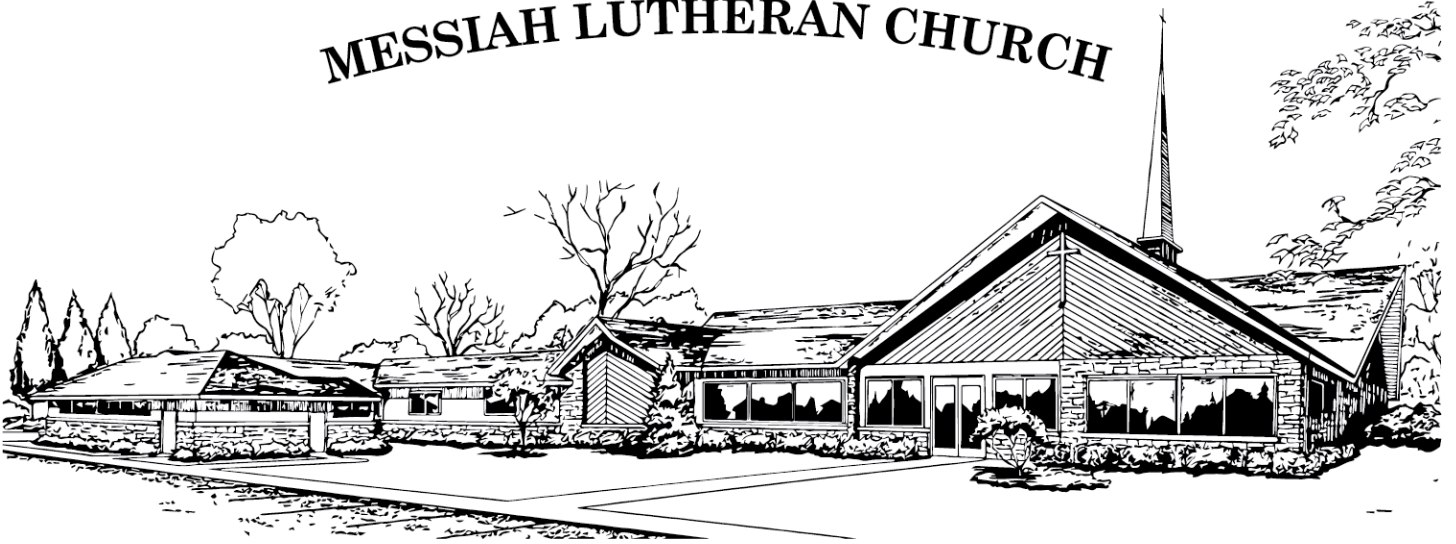


MESSIAH LUTHERAN CHURCH



1531 Townline Avenue
Beloit, WI

Constitution

&

By-Laws of the Constitution

Table of Contents

The Constitution.....1
The By-Laws of the Constitution.....7

The Constitution Table of Contents

PREAMBLE2
ARTICLE I: NAME2
ARTICLE II: CONFESSION2
ARTICLE III: MEMBERSHIP.....3
ARTICLE IV: ORGANIZATION3
ARTICLE V: PASTOR AND CHRISTIAN DAY SCHOOL TEACHERS4
ARTICLE VI: SOCIETIES5
ARTICLE VII: PROPERTY RIGHTS5
ARTICLE VIII: VALIDITY OF RESOLUTIONS5
ARTICLE IX: AMENDMENT'S5

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:15, 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 4:7-16), 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 in and near Beloit, Wisconsin, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of congregation shall be governed.

ARTICLE I: NAME

The name of this congregation shall be:

Messiah Evangelical Lutheran Church of Beloit, Wisconsin.

ARTICLE II: CONFESSION

This congregation accepts all the canonical books of the Old and New Testaments as the inspired and revealed Word of God, and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:

1. The Three Ecumenical Creeds, viz.: The Apostolic, the Nicene and the Athenasian
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Luther's Small Catechism
6. Luther's Large Catechism
7. The Formula of Concord

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.

Only such hymns, prayers, and Liturgies shall be used in the public services of the Congregation and in all ministerial acts as conform to the confessional standards of this article. Likewise, in all classes for instruction in Christian Doctrine, only such Books shall be used as conform to this standard.

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 confession and constitution of this congregation as laid down in Article II.

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

ARTICLE III: MEMBERSHIP

- A. Baptized membership in this congregation is held by all those who are baptized in the Name of the Triune God with water and are under our pastoral care.

- B. Communicant membership in this congregation may be held only by those who:
 - 1. Are baptized in the Name of the Triune God.
 - 2. Have declared their acceptance of the confessions of this congregation as contained in Article II of this Constitution.
 - 3. Have been accepted into communicant membership in accordance with the By-Laws of this congregation and shall remain faithful to the responsibilities of membership as contained in the By-Laws (See By-Laws, Article 1).
 - 4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
 - 5. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).

- C. The membership, and membership privileges, of each communicant member shall remain in force so long as each member shall maintain his eligibility according to the five points in section B of this article and shall meet the requirements stated or implied in the Disciplinary, or other provisions, of the By-Laws. A member who voluntarily severs his connection with this congregation, or who has been released or transferred, or who has excommunicated or excludes himself according to the provisions of the By-Laws, shall be deemed to have terminated his membership in this congregation along with all rights and privileges of such membership. (See By-Laws, Article 3).

ARTICLE IV: ORGANIZATION

A. Voting Membership

This congregation shall be represented by, and administer all its affairs through its Voting Membership.

Only communicant members, who have qualified according to the membership provisions of the By-Laws, shall be received as Voting Members of this congregation. (See By-Laws, Articles 1 and 2).

B. Administrative Boards

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

- 1. A BOARD OF LAY-ELDERS/DEACONS
- 2. A BOARD OF EVANGELISM
- 3. A BOARD OF CHRISTIAN EDUCATION

4. A BOARD OF YOUNG PEOPLE'S WORK
5. A BOARD OF STEWARDSHIP
6. A BOARD OF CHURCH PROPERTIES
7. A BOARD OF PARISH FELLOWSHIP
8. A BOARD OF PUBLIC RELATIONS

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

C. Officers of the Congregation

The officers of the congregation shall consist of a President, and Vice President, and a Treasurer, elected from among the Voting Membership in accordance with the By-Laws of this congregation.

The President of the congregation, (or Vice President when acting in the President's capacity) shall have a voice on all administrative Boards, but his right to vote shall be limited to such a Board or Boards on which he may hold membership. The Pastor of the Congregation shall be, ex-officio, a member of all Boards and their associated committees, and may at his discretion, attend any or all meetings related to congregational activity of any kind.

D. Parish Planning Council

The Parish Planning Council shall consist of the Pastor, the President, the Vice President, and the Treasurer of the Congregation, and the Directors of the eight Administrative Boards listed in section B, of this article. They shall hold a position on the Parish Planning Council by virtue of their call or election by the Voting Members of the congregation so long as their term of office continues.

This congregation, subject to the limiting provisions and regulations of this constitution and its associated By-Laws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its voting membership. 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. Such specially delegated rights and powers, both officers and Administrative Boards, shall be subject to revision or complete withdrawal by the Voting Membership at its discretion.

ARTICLE V: PASTOR AND CHRISTIAN DAY SCHOOL TEACHERS

Only such candidates shall be called and elected to serve as Pastor, or as Christian Day School Teachers, who profess acceptance or, and pledge faithful adherence to, the confessions of this congregation as set forth in Article II of this Constitution. Only male candidates shall be eligible to serve as Pastor of this congregation.

In absence of adequate cause for dismissal, as defined in By-Laws of the congregation, the tenure of office of a called or elected Pastor or Christian Day School Teacher shall be the remainder of his active life, or until the Lord calls him into another field of service.

ARTICLE VI: SOCIETIES

Societies may be organized within the congregation only with the expressed approval of the Voting Membership, and all such societies shall be under the supervision of the Pastor and the appropriate Administrative Board under whose jurisdiction they function. Only communicant members of this congregation shall be officers of such societies or groups. Any decisions, enactment or performance of or by societies or groups shall be prohibited if they conflict with this constitution and its associated By-Laws.

ARTICLE VII: PROPERTY RIGHTS

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

ARTICLE VIII: VALIDITY OF RESOLUTIONS

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

ARTICLE IX: AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the Articles listed in Section B of this article, by a three-fourths (3/4) majority of the votes cast in a properly convened meeting of the Voting Membership, provided that the intention to amend the Constitution and the wording of the Amendments proposed shall be read to the congregation assembled for worship on two (2) different Sundays prior to the date upon which the amendment is presented for action.
- B. Articles II, III, IV, VI, and VIII are hereby made irrevocable.

The By-Laws of the Constitution

Table of Contents

ARTICLE 1: COMMUNICANT MEMBERSHIP.....	9
Section 1: Application for Membership - Procedure.....	9
Section 2: Privileges and Duties of Communicant Members.....	9
ARTICLE 2: VOTING MEMBERSHIP	9
Section 1: Eligibility.....	9
Section 2: Privileges and Duties of Voting Members.	10
ARTICLE 3: DISCIPLINE IN THE CONGREGATION	10
Section 1: Communicant Membership --- Termination.....	10
A. Transfers	10
B. Joining other Churches	10
C. Whereabouts Unknown.....	10
D. Excommunication and Self-Exclusion.....	10
Section 2: Provisions Pertaining to Pastors and Teachers.....	11
ARTICLE 4: MEETINGS OF THE CONGREGATION.....	12
Section 1: Regular Meetings	12
Section 2: Order of Business at Regular Meetings.....	12
Section 3: Restriction Pertaining to Voter’s Assembly Meetings	13
ARTICLE 5: THE OFFICE OF THE PASTOR AND TEACHER.....	13
Section 1: Procedure for securing a Pastor or Teacher.....	13
Section 2: The Pastoral Office.....	13
ARTICLE 6: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS	14
Section 1: Nomination Procedure.....	14
Section 2: Election Procedure	15
Section 3: Installation of Officers -- Term of Office.....	15
ARTICLE 7: DUTIES OF OFFICERS -- FUNCTIONS, POWERS, ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE PARISH PLANNING COUNCIL	16
Section 1: Duties of Officers	16
The Treasurer shall:	16
Section 2: The Parish Planning Council.....	17
Section 3: The Administrative Boards.....	18
A. General Duties and Powers of Administrative Boards.	18
B. Organization and Meetings of Administrative Boards	18

THE BOARD OF LAY-ELDERS/DEACONS	18
For the worship of the congregation:	20
THE BOARD OF EVANGELISM	21
THE BOARD OF CHRISTIAN EDUCATION.....	23
SUNDAY SCHOOL SUPERINTENDENI	24
THE BOARD OF YOUNG PEOPLE’S WORK	25
THE BOARD OF STEWARDSHIP	26
FINANCIAL SECRETARY	28
THE BOARD OF CHURCH PROPERTIES	29
THE BOARD OF PARISH FELLOWSHIP	30
THE BOARD OF PUBLIC RELATIONS	31
Section 4. Amendments.....	32
AMENDMENTS TO THE CONSTITUTION.....	34
March 11, 1995.....	34
March 22, 1998.....	34
March 19, 2000.....	34
December 12, 2021.....	35
January 15, 2023.....	36

ARTICLE 1: COMMUNICANT MEMBERSHIP

Section 1: Application for Membership - Procedure

Applicants for communicant membership in this congregation shall consult 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 doctrine 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 Lay-Elders/Deacons, before being received as a member.

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

After applicants have been 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 Lay-Elders/Deacons which shall have the authority to act on such application in behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

Section 2: Privileges and Duties of Communicant Members

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

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

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

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

Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.

Place their God-given talent and abilities at the disposal of the Pastor, the officers, and other agencies of the congregation as set forth in its Constitution and By-Laws, so that the purposes and functions of the congregation may be effectively implemented.

ARTICLE 2: VOTING MEMBERSHIP

Section 1: Eligibility

Any communicant member of this congregation who is 18 years of age or over, both male and female, shall be eligible to apply for Voting Membership. Such application shall be made at a regular Voter's meeting of the congregation. Upon affirmation by the applicant of his/her intention to fulfill such duties as are required of a Voting Member to the best of his/her ability, he/she shall be accepted as a Voting Member with all the rights and

privileges pertaining thereto. He/she shall be required to sign the official copy of the Constitution and By-Laws of the congregation at the time of his/her acceptance into Voting Membership.

Section 2: Privileges and Duties of Voting Members.

It shall be the privilege and duty of a Voting Member of this congregation to:

Conscientiously and prayerfully exercise his/her right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.

Willingly serve in any office or capacity for which his/her talents and abilities equip him/her.

Faithfully attend all meetings of the Voting Membership.

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

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

ARTICLE 3: 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 procedure shall be followed under the direction of the Pastor and the Board of Lay-Elder/Deacon(s).

Section 1: Communicant Membership --- Termination

A. Transfers

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

B. Joining other Churches

In cases where communicant members of this congregation have joined an Outside Lutheran Church - Missouri Synod, where we share no pulpit or altar exchange congregation, they shall, upon the decision of the Pastor and the Board of Lay-Elders/Deacons, be deemed to have terminated their membership. Their name(s) shall be removed from the membership list of the congregation.

C. Whereabouts Unknown

The names of members whose whereabouts are unknown and cannot be established within a period of six (6) months shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown". Such membership shall be reported as such to the next regular meeting of the Voters' Assembly.

D. Excommunication and Self-Exclusion

When a member of Messiah Evangelical Lutheran Church has not communed for three months, he/she will receive a visit from their respective Elder, and shall be admonished and encouraged. If such a member

has not communed after six (6) months, he/she shall receive another visit by at least two (2) members of the congregation, one (1), the respective Lay-Elder/Deacon, and shall be admonished and encouraged. If such a member has not communed after six (6) months, he/she shall receive another visit by at least two (2) members of the congregation, one (1), the respective Lay-Elder/Deacon of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If, after nine (9) months, such a member still has not communed and is not attending the Worship services of the Church, he/she 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. If, after twelve (12) months, the member has not responded to Christian admonition as outlined above, the members name shall be transferred to the mission file of the congregation or turned over to the Board of Evangelism. The individual shall be notified of such action by certified mail and shall be declared to have excluded himself or herself from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation, but 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 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.

Excommunication is to be applied to any member who conducts himself or herself in an unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Lay-Elders/Deacons shall administer church discipline in behalf of the congregation.

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

Any officer or director of the congregation who willfully neglects the duties of his/her 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 Lay-Elders/Deacons 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 director shall be elected by the Voting Membership at the next meeting.

Section 2: Provisions Pertaining to Pastors and Teachers

Sufficient grounds for deposing a pastor or duly called or contracted teacher shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Lay-Elders/Deacons or in the case of a teacher, by the Board of Christian Education. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his/her 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 South Wisconsin District, notify 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 or teacher.

Should the occasion to depose a pastor or teacher ever arise, the intended deposition shall be announced by the Director of Lay-Elders/Deacons at regular Divine Services on the two (2) Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by mail at least two (2) weeks in advance.

ARTICLE 4: MEETINGS OF THE CONGREGATION

Section 1: Regular Meetings

Regular meetings of the Voting Membership shall be held four (4) times during each calendar year, on or about the fourth (4) Sunday of the following months: March, June, September, and December. Because the June meeting will be an election meeting, it shall be held during the first (1) full week of the month. Dates and times of all Voters' Meetings shall be set by the Parish Planning Council. The December meeting of the Voters' Assembly shall include the consideration and acceptance of the budget for the following year.

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

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

Special meetings of the Voters' Assembly may be called by the Board of Lay-Elders/Deacons, the Pastor, at the request of any one of the Administrative Boards, or at the request of 10 voting members of the congregation. Notice of the date and time of such a meeting, and of the nature of the business to be transacted shall be given at the Sunday Worship services prior to the date of the meeting.

Section 2: Order of Business at Regular Meetings

Regular meetings of the Voting Membership shall proceed as follows:

1. Scripture Reading and/or prayer
2. Roll call of Voting Members
3. Reception of New Voting Members
4. Minutes of Previous Meetings, including Special Meetings
5. Unfinished Business
6. Treasurers Report
7. Reports from Committees of the Voting Membership
8. Reports of Administrative Boards
9. New Business

10. State of the Parish Report by Pastor

11. Adjournment

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

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

Section 3: Restriction Pertaining to Voter's Assembly Meetings

Attending Voting Members of a properly called Voters' Assembly meeting shall constitute a quorum, except as otherwise provided in this constitution and By-Laws for dealing with certain specific situations herein defined.

In the event of a tie vote, the President shall cast the deciding ballot.

There shall be no voting by proxy.

ARTICLE 5: THE OFFICE OF THE PASTOR AND TEACHER

Section 1: Procedure for securing a Pastor or Teacher.

After consultation by the Board of Lay-Elders/Deacons with the President of the South Wisconsin District or his representative, candidates for the pastorate shall be proposed at the next regular meeting of the Voting Membership or at a special meeting called for that purpose. Only male candidates shall be considered for the Pastoral office. In the case of a teacher, the Board of Christian Education shall consult with the appropriate District representative and shall present a list of candidates in the same manner as described above. In either case, additional candidates may be proposed by any Voting Member at the meeting called to discuss the candidates. Sufficient information must be supplied on each candidate before a candidate can receive votes. The vote of the Assembly decides whether the qualifications of the candidate are known sufficiently. The Voters shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Voting Membership, the Voters shall elect one of the proposed candidates by ballot and simple majority. The candidate receiving the majority of all votes cast shall be considered elected. The election shall, if possible, be made unanimous by a rising vote. It shall be the duty of the President to see that notice of his election is delivered promptly to the candidate in whatever manner the Voting Membership shall deem advisable.

Negotiations for contract teachers (new or renewal) shall be delegated to the Board of Christian Education and such negotiations and the terms agreed to shall come before the Voting Membership for approval in regular or special meeting assembled.

Section 2: The Pastoral Office

The Pastoral office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the 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 full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580.

He is further:

To administer the sacraments in accordance with their divine institution;

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;

To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;

To guide the congregation in applying the divinely ordained discipline of the church;

To provide leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;

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 and steward 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 Lay-Elders/Deacons 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 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 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.

ARTICLE 6: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1: Nomination Procedure

At the March meeting of the Voting Membership the Parish Planning Council shall announce its selection of six (6) qualified Voting Members who, together with the Pastor, shall serve as the Nominating Committee. At this meeting the Voters may submit to the Committee the names of possible candidates for office.

The Nominating Committee, as soon after the March meeting as possible, shall prepare a list of candidates drawn from among communicant members of the congregation who are 18 years of age or over, either male or female, and from the list submitted by the Voters at the March meeting. This list shall then be made available to communicant members of the congregation at least three (3) weeks prior to the June meeting. Only male candidates shall be eligible to serve in the position of President, Vice-President or on the Board of Lay-Elders/Deacons.

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 10 days before the date of the June meeting of the Voters' Assembly, and
2. That the Nominating Committee, through consultation with the Pastor and the Board of Lay-Elders/Deacons, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

The Nominating Committee, at least one (1) week before the date of the June meeting shall post conspicuously on the church bulletin board the list of candidates for the following offices:

President, Vice-President, Treasurer, and Board members as necessary to complete the membership of each of the Administrative Boards.

Section 2: Election Procedure

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

1. A President
2. A Vice President
3. A Treasurer
4. Board Members, to the number required to complete the membership of each of the Administrative Boards. Each Board to choose its own chairman. 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 March Meeting of that body. Only candidates defeated for office may be placed in nomination by the Voting Membership at the election meeting for any office not yet filled.

Section 3: Installation of Officers -- Term of Office.

The newly elected officers and Board Members of the congregation shall be installed on the last Sunday in June, and shall assume their duties of office as of July 1st. Elections of officers, Directors, and Board members shall rotate so that at least half (1/2) of the members of a Board are carry-overs.

The office of President shall be one (1) year. The office of Vice-President shall be one (1) year. All other Officers and Board members shall be two (2) year terms.

ARTICLE 7: DUTIES OF OFFICERS -- FUNCTIONS, POWERS, ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE PARISH PLANNING COUNCIL

Section 1: 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 By-Laws 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.

Immediately after he has taken office, the President shall appoint a secretary from a list of three (3) persons submitted to him by the Nominating Committee.

The secretary shall continue in office until the President's term of office expires. 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/her 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 as the Voting Membership may delegate to him/her.

The President shall appoint an Auditing Committee consisting of any two (2) qualified communicant members of the congregation other than the Treasurer and the Financial Secretary to audit the financial records of the congregation. The President shall submit the Audit Committee's report at the March meeting of the Voting Membership in 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 Treasurer shall:

1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
2. Shall present a written, duplicated financial report at Voters' meetings and a preliminary report at the Parish Planning Council meetings.
3. Shall submit permanent financial records for annual audit.
4. Shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation of the Boards and Directors as duly constituted sources.

5. Shall furnish the congregation a surety bond in the sum designated by the Voters' Assembly, and such bond shall be procured and the premiums paid by the congregation.
6. Shall 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. Shall remit to the professional workers of the church for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the board under whose jurisdiction they function.
8. Shall 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. Shall sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.
10. Shall have available for all boards a current record of their accrued disbursements and budget allotment.
11. Shall have the authority to work out with salaried workers of the congregation a breakdown of the workers total compensation into salary and fringe benefits as the worker requests.

Section 2: The Parish Planning Council

The Parish Planning Council shall consist of the President, the Vice- President, the Treasurer, the eight (8) Directors of the Administrative Boards, and the Pastor of the congregation, all of whom will hold membership on the Parish Planning Council until their term of office expires. 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 the 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 and publish the agenda for the four (4) meetings of the Voters' Assembly at least two (2) weeks in advance.
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 of shortages of personnel by appointment; except in the case of President and Vice-President which is to be filled by special election.

Section 3: The Administrative Boards.

A. General Duties and Powers of Administrative Boards.

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

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

Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the 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. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.

Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

B. Organization and Meetings of Administrative Boards

Each Administrative Board shall be under the direct control and supervision of the Director of that Board. Following the election of the Director of each board and the number of board members required, the Director of the respective board shall designate and appoint from among the board members at his/her own discretion those individuals who are to be responsible for various phases of the work of that board. Such appointments are to be made within two (2) weeks of the date of their 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 Director of the board 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 a meeting.

THE BOARD OF LAY-ELDERS/DEACONS

The nature of the duties of this board requires that only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board shall consist of at least six (6) members. A Director shall be chosen by the Board at their first meeting.

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 the 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, 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 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 3 of the By-Laws of this congregation and exercise discipline when required.
8. Take spiritual charge and oversight of the geographical or familiar 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 1 of the By-Laws.
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 the 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 Christian 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. Be present for periodic training as determined by the Pastor and this board.
19. Encourage spiritual programs in the societies of the congregation generally.
20. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

For the worship of the congregation:

1. Supervise the organists of the congregation.
2. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
3. Staff, train and supervise 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 in the care, use and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
8. Maintain an adequate supply of expendable items for worship such as communion cards, 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 selections and procurement of appropriate music, supervision of choirs, and other related matters.
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.
14. Maintain and supervise adequate nursery facilities and personnel, if needed.

THE BOARD OF EVANGELISM

In our understanding, evangelism in the broad sense is nearly everything that the Church does. To evangelize is to spread the Gospel. We understand that to mean both within the church as well as to those outside. You will note the evangelism emphasis, then, in the duties of all the Boards of the congregation.

The Board of Evangelism shall consist of at least four (4) members. A Director shall be chosen at the first meeting.

The basic objectives of this Board are the bringing of the Gospel to the unchurched, the enlistment of all of 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 church and homes for sincere evangelistic concern toward all people inside and outside the Church.
3. Foster a climate of evangelism that encourages congregational members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved.
4. Emphasize evangelism through an intensive every-member education 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 evangelism undertakings.
7. Be responsible, together with the Director of Public Relations for a program of community relations that identifies the congregation with the Gospel of Christ.
8. Utilize the evangelism potential of the Lutheran Hour, This Is The Life, and other Synodical or Christian programs.

9. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.
10. Emphasize, in conjunction with the Board of Christian Education, child and youth evangelism, both in participation and outreach.
11. Canvass the congregation's area of responsibility and effectively record, study, and utilize the results in churching the lost and straying.
12. Be responsible for maintenance and follow-up of a prospect file at all times.
13. Be responsible for maintenance and follow-up of 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 genuinely concerned for those moving into the community and for those (both members and prospects) moving into other areas. Use any and all means available for maintaining such contacts.
16. Be concerned for the reception, orientation, and integration of new members into the congregation. Review their progress after 6 to 12 months.
17. Establish an Assimilation Committee to implement the reception, orientation, and integration of new members into the congregation. The Committee may consist of members from other church boards. The Committee will seek to have new members actively participate in Bible study, Sunday School, Church fellowship events and other church organizations. The Board will review the committee's progress every six (6) months.
18. Periodically sponsor dinners, fellowship nights, etc., in conjunction with the Board of Fellowship which will serve the cultivation, reception, orientation, and integration of new families or individuals.
19. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.
20. Study and adopt or adapt suggestions by the evangelism departments of Synod, District, and Circuit.
21. Encourage evangelism programs in the societies of the congregation.
22. Engage at least once (1) yearly in self-study of methods, progress, and the like of the Board's work.
23. Submit to the Board of Stewardship, in the appropriate form and at the time requested, a budget request for the coming year.

THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall consist of at least three (3) members. They shall choose a Director at their first meeting.

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

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

1. Be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, in the community and beyond.
2. Establish objectives, set policies for, and supervise the total education program for each educational agency in the congregation, including the personnel, i.e., Sunday School, Vacation Bible School, confirmation classes, and all other educational groups.
3. Provide for active expression of Christian love and concern as an integral part of the total education program.
4. Approve curriculum and analyze performance of each educational body and seek constant improvement, to determine whether all age groups are being served and recommend revisions and additions as deemed advisable.
5. Make annual analyses, by age groups, to determine the degree of participation of the total membership of the congregation in its total educational program.
6. Maintain a "people accounting system" to record members' participation in the educational program and to follow up the uninvolved.
7. Be concerned, together with the Board of Young People's Work, for the assimilation of newly confirmed youth into appropriate agencies for study and activity.
8. Work with organizations and other Boards and committees to coordinate educational activities within the congregation.
9. Provide, in conjunction with the Board of Evangelism, for the recruitment of pupils for the educational agencies of the church.
10. Strengthen families as basic units of Christian education by encouraging increasing participation of every congregation member in Bible Study.
11. Delegate administration of education agencies to qualified persons.
12. Enlist, train, place and continue to train lay teachers and leaders as the congregation's needs require.

13. Annually review and make recommendations concerning the adequate compensation of all professional teachers on the staff.
14. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
15. Consider provision of special education opportunities for students with disabilities.
16. Provide for the growth of the educational staff or special groups through conferences, conventions, continuing education and the like, and request the necessary funds for the same in the yearly budget.
17. Maintain, improve and cultivate the use of a church library.
18. Provide and/or promote subscriptions to church periodicals.
19. Study and adopt or adapt helps suggested by the education department of Synod, District, and Circuit.
20. Establish and maintain, in conjunction with other Boards, a continuing program for the recruitment of full-time workers church at large such as pastors, teachers, deaconesses, and like.
21. Establish and maintain a permanent file of all children and youth of the congregation by grade level, and the like and see to it that such a file is kept continually up to date. Example: Cradle Roll
22. Annually examine the education facilities and equipment, and make recommendations to the Board of Church Properties as to upkeep, repairs and replacement needed as well as new equipment needed.
23. Check the safety of education facilities -- steps, handrails, lights, exits, housekeeping practices, fire drills and the like on a regular basis.
24. Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.

SUNDAY SCHOOL SUPERINTENDENT

The Board of Education shall appoint a Sunday School Superintends for a two (2) year term.

Duties of the Sunday School Superintendent shall consist of being an advisory member of the Board of Education concerning all matters pertaining to the Sunday School Department.

The Sunday School Superintendent shall be responsible for:

1. Enlisting, in conjunction with the Board of Education and the pastor, all teachers and opening leaders needed for the Sunday School Department.

2. Christian leadership and conduct of all Sunday School personnel under his/her direction.
3. The ordering of all classroom materials.
4. Discipline within the Sunday School as set up in the Sunday School Guidelines.
5. Conducting Sunday School Teachers meetings.
6. Keeping accurate and current records on all children, pertaining to attendance and memorization as required by Sunday School Guidelines.
7. Planning and directing all special services with the approval of the Pastor and the Board of Education.
8. Reporting to the Board of Education the condition of the Sunday School and any other special concerns.

THE BOARD OF YOUNG PEOPLE'S WORK

The Board of young People's Work shall consist of at least three (3) members. They shall choose a Director at their first meeting.

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 genuine 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 group.
9. Provide for continual education of young people on topics of current interest to them.
10. Provide opportunities for involvement as servants 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 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 young people.
15. Recruit, together with the Board of Christian Education, young people for full time service in the church such as pastors, teachers, and the like.
16. Welcome and use college students 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.

THE BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of at least four (4) members. They shall choose a Director at their first meeting.

The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talent, and treasures 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/her family, as a neighbor and citizen, and as a congregation member -- and share these insights with congregational members.

2. Contact and encourage new members for service to the congregation and endeavor to stir up 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. Provide opportunities for the development of talents (training courses, workshops, and the like.)
6. Conduct an intensive program annually to confront every member personally with the basic Biblical stewardship principles and practices.
7. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs.
8. Annually give every member an opportunity to make a commitment of his/her treasure for Kingdom work through the congregation.
9. 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.
10. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees, and organizations, rallies, festivals, film and filmstrips, letters and tracts, appearances of missionaries, and the like.
11. Administer the congregation's Welfare Fund in conjunction with the recommendations of the Board of Lay-Elders/Deacons.
12. Plan and recommend a year-round program of support for Lutheran World Relief (financial gifts, clothing drives, kiddie kits, and the like) through the various agencies and committees of the congregation.
13. Annually prepare and submit as part of the budget of this Board a selected list of charities for the congregation and suggest the source of revenue designated for that purpose.
14. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole.
15. Screen all outside appeals for funds and make the appropriate recommendations to the Voter's Assembly or initiate the necessary action appropriate to such an appeal.
16. Review, accept, or decline all offers of non-solicited gifts to the congregation.

17. Evaluate various programs for endowments, remembrance of the congregation, in wills, bequests, and the like, and suggest ways of implementation to the Director of Public Relations as well as supplying workers at his/her request.
18. Study and maintain a list of available social agencies for help with alcoholics, drug programs, delinquents, individuals with disabilities, unwed mothers, and the like, either of Lutheran, private or public 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. Encourage and enlist the young people of the congregation for careers in the church as pastors, teachers, and the like.
21. Be concerned, 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.
22. Evaluate the offerings of the congregation regularly and share these evaluations with the members of the congregation.
23. 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.

FINANCIAL SECRETARY

The Director 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 Financial Committee, consisting of three (3) other members of the congregation, who shall record all contributions by members for whatever purposes.
2. Shall be responsible for issuance of regular quarterly statements to members, showing their offerings to date.
3. Furnish the Treasurer with a duplicate deposit slip for all deposits.
4. Be responsible for expediting and safe deposit and keeping of all funds.
5. Be responsible for requisitioning and distribution of offering envelopes.
6. Furnish the congregation a surety bond in the amount set by the congregation, and such bond shall be procured and the premium paid by the congregation.

7. Give a quarterly report to the Voter's Assembly.
8. Shall submit his/her records to the President upon request for auditing purposes.

THE BOARD OF CHURCH PROPERTIES

The Board of Church Properties shall consist of at least five (5) members. They shall choose a Director at their first meeting.

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 of the congregation against loss or damage of whatever nature.

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 Voter's Assembly needed repairs, improvements, or replacements.
2. Conduct, in conjunction with all other Boards, an annual inventory of all church properties and equipment. The record of inventory may be kept on any form of media (paper, photographs, computer disk, video film or any combination). The record of inventory is to be considered an item for safekeeping.
3. Carry out all resolutions of the Voter's Assembly on purchases, repairs, replacement of church property and equipment.
4. Determine and engage, adequate custodial help. The Board shall also meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial service, and the like.
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 Voter's 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. Make and issue keys for church property, and keep and review annually a list of the keys issued.
10. Supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies and the orderly maintenance of the same.

11. Annually check the adequacy of all types of insurance for church property and equipment and negotiate insurance contracts.
12. Check all property twice (2) a year for fire hazards, and make any changes according to city fire inspection codes.
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 the like by the congregation.
16. Negotiate service work and/or contracts for the organ, office machines, snow plowing and the like.
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, and to this end the Director of the Board shall appoint two (2) members of the Board of Church Properties to serve as Trustees for 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 that Board.

THE BOARD OF PARISH FELLOWSHIP

The Board of Parish Fellowship shall consist of at least three (3) members. A Director shall be chosen at the first meeting.

The basic objectives of this Board are the strengthening of the fellowship between congregational 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 throughout the year which will further the goals of the congregation.

2. Maintain constant contact with 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 group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals.
4. Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, societies, Bible Classes, and the like 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 night, dinners, rallies, and the like in conjunction with the Board of Evangelism.
6. Review and adopt or adapt materials and ideas from various sources which will bring congregation members into personal contact in groups such as family nights, plays, fun fairs, talent shows, and the like.
7. Plan, supervise and implement recurring yearly events which will focus attention on the major aspects of the congregations work.
8. 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.
9. Develop policies and rules for the use of the facilities at the functions sponsored by this Board in conjunction with the Board of Church Properties.
10. Maintain and publish a weekly and monthly schedule of activities within the congregation's facilities and coordinate, approve or disapprove requests for such activities in the best interests of the congregation.
11. For Administrative purposes and program development, supervise the work of the Couples Club, Fellowship Committee, and the like.
12. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

THE BOARD OF PUBLIC RELATIONS

The Board of Public Relations shall consist of two (2) members. They shall choose a Director at their first meeting.

The basic objectives of this Board are the presentation to the public of a Christian image which will reflect favorably upon the work of Christ and of the congregation as His instrument, the publicizing of the work of the congregation through various channels, and general integration of the congregation's work into the life of the community.

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

1. Represent the congregation in community activities as well as keeping the congregation informed of social, political, and economic developments within the community.
2. 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.
3. Work with other churches to improve the unified Christian image to the community and to implement the church's mission.
4. Maintain contact with benevolent and charitable agencies in the community, state and on the national level and recommend to the congregation responses to opportunities for service.
5. Shall be responsible for publicity for special and regular services.
6. 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.
7. Maintain the church bulletin boards indoors and outdoors and recommend appropriate messages and themes for publication.
8. Establish and vigorously pursue a program for endowing the congregation through wills, bequests, foundations, and other sources.
9. Work for the overall enhancement of the congregation's image in the various news media and publications of the community.
10. Establish and maintain friendly relationships between the congregation and the professional, community service, and governmental agencies within the community.
11. Work together with the Board of Lay-Elders/Deacons in making the visitors feel welcome in our midst.
12. Submit an annual budget request to the Board of Stewardship in the form and at the time requested by that Board.

Section 4. Amendments

These By-Laws may be amended at any meeting of the Voting Membership by a simple 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 proposal amendment is to be acted upon at least 14 days in advance.

All amendments to the By-Laws or to the Constitution shall be recorded in the official copy of the Constitution and By-Laws in the possession of the current Secretary of the Congregation.

AMENDMENTS TO THE CONSTITUTION

March 11, 1995

1. Change the title of Lay Minister to Elder
2. Change the title of Executive Director to President and Asst. Executive Director to President-Elect
3. Each board is to choose its own chairman.
4. Rotate elections so at least one third (1/3) of the members of a committee are carry-overs.
5. Rotate elections so at least half (1/2) of the members of a committee are carry-overs.
6. Publicity for special services and regular services switched from Elders Board to the Public Relations Board.
7. Form Assimilation Committee: The Board of Evangelism establish an Assimilation Committee to implement the reception, orientation, and integration of new members into the congregation. The Committee may consist of members from other church boards. The committee will seek to have new members actively participate in Bible Study, Sunday School, Church fellowship events and other church organizations. The Board will review the committee's progress every six (6) months.

March 22, 1998

By-Law which reads "Fill unexpired terms of shortages of personnel by appointment."

Amended to read: "Fill unexpired terms of shortages of personnel by appointment; except in the case of President and President-Elect which is to be filled by special election."

March 19, 2000

1. Change the title of President-Elect to Vice-President
2. By-Law which reads: "The President-Elect shall be two (2) years (one (1) year as President-Elect and one (1) year as President)"

Amended to read: "The Office of Vice-President shall be for one (1) year."
3. By-La w which reads: "The President-Elect shall become President"

Amended by omitting
4. By-Law which reads: "Conduct, in conjunction with all other Boards, annual inventory of all church properties, equipment, and supplies, including acquisition date and approximate value of each item."

Amended to read: “Conduct, in conjunction with all other Boards, an annual inventory of all Church properties and equipment. The record of inventory may be kept on any form of media (paper, photographs, computer disk, video film or any combination.) The record of inventory is to be considered an item for safekeeping.”

December 12, 2021

1. Change the term “Elder” to “Lay-Elder/Deacon(s)”
2. Page 8, Article 3, Section 1, Subsection B, Paragraph 1

By-Law reads: “In cases where communicant members of this congregation have joined a non-Lutheran congregation, they shall, upon the decision of the Pastor and the Board of Lay-Elders/Deacons, be deemed to have terminated their membership.”

Amended to read: “In cases where communicant members of this congregation have joined an Outside Lutheran Church - Missouri Synod, where we share no pulpit or altar exchange congregation, they shall, upon the decision of the Pastor and the Board of Lay-Elders/Deacons, be deemed to have terminated their membership.”

3. Page 8, Article 3, Section 1, Subsection C, Paragraph 1

By-Law reads: “Such membership is terminated and shall be reported as such to the next regular meeting of the Voters’ Assembly.”

Amended to read: “Such membership shall be reported as such to the next regular meeting of the Voters’ Assembly.”

4. Under Board of Christian Education responsibilities #18

By-Law reads: “Provide for and promote the use of audiovisual aids and to this end establish and maintain a film library.”

Amended by omitting

5. Under Board of Christian Education responsibilities #15

By-Law reads: “Consider provision of special education opportunities for mentally retarded and other handicapped persons.”

Amended to read: “Consider provisions of special education opportunities for students with disabilities.”

January 15, 2023

1. Under Article III: Discipline in the congregation; Section 1: Communicant Membership – Terminated; item D: Excommunication and Self-Exclusion

By-Law reads: “When a member of Messiah Evangelical Lutheran Church has not communed for three months, he/she will receive a visit from their respective Elder, and shall be admonished and encouraged. If such a member has not communed after six (6) months, he/she shall receive another visit by at least two (2) members of the congregation, one (1), the respective Elder of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If, after nine (9) months, such a member still has not communed and is not attending the Worship services of the Church, he/she 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. If, after twelve (12) months, the member has not responded to Christian admonition as outlined above, the members name shall be transferred to the mission file of the congregation or turned over to the Board of Evangelism. The individual shall be notified of such action by certified mail and shall be declared to have excluded himself or herself from this Christian congregation.”

Amended to read: “When a member of Messiah Evangelical Lutheran Church has not communed for three months, he/she will receive a visit from their respective Elder, and shall be admonished and encouraged. If such a member has not communed after six (6) months, he/she shall receive another visit by at least two (2) members of the congregation, one (1), the respective Lay-Elder/Deacon, and shall be admonished and encouraged. If such a member has not communed after six (6) months, he/she shall receive another visit by at least two (2) members of the congregation, one (1), the respective Lay-Elder/Deacon of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If, after nine (9) months, such a member still has not communed and is not attending the Worship services of the Church, he/she 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. If, after twelve (12) months, the member has not responded to Christian admonition as outlined above, the members name shall be transferred to the mission file of the congregation or turned over to the Board of Evangelism. The individual shall be notified of

such action by certified mail and shall be declared to have excluded himself or herself from this Christian congregation.”

2. Under Article 7: Duties of officers -- functions, powers, organization of administrative boards and the parish planning council; Sunday School Superintendent

By-Law reads: “The Board of Education shall appoint a Sunday School Superintendent for a two (2) year term.”

Amended to read: “The Board of Education shall appoint a Sunday School Superintends for a two (2) year term.”

3. Under Article 7: Duties of officers -- functions, powers, organization of administrative boards and the parish planning council; The Board Of Stewardship; item #18

By-Law reads: “Study and maintain a list of available social agencies for help with alcoholics, drug programs, delinquents, mental retardation, emotionally disturbed individuals, unwed mothers, and the like, either of Lutheran, private or public nature.”

Amended to read: “Study and maintain a list of available social agencies for help with alcoholics, drug programs, delinquents, individuals with disabilities, unwed mothers, and the like, either of Lutheran, private or public nature.”

CHART OF SPIRITUAL AND ADMINISTRATIVE AUTHORITY

NOT A STRUCTURE OF POWER BUT OF AUTHORITY, RESPONSIBILITY, AND SERVICE

