

Bylaws of the Constitution

1.0 Communicant Membership

- 1.1 Procedure for Membership
 - 1.1.1 Candidates for communicant membership in this congregation will consult a pastor, who shall determine whether such candidates are eligible for membership in accordance with Section 5.0 of the Constitution. They shall be received either by transfer, reaffirmation of faith, or through confirmation instruction.
 - 1.1.2 After candidates have given satisfactory evidence of their eligibility in accordance with the preceding paragraph, they shall be accepted as communicant members, and their names shall be published in the various publications of the church.
 - 1.1.3 Termination of Communicant Membership
Communicant membership shall terminate when:
 - 1.1.3.1 The member requests to be transferred to a sister congregation.
 - 1.1.3.2 The member joins another church not in fellowship with the Missouri Synod, and thereby violates Section 5 of the Constitution.
 - 1.1.3.3 The whereabouts of the member can no longer be determined; they will be placed on an inactive list.
 - 1.1.3.4 The member conducts his life in an unchristian manner, and after sufficient admonition according to Matthew 18, refuses to repent and seek forgiveness, then by two-thirds vote of the Voters Assembly, they shall be removed.
- 1.2 Privileges and Responsibilities of Communicant Members
It shall be the privilege and responsibility of every communicant member to continue to grow in the Christian faith, live a Christian life through faithful use of the means of grace, search the scriptures at home and in fellowship with other members of the congregation, partake frequently of the Lord's Supper, provide for the proper Christian training of their children by instruction at home and through the agencies of the church, support the work of the congregation, contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad according to their financial ability, and place their God-given talents at the disposal of the congregation. Members of the congregation are obligated to accord the pastor 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 discharges of his duties by cordial one-mindedness, 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.

2.0 Voting Membership

- 2.1 Voting Member Defined
Any communicant member of this congregation who is at least 18 years of age shall be eligible to vote at the voters' meeting.
- 2.2 Responsibilities of Voting Member
It shall be the privilege and responsibility of a voting member of this congregation to conscientiously and prayerfully exercise his/her right of suffrage in all matters pertaining to the temporal and spiritual affairs of this congregation, to willingly serve in any office or capacity for which his/her talents and gifts equip him/her, and to faithfully attend all meetings of the voting membership.

3.0 Meetings of the Congregation

- 3.1 Regular meetings
Regular meetings of the Voters Assembly shall be held quarterly, preferably in the months of January, April, July, and October.
- 3.2 Agenda items to include at regular meetings
 - 3.2.1 Scripture reading and/or opening prayer
 - 3.2.2 Approval of minutes of previous meeting(s)
 - 3.2.3 Reports: Treasurer, Pastor, Officer, Board
 - 3.2.4 Old business
 - 3.2.6 New business
 - 3.2.7 Adjournment/Lord's Prayer
- 3.3 Special Meetings
Special meetings of the Voters Assembly may be called by the president or the pastor at the request of the administrative boards. Notice of the date and time of the meeting and the nature of the business to be transacted shall be given at all worship services not less than one week prior to the meeting. Only the announced purpose of the meeting may be transacted at that meeting.
- 3.4 Rules pertaining to all meetings
 - 3.4.1 For purposes of order, Robert's Rules of Order shall prevail unless otherwise provided for by the Constitution and Bylaws.
 - 3.4.2 There will be no voting by proxy.
 - 3.4.3 In the event of a tie vote, the president will cast the deciding vote.
 - 3.4.4 All votes may be by written ballot at the request of any voting member.

4.0 The Office of the Pastor and Called Workers

- 4.1 Procedure for Securing a Pastor or Called Worker
 - 4.1.1 When a vacancy for a pastor or called worker occurs, the president of the congregation, and the chairman of the Board of Elders shall

appoint a call committee of at least nine (9) but no more than fifteen (15) members of the congregation. The committee shall be representative of the membership and include at least one (1) member of the Board of Elders and two (2) members of the Church Council. The president of the congregation and Chairman of the Board of Elders shall appoint the chairman of the call committee. All called workers presently employed by Risen Christ Lutheran Church will be advisory members of the call committee.

- 4.1.2 The names of the members of the call committee shall be published in the various church media to provide every member of the congregation an opportunity to suggest one or more names to the call committee.
- 4.1.3 The call committee will submit a written call process to be approved by a majority of the Board of Elders. Upon such approval, the call committee will use this process to select a nominee or nominees. All nominees' names shall be submitted to the district president for information and evaluation. The call committee shall present to the congregation their list of nominees.
- 4.1.4 At a voter's meeting called for the purpose of calling a new pastor or called worker, the proposed list may be amended by a two-thirds vote of the assembly.
- 4.1.5 Ballot voting shall continue until a two-thirds majority determines the disposition of the call.

4.2 The Pastoral Office – duties and responsibilities

The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office, the common rights of spiritual priesthood on behalf of all. The Pastoral Office is the primary office in the congregation. The congregation may establish as many auxiliary offices as its needs require, and determine what work is to be assigned such offices.

- 4.2.1 To preach the Word of God and to administer the Sacraments in the name of the Lord and on behalf of the congregation.
- 4.2.2 To discharge, toward all members of the congregation, the functions of a minister, in particular to visit the sick and dying and to admonish indifferent and erring members.
- 4.2.3 To spiritually guard the welfare of the younger members of the congregation and adults during preparation for Holy Communion.
- 4.2.4 To guide the congregation in applying the divinely ordained discipline of the church (Matthew 18:15-20).
- 4.2.5 To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation.
- 4.2.6 To provide leadership and guidance in the boards and committees of the church. They shall be ex officio members of every board and committee.

- 4.3 Removal from Office – After sufficient admonition according to Matthew 18:15-20 a pastor may be removed from office by a two-thirds vote of the Voters Assembly. The only reasons for removal from office shall be:
 - 4.3.1 Persistent adherence to false doctrine.
 - 4.3.2 Persistence in unchristian living.
 - 4.3.3 Willful neglect of duties as outlined in Bylaw 4.2.
 - 4.3.4 Additional guidelines will be found in the *Operating Procedures and Policies Manual*.

5.0 Election of Officers and Board Chairmen

- 5.1 Nomination Procedure - The president of the congregation shall appoint a nominating committee in July of the odd numbered years for presenting a slate of candidates at the October meeting. The slate shall provide at least one eligible candidate for each of the following offices: President of the Congregation, Vice-President of the Congregation, Secretary, Treasurer, a chairman for each of the following boards: Elders, Evangelism, Education, Stewardship, Trustees, Future Planning, and Little Blessings Day Care, and the additional elders, the number of which is determined by the church council and listed in the *Operating Procedures and Policies Manual*. The list of candidates shall be published in the church media at least one week prior to the October meeting. At the October meeting, additional nominations may be made from the floor. No person shall be nominated without his or her consent.
- 5.2 A majority of the votes cast shall be required for all elections. Candidates receiving the lowest number of votes shall be eliminated in each succeeding ballot.
- 5.3 All officers and board chairmen shall be elected for a term of two (2) years with term to begin January 1st. Officers may be re-elected to one additional term, and board chairmen may be re-elected to an unlimited number of terms.
- 5.4 Officers and board members shall be installed into office in a worship service.
- 5.5 In case of a vacancy in an elective office, the church council shall appoint a successor to fill the unexpired term. Service for more than one-half of a term shall constitute a full term.

6.0 Duties of Officers and Board Chairmen

- 6.1 Duties of Officers
 - 6.1.1 President- The president shall preside at all business meetings of the Voters Assembly and at the monthly meetings of the church council and shall exercise care that all meetings are conducted in an orderly and Christian manner. The president shall be a male voting member of the congregation. He shall enforce the Constitution and Bylaws of the congregation and carry out the

expressed will of the congregation as embodied in the resolutions of the voting membership. He shall be an ex officio member of all boards. The president shall arrange for an annual review of the congregation's financial records.

- 6.1.2 Vice-President- The vice-president shall assist the president by presiding over all business meetings in the event that the president is absent. He shall assume the presidency in the event that the president is unable to fulfill his term of office. The vice-president shall be a male voting member of the congregation.
- 6.1.3 Secretary- The secretary shall keep an accurate record of all transactions and resolutions of the meetings of the Voters Assembly and of the church council. The secretary shall enter the minutes of all meetings into a permanent record book, and shall be responsible for publication and distribution of the minutes at the next corresponding meeting.
- 6.1.4 Treasurer- The treasurer shall have general oversight of all expenditures of the congregation, providing counsel to the Business Manager in this function, and shall make financial reports to the regular meetings of the Church Council and the Voters Assembly.

6.2 The Church Council

The Church Council shall consist of all elected officers, the chairmen of each board, the pastors (ex officio), and all called workers (ex officio).

The duty of the Church Council shall be to:

- 6.2.1 Set the agenda for the voters' meetings, to consider the welfare of the congregation, aid the Board of Future Planning, and to call special meetings as needed by the congregation.
- 6.2.2 Serve as the point of information and coordination between the various boards in the planning of the total work of the congregation.
- 6.2.3 Settle jurisdictional disputes between boards.
- 6.2.4 Fill the unexpired terms of departing council members by appointment.
- 6.2.5 Approve and maintain an *Operating Procedures and Policies Manual*, which shall be used as a guideline in the day-to-day operations of the congregation, Church Council, and staff. Changes to this manual can be made by the Church Council with a simple majority vote.

6.3 Administrative Boards

- 6.3.1 The Board of Elders-The Board of Elders shall consist of at least seven (7) male voting members of the congregation. They shall be responsible for the general spiritual welfare of the congregation and church staff, and to assist and oversee the pastor(s) in adhering to the doctrine of the church.
- 6.3.2 The Board of Evangelism-The Board of Evangelism shall be responsible for the bringing of the Gospel to the unchurched and the enlistment of all of God's people in the work of spreading the Gospel.

- 6.3.3 The Board of Education-The Board of Education shall be responsible for continued growth of all members of the congregation in the knowledge of the Word of God.
- 6.3.4 The Board of Stewardship-The Board of Stewardship shall be responsible for the continued growth in the use of time, talents, and treasure.
- 6.3.5 The Board of Trustees-The Board of Trustees shall be responsible for the upkeep and care of the physical properties of the church.
- 6.3.6 The Board of Future Planning-The Board of Future Planning shall be responsible for future needs assessment and awareness of the congregation and church property.
- 6.3.7 The Little Blessings Day Care Board-The Little Blessings Day Care Board shall be responsible for planning, organizing, and overseeing operation of all day care programs.

7.0 Division- If at any time a division of the congregation should take place for any reason, the following principles will govern:

- 7.1 The property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to the confessional standards set forth in this constitution.
- 7.2 In the event that the congregation dissolves, all property shall be disposed of by the final Voters Assembly for the payment of debts and all just claims against the congregation, and any and all surplus and all rights connected therewith shall be conveyed to and become the property of the district of the Lutheran Church-Missouri Synod of which the congregation is then a member.

8.0 Amendments- These Bylaws may be amended by a two-thirds vote of the Voters Assembly, provided:

- 8.1 That a motion to submit a council approved amendment has been made at a prior regular meeting of the voting membership.
- 8.2 That the entire voting membership has been informed of these proposed bylaw amendments and meeting date through the various church media at least fourteen (14) days in advance of the meeting.
- 8.3 The revised bylaws shall, as a condition of continued membership in The Lutheran Church-Missouri Synod, be submitted to the president of the district for review by the district's constitution committee and be granted favorable action by the district's board of directors before being placed into practice by the congregation.