

# St. Paul's Evangelical Lutheran Church

## Constitution and Bylaws

**Verbum Dei Manet in Aeternum**  
*The Word of the Lord Remains Forever*

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# CONSTITUTION

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## Preamble

The Scriptures declare that all things in the church shall be done “*in a fitting and orderly way* (1 Corinthians 14:40).” Moreover, the history of the Christian church of all times shows that certain agreements and regulations are helpful properly to fulfill the purpose and attain the objectives established for congregations.

Therefore we, a Christian congregation subscribing to the truths of the Bible confessed by the Evangelical Lutheran Church, do herewith in the name of the Triune God – the Father, Son and Holy Spirit – adopt the following constitution and bylaws.

## Article I NAME

The name of this congregation shall be St. Paul’s Evangelical Lutheran Church, North Fond du Lac, Wisconsin.

## Article II ARTICLES OF FAITH

### Section 1

This congregation accepts and confesses all the canonical books of the Old and New Testaments as the divinely and verbally inspired, revealed and inerrant Word of God and the only infallible authority of all matters of faith and life (2 Timothy 3:15-17).

### Section 2

This congregation accepts and confesses all the symbolical books of the Evangelical Lutheran Church contained in *the Book of Concord* of 1580 as true statements of scriptural doctrine. They are:

1. The Apostles’ Creed
2. The Nicene Creed
3. The Athanasian Creed
4. Dr. Martin Luther’s Small Catechism
5. Dr. Martin Luther’s Large Catechism
6. The Unaltered Augsburg Confession
7. The Apology of the Augsburg Confession
8. The Smalcald Articles
9. The Formula of Concord

### Section 3

This congregation accepts and confesses these symbolical books without reservation, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith held by the Evangelical Lutheran Church.

### Section 4

No doctrine shall be taught or tolerated in this congregation which is in any way at variance with the Bible and these symbolical books.

### Section 5

All controversies which may arise in this congregation shall be decided and adjusted according to this norm of doctrine and practice.

### Section 6

All Bible translations, hymnals, liturgical forms, textbooks and all other books and forms used in this church for worship and instruction must conform to this article of this constitution.

## Article III MISSION STATEMENT

### Section 1 Purpose

Before ascending into heaven, Jesus stated the mission which should occupy His believers until He returns, giving the command, <sup>19</sup> *Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,* <sup>20</sup> *and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.* (Matthew 28:19-20)". Therefore St. Paul's Evangelical Lutheran Church makes its mission to use the Gospel of our Lord and Savior Jesus Christ in its truth and purity in order to nurture the faith of the congregations members for carrying out the Lord's will, and to reach out to others for bringing them faith in the Savior.

### Section 2 Objectives

- 2.1 To utilize God pleasing methods for bringing the saving Gospel of Jesus Christ to as many as possible in the world who are still in unbelief.
- 2.2 To instruct inquirers of the Bible's teachings.
- 2.3 To nurture the faith given to youth and adults by the Spirit.
- 2.4 To encourage and help each other for lives of service for the Lord, His church and His world.

## Article IV CHURCH BODY AFFILIATION

### Section 1

This congregation shall affiliate itself with a church body that holds to all the truth of God's Word in doctrine and practice, and is bound to the confession of faith as set forth in Article II, if and as long as such a church body exists (cf. 1 Thessalonians 5:11; Hebrews 10:24-25).

### Section 2

This congregation shall cooperate to the best of its ability with the church body with which it is affiliated in carrying out the mission Christ has given His church on earth.

## Article V CHURCH MEMBERSHIP

### Section 1 Classifications

- 1.1 **Baptized members** are those who have been baptized in the name of the Triune God and have been brought under the spiritual care of the congregation.
- 1.2 **Communicant members** are those baptized souls
  - 1.21 who confess the chief parts of the Christian doctrine as written in Dr. Martin Luther's Small Catechism.
  - 1.22 who have declared their adherence to all the canonical books of the Old and the New Testament Scriptures, without qualification, as the only rule and norm of faith and life, and
  - 1.23 who have confessed their faith in the rite of confirmation or adult Baptism.
- 1.3 **Voting members** are those male communicant members (cf. 1 Corinthians 14:34; 1 Timothy 2:12)
  - 1.31 who have reached the age specified in the bylaws,
  - 1.32 who have declared their agreement with this constitution and its bylaws, and
  - 1.33 who have been received into voting membership by the voter's assembly of the congregation.

### Section 2 Privileges and Responsibilities

"*God is love* (1 John 4:8)", and His love ever moves Him to bless the members of His church with innumerable physical and spiritual gifts (1 John 3:1; James 1:17). In return for all of these undeserved blessings we can do nothing less than love Him with all our heart (1 John 4:19) and show that love with the works that we do. We acknowledge the giving of such expressions as both a privilege and a responsibility. Some of the privileges and responsibilities to be noted are the following.

## 2.1 The Word

Our God has given us His Word, the one thing needful (Luke 10:42), which alone can save our souls and tell us how to live a God-pleasing life (2 Timothy 3:15-17). Consequently, a member of His church will consider it a distinct privilege and responsibility to:

- 2.11 hear the Word regularly in church services;
- 2.12 join wholeheartedly with the other congregational members in introducing, maintaining and supporting agencies of Christian education that agree with the congregation's confession of faith so that the youth of the congregation may be thoroughly instructed in the truths of God's Word (Psalm 78:1-7; John 21:21:15; Matthew 18:5,6,14).
- 2.13 bring up his/her children in the training and instruction of the Lord, since God holds Christian parents responsible for this work (Ephesians 6:4), and to this end consider it a distinct privilege:
  - 2.131 to teach the children the Word of God at home;
  - 2.132 to send them to the congregation's Lutheran elementary school, the area Lutheran high school with which the congregation is affiliated, and to such other Christian educational agencies as the congregation may have established.
  - 2.133 to send them at the proper age to the catechism instruction classes conducted by the pastor;
  - 2.134 to bring them to the church services regularly;
- 2.14 attend Bible class conducted under congregational auspices for adult members (2 Peter 3:18).

## 2.2 The Sacraments

Our God has given us two sacraments, Holy Baptism and Holy Communion, which are means that our Lord uses to bring His grace to us. Consequently, a member of His church will:

- 2.21 have his/her children baptized early in life, for "baptism now saves you (1 Peter 3:21)";
- 2.22 frequently partake of the Lord's Supper (1 Corinthians 11:23-28), if a person is recognized as one who is able properly to examine him/herself.

## 2.3 Christian Stewardship

Our God has given us the privilege and responsibility of practicing a faithful stewardship over all that He entrusts to us (Matthew 25:14-30). Therefore, a member of His church will:

- 2.31 continually remember that all treasures, time and talents he/she possesses are a trust from God;
- 2.32 conscientiously and cheerfully decide in the heart the portion to be devoted to the Lord for use in carrying out the work which the congregation has made its concern, not omitting the work of the church body to which the congregation belongs (1 Corinthians 16:2; 2 Corinthians 9:6-15; Matthew 28:19; 1 Peter 4:10). In order that the work of the church may be conducted in a God-pleasing manner, all monies needed for the proper support of this work shall be gathered entirely by voluntary contributions.
- 2.33 regularly attend voters meetings, if a voting member, to lend the congregation counsel and aid.

## 2.4 Christian Living

Our God has implanted within us who are Christians the New Man, who desires to live righteously (2 Corinthians 5:17; Ephesians 4:24). Consequently a member of His church will:

- 2.41 not live in obvious acts of the sinful nature, but lead a Christian life (Galatians 5:19-25);
- 2.42 submit to Christian admonition and correction when guilty of sin in order to be led to repentance (Matthew 18:15-18);
- 2.43 refuse to hold membership in any organization whose teachings and practices conflict with the Word of God, (like lodges which foster unionistic fellowship with errorists or which practice forms of religion without confessing faith in the Triune God and in Jesus Christ as the eternal Son of God incarnate to be our only Savior from sin, and in doing so teach salvation by works [John 5:23; 8:31-32; Matthew 4:10; 5:34-37; Romans 16:17; 2 Corinthians 6:14-18]).

### **Section 3 Church Discipline and Excommunication**

Christian discipline shall be practiced in this congregation according to Matthew 18:15-20 over against those who err from faith or who have given cause for offense. At all times this shall be done in the spirit of the Gospel, namely, to retain the erring as brothers and sisters. Those members who show themselves to be impenitent sinners and finally must be excommunicated, and those who have excluded themselves from the congregation by evading Matthew 18:15-20, lose all their rights in the congregation and its property.

### **Section 4 Reinstatement**

When an excommunicated person by the grace of God repents, such a person shall be assured of forgiveness and shall be reinstated as a member with all rights and privileges (2 Corinthians 2:6-8).

## **Article VI POWERS AND RIGHTS OF THE CONGREGATION**

### **Section 1**

In all matters of Christian faith and life the Word of God is supreme (Psalm 119:105).

### **Section 2**

In all matters not decided by the Word of God and not covered by civil laws, the congregation represented by the voters' assembly shall have the right of decision (Romans 12:10; 14:19; Ephesians 5:21).

### **Section 3**

The Church Council, any other elected committee or organization within the congregation, and any of its elected or appointed officers shall have no power or authority beyond that conferred upon them by the congregation. However, in rare occasions of emergency, the Church Council may act in the name and for the welfare of the congregation. Such action must be fully explained at the next voter's meeting and approved by them.

### **Section 4**

Groups and societies within the congregation shall be organized only with the congregation's approval. The congregation shall be assured that the purposes and policies of such groups are in complete harmony with the congregation's Mission Statement (Article III) before granting its approval (1 Corinthians 1:10; 12:25).

## **Article VII THE PUBLIC MINISTRY**

### **Section 1**

This congregation has been organized for the purpose of proclaiming the Word and administering the sacraments in their truth and purity. To this end the public ministry of the Word, by the grace of God, is established and maintained among us (John 20:21-23; 21:15-17; Ephesians 4:11-16).

### **Section 2**

This public ministry is not to be construed as intended to remove from the members of the congregation their common priesthood with all believers, or to take from them the keys which Christ has entrusted to His church (1 Peter 2:9). It is merely a special way of practicing the one ministry of the Gospel which Christ has instituted for His church.

### **Section 3**

However, Christians are not all equally qualified to perform publicly the functions of the ministry. God gives to the church individuals qualified for the various forms of the work required (Romans 12:6-8; 1 Corinthians 12:4-11, 28-31). Thus, these public ministers are appointed by God (Acts 20:28; Ephesians 4:11; 1 Corinthians 12:28).

#### **Section 4**

Since God is a God of order, desiring all affairs in the church to be conducted decently and in order (1 Corinthians 14:33,40), the congregation shall have only those perform the functions of the public ministry in its midst who have received and accepted legitimate, divine calls extended by the congregation.

#### **Section 5**

Individuals who serve in the public ministry in this congregation must be in full accord with the articles of faith set forth in Article II of this constitution, be qualified for the position, have received calls from the congregation, and must solemnly vow to perform the duties of their calls.

#### **Section 6**

This congregation shall always have the right to elect and call those who are to serve in this ministry. It may entrust this right to the responsible boards or committees of the congregation or of the church body to which it belongs, but it shall never waive this right. (The procedures to be followed in extending the divine call is set forth in the bylaws.)

#### **Section 7**

It shall be the pastor's responsibility to:

- 7.1 preach the Word and administer the sacraments in all their truth and purity (1 Corinthians 4:1-2; Matthew 28:19-20).
- 7.2 teach God's saving truth to those under his care and, consequently, arrange for suitable instruction classes at both youth and adult levels, and give testimony to others when opportunities present themselves (Matthew 10:32-33).
- 7.3 strengthen the weak in faith, admonish the erring, visit the sick, and provide Christian burial for those whom the Lord shall call from our midst (2 Timothy 4:2-5).
- 7.4 assure that church records are being kept accurately, guide the congregation in all its affairs, see to it that all things are done decently and in order, and therefore, serve as an ex-officio member of all committees and organizations.
- 7.5 keep in mind that he is the watchman and shepherd of the congregation, accountable to God for his ministry (Ezekiel 3:17-21; Hebrews 13:17); and therefore see that all the affairs of the congregation are conducted to the glory of God; and
- 7.6 conduct his personal life as is fitting with his office (1 Timothy 3; Titus 1)

#### **Section 8**

It shall be the responsibility of the teachers called by the congregation to:

- 8.1 to carry out faithfully the charge given in their call for the Christian education of the youth (Matthew 28:19-20).
- 8.2 to work in harmony with their colleagues and with the board or boards, to whom the congregation has made them responsible;
- 8.3 have a concern, rooted in Christian love, for those entrusted to their care (John 21:15);
- 8.4 maintain the prevailing standards of Christian education in both the classroom and in their professional skills;
- 8.5 conduct their personal lives as befits the office of a teacher in a Christian congregation (1 Timothy 3; Titus 1).

#### **Section 9**

It shall be the responsibility of the congregation to:

- 9.1 acknowledge their called servants as ministers of God, receive the Word of God which they preach and teach with all due respect and consideration, obey, love, and honor them, and live in peace and harmony with them (Luke 10:16; 1 Thessalonians 5:12-13; 1 Timothy 5:17; Hebrews 13:17);
- 9.2 provide in time and in sufficient manner the temporal needs of the called servants (1 Corinthians 9:14; Galatians 6:6);
- 9.3 provide a suitable place and adequate equipment for worship and instruction of the young, and maintain the same.

## **Article VIII OFFICERS OF THE CONGREGATION**

### **Section 1**

The first New Testament congregation at Jerusalem chose men “*Full of the Spirit and wisdom (Acts 6:1-6)*” to aid the apostles in the administration of its affairs. This congregation shall elect officers with like qualifications to aid the congregation in administering its affairs (1 Timothy 3:8-13).

### **Section 2**

The listing of the elected officers and their duties is given in the bylaws.

### **Section 3**

The respect and esteem of the congregation are due those elected officers in the performance of their duties and they shall be given its cooperation. They shall conduct themselves in a manner befitting their responsibilities.

## **Article IX REMOVAL FROM OFFICE**

### **Section 1**

If anyone who holds an office in the congregation willfully neglects his duty or fails to carry out the scriptural requirements of his office and upon due admonition does not amend, the congregation has the right and eventually the duty to remove him from office and to elect another in his place.

### **Section 2**

Sufficient and urgent causes for removing a called worker are persistent adherence to false doctrine, scandalous life, willful neglect of duty, or established inability to perform the duties of his/her office (1 Timothy 3:1-7; Titus 1:6-9). In such case, the advice and good counsel of the appropriate district officer shall be sought.

## **Article X MEETINGS OF THE CONGREGATION**

### **Section 1**

Meetings of the congregation shall be held at such times and in such manner as stated in the bylaws. The meetings shall give voters of the congregation the opportunity to hear, discuss and take action in the matters pertaining to the welfare of this congregation and the church-at-large (Acts 15:1-11).

## **Article XI SEPERATION, DISSOLUTION**

### **Section 1**

If at any time a separation should occur in this congregation – and may God graciously prevent it – the property and all assets of the congregation shall remain with that portion of the membership which adheres to this constitution, regardless of number.

### **Section 2**

In the event of dissolution of the congregation, the Church Council shall use the congregational funds to pay all debts or make provision for their payment. It shall then dispose of all remaining assets by distributing them at the direction of the voting body to one or more organizations with which the congregation is in fellowship and which qualify as exempt organizations according to the regulations of the United States Internal Revenue Code current at the time of dissolution.



## Article XII REPEALS AND ALTERATIONS

### Section 1

All preceding articles of this constitution shall remain unalterable and irrevocable in their descriptive intent inasmuch as they express teachings from God's Word. This, however, is not intended to prohibit a change in wording for clarification purposes which the congregation may deem wise and proper.

### Section 2

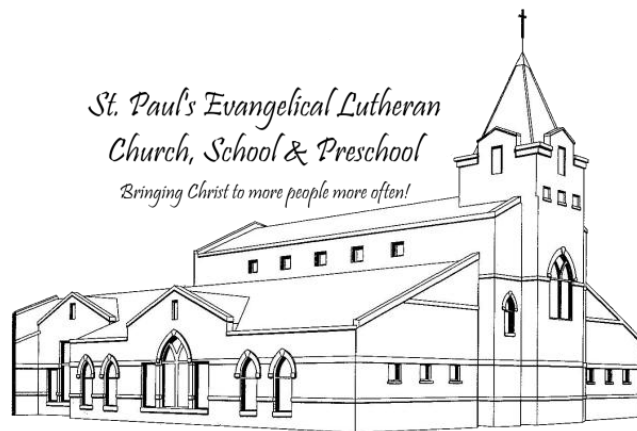
Proposals to alter or repeal any alterable or repealable article of this constitution, or to add to an article, shall be submitted in writing to the Church Council and shall be publicly announced at services, orally or in print, on at least two weekends prior to the time of a regular business meeting of the congregation.

### Section 3

Such proposal shall be discussed in the meeting in which it is presented and given a vote in the following regular meeting of the congregation.

### Section 4

A vote consisting of not less than a two-thirds majority of the voting members present at such a meeting shall be required to alter or repeal and alterable or repealable article of this constitution, or to add an article thereto.



# BYLAWS

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## Section 1:00 MEETINGS OF THE CONGREGATION

- A. During each quarter of the calendar year there shall be a regular business meeting of the congregation.
- B. The Church Council shall set the date, time, and place of the meetings, unless otherwise specified by the congregation. Announcements of the meetings shall be given the congregation in print or orally at services on at least two different occasions prior to the time of the meeting.
- C. Special meetings of the congregation may be called by the Church Council such meetings must be announced with the purpose clearly stated in the service on at least one date prior to the meeting, or by a written notice to all voting members.
- D. The January meeting shall be designated the annual meeting.
- E. The order of business for the regular meetings shall be as follows
  1. Opening Devotion
  2. Approval of minutes of previous regular and special meetings
  3. Reception of new voting members
  4. Reports of officers and committees
  5. Membership matters
  6. Unfinished business
  7. Recommendations of Church Council and new business
  8. Elections
  9. Adjournment
- F. In all matters not decided by the Word of God, the majority rules. The meetings shall be conducted according to Christian order and decorum. *Robert's Rules of Order* may be followed for parliamentary procedure.
- G. The voters' meetings shall be open to all members of the congregation but shall be closed to uninvited non-members.
- H. The voting members present at a properly announced meeting of the congregation shall constitute a quorum.
- I. No one shall bring to any meeting a charge or complaint against any member, or against a pastor or a teacher, unless he has been given private, Christian admonition first according to Matthew 18:15-16.
- J. Only voting members present at the meeting shall have the right to vote.
- K. Voting Members shall be limited to male communicant members who have reached the age of eighteen (18) years.

## Section 2.00 SYNODICAL AFFILIATION

- A. Convinced that the Wisconsin Evangelical Lutheran Synod, by the grace of God, is in possession of the true confession of the faith, this congregation chooses to be affiliated with the same.
- B. Should the synod at any time be led to depart from the truth of God's saving Word – may God graciously prevent it – we pledge to use every God-given means at our disposal to prevent this departure from the truth and to preserve the truth in its midst.

## **Section 3.00 CHURCH COUNCIL**

- A. The Church Council shall meet monthly, more often if needed, less often in special circumstances, to weigh matters pertaining to the welfare of the congregation and the church-at-large, to prepare recommendations for consideration by the congregation, and to carry out such other duties as may be prescribed by the Constitution and its Bylaws or by resolution of the congregation.
- B. The Council consists of
  - 1. The Board of Trustees (who are the president, the secretary, and the treasurer of the congregation)
  - 2. The chairmen of the other boards elected by the congregation
  - 3. The pastor(s)
  - 4. The male principal of the congregation's elementary school may attend meetings and may act as an advisory member of the Council, should he so choose.
- C. The Council shall never convene to transact business without the pastor's knowledge.
- D. The pastor may call special meetings of the Council and must call a special meeting upon the submission of a request by any two or more members of the Council.
- E. Only upon a majority vote to do so may the Council make public its discussions and decisions. Otherwise, all matters discussed must remain in strictly confidential until submitted to the congregation at duly called meetings.

## **Section 4.00 BOARDS, COMMITTEES, OFFICERS**

### **Section 4.01 Board of Trustees**

- A. The Board of Trustees shall consist of three members who shall be the president, the secretary and the treasurer of the congregation. In accordance with the statutes in such case made and provided, the trustees shall administer under and upon the instruction of the voters' assembly the real and personal property of the corporate congregation, consisting of real estate, buildings and their equipment, monies, securities, documents, and other things of value. The trustees are empowered to enter into contract, sign documents or other writings for and in the name of the corporate congregation, only after such transaction has been approved and authorized by the voters' assembly.
- B. By virtue of their offices, the trustees shall serve as members of the Church Council.

### **Section 4.10 President**

The president shall preside as chairman of all business sessions of the voters' assembly of the congregation and shall perform such duties as may be asked of him in the Bylaws or by resolution of the congregation. He shall have the general supervision of the affairs of the corporation subject to the regulations of the Board of Trustees, sign all deeds, mortgages, notes, leases, and/or all legal documents directed to be executed by the corporation, and conduct all its business affairs according to established good order.

### **Section 4.15 Secretary**

The secretary shall record accurately the proceedings of all meetings of the congregation and the council. He shall submit such records or minutes for revision and approval at the following regular meetings of the congregation or of the council. He shall have under his care and be custodian of the legal records of the congregation. He shall preserve all approved records made by him and at the expiration of his term of office deliver them to his successor. He shall have power to counter-sign all deeds, mortgages, notes, leases, and/or legal documents executed by the corporate congregation, affix the seal of the congregation thereto, and to such other papers as shall be required or be directed to be sealed, and assist in the orderly conduct of all its business affairs according to law. He shall also perform such other duties as may be asked of him by the bylaws or by resolution of the congregation.

#### **Section 4.20 Treasurer/Controller**

- A. The treasurer (or controller) shall be custodian of the bank deposit slips and shall keep them available for his records. He shall make proper disbursements in the name of the congregation. He shall submit financial reports to the congregation for approval. He shall make his records available for audit whenever called for by the bylaws or by resolution of the Church Council. All money received by the treasurer that is intended for specific outside purposes, e.g., synod budgetary, charities, etc. is to be forwarded to the proper agencies without delay. He shall have the power in the absence of the secretary or in the secretaries established inability to act, to countersign all deeds, mortgages, notes, leases, and/or legal documents; he shall assist in the orderly conduct of the congregation's business affairs according to law. He shall also perform such other duties as may be asked of him in the bylaws or by resolution of the congregation. In the event that the treasurer is unable to function, the president or the secretary has the power to carry out his obligations.
- B. As an aid in the proper disbursements of the monies for meeting the congregation's financial obligations, the following order shall be observed:
  1. All invoices, statements, etc., shall be given to the treasurer/controller.
  2. The treasurer/controller shall await making payment until the Board of Trustees or its appointees have ratified payment.
  3. All payments are to be made by check and only the treasurer/controller (or the president, then secretary in cases of inability to function) shall be empowered to draw checks on the account of the congregation.
  4. The treasurer/controller need not await ratification for payments of utility bills and other approved monthly bills.
  5. All checks, receipts, invoices, statements, etc., shall be preserved by the treasurer/controller and shall be available for the auditing of the financial records.
  6. The treasurer/controller shall preserve all approved records made by him and at the expiration of his term of office deliver them to his successor.

#### **Section 4.30 Board of Elders**

- A. The Board of Elders, should the congregation elect to have such a board, shall consist of three men, and one shall serve as chairman and shall be a member of the Church Council.
- B. The Board of Elders together with the pastor(s) shall consult concerning the spiritual state of the congregation, giving attention to such matters as church and communion attendance, discipline cases, the congregation's participation in the Lord's work locally and in the church-at-large, and the congregations outreach efforts in the community. They shall safeguard the preaching and teaching of the pure Word of God in the public services of the congregation and its educational agencies. They shall assist the pastor(s) in the care of the sick and needy, the erring and the delinquent. They shall serve as liaison between congregation and the pastor(s).
- C. The Board of Elders shall supervise the work of the congregation's *Evangelism Committee* and *Stewardship Committee*, should the congregation elect to have such committees, and they serve their stated purpose approved by the congregation.
- D. The Board of Elders shall recommend to the Church Council a delegate, preferably from our own midst, to represent the congregation in the various outside activities which the congregation has made its concern. Ratification of the appointment shall be asked of the Church Council and the congregation at the next quarterly meeting of the congregation.
- E. The Board of Elders shall also perform such other duties as may be prescribed in the Bylaws or by resolution of the congregation.

#### **Section 4.40 Board of Christian Education**

- A. The Board of Christian Education, should the congregation elect to have such a board, shall consist of six men who, together with the designated pastor, shall have charge of the educational agencies of the congregation (Elementary School, Sunday School, Vacation Bible School, Adult Bible Study, etc.). They shall administer, control, manage and promote these agencies. They shall assist, consult, and advise the teachers and perform such other duties as may be assigned to them under the Bylaws or by resolution of the congregation.
- B. The Board of Christian Education chairman shall be a member of the Church Council.

#### **Section 4.50 Board of Finance**

- A. The Board of Finance, should the congregation elect to have such a board, shall consist of three men to receive all contributions given by individuals and organizations to the financial program of the congregation, to tabulate them, to record them according to the method established by the congregation, and to deposit them in the bank designated by the congregation.
- B. The Board of Finance chairman shall be a member of the Church Council. He shall make regular reports to the Church Council and to the congregation at its quarterly meetings. He shall submit his records for audit at the times specified in the Bylaws or by resolution of the congregation or by decision of the Church Council. He shall preserve all approved records made by him and at the expiration of his term of office deliver them to his successor.
- C. As an aid in the proper reception and recording of all monies received, the following order shall be observed:
  - 1. A Member of the Board of Finance or his designee shall attend meetings when monies are counted by volunteers from the congregation.
  - 2. After monies have been counted, the member of the Board of Finance or his designee shall prepare receipts, designating the amounts received and the purpose for which they are contributed. One receipt shall be submitted to the treasurer/controller, one to the Board of Finance chairman, and one to the pastor(s). These receipts shall be preserved and shall be available for audit of the financial records.
- D. The Board shall perform such other duties as may be prescribed in the Bylaws or by resolution of the congregation.
- E. Should the congregation choose not to have such a board, it shall designate in a manner it deems wise and fitting a financial secretary who with the Treasurer shall be responsible for the reception and recording of monies received according to the order prescribed above in this section.

#### **Section 4.60 Board of Properties**

- A. The Board of Properties shall consist of three men. The chairmen of the Board of Properties will serve on the Church Council and act as its vice-chairman. It shall also appoint two to four men to assist in the carrying out of its duties. The Board of Properties shall be responsible for maintain the physical property of the congregation.
  - 1. It shall conduct semi-annual inspections of all properties of the congregation, make appropriate recommendations. And keep updated records of maintence and improvements. The chairman shall forward these records to his successor.
  - 2. The Board of Properties shall have authorization to make repairs up to a limit established by the Church Council and the congregation. (For emergency expenditure exceptions, refer to Article VI, Section 3.)
  - 3. The Board of Properties shall be responsible for the hiring and supervision of personnel, or the obtaining and scheduling of volunteers, in the maintenance and upkeep of the congregation's property as directed by the Church Council.

4. The Board of Properties shall see to it that the estate of the congregation is protected against loss or damage and properly insured. Therefore it shall be the Board's responsibility to keep an updated inventory of the contents of all buildings.

#### **Section 4.65 Board of Deacons**

- A. The Board of Deacons, should the congregation elect to have such a board, shall consist of six men. It shall maintain good order at all public services and shall carry out all assignments given it by the congregation for this purpose, for example, providing for ushering help, conducting an annual ushers meeting, changing chancel appointments.
- B. Should the congregation choose not to have such a board, it shall designate in a manner it deems wise and fitting for those who shall provide those duties described in the preceding paragraph

#### **Section 4.70 Auditing Committee**

The president shall appoint an Auditing Committee at least annually, consisting of not less than two voting members, for an audit of the books and records of all officers, boards, committees and persons handling any funds of the congregation.

#### **Section 4.80 Budget Committee**

- A. The congregation shall have a Budget Committee which shall prepare an itemized yearly budget for the congregation's consideration and action at a meeting which the congregation has specified for this purpose.
- B. The Budget Committee shall give prayerful thought to the work which the Lord has placed before the congregation and before the church-at-large. It shall study carefully the opportunities for the congregation to respond with thankful, first-fruit contributions. To this end shall consult the chairmen of the congregation's boards, the pastor(s) and the delegates to the outside agencies and federations or associations which the congregation supports.
- C. It shall review annually, or more often, the salaries paid by the congregation to its workers, determining whether an adjustment shall be made in the salaries and recommending an amount in its proposed budget, if an adjustment is in order.
- D. It shall present its proposed budget to the Church Council for its consideration, review and recommendation to the voting members.
- E. Those who shall serve on the Budget Committee may be members of the Church Council or whomever else the Council may appoint. At no time shall the committee consist of less than three men.

#### **Section 4.90 Number of Boards, Committees, Offices**

- A. Permanent or temporary boards, committees and offices in addition to those mentioned above may be established by the congregation as existing opportunities may warrant. By the same token, the number of boards, committees and offices may be decreased at any time as the congregation may resolve.
- B. The Church Council, any other elected committee or organization within the congregation, and any of its elected or appointed officers shall have no power or authority beyond that conferred upon them by the congregation. However, in rare occasions of emergency, the Church Council may act in the name and for the welfare of the congregation. Reasons for the action must be given at the next meeting of the congregation.

## **Section 5.00 ELECTION OF OFFICERS**

### **Section 5.01 Nominating Committee**

- A. The Church Council shall appoint annually a Nominating Committee of not less than three voting members. The designated pastor is ex-officio a member of the committee.
- B. The Nominating Committee shall select from the voting membership properly qualified persons to serve as candidates for positions on the boards specified by the *Bylaws, Section 4.00*. It shall arrange a list of candidates twice the number of positions to be filled. The committee may, or upon the direction of the congregation shall, specify which two candidates are to be considered for each respective position to be filled.
- C. The Committee shall complete its work at least three weeks before the October meeting of the congregation. It shall announce its selection on at least two Sundays before the October meeting or by mail to all members of the congregation.

### **Section 5.10 Election Procedure**

- A. Elections to the boards specified above shall be conducted in the October meeting. Before the voting begins, the voting body shall act on the nominating Committees slate of candidates. The voters have the right to add or substitute names. Those who for good reason wish to have their names removed from consideration shall inform the body at this meeting. Only those shall be nominated as candidates who are willing to serve. After all pertinent remarks have been heard, the body shall pass a motion which will establish the official slate of candidates. The voting shall be restricted to those names on the adopted slate.
- B. The voting shall be conducted by ballot. The presiding officer shall appoint a sufficient number of men to receive the ballots cast, to tabulate them and to report to the presiding officer the voting results. The presiding officer may stipulate in which order the positions on the various boards shall be filled. The candidates receiving the majority of votes cast shall be declared elected. In case there is no majority on any one ballot, the voting on the next ballot shall be restricted to the candidates who have received the two highest number of votes cast. In case of a tie vote between two candidates, the voting shall continue until one is elected. In each case, the defeated candidate may be nominated on any remaining ballot.

### **Section 5.20 Term of Office**

- A. Term of office for each board member shall be three years. The terms shall be so arranged that the term of one-third of the members of each board shall expire each year. No officer shall succeed himself in any one elected office or on any one elected board. After a year's wait, he may be elected to serve a new term.
- B. No one shall hold office on two or more elected boards at the same time, with the exception of holding office on a board or committee of a temporary nature.
- C. Vacancies that shall occur on the various boards shall be filled by appointment of the Church Council. The Council shall present the appointment to the congregation for ratification at its next regular meeting following the appointment. Those appointed shall serve the remainder of the unexpired term.
- D. All committees (their purpose and work) shall be reviewed annually by the Church.

### **Section 5.25 Installation of Officers**

- A. Those who have been elected to their respective boards shall be installed into office before the annual meeting in January.
- B. All officers shall serve until their successors have been installed into office.

## **Section 6.00      CALLING PROCEDURE**

### **Section 6.01      Qualifications**

Only those shall be considered as candidates for a divine call in to the preaching or teaching ministry or into the staff ministry of this congregation who are in full accord with the articles of faith as specified in *Article II* of the Constitution and who are recognized by the church body to which the congregations belongs as qualified for the position under consideration, or who are willing to become so recognized within the time frame specified by the congregation.

### **Section 6.10      Calling a Pastor**

- A. When a vacancy in the pastorate of this congregation occurs, the Council shall at once notify the president of the district to which the congregation belongs and request his good counsel in the calling of a pastor and assist in filling the vacancy, if this is necessary. The district president shall be requested to suggest names of several pastors for the congregation's consideration, to which list the congregation reserves the right to add names of other pastor's after giving heed to the counsel and advice of the district president in the matter.
- B. After the congregation has given the list proposed by the district president its proper consideration and has no objection to any names proposed, it shall pass a motion approving the list of candidates as the official slate from which a pastor shall be called.
- C. The election shall proceed by ballot. The candidate receiving the majority of the votes cast by the voting members present shall be declared elected; thereupon a motion shall be passed making the election unanimous. The Trustees shall prepare a proper call form and present or send the same immediately to the pastor called in which the congregation specifies the responsibilities asked of the pastor and its obligations toward the pastor.

### **Section 6.20      Calling of Teachers**

The calling of teachers for the elementary school conducted in the congregation shall proceed in a manner similar to the procedure for the calling of a pastor.

### **Section 6.30      Calling of Staff Ministers**

The calling of staff ministers shall also proceed in a manner similar to the procedure for the calling of a pastor.

### **Section 6.40      Calling of Sunday School Teachers and Vacation Bible School Teachers**

The calling of teachers to staff the Sunday school, vacation Bible school and similar agencies shall be under the supervision of the pastor(s) and the Board of Christian Education.

## **Section 7.00      Membership Changes**

### **Section 7.01      Reception into Congregational Membership**

- A. Persons who wish to be received into the membership of this congregation other than through the Sacrament of Holy Baptism or through the Rite of Confirmation, shall bring their requests to the attention of the pastoral staff who shall forward the requests to the Church Council. The Council shall honor the requests when accompanied by letters of transfer or other recommendation from congregations affiliated with us in doctrine and practice based on the Word of God and recognized as sister congregations, or when qualifications for membership as specified in *Article V* of the Constitution have been met. Public mention of their reception shall be given the congregation.
- B. Since reception into membership signifies acceptance of and submission to this constitution and bylaws, each family shall be given a copy of the same prior to their reception in order that each might become acquainted with its provisions.



### **Section 7.10 Reception into Voting Membership**

Those eligible male communicant members, eighteen (18) years of age or older, desiring to be received into voting membership shall make their requests with the pastoral staff, with a member of the Church Council, or with the voter's assembly at its regular meeting. The requests shall be granted if there is no ground for refusal based on God's Word. Persons received into voting membership shall be asked to sign the constitution kept in the records of the congregation's secretary, and formally welcomed into voting membership by the president and the secretary.

### **Section 7.15 Transfer of Congregational Membership**

- A. A person desiring transfer of congregational membership to a sister congregation, that is, a congregation of our fellowship, shall bring the request to the attention of the pastoral staff who will bring it to the Church Council for consideration and action. The Council shall grant the request if nothing hinders it from being granted. The Council shall seek ratification of the voting body for its action at the next regular meeting of the voters' assembly.
- B. In the interest of the spiritual life and growth of members who move to different localities and regions, the congregation encourages them to request transfer of membership to sister congregations as soon as possible.
- C. Should sister congregations not be located in their areas, the members shall seek the advice of the pastor I staff for their particular situations.

### **Section 7.20 Release from Membership**

Release from membership shall apply when affiliation is sought with a denomination not in agreement with us in doctrine and practice.

### **Section 7.25 Removal from Membership**

Removal from membership shall apply when members have persistently absented or excluded themselves from church and communion attendance, have had a number of encouragements given them by the pastoral staff and Board of Elders, have not responded to the encouragements in a positive fashion, and therefore have been recommended by the Board of Elders for removal at a regular Council meeting. Following their removal by the Council, they shall be informed of the action taken and given another encouragement to come to hear the Word of God which alone can effect a God-pleasing change in their lives.

### **Section 7.30 Excommunication from Membership**

Excommunication from membership applies to those who attend services and wish to be regarded as members, but who are living in known, unrepented sin even after being admonished according to the Savior's instruction in Matthew 18:15-18. Those excommunicated by resolution of the voter's assembly shall be informed of the action and shall be encouraged to attend services in order that the Word of God may produce a God-pleasing change in their lives.

### **Section 7.35 Suspension from Membership**

Suspension from membership shall apply when members persist in error that in itself does not make the presence of saving faith impossible, but does contradict a clear teaching taught in the Bible to which the congregation subscribes (Romans 16:17).

### **Section 7.40 Loss of Rights**

Those who no longer hold membership in the congregation lose all rights and privileges of membership.

### **Section 7.50 Reinstatement into Membership**

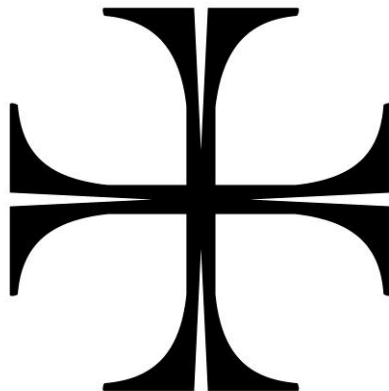
When by the grace of God one who has lost membership repents, believes the Gospel, is willing to amend, and wishes to be received back into membership, he/she is to be reinstated and granted all rights and privileges of church membership.

### **Section 8.00 SERVICE ARRANGEMENTS**

- A. All divine services are to be conducted in accordance with the *Articles of Faith* of the congregation specified in the constitution.
- B. No display of distinguishing banners or emblems of any organization to which a deceased member may have belonged shall be permitted at the funeral services conducted in our church, except that a flag of the United States of America may be draped over the casket of a person having an honorable discharge from the United States military service.
- C. Funerals and marriages are to be conducted in agreement with our faith; therefore, no unchristian music is to be permitted in the church. Music shall be presented only by members in full agreement with the confessional position of this congregation as specified in *Article II* of the Constitution.

### **Section 9.00 REPEALS, ALTERATIONS, AMMENDMENTS**

Any and all bylaws may be repealed, altered or amended by a majority vote of the voting members present at any Quarterly meeting, providing that public notice of this proposed action shall have been given the congregation on at least two Sundays prior to the meeting, and provided that the proposed change has been submitted in writing to the Church Council meeting prior to the Quarterly meeting of the congregation.



***SOLI DEO GLORIA!  
TO GOD ALONE BE THE GLORY!***