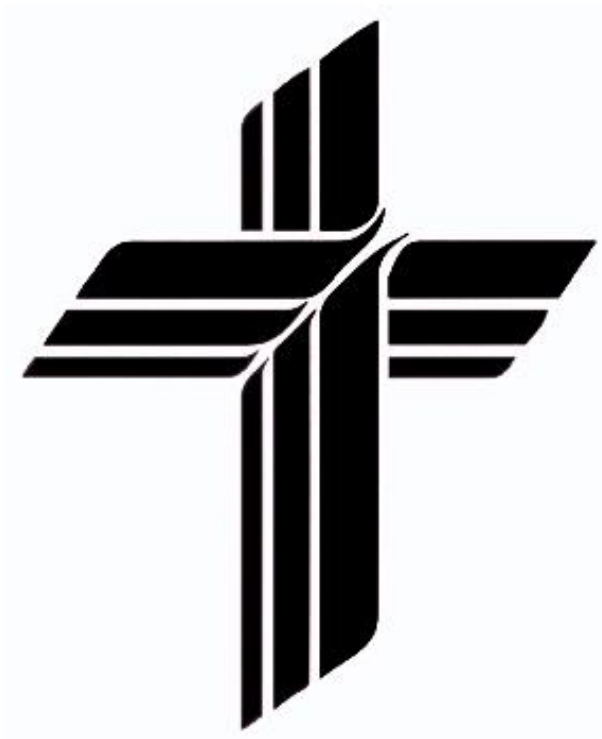


# CONSTITUTION AND BY-LAWS



ST JOHN'S EVANGELICAL  
LUTHERAN CONGREGATION  
SCOTTSBLUFF, NEBRASKA

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Updated: October 2011

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## **PREAMBLE**

Whereas according to Holy Writ it is the duty of Christians:

1. To fellowship with those who confess the true faith (Acts 2:42-47; Hebrews 10:24-25; 1 John 2:19 and 1 Corinthians 1:10-11)
2. To endeavor to keep the unity of the Spirit in the bond of peace (Ephesians 4:3-6),
3. To administer the Office of the Keys as a body (Matthew 18:17 and John 20: 22-23),
4. To conduct all the internal and external affairs of such body “decently and in order” (1 Corinthians 14:40);

Therefore be it resolved that we, a number of Lutheran Christians residing in this city, or vicinity, declare ourselves united as a congregation, and herewith adopt the following Constitution and By-laws.

## **CONSTITUTION**

### **Article I - Name**

The name of this congregation shall be Saint John’s Evangelical Lutheran Congregation, of Scottsbluff.

### **Article II - Synodical Membership**

“Endeavoring to keep the unity of the Spirit in the bond of peace” (Ephesians 4:1-3), this congregation shall join with fellow-Christians in other congregations in promoting the unity of faith, providing for the proper training of pastors and teachers and/or other professional church workers, and conducting mission work beyond our parochial limits.

In accord with these principles:

1. We shall hold membership in the Lutheran Church- Missouri Synod as long as this Synod remains true to the Word of God and the Lutheran Confessions.
2. We shall send the required delegates to the conferences and conventions of the Synod;
3. It shall be the duty of the congregation and its individual members to support the work of Synod, since they thereby support their own Christ appointed work.

### **Article III – Confessional Standards**

This congregation accepts and acknowledges all canonical books of the Old and New Testaments as the inspired Word of God; and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord, as a true and sound exhibition of Christian doctrine, taken from all in full agreement with the Holy Scriptures. These Symbolical Books are:

1. The three Ecumenical Creeds: The Apostles’, The Nicene, and the Athanasian;
2. The Unaltered Augsburg Confession;
3. The Apology of the Unaltered Augsburg Confession;
4. The Smalcald Articles;
5. Luther’s Large Catechism;
6. Luther’s Small Catechism;
7. The Formula of Concord.

According to this confessional standard, all matters doctrine and Christian life shall be decided.

### **Article IV – Purpose of Congregation**

The purpose of this congregation shall be to provide pastoral care for its members; to teach the Word of God in its truth and purity; to administer the Sacraments; to preserve purity of doctrine; to exercise Christian love, charity, and fellowship; to provide for the Christian training of all its members; in general, to

extend the kingdom of God within our own membership, in our community, and throughout the world.

## Article V - Membership

The membership of this congregation includes the following:

1. **Baptized Membership:** Baptized members are all members who have been baptized in the Name of God the Father, God the Son, and God the Holy Ghost.
2. **Communicant Membership:** Communicant members are those:
  - 2.1. Who are baptized in the Name of God the Father, God the Son, and God the Holy Ghost.
  - 2.2. Who accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;
  - 2.3. Who are familiar at least with Luther's Small Catechism and declare their acceptance of it;
  - 2.4. Who attend divine services faithfully;
  - 2.5. Who lead Christian lives and do not live in manifest works of the flesh (Galatians 5:19-21);
  - 2.6. Who partake of the Lord's Supper frequently after their confirmation;
  - 2.7. Who contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and throughout the world;
  - 2.8. Who devote their time and talents to the extension of the kingdom of God;
  - 2.9. Who submit themselves to the decisions of the congregation, provided said decisions are not contrary to the Word of God.
  - 2.10. Who permit themselves to be fraternally admonished and corrected when they have erred;
  - 2.11. Who are not members, affiliates, or supporters of any secret society or other organization conflicting with the Word of God.
3. **Voting Membership**
  - 3.1. Voting membership shall be, and hereby is conferred upon all I communicant members as have reached the legal voting age.

## Article VI – Powers of the Congregation

1. **General:** The congregation as a body, through the voting members, hereinafter called the voters assembly, shall have supreme power to administer and manage all its external and internal affairs.
2. **Extent of Powers:** The establishment and conduct of all institutions and societies within the congregation shall at all times be subject to the approval and supervision of the congregation. Only communicant members of this congregation, or of a sister congregation, shall be eligible to membership in adult societies.
3. **Limitation of Powers:** The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the confessions of the Lutheran Church (Article III), and any such decisions shall be null and void.
4. **Right of Calling:** The right of calling pastors or teachers and/or other professional church workers shall be vested in the congregation and shall never be delegated to a smaller body or to an individual.
5. **Decisions:** Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the voters assembly by a majority vote unless otherwise specified by the Constitution or by-laws, or the Laws of the State of Nebraska.
6. **Powers of Officers:** Congregational officers, boards, or committees, whether elected or appointed, shall have no authority beyond that which has been conferred upon them. They shall at all times be subject to the decisions of the voters assembly.
7. **Removal From Office:** Any officer, pastor, or teacher and/or other professional church worker may be removed from office by the congregation, by ballot, in Christian and lawful order, for one of the following causes: persistent adherence to false doctrine, scandalous life, and inability to perform his official duties, or willful neglect of them.

## Article VII – The Ministerial Office

The ministerial office of this congregation (which includes pastors or teachers and/or other professional church workers) shall be conferred only upon such ministers, teachers and candidates as:

1. Profess and adhere to the confessional standard set forth in Article III of this Constitution;
2. Possess in sufficient measure the qualifications for such office, as prescribed in Holy Scriptures;
3. Are properly called by the congregation in a regular or special meeting which has been duly announced.

Pastors or teachers and/or other professional church workers shall, in the Call extended to and accepted by them, be pledged to the confessional standard of this congregation, as set forth in Article III of this Constitution.

## **Article VIII – Officers**

The officers of this congregation shall be such officers, boards or committees as the by-laws of this congregation may prescribe. Only those shall be eligible to any office who are voting members of the congregation (See Article V-3).

## **Article IX – Termination of Membership**

Termination of membership in this congregation shall be in accord with the by-laws of this congregation.

## **Article X – Property Rights**

If at any time a separation should take place in this congregation on account of doctrine, the property of the congregation and all benefits therewith connected shall remain with those 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 Wyoming District, The Lutheran Church-Missouri Synod.

## **Article XI – Doctrinal Literature**

Only such hymns, prayers, and liturgies shall be used in the public services (including weddings, funerals, etc) of the congregation and in all ministerial acts as conform to the confessional standard of Article III of this constitution. Likewise, in all classes for instruction in Christian doctrine, only such books shall be used that conform to this standard.

## **Article XII - By Laws**

This congregation may adopt such by-laws as may be required for the accomplishment of its purpose.

## **Article XIII – Unalterable Articles of this Constitution**

The following articles of this Constitution, or sections thereof, shall be unalterable and irrevocably: III, IV, VII, XI, XIII.

## Article XIV – Amendments to the Constitution

Amendments and/or changes to this Constitution may be adopted at a regular or special voters assembly meeting, provided:

1. That such amendments and/or changes do not conflict with the provisions laid down in Article III, or with any section of any other article that pertains to scriptural doctrine and practice.
2. That the proposed amendment and/or changes do not pretend to amend, alter, revoke, or repeal any part of this constitution previously declared to be unalterable;
3. That the proposed amendment and/or change has been submitted in writing at a previous regular or special voters assembly meeting, provided such regular or special meeting has been duly announced;
4. That the affirmative vote is a two-thirds majority of the voting membership present at the voters assembly meeting for the adoption of an amendment and/or change (and for these purposes, ten per cent of the voting members listed on the current roster shall constitute a quorum).

-End of Constitution-

# LAWS OF ST JOHN'S LUTHERAN CHURCH

Scottsbluff, Nebraska

## Article I - Membership

1. Admission into membership
  - 1.1. Baptized membership
    - 1.1.1. A child becomes a member when it is baptized under the authority of the congregation.
    - 1.1.2. A child baptized in another Lutheran congregation is received into membership by transfer, such transfer to be received by the church council.
    - 1.1.3. A child baptized in another Christian congregation becomes a member when its application for membership is received by the pastor and/or elders and is approved by the church council in a subsequent church council meeting. Such action by the council is to be reported at the next regular voters assembly meeting.
  - 1.2. Communicant membership
    - 1.2.1. By confirmation: Confirmation itself being a reception into church membership, all who are thus received by this sacred act become communicant members.
    - 1.2.2. By transfer: Persons coming with a communicant letter of transfer from a congregation in church fellowship with us, provided they conform in all respects to the requirements for membership of this congregation, shall be received into membership by the church council. Such action is to be reported at the next regular meeting of the voters assembly.
    - 1.2.3. By profession of reaffirmation of faith: Other persons shall submit their application to the pastor or an elder, and, having given satisfactory evidence of qualifications for communicant membership to the pastor, they shall be received as communicant members by the church council. Such action is to be reported at the next regular meeting of the voters assembly.
    - 1.2.4. Persons desiring membership and who meet the requirements for membership (according to Article V-2 of the Constitution) shall make written applications to the congregation, and all such applications shall be acted upon as provided in the Constitution and By-Laws.
  - 1.3. Voting membership
    - 1.3.1. Reception: See the regulation under Article V-3 of the Constitution.
    - 1.3.2. Duties: It shall be the duty of every voting member to attend the voters assembly meetings. By failure to attend such a meeting, members waive the right to cast their vote during the meeting.
    - 1.3.3. The pastor is a voting member of the congregation.
2. Termination of membership (baptized, communicant, voting)
  - 2.1. Transfer-to-other congregations: Members desiring to join a congregation in church fellowship with us shall present their request for transfer to the pastor, to whom authorization is hereby granted to issue such transfers. Such transfers of membership shall be reported at the next regular church council meeting.
  - 2.2. Joining other churches: In cases where members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastor and elders, be considered to have terminated their membership, and their name shall be removed from the membership list by the resolution of the voters assembly. In cases where members desire to join another CHRISTIAN congregation outside our own fellowship, they shall, upon their request, and upon the recommendation of the pastor and elders, be granted a release from membership in our congregation by a resolution of the voters assembly. With the passing of such a resolution of release, said membership is terminated immediately.
  - 2.3. Members moving away: Members moving away and thereby severing their connection with the congregation without obtaining a Letter of Transfer shall, after a period of one year, be stricken from the membership list by the voters assembly, provided that a reasonable effort has been made to place them in the care of a sister congregation. (This shall not apply to members of the congregation who are away at school or in the Armed Services of our country, unless it is known

- that more or less permanent residence has been established.) The resolution by the voters assembly to strike all such from the membership list terminates membership immediately.
3. Excommunication and self-exclusion.
    - 3.1. Any member who conducts himself/herself in an unchristian manner shall be admonished according to Matthew 18:15-20, whenever that procedure is possible. If he/she refuses to amend his/her sinful life after proper admonition, he/she shall be excommunicated from the congregation by resolution of the voters assembly, provided that he/she has been notified of such pending action by registered or certified mail and has been invited, and then given opportunity, to "defend" himself/herself at a meeting of the voters assembly. If the member upon notification of such pending action, refuses to attend the voters assembly meeting to discuss his/her case, he/she has thereby excluded himself/herself, and the voters assembly shall declare him/her to have done so. A unanimous vote shall be required for every resolution of the voters assembly for excommunication or self-exclusion, with the provision that the member against whom the action of excommunication or self-exclusion is to be taken is deprived of his/her right to vote until the question and issue is decided. Following such action, the elected secretary of the congregation shall notify the member of his/her expulsion or self-exclusion, and his/her name shall be removed from the membership roll.
    - 3.2. The same rule will be followed in case of fallen members who refuse admonishing and counseling and who have, in effect, already excluded themselves before official action is taken by the voters assembly. Excommunication or self-exclusion terminates membership.
  4. Re-instatement of communicant members.
    - 4.1. The congregation as such and all of its members individually shall at all times continue to help fallen brothers and sisters previously excommunicated or declared self-excluded) to come to repentance, so that they may be reinstated in the congregation as fellow-heirs of salvation.
    - 4.2. Re-instatement of previously excommunicated or self-excluded members will be recommended by the board of elders and/or the pastor to the voters assembly, who will process the application in the same way as other membership applications, as described earlier in this Article.

## Article II - Meetings

1. The regular annual meeting of the voters assembly shall be held in January of each year.
2. Regular quarterly meetings shall be held during the months of April, July, and October, unless otherwise provided by the preceding voters assembly meeting.
3. All regular meetings shall be held at the premises where the last preceding regular Sunday worship service was observed by the congregation.
4. When the need arises, special meetings of the voters assembly may be called by the pastor or the chairman of the voters assembly, or a majority of the church council.
5. It shall be the duty of each member of the voters assembly to apprise himself/herself of the date, time, and place set for the holding of each regular meeting.
  - 5.1. Each regular meeting shall be announced in at least one previous public worship service.
  - 5.2. Notice of special meetings shall be given as provided by law.
6. For amending the Articles of Incorporation or the Constitution, the erection of buildings, the purchase or sale of property, or the removal of a pastor or teacher and/or other professional church workers or some other member from office, a quorum of ten per cent of the voting members is necessary, and a two-thirds majority vote of those present shall be required, unless otherwise provided by State Law or the Constitution and By-Laws of the congregation.
7. For amending the by-laws, except Article II-7 (above), an amount of 20 voters present at a properly announced meeting shall constitute a quorum, and a simple majority vote of those present shall be required. If the total number of voting members at the church drops below 100, a quorum shall constitute the voters present. For amending sub-division 7 of this Article II, a quorum of ten percent of the young members is necessary, and a two-thirds majority vote of the voting members present shall be required. Any attempt to amend the by-laws so that they do not conform to the Constitution, the Articles of incorporation, or State Law, shall be null and void.



## **Article III – Order of Business**

1. The rules contained in the latest revised edition of “Robert’s Rules of Order” shall govern the basic meeting procedures at all voters assembly meetings, except where these rules may be inconsistent with the by-laws of the congregation.
2. The following shall normally be the order of business for the regular voters assembly meetings:
  - 2.1. Call to order
  - 2.2. Opening devotion
  - 2.3. Attendance record
  - 2.4. Reading and approval of minutes of previous meeting(s)
  - 2.5. Report and/or approval of admission and/or release of members.
  - 2.6. Report of officers and boards
  - 2.7. Pastor’s and/or teacher’s and/or professional church worker’s report
  - 2.8. Election of officers
  - 2.9. Unfinished business
  - 2.10. Circuit, District and Synodical Matters-if any
  - 2.11. New business
  - 2.12. Announcements
  - 2.13. Adjournment
  - 2.14. Closing devotions

## **Article IV – Calling of Pastor or Teacher and/or Other Professional Church Worker**

1. When the congregation has properly released its pastor, it shall then choose a pastor to serve during the vacancy until another pastor is called and installed. The vacancy pastor shall be chosen by the voters assembly.
2. At a meeting of the voters assembly properly convened, the list of candidates having been received from the District President shall be submitted by the board of elders to the voters assembly for its consideration. Any voting member is entitled to make additional nominations to the list of candidates from the floor. Qualifications of candidates nominated from the floor must be verified by our District President.
3. The election of a pastor/and or teacher and/or other professional church worker of candidates adopted by the voters assembly shall be by ballot. Such election may take place at the same meeting of the voters assembly at which the list of candidates was originally submitted. The choice of candidate shall, if possible, be made unanimous by a rising vote. The Call shall be sent to the pastor or teacher and/or other professional church worker elected by registered or certified mail. At least three members of the board of elders shall sign the diploma of vocation, after the congregation has chosen its pastor-elect or teacher-elect and/or other professional church worker-elect.

## **Article V – Officers of the Congregation**

1. The elected officers of this congregation shall be: a president, a vice-president, a recording secretary, a treasurer, a financial secretary, a board of elders, and the chairperson of each other board responsible for a specific area of kingdom work within the congregation. Such boards are: board of Christian education, board of evangelism, board of stewardship, and the board of trustees. Any other boards or officers deemed necessary for the work of the congregation shall be added by amendment to these by-laws.

2. All voting members of the congregation shall be eligible for all offices or board positions in the church except only the male voting members shall be eligible for positions as president and board of elders.
3. The chairman of the board of elders shall automatically hold the office of vice-president of the congregation.

## **Article VI – Election of Officers**

1. A nominating committee shall draw a list of candidates consisting of at least two names for each office (if possible). This list of candidates shall be published at least 30 days prior to election.
2. The nominating committee shall submit a printed ballot to the voters assembly for the election. Space shall be available on the ballot for writing in names of members eligible for any particular office. It shall be the privilege of voting members to write in and vote for additional names on the ballot.
3. Candidates for the office receiving a majority vote shall be declared elected. In case of a tie between two candidates, lots will be drawn to decide the election.
4. The annual election shall be by ballot and shall take place at the regular meeting of the congregation in October.
5. The officers-elect (and all “carry-over” officers) shall be installed and assume their duties the Sunday following the annual meeting in January.
6. In the event of a vacancy in any office (except in the case of the president, as hereinafter provided) the church council shall appoint a successor who shall serve until the next annual election.
7. Officers shall be elected for the terms specified in these by-laws and shall hold office until their successors shall have been elected and have assumed the duties of their office.

## **Article VII - Boards**

1. Members of the boards of Christian education, evangelism, stewardship, and trustees shall be selected and enlisted, on the basis of talents and interest of individual communicant members, by the elected chairperson of each board, in consultation with the board of elders and the pastor. Names of all such selected and enlisted board members shall be submitted to the church council (as soon as possible) and voters assembly (by no later than the annual meeting in January) for approval and official appointment. if possible, no more than half of each board should terminate in any one year.
2. Each board shall select from its midst a recording secretary who shall carefully take the minutes at each board meeting, and submit a copy thereof to: The chairperson of that board and the pastor. A copy of the minutes should also be kept by the secretary for that board’s permanent records. The chairperson is responsible for submitting a report of the board’s activities for printing in the annual parish report, and for giving an oral report to the annual voters meeting.
3. Each board shall meet a minimum of four times each year, preferable at least once each month.
4. The pastor and the president are ex-officio members of all boards and committees.

## **Article VIII - Committees**

The following committees shall serve the congregation:

1. The nominating committee shall consist of one member of each board, appointed by the president of the congregation and approved by the July voters assembly, plus the chairperson of the board of stewardship, who shall serve as chairperson. The pastor shall serve as an ex-officio member of this committee. The committee shall serve for a period of one year.
2. A financial review committee shall consist of at least two members of the congregation. They shall be appointed by the president of the congregation following the October voters assembly meeting. They

shall conscientiously examine the financial records of all church funds, including, but not limited to, the treasurer's records, the financial secretary's records, the Sunday school treasurer's records, the memorial fund records, and such other records and finds as may be established from time to time. (Their review will NOT require examination of various organizations within the congregation such as the Evening Guild, etc.) The financial reviewing committee shall submit its findings each year to the annual meeting of the voters assembly. This committee shall serve for a period of one year one year.

## Article IX – The Church Council

1. The church council shall be composed of the president of the congregation, the vice-president, the recording secretary, the treasurer, the financial secretary, the board of elders, and the chairperson of each of these boards: Christian education, evangelism, trustees, stewardship, and the elected chairperson of any other area of kingdom work designated by the congregation. In the event the chairperson cannot attend a given council meeting, he/she shall appoint the secretary or some other members of his/ her board to represent his/her board. The pastor shall be an ex officio member of the church council.
2. The church council shall have no legislative power, but its activities shall be advisory and executive, and shall apply to such branches of church government and discipline as have been allotted to it by the voters assembly.
3. The church council shall be permitted to authorize payment of bills presented by the treasurer when the amount of such expenditure will exceed the budgeted item(s).
4. It shall be the duty of the church council to meet at least monthly to discuss and consider all matters pertaining to the general welfare of the congregation. The church council shall:
  - 4.1. Hear and receive reports on progress in each area of kingdom work from each respective board chairperson,
  - 4.2. Receive and act upon, for recommendation to the voters assembly, suggestions and recommendations from the chairperson of each board.
  - 4.3. Plan and co-ordinate action in improving and extending the building of the kingdom of God.
5. Special church council meetings may be called by the pastor, president, or chairman of the board of elders provided a reasonable effort has been made by the secretary to contact all church council members beforehand to inform them of said special meeting.
6. At least one-third of all church council members constitute a quorum to transact business in the name of the church council.

## Article X – Duties of Officers and Boards

1. President
  - 1.1. The president of the congregation shall be the “Executive Director” of the program of the congregation. As such, he is responsible for seeing that all elected or appointed officers, boards, and committees of the congregation are functioning and carrying out their responsibilities.
  - 1.2. He shall preside at all meetings of the voters assembly and the church council.
  - 1.3. He shall represent the congregation in conducting all business affairs of the corporation (congregation) as directed by the voters assembly. He may delegate, at his direction, his duties in conducting the business affairs of the congregation to other duly constituted officers who shall conduct such delegated duties under his supervision and subject to the approval of the voters assembly.
  - 1.4. The president shall on behalf of the corporation (congregation) sign all deeds, bills of sale, mortgages, notes, contracts and legal documents upon the approval of the voters assembly, except his signature shall not be necessary to the validity of any checks or drafts issued by the corporation.
  - 1.5. The president of the congregation shall be elected for a term of one year. He shall be permitted to hold the same office consecutively for three terms only.
2. Vice President (Also see By-Laws, Article V-3)

- 2.1. The vice president shall assist the president in his duties as executive director of the congregation. In the event the office of president becomes vacant, the vice-president shall succeed to the office of president for the remainder of the term.
- 2.2. In the president's absence, the vice president shall perform the duties of the office.
3. Recording Secretary
  - 3.1. The secretary shall be responsible for the safe keeping of all permanent minutes, past and present, of the congregation.
  - 3.2. The secretary shall faithfully record for permanent record all minutes of the voters assembly and church council meetings.
  - 3.3. The secretary shall conduct all official correspondence of the voters assembly and church council.
  - 3.4. The secretary shall keep an accurate attendance record of members of the voters assembly and the church council.
  - 3.5. The secretary shall, if called on to do so, notify members of the voters assembly of the date, time, and place of special meetings. (See by-laws, Article II-3)
  - 3.6. The secretary shall maintain an accurate list of all voting members of the congregation.
  - 3.7. The secretary shall affix the corporate seal to all legal documents signed by the president as authorized and directed by the voters assembly, and shall attest to the signature of the president thereon.
  - 3.8. The recording secretary of the congregation shall be elected for a term of one year and shall be permitted to hold the same office consecutively for ten terms only.
4. Treasurer
  - 4.1. The treasurer shall be elected for a term of one year and shall be permitted to hold the same office consecutively for five terms only,
  - 4.2. The treasurer shall keep accurate permanent records of the receipts and disbursements of the congregation in books set up by, and which shall be and remain in the property of the congregation.
  - 4.3. The treasurer shall present a written financial report to each church council meeting and each regular voters assembly. Such report shall show actual receipts and disbursements, as well as a comparison of these with budgeted amounts.
  - 4.4. The treasurer shall pay all bills authorized by the corporation.
  - 4.5. The treasurer shall serve as a member of the board of stewardship.
5. Board of Elders
  - 5.1. There shall be one elder for every 50 communicant members or major fraction thereof. The minimum number of elders shall be three. The number of communicant members on the date of nomination shall determine the number of elders. Approximately one-third of the membership of the board of elders shall be elected each year.
  - 5.2. The elders shall be elected for a term of three years. An elder shall be permitted to hold this office consecutively for two terms only.
  - 5.3. The board of elders shall elect its own chairman and secretary from its midst.
  - 5.4. The board of elders, together with the pastor, shall be concerned with all matters pertaining to the spiritual welfare of the congregation.
    - 5.4.1. The elders shall be concerned about the spiritual, emotional, and physical health and welfare of the pastor, and/or other professional church workers, and their families.
    - 5.4.2. The board of elders shall be especially responsible to see that the doctrines of Holy Scripture be neither falsely taught nor falsely applied in the congregation.
    - 5.4.3. The board shall concern itself with the spiritual health of the members assigned to its care.
    - 5.4.4. The board shall be responsible for all public worship services. It shall appoint head ushers, organists, and any others deemed necessary to assist in the church's worship.
    - 5.4.5. The board shall, when desired, render necessary assistance at the ministration of Holy Communion, at Baptisms, and it shall conduct public services in the absence of the pastor, if necessary; and in case special lay-readers have not been appointed by the congregation, read a sermon designated by the pastor.
    - 5.4.6. When necessary, the elders shall carry out church discipline carefully and prayerfully in accordance with the Word of God.

- 5.4.7. The elders shall serve as the calling committee of the congregation when a vacancy occurs among the called workers. (See by-laws, Article IV).
- 5.5. The congregation shall be divided evenly (according to families) into as many zones as there are elders. One elder shall be held especially responsible for one zone, according to his assignment.
- 5.6. The chairman of this board shall submit a report to each regular meeting of the church council and the voters assembly.
6. The Board of Christian Education
- 6.1. The chairperson of this board shall be elected for a term of one year and will be permitted to hold this office consecutively for ten terms only.
- 6.2. The board of Christian education shall consist of three or more voting members in addition to the elected chairperson. The members of this board shall be appointed by the elected chairperson and permitted to serve indefinitely. The members of the board will be submitted to the council on or before the March council meeting.
- 6.3. The board of Christian education shall concern itself with the growth of the total membership of the congregation in the divine and eternal truths of God.
- 6.4. It shall supervise all Christian educational agencies and organizations in the congregation.
- 6.5. It shall appoint such superintendents as necessary, the appointments to be approved by the church council to terms of one year. The superintendents are not limited as to the number of consecutive terms they may serve. The superintendents shall be voting members of the congregation. The superintendents shall be advisory members of the board of Christian education.
- 6.6. All the superintendents shall perform their responsible tasks as general overseers of their departments under the supervision and direction of pastoral office and the board of Christian education.
- 6.7. In order to carry out the proper functioning of all the educational agencies within the congregation, the board of Christian education shall be responsible for soliciting the assistance of communicant members for the various agencies as it is necessary (in co-operation with the stewardship board).
- 6.8. This board shall appoint the necessary officers for the educational agencies and shall supervise the collection of all offerings of these agencies.
- 6.9. Through its chairperson, the board shall convey to the church council and/or the voters assembly the needs, problems, and requests of the various educational agencies of the congregation.
- 6.10. The chairperson of this board shall submit a report to each, regular meeting of the church council and the voters assembly.
7. The Board of Evangelism
- 7.1. The chairperson of this board shall be elected for a term of one year and shall be permitted to hold this office consecutively for ten terms only.
- 7.2. The board of evangelism shall consist of three or more voting members, in addition to the elected chairperson. The members of this board shall be appointed by the elected chairperson and permitted to serve indefinitely. The members of this board will be submitted to the council on or before the March council meeting.
- 7.3. The board of evangelism shall be responsible for the mobilization of the membership in the congregation to win the unsaved for Christ, to recall the backslider to Christ, and to send believers forth to witness for Christ.
- 7.4. In the carrying out of this responsibility the board shall encourage personal witness and work on the part of all the members; it shall arrange for periodic surveys and canvasses of our community; for the follow-up work; to greet strangers and visitors at the services, or see that this done; ascertain their addresses, and if they hold no other church membership, to call on them and try to win them to become members of our church family; to foster, manage, and supervise the publicity work of our congregation. The board is to assist the pastor in the forming of adult instruction classes.
- 7.5. This board shall concern itself with the responsibilities of the congregation in local, district, national and foreign mission endeavors.
- 7.6. The chairperson of this board shall submit a report to each regular meeting of the church council and the voters assembly.

8. The Board of Stewardship
  - 8.1. The chairperson of this board shall be elected for a term of one year and shall be permitted to hold this office consecutively for ten terms only.
  - 8.2. The board of stewardship shall consist of three or more voting members, in addition to the elected chairperson. The members of this board shall be appointed by the chairperson and permitted to hold this office indefinitely. The members of this board will be submitted to the council on or before the March council meeting.
  - 8.3. The board of Stewardship shall be responsible for the counting and accounting of all budget and non-budget offerings, except those offerings received by educational agencies and organizations. This board may appoint sufficient members as deemed necessary as a counting committee to carry out this responsibility
  - 8.4. The specific concerns of this board are also:
    - 8.4.1. To further the congregation's education in the principles and practices of the total stewardship life, to the end that the members of the congregation may be aided in living their lives in and for Christ.
    - 8.4.2. To create in all our members a greater appreciation of the privileges and responsibilities of church membership.
    - 8.4.3. To enlist and train our members for the work of the church
    - 8.4.4. To cultivate a greater mission consciousness and concern in our church.
    - 8.4.5. To give training in the grace of giving and adequate support for the program of the congregation, including its outreach through district and synod.
    - 8.4.6. The chairperson of this board shall submit a report to each regular meeting of the church council and the voters assembly.
9. The Board of Trustees
  - 9.1. The chairperson of this board shall be elected for a term of one year and shall be permitted to hold this office consecutive ten terms only
  - 9.2. The board of trustees shall consist of three or more voting members, in addition to the elected chairperson. The members of this board shall be appointed by the chairperson and permitted to hold this office indefinitely. The members of this board will be submitted to the council on or before the March council meeting.
  - 9.3. The board of trustees shall be responsible for the supervision and the care of the physical properties of the congregation. It shall insure the property against loss and damage according to resolutions by the congregation. It shall maintain all property in good condition and good repair, and to this end, it is also authorized to make necessary emergency repairs during the time between two voters assembly meetings without consulting the voters assembly.
  - 9.4. This board shall be responsible to see that all legal contracts, insurance papers, and all other important documents of the congregation are safely kept in a safety deposit box at the bank designated by the congregation, such safety "deposit box. rent to be paid by the congregation. The board shall see to it that no more than three elected officers of the congregation have access to the box at all times.
  - 9.5. The trustees shall execute all the above acts in the name of the voters assembly according to its resolutions. Whenever the trustees thus act in the name of the voters assembly, the latter shall be held responsible. If, however, the trustees act without a resolution of the voters assembly, they themselves shall be held responsible, except for expenditure made as provided for under paragraph three of this article.
  - 9.6. The chairperson of this board shall submit a report to each regular meeting of the church council and the voters assembly.
10. Financial Secretary
  - 10.1 The treasurer shall be elected for a term of one and shall be permitted to hold this office for a . consecutive 5 terms only
  - 10.2 Oversee the counting of all service offerings and deposits to the bank account
  - 10.3 Report to the treasurer via the weekly offering from the total breakdown of contributions For the week
  - 10.4 May be asked to report to the council and congregation monthly and year to date contributions

## **Article XI – Limitation of Purchases**

Annual expenditures of boards must remain within the budget allocation approved by the congregation.  
(Exception: See by-laws, Article IX-3)

## **Article XII – Amendments to the By-Laws**

Amendments to and/or changes in these by-laws may be adopted at a regular or special voters assembly, provided:

1. That such amendments and/or changes be announced in the worship services on the two preceding Sundays;
2. That such amendments and/or changes be presented in writing in the voters assembly meeting;
3. The affirmative vote of a simple majority of the voting members present at the voters assembly meeting shall be required for the adoption of any amendment and/or change.

(See by-laws, Article II-4.3).