

Constitution

Faith Lutheran Church—Columbus Indiana
Adopted August 2019

Preface

We the undersigned members of a Lutheran congregation of Bartholomew County, Indiana, have deemed it necessary to establish a new Constitution by which the administration of our affairs as a congregation shall be governed. Therefore, we resolve that the following Constitution and its Bylaws shall supersede and replace the previous Constitution and its Bylaws adopted by Faith Lutheran Church to the end that it may facilitate the administration of our affairs as a congregation.

Preamble

The Word of God requires that a Christian congregation shall conform to this Divine Word in doctrine and practice, (1) and that all things be done decently and in order. (2) Therefore, we, the members of Faith Lutheran Church, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

(1) “Thy word is a lamp unto my feet, and a light unto my path.” (*Psalms 119:105*)

“All power is given unto Me in heaven and in earth. Go ye therefore and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost: teaching them to observe all things whatsoever I have commanded you: and, Lo, I am with you always, even unto the end of the world.” (*Matthew 28:18-20*)

“I marvel that you are so soon removed from Him that called you into the grace of Christ unto another Gospel; which is not another; but there be some that trouble you and would pervert the Gospel of Christ. But though we, or an angel from heaven, preach any other gospel unto you than that which we have preached unto You, let him be accursed.” (*Galatians 1:6-8*)

“I charge thee therefore before God, and the Lord Jesus Christ, who shall judge the quick and the dead at His appearing and His Kingdom; preach the word; be instant in season, out of season; reprove, rebuke, exhort with all long-

suffering and doctrine. For the time will come when they will not endure sound doctrine, but after their own lusts shall they heap to themselves teachers, having itching ears; and they shall turn away their ears from the truth, and shall be turned into fables. But watch thou in all things, endure affliction, do the work of the evangelist, make full proof of thy ministry.” (*II Timothy 4:1-5*)

(2) “Let all things be done decently and in order.” (*I Corinthians 14:40*)

“For though I be absent in the flesh, yet am I with you in the spirit, joying and beholding your order, and the steadfastness of your faith in Christ.” (*Colossians 2:5*)

Article I

Name

Our church and congregation shall bear the name of **Faith Lutheran Church**, of Columbus, Indiana, Inc.

Article II

Purpose

The purpose of this congregation shall be to serve its members and community and to spread the Kingdom of God by preaching the Word of God, by the administration of the Sacraments and by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church, and to foster Christian fellowship and charity.

It shall also be the purpose and the responsibility of this congregation to provide a Christian and parochial education for its children to the best of its ability.

Article III

Confession Of Faith

This congregation acknowledges and accepts all canonical books of the Old Testament and of the New Testament as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Confessional Writings of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, to be the true and genuine exposition of the doctrines of the Bible.

These Confessional Writings are the three Ecumenical Creeds (*Apostles', Nicene, and Athanasian*), the Unaltered Augsburg

Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Dr. Martin Luther's Large and Small Catechisms, and the Formula of Concord.

Article IV

Membership

The membership of this congregation includes the following:

A. Baptized Membership

Those who are baptized in accordance with the Word of God and are under the spiritual care of the congregation are acknowledged as baptized members.

B. Communicant members are those:

1. Who are baptized in the Name of God the Father, Son, and Holy Ghost; (*Matthew 28:19*)
2. Who accept all canonical books of the Old and New Testaments as the only Divine rule and standard of Faith and Life; (*Colossians 3:16; II Timothy 3:15-17*)
3. Who are familiar, at least, with Dr. Martin Luther's Small Catechism and declare their acceptance of it; (*Luke 1:1-4*)
4. Who attend divine services faithfully; (*Luke 4:16; Luke 11:28; Acts 2:42*)
5. Who live Christian lives and do not live in manifest works of the flesh; (*Galatians 5:19-21; Colossians 2:6*)
6. Who partake of the Lord's Supper frequently after their confirmation; (*Acts 2:42; I Corinthians 11:25-26*)
7. Who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and throughout the world; (*Philippians 4:16-19; I Corinthians 16:1-2*)
8. Who devote their time and talents to the extension of the kingdom of God; (*Ephesians 2:10; I Peter 4:10*)
9. Who permit themselves to be fraternally admonished and corrected when they have erred: (*Matthew 18:15-18*)
10. Who are not members of any unchristian or anti-christian society having its own religious ceremonies, rituals, or any other organization whose principles and practices conflict with the Word of God; (*II Corinthians 6:14-18; John 5:23*)
11. Who endeavor to provide their children with proper instruction and training in pure Christian doctrine as offered and prescribed

by the congregation; (*Ephesians 6:4; II Timothy 1:5*)

C. Voting Membership

All communicant members who have reached their 18th year, have been accepted by the Voters' Assembly, and have read and signed the Constitution and Bylaws of the congregation shall be entitled to vote and hold office.

The above three categories of membership are subject to the following definition:

1. All membership will be categorized either as **Active** or as **Associate**.
 - a. **Active Members** are defined as those who have communed, financially contributed or attended Faith Lutheran Church in the past two calendar years.
 - b. Members who have not communed, financially contributed or attended for a period of one year are considered delinquent and will receive pastoral and elder ministry in an effort to understand the reasons for delinquency and to return the member to active membership.
 - c. At the end of the two year period, if the member has not communed, financially contributed or attended, that member will be considered an **Associate member** and will no longer be permitted to vote or hold office at Faith Lutheran Church. Continued ministry efforts will be directed to these Associate members.
2. Reinstatement of Active membership will be accomplished by communing, financially contributing or attending and by submitting a letter of reaffirmation of faith to the Board of Elders.
3. The monitoring of membership, the determination of membership category, the statistical reporting of communicant members and member notification of change of membership category will be the responsibility of the Board of Elders.

Article V

The Offices Of Pastor & Teacher

The pastoral office of this congregation as well as that of a called teacher in the parochial school shall be conferred upon such ministers, teachers, and candidates only as profess and adhere to the confessional standard set forth in Article III of this Constitution and are well qualified for their work. Pastors and teachers shall, in the call extended to them and accepted by them, be pledged to this confessional standard.

Article VI

The Office Of Director Of Christian Education

The office of Director of Christian Education (D.C.E.) of this congregation shall be conferred upon such chosen candidates that profess and adhere to the confessional standard as set forth in Article III of this Constitution and are well qualified for their work. D.C.E.'s shall, in the call extended to them and accepted by them, be pledged to this confessional standard. At the time of installation into the office, the D.C.E. shall be an accepted communicant member of this congregation and shall retain this membership throughout the term of office.

Article VII

Legal Authority

This congregation shall have all the rights and powers given and granted by the laws of the State of Indiana to corporations organized under the provisions of the Berning Act of 1955, passed by the 89th regular session of the General Assembly of the State of Indiana, Chapter 232, (*H.299 Approved March 10, 1955*) including the right to acquire, hold title to sell, transfer, convey and otherwise dispose of property, real, personal, and mixed and shall have the sole authority to regulate the spiritual and material affairs of this congregation by the enforcement of this Constitution and Bylaws.

Article VIII

Powers Of The Congregation

A. General

The congregation as a body, through the voting members, shall have the supreme power to administer and manage all external and internal affairs. The establishment and conduct of all institutions and societies within the congregation, such as the parochial school, Sunday School, youth activities, ladies' organizations, choir, etc., shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and to the confessions of the Lutheran Church (Article III), and any such decisions shall be null and void.

B. Right of Calling

The right of calling pastors, teachers, or directors shall be vested in the congregation, through its voting members, and shall never be delegated to a smaller body or to an individual.

C. Decisions

Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voters' Assembly unless otherwise specified by the Constitution or Bylaws.

D. Power of Officers and Committees

Congregational Officers and Committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them in the Bylaws, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.

E. Removal from Office

Any officer, pastor, teacher, or director may be removed from office by the congregation through its voting members, by secret ballot, in a Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, inability to perform his official duties, or willful neglect of them.

Article IX

Officers Of The Congregation

- A. The corporate officers of the congregation shall be a President, Vice President, Recording Secretary, and Treasurer.
- B. The officers of the congregation shall be elected by the Voters' Assembly as provided by the Bylaws.

Article X

Property Rights

If at any time a separation should take place on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with the voting members who continue to adhere in confession and practice to Article III of this Constitution. In the event the congregation should totally disband, the property and all rights connected therewith shall be transferred to the Indiana District of the Lutheran Church—Missouri Synod.

Article XI

Doctrinal Literature

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III. Likewise in all classes for instruction in Christian Doctrine only such books shall be used as conform to this standard.

Article XII

Synodical Membership

- A. This congregation shall hold membership in the Lutheran Church—Missouri Synod. It shall send a pastor and a lay delegate to each District convention of Synod.
- B. It shall be the duty of the congregation and its individual members to support the work of the Synod, since they thereby support their own Christ-appointed work.

Article XIII

Bylaws

This congregation, through the voting members, may adopt such Bylaws as may be required for the accomplishment of its purpose.

Article XIV

Changing The Constitution

- A. The following articles of this constitution or sections thereof shall be unalterable and irrevocable: III, V, and XI
- B. Amendments to this Constitution or Article III, Section E of the Bylaws may be adopted at a Voters' Assembly meeting, provided:
 1. That they do not conflict with the provisions laid down in Article III of this Constitution or with any section of any other article that pertains to Scriptural doctrine and practice; and
 2. That the proposed amendment has been submitted in writing at a previous Voters' Assembly meeting; and
 3. That the meeting be attended by at least 20 voting members; and
 4. That at least three-fourths of those attending such a meeting vote in favor of the amendment.
- C. Amendments to the Bylaws other than Article III, Section E, may be adopted at a Voters' Assembly meeting, provided:
 1. That they do not conflict with the provisions laid down in Article III of this Constitution, or with any section of any other Article that pertains to scriptural doctrine and practice; and
 2. That the proposed amendment has been submitted in writing at a previous Voters' Assembly meeting; and
 3. That the meeting be attended by at least 20 voting members; and
 4. That at least three-fourths of those attending such a meeting vote in favor of the amendment.

Bylaws

Faith Lutheran Church—Columbus Indiana
Adopted August 2019

Article I

A. Baptized Membership

Those who are baptized in accordance with the Word of God and are under the spiritual care of the congregation are acknowledged as baptized members.

B. Communicant Membership

1. *By Confirmation*

Confirmation itself being a reception into church membership, all who are thus received become communicant members.

2. *By Transfer*

Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirement of membership of this congregation, shall be received by the pastor(s) and elders, whose action is to be reported in a subsequent meeting of the Voters' Assembly.

3. *By Profession of Faith*

Other persons shall submit their application to the pastor(s) and elders and, having given satisfactory evidence of qualification to communicant membership to the pastor(s) and at least one elder, they shall be received as communicant members, in a subsequent meeting of the Voters' Assembly.

C. Voting Membership

1. *Reception*

An applicant for voting membership shall be given a copy of the Constitution and Bylaws of the congregation. At a meeting of the Voters' Assembly, the applicant shall express the desire to become a voting member. Upon unanimous approval of the voting members present he or she shall sign the Constitution and Bylaws and be declared a voting member.

2. *Duties*

It shall be the duty of every voting member to attend the Voters' Assemblies. By failing to attend such meetings a member waives the right to cast a vote during that meeting. He or she shall accept nomination for office, committee appointments, etc., if possible, and generally participate in the business activities of the Voters' Assembly.

3. *Privileges of Women*

Women may hold voting membership in the congregation and serve as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (*preaching, the public administration of the sacraments, church discipline*) and as long as this service does not violate the order of creation (*usurping authority over man*). Accordingly they shall not serve as pastor, as a member of the elders, or as chairman of the congregation.

Article II

Termination Of Membership

A. Communicant Membership

1. *Transfer to Other Congregation*

Communicant members desiring to join a congregation in church fellowship shall present their written request for transfer to the pastor(s) and elders to whom authorization is granted to issue such transfers. Such transfer of membership shall be ratified by the Voters' Assembly in a subsequent meeting.

2. *Joining Other Churches*

In cases where communicant members have joined another congregation outside our own fellowship, they shall, upon recommendation of the pastor(s) and elders, through the church council, be considered as having terminated their membership, and their names shall be removed from the membership list by a resolution of the Voters' Assembly.

3. *Whereabouts Unknown*

The names of members whose whereabouts are unknown and cannot be established shall be removed by the Voters' Assembly, and forthwith such membership is terminated.

4. *Excommunication and Self-Exclusion*

Any member who conducts himself or herself in an unchristian manner shall be admonished according to St. Matthew 18: 15-20. If he or she refuses to attend the Voters' Assembly (or to meet with a smaller group officially acting for the Voters) to discuss the case, he or she has thereby excluded himself or herself. An unanimous vote shall be required for every resolution by the Voters' Assembly for excommunication or self-exclusion. Excommunication or self-exclusion terminates membership.

5. *Status*

A person whose communicant membership has been terminated has forfeited all rights as a member of this congregation and all claims upon the property of the congregation as such, or any part thereof, so long as he or she is not reinstated into membership.

B. **Voting Membership**

A voting member shall remain a voting member of the congregation as long as there is no objecting motion presented by the Board of Elders.

Any person whose name is removed from the voting list shall be informed by a letter of explanation of such action by the Recording Secretary.

Article III

Meetings

- A. Regular meetings of the Voters' Assembly shall be held at least two (2) times a year.
- B. The annual meeting of the Voters' Assembly shall be held during the last calendar quarter of each year. .
- C. Additional meetings of the Voters' Assembly may be called by the pastor(s), President, or Church Council.

D. Every meeting of the Voters shall be announced in advance (*by email, word, or bulletin*). Whenever a meeting has been thus announced, it shall be considered a properly convened and legal meeting.

Resolutions of these meetings are defined as either regular or special.

1. A regular resolution is any resolution that is not a special resolution.

2. A special resolution is any resolution to:

- *Elect a pastor, DCE, teacher, or other called position.*
- *Erect a building.*
- *Purchase or sell real property.*
- *Remove a pastor, DCE, teacher, or other called staff member.*
- *Amend the Articles of Incorporation.*
- *Excommunicate or self-exclude a member.*

E. For regular resolutions, the affirmative vote of a simple majority of those in attendance at a meeting of the Voters' Assembly at which at least 10 voting members are present, is necessary and sufficient for adopting a resolution.

F. For special resolutions, the affirmative vote of at least three-fourths of those in attendance at a meeting of the Voters' Assembly at which at least 20 voting members are present, is necessary and sufficient for adopting a resolution, unless otherwise provided by State law.

G. For amending the Constitution or Bylaws, the voting requirements for passage are specified in Article XIV of the Constitution.

H. Roberts Rules of Order shall be in effect in any event not covered by the Constitution or Bylaws.

Article IV

Office Of Pastors, Teachers, & Director Of Christian Education

A. **Nominations**

At a meeting of the Voters' Assembly properly convened, the list of candidates for the office of pastor shall be submitted by the Board of Elders. A list of candidates for the office of teacher or the office of DCE shall be submitted by the Board of Education. The respective list shall be made known to all voting members by email, word, or bulletin. Any voter is entitled to make additional nominations from the floor. However, when a

candidate is to be called from one of our seminaries or teachers' colleges, the proper authorization shall be requested to appoint the person to whom the call shall be extended.

B. Elections

The election of a pastor, teacher, or director of Christian education from the list of candidates chosen by the congregation shall be by ballot. The candidate chosen receiving the majority of all votes cast shall be elected in accordance with Article III.F. The election, if possible, shall be made unanimous, and the call shall be sent to the pastor, teacher or director of Christian education elected.

C. Duties Of The Pastor(s)

It shall be the duty of the pastor(s):

1. To exercise the Office of the Keys by preaching the Word of God in its truth and purity according to the Symbolical Books of the Lutheran Church, administering the holy sacraments according to the institution of our Lord Jesus Christ, and exercising the power to forgive and retain sins;
2. To apply the Word of God in teaching, admonishing and consoling individual members of the congregation, especially the sick, as their needs may require;
3. To instruct the catechumens in the chief parts of the Christian doctrine according to the Small Catechism of Luther;
4. To perform special acts, such as baptisms, marriage ceremonies and burials;
5. To keep an accurate record of baptisms, confirmations, marriages, burials, and communion;
6. To set a good example for the congregation by a Christian life;
7. To perform faithfully all other duties of the ministry, and by the grace of God to do everything possible within the sphere of his calling toward the promotion of the congregation and for the general advancement of the kingdom of Christ, both locally and generally;
8. To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;

9. To guide the congregation in applying the divinely ordained discipline of the church;
10. To attend elders' meetings as often as possible.

The pastor(s) shall have the privilege of attending any or all meetings of any or all boards or committees; but, unless specifically made a part of such board or committee, his presence shall not be counted in determining a quorum, nor shall he have the right to vote in such meetings.

D. Obligation Of The Members Of The Congregation To The Pastoral Office

Members of the congregation are obligated to accord the pastor (s) honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor(s) to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

E. Duties Of The Director Of Christian Education

It is the intent of this section to define the duties and responsibilities of the Director of Christian Education (DCE). The DCE will serve Faith in the capacities, but not limited to, as described below:

1. Be a member of Faith congregation;
2. Set a good example for the congregation by living in a Christian manner;
3. Act as advisor to the Board of Education, attending board meetings as often as possible;
4. Participate through extending active leadership and encouragement to lay-leaders of the following activities:

- a. Sunday School;
- b. Vacation Bible School;
- c. Youth activities;
- d. Mid-week School;
- e. Assistance with church services when called upon by the pastor(s);
- f. Visitation to members;
- g. Special Christian Education Programs.

Article V

Election of Congregational Officers

A nominating committee appointed by the President shall present a slate of candidates at the Annual meeting of the Voters' Assembly. Additional nominations may be made from the floor. A sample ballot shall be made available to all members at least two weeks prior to the election. The slate shall include one name for each of the following officers:

President, Vice-President, Recording Secretary, Treasurer, Financial Secretary, Assistant Treasurer, Assistant Financial Secretary, The slate shall also include names for election of members of the following boards: Elders, Trustees, Education, Mercy Ministry, Church Growth, Stewardship, and one member to the Long Range Planning Council. The annual election shall be by ballot and shall take place at the Annual meeting. The officers-elect shall assume their respective duties on the first day of January of the following year. In the event of a vacancy in any office, the Church Council shall appoint a successor to serve until the next annual election. Officers shall be elected for the terms specified in these Bylaws and shall hold office until their successors have assumed the duties of their office.

Members of the Board of Long Range Planning may concurrently hold one other congregational office.

Article VI

Delegates

The elected delegates of this congregation, as required, shall be a District Delegate. A synodical delegate nominee may be appointed or elected, to be determined by the President.

Article VII

Church Council

The Church Council shall consist of thirteen persons: President, Vice-

President, Recording Secretary, Financial Secretary, Treasurer, board chairpersons representing the Elders, Trustees, Education, Church Growth, Mercy Ministry, Stewardship, Long Range Planning, and a Voters' Assembly member from the Women of Faith appointed or elected by that group. They shall have the power to approve Trustee expenditures up to \$10,000 when those expenditures are necessary for the operation of the facilities, and must inform voters at the next Voters' Assembly meeting, or earlier, of such approval.

It shall be the duty of the Church Council to meet monthly on or near the second Tuesday to consider and discuss all matters pertaining to the welfare of the congregation as presented by the various boards, and to present recommendations to the Voters' Assembly. The Church Council shall act in matters committed to it by the Voters' Assembly and, in cases of emergency, between Voters' Assembly meetings. The Council shall inform the general membership of action taken at each meeting. Any voting member may attend the council meeting, but only the thirteen officers may vote.

Article VIII

Terms And Duties

President

The term of office of the President shall be for one year. The President shall preside at all meetings of the Voters' Assembly and the Church Council. The President shall appoint an auditing committee and any special committee or individuals as may be needed. The President shall have the privilege of attending any or all meetings of the Boards or Committees; such presence shall not be counted in determining a quorum, nor shall the President have the right to vote in such meetings.

Vice-President

The term of office of the Vice-President shall be one year. In the event of the absence or inability of the President to perform the duties of that office, the Vice-President shall perform the duties of that office. The Vice-President shall assist the President as requested, and may attend any or all meetings of Boards or Committees; however, unless specifically made a part of such a Board or Committee, such presence shall not be counted in determining a quorum, nor shall the Vice-President have the right to vote in such meetings. The Vice-President shall annually contact the attorney for the congregation, and ensure that all legal responsibilities are being met, such as those required of non-profit corporations in the state of Indiana.

Recording Secretary

The term of office of the Recording Secretary shall be one year. The Recording Secretary shall keep accurate minutes of the meetings of the Voters' Assembly and of the Church Council meetings for the permanent record of the Congregation, and shall perform other duties in keeping with this office. The Recording Secretary shall keep a record of attendance at each Voters' Assembly. The Recording Secretary shall publish and supply updated copies of the Constitution or Bylaws each time there is a change made to either document.

Board Of Finance

The Board of Finance shall consist of four members: *Financial Secretary, Treasurer, Assistant Financial Secretary, and Assistant Treasurer.*

The **Financial Secretary** will receive, record in books kept for such purposes, and deposit in the congregation's designated depository, all congregational moneys, including offerings, contributions, special collections, loans, subsidies, bequests, etc. A report of all receipts shall be submitted to the

Treasurer at regular weekly intervals. The Financial Secretary shall prepare a report for each meeting of the Church Council and Voters' Assembly.

The **Assistant Financial Secretary** shall assist the Financial Secretary, as requested, and shall work together with the Financial Secretary in such a way as to learn the duties of that office. In the event of the absence of the Financial Secretary, the Assistant Financial Secretary shall assume the duties until the Financial Secretary returns to duty or, if the Financial Secretary is unable to do so, until the Financial Secretary's office is filled as described in Article V of these Bylaws.

The **Treasurer** shall pay all bills authorized by the congregation. He or she shall keep records of the receipts and disbursements of the congregation in books which shall be and remain the property of the congregation. All of these books shall be audited annually, and the report of such audit shall be submitted to the congregation. The Treasurer shall submit a report at each Council and Voters' Assembly meeting. Such report shall show actual receipts and disbursements compared to budgeted accounts.

The **Assistant Treasurer** shall assist the Treasurer, as requested, and shall work together with the Treasurer in such a way as to learn the duties of that office. In the event of the absence of the Treasurer, the Assistant Treasurer shall assume the duties until the Treasurer returns to duty or, if the Treasurer is unable to do so, until the Treasurer's office is filled as described in Article V of these Bylaws.

The Board of Finance shall prepare the Annual Budget for presentation at the Annual Voters' Assembly, using recommendations of the various Boards concerning budget items for which they are responsible.

The books and records of the Financial Secretary and Treasurer shall be audited

annually by the committee appointed by the President. They shall report the results to the Voters' Assembly.

Board Of Elders

The Board of Elders shall initially consist of eight members. Each member's term of office shall be two years. New board members shall be elected each year by the Voters' Assembly. They shall organize and elect a chairman who shall represent them on the Church Council. **They shall:**

1. Assist the pastor(s) in all matters pertaining to the spiritual welfare of the congregation.
2. Consider complaints and grievances of the members of the congregation if St. Matthew 18: 15-16 has been fully observed, and they shall report to the congregation those which cannot be otherwise adjusted, in accordance with St. Matthew 18: 17-18.
3. Make every effort to induce members who have been negligent in their attendance of services, in the use of the Sacraments, and the financial support of the church, to mend their sinful ways and fully enjoy their rights and privileges of their membership.
4. See to it that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance.
5. Assist the pastor(s) in arranging the pulpit assistance, special services, and guest speakers.
6. In case of a vacancy in the office of pastor, form a search committee to investigate the qualifications of possible candidates to fill the vacancy. This committee shall provide a slate of candidates to the Board who, in turn, shall provide a slate to the Voters' Assembly with recommendation for selection of a candidate for a call.
7. Be an example of Christian conduct and conversation.
8. If a pastor, teacher, DCE, or other called staff member gives offense in doctrine or in life, the elders shall take initial steps toward necessary correction.
9. Look after the temporal welfare of the pastor(s) and church office workers, and in consultation with the Board of Finance, make recommendations to the Church Council in regard to compensation.
10. Assist the pastor(s) in the keeping of records of members' partaking of the Lord's Supper.

11. Appoint head ushers and help them organize the ushers to assist with conduct of each service.
12. Work with the pastor(s) in supervising the musical portion of all worship services so that it is at all times in harmony with the doctrine of the Lutheran Church—Missouri Synod.
13. Integrate new members into the life and work of the Church.

Board Of Trustees

This Board shall consist of six members whose term of office shall be two years. Three members shall be elected each year by the Voters' Assembly. They shall organize and elect a chairman, who shall represent them on the Church Council, by the January meeting of each year.

It shall be the duty of the trustees to administer all property belonging to the congregation and to transact all the business of the congregation assigned to them by the Voters' Assembly.

It shall have the power to order minor repairs on the Church properties, which do not exceed \$1,000. In the case of an emergency, the Board shall have the power to order necessary and immediate repairs on the Church properties which do not exceed \$5,000. These expenditures shall be subsequently reported to the Church Council at its next meeting. It shall provide for proper protection of the congregation through insurance policies and for the safe-keeping of its deeds and valuable documents. It shall employ custodians and supervise their work.

Board Of Church Growth

This Board shall consist of four members whose term of office shall be two years. Two members shall be elected each year by the Voters' Assembly. They shall organize and elect a chairman, who shall represent them on the Church Council, by the January meeting of each year.

It shall be the duty of this Board:

1. To plan, promote and carry out an evangelism program in the congregation and in the community.
2. To plan and supervise religious surveys of the community.

3. To arrange for the maintenance of record files in order to keep an evangelism program active.
4. To enlist aid in visiting prospective members of the Church.
5. To assist the pastor(s) in training the laity to bring the unchurched to the Pastor's instruction classes.
6. To give the congregation a clear vision of the world's need of Christ and how it can supply that need.
7. In the area of public relations, it shall endeavor to publicize the Gospel and activities of the congregation by the various modern avenues available.

Board Of Education

This Board shall consist of eight members whose term of office shall be two years. Four members shall be elected each year by the Voters' Assembly. The Board shall organize and elect a Chairman who shall represent them on the Church Council.

It shall be the duty of this Board to:

1. Foster spiritual growth in the life of the individual Christian.
2. Strengthen the Christian home and help equip parents, children, and young people for Christian family living.
3. Provide learning opportunities for all age levels: preschool, school age, youth, adult, and older adults.
4. Encourage the congregation to set up agencies and organizations to help the parish best perform its educational task for each specific age level; namely the Sunday School (from Nursery department to Bible Class), the parochial school, youth and adult groups, couples' and parents' groups.
5. Provide leadership education for teachers, officers, and workers.
6. Appoint the Assistant Sunday School Superintendent who will assist the Superintendent, becoming the Superintendent the following year. The Assistant will not be a voting member of the Board until assuming the duties of the Superintendent.
7. Review and approve the work plan of the DCE on an annual basis and provide assistance and encouragement to the DCE in accomplishing the plan.
8. Look after the temporal welfare of the DCE and in consultation with the Board of

Finance, make recommendations to the Church Council with regard to compensation.

9. In case of a vacancy in the office of teacher or DCE, form a search committee to investigate the qualifications of possible candidates to fill the vacancy. This committee shall provide a slate of candidates to the Voters' Assembly, with recommendation for selection of a candidate for call or for contract.
10. Work with the nominating committee to elect members to the Board to fill specific positions.

Sunday School Superintendent

The purpose of the Sunday School is to offer a graded group Bible program for all ages to give assistance to the home and church through its program of Christian instruction and training.

The Superintendent, as the DCE's assistant, shall exercise detailed supervision over the entire Sunday School program, attend Board of Education meetings as a voting member and report on Sunday School activities and attendance.

The Assistant Sunday School Superintendent

is appointed by the Board of Education for a two-year term; the first year to act as Assistant and the second year to be Superintendent. The Assistant Superintendent shall assist the Superintendent, as requested, in such a way as to learn the duties of the office. In the event of the absence of the Superintendent, the Assistant Superintendent will perform the duties of Superintendent until the Superintendent returns to duty or, if unavailable to return, until the Board of Education appoints a Superintendent.

Board Of Stewardship

This Board shall consist of four members whose term of office shall be two years. Two members shall be elected each year by the Voters' Assembly. They shall organize and elect a chairman, who shall represent them on the Church Council, by the January meeting of each year.

It shall be the duty of the Board to:

1. Sponsor stewardship in the congregation and its organizations.
2. Work in close cooperation with the circuit and District stewardship committees, and encourage larger attendance at circuit meetings.
3. Fully inform the members of their local congregation's program and opportunities to lengthen their outreach into all the world through the District and the Synod.
4. Supervise the raising of all funds within the congregation.
5. Discover the talents of the membership and enlist them in the congregational program.
6. Assist in the training of lay workers.

Board Of Mercy Ministry

This Board shall consist of four members whose term of office shall be two years. Two members shall be elected each year by the Voters' Assembly. They shall organize and elect a chairman, who shall represent them on the Church Council, by the January meeting of each year.

It shall be the duty of this Board to:

1. Advise the Church Council and Voters' Assembly on matters concerning congregational involvement with such community groups that are formed to address solutions to community problems of an economic nature.
2. Maintain awareness of the economic needs of members of the congregation, and when circumstances warrant, provide support and assistance wherever needed.
3. Advance policies directed toward providing temporary assistance to the occasional traveler requesting such assistance.

Annual Planning Council

The Chairmen of all boards and committees, the pastor(s), the President of the congregation, the DCE, and the presidents of all auxiliary organizations in the congregation, shall constitute the annual planning council, which shall meet annually at the call of the pastor(s) to plan the parish program for the year, draw up the church calendar, and provide meeting nights for the various groups within the Church. Ordinarily the Annual Planning Council will meet in early summer and plan the program for the year beginning in September and closing in August.

Long Range Planning Council

This council shall consist of five members whose term of office shall be five years. One member shall be elected each year by the Voters' Assembly. They shall organize and elect a chairman, who shall represent them in all matters before the Church Council and the Voters' Assembly, by the January meeting of each year. The representative to the Church Council will not have a vote on that council. Members of this council may concurrently hold another church office.

This council will meet in January and July of each year, and more often if deemed necessary by its members, to formulate, consider, and present plans and ideas to applicable committees, boards, or councils that pertain to the future growth of the congregation, the long-range utilization of the church properties, or projects that represent significant investment by the congregation.

Article IX

Changes In Regulations

The congregation shall from time to time adopt, alter, or amend rules and regulations (or directives) for the guidance of officers and committees in their work.