the individual involved shall first be given the 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 Mid-South District, notifying the voting membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths (3/4) majority vote of the voting members present shall be required to depose a pastor, principal or teacher.

Should the occasion to depose a pastor, principal or teacher ever arise, the intended deposition shall be announced by the Chairman of Elders in the church newsletter preceding a special meeting of the voting members called for that purpose. All voting members shall be notified by at least two (2) weeks in advance.

#### **ARTICLE IV -- MEETINGS OF THE CONGREGATION**

##### **A. Regular Meetings**

Regular meetings of the voting membership shall be held four times during each calendar year on or about the second Sunday of February, May, September and November. Dates and times of all voters' meetings shall be set by the Parish Planning Council. The May meeting of the Voters' Assembly shall include the consideration and acceptance of the budget for the following year. The November meeting shall include officer and board member elections and a report by the Pastor regarding plans for the congregation for the following calendar year. All 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. Only voting members, as defined in Article II, Section 1 of the bylaws may vote on an issue before the Voters' Assembly.

Every meeting of the voting membership shall be announced at the worship services on the Sunday preceding the day of the meeting.

##### **B. Special Meetings**

Special meetings of the Voters' Assembly may be called by the Board of Elders, the Pastor, at the request of ten (10) voting members of the congregation, or at the request of any one of the administrative boards. Notice of the date and time of such meeting and the nature of the business to be transacted shall be given at the Sunday worship service the week before the date of the meeting. Only that business which has been publicized shall be acted upon.

In the event an emergency situation arises which, in the opinion of the president, council, and the pastor, requires immediate action by the voters, a special emergency meeting may be convened with notice given on the Sunday before the special meeting.

In general, for purposes of order, the current edition of Robert's Rules of Order shall prevail.

### C. Restrictions Pertaining to Voters' Assembly Meetings

At least one-tenth (1/10) of the eligible voting members of the congregation, as defined by Article II – Voting Membership – Section 1 - Eligibility must be in attendance at a properly called Voters' Assembly meeting in order to constitute a quorum.

A properly convened meeting of the voting membership requires that a quorum be present.

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

## **ARTICLE V -- THE OFFICE OF PASTOR, PRINCIPAL AND TEACHER**

### A. Procedure for Securing a Pastor, Principal or Teacher

In order to fill a vacancy in the Pastoral office, the Board of Elders may solicit from the President of the Mid-South District or his representative, a list of candidates for the pastorate. A slate of candidates shall then be proposed at a subsequent regular meeting of the voting membership or at a special meeting called for that purpose. At that meeting, voting members may also submit names to be included on that list. Members of the congregation may also propose names of individuals to be added to the slate of candidates prior to the voters' meeting. Names should be submitted in writing to the Chairman of the Board of Elders.

After the Voters' Assembly has adopted a slate of candidates, the Board of Elders in conjunction with the President and the Vice-president, shall appoint a call committee made up of eight (8) to ten (10) members of the congregation. The call committee's function shall be to thoroughly research each of the candidates, and based on that review and on their understanding of the needs of the congregation, to develop recommendations for the Pastoral office. The call committee shall then distribute a written summary of their recommendations to the congregation, at least two (2) weeks prior to the voters' meeting scheduled or called for the purpose of electing a candidate for the pastorate. In addition to the slate of candidates recommended by the call committee, all of the other candidates names as originally adopted by the Voters' Assembly will appear on the ballot for the Pastoral office. The voters shall elect one of the proposed candidates by ballot and by simple majority, which shall be followed by a motion for a unanimous vote. Following the election, the Chairman of the Board of Elders shall present a recommendation concerning the compensation package to be offered to the candidate, and the voters shall adopt this prior to the call being extended.

It shall then be the duty of the President and the Chairman of the Board of Elders to promptly notify the candidate of the results of the election.

In order to fill a vacancy for principal or teacher, the Board of Christian Day School may solicit from the appropriate Mid-South District representative a list of candidates for the position to be filled. A slate of candidates shall then be brought to the Voters' Assembly for their approval at a regular or at a special meeting called for that purpose. (This slate may include candidates to be considered on a called or on a contract basis.) At that meeting, voting members may also submit names to be included on that list. Members of the congregation may also propose names of individuals to be added to the slate of candidates prior to the voters' meeting. Names should be submitted in writing to the chairman of the Board of Christian Day School.

After the voters adopt a list of candidates, it shall be the Board of Christian Day School's responsibility to thoroughly research each of the candidates, and based on that review and on their understanding of the needs of the school, to develop recommendations for principal or for a teacher vacancy. The Board of Christian Day School shall then distribute a written summary of their recommendations to the congregation, at least two (2) weeks prior to the voters' meeting scheduled or called for the purpose of electing a candidate for the vacancy position(s). In addition to the slate of candidates recommended by the Board of Christian Day School, all of the other candidates' names as originally adopted by the Voters' Assembly will appear on the ballot for the principal or teacher vacancy(s). The voters shall elect one of the proposed candidates for each vacancy by ballot and by simple majority, followed by a motion for a unanimous vote. Following the election, the Chairman of the Board of Christian Day School shall present a recommendation concerning the compensation package to be offered to the candidate(s), and the voters shall adopt this prior to the call or offer being extended. It shall then be the duty of the chairman of the Board of Christian Day School to promptly notify the candidate(s) of the results of the election.

#### B. The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of priesthood and of all congregational authority) to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its 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:

1. to administer the sacraments in accordance with their divine institution;
2. to discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and admonish indifferent and erring members;
3. to spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;
4. to guide the congregation in applying the divinely ordained discipline of the church;
5. to provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;
6. to serve as an example by Christian conduct and to do all that is possible for the up building of the congregation and for the advancement of the Kingdom of Christ. By reason of his position the pastor is not only a servant of God, but also of the congregation. The pastor shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Elders so that it is at all times in harmony with the doctrine and practice of the Lutheran Church--



Missouri Synod. Members of the congregation are obligated to accord the pastor honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

### C. The Office of Teacher and Principal

By accepting the office of principal or the position of Christian day school teacher, be it a divine call or on a contract basis, these individuals shall assume the responsibility to perform the duties of his office in all its parts according to the Word of God

Upon being installed, the principal and all teachers are authorized and obligated to instruct and train the children under his/her 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 of learning prescribed by a course of study adopted or approved by the congregation; to maintain Christian discipline in the school and to this end employ such means as are in accord with the Holy Scripture and within bounds of Christian reason and justice.

To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in unity with the pastor and fellow teachers, to work under the supervision of the pastor, principal and the Board of Christian Day School, and, by the grace of God, to do everything possible within the sphere of his/her calling towards the promotion of the school and for the general advancement of the Kingdom of Christ, both locally and generally.

To 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.

The Principal shall:

1. represent the school, or delegate representation, whenever representation of the school as a whole is necessary and endeavor to work for efficiency of the entire school;
2. exercise the office in a climate of unity, and serve as an educational leader of the school;
3. lead all his/her colleagues in zeal for, and devotion to, the school and its improvement as an educational agency and a Christian institution;
4. keep the pastor fully informed as to school activities and problems, counsel with the pastor and strive to manage and lead the school in accordance with the pastor's spiritual advice based on the Word of God;

5. serve as executive advisor of the Board of Christian Day School and shall keep the board informed as to the courses of study outlined by the Board for Parish Education of Synod, the local and the State Department of Education and shall administrate the policies established by this committee;
6. periodically submit a report on some area of school work at regular meetings of the congregation;
7. supervise instruction in school, have charge of enrollment, attendance, hygiene and sanitation, decorum, safety and records;
8. be responsible for supervising the school lunchroom program;
9. show interest in all endeavors in the field of Christian education, and perform such other duties as are assigned by the congregation;
10. endeavor to advance professionally;
11. advise in the preparation and administration of the school budget in cooperation with the staff and the Board of Christian Day School;

Members of the congregation are obligated to receive the principal and teachers as servants of the Word, to honor and love them as such, to keep our children in true Christian submission to rule and training, and to support their work among us with diligent, faithful assistance and prayer; to render the discharge of their duties pleasant by a peaceable conduct and in every other possible way, to encourage them by word and deed, to aid them with the maintenance of Christian discipline in school, and in love and respect; and to provide for their maintenance according to the ability of the congregation.

## **ARTICLE VI -- ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS**

### **A. Nominating Procedure**

Current faculty or staff members of the Christian day school or their spouses shall not be eligible to serve on the Board of Christian Day School. Current custodians or their spouses shall not be eligible to serve on the Board of Trustees. Current church secretaries or their spouses shall not be eligible to serve on the Board of Elders.

The nominating committee (Parish Planning Council), shall prepare a list of candidates drawn from among communicant members of the congregation who are eighteen (18) years of age or over. Women members shall be limited to such offices only that do not conflict with scripture and Resolution 2-17 adopted by the Denver 1969 Synodical Convention, which specifically prohibits women from holding the office of President and Vice-president, or serving on the Board of Elders, or any related pastoral office.

Women members may be elected to membership on the Boards of Evangelism, Christian Day School, Young People's Work, Stewardship, Trustees, Parish Fellowship, Parish Education and may serve as

chairman of those boards. Women may also be elected or appointed to the offices of Secretary, Treasurer, Purchasing Agent, and Financial Secretary.

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:

1. that such names shall be submitted at least fourteen (14) days before the date of the November meeting of the Voter's Assembly and
2. that those individuals are spiritually eligible for the office and willing to serve.

The nominating committee, on the Sunday before the date of the November voters' meeting, shall publish the list of candidates nominated to fill current or pending vacancies for church officers and administrative boards.

#### B. Election Procedure

From the list of candidates for each elective office submitted by the nominating committee, the voting membership shall at its May meeting elect by ballot and simple majority the following officers in the order herein indicated:

1. a President;
2. a Vice-president;
3. a Secretary;
4. a Treasurer;
5. a Purchasing Agent;
6. Board Members

to the number required to complete the membership of each of the administrative boards. The determination of the number of members required on each board shall be an annual function of the Parish Planning Council and shall be decided no later than the end of October. However, in no case should the Parish Planning Council recommend a number fewer than the number outlined in the bylaws. Additionally, no individual shall serve on multiple boards, or serve as an elected officer and as a member of an administrative board simultaneously. Each board shall elect its own chairman.

#### C. Installation of Officers - Term of Office

The newly elected officers and board members of the congregation shall be installed in December and shall assume their duties of office as of January 1st. The President, Vice-president, Secretary, Treasurer, and Purchasing Agent shall be elected for a period of two (2) years and may succeed themselves in the same office only once. All board members shall be elected for a term of three (3) years and may succeed themselves one term. When appointed to fill an unexpired term in the final year, an officer or board member may stand for election for two (2) additional terms. Members shall be classified so that the term of office of one-third (1/3) of them shall expire each year, when their successors take office.

## **ARTICLE VII -- DUTIES OF OFFICERS FUNCTIONS, POWERS, ORGANIZATION OF ADMINISTRATIVE BOARDS**

## **AND THE PARISH PLANNING COUNCIL**

### **A. Duties of Officers**

The President of the congregation shall preside at all meetings of the voting membership. He shall, to the best of his ability, 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. All boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the President, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall also call and preside over the meetings of the Parish Planning Council and 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 President shall appoint an auditing committee consisting of two (2) qualified communicant members of the congregation other than the Treasurer and Financial Secretary to audit the financial records of the congregation. The President shall submit the audit committee's report at the September meeting of the voting membership each year.

The Vice-president of the congregation, in the absence of the President, shall act for and in the stead of the President. He shall be available for whatever duties the President shall assign to him as his representative.

The Secretary shall be present at all voters' meetings of the congregation and at all meetings of the Parish Planning Council and shall enter the minutes of all meetings of said groups in a permanent record book over his signature. He/She shall conduct all official correspondence of the congregational boards and committees under the supervision of the President. In general he/she shall perform all the duties normally pertaining to his/her office and such additional duties as the voting membership may delegate to him/her.

The Treasurer shall:

1. be responsible for the accurate recording of congregational receipts and disbursements and budgeted and actual expenditure 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 financial report at voters' meetings and a preliminary report at the Parish Planning Council meetings;
3. submit permanent financial records for annual audit;
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 chairmen as duly constituted sources;
5. furnish the congregation a surety bond in the amount of twenty percent (20%) of the annual budget, 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 their 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.

The Purchasing Agent shall be directly elected by the congregation and shall be responsible to the Parish Planning Council. He/she shall:

1. arrange for the orderly purchase of all authorized items for the congregation in the most economical manner, except those items normally purchased through a petty cash fund;
2. supply the various boards and committees of the congregation with requisition forms and shall establish a pick-up point for such requisitions;
3. at the direction of the congregation through its authorized agents, research and present prices for major purchases of whatever nature, final approval of such purchases to remain with the board, committee or auxiliary organization under whose auspices the purchase is to be made;
4. at all times attempt to maintain quality in the items purchased without exorbitant cost to the congregation;
5. coordinate local purchases with other Lutheran agencies with a view to bulk purchases at reduced rates;
6. maintain a list of current suppliers for recurring items and have such a list available in the church office;
7. enlist the advice and assistance of other members of the congregation who may be particularly knowledgeable in merchandising techniques or economical sources of supply;
8. see to the prompt procurement of requested items of supply by the anticipated date of use;
9. coordinate the purchase of all boards, committees, and groups within the church for economy, efficiency and ease of availability of items to be purchased;

10. maintain proper records of major cost items in order that minimum reorder points may be established and lost property minimized;
11. maintain a "pending orders" file to avoid duplication of orders;
12. review the cash position of the congregation with the congregational Treasurer at frequent intervals.

#### B. The Parish Planning Council

The Parish Planning Council shall consist of the President, Vice-president, the Secretary, Treasurer and the Purchasing Agent, and the eight (8) chairmen of the administrative boards of the congregation. The Pastor and Principal shall be ex-officio members. It shall be the specific functions of the Parish Planning Council to:

1. serve as the point of liaison between the Pastor, the officers of the congregation, and various administrative boards in planning the total work of the congregation;
2. settle jurisdictional disputes between the several administrative boards;
3. present to the Voters' Assembly at its September 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 the four (4) meetings of the Voters' Assembly;
5. set the dates and times for the Voters' Assembly meetings;
6. appoint the Nominating Committee as required and at the time required;
7. fill unexpired terms or shortages of personnel by temporary appointment with appointees serving in their position pending subsequent approval by the voters at the next regularly scheduled voters' meeting.

The Parish Planning Council shall normally meet in January, March, April, July, August, and October. Additional meetings may be called by the President of the congregation and/or the Pastor as required.

The Parish Planning 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 Parish Planning Council shall be available at all times, however, for any additional functions which the voting membership may wish to confer upon it.

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

#### B. The Administrative Boards

Each administrative board shall:

1. submit a report of its activities at each regular meeting of the voting membership, and on such other occasions as the voting membership may require. Such reports shall include specific recommendations (if any) for congregational action and/or approval;
2. 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;
3. be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly, provided that the voting membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time.
4. be jointly and severally liable for all expenditures not authorized either by budget or by special resolution of the congregation;
5. keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation;
6. annually evaluate the effectiveness of its program and submit a written evaluation of past performance and future objectives to the September meeting of the Voters' Assembly.

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

Each administrative board shall elect its chairman at its first meeting who shall directly control and supervise that board. Following the election of the each chairman, he/she shall designate and appoint from among the board members at their own discretion those individuals who are to be responsible for the various phases of the work of that board. Such appointments are to be made within two (2) weeks of the date of the chairman's election, and notification of such appointments is to be given to the President of the congregation for publication to the members in the manner he deems most advisable.

The time and frequency of board meetings shall be at the discretion of the chairman and the board members, except that, for good and sufficient reason, either the President of the congregation or the Pastor 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 meeting.

A properly convened board or council meeting requires that a quorum be present, and a quorum is fifty percent (50) of the elected or appointed members of that assembly, with the exception of the Board of Christian Day School and Board of Elders, which shall be seventy-five percent (75%).

### **THE BOARD OF ELDERS**

The nature and duties of this board require 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. The board shall consist of at least eight (8) members, including the elected chairman of the board.

The basic objectives of this board are the spiritual welfare of the Pastor and congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. pray for the Pastor and other spiritual leaders;
2. encourage the Pastor in his work by word and action;
3. be concerned about the spiritual, emotional and physical health and welfare of the Pastor and his family (adequate compensation, housing, free time, vacation and assistance in times of illness), and to that end specifically review these items once a year;
4. assist the Pastor in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation;
5. review yearly the salary and performance of the Church Secretary and make appropriate recommendations to the voting membership or, in the case of vacancy, interview and hire a replacement in conjunction with the Pastor;
6. exercise leadership in gathering call lists and calling a new Pastor when a vacancy occurs;
7. maintain discipline within the congregation according to Scripture, the Lutheran Confessions and Article IV of the constitution and Article III of the bylaws of this congregation, and exercise discipline when required;
8. take spiritual charge and oversight of the geographical or familial groupings assigned to them in liaison with the Pastor and other concerned boards of the congregation;
9. insure that the congregation functions in accordance with the established doctrine of the Church as listed in Article II of the constitution;
10. determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article IV of the constitution and Article I of the bylaws;
11. see to the prompt transfer of all members who move away and of new Lutheran families moving into the community;
12. engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship;



13. engage in continual review of communion and church attendance of all members, make calls on delinquents, follow-up on all newborn children in the congregation until they are baptized;
14. train and supervise a Visitation Committee and engage in visitation of all sick, hospitalized, aged and shut-ins in the congregation continually;
15. investigate cases of severe financial need within the congregation and make specific recommendations to the Pastor and the Board of Stewardship;
16. be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership in accordance with the policies and aims of the Board of Parish Education;
17. be responsible for a friendly personal welcome of visitors at worship and for orientation and integration of new members in conjunction with the Board of Evangelism;
18. maintain a list of available social agencies for help with alcoholics, persons with drug problems, delinquents, the mentally retarded, the emotionally disturbed, and unwed mothers. (Lutheran, public or private nature);
19. together with the Pastor, study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons and other institutions within the community;
20. be present for periodic training as determined by the Pastor and this board;
21. encourage spiritual programs in the auxiliary organizations of the congregation generally;
22. submit an annual budget request in the form and at the time requested by the Board of Stewardship.

Concerning the worship of the congregation, it shall:

1. provide and supervise the organist and Director of Music, and/or Choir Director of the congregation;
2. provide for vicars, assistants, substitute pastors and guest speakers as needed;
3. staff, train and oversee the ushering staff;
4. assist the Pastor with communion distribution, reading of Scriptures, preaching, etc., as required;
5. set the time, schedule and number of communion services in conjunction with the Pastor and the voting membership;

6. approve and disapprove new forms of worship, liturgies, and hymns for use in public worship;
7. supervise the Altar Guild, which shall be responsible for the care, use and maintenance of the sacred vessels, the altar, the altar furnishings and the vestments;
8. maintain an adequate supply of expendable items for worship such as pencils, communion wine and wafers, baptismal napkins, candles, etc., in conjunction with the Altar Guild;
9. coordinate with the Altar Guild all church and chancel decorations, and the distribution of altar flowers to the sick and shut-ins;
10. plan and publicize the services for the year;
11. supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs and other related matters in conjunction with the Director of Music;
12. recommend and annually review compensation and personnel for the music staff as required for public worship;
13. arrange and publicize special services as required.

### **THE BOARD OF EVANGELISM**

The Board of Evangelism shall consist of at least five (5) members, including the elected chairman of the board.

The basic objectives of this board are the bringing of the Gospel to the unchurched, the enlistment of all God's people in the work of spreading the Gospel, the deepening of the faith and activity of the members of this congregation, and proper soul-accounting at all times.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. share with the Pastor in the entire program of proclaiming the Gospel to all men;
2. encourage prayer in the church and homes for sincere evangelistic concern toward all people inside and outside the Church;
3. foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved;
4. emphasize evangelism through an intensive educational program annually;
5. maintain an ongoing visitation program, offering people more than membership in a church-- a saving relationship with Christ;
6. promote and direct congregation-wide evangelistic undertakings;

7. be responsible, for a program of community relations that identifies the congregation with the Gospel of Christ;
8. utilize the evangelism potential of any Synodical or Christian programs;
9. emphasize evangelism and encourage evangelism programs in and through the auxiliary organizations of the congregation and suggest projects for such organizations;
10. emphasize, in conjunction with the Board of Parish Education, child and youth evangelism, both in participation and outreach;
11. canvas the congregation's area of responsibility and effectively record, study and utilize the results in churching the lost and straying;
12. maintain an active prospect file at all times;
13. recruit and train lay visitors;
14. before organization of Pastor's instruction classes, conduct special visitations to witness for Christ and to invite prospective members to attend;
15. be concerned for those moving into the community and for those (both members and prospects) moving to other areas. Use any and all means for maintaining such contacts.
16. be concerned for the reception, orientation, and integration of new members into the congregation;
17. periodically sponsor dinners, fellowships nights, etc., in conjunction with the Board of Parish Fellowship which will serve the cultivation, reception, orientation, and integration of new families or individuals into the congregation;
18. be conscious of the atmosphere of friendliness in the congregation towards members and visitors and suggest ways and means of improvement;
19. consider suggestions by the evangelism departments of Synod, District and circuit;
20. for administrative purposes and program development, supervise the work of all auxiliary organizations of the church;
21. encourage evangelism programs in the auxiliary organizations of the congregation;
22. engage at least once yearly in self-study methods, programs and the like of the board's work;

23. represent the congregation in community activities, as well as keep the congregation informed of social, political and economic developments within the community;
24. be concerned, together with other appropriate boards, with the congregation's role in the community and develop useful means of becoming a better servant to the community;
25. 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;
26. maintain the church bulletin boards indoors and outdoors and recommend appropriate messages and themes for publication;
27. submit to the Board of Stewardship, in the appropriate form and at the time requested, a budget request for the coming year's work.

### **THE BOARD OF CHRISTIAN DAY SCHOOL**

The Board of Christian Education shall consist of at least eight( 8) members, including the elected chairman of the board.

God has charged parents with responsibility of educating their children in both the Christian faith and in secular subjects. Parents, in sending their children to a Christian day school, are enlisting the church's assistance in providing this education to their children. Responsibility for teaching the Christian faith within the church has been conferred by God, through the call of the congregation, to the office of pastor and by extension to its auxiliary offices, such as Christian day school principal and teacher. The congregation has established the Board of Christian Day School to plan, administer, set policies, assist in selecting personnel, and secure means and facilities for the Christian day school and its agencies in order to assist parents, pastor, principal and teachers in carrying out their divinely appointed duties.

That the objectives of the board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. pray for the pastor, principal, teachers, staff, children and families of the school;
2. promote the spiritual, emotional, physical, professional, and financial welfare of the principal, teachers and their families;
3. under the counsel of pastor, principal, and teachers, establish objectives, set policies for, and supervise the total educational program for the Christian day school and its agencies including but not limited to: early Christian education programs, parent-teacher organizations, before and after school care, and lunch programs;
4. act on recommendations of the faculty as to curriculum, introduction of new textbooks, and acquisitions of new equipment and special materials;

5. promote the enrollment of children from the congregation, other LCMS congregations, and from the community at large;
6. consider and recommend candidates for faculty and staff positions as vacancies occur or additional teachers are needed; recommend that contracts be renewed or terminated;
7. act on recommendations of faculty as to the assignment of teachers to specific grades;
8. consider and act as necessary on reports of the faculty on the achievement and progress of pupils in relation to the objectives and course of study;
9. encourage and assist parents in fulfilling their responsibility for the Christian education of their children;
10. make recommendations to and coordinate with the Board of Trustees to provide and maintain facilities and equipment necessary for carrying out the responsibilities of the Christian day school;
11. establish a liaison with the Board of Parish Education to coordinate Christian education between the parish and day school;
12. coordinate with other boards within the congregation whenever responsibilities overlap or where such cooperation would be beneficial;
13. review the salary schedule of the principal, teachers, and staff and prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.

### **THE BOARD OF YOUNG PEOPLE'S WORK**

The Board of Young People's work shall consist of at least three (3) members, including the elected chairman of the board. The youth directors of the congregation shall serve as ex-officio members of the board.

The basic objectives of this board are to involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurture, and to promote Christian fellowship for the young people of the congregation.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. promote attendance and involvement of the congregation's youth at all youth activities;
2. provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer and Christian service;

3. plan and carry out, together with other concerned boards, a year-round program for the young people of the congregation;
4. involve youth leaders from all parts of the congregation's work in developing a planned parish program for young people;
5. develop a program for the social fellowship of both young people and the young adults of the congregation, including various recreational programs;
6. actively engage in the selection and training of leaders for the young people's program at all times;
7. plan and observe, together with the Pastor a yearly congregational Young People's Sunday;
8. plan a special event to welcome the newly confirmed young people of the congregation and to invite them to join the young people's groups;
9. encourage the continual education of young people or topics of current interest to them;
10. provide opportunities for voluntary involvement in the life of the community such as civic, school, cultural, humanitarian, recreational and social groups;
11. provide for public recognition of various youth achievements and accomplishments;
12. plan and coordinate activities for the youth with other young people's groups outside the congregation, particularly with other Lutheran young people's groups at various levels;
13. in conjunction with the Board of Evangelism, train and involve the young people of the congregation in bringing others to faith in Christ;
14. provide counseling for the spiritual, moral, social and vocational development of the young people;
15. recruit, together with the Board of Parish Education, young people for full-time service in the church such as pastors and teachers;
16. welcome and use college students and other young adults during the summer months for various young people's activities;
17. submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship;
18. for administrative purposes and program development, supervise the work of all youth and young adult groups in the congregation;

19. select and supervise the conduct of professional youth workers on the staff of the congregation and review their compensation annually.

### **THE BOARD OF STEWARDSHIP**

The Board of Stewardship shall consist of at least five (5) members, including the elected chairman of the board.

The basic objectives of this board are to initiate programs for the development of attitudes of good stewardship in the members of the congregation in regard to time, talents and treasures; also 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.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. study the scriptural principles regarding the total stewardship calling of the Christian--as a member of his family, as a neighbor and citizen, and as a congregational member--and share these insights;
2. contact and encourage new members for service to the congregation and endeavor to enlist the talents of present members for use in Christ's work;
3. maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults;
4. be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members;
5. conduct an intensive program annually to confront every member personally with the basic Biblical stewardship principles and practices;
6. encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in response to received blessings and recognized needs;
7. annually give every member an opportunity to make a commitment of his treasure for Kingdom work through the congregation;
8. initiate an annual preparation and presentation to the congregation of a God-pleasing work program, determine anticipated receipts, and recommend a budget for adoption by the Voters' Assembly;
9. foster support for missions and charities through an ongoing program of mission information and education through educational agencies, committees, and organizations, rallies, festivals, films and filmstrips, letters and tracts and appearances of missionaries;

10. administer the congregation's Welfare Fund in conjunction with the recommendations of the Board of Elders;
11. enlist a Visitation Committee in conjunction with the Pastor and the Board of Elders;
12. annually prepare a selected list of charities for the congregation;
13. evaluate and make recommendations for gifts of love by individuals and the congregation;
14. screen all outside appeals for funds and make the appropriate recommendations to the Voters' Assembly or initiate the necessary action appropriate to such an appeal;
15. review and accept or decline all offers of non-solicited gifts to the congregation;
16. evaluate various programs for endowments and remembrances of the congregation in wills and bequests;
17. be responsible, together with the Treasurer and Financial Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate boards;
18. evaluate the offerings of the congregation regularly and share these evaluations with the members of the congregation;
19. encourage stewardship programs in the organizations of the congregation;
20. Annually review the budgeting procedures of the congregation in conjunction with the Treasurer and Financial Secretary, and recommend to the congregation any necessary improvements or revisions.

### **THE FINANCIAL SECRETARY**

The Board of Stewardship shall appoint a Financial Secretary from among those elected to the 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 recording secretaries and a Finance Committee. The recording secretaries shall record all contributions for whatever purpose. The Finance Committee 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 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 equal to twenty percent (20%) of the annual budget, and such bond shall be procured and the premium paid by the congregation;
7. give a regular report to the Voters' Assembly.

### **THE BOARD OF TRUSTEES**

The Board of Trustees shall consist of at least six (6) members, including the elected chairman 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, and the general protection against loss or damage of any kind.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. make an annual inspection of church properties and equipment and recommend to the Voters' Assembly needed repairs, improvements or replacements;
2. conduct an annual inventory of all church properties and equipment including acquisition date and approximate value of each item;
3. carry out all resolutions of the Voters' Assembly on purchases, repairs, replacement of church property and equipment in conjunction with the congregational Purchasing Agent;
4. determine and engage, with congregational approval, adequate custodial help. The board shall also meet periodically with custodians to discuss the care of the buildings and needs and problems in custodial service.
5. prepare for the custodial help a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation;
6. annually review and recommend salaries for all custodial help;
7. determine and establish, with the approval of the Voters' Assembly, regulations governing the use of church property and equipment;
8. coordinate the schedule of activities within the facilities in conjunction with the Board of Parish Fellowship;

9. issue keys for church property, and keep and review annually a list of the keys issued, and authorize the use of such through the security system;
10. supervise, control and recommend adequate storage facilities for all church property, equipment, supplies and the orderly maintenance of the same;
11. annually review the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts;
12. inspect all property twice a year for fire hazards;
13. enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects;
14. arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated;
15. obtain legal information necessary for the wise consideration of contracts, deeds and other documents by the congregation;
16. negotiate service contracts for the organ, office machines, and other equipment;
17. make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation;
18. sign official documents and contracts that have been negotiated and approved by the congregation.
19. obtain legal information on the laws governing nonprofit organizations;
20. set all policies and fees for rental, use and lending of church properties;
21. submit an annual budget request to the Board of Stewardship in the form and at the time requested by the board.

### **THE BOARD OF PARISH FELLOWSHIP**

The Board of Parish Fellowship shall consist of at least three (3) members including the elected chairman of the board.

The basic objectives of this board are the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general up building of mutual cooperation, trust and enjoyment among the members of the congregation.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

1. plan, supervise, and implement larger gatherings of the congregation from time to time through the year which will further the goals of the congregation;
2. maintain constant contact with the other administrative boards, both suggesting to them ways of furthering the work of their boards through fellowship and drawing from them requests and suggestions for fellowship activities;
3. maintain an adequate list of willing workers who will help plan, coordinate and execute the work necessary to accomplish fellowship goals;
4. provide a general atmosphere of friendliness among members on a smaller scale by suggesting to auxiliary organizations ways of bringing their members into meaningful personal relationships;
5. provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners and rallies in conjunction with the Board of Evangelism;
6. review and adopt or adapt materials and ideas from various sources which will bring congregational members into personal contact with groups such as family nights, plays, fun fairs and talent shows;
7. plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregation's work;
8. plan a parish activities calendar, with representatives of all organizations of the church. Additional activities or changes must be cleared with the keeper of the calendar.
9. receive and approve requests for the use of the congregation's facilities for wedding receptions, recreational activities by various groups and all other activities of whatever nature and from whatever source;
10. develop policies and rules for the use of the facilities at the functions sponsored by this Board in conjunction with the Board of Trustees;
11. maintain and publish a schedule of activities within the congregation's facilities and coordinate, approve or disapprove requests for such activities in the best interests of the congregation;
12. be responsible for and supervise the use of all property and equipment for the various activities sponsored by this and other boards or auxiliary organizations who have requested and received approval of an activity in our facilities. This includes the kitchen, gymnasium, etc.
13. submit an annual budget request in the form and at the time requested by the Board of Stewardship;

**THE BOARD OF PARISH EDUCATION**

The Board of Parish Education shall consist of at least four (4) board members, including the elected Chairman.

God has, through the call of the congregation, conferred on the pastor the responsibility of teaching and instructing the congregation in the Christian faith. Likewise, God has charged parents with the responsibility of teaching the faith to their children. The congregation has established the Board of Parish Education to plan and administer the education program of the congregation, exclusive of the day school; to recruit personnel for the various agencies; and to secure the means and facilities for the various agencies in order to assist the pastor and parents in carrying out their divinely-appointed duties.

That the objectives of the board may be carried out, the board either corporately or through specifically designated individuals, shall:

1. pray for the Pastor, Sunday school teachers, and other teachers and for the overall Christian education of the congregation;
2. under the guidance of the pastor, administer, promote, select curriculum, and recruit and train teachers for the Sunday school and its agencies such as Vacation Bible School, the Nursery, etc.;
3. assist the pastor as needed in the coordination, promotion, and recruitment of teachers for weekday evening school, evening confirmation class, adult Bible studies, and other educational programs within the congregation;
4. continually review existing education programs to determine if regular opportunities for Bible study are being made available to all members of the congregation;
5. maintain attendance records of all educational programs in the congregation and encourage increased participation by non-participating members;
6. encourage and assist parents in fulfilling their responsibility for the Christian education of their children;
7. acquire, maintain and make available to the congregation doctrinally pure, Christian education resources such as books, magazines, audio-visual media, and other media;
8. make recommendations to and coordinate with the Board of Trustees to provide and maintain facilities and equipment necessary for carrying out the educational functions within the congregation;
9. establish a liaison with the Board of Christian Day School to coordinate Christian education between the parish and day school;
10. coordinate and communicate with other boards and professional church workers within the congregation whenever such cooperation would be beneficial;

11. prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.

### **ARTICLE VIII--AMENDMENTS**

These bylaws may be amended at any meeting of the voting membership by two-thirds (2/3) majority vote provided:

1. that a motion to submit for consideration such a proposal to amend has been made at a regular meeting of the voting membership;
2. that the entire voting membership has been advised of the nature of the proposed changes and of the date of the meeting at which the proposed amendment is to be acted upon at least fourteen (14) days in advance.

All amendments to the Bylaws or to the Constitution shall be recorded in the official copy of the constitution and bylaws in the possession of the current Secretary of the congregation.

August 19, 2019 – Motion to Amend Article IV, section A, and Article VI, sections A-C passed.  
This amendment changed the date for elections from May to November.