

Empowering Members To Serve Their Lord



**St. John's
Lutheran Church**

School Board	Property Care Ministry Team	Family Ministry Team	Finance Ministry Team	Elders Board
	Called Workers			
	Church Council			

Christ is Our Foundation

1 Corinthians 3:11 For no one can lay any foundation other than the one already laid, which

ARTICLE I -- MISSION AND OBJECTIVES

SECTION 1 - MISSION

St. John's Evangelical Lutheran Church exists to BUILD UP THE BODY OF CHRIST so that we might know Christ and make Him known.

SECTION 2 - OBJECTIVES

- A. Sustain the Body of Christ: Provide abundant opportunity for every member of St. John's congregation to hear and study God's Word in its truth and purity (Romans 10: 14-15).
- B. Strengthen the Body of Christ: Encourage all members of St. John's to diligently and regularly use the Means of Grace; the Word and Sacraments (Romans 10:17; Hebrews 10:24-25).
- C. Nurture the Body of Christ: Develop within our members a Christian concern for the souls of our congregation, our community and the world (II Timothy 4:2).
- D. Minister to the Body of Christ: Make each member aware of his or her talents and gifts which can be used in the service to God and their fellowmen (Ephesians 4:11-12).
- E. Educate the Body of Christ: Assist each member in equipping themselves for Christian service in Christ's Kingdom (Ephesians 4:13).
- F. Add to the Body of Christ: Seize every opportunity the Lord provides to evangelize lost souls (Acts 1:8).

ARTICLE II -- MEMBERSHIP

SECTION 1- BAPTIZED MEMBERSHIP

All those who have been baptized with water in the Name of the Triune God and are under our pastoral care hold baptized membership in the congregation.

SECTION 2 - COMMUNICANT MEMBERSHIP

Those who are baptized with water in the Name of the Triune God and who are confirmed members of the Lutheran Church may hold communicant membership in the congregation.

SECTION 3 – OUR COMMITMENT

(We would place the commitment/covenant that we use here)

SECTION 4 - PRIVILEGES AND DUTIES OF COMMUNICANT MEMBERS

It shall be the privilege and duty of Communicant Members to do the following:

- A. Grow in Grace and knowledge of Jesus Christ through a faithful use of the means of grace. This shall be done by reading and studying the Holy Scriptures at home and in fellowship with other members of the congregation and by participating in the various opportunities provided by the congregation for spiritual enrichment through Bible study classes and Bible study at its organizations.
- B. Partake of the Lord's Supper frequently, preferably whenever the sacrament is celebrated.
- C. Live a morally decent life before God and other people, abstaining from the sinful desires of the flesh (Galatians 5:18-21) and so live their daily lives so that at all times they shall bring honor rather than shame upon the Name of Jesus Christ.
- D. Provide for the proper Christian training of their children by nurturing and instructing them in the Word of God at home and through the various agencies of youth discipleship offered and provided by the congregation such as these: the Christian Day School, Sunday School, Confirmation classes and any other opportunities for growth in the Word of God that the congregation may provide for the youth of the church.
- E. Contribute, as the Lord has prospered them and according to their financial ability, toward the maintenance of the congregation and the extension of God's Kingdom here at home and abroad.
- F. Use their God-given talents and abilities in service to their Lord, His Church, their fellow believers, and the programs and agencies

established by the congregation so that the mission and the objectives of the congregation may be effectively implemented.

SECTION 5 - APPLICATION FOR COMMICANT MEMBERSHIP

- A. Those who apply for communicant membership in the congregation shall meet with the pastor who shall determine whether such applicants are eligible for membership in accordance with Article V of this Constitution.
- B. Those who apply for communicant membership in the congregation but are not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction in the main parts of Christian doctrine, and to make profession of their faith in Jesus Christ either before the congregation or, at the Pastor's discretion, before witnesses who are members of the Elders Board, before being received as communicant members. In the case of those applicants whose previous membership in a Lutheran congregation has lapsed, the pastor may, with the consent of the Elders Board, require them to attend a course of instruction before recommending them for membership.
- C. Those who apply for communicant membership in the congregation and are communicant members of a congregation in doctrinal fellowship with the Wisconsin Evangelical Lutheran Synod shall submit a letter of transfer from their former congregation to establish their eligibility for membership.
- D. Those who apply for communicant membership in the congregation and are communicant members of a Lutheran congregation not in fellowship with the Wisconsin Evangelical Lutheran Synod shall, by consultation with the pastor, assure him of their fellowship with us. Having determined according to Articles II and V of this Constitution, that all such applicants are duly qualified for membership, the pastor shall recommend them for membership.
- E. Applicants for communicant membership shall give satisfactory evidence of their eligibility in accordance with the procedures outlined in Section 4 of this Article. The Pastor shall recommend to the Elders Board their reception as communicant members of the congregation. The Elders Board shall receive these applicants into communicant membership on behalf of the voting membership. Their reception into membership shall be reported to the congregation by means of church publications and to the Voters' Assembly at their next regularly scheduled meeting.

SECTION 6 - TERMINATION OF COMMICANT MEMBERSHIP

- A. A communicant member of the congregation who desires to transfer to another Lutheran congregation in fellowship with us shall apply to the Pastor. If, in the opinion of the pastor and the Elders Board, the reason for

requesting the transfer is valid, the Elders Board shall grant his/her transfer of membership.

- B. A communicant member of the congregation who for any reason, such as the desire to join a Christian congregation not in fellowship with us, requests a release from membership in our congregation may have the release granted by the Elders Board.
- C. A communicant member of the congregation who has joined another Christian congregation and has not requested a release from membership shall be deemed to have terminated his/her membership in the congregation and forfeits all rights and privileges of membership. His/her name shall be removed from the membership roster of the congregation by authority of the Elders Board.
- D. The Elders Board shall remove from the membership roster a communicant member whose whereabouts is unknown and who cannot be located within a period of six (6) months.
- E. The transfer, release or removal of a communicant from the membership roster of the congregation shall be reported in the Church publications and to the Voters' Assembly at its next regularly scheduled meeting.

SECTION 7 - CHURCH DISCIPLINE AND EXCOMMUNICATION

- A. **FOR DESPISING THE MEANS OF GRACE:** All church discipline in the congregation shall be administered in accordance with the procedure for such discipline as laid down in Matthew 18:15-20, 1 Corinthians 5:1-5, and other related New Testament passages. No one shall bring before the congregation a complaint against any member, least of all against a called worker, unless he/she has admonished the member in a Christian manner beforehand. The following procedure for church discipline shall be followed under the direction of the pastor and the Elders Board.
 - 1. When a member of St. John's Ev. Lutheran Church does not worship or commune for a specified period of time he or she shall receive a visit from a member of the Elders Board to discover the reason for a neglect of the Means of Grace. The Elder, with patience and gentleness, shall admonish his Christian brother or sister in order to alert this member to the spiritual danger involved in their neglect of Word and Sacrament and to encourage him or her to return to Christ, His Word and attendance at worship services and the Lord's Supper.
 - 2. If a member still does not attend worship services or partake of the Lord's Supper, he or she shall receive additional visits by at least two (2) members of the congregation, one of whom shall be a member of the Elders Board and the other the pastor or another concerned member of the congregation. This spiritually

negligent member shall again be admonished and encouraged to worship and attend worship services and the Lord's Supper.

3. If, after the visits outlined in point 2, a member still does not attend the worship services of the congregation on a regular basis and has not communed, he or she shall be informed in a loving and evangelical manner that if such negligent behavior continues it shall be interpreted as impenitence, lack of faith in Jesus Christ and indifference to the importance of church membership and the privileges and responsibilities such membership entails.
4. If, after the procedure outlined in point 3, a member does not respond to the Christian admonition, the Elders Board shall inform the Voters' Assembly of this member's self-exclusion and recommend his or her removal from the membership roster of the congregation. This member shall be notified by certified mail that this action has taken place and shall be declared to have excluded himself/herself from the congregation because he or she refuses to have anything to do with worship, the Lord's Supper or the fellowship of the congregation. Such self-exclusion releases the individual from all responsibilities to this congregation. It also excludes the member from the privileges of church membership, such as Christian burial, Holy Communion, transfer to a sister congregation and of any claims against the properties of the congregation.
5. A person who excludes himself/herself from membership in the congregation shall at all times be welcome to attend all the worship services of the congregation.

B. FOR OTHER UNREPENTANT SINS: A member who conducts himself/herself in an unchristian manner by openly adhering to false doctrine or who publicly gives evidence of living an immoral or offensive lifestyle, or who willfully despises the preaching of the Gospel and the Lord's Supper, shall be admonished with all love and patience. The following procedure for church discipline shall be followed under the direction of the pastor(s) and the Elders Board.

1. He or she shall be encouraged to repent of his/her unchristian behavior or conduct.
2. If after repeated encouragement to repent, the member obstinately refuses to repent or neglects to meet with those who are concerned about his or her spiritual welfare, it shall be the duty of the Elders Board to inform the Voters' Assembly that this member has removed himself/herself from the congregation and to recommend that this member be excommunicated.
3. It shall be the duty and responsibility of the Voter's Assembly to exclude from its fellowship an obviously impenitent sinner by a unanimous resolution of excommunication.

4. The member who has been excommunicated because of impenitence shall be notified by certified mail of the action taken by the congregation.
- C. **RESTORATION TO MEMBERSHIP:** People who have been removed from membership through self-exclusion or excommunication shall be restored with all rights and privileges when they repent and ask forgiveness. The Pastor and the Elders Board shall acknowledge the repentance on behalf of the congregation. The repentance and request to be restored to membership shall be made known to all communicant members by whatever method is deemed most suitable by the Elders Board.

SECTION 8 - VOTING MEMBERSHIP

- A. **ELIGIBILITY:** Any male communicant member of the congregation who is 18 years of age or over and who worships and communes on a regular basis, shall be eligible to apply for Voting Membership (I Corinthians 11; I Timothy 2; I Corinthians 14).
- B. **APPLICATION:** Application for voting membership shall be made in the following ways:
1. By signing the Voting Membership Ledger at a regular meeting of the Voting Assembly.
 2. By signing the Voting Membership Ledger during his orientation meeting with the Pastor at the time of application for membership in the congregation.
- C. **ACCEPTANCE:** A person who applies for voting membership shall be accepted into voting membership with all its rights and privileges by a majority vote of the Voters' Assembly.
- D. **PRIVILEGES AND RESPONSIBILITIES OF VOTING MEMBERS:** With the signing of the Voting Membership Ledger it is understood that the applicant shall, to the best of his ability, fulfill those responsibilities that are required/expected of a voting member. Such privileges and responsibilities of a Voting Member of the congregation include the following:
1. To conscientiously and prayerfully exercise his privilege of suffrage in all measures that shall advance the work of Christ's Kingdom both locally and in the church-at-large.
 2. To review and accept the constitution and by-laws of this congregation.
 3. To serve in an office or capacity for which his God-given talents and abilities equip him.
 4. To attend Open Forums and meetings of the Voters' Assembly.
 5. To assist with wholehearted diligence in administering the spiritual and temporal affairs of the congregation.
 6. To encourage all members of the congregation, by personal example, friendly interest and wise counsel, to use their God-given gifts and abilities and accept the privileges and responsibilities of church membership.

ARTICLE III. VACANCIES IN THE OFFICE OF THE PROFESSIONAL MINISTRY

SECTION 1 - VACANCY

In the event of a vacancy in the office of Pastor, Staff Minister or Teacher the Secretary of the Congregation shall notify the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod. He shall request a list of qualified candidates to fill the vacancy. This list of candidates together with any qualified candidates which may be nominated by members of the Voters Assembly shall constitute the slate of candidates. The candidate on the list receiving a majority of votes of those Voting Members present shall be called to fill the vacancy. Should the candidate decline our call this procedure shall begin again with a request of a list of candidates.

SECTION 2 - TEMPORARY REPLACEMENT - PASTORAL OFFICE

The Secretary of the Congregation shall request from the President of the Southeastern Wisconsin District of the Wisconsin Evangelical Lutheran Synod a list of candidates that may be called to serve as a temporary Pastor until a permanent candidate has accepted our call.

ARTICLE IV - CONGREGATIONAL OFFICERS

SECTION 1 - PURPOSE

- A. It is the purpose of the Congregational Officers, under God, to serve as the representatives of all members of the congregation.

SECTION 2 - PERSONNEL

- A. The elected congregational officers shall consist of the following:
1. President
 2. Vice President
 3. Secretary

SECTION 3 - QUALIFICATIONS

- A. Men elected, as Congregational Officers shall be noted for their Christian character, knowledge, zeal and experience in the spiritual work of the Kingdom of Christ. (1 Timothy 3:1-13 and Titus 1:6-9)

SECTION 4 - DUTIES

- A. **PRESIDENT:** The duties of the President of the congregation include but are not limited to the following:

1. He shall preside at all meetings of the Church Council.
2. He shall serve as an advisory member of the Boards and Ministry Teams of the congregation.
3. He shall serve as an advisory member of the Audit, Fellowship, Personnel and Workers' Care committees.
4. He shall serve as the congregation's CCFS contact man. (Synod contact man)
5. If possible, he shall serve as the congregation's delegate to any District Convention of the SEW District of the WELS.
6. He shall direct the appropriate Boards and Ministry Teams to carry out all resolutions of the congregation and oversee that the direction is followed.
7. He, along with the Secretary of the congregation, shall be designated and empowered to sign any and all documents as directed by the Voters' Assembly.
8. He shall appoint coordinators of the Church Council committees.

- B. **VICE PRESIDENT:** The duties of the Vice President of the congregation include but are not limited to the following:

1. He shall preside at all open forums of the congregation.
2. He shall preside at all meetings of the Voters' Assembly.
3. In the absence, death or incapacitation of the President of the congregation he shall assume the duties of the President.
4. He shall assist the President in carrying out his duties.
5. He shall act in the President's place when designated by the President to do so.

- C. SECRETARY: The duties of the Secretary of the congregation include but are not limited to the following:
1. He shall keep accurate and permanent records of all meetings of the Voters' Assembly.
 2. He shall keep accurate and permanent records of all meetings of the congregation.
 3. He shall keep accurate and permanent records of all meetings of the Church Council.
 4. He shall see that the minutes of all meetings of the Voters' Assembly are distributed as directed by these by-laws.
 5. He shall be responsible for all congregational business correspondence.
 6. He shall have available an updated list of eligible voters, at all meetings of the Voters' Assembly.
 7. He shall be responsible for the permanent copy of this Constitution and its By-laws along with the Voting Membership Ledger and have both available at any regular or special meeting of the Voters' Assembly.
 8. He shall see that the agendas for any and all meetings of the Voters' Assembly are distributed as directed by these by-laws.
 9. He, along with the President of the congregation, shall be designated and empowered to sign any and all documents as directed by the Voters' Assembly.
 10. In the absence, death or incapacitation of the President and Vice President of the congregation he shall assume the duties of the President.

ARTICLE V – CHURCH COUNCIL COMMITTEES

SECTION 1 - PURPOSE

- A. It is the purpose of the Church Council Committees, under God, to assist the Church Council in carrying out its duties in the areas of Audit, Fellowship, Personnel and Worker Care.

SECTION 2 - QUALIFICATIONS

- A. Men and women appointed as members of the Church Council Committees shall be noted for their Christian character, knowledge, zeal and experience in the spiritual work of the Kingdom of Christ. (1 Timothy 3:1-13 and Titus 1:6-9)

SECTION 3 - AUDIT COMMITTEE

- A. PURPOSE: It is the purpose of the Audit Committee to conduct an annual audit of the financial records of the congregation and its various groups.

- B. MEMBERSHIP: The audit committee shall consist of the following adult members:

1. A Coordinator, appointed by the congregation President and approved by the Church Council, who is a communicant member of the congregation and is not currently serving in an elected capacity in the congregation.
2. Additional members, as deemed necessary by the Coordinator, to assist in carrying out the duties of the audit committee.
3. The Treasurer, Financial Secretary and any elected member of the congregation are not eligible to serve on this committee.

- C. DUTIES: The duties of the Audit Committee include but are not limited to the following:

1. Conduct an annual audit of the financial records of the congregation.
2. Conduct an annual audit of the financial records of any special funds set up by the congregation. (Examples: Building fund, organ fund, maintenance fund, education fund.)
3. They shall be provided with financial reports from all organizations of the congregation. (Examples: Lutheran Pioneers, Mission Society, Teens)
4. Submit a written report to the congregation upon completion of the annual audit.

SECTION 4 - FELLOWSHIP COMMITTEE

- A. PURPOSE: It is the purpose of the Fellowship Committee to assist the various organizations of the congregation in carrying out their fellowship activities.

- B. MEMBERSHIP: The committee shall consist of the following adult members:

1. A Coordinator appointed by the President of the congregation and approved by the Church Council. He/she serves as an advisory member of the Church Council.
2. Additional members, as deemed necessary by the Coordinator, to assist in carrying out the duties of the Fellowship Committee.

- C. DUTIES: Duties include but are not limited to the following:
1. Provide regular activity reports for congregational publications.
 2. Coordinate the fellowship activities of the various organizations.
 3. Encourage new and continued fellowship activities by the organizations of the congregation.
 4. Coordinate all-church fellowship activities (i.e.; church picnic, special dinners)
 5. Coordinate special meals of the congregation (i.e.; funeral dinners, recognition events.)
 6. Encourage the formation of new fellowship groups as needed.
 7. Report annual monetary needs of various fellowship groups to Budget Coordinator.

SECTION 5 – PERSONNEL COMMITTEE

- A. PURPOSE: It is the purpose of the Personnel Committee to provide and recommend actions that concern the well-being of the monetarily compensated workers of the congregation.
- B. MEMBERSHIP: The committee shall consist of the following adult members:
1. A Coordinator appointed by the President of the congregation and approved by the Church Council. He/she serves as an advisory member of the Church Council.
 2. Four (4) members, with both males and females being represented, recommended by the Personnel Coordinator, appointed by the President of the congregation and approved by the Church Council.
 3. The Pastor/s, Staff Minister and Principal are to be advisory members of the committee.
- C. DUTIES: Duties include, but are not limited to the following:
1. Prepare and present studies, enhancements and suggestions concerning compensation and benefits.
 2. Submit an annual written report to the Church Council, for their approval, recommending wages and benefit amounts for called and non-called, monetarily compensated workers.
 3. Establish procedures and guidelines for the supervision and evaluation of non-called, monetarily compensated workers.
 4. Establish guidelines for filling vacancies in the non-called, monetarily compensated positions of the congregation.
 5. Establish guidelines for the termination of non-called, monetarily compensated employees of the congregation.
 6. Ensure that all hiring and employment practices of the congregation are in accord with state laws governing non-profit organizations.
 7. Ensure that all hiring and employment practices of the congregation are in accord with established guidelines and procedures of the congregation.
 8. Publicly recognize the special service anniversaries of our employees.
 9. Coordinate special gifts for employees (i.e.; Christmas gifts, retirement gifts.)

SECTION 6 - WORKERS' CARE COMMITTEE

A. **PURPOSE:** It is the purpose of the Workers' Care Committee to provide and recommend actions that concern the well-being of the called workers of the congregation.

B. **MEMBERSHIP:** The committee shall consist of the following adult members:

1. A Coordinator appointed by the President of the congregation and approved by the Church Council. He/she serves as an advisory member of the Church Council.
2. Four (4) members, with both males and females being represented, recommended by the Coordinator, appointed by the President of the congregation and approved by the Church Council.

C. **DUTIES:** Duties include, but are not limited to the following:

1. Prepare and present studies, enhancements and suggestions concerning professional development (continuing education).
2. Provide assistance to the workers with personal problems that might affect the worker's performance.
3. Establish procedures and guidelines for the supervision and evaluation of called workers of the congregation.
4. Publicly recognize the special service anniversaries of our called workers.
5. Coordinate special gifts for called workers (i.e.; Christmas gifts, retirement gifts.)

SECTION 7 - OTHER COMMITTEES

The Church Council may appoint additional committees for a specific purpose. These committees shall be created for a specific period of time.

ARTICLE VI –ELDERS BOARD

SECTION 1 - PURPOSE

It is the purpose of the Elders Board to spiritually guide and nurture all members of the congregation.

“To the elders among you, I appeal as a fellow elder, a witness of Christ’s sufferings and one who also will share in the glory to be revealed: Be shepherds of God’s flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.” (1 Peter 5:1–3)

SECTION 2 - MEMBERSHIP

- A. The Board shall consist of three (3) voting members of the congregation. The elders shall choose one of their members to serve as the group’s leader.
- B. The Elders Board may appoint coordinators to assist them in carrying out their duties.
 - 1. Coordinators may be male or female.
 - 2. Coordinators may recruit and appoint assistants as needed.
 - i. Appointments shall be approved by the Elders Board.

SECTION 3 - QUALIFICATIONS

- A. Men elected to the Elders Board shall be noted for their Christian character, knowledge, zeal and experience in spiritual work of the Kingdom of Christ. (1 Timothy 3:13 and Titus 1:6-9)

SECTION 4 - DUTIES

- A. Duties of the Elders Board include but are not limited to the following:
 - 1. Ensure that the congregation functions in accordance with the Scriptural doctrine of the church.
 - 2. Maintain discipline within the congregation according to the Scriptures, the Lutheran Confessions and this Constitution and its By-Laws.
 - 3. Encourage all members to attend worship services and the Lord’s Supper as often as possible.
 - 4. Determine the eligibility of all individuals and families applying for membership in the congregation.
 - 5. Determine the eligibility for transfer, release or removal of all individuals and families of this congregation.
 - 6. Oversee the church election process.
 - 7. Develop and recruit individuals to serve the congregation in positions of leadership.
 - 8. Maintain a congregation communication program. Each elder will serve and be accountable to 1/3 of the congregation’s household units.

9. Coordinate the strategic planning efforts of the congregation.
10. Assist and encourage the Pastoral staff in scheduling and conduction the various worship services.
- 11.** Guide the congregation in spreading the Word of God in our community.

ARTICLE VII –SCHOOL BOARD

SECTION 1 - PURPOSE

It is the purpose of the School Board to assist parents in carrying out their responsibility to bring up their children "in the training and instruction of the Lord" (Ephesians 6:4) by promoting and monitoring full-time Christian education opportunities.

SECTION 2 - MEMBERSHIP

- A. The Board shall consist of three (3) voting members of the congregation. The Board shall choose one of their members to serve as the group's leader.
- B. The School Board may appoint coordinators to assist them in carrying out their duties.
 - a. Coordinators may be male or female.
 - b. Coordinators may recruit and appoint assistants as needed.
 - i. Appointments shall be approved by the School Board.
- C. The Principal of the Christian Day School shall serve as an advisory member of the School Board.

SECTION 3 - QUALIFICATIONS

- B. Men elected to the School Board shall be noted for their Christian character, knowledge, zeal and experience in spiritual work of the Kingdom of Christ. (1 Timothy 3:13 and Titus 1:6-9)

SECTION 4 - DUTIES

- B. Duties of the School Board include but are not limited to the following:
 - 1. Encouraging the use of the Christian Day School by our members.
 - 2. Monitoring and making recommendations concerning the curriculum, staffing, activities, enrollment and budget of the Christian Day School.
 - 3. Monitoring and making recommendations concerning the operation, staffing and budget of the Christian Day School hot lunch program.
 - 4. Encouraging the use of Shoreland Lutheran High School by our members; and by monitoring the school's operation.
 - 5. Encouraging the use, by our members, of Christian education within the colleges of our church bodies.
 - 6. Administer special designated funds for school use.

ARTICLE VIII – FAMILY MINISTRY TEAM

SECTION 1 - PURPOSE

It is the purpose of the Family Ministry Team to encourage the spiritual growth of all members of the congregation individually and corporately, and the supervision of all things pertaining to the spiritual life of the congregation (Ephesians 4:14-15).

SECTION 2 - MEMBERSHIP

- A. The Family Ministry Team shall consist of the following members:
- a. A Team Leader elected by the voters' assembly of the congregation.
 - i. Team Leader to serve on the Church Council.
 - b. Coordinators as needed to carry out the duties of the Family Ministry Team

SECTION 3 - DUTIES

- A. Duties of the Family Ministry Team include but are not limited to the following:
- a. Provide opportunities for the development of congregation member's use of their time, talent and treasure in the work of God's kingdom methods.
 - i. Regular, ongoing stewardship presentations
 - ii. Use of time and talent surveys
 - iii. Workshops and seminars
 - b. Provide opportunities for congregation members to grow in their knowledge of God's Word
 - i. Group Bible Study
 - ii. Individual Bible Study
 - c. Provide opportunities for congregation and community members to increase their knowledge of subjects that will help them grow in their ability to serve in the Lord's kingdom.
 - d. Monitor and make recommendations concerning the curriculum, staffing, activities, enrollment and budget of the Sunday School.
 - e. Monitor and make recommendations concerning the curriculum, staffing, activities, enrollment and budget of the Vacation Bible School.
 - f. Monitor and make recommendations concerning the curriculum, staffing, activities, enrollment and budget of the non-Christian Day School Confirmation Class.
 - g. Promote the use of various groups by the members of the congregation and community.
 - i. Lutheran Girl Pioneers
 - ii. Lutheran Boy Pioneers
 - iii. FYSH
 - iv. OWLS
 - v. Mission Society
 - vi. ALFS
 - vii. RIBS

- viii. COGS
 - ix. Others that may develop
- h. Coordinate the scheduling of events of the various groups of the congregation
- i. Secure the budgetary needs of the various groups of the congregation and report to the proper budgeting group
- j. Encourage the support of the Family Ministry groups of the congregation.
- k. Provide regular reports to the congregation of the activities of the various Family Ministry groups of the congregation.

ARTICLE IX - PROPERTY MANAGEMENT MINISTRY TEAM

SECTION 1 - PURPOSE

The purpose of the Property Management Team is to manage and oversee God's house and its properties so they may be used in the best possible way to expand the kingdom of Christ.

SECTION 2 - MEMBERSHIP

- B. The Property Management Team shall consist of the following members:
 - c. A Team Leader elected by the voters' assembly of the congregation.
 - ii. Team Leader to serve on the Church Council.
 - d. Coordinators as needed to carry out the duties of the Property Management Team

SECTION 3 - DUTIES

- B. Duties of the Property Management Team include but are not limited to the following:
 - a. Oversee and monitor the proper maintenance and repair of all congregation property.
 - i. Church building and fixtures
 - ii. School building and fixtures
 - iii. Grounds
 - 1. Lawns
 - 2. Parking lot and driveways
 - iv. Equipment
 - 1. Lease contracts
 - 2. Heating and air conditioning
 - 3. Sound equipment
 - 4. Lighting
 - v. Other property owned by the congregation
 - b. Supervise and direct the work and responsibilities of all employees that carry out the duties of the Property Management Team.

ARTICLE X –FINANCE MINISTRY TEAM

SECTION 1 - PURPOSE

- A. It is the responsibility of the Finance Team to oversee the financial operations of the congregation and receive and disburse all funds on behalf of the congregation in the best possible way to expand the kingdom of Christ.

SECTION 2 - MEMBERSHIP

- B. The Finance Team shall consist of the following:
 - a. A Team Leader elected by the voters' assembly of the congregation.
 - i. Team Leader to serve on the Church Council.
 - b. A Treasurer appointed by the Team Leader and approved by the Church Council.
 - c. A Bookkeeper appointed by the Team Leader and approved by the Church Council.
 - d. A Financial Secretary appointed by the Team Leader and approved by the Church Council.
 - e. Counting Teams recruited and appointed by the Financial Secretary and approved by the Team Leader

SECTION 3 – SPECIFIC QUALIFICATIONS

- C. All Finance Team members:
 - a. Bondable
 - b. Regular in church attendance
 - c. Communicant members of the congregation
- D. Team Leader
 - a. Knowledgeable in finance and bookkeeping procedures.
- E. Treasurer
 - a. Knowledgeable in finance and bookkeeping procedures.
 - b. Knowledge of the congregation's bookkeeping system.
 - c. Not a relative of any called or employed workers of the congregation receiving monetary compensation.
- F. Bookkeeper
 - a. Knowledgeable in finance and bookkeeping procedures.
 - b. Knowledge of the congregation's bookkeeping system.
 - c. Not a relative of any called or employed workers of the congregation receiving monetary compensation.
- G. Financial Secretary/Counters
 - a. Knowledge of the congregation's procedures for depositing funds.
 - b. Accurate with attention to detail.
 - c. Discreet with the information they handle.

SECTION 4 - DUTIES

- C. Duties of the Finance Team Leader
 - 1. Attend meetings of the Church Council

2. Recruit and appoint/hire members of the Finance Team
 - i. Approved by Church Council
 3. Monthly report to the Church Council on the financial status of the congregation.
 4. Keep the congregation informed of our financial status.
 5. Oversee the work of other members of the Finance Team.
 6. Develop, recommend and establish procedures and policies for handling the finances of the congregation.
- D. Duties of the Treasurer
1. Reconcile the receipts and payments of the congregation.
 2. Regularly report to the Finance Team Leader.
- E. Duties of the Bookkeeper
1. Receive and record all invoices.
 2. Prepare all checks for signing
 3. Pay all invoices in a timely fashion
 4. Pay all wages as directed.
 5. Complete and distribute all tax reports.
 6. Complete and distribute all yearly salary and wage reports.
- F. Duties of the Financial Secretary and Counters
1. Recruit and appoint counters to weekly count contributions
 2. Weekly receipt all contributions.
 - i. Count and record all contributions
 3. Receipt all gifts to the congregation.
 4. See that all contributions and gifts are recorded in the congregations bookkeeping system.
 5. See that all reports of contributions and gifts are reported to contributors.
 6. Regularly report to the Finance Team Leader

ARTICLE XI– ELECTION AND SERVICE

SECTION 1 – QUALIFICATIONS

- A. Men elected to any position in these by-laws shall be noted for their Christian character, knowledge, zeal and experience in the spiritual work of the Kingdom of Christ. (1 Timothy 3:1-13 and Titus 1:6-9)
 - a. All elected men shall be at least 18 years of age.
 - b. All elected men shall be confirmed members of the congregation.
- B. Men and women appointed to any position in these by-laws shall be noted for their Christian character, knowledge, zeal and experience in the spiritual work of the Kingdom of Christ. (1 Timothy 3:1-13 and Titus 1:6-9)
 - a. All appointed men and women shall be confirmed members of the congregation.

SECTION 2 – ELECTION PROCESS

- A. In January of each year the Elders Board shall distribute information and a nomination form for the open elected positions of the congregation leadership.
 - a. Distribution shall be to all Head of Households in the congregation.
 - b. Information shall include positions that are open, qualifications for those positions and the duties of those positions.
- B. Nominations shall be returned to the Elders Board by written form, phone call, personal contact or by e-mail.
 - a. All nominations will be due by March 1 of each year.
- C. During the month of March the Elders Board shall compile the nominations and contact those nominated to see if they are willing to serve if elected.
 - a. Any man nominated for more than one position will be asked to choose the position in which he is willing to serve.
- D. Up to five men receiving the most nominations for each position and willing to serve if elected shall be placed on a preference form.
 - a. If less than five (5) men are nominated for a position the Elders Board shall nominate up to five (5) men for the position following the procedure in Article XI, Section 1 (C)
- E. On or before April 1 of each year the Elders Board shall distribute one preference form to each Head of Household unit in the congregation for their completion and return to the church.
 - a. Preference forms will be distributed through the church mailboxes or by mail.
- F. Preference forms shall be returned by April 20 of each year to the church and placed in a box set up by the Elders Board.
- G. The Elders Board shall collect and tabulate the returned preference forms.
- H. The Elders Board shall report the results of the returned preference forms to a properly scheduled Voters' Assembly meeting held within 30 days of the close of the return of the preference forms.
 - a. At this meeting the voters present will conduct a ballot vote using ballots prepared by the Elders Board from the men nominated.
 - b. At this meeting any ties will be broken by written ballot by those voters present.

SECTION 3 – TERMS OF OFFICE

- A. All elected positions of leadership in the congregation will serve with succession limited to 3 consecutive terms of office.
- B. All elected terms of office begin on July 1 of the calendar year in which they were elected.
- C. President
 - a. A President will be elected to a 2 year term each even numbered year.
- D. Vice President
 - a. A Vice President will be elected to a 2 year term each odd numbered year.
- E. Secretary
 - a. A Secretary will be elected to a 2 year term each odd numbered year
- F. School Board
 - a. In the odd number year two men shall be elected to a 2 year term on the School Board.
 - b. In the even number year one man shall be elected to a 2 year term on the School Board
- G. Elders Board
 - a. In the odd year one man shall be elected to a 2 year term on the Board of Elders.
 - b. In the even year two men shall be elected to a 2 year term on the Board of Elders.
- H. Family Ministry, Property and Finance Team Leaders
 - a. Each even year a male shall be elected to a 2 year term as Team Leader for Family Ministry and Property Teams.
 - b. Each odd year a male shall be elected to a 2 year term as Team Leader for the Finance Team.

SECTION 4 - INSTALLATION

- A. Newly elected congregational officers shall be installed at a regular worship service of the congregation as set by the Church Council.

SECTION 5 - RESIGNATION AND REMOVAL

- A. An elected congregational officer may resign his position by submitting a letter of resignation to the President or Secretary of the congregation.
- B. An elected congregational officer may be removed from office by a two-thirds vote of those present at a regularly scheduled meeting of the Voters' Assembly.

SECTION 6 - VACANCY

- A. In the event of a vacancy in the position of President of the congregation, the Vice President shall assume the duties of President and complete that term of office. At the next regular meeting of the congregation a voting member of the congregation shall be elected to complete the term of office of the Vice President.
- B. In the event of a vacancy in the position of Vice President of the congregation, the President shall appoint a voting member of the

congregation to fill the position until the next regular meeting of the congregation. At that meeting a voting member of the congregation shall be elected to complete the term of office of the Vice President.

- C. In the event of a vacancy in the position of Secretary of the congregation, the President shall appoint a voting member of the congregation to fill the position until the next regular meeting of the congregation. At that meeting a voting member of the congregation shall be elected to complete the term of office of the Secretary.
- D. In the event of a vacancy in a Team Leader position the President of the Congregation shall appoint someone to serve until the next regularly scheduled meeting of the Voters' Assembly. At that meeting a voting member of the congregation shall be elected to complete the term of office of the Team Leader.
- F. In the event the Secretary of the congregation cannot attend a meeting of the Voters' Assembly or Church Council, the President shall appoint a secretary *pro tem* to carry out the duties of secretary for that meeting.

ARTICLE XII: THE CHURCH COUNCIL

SECTION 1 - MEMBERSHIP

The Church Council shall be made up of the following members:

- A. Congregational Officers
 - 1. President.
 - 2. Vice President.
 - 3. Secretary.

- B. Representatives of Boards
 - 1. Chairman or his representative of School Board.
 - 2. The 3 elected members of the Elders Board.

- C. Congregation Team Leaders
 - 1. Family Ministry Team Leader
 - 2. Finance Ministry Team Leader
 - 3. Property Ministry Team Leader

- D. Non-voting, Advisory Members
 - 1. Pastor(s).
 - 2. Staff Minister(s)
 - 2. Christian Day School Principal.
 - 3. Any others as deemed necessary by Church Council or Voters' Assembly.

SECTION 2 - OFFICERS

- A. The President of the congregation shall serve as chairman of the Church Council.

- B. The Vice President of the congregation shall act as chairman in the absence of the President.

- C. The Secretary of the congregation shall serve as Secretary of the Church Council.

SECTION 3 - DUTIES

The Church Council shall:

- A. Develop a yearly Ministry Plan based on the needs and wants of the congregation and lead in its implementation.

- B. Guide and direct the work and activities of the various Boards and Ministry Teams of the congregation.

- C. Direct all Boards and Ministry Teams in carrying out the policies and decisions of the Voters' Assembly.

- D. Direct all Boards and Ministry Teams to carry out their duties and functions as stated in these By-laws and the Congregational Officers Handbook.

- E. Guide the work of the various Congregational Committees.

- F. Set the date, time and agenda for each meeting of the Voters' Assembly.
- G. Make the final decision on items to be brought to the Voters' Assembly for approval and implementation.
- H. See that agendas and minutes of all Church Council meetings are made available to congregation members.
- I. Approve all expenditure changes to the approved yearly Ministry Plan.
- J. Recommend to the Voters' Assembly the acceptance and disbursement of all non-designated gifts to the congregation.
- K. Recommend to the Voters' Assembly the acceptance of all designated gifts to the congregation.
- L. Serve as the Trustees of the Congregation
- M. Carry out other duties as listed in the Church Leaders' Handbook.

SECTION 4 - MEETINGS

- A. The Church Council shall meet monthly.
 - B. The President of the congregation or the Pastor(s) may call special meetings of the Church Council.
- C. The Church Council shall never convene to transact business without the knowledge of the Pastor(s).

ARTICLE XIV -- VOTERS' ASSEMBLY

SECTION 1 - MEETINGS

- A. The Voters' Assembly shall meet in three (3) regular meetings per year. These meetings shall be held in the spring, fall and winter. The date and time for each meeting shall be determined by the Church Council. The spring meeting shall be considered the Annual Meeting.
- B. A written agenda for each meeting shall be made available to each household of the congregation at least two weeks prior to the meeting. A copy of the agenda shall also be posted on the Church bulletin board and website.
- C. Minutes of any and all meetings of the Voters' Assembly shall be made available to each household. A copy of the minutes shall also be posted on the Church bulletin board and web site.

SECTION 2 - SPECIAL MEETINGS

- A. Special meetings of the Voters' Assembly may be called if the Church Council deems it necessary. If any voting member or members want to make a request for a special meeting, the request must be made in writing, indicating the items to be considered, and submitted to the Church Council. If such a request is signed by at least 10% of the voting members, the Church Council must honor the request and take steps to call a Special Meeting.
- B. To convene a Special Meeting the following steps must be taken:
 - 1. The Church Council shall determine a date and time for the meeting and draft the agenda.
 - 2. One of the two following announcement procedures must be taken:
 - a. Distribute the agenda to all households of the congregation, via the church mailboxes and church web site, at least one (1) week prior to the date of the meeting.
 - b. Verbal notification during all church services at least one (1) week prior to the date of the meeting. Copies of the agenda shall be available upon request.
- C. Only printed agenda items may be acted upon at a Special Meeting.

SECTION 3 - QUORUM

The voting members present at any properly called and convened regular or special meeting shall constitute a quorum.

SECTION 4 - DETERMINING VOTE

A majority vote of the voting members present shall be the determining vote in all issues not already decided by the Word of God or specifically provided for in this Constitution and By-laws.

SECTION 5 - ORDER OF BUSINESS

- A. All meetings shall be conducted according to Robert's Rules of Order, Newly Revised (1990 Edition) interpreted and administered in harmony with God's Holy Word and the spirit of Christian love.
- B. The Secretary of the congregation, at the direction of the Church Council, shall be responsible for drafting and distributing the meeting agenda.
- C. The suggested order of business shall be as follows:
 - 1. Opening Devotion
 - 2. Acknowledgment of any new voting members
 - 3. Acceptance of minutes of the previous meeting
 - 4. Acknowledgment of changes of membership
 - 5. Ministry Team Report
 - a. Pastor/s
 - b. Staff Minister
 - 6. Reports of Boards and Ministry Teams
 - a. Elders Board
 - b. School Board
 - c. Discipleship Team
 - d. Family Ministry Team
 - e. Property Team
 - f. Finance Team
 - 7. Reports of any Special Committees
 - 8. Old Business
 - 9. New Business
 - 10. Announcements
 - 11. Adjournment with Prayer

ARTICLE XV: ALTERATIONS AND REPEALS

SECTION 1 - DEFINITION

Articles I, VI and IX of the Constitution and all articles of the By-laws are subject to alteration and/or repeal.

SECTION 2 - PROCEDURE

- A. A proposal to alter or repeal any article of this Constitution which may be altered or repealed, or any of its By-laws shall be announced to the congregation and presented in writing at a duly called meeting of the Voter's Assembly where it shall be explained and discussed. No vote may be taken on any part or all of the proposal.

- B. At the next duly called meeting of the Voter's Assembly the proposal shall be presented for discussion, amendment and approval. To be approved the proposal must receive the support of two-thirds of the voting members present at the meeting.