

CONSTITUTION
AND
BY-LAWS

ZION EVANGELICAL LUTHERAN
CHURCH

WHITEHALL, MONTANA 59759

ADOPTED APRIL 22, 1979

CONSTITUTION
of ZION EVANGELICAL LUTHERAN CHURCH
of Whitehall, Montana

PREAMBLE

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

Therefore we, a number of Lutheran Christians living in and near Whitehall, Montana adopt the following Constitution for governance of all spiritual and material affairs of our congregation.

ARTICLE 1: NAME

The name of this congregation shall be Zion Evangelical Lutheran Church of Whitehall, Montana.

ARTICLE 2: CONFESSION OF FAITH

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, Nicene, and Athanasian.
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Luther's Large Catechism
6. Luther's Small Catechism
7. The Formula of Concord

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

ARTICLE 3: SYNODICAL AFFILIATION

This congregation shall be affiliated with the Lutheran Church - Missouri Synod as long as the confessions and constitution of said synod are in accord with the confession and Constitution of this congregation as laid down in Article 2.

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 4: 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 2 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 these By-Laws.
 4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
 5. Are not members of an anti-Christian organization or of any other organization conflicting with the Word of God and the conduct of a Christian (II Cor. 6:14-18).
- C. Membership and privileges of each communicant member shall remain in force so long as each member maintains his eligibility according to the five points in Section B of this Article and meets the requirements stated or implied in the By-Laws. Membership ends when a member:
1. Voluntarily severs his connection with this congregation, or
 2. Has been released or transferred, or
 3. Has been excommunicated or excludes himself according to the provisions of the By-Laws.

ARTICLE 5: ORGANIZATION

A. Voting Membership

This congregation shall be represented by and administer all its affairs through its voting membership. Only communicant members who meet the membership provisions of the By-Laws shall be received as voting members.

B. Administrative Boards

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

- Board of Lay Ministry
- Board of Evangelism, Christian Education, and Young People's Work
- Board of Stewardship and Church Properties
- Board of Parish Fellowship and Public Relations

1. The above boards may be recombined into any other combination of boards, or split into the following eight (8) boards by a three-fourths majority vote at a regular voters' meeting:

- Board of Lay Ministry
- Board of Evangelism
- Board of Christian Education
- Board of Young People's Work
- Board of Stewardship
- Board of Church Properties
- Board of Parish Fellowship
- Board of Public Relations

2. Each board, either combined or single, shall consist of at least three (3) members.

C. Officers of the Congregation

The officers of the congregation shall consist of the:

- Executive Director
- Assistant Executive Director(s) and
- Treasurer

They shall be elected from among the voting membership in accordance with the By-Laws of the congregation. The Executive Director of the congregation, (or the Assistant Executive Director(s) when acting in the Director's capacity) shall be ex-officio member of all administrative boards, other than those on which he holds elected membership. The pastor(s) of the congregation shall be an ex-officio member of all boards and committees, and may, at his discretion, attend any or all meetings related to congregational activity.

D. Parish Planning Council

The Parish Planning Council shall consist of the:

- Executive Director
- Assistant Executive Director(s)
- Treasurer
- Directors of the administrative boards listed in Section B of this Article, and
- The pastor(s)

They shall hold a position on the Parish Planning Council by virtue of their election or call by the voting membership so long as their term of office continues.

E. Rights and Powers

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 or pastor(s) of this congregation

has 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, is 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 of officers and administrative boards, is subject to revision or complete withdrawal by the voting membership at its discretion.

ARTICLE 6: PASTORS AND OTHER PROFESSIONAL CHURCH WORKERS

- A. Only such candidates shall be called and elected to serve as pastors or other professional church workers, who profess acceptance of and pledge faithful adherence to the confessions of this congregation as set forth in Article 2 of this Constitution.
- B. In the absence of adequate cause for dismissal as defined in Article 3, Section 3 of the By-Laws, the tenure of office of a called and elected pastor or other professional church worker shall be:
 - 1. Until called to another field of service;
 - 2. Until the end of a mutually agreed term of service, the length of the term being mutually agreed to by the congregation and pastor or other professional church worker prior to and in accordance with acceptance of the call and election; or
 - 3. Until released from position in accordance with Article 3, Section 3 of the By-Laws, because of irreconcilable differences between the congregation and the pastor or other professional church worker.

ARTICLE 7: SOCIETIES

Societies may be organized within the congregation only with approval of the voting membership, and all such societies shall be under the supervision of the pastor(s) and the appropriate administrative board under whose jurisdiction they function. Any decisions, enactment or performance of these societies or groups must conform with this Constitution. The pastor(s) and/or appropriate administrative board chairman or their designated representatives shall be the advisor(s) for such societies or groups within the congregation.

ARTICLE 8: PROPERTY RIGHTS

If at any time a separation or division should take place within this congregation, every effort shall be made to reconcile differences in peace and love. If despite all attempts toward reconciliation a division into factions should occur, the property of the congregation and all the benefits therewith connected shall remain with those who shall constitute a majority of the voting membership. Should the congregation at any time be dissolved, the money remaining in the treasury and the other property of the congregation shall be assigned to a Lutheran Church. The advice of district and synodical officers shall be sought before any action is taken.

ARTICLE 9: VALIDITY OF RESOLUTIONS

All congregational matters shall be decided by a simple majority vote of a quorum of voting members present at a properly convened voters' meeting except as otherwise provided in this Constitution and its associated By-Laws.

ARTICLE 10: AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the Articles listed in Sections B and C of this Article, by a three-fourths majority of the votes cast at the regular voters' meeting in January, February, or March, 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 different Sundays prior to the date upon which the amendment is presented for action.
- B. Articles 2, 4, and 6 are hereby made irrevocable.
- C. Article 8 may be amended only by approval of a majority of the voting membership.

THE BY-LAWS OF THE CONSTITUTION

ARTICLE I: COMMUNICANT MEMBERSHIP

Section 1. Application for Membership - Procedure

Applicants for communicant membership in this congregation shall consult the pastor who shall determine whether such applicants are eligible for membership in accordance with Article 4 of the Constitution.

Applicants not familiar with doctrines and confessions of the Lutheran Church must attend a course of instruction, and make public profession of their faith at a time and place deemed suitable by applicant, Board of Lay Ministry, and the pastor.

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 Ministry, arrange for a period of instruction prior to reaffirmation of faith for such applicant.

After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as communicant members shall be recommended by the pastor to the Board of Lay Ministry. That board 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 communicant members to:

- Grow in the Christian faith and life through faithful use of the means of grace, including partaking of the Lord's Supper.
- Search the Scriptures frequently and regularly at home and in fellowship with other members of the congregation.
- Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:18-21), and always conducting themselves in a manner that will bring credit to the Church of Jesus Christ.
- Provide proper Christian instruction for their children at home and in the church.
- Regularly return a God-pleasing portion of their time, talents, and financial resources for use in furthering God's Kingdom.

ARTICLE 2: VOTING MEMBERSHIP

Section 1. Eligibility

Any communicant member 18 years of age or older, male or female, may apply for voting membership at a regular voters' meeting. Upon promising to fulfill the duties of a voting member to the best of his ability, he shall be accepted as a voting member. He must sign the official copy of the Constitution and By-Laws at the time of the acceptance into voting membership. To maintain voting membership, a voter must not miss more than 3 consecutive regular voters' meetings.

Section 2. Privileges and Duties of Voting Members

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

- Conscientiously and prayerfully vote on all measures that will advance the work of Christ's Kingdom.
- Willingly serve in any office or capacity for which his talents, abilities, and interests equip him.
- Faithfully attend all voters' meetings.
- Encourage eligible communicant members to seriously consider accepting the responsibilities and privileges of voting membership.

ARTICLE 3: CHANGES IN MEMBERSHIP

These procedures shall be followed under the direction of the Pastor(s) and the Board of Lay Ministry:

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 Ministry, the Pastor will issue a letter of transfer. The Board of Lay Ministry shall report all transfers to the congregation via church publications and at the next regular voters' meeting.

The remainder of this article concerns corrective discipline. All discipline in this congregation shall be administered in the manner prescribed in Matthew 18:15-20, I Corinthians 5: 1-5, and other related New Testament passages.

- B. Joining other churches. When communicant members join a non-Lutheran congregation, they automatically forfeit membership in this congregation. Upon confirmation of these facts by the Pastor and the Board of Lay Ministry, their name(s) shall be removed from the membership list of this congregation.
- C. Whereabouts unknown. The names of members whose whereabouts are unknown for a period of six months shall be removed from the membership list of the congregation and permanently placed in a file designated "whereabouts unknown". Their membership is terminated and shall be reported as such to the next regular voters' assembly.
- D. Self-Exclusion and Excommunication – When a member has not communed for three months, he will receive a visit from his respective lay minister, and shall be counseled and encouraged. If such a member has not communed after six months, he shall receive another visit from the respective lay minister and the Pastor or other concerned member

of the congregation. Additional counseling and encouragement shall be given. If, after nine months, the member still has not communed and is not attending the worship services of the church, he or she shall be evangelically counseled more firmly and told that if such neglect continues for another three months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership, privileges, and responsibilities. If, after twelve months, the member has not responded to Christian admonition and counseling, the Board of Lay Ministry and the Pastor may recommend to the voters that the member's name be transferred to the congregation's mission file or turned over to the Board of Evangelism. The individual shall be notified of the voters' decision by certified mail and shall be declared to have excluded himself from this Christian congregation.

Such self-exclusion releases the individual from all responsibilities to this congregation, and excludes him from all 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. **THOSE PERSONS, HOWEVER, WILL AT ALL TIMES BE CORDIALLY WELCOME TO ATTEND ALL WORSHIP, FELLOWSHIP, AND EDUCATIONAL ACTIVITIES OF OUR CHURCH.**

Excommunication is to be applied to any member who conducts himself 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 Ministry shall administer church discipline in behalf of the congregation.

Persons who have been self-excluded or excommunicated shall be restored with all rights and privileges when they repent and ask forgiveness through the Pastor(s) and the Board of Lay Ministry. Both acts of discipline and restoration may be made known to all communicant members if deemed appropriate by the Pastor(s) and the Board of Lay Ministry.

Section 2. Provisions pertaining to church Officers, Directors, and Board Members

Any officer, director, or board member of the congregation who willfully neglects the duties of his office may be deposed by a three-fourths majority vote at a regular voters' meeting. The Board of Lay Ministry shall initiate such disciplinary action. When any office is vacated by deposition, resignation, death, or excommunication of the incumbent, a successor to such officer or director shall be elected at the next voters' meeting.

Section 3. Provisions pertaining to the Pastors and other Professional Church Workers.

Sufficient grounds for deposing a Pastor or other professional church worker shall be persistent adherence to false doctrine; scandalous life; willful neglect of official duties; or irreconcilable differences between Pastor or worker and the congregation. Charges on any of these counts shall be carefully investigated by the Board of Lay Ministry or other appropriate board. The individual charged will be given an opportunity to answer the charges. Should such charges be substantiated, the individual involved shall first be given an opportunity to resign. Such opportunity having been given and declined, the above mentioned board(s) shall: a) consult the appropriate officers of Montana District;

b) notify the voting membership of the situation; c) and submit the matter at a special voters' meeting. A three- fourths vote shall be required to depose a pastor or other professional church worker.

Should the occasion to depose a pastor or other professional church worker ever arise, the intended deposition shall be announced by the Director of Lay Ministry at regular divine services on the two Sundays preceding the special voters' meeting called for that purpose. All voting members shall be notified by mail at least two weeks before the meeting.

ARTICLE 4: MEETINGS OF THE CONGREGATION

Section 1. Regular Meetings

Regular voters' meetings shall be held four (4) times during each calendar year with at least one meeting per quarter. Election of officers will take place during the second quarterly meeting, and the newly elected officers will assume office on July 1. Dates and times of all voters' meetings will be set by the parish planning council. The fourth quarter voters' meeting shall include the consideration and acceptance of the budget for the following year.

All communicant members may attend voters' meetings and, with the consent of the voters, submit recommendations or participate in discussions.

Every voters' meeting shall be announced at the worship service on two Sundays preceding the date of the meeting.

Section 2. Special meetings

Special voters' meetings may be called by any administrative board, the pastor(s), or at the request of 10 voting members. Notice of the date and time of the meeting and of the business to be transacted shall be given at the Sunday worship service immediately preceding the date of the meeting.

Section 3. 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) Approval of the agenda
- 5) Minutes of previous meetings (including special meetings)
- 6) Treasurer's report
- 7) Reports from committees of the voting membership
- 8) Reports of administrative boards
- 9) Unfinished business
- 10) New business
- 11) State of the parish report by the pastor(s)
- 12) Adjournment

The executive director(s) may, with the consent of the voters vary the above order in the interest of efficiency.

In general, for purposes of order, Robert's Rules of Order or other parliamentary procedure approved by the voters shall prevail.

Section 4. Restrictions Pertaining to Voters' Assembly Meetings

Twenty-five percent of the voting membership shall constitute a quorum. In the event of a tie vote, the executive director shall cast the deciding ballot. There shall be no voting by proxy.

ARTICLE 5: OFFICES OF PASTOR AND TEACHER

Section 1. Procedure for Securing a Pastor

The Board of Lay Ministry will consult the president of the Montana District or his representative, and propose candidates at the next regular voters' meeting or at a special voters' meeting. Voters may propose additional candidates at the meeting. The voters shall then adopt a list of candidates. At that meeting or at a subsequent one, the voters shall elect one of the candidates by ballot and simple majority. The executive director shall insure that notice of election is delivered promptly to the candidate.

Section 2. The Pastoral Office

The pastoral office is the authority conferred upon pastors by God.

Congregations call pastors to exercise the common rights of spiritual priesthood in behalf of all.

Upon being installed the pastor is authorized and obligated to proclaim to the congregation the Word of God in its full truth and purity and to uphold the doctrines of the Evangelical Lutheran faith. He is further to:

- Properly administer the sacraments;
- Minister to all members of the congregation in an evangelical manner, particularly the sick, the dying, the indifferent, and the erring;
- Guard the spiritual welfare of the younger members and adults preparing for membership;
- Guide the congregation in applying the divinely ordained discipline of the church;
- Provide spiritual leadership in educational agencies and other organizations;
- Be an example of Christian conduct and to do all that is possible for the upbuilding 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 all portions of the worship services in conjunction with the Board of Lay Ministry so they are at all times in harmony with the doctrine and practice of the Lutheran Church -Missouri Synod.

Members of the congregation are to support the Pastor with diligent, faithful prayers; to help him in the discharge of his duties; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor, the members of the congregation exercise their royal priesthood and by no means relinquish it. This priesthood 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 first quarter voters' meeting in an election year, the Parish Planning Council shall announce its selection of at least three (3) 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 shall prepare a list of candidates from the voting membership at large, and from the list submitted by the voters at the first quarter meeting. This list shall be distributed to voting members at least three weeks before the second quarter meeting. Only male candidates shall be eligible for membership on the Board of Lay Ministry. Following the publication of the nominating committee's list, any voting member may submit additional names. Those names shall be placed in nomination provided:

1. That they are submitted at least 10 days before the second quarter voters' meeting and
2. That the nominating committee, through consultation with the pastor(s) and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

At least one week before the second quarter voters' meeting, the nominating committee shall post the list of candidates for the following offices: Executive Director, Assistant Executive Director(s), Treasurer, Purchasing Agent, Directors of the various Administrative Boards, and Board Members.

Section 2. Election procedure

A. At the second quarter voters' meeting the following officers shall be elected in this order:

- 1) Executive Director
- 2) Assistant Executive Director
- 3) Directors specifically nominated for the directorship of one of the boards as defined in article 5, section B of the Constitution.
- 4) Board members to the number required to complete the membership of each of the Administrative Boards. The determination of the number of members required on each board shall be an annual function of the Parish Planning Council and shall be decided no later than the month preceding the first quarter 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.
- 5) Treasurer
- 6) Purchasing Agent

B. Election will be by ballot and simple majority from the list of candidates submitted by the nominating committee.

Section 3. Installation of Officers and 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 on July 1st. The term of office of all officers, directors, and board members shall be two years. Directors, the treasurer, or the purchasing agent may succeed themselves in the same position only once. After succeeding themselves they must wait one year before being elected to any affore mentioned job.

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

Section 1. Duties of officers

- A. Executive Director --the Executive Director shall preside at all voters' meetings, enforce the Constitution and By-Laws, and carry out the expressed will of the congregation. All boards, committees, auxiliaries, groups, etc., shall be ultimately responsible to the Executive Director, and he or his representative may attend any meetings of such groups. He shall also call and preside over Parish Planning Council meetings and shall endeavor to coordinate the functions, plans, and activities of the congregation for the work of Christ's Kingdom.

The Executive Director shall appoint a secretary from the voting membership immediately after he has taken office. The secretary shall serve until the Executive Director's term expires. The secretary shall be present at all voters' meetings, at all Parish Planning Council meetings, and shall record the minutes of these meetings in a permanent record book over his signature. He shall conduct all official correspondence of the congregational boards and committees under the supervision of the Executive Director. In general he shall perform all the duties normally pertaining to the office and additional duties delegated by the voting membership.

The Executive Director shall appoint an auditing committee consisting of any qualified person(s), other than the treasurer and assistant treasurer, to audit the financial records of the congregation. The Executive Director shall submit the audit committee's report at every second quarter voters' meeting.

- B. Assistant Executive Director(s) - In the absence of the Executive Director, the Assistant Executive Director shall act in his behalf. He/they shall be available for whatever duties the executive director shall assign to them as his representative(s).
- C. Treasurer - The Treasurer shall:
1. Be responsible for accurate recording of congregational receipts and the disbursement of budgeted and actual expenditures according to proper accounting procedures; and suggest for congregational consideration improved methods and systems for keeping financial records.
 2. Present a written, duplicated financial report at voters' meetings and a preliminary report at the Parish Planning Council meetings.
 3. Submit permanent financial records for annual audit.
 4. Be responsible for monthly disbursement of offerings to missions and other church agencies and for prompt payment of salaries and bills authorized by the congregation or by the boards and directors as authorized by the Constitution,
 5. Furnish the congregation, upon request, a surety bond procured and paid for by the congregation in the sum designated by the voters' assembly.
 6. Coordinate the flow of monies from the treasury to the various boards so an adequate balance is retained for the payment of salaries and other fixed expenses.

7. Reimburse professional church workers for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the board under whose jurisdiction they function.
 8. Receive and record the assistant treasurer's report of all monies received through worship services, special offerings, or other sources.
 9. Sign all checks for payment of bills, salaries, or other financial commitments of the congregation.
 10. Have available for all boards a current record of their accrued disbursements and budget allotment.
 11. Have the authority to work out with salaried worker(s) as requested, a breakdown of the worker's total compensation into salary and fringe benefits.
- D. Purchasing Agent - The Purchasing Agent shall be elected by the congregation, be responsible to the Parish Planning Council, and:
1. Arrange for the orderly purchase of all authorized items for the congregation in the most economical manner, except those items normally purchased through a petty cash fund, should one be established.
 2. Supply the various boards and committees with requisition forms and establish a pick-up point for such requisitions.
 3. At the direction of the congregation through its authorized agents, research and present prices for major purchases. Final approval shall remain with the board, committee, or group under whose auspices the purchase is to be made.
 4. Attempt to maintain the highest quality for all items purchased at the most favorable cost.
 5. Coordinate local purchases with other agencies with a view to bulk purchase at reduced rates.
 6. Maintain a list of current suppliers for recurring items and have it available in the church office.
 7. Enlist the advice and assistance of other members of the congregation who may be particularly knowledgeable in merchandising techniques or economical sources of supply.
 8. Procure requested items by the anticipated date of use.
 9. Coordinate the purchases of all boards, committees, and groups to promote economy, efficiency and ease of availability.
 10. Maintain proper records of major cost items so minimum reorder points may be established and loss minimized.
 11. Maintain a "pending orders" file to avoid duplication of orders.
 12. Establish two (2) regular purchasing dates per month (i.e., the first and fifteenth). Review the cash position of the congregation with the treasurer and, if necessary, with the directors of the various boards before each purchasing date.

Section 2. The Parish Planning Council

The Parish Planning Council shall consist of the Executive Director, the Assistant Executive Director(s), the treasurer, the directors of the administrative boards, and the pastor(s), who will hold membership until their term of office expires. It shall be the specific function of the Parish Planning Council to:

1. Serve as the point of liaison between the pastor(s), the officers of the congregation, and the various administrative boards in planning the total work of the congregation.
2. Settle jurisdictional disputes between the several administrative boards.
3. Present to the voters' assembly at its third quarter meeting a yearly plan of activity for the entire congregation as well as long-range plans for development and expansion of Christ's work.
4. Prepare the agenda for the four (4) meetings of the voters' assembly.
5. Set the dates and times for the voters' assembly meetings.
6. Appoint the nominating committee as required.
7. Fill unexpired terms or shortages of personnel by appointment.

The Parish Planning Council shall normally meet the month prior to all voters' meetings. Additional meetings may be called by the Executive Director and/or the pastor (s) as required.

The Parish Planning Council is not primarily a decision-making body but serves as a forum where the activities of the administrative boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program. The Parish Planning Council shall be available at all times, however, for any additional functions which the voting membership may wish to confer upon it.

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

Section 3. The Administrative Boards

A. General Duties and Powers of Administrative Boards

Each administrative board shall:

1. Submit a report of its activities at each regular voters' meeting, and on other occasions as the voting membership requires. Such reports shall include specific recommendations (if any) for congregational action and/or approval.
2. Initiate and carry out activities and programs that will enable it to effectively perform the functions and duties assigned by the Constitution and By-Laws, or by specific resolution of the voting membership.
3. Administer all funds set aside for its work by budget appropriation or by special resolution of the voters' assembly. The voting membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time.

4. Be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.
5. Keep a permanent set of minutes of each meeting which shall be the property of the congregation.

B. Organization and Meetings of Administrative Boards

Each board shall be under the direct control and supervision of the director of that board. Following the election of the director and other board members, the directors of each respective board shall appoint from among the board members those individuals who are to be responsible for various phases of the work of that board. Such appointments are to be made within two weeks of the date of their election, and notification of such appointments is to be given to the Executive Director for publication to the members.

The time and frequency of board meetings shall be at the discretion of the director of the board and board members, except that, for good and sufficient administrative reasons, the Executive Director may call a meeting of the board at any time. Similarly, for good and sufficient spiritual reasons, the pastor(s) may call a meeting of the board at any time. When these special meetings are called, the people involved shall be notified of the date, time, and purpose of such a meeting.

C-1. DUTIES OF THE BOARD OF LAY MINISTRY

Duties of this board require that only persons 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 three (3) members including the elected director of the board.

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

The board, either corporately or through specifically designated individuals, shall:

1. Pray for the pastor(s) and other spiritual leaders.
2. Encourage the pastor(s) in his work by word and action.
3. Be concerned about the spiritual, emotional and physical health of the pastor(s) and his family, and review these items yearly.
4. Assist the pastor(s) in counseling with difficult cases and problems within the congregation.
5. Review yearly the salary and performance of the church secretaries and make appropriate recommendations to the voting membership and interview and hire a replacement when necessary in cooperation with the pastor(s).
6. Exercise leadership in gathering call lists for calling a new pastor when a vacancy occurs.
7. Maintain discipline within the congregation according to Scripture, the Lutheran confessions, Article 4 of the Constitution, and Article 3 of the By-Laws.

8. Take spiritual charge and supervise the geographical or family groups assigned to them in cooperation with the pastor(s) and other concerned boards.
9. Insure that the congregation functions in accordance with the established doctrine of the church as listed in Article 2 of the Constitution.
10. Determine membership eligibility for all individuals applying for membership in this congregation according to Article 4 of the Constitution and Article 1 of the By-Laws.
11. Oversee the prompt transfer of all members who move away and of new Lutheran families moving into the community.
12. Engage in membership conservation and discipleship training in cooperation with the Boards of Evangelism and Stewardship.
13. Continually review communion and church attendance of all members, visit parents of unbaptized newborn children, and make calls on delinquents.
14. Train and supervise a visitation committee and engage in visitation of all sick, hospitalized, aged, and shut-ins in the congregation.
15. Investigate cases of severe financial need within the congregation and make specific recommendations to the pastor(s) and the Board of Stewardship.
16. Supervise thorough instruction of youth and adults for confirmation and church membership complying with the policies and aims of the Board of Christian Education.
17. Be responsible for the friendly personal welcome of visitors at worship and for orientation and integration of new members in cooperation with the Board of Evangelism, and the Board of Parish Fellowship.
18. Be present for periodic training as determined by this board and the Pastor(s).
19. Encourage spiritual programs in all agencies of the congregation.
20. Prepare a list of suitable social agencies for help with alcoholism, drug dependency, delinquency, mental retardation, emotional disturbances, out-of-wedlock pregnancy, and other human problems.
21. Together with the pastor(s) determine how to offer spiritual services to hospitals, rest homes, prisons, and other institutions.
22. Submit an annual budget request in the proper form when requested by the Board of Stewardship.

C-2. FOR THE WORSHIP OF THE CONGREGAT 1 ON

1. Supervise the musicians and choirs who contribute to worship services.
2. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
3. Staff, train, and supervise the ushers.
4. See that the pastor is assisted with communion distribution, reading of the Scriptures, preaching, etc. as required.
5. Set the time, number, and schedule of communion services in cooperation with the pastor(s) and the voters.
6. Approve or disapprove new forms of worship, liturgies and hymns for use in public worship.
7. Appoint a sacristan and assistant(s) to: a) exercise the care, use and maintenance of the sacred vessels, the altar and its furnishings, and the vestments; b) coordinate all church and chancel decorations, and distribution of altar flowers to the sick and shut-ins; and c) maintain an adequate supply of expendable items for worship such as communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc.
8. Plan all services for the year and publicize them in cooperation with the Board of Public Relations.
9. Supervise expenditures for music materials.
10. Recommend and annually review compensation and personnel for the music staff.
11. Maintain and supervise adequate nursery facilities and personnel if such services are deemed necessary.

D. DUTIES OF THE BOARD OF EVANGELISM

The Board of Evangelism shall consist of at least three (3) members, including the director of the board.

The basic objectives of this board are: spreading the Gospel; making all members evangelists; strengthening of the faith and works of all members; and accounting for all souls.

The board, either corporately or through specifically designated individuals, shall:

1. Share with the pastor(s) in the entire program of proclaiming the Gospel to all people.
2. Encourage prayer for sincere evangelistic concern toward all people.
3. Foster a climate that encourages informal and spontaneous evangelism.
4. Emphasize evangelism through a yearly intensive every-member education program.
5. Maintain an ongoing visitation program, offering people a personal relationship with Christ.

6. Promote and direct congregation-wide evangelism.
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 and encourage evangelism programs in all groups in the congregation. Suggest evangelism projects to these groups.
10. Emphasize child and youth evangelism in cooperation with the Board of Christian Education.
11. Study and respond to the evangelism needs of the area.
12. Maintain and follow up a prospect file.
13. Organize and supervise a team of lay visitors in cooperation with the Board of Lay Ministry.
14. Recruit interested persons for new member instruction classes.
15. Welcome newcomers to the area. When members move from the area help them find new church homes.
16. Receive, orient, and integrate new members, and review their progress after 6-12 months.
17. Sponsor dinners, fellowship nights, etc, in cooperation with the Board of Parish Fellowship.
18. Encourage friendliness toward members and visitors.
19. Study, adopt, adapt, or discard suggestions by the evangelism departments of the synod, district and circuit.
20. For administrative purposes and program development, supervise the work of the Lutheran Layman's League, the Lutheran Women's Missionary League, and other primarily mission or evangelism-oriented groups.
21. Review the board's work at least once a year.
22. Submit an annual budget request in the proper form when requested by the Board of Stewardship.

E. DUTIES OF THE BOARD OF PARISH FELLOWSHIP

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

The basic objectives of this board are: strengthening of spiritual and social fellowship; integration of new members into the life of the congregation; and the building of mutual cooperation, trust, and joy among the members.

The board either corporately or through specifically designated individuals, shall:

1. Plan, organize and supervise gatherings of the congregation.
2. Cooperate with other administrative boards, in fellowship matters.
3. Recruit and supervise volunteers to help with fellowship projects.
4. Suggest fellowship building activities to groups within the congregation.
5. Receive, orient, and integrate new members and their families through fellowship events in cooperation with the Boards of Evangelism and Lay Ministry.
6. Study, adopt, adapt, or discard fellowship materials and ideas from various sources.
7. Plan, organize and supervise annual fellowship events.
8. Approve or reject all requests for the use of the congregation's facilities.
9. Maintain and publish a weekly and monthly schedule of activities within the congregation's facilities.
10. Be responsible for and supervise the use of all property and equipment in the manner prescribed by the Board of Church Properties.
11. For administrative purposes and program development, supervise the work of all fellowship or social groups.
12. Submit an annual budget request in proper form when requested by the Board of Stewardship.

F. DUTIES OF THE BOARD OF CHURCH PROPERTIES

The Board of Church Properties shall consist of at least three (3) members, including the elected director of the board.

The basic objectives of the board are: maintaining and repairing church property; representing the congregation in all legal matters; and protecting the congregation against loss or damage of any kind.

The board, either corporately or through specifically designated individuals, shall:

1. Regularly inspect church properties and equipment, and recommend needed repairs, improvements or replacements to the voters.
2. Conduct an annual inventory of all church documents, properties, equipment and supplies. See that an inventory list including acquisition date and approximate value of each item is kept in a safe deposit box with a duplicate copy in the church files. Report completion of inventory and location of list in the official minutes.
3. Carry out all voters resolutions concerning purchases, repairs, and replacement of church property and equipment in cooperation with the purchasing agent.
4. With congregational approval, determine, engage and supervise adequate custodial help.
5. Prepare for the custodians a list of required daily, weekly, monthly and annual maintenance needs of all facilities and equipment.
6. Annually review and recommend salaries for all custodians. Study and recommend policies regarding union labor and fair employment practices. Apply these policies to suppliers and congregation.
7. Recommend regulations and a fee schedule governing use and rental of church properties and equipment for voters' approval.
8. Coordinate the schedule of maintenance activities within the facilities in cooperation with the Board of Parish Fellowship.
9. Issue keys for church property. Keep and review annually a list of all keys issued.
10. Supervise, control, and recommend adequate storage facilities for all church properties and supplies.
11. Negotiate all insurance contracts. Annually review the adequacy and cost of insurance coverage.
12. Inspect all property twice a year for fire and other safety hazards.
13. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping and other projects.
14. Arrange for immediate repairs in emergencies and for normal budgeted repairs and alterations.
15. Obtain legal information necessary for wise consideration of contracts, deeds and other legal documents. Obtain legal information on the laws governing nonprofit organizations.
16. Negotiate service contracts for church equipment.
17. Sign official documents and contracts that have been negotiated and approved by the congregation. For this purpose the director of the board shall appoint two members from the Board of Church Properties to serve as trustees of the congregation.
18. Submit an annual budget request in proper form when requested by the Board of Stewardship.

G. DUTIES OF THE BOARD OF PUBLIC RELATIONS

The Board of Public Relations shall consist of at least three (3) members, including the elected director of the board.

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 through the congregation; the publicizing of this work; and the integration of the congregation's work within the community.

The board, either corporately or through specifically designated individuals, shall:

1. Represent the stated views of the congregation in public affairs in cooperation with the congregation's designated spokesperson (Executive Director, Pastor, and where appropriate directors of the various boards).
2. Keep the congregation informed of social, political and economic developments.
3. Be concerned (together with the appropriate other boards) with the congregation's role in the community and develop useful means of becoming a better servant to the community.
4. Work with other churches to improve the unified Christian image to the community and help implement the church's mission.
5. Be aware of benevolent and charitable agencies in the community, state and nation, and recommend opportunities for service to the congregation.
6. Plan and organize a continuing multi-media publicity and advertising campaign that informs the public of the congregation's work and its commitment to Christ.
7. Maintain the church bulletin boards and recommend appropriate themes and messages.
8. In cooperation with the Board of Stewardship, implement programs for endowing the congregation through wills, bequests, foundations and other sources.
9. Establish and maintain friendly relationships between the congregation and the professional community service and governmental agencies within the community.
10. Work together with the Board of Lay Ministry in making visitors feel welcome.
11. Provide editorial direction and feed back mechanisms for in house media, e.g., Sunday bulletins, monthly newsletter.
12. Submit an annual budget request in proper form when requested by the Board of Stewardship.

H. DUTIES OF THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall consist of at least three (3) members including the elected director of the board.

The basic objectives of this board are to plan and administer the total educational program of the congregation.

The board, either corporately or through specifically designated individuals, shall:

1. Be responsible for the Christian nurture of all members.
2. Establish objectives, set policies and supervise the personnel and the total educational program for each education agency.
3. Provide for active expression of Christian love and concern as an integral part of the total educational program.
4. Approve curriculum and analyze performance of each education agency and seek constant improvement.
5. Continually review existing educational agencies to determine whether all age groups are being served, and recommend revisions if necessary.
6. Make an annual analysis, to determine the participation of the congregation in its educational programs.
7. Maintain enrollment and participation records. Cooperate with the Board of Lay Ministry to reach the uninvolved.
8. Include newly confirmed members into appropriate educational agencies.
9. Coordinate all educational activities within the congregation.
10. In cooperation with the Board of Evangelism, recruit pupils for the educational agencies of the congregation.
11. Encourage increasing participation of every congregational member in private and group Bible study.
12. Delegate administration of educational agencies to qualified persons.
13. Recruit, train, and place teachers and leaders as the congregation's needs require.
14. Be concerned about the spiritual, emotional and physical health and welfare of the educational staff.
15. Establish a system of public commendation for faithful service to the educational program.
16. Strengthen families as basic units of Christian Education and closely relate the congregation's educational agencies to the homes.
17. To minister to the educational needs of single people.
18. For administrative purposes and program development, supervise the work of the Parent-Teacher League, children's groups such as Boy Scouts, and all other such agencies.
19. Encourage Christian educational programs in all agencies of the congregation.

20. Develop appropriate classes, courses, conferences, retreats for special purposes and groups.
21. Provide for the growth of the educational staff and request the necessary funds in the yearly budget.
22. Maintain, improve, and cultivate the use of a church library, including printed, audio visual, electronic materials and equipment.
23. Provide and/or promote subscriptions to church periodicals.
24. Consider helps suggested by the education departments of synod, district, and circuit.
25. In cooperation with other boards, constantly encourage members to consider careers as professional church workers.
26. Submit an annual budget request in the proper form when requested by the Board of Stewardship.

I. DUTIES OF THE BOARD OF YOUNG PEOPLE'S WORK

The Board of Young People's Work shall consist of at least three (3) members including the elected director of the board.

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

The board, either corporately or through specifically designated individuals, shall:

1. Promote attendance and involvement of the youth in all youth activities.
2. Provide for the continuing spiritual growth of young people through Bible study, prayer, and Christian service.
3. Plan and execute a year-round program for young people in cooperation with other concerned boards. Involve youth in developing this program.
4. Develop programs of social fellowship and recreation for both young people and the young adults of the congregation.
5. Actively engage in the selection and training of leaders for the young people's work.
6. Together with the Board of Lay Ministry and the pastor(s), plan and conduct a yearly congregational Young People's Sunday worship service.
7. Provide for continual education of young people on topics of current interest to them, in cooperation with the Board of Education.
8. Encourage community service in civic, school, cultural, humanitarian, recreational and social groups.

9. Provide for congregational recognition of various youth achievements and accomplishments.
10. Plan and coordinate activities for youth with other young people's groups outside the congregation, particularly with other Christian groups at various levels.
11. In cooperation with the Board of Evangelism, train and involve young people in bringing others to faith in Christ.
12. Provide counseling for the spiritual, moral, social, and vocational development of young people.
13. In cooperation with other boards, constantly encourage youth to consider careers as professional church workers.
14. Welcome and involve college students during vacations in various young people's activities.
15. Supervise the work of all youth and young adult groups in the congregation.
16. Submit an annual budget request in proper form when requested by the Board of Stewardship.

J. DUTIES OF THE BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of at least three (3) members, including the elected director of the board.

The objectives of this board are: development of God-pleasing stewardship of time, talents, and treasures; and training and utilizing members for Christian service.

The board, either corporately or through specifically designated individuals, shall:

1. Study the Scriptural principles regarding the total stewardship calling of the Christian (e.g. as an individual, a family member, neighbor, citizen, and congregational member), and share these insights with other members.
2. Contact and encourage all members to assist with Christ's work in the congregation. Maintain a congregational talent file.
3. Coordinate opportunities for development of talents with the Board of Christian Education.
4. Every year, individually counsel every member concerning basic Biblical stewardship principles and practices.
5. Encourage Gospel-motivated first-fruits giving.
6. Give every member an opportunity to make an annual stewardship commitment.
7. Prepare and present an annual work program to the congregation, taking into account the budget requests from the other boards. Determine anticipated receipts and expenses and recommend a budget for adoption by the voters.

8. Encourage support for missions and charities in cooperation with the Board of Evangelism and the congregation's missionary agencies. Recommend a plan and budget for support of missions and charities.
9. Administer the congregation's Welfare Fund in accordance with the recommendations of the Board of Lay Ministry.
10. Enlist a stewardship visitation committee in cooperation with the Board of Lay Ministry and the pastor(s).
11. Evaluate and recommend special giving opportunities.
12. Screen all outside appeals for funds, and make the appropriate recommendations to the voters. Upon voter approval initiate appropriate action to answer the appeal.
13. Review, accept, or decline all offers of solicited gifts to the congregation.
14. In cooperation with the Board of Public Relations, implement programs for endowing the congregation through wills, foundations, and other sources.
15. Be concerned, together with the treasurer and assistant treasurer for safe deposit and recording of all receipts, for monthly remissions of offerings to missions and church agencies, and-prompt payment of authorized salaries and bills.
16. Evaluate offerings regularly, and share these evaluations with members.
17. Enlist, maintain, and administer a pool of qualified persons to assist boards and committees with special assignments.
18. Encourage stewardship programs in all agencies of the congregation.
19. Annually review the budgeting procedures of the congregation in cooperation with the treasurer and recommend to the congregation any necessary improvements or revisions.

K. DUTIES OF THE ASSISTANT TREASURER

The director of the Board of Stewardship shall appoint an assistant treasurer from among the members of that board. The assistant treasurer shall:

1. Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution(s), and enlist a staff of recording secretaries and a Finance Committee as needed. Recording secretaries shall record all contributions. The Finance Committee shall count all contributions on the day of receipt under the direction of the assistant treasurer.
2. Be responsible for issuing quarterly offering statements.
3. Furnish the treasurer with a duplicate deposit slip for all deposits.
4. Be responsible for requisition and distribution of offering envelopes.
5. On request, furnish the congregation a surety bond in the amount set by the congregation. The bond shall be procured and the premium paid by the congregation.

6. Give a quarterly report to the voters.

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 voters' meeting.
2. That the entire voting membership has been advised of the nature of the proposed changes and of the date of the meeting at which the proposed amendment is to be acted upon at least 14 days in advance.

All amendments to the By-Laws or to the Constitution shall be recorded in the official copy of the Constitution & By-Laws in the possession of the current secretary of the congregation.

Ervin L. Hedegaard

Ervin L. Hedegaard
Executive Director

11/4/2007
Date

Larry B. Feight

Larry B. Feight
Assistant Executive Director

11-18-2007
Date

Edie French

Edie French
Secretary

Nov 11, 2007
Date