

CONSTITUTION
OF THE
KASIERSLAUTERN EVANGELICAL LUTHERAN CHURCH
MARCH 13, 1988

PREAMBLE

Our Lord Jesus Christ commanded His disciples to preach the gospel to the whole world (Mark 16:15, Matthew 28:18-20). To carry out this command, we as Christians are to unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all people (Acts 1:8), help each other grow in the Word (Ephesians 4:7-16), and maintain order in the Church (1 Corinthians 14:40). Therefore, we the members of the KASIERSLAUTERN EVANGELICAL LUTHERAN CHURCH agree to conduct our congregational affairs according to the following constitution and bylaws.

ARTICLE I – NAME, LOCATION and STATUS

- A. The name of this Congregation shall be the KASIERSLAUTERN EVANGELICAL LUTHERAN CHURCH.
- B. The Congregation shall be located at Bruchstrasse 10, 6750 Kaiserslautern, Federal Republic of Germany, and pursues exclusively and directly non-profit (charity and church) objectives, as explained in the section “tax-reduced objectives” of the tax rules.
- C. The Congregation shall operate as a member congregation of the Lutheran Church – Missouri Synod. The word “Synod” as used in this Constitution and the Bylaws of the Congregation shall refer to the Lutheran Church – Missouri Synod.
- D. The Congregation shall be registered with the District Court (Amtsgericht) of Kaiserslautern as an unincorporated organization, and shall operate in accordance with the German laws pertaining to such organizations.

ARTICLE II – PURPOSE

- A. The threefold purpose of this Congregation shall be:
 - 1. To spread the Good News of the Gospel according to the confessional standards of the Lutheran Church (as set forth in Article III), by carrying out an aggressive evangelism program, preaching the Word of God in its truth and purity, administering the sacraments, and providing a comprehensive religious education program;
 - 2. To foster Christian fellowship and charity;

3. To generally serve the religious needs of English-speaking Christians and Lutherans in the Kaiserslautern area, particularly those affiliated with the U.S. Forces in West Germany, regardless of church or synodical background or affiliation.

B. This is a non-profit organization. It does not primarily pursue profitable purposes.

C. Funds of the organization may be used only for the purposes stated in this article.

ARTICLE III – CONFESSIONS

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible. These Confessional Writings are the three Ecumenical Creeds (Apostles', Nicene, and Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

ARTICLE IV – CONGREGATION

A. Membership and Meetings -

1. The membership of the Congregation shall be as defined in the Bylaws. Should an application of acceptance into the organization be rejected, written reasons must be supplied to the applicant. A protest may be entered against the decision within two weeks. A final decision regarding the protest will be made by Lutheran Church – Missouri Synod. No person or member may be favored with expenditures which are extraneous to the purpose of the organization or receive disproportionately high compensation.
2. The Congregation shall meet at regular and special services, at Annual Voters' Assemblies, and at other times and in such places designated by or in accordance with the Bylaws.

B. Powers -

1. The Congregation as a body, through the Voting Members and the Church Council, shall have the power to administer and manage its internal and external affairs, in accordance with this Constitution and the Bylaws. All powers not specifically or generally given to the Church Council or other church officials in this Constitution, the Bylaws, or by special delegation of the voting membership are reserved to the Congregation as a whole. The Congregation shall not have the power to decide anything contrary to the Word of God or the Confessions of the Lutheran Church as set forth in Article III.

2. Except as otherwise provided in this Constitution and the Bylaws, the voting membership of the Congregation may delegate its powers to the Church Council or other officials, who shall conduct the affairs of the church under the supervision of the Congregation and in accordance with the Constitution and Bylaws.
3. The powers of the Congregation shall be exercised through the decisions of the Voters' Assembly, in accordance with the procedures set forth in the Bylaws. Decisions of doctrine or conscience shall be decided by the Word of God.

C. Obligations and Responsibilities -

1. The Congregation is responsible for all financial obligations or damages it incurs, and shall also be responsible for damages or obligations incurred by the Church Council or other officials acting on behalf of the Congregation in accordance with this Constitution and the Bylaws.
2. It is the individual and collective duty of the members of the Congregation to attend Voters' Assemblies and participate in the running of the church, to contribute to the financial and spiritual support of the church and to the furthering of its purposes, and to read and be familiar with this Constitution and the Bylaws.

D. Property of the Congregation -

1. The Congregation may acquire and dispose of property and property rights subject to the limitations imposed in the Bylaws.
2. All property purchased by, donated to, or otherwise acquired by the Church shall be owned by the Congregation as a whole.
3. If at any time a separation in the Congregation should take place (which God may graciously prevent), the property of the Congregation and all benefits accruing thereto shall remain with the part of the Congregation which continues to adhere to this Constitution and to the confessions of faith set forth in Article III, as determined by the Synod.
4. In the event of final dissolution of the Congregation, ownership of its property or assets shall pass to the Lutheran Church – Missouri Synod, a tax-favored body which must use them immediately and exclusively for charitable and church purposes, and shall remain or be liquidated within the Federal Republic of Germany until all accounts and obligations of the Congregation have been finally settled in accordance with German law.

ARTICLE V – OFFICERS

- A. The Officers of the Congregation shall be the President, the Vice-President, the Secretary, the Treasurer, and the Financial Secretary, who shall be elected in accordance with the Bylaws, and shall have the powers and duties set forth in the Bylaws.
- B. The Pastor and the Officers shall act as the legal representative of the Congregation. At any time, two of these persons acting jointly may exercise power of attorney on behalf of or represent the Congregation. Independent of this rule, power of attorney may be granted by the Church Council for special matters as necessary to conduct the business of the church.

ARTICLE VI – CHURCH COUNCIL

- A. The Church Council shall consist of the Officers as specified above, the Pastor, and the Chairpersons of the permanent boards and committees as established in the Bylaws.
- B. The Church Council as a body shall act as the board of trustees for the Congregation, and shall be responsible for overseeing the activities of the church and for managing the church's property and its administrative and financial affairs.
- C. In fulfilling its responsibilities, the Church Council shall have the particular powers and duties that pertain to such boards under the applicable civil laws, to be exercised in accordance with the requirements and limitations set forth in the Bylaws or otherwise delegated to it by the Voters' Assembly. The Church Council as a body and its individual members shall have no power beyond those powers conferred upon them by this Constitution, the Bylaws, or the Voters' Assembly; any powers so delegated may at any time be limited, altered or revoked by the Voters' Assembly.

ARTICLE VII – OFFICES OF PASTOR AND TEACHER

- A. The Pastor shall be chosen by the Voters' Assembly of the Congregation in the manner set forth in the Bylaws for calling a Pastor. The Pastor shall have the powers and duties set forth in the Bylaws.
- B. The pastoral office of the Congregation, as well as that of a called teacher in the parochial school, shall be conferred upon only such ministers, teachers, or candidates who profess and adhere to the confessional standards set forth in Article III, and who are well qualified for their work. Pastors and teachers shall, in the call extended to and accepted by them, be pledged to this confessional standard.

ARTICLE VIII – RELIGIOUS LITERATURE

Only such liturgies, hymns, prayers, and other documents which conform to the confessional standards of Article III shall be used in the public services of the Congregation and in all ministerial acts. Likewise, only literature which conforms to these standards shall be used for Christian education.

ARTICLE IX – BYLAWS

- A. The Congregation shall adopt such Bylaws as are necessary to accomplish its purposes and fulfill its responsibilities.
- B. The Bylaws may be adopted or amended only by the Voters' Assembly, in accordance with procedures set forth in the Bylaws for calling and conducting such assemblies. Proposals for new Bylaws or amendments to Bylaws shall be submitted in writing to the Synod for approval. If approved by the Synod, the proposed Bylaws or amendments must be submitted in writing to the Congregation at least two weeks prior to the meeting at which they are to be considered. Unless otherwise specified in the Bylaws, adoption of Bylaws or amendments thereto may be approved by a simple majority of voting members present.
- C. New or amended Bylaws shall become effective 15 days after approval by the Voters' Assembly, unless otherwise specified in the proposal.

ARTICLE X – AMENDMENTS TO THE CONSTITUTION

- A. Article II, III, and VIII of this Constitution shall be unalterable and irrevocable.
- B. Amendments to this Constitution may be approved only by the Voters' Assembly, in accordance with the procedures set forth in the Bylaws for calling and conducting such Assemblies. Proposals for amendments to the Constitution must be submitted in writing to the Synod for approval. If approved by the Synod, the proposed amendments must be submitted in writing to the Congregation at least two weeks prior to the date of the meeting at which they are to be considered. Amendments to this Constitution must be approved by a $\frac{3}{4}$ majority of the Voting Members present.
- C. All amendments to this Constitution must be registered with the District Court (Amtsgericht) of Kaiserslautern, and shall become effective upon such registration.

BYLAWS
OF THE
KAISERSLAUTERN EVANGELICAL LUTHERAN CHURCH

ARTICLE I – MEMBERSHIP

A. Baptized Membership -

Baptized members are those regular participants in congregational worship and activities who have been received by the Christian Sacrament of Holy Baptism in this Congregation; or, having been previously baptized in the name of the Triune God, have been received by transfer from another Lutheran congregation, by confirmation, or by reaffirmation of faith. Baptized membership includes the baptized minor children of Communicant members.

B. Communicant Membership -

1. Communicant members are those persons who have been received by confirmation, proper transfer from another Lutheran congregation or by Profession of Faith or Reaffirmation of Faith, and who:
 - a. Have been baptized in the name of the Triune God;
 - b. Accept all the canonical books of the Old and New Testaments as the only divine rule and standard of life;
 - c. Are familiar with at least Luther's Small Catechism and declare their acceptance of it;
 - d. Attend divine services faithfully;
 - e. Lead Christian lives and do not live in the manifest works of the flesh (Galatians 5:19-21);
 - f. Partake of the Lord's Supper frequently;
 - g. Contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world;
 - h. Devote their time and talents to the extension of the Kingdom of God;
 - i. Permit themselves to be fraternally admonished and corrected when they have erred; and
 - j. Do not compromise their Christian faith by being affiliates or supporters of any organization or society conflicting with the Word of God.
2. Communicant membership may be attained by:
 - a. Confirmation -- Baptized persons recommended by the Pastor or the Board of Elders to the Church Council, who have successfully completed an approved course of instruction in the Word of God and the Confessions of the Lutheran Church as described in Article III of the Constitution, may be

received into communicant membership according to the rite of Confirmation.

- b. Transfer -- Persons qualified as set forth above, upon presentation of a Communicant Letter of Transfer from a congregation of one of the major Lutheran Church bodies, may be recommended by the Pastor to the Church Council for acceptance as new Communicant members.
- c. Profession or Reaffirmation of Faith -- Persons who have applied to the Pastor for consideration as new members, and who have demonstrated to the Pastor and at least one Elder satisfactory evidence of qualification for communicant membership, may be recommended by the Pastor to the Church Council for acceptance as new Communicant members. When accepted by the Church Council, such persons will become Communicant members by Professing or Reaffirming their Faith before the Congregation.

C. Voting Membership -

1. Those Communicant and Baptized members who are at least eighteen years of age become voting members upon certification by the President that they have read and signed the Constitution and the Bylaws. The names of new voting members shall be announced at the next meeting of the Church Council.
2. Voting Members generally have the right to attend, speak and cast votes at Voters' Assemblies, to hold congregational offices, and to nominate others for office. It is the duty of every voting member to attend all meetings of the Voters' Assembly, to accept whenever possible nominations for office, and to actively participate in the governing of the congregation and in its business.

D. Non-exclusive Nature of Membership -

1. This Congregation recognizes and respects the motive and desires of those persons who desire to become active members of this Congregation, but due to the temporary nature of their residence in Germany still wish to maintain membership in their home congregations.
2. For the above reason, membership in this Congregation shall not be automatically exclusive of previous membership in other congregations, and persons who become members of this Congregation by Profession or Reaffirmation of Faith shall not thereby be considered to have terminated their previous membership in other congregations.

E. Termination of Membership -

1. All types of membership are terminated by the following methods:

- a. Transfer -- The Church Council or the Pastor may issue Letters of Transfer to members who wish to transfer to other Lutheran congregations and who have requested such letters in writing. Membership is terminated by issuing such a letter. All transfers shall be announced at the next meeting of the Church Council.
 - b. Joining Other Churches -- Members who join another congregation outside the Lutheran fellowship may be considered to have terminated their membership, and upon a recommendation by the Pastor and Elders, the Church Council may direct that they be removed from the membership rolls.
 - c. Extended Absence -- Members who have been absent more than three months from regular Congregation activities and whose whereabouts are unknown or cannot be established may, upon recommendation of the Pastor and Elders, be removed by the Church Council from the membership rolls. Members whose whereabouts are known, but have not participated in worship or other church activities for more than six months despite pastoral contacts, may also be removed from the membership rolls by the Church Council acting upon recommendation of the Pastor and Elders.
 - d. Excommunication or Self-Exclusion -- Membership is terminated when the member is excommunicated by the Voters' Assembly in accordance with Section H of this Article. Self-exclusion also terminates membership, and occurs when the disciplined member fails to attend the meeting of the Voters' Assembly at which excommunication is to be decided.
2. Voting membership terminates when the member fails to attend two consecutive Voters' Assemblies without offering valid excuses. A member may apply to the President for reinstatement into voting membership. Reinstatement occurs upon recommendation by the President approved by the Church Council.
 3. Upon termination of membership, the former member forfeits all rights accruing to a member of the Congregation, including any claims as a member upon the property of the Congregation, unless the member is reinstated.
 4. A former member may be reinstated into membership by vote of the Church Council, unless the previous membership was terminated by excommunication. Excommunicated members may be reinstated only upon recommendation of the Church Council approved by two-thirds (2/3) of the voting members present at a Voters' Assembly.

F. Membership Rolls -

The Board of Elders shall maintain lists of each category of members. Members' names shall be added to or removed from such lists whenever their membership status changes

according to this Article. A current list of all members indicating the type of membership shall be presented to the Congregation at least once each year at the annual meeting.

G. Equal Opportunity -

The provisions for the various types of membership in this Congregation described in this Article shall be applied equally to all persons, regardless of race, age, gender, national origin, or religious background.

H. Discipline of Members -

1. Members of the Congregation are subject to discipline for committing the following offenses: denial of the Christian faith; immoral, scandalous, or un-Christian conduct; persistent troublemaking within the Congregation; or other conduct grossly unbecoming a member of the Lutheran Church.
2. Discipline, when recommended by the Pastor and the Elders, shall be administered in every case according to the procedures Christ instructed his disciples to follow (Matthew 18:15-20), in the following steps, each used when the previous step has failed to resolve the problem:
 - a. Private admonition by the Pastor;
 - b. Admonition by the Pastor in the presence of the Elders;
 - c. Admonition by the Church Council.
3. Persons to be admonished before the Church Council shall be notified at least 10 days before the date they are to appear of the date, time and place of the meeting, and the offenses of which they are accused. If the accused person fails to appear at the appointed time without a valid excuse, the Council may proceed to consider the accusation in the person's absence. A finding that the accused person has committed an offense and should be admonished must be approved by two-thirds of the voting Council members present.
4. If the disciplined member fails to cease the sinful conduct after admonition by the Church Council, the Council may approve a recommendation by the Pastor and the Elders for one or more of the following penalties:
 - a. Censure before the congregation;
 - b. Suspension of specified membership privileges for a specified amount of time (including denial of the Sacrament of Holy Communion);
 - c. Recommendation for excommunication by the Voters' Assembly.

A resolution imposing or recommending the above penalties must be approved by two-thirds of the voting Council members present and must be provided in writing

to the disciplined member. Any such disciplinary measures may be reconsidered and revoked by the Council upon receipt of evidence or repentance and amendment, or evidence that an injustice has been done.

5. Upon recommendation by the Church Council for the excommunication of a member, a Voters' Assembly shall be called to vote upon the recommendation. A member may be excommunicated only by vote of two-thirds of the voting members present at the Voters' Assembly. Failure of the accused member to appear at the Voters' Assembly called to decide on his or her excommunication results in termination of membership by self-exclusion. The excommunication of a member may be reconsidered and revoked by a two-thirds majority of the Voters' Assembly upon recommendation of the Church Council, based on evidence of repentance and amendment, or evidence that an injustice was done. Decisions to excommunicate a member may be appealed by the member to the Lutheran Church – Missouri Synod.

ARTICLE II – PASTOR

A. Qualifications -

A Pastor of this Congregation shall be a member of the Lutheran Church – Missouri Synod whose background and qualification have been examined by the Congregation, who has been properly ordained or commissioned, who accepts and adheres to the Confessional Standards set forth in Article III of the Constitution, and whose personal life and conduct are above reproach.

B. Calling of the Pastor -

1. When calling a pastor, the Congregation shall seek the advice of the Synod and request the Synod's recommendations for pastoral candidates. The Elders shall review all recommendations received and submit a list of recommended candidates to the Church Council. The Elders will provide a copy of the candidates list to each family of the Congregation at least two weeks prior to any Voters' Assembly announced for the calling of a pastor.
2. The Pastor shall be elected under the procedures set forth for the conduct of Voters' Assemblies, from the list of candidates prepared by the Elders. The candidate receiving the votes of a majority of the voting members present will be selected. If after the first ballot, no candidate has received a majority of votes, the Congregation will again vote for the two candidates who received the most votes in the first ballot. After a candidate is chosen, the President shall move that the selection be declared unanimous by a voice vote.
3. The President, Secretary, and Elders shall prepare a call to be sent to the Pastor-elect. The call shall include the terms and conditions of the call and of

employment with this Church, and shall specify the length of the term of service. A copy of the Constitution and these Bylaws shall also be included with the call.

4. The Congregation may renew the call to an incumbent Pastor for a specified or indefinite term, upon recommendation of the Church Council approved by a simple majority of the Voting Members present at a Voters' Assembly.
5. As soon as practicable after beginning work in this Congregation, the new Pastor shall be installed by an appropriate official designated by the Synod.

C. Duties and Responsibilities -

1. The Pastor shall preach the Word, administer the Sacraments, and conduct pan-Lutheran public worship in consistency with the faith and practices of the Lutheran Church. The Pastor shall care for and counsel the people individually and as a congregation, give catechetical instruction, confirm, conduct marriages in accordance with the teachings of the Church and the applicable civil laws, visit the sick and distressed, and bury the dead. The Pastor shall inculcate piety in individual and family life and shall supervise all schools and auxiliary organizations of the Congregation. The Pastor shall install regularly elected members of the Church Council, and with the Council and the Elders, shall administer discipline in accordance with these Bylaws. The Pastor shall impart knowledge of Church and its wider ministry through distribution of its various publications. The Pastor shall seek out and encourage qualified persons to prepare for the ministry of the Gospel and shall strive to extend the Kingdom of God in the community, in Germany, and abroad.
2. The Pastor shall be responsible with the Elders to see that the membership rolls of the Congregation are kept current, and shall make periodic reports thereon to the Church Council. The Pastor shall ensure that pastoral acts are recoded in the Congregation's official Register (which shall be and remain the property of the Congregation), and shall be the custodian of the Seal of the Congregation. The Pastor shall also be responsible for receiving and issuing letters of transfer for prospective and departing members.
3. The Pastor shall, with the Elders, make recommendations to the Church Council for the acceptance of new members, termination and discipline of present members, and reinstatement of former members, in accordance with the Constitution and these Bylaws. The Pastor shall have such other duties and responsibilities as may be set forth elsewhere in the Constitution and Bylaws or may be determined by the Church Council, and shall be a member ex officio of all congregational boards, committees, and internal or auxiliary organizations.

D. Compensation and Expenses -

In order that the Pastor of this Congregation may be fully devoted to the duties of the office, an adequate salary and benefits shall be provided. The Pastor shall keep a record of expenses incurred in the performance of pastoral duties, which shall be reimbursed in whole or in part by the Congregation.

E. Discipline -

Charges against a Pastor, which if substantiated, would subject members to discipline where the provisions of these Bylaws, shall be presented to the Synod for adjudication in accordance with the Constitution and Bylaws of the Synod.

F. Termination and Resignation -

1. The regular call of this Congregation when accepted by a Pastor shall establish a relationship for the period of time specified in the call, and which shall be terminated only for the following reasons: expiration of the term of the call; resignation of the Pastor; dissolution of the Congregation; death of the Pastor or inability to perform pastoral duties because of mental or physical disability; disqualification of the Pastor due to Church discipline; continued neglect of duties; or inability to perform the duties of office in this congregation because of local conditions, without any reflection on the moral or spiritual character, or the abilities of the Pastor.
2. When the conduct of the Congregation is imperiled, and it appears necessary to remove a Pastor for one of the causes listed above, the Congregation shall seek the advice and counsel of the Synod. The Church Council shall thoroughly investigate the underlying circumstances and send a detailed report to the Synod, requesting that a representative of the Synod be appointed to examine the circumstances and make a recommendation to the Congregation regarding appropriate action. The Church Council may be compelled to send such a report and request to the Synod by a petition signed by a majority of the Voting Members of the Congregation. The President shall appoint an advisory committee to assist the Synod's representative in reviewing the evidence and preparing a recommendation to the Congregation and the Pastor. If both the Pastor and the Congregation accept the course of action so recommended, the matter shall be resolved accordingly. If the Pastor and Congregation are both unable to accept the recommended course of action, the matter shall be submitted to the Executive Board of the Synod for final decision. Approval by the Congregation of recommendations shall be by two-thirds majority of the Voting Members present at a Voter's Assembly. The Congregation shall obtain competent medical testimony as to questions of physical or mental disability. No action taken will be regarded as an act of discipline, but shall be considered an act of expediency based on the principles of Christian love. Matters of doctrine or morality shall not be disposed of under the above procedures; they shall instead be handled as disciplinary matters.

3. The Pastor may resign prior to the expiration of the term of his call by submitting a letter of resignation to the Church Council, which shall be announced to the Congregation without delay. Unless otherwise agreed or specified in the terms of the call, the resignation will be effective six months after the date submitted.
4. Before calling a successor, the Congregation shall make full settlement of all financial obligations to a departing pastor, as required by the terms of the call or other agreement.

G. Assistant and Supply Pastors -

1. In accordance with its needs, the Congregation may call an assistant pastor or pastors in accordance with the procedures set forth above. The terms of the call shall specify the particular privileges and duties of such assistant pastors if different from those above; and in any case shall outline the relationship of the assistant pastor to the pastor and their respective duties if different.
2. During the absence of the Pastor or a pastoral vacancy, the Church Council shall, through the Worship and Music Committee and with the advice of the Elders, obtain the services of available and qualified interim or supply pastors on a temporary basis. The privileges and duties of such supply or interim pastors shall be as agreed upon in each case.

ARTICLE III – CHURCH COUNCIL

A. Members -

1. In addition to the Pastor and Officers as specified in the Constitution, the voting membership of the Church Council shall include the Chairpersons of the following permanent boards and committees:
 - a. Board of Elders
 - b. Board of Christian Education
 - c. Stewardship Committee
 - d. Worship and Music Committee
 - e. Evangelism Committee
 - f. Board of Missions and Social Ministry
 - g. Youth Committee
 - h. Board of Property Management
2. Except for the Pastor and the Chairperson of the Board of Elders, all Officers and Board or Committee Chairpersons shall be elected at the annual Congregational Meeting by simple majority vote of the Voters' Assembly for a term of one year. All members of the Board of Elders are elected directly by the Voters' Assembly to serve on that Board for a period of two years, with the term of at least one

member expiring each year. Immediately after the annual Congregation elections, the Elders shall in turn elect from within the Board of Elders a Chairperson to serve for one year. Normally, all Church Council members will assume their respective duties on the first Sunday in February of each year. If for some reason a church council member is removed or otherwise unable to finish a term of service, the President shall appoint a replacement, with the approval of the Church Council, to serve until the next annual elections.

3. The President may appoint chairpersons and members of such other temporary boards and committees as are necessary in conducting the business of the Congregation, and shall clearly outline their purposes and functions. The chairpersons of such boards and committees shall attend meetings of the Church Council and may participate as non-voting members of the Council.
4. Members may resign from the Church Council by submitting a written letter of resignation to the President specifying the effective date. Members of the Church Council maybe removed prior to the end of their term of office for the following causes: continued neglect of duties; inability to perform duties due to physical or mental disability or other causes; or discipline for conduct incompatible with duties. Removal is accomplished upon recommendation of the Church Council approved by two-thirds of the voting members present at a Voters' Assembly. In addition to the above procedures, the President may immediately declare vacant the position of any Church Council member whose membership in the Congregation has terminated for any reason, or who has been absent from two consecutive Council meetings without valid reason.

B. Meetings -

1. The Church Council shall normally meet at least once per month, at such times and in such places as the President shall designate. Special meetings may be called by the President, Pastor, or the Board of Elders. It is the duty of Church Council members to attend such meetings.
2. The President shall act as Chairman of all Church Council meetings. A simple majority of voting members shall constitute a quorum. The latest edition of Roberts Rules of Order shall govern the procedures for conducting meetings. In special cases, the President may conduct church Council business by telephone if a quorum of members can be contacted and consents to that method.
3. The Sunday School Superintendent, and a representative of the Men's group, the Ladies' group, the Youth group and other organizations within the congregation are encouraged to attend meetings of the church council and may participate as non-voting members of the Council.
4. Normally, meetings of the Church Council may be attended by any member of the congregation. However, in special circumstances and for good cause, the

President may limit attendance at a particular meeting to only the voting and non-voting members of the Church Council.

C. Duties and Limitations -

1. The Church Council, under the supervision of the President, is responsible for conducting and overseeing all business of the Congregation and performing all functions in governing the Congregation except as are reserved to the Voters' Assembly, the Pastor or other particular officers or persons, or as are otherwise limited in the Constitution and Bylaws. The responsibilities of the Church Council shall particularly include supporting the Pastor and to generally overseeing the spiritual life and activities of the Congregation, and in particular its public worship, ensuring that everything is done in accordance with the Word of God and the faith and practices of the Lutheran Church.
2. The Council shall prepare an annual report describing activities of the Congregation and the Church Council, to be presented to the Congregation at the annual meeting of the Voters' Assembly. A copy of the report as accepted by the Congregation shall be sent to the Synod.
3. The Council shall prepare an annual budget for a fiscal year which the Council shall specify. The proposed budget shall be presented to and approved by the Congregation at the annual meeting of the Voters' Assembly. The Council shall supervise the expenditure of funds in accordance with the approved budget.
4. The Church Council may not make expenditures nor incur obligations in excess of \$1000 over the total amount of the approved budget during the fiscal year without the approval of the Voters' Assembly. In addition, the Church Council shall not have the power to buy, sell, or encumber real property unless specifically authorized to do so by the Voters' Assembly.
5. Acts of the Church Council which are beyond the power of the Council, but which are approved by a Voters' Assembly within 30 days, shall be considered ratified by the Congregation and binding thereon. If such acts are not so approved within 30 days, they shall be considered null and void.

ARTICLE IV – POWERS AND DUTIES OF OFFICERS

In order to aid the Pastor and fulfill the responsibilities established by the congregation, the Officers of the Congregation shall have the following particular powers and duties, in addition to those established elsewhere in the Constitution or these Bylaws:

A. President -

1. Act as Chairperson of all Church Council meetings, Voters' Assemblies, and Congregation meetings.

2. Sign all official documents of the Congregation in conjunction with the Secretary, unless otherwise directed or specified.
3. Attend whenever possible meetings of any Boards, Committees, or other organizations of the Congregation that pertain to the growth and welfare of the Congregation.
4. Appoint officers, boards, and committees as necessary.

B. Vice-President -

1. Assist in the performance of the President's duties, and exercise the powers and duties of the President during the President's absence.
2. Succeed the President in the event of a vacancy.
3. Perform such work and functions within the Church Council, or various boards and committees or within the Congregation as the President may delegate.

C. Secretary -

1. Keep a permanent record of the attendance at all meetings of the Church Council and the Voters' Assembly, and the proceedings and minutes thereof.
2. Process all official correspondence and sign all official documents in conjunction with the President unless otherwise specified or directed.
3. Serve as custodian of all official church records unless otherwise specified.

D. Treasurer -

1. Ensure that all properly-incurred bills and obligations of the Congregation are paid, and that all checks are countersigned by the President or the Vice President.
2. Keep accurate and permanent records of the receipts and disbursements of the Congregation. Such records shall be the property of the Congregation and shall be audited annually by an audit committee appointed by the President. A report of the audit shall be included in the annual report of the Church Council.
3. Submit a report of financial status at each regular council meeting and Voters' Assembly showing actual receipts and disbursements compared to budget allowances.
4. Prepare such tax documents as are required by applicable civil laws regarding the salaries and benefits of employees of the Congregation.

5. Serve as Chairperson of the Budget Committee, with responsibility for preparing the Congregation budget each year prior to the last Church Council meeting before the Annual Voters' Assembly. The Financial Secretary, and the Chairpersons of the Stewardship Committee and Board of Property Management shall also serve as members of the Budget Committee and shall assist in preparing the budget.
6. Serve as a member of the board of Property Management.
7. Serve under a fidelity bond paid for by the Congregation.

F. Financial Secretary -

1. Receive and deposit in the bank accounts of the Congregation all contributions and other receipts or income of the Congregation, and present a summarized report thereof at each regular Church Council meeting. Provide the Treasurer with a weekly report detailing all receipts and deposits. Keep an accurate and permanent record of all receipts of the Congregation. Such records shall be the property of the Congregation and shall be audited annually by an audit committee appointed by the President. A report of the audit shall be included in the Church Council's annual report to the Congregation.
2. Maintain records of contributions by each member, and prepare quarterly statements of individual contributions to be distributed only to the member concerned. All information regarding individual contributions shall be kept in strict confidence.
3. Serve on the Budget Committee and assist the Treasurer in preparing the annual budget.
4. Serve on the Stewardship Committee.
5. Serve under a fidelity bond paid for by the Congregation.
6. In the absence of the Financial Secretary, the Chairperson of the Stewardship Committee shall perform the above duties.

ARTICLE V – POWERS AND DUTIES OF PERMANENT BOARDS AND COMMITTEES

In order to aid the Pastor and fulfill the responsibilities established by the Congregation, the permanent boards and committees listed below and their respective chairpersons shall have the particular powers and duties shown in addition to those specified elsewhere in the Bylaws or the Constitution. With the exception of the Board of Elders, the members of each board or committee shall be appointed by their respective chairpersons or by the

President. The chairpersons shall also have the power to approve expenditures of funds budgeted for their particular function, and determine the times and places of board or committee meetings. The Pastor and President shall be ex officio members of all boards and committees, and shall be notified of all meetings and shall have access to the minutes thereof.

A. Board of Elders -

The Board of Elders shall consist of at least three members, all of whom are elected by the Voters' Assembly to serve for a term of two years, with the term of at least one member expiring each year. The Elders shall in turn elect a member of the Board to serve as Chairperson for a term of one year. The Chairperson serves as a voting member of the Church Council. Other duties of the Board of Elders include:

1. Ensuring that the Gospel is preached in its truth and purity in accordance with Lutheran teachings.
2. Assisting the Pastor in all matters pertaining to the spiritual welfare of the Congregation, to include making recommendations to the Pastor and Church Council concerning the discipline of members and assisting in performing such measures as may be necessary.
3. Assisting the Pastor in the distribution of the Communion elements at worship services.
4. Preserving order at public worship and at meetings. The Elders shall annually appoint a Head Usher.
5. Reviewing and updating the membership lists of the Congregation at least annually, and making recommendation to the Church Council and Pastor concerning the status of members.
6. When necessary, preparing a list of candidates for the office of Pastor, for presentation to the Church Council and Congregation.

B. Board of Christian Education -

The purpose of the Board of Christian Education is to foster spiritual growth in the life of individual Christians. The Sunday School Superintendent and the Chairperson of the Youth Committee shall also serve as members of this Board. Particular responsibilities of the Board include:

1. Recommending a member of the Congregation to be appointed by the President to serve for one year as Sunday School Superintendent.

2. Ensuring the development of an effective teaching ministry which includes the training of teachers and leaders, and which provides an opportunity for Christian study for every member of the Congregation through its various teaching agencies.
3. Setting policies for and coordinating the operations of the teaching agencies of the Congregation.
4. Encouraging members to establish family education programs within the home.
5. Providing for nursery care during the worship services as needed.

C. Stewardship Committee -

The Stewardship Committee concerns itself with the expression of the sanctified Christian life. This includes the personal commitment of becoming “living sacrifices”, who have been bought with a price (Romans 12: 1ff; 1 Peter 1: 18ff). Essential to this is an organized effort to seek from each confessing Christian a commitment as a steward of the blessings God has showered upon him, including time, talents, and money. The Financial Secretary serves as a member of this committee. Other responsibilities include:

1. Maintaining a current “time and talents” inventory of all members which shall be made available to each Officer and Board or Committee Chairperson.
2. Assisting the Treasurer in preparing the budget.
3. In the absence of the Financial Secretary, the Chairperson of this committee performs the duties of that officer, except those pertaining to the legal representation of the Congregation (Constitution Article V, paragraph B).

D. Worship and Music Committee -

The worship and Music Committee is responsible for giving leadership, counsel, and guidance in all matters pertaining to worship and church music within the Congregation. The Head Usher serves as a member of this committee. In addition, this committee shall:

1. Ensure that the services of a supply pastor are obtained during the absence of the Pastor.
2. Ensure that all elements needed for an contributing to the regular and special services of the Congregation are obtained and made available, including music, preparation of the Communion Table and Service, and assistance with the Communion Service.
3. Sponsor an Altar Guild and obtain lectors, lay assistants, and ushers for each regular and special service.

E. Evangelism Committee -

Luther said: "Evangelism is one beggar telling another beggar where to find the bread." With this in mind, the Evangelism Committee concerns itself with spreading the Good News, helping all Christians learn to share their personal faith in more effective ways, reaching out to the lost and hurting with the love of Christ, and building and edifying the fellowship of the church. In addition, this committee is responsible for the public relations of the Congregation and publicizing the Gospel and the activities of the Congregation using various media.

F. Board of Missions and Social Ministry -

The Board of Missions and Social Ministry is responsible for examining human problems of concern to the Congregation and the larger community. In cooperation with the appropriate community and Congregation agencies, this committee strives to enhance understanding of these problems and issues and to encourage the application of Christian faith in dealing with them. In particular, the Board shall:

1. Plan, coordinate, encourage, and supervise discussions and responses by the Congregation to human social concerns.
2. Plan and supervise various forms of mission support.
3. Coordinate frequent Congregation fellowship activities.

G. Youth Committee -

The purpose of this committee is to encourage the youth of the Congregation to grow in personal faith by developing a meaningful and aggressive youth ministry, including a balanced program of worship, education, witness, stewardship, fellowship, and recreation. The Chairperson of this committee also serves on the Board of Christian Education.

H. Board of Property Management -

This board is responsible for obtaining for the congregation the various property and equipment needed for conducting the activities of the church. The Treasurer serves as a member of this board. In addition, this board shall:

1. Administer all property belonging to the Congregation, ensuring proper maintenance and care.
2. Obtain legal information and advice necessary for the wise consideration of contracts, deeds, and other legal matters by the Congregation and the Church Council.

3. Assist the Treasurer in preparing the annual budget.

ARTICLE VI – ORGANIZATIONS WITHIN THE CONGREGATION

All organizations within the Congregation shall exist to aid it in ministering to its members and to all whom it can reach with the Gospel of Christ. As outgrowths and expressions of the Congregation's life, the organizations are subject to its oversight and direction. The Congregation at its meetings, or the Church Council, shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances. Such organizations and special interest groups may be organized only with the approval and authorization of the Church Council.

ARTICLE VII – ELECTIONS

- A. Elections for Congregational offices shall be held at the annual meeting of the Voters' Assembly in the month of January, with newly elected officials normally assuming their duties on the first Sunday of February.
- B. The President shall appoint a nominating committee of at least three voting members of the Congregation, with the approval of the Church Council. The nominating committee shall prepare a slate of candidates for each position and present the list of nominees in published form to the Congregation at least three weeks prior to the annual Voters' Assembly. Additional nominations may be made from the floor during the annual Voters' Assembly. Additional nominations may be made from the floor during the annual Voters' Assembly. Only voting members of the Congregation may be nominated.
- C. Nominees are elected by a simple majority of voting members present. If no nominee receives a majority, a "run-off" vote will be conducted between the two nominees receiving the most votes in the first round.

ARTICLE VIII – VOTERS' ASSEMBLY

A. General -

1. The power and authority of the Congregation shall be exercised through the Voters' Assembly at Congregational meetings called and held in conformity with applicable civil laws and the Constitution and Bylaws.
2. The Voters' Assembly consists of a quorum of the voting membership of the Congregation as defined in these Bylaws.

B. Meetings -

1. The annual meeting of the Voters' Assembly shall be held in January of each year.

2. Special meetings may be called by the President, Pastor, Board of Elders, Church Council, or by petition of at least ten percent of the voting membership.
3. Annual and special meetings must be announced verbally or in the Bulletin at the two consecutive Sunday services prior to the meeting.
4. Generally, Baptized and Communicant members are also encouraged to attend Congregational meetings. However, only Voting Members may cast votes on questions before a Voters' Assembly.

C. Procedures -

1. A quorum shall consist of at least one third of the voting membership of the Congregation. If a quorum is not present at a properly announced meeting, the meeting shall be postponed at least one week, and the new date and time shall be announced at the Sunday service following the postponement. If all required announcements have been made and every reasonable effort was made to notify the voters, the voting members present at this second meeting shall constitute a quorum and all business transacted and resolutions passed shall be binding on the Congregation.
2. The Secretary will ensure that each voting member signs a roll sheet for the meeting. The Secretary is responsible for recording the results of voting, but will not be assigned to count ballots. The Secretary will also record the minutes of the meeting and ensure that a copy of the minutes is sent to the Synod after the meeting.
3. The following agenda will be used for the Annual Voters' Assembly meetings:
 - a. Prayer
 - b. Roll Call
 - c. Reading and approval of minutes of the previous meeting
 - d. Treasurer's Report
 - e. Pastor's Report
 - f. Reports of Boards and Committees
 - g. Old or Unfinished Business
 - h. New Business and Correspondence (Elections)
 - i. Adjournment with Prayer
4. Votes will normally be by voice vote or show of hands, except in the following cases, which shall be by secret ballot:
 - a. Adoption or amendment of Constitution;
 - b. Calling or removal of a pastor;
 - c. Excommunication or other Congregational discipline;

- d. Approval of sale, purchase, or encumbrance of real property;
 - e. Establishment or severance of Synod membership;
 - f. When ballot vote is requested by ten or more members present at the meeting or when determined by the President to be appropriate.
5. Generally, voters must be present at the meeting to cast a vote. However, voters may cast votes by absentee ballot in the following cases:
- a. Election of nominated candidates for Congregational office;
 - b. Adoption or amendment of Constitution or Bylaws;
 - c. Adoption of annual budget;
 - d. Any proposal other than disciplinary action published and announced in advance of the actual meeting.
6. Votes by absentee ballot must be in writing, signed by the voting member, and must be given to the President prior to the meeting of the Voters' Assembly. Persons casting votes by absentee ballot will be counted among the "Voting Members present" when determining whether a quorum is present or whether a question has received a required majority of votes.
7. The latest edition of Robert's Rules of Order shall be used to govern procedures of Congregational meetings and Voters' Assemblies, except as otherwise set forth above.