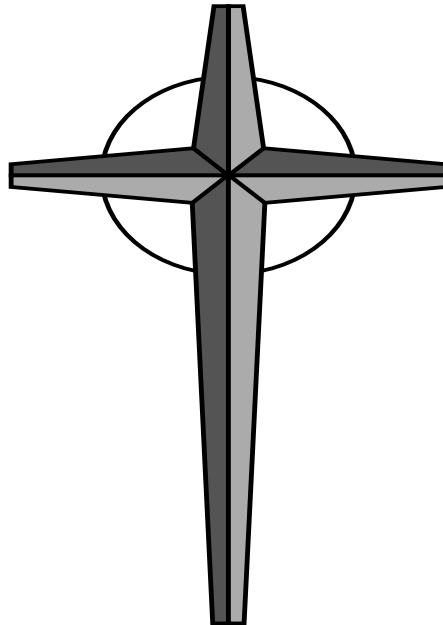


Elm Grove Evangelical Lutheran Church

**Elm Grove, Wisconsin
Waukesha County**

Constitution & Bylaws



Approved by Congregation on March 20, 2006

Approved by South Wisconsin District (LCMS) on May 11, 2006

**CONSTITUTION
OF
ELM GROVE EVANGELICAL LUTHERAN CHURCH**

The following Restated Constitution and Bylaws incorporate amendments to the Constitution and Bylaws and supersede and take the place of the Constitution and Bylaws as they existed immediately prior to July 1, 2006.

PREAMBLE

WHEREAS, according to the Word of God (Ephesians 4:14-16) the Church of Christ is a “body, joined and held together by every supporting ligament, [that] grows and builds itself up in love, as each part does its work”; therefore, be it

RESOLVED, that we, a body of Lutheran Christians of Elm Grove, Waukesha County, Wisconsin, and vicinity, do ordain and adopt the following Constitution and Bylaws, in accordance with which we unite to accomplish the aims and objects of a Christian congregation and administer and govern its affairs.

ARTICLE 1. NAME

The name of the congregation shall be Elm Grove Evangelical Lutheran Church of Elm Grove, Wisconsin.

ARTICLE II. PURPOSE

The purpose of this congregation is to assist and support believers as they carry out the Great Commission (Matthew 28:19-20) throughout the world and live the Christian life.

ARTICLE III. CONFSSIONAL STANDARD

This congregation acknowledges and accepts all the canonical books of the Old and the New Testaments as the revealed Word of God, verbally inspired, and acknowledges and accepts all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, to be a true and genuine exposition of the doctrine of the Bible. These Symbolical Books are:

- A. The Ecumenical Creeds—
 - 1. the Apostolic,
 - 2. the Nicene, and
 - 3. the Athanasian;
- B. Unaltered Augsburg Confession;
- C. Apology to the Augsburg Confession;
- D. Smalcald Articles;
- E. Luther’s Large and Small Catechisms; and
- F. Formula of Concord.

ARTICLE IV. OFFICE OF THE PUBLIC MINISTRY

The Office of the Public Ministry is rooted and grounded in the saving ministry of Christ Himself. The office is divinely mandated, that is, “the Christians of a certain locality must apply the means of grace not only privately and within the circle of their families nor merely in their common relationship with fellow Christians, John 5:39; Eph. 6:4; Col. 3:16, but they are also required, by the divine order, to make provision that the Word of

God be publicly preached in their midst, and the Sacraments administered according to the institution of Christ, by persons qualified for such work, whose qualifications and official functions are exactly defined in Scripture, Titus 1:5; Acts 14:23; 20:28; 2 Tim. 2:2.” (*Brief Statement 31*)

The office and its functions are called “public” not because the functions are always discharged in public, but because they are performed on behalf of a congregation. The word “public” connotes accountability to those who have placed them into “public” office.

The Pastoral office is the primary office in this congregation from which all other offices issue. Any Pastor called by this congregation is accountable to the congregation and its Voters’ Assembly through the Board of Elders.

ARTICLE V. MEMBERSHIP

The membership of this congregation includes the following:

A. Baptized Membership. Baptized members are those who have been baptized with water in the name of the Triune God and who are under the spiritual care of the Pastor(s) of this congregation, including children who have not yet been confirmed.

B. Communicant Membership. Any person shall be eligible to become a communicant member who is baptized in the name of the Triune God and who:

1. Has been confirmed in the Lutheran faith and who accepts all the canonical books of the Old and New Testament as the only divine rule and standard of faith and conduct;
2. Is acquainted with and accepts Luther’s Small Catechism;
3. Leads a Christian life and abstains from manifest works of the flesh (Gal. 5:19-21);
4. Attends divine services faithfully and partakes of the Lord’s Supper frequently;
5. Submits, for the sake of love and peace, to the regulations already made, or still to be made, by this body, provided they do not conflict with the Word of God, and suffers brotherly admonition when having erred or offended;
6. Is not a member of any secret or other organization conflicting with the Word of God (cf. Eph. 5:11-12; 2 Cor. 6:14-18; Matt. 5:34-37);
7. Accepts and subscribes to the rules and regulations of this congregation as set forth in this Constitution and Bylaws.

ARTICLE VI. CHURCH DISCIPLINE

When a member of this congregation, after fruitless admonition in the various grades prescribed by the Word of God (Matt. 18:15-20), has been expelled by a two-thirds (2/3) majority vote of a meeting of the Voters’ Assembly, such person forfeits all the rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, as long as he/she is not again received into membership by the congregation. The same forfeiture shall apply to such members who refuse to submit to church discipline and thus exclude themselves from membership, and to those who sever their connection with the congregation.

ARTICLE VII. VOTING RIGHTS

All communicant members of the congregation who have reached the legal voting age of the State of Wisconsin shall have the right to vote.

ARTICLE VIII. CHURCH COUNCIL

The Church Council shall be comprised of the President, Vice- President, Secretary, and the Chairs or annually designated representative of each board except that the Board of Elders shall have two representatives. The Pastor(s), the Christian Day School Principal, and the Comptroller shall be advisory members.

ARTICLE IX. BOARDS

The Boards of this congregation shall be:

- A. Elders
- B. Christian Education
- C. Evangelism
- D. Finance
- E. Stewardship
- F. Trustees

ARTICLE X. OFFICERS

The officers elected by the voting members of this congregation shall be:

- A. President
- B. Vice-president
- C. Secretary
- D. Members of the following Boards:
 1. Elders
 2. Christian Education
 3. Evangelism
 4. Finance
 5. Stewardship
 6. Trustees

The appointed officers of this congregation shall be:

- A. Comptroller
- B. Treasurer
- C. Financial Secretary

Voting members who have reached the age of twenty-one (21) shall have the right to hold any of the above offices except that only males shall hold the offices of President, Vice-President, and Elder.

These offices are restricted to males because their official functions involve public accountability for the functioning of the pastoral office and the exercise of authority over men in Christ's Church (1 Corinthians 14:34 and 1 Timothy 2:12).

ARTICLE XI. COMMITTEES

An Executive Committee shall consist of the President, Vice-President, and the Administrative Pastor.

Other standing committees may be established as provided for in the Bylaws.

ARTICLE XII. AUTHORITY OF THE CONGREGATION

The Voters' Assembly shall be the final authority in deciding all matters relating to the church or church affairs. A member may appeal to it in regard to any matter relating to the affairs and government of said church, and its decision shall be final and binding. All decisions shall be in accord with the Word of God and the Symbolical Books of the Evangelical Lutheran Church. The Voters' Assembly may delegate power to the Church Council, officers, boards, and committees as prescribed in the Bylaws. This delegated power may be altered or revoked at any time.

ARTICLE XIII. RESIGNATION AND REMOVAL FROM OFFICE

An officer wishing to resign must submit a letter to the Church Council requesting termination. The resignation is effective upon approval of the Church Council. An officer of the congregation can be removed from office by the congregation for persistent adherence to false teachings, for an ungodly life, and for willful neglect or inability to perform one's duties.

ARTICLE XIV. PROFESSIONAL CHURCH WORKERS

Only such professional church workers shall be called by this congregation as are in accord with the confessional standard of this congregation and are rostered by the Synod with which this congregation is affiliated.

Professional Church Workers are:

A. Ministers of Religion-Ordained

1. The calling of Ministers of Religion-Ordained shall be vested in the Voters' Assembly of the congregation and shall not be delegated to a smaller body or to an individual.
2. A Minister of Religion-Ordained can be removed from office by the Voters' Assembly for persistent adherence to false teaching, an ungodly life, willful neglect, inability to perform one's duties, or due to a reduction of personnel.

B. Ministers of Religion-Commissioned

1. The Church Council shall have full authority to issue calls to Ministers of Religion-Commissioned and may delegate this responsibility to the board supervising the worker.
2. A Minister of Religion-Commissioned can be removed from office by the Church Council or by the board to which the call responsibility has been delegated, for persistent adherence to false teaching, an ungodly life, willful neglect, inability to perform one's duties, or due to a reduction of personnel.

ARTICLE XV. DIVISION OR DISSOLUTION

If, at any time, a separation should occur in this congregation as a result of a doctrinal dispute, or for any other reason, the property of this congregation and all its benefits shall remain with those members who adhere to this Constitution.

ARTICLE XVI. CONGREGATIONAL VOTING PLURALITY

In all matters a simple majority of all votes cast at a meeting of the Voters' Assembly shall be required, except as otherwise prescribed in this Constitution or its Bylaws.

ARTICLE XVII. DOCTRINAL LITERATURE

All hymnals, books, and other materials used in this congregation must conform to ARTICLE III of this Constitution.

ARTICLE XVIII. SYNODICAL AFFILIATION

This congregation shall be a member of The Lutheran Church—Missouri Synod as long as the Synod conforms to the congregation's confessional standards set forth in ARTICLE III.

ARTICLE XIX. ELM GROVE EVANGELICAL LUTHERAN CHURCH FOUNDATION

The Elm Grove Evangelical Lutheran Church Foundation shall be maintained and controlled by the Voters' Assembly of Elm Grove Evangelical Lutheran Church as a corporate entity organized under the laws of the State of Wisconsin and shall be operated by a board of directors, responsible to the members of the Foundation, in accordance with the provisions of its articles of incorporation and corporate bylaws. Any amendments to the articles of incorporation shall be subject to approval by the members of the Foundation.

The purpose of the Foundation shall be to:

- A. Invest and reinvest, manage and control all monies and properties, real and personal, the principal and increase thereof which may be received by the Foundation.
- B. Use said monies and properties for the benefit of Elm Grove Evangelical Lutheran Church of Elm Grove Wisconsin, or for other purposes deemed by its Board of Directors, as defined in its bylaws, to be consistent with the philosophy, purposes, and policies of the Congregation.
- C. Comply, insofar as possible, with the wishes and directions of donor or donors of said monies or properties as declared in the deed or instrument of gift, if any, and
- D. Do all acts and things which will be necessary and/or convenient in the operation of the Foundation, including buying, selling, leasing, exchanging, and dealing in any and all kinds of property, real or personal.

The membership of the Foundation shall consist of all communicant members of the Congregation who have reached the legal voting age of the State of Wisconsin.

ARTICLE XX. AMENDMENTS

Amendments to this Constitution may be made, provided they do not conflict with the provisions laid down under ARTICLE III. and the quorum requirements stipulated in the Bylaws.

Proposed amendments to this Constitution must be submitted in writing at a meeting of the Voters' Assembly. The text and announcement of such proposed changes shall then be distributed to the entire congregation and shall be submitted for final action at the next meeting. A two-thirds (2/3) majority vote of the voting members present shall be required for adoption except that ARTICLES III, XII, XV, XVII, and XX shall require a unanimous vote of the voting members present.

**BYLAWS
OF
ELM GROVE EVANGELICAL LUTHERAN CHURCH**

SECTION I. ADMISSION INTO MEMBERSHIP

A. Baptized Membership

Baptized members are received through the Sacrament of Holy Baptism, by transfer, or through the consent of one or both parents or legal guardians in the case of children who have been baptized in another Christian congregation.

B. Communicant Membership

Communicant members are received through the Rite of Confirmation, by transfer from a Lutheran Congregation in fellowship with this congregation, upon profession of faith, or by re-affirmation of faith.

Their admission into membership is effective upon recommendation of the Pastor(s) and approval by the Church Council.

SECTION II. TERMINATION OF MEMBERSHIP

A. Transfer. Members may, upon written request and approval of the Church Council, be transferred to a sister congregation.

B. Release. Those who join another congregation not in fellowship with this congregation shall be given a written release from the Pastor(s) upon approval of the Church Council.

C. Death.

D. Self Exclusion. Members,

1. whose whereabouts are unknown, or
2. who do not respond to requests for information, or
3. who cannot be contacted, or
4. whose addresses cannot be established, and
- 5 those who request that their memberships be terminated

shall have their membership terminated upon recommendation of the Pastor(s), approval of the Church Council, and confirmation by the Voters' Assembly.

E. Excommunication. When in the due process of applying the Scriptural rules of brotherly admonition (Matthew 18:15-20), a member refuses to give heed, he/she shall lose membership through excommunication by a two-thirds(2/3) majority vote of a meeting of the Voters' Assembly.

SECTION III. VOTERS' ASSEMBLY

It is the duty of voting members to attend regularly the meetings of the Voters' Assembly.

A. Meetings of the Voters' Assembly shall be held quarterly each year. One meeting shall be designated as the annual meeting at which meeting the major business affairs of the congregation shall be conducted. The date and time of these meetings shall be announced in four consecutive weeks of public worship services prior to the meeting date.

B. Additional meetings may be called by the Church Council, the President, the Pastor(s), or upon the written petition to the President of ten (10) or more voting members from not less than ten (10) households of the congregation. Only such business as has been previously announced shall be considered at special meetings of the Voters' Assembly.

C. For each meeting an agenda shall be prepared and distributed or posted at least one week before the

meeting and only these items will be acted upon. At the discretion of the Chair, other items from the floor may be discussed. Unless the Chair accepts such item(s) for discussion, they shall be deferred to the next meeting of the Voters' Assembly for action.

D. All special meetings and their purpose shall be announced in at least one week of public worship services preceding the meeting.

E. It shall never convene to transact business without the knowledge of the Pastor(s).

F. Unless otherwise prescribed in the Constitution or Bylaws, all meetings shall be conducted according to the latest edition of Robert's Rules of Order.

SECTION IV. CHURCH COUNCIL

A. The Church Council shall have the responsibility of managing the entire corporate property of the congregation and shall make rules and regulations as it deems expedient.

B. It shall coordinate, supervise, and integrate the work of all the boards.

C. The Church Council shall receive reports from all boards, committees, and the Comptroller.

D. It shall approve the annual work program for ratification by the Voters' Assembly.

E. The Church Council shall act on admissions and terminations of membership in accordance with Sections I and II of these Bylaws.

F. It shall present a list of candidates for elective offices to the congregation.

G. The Church Council shall elect persons to fill unexpired terms created by vacancies in elected offices.

H. It shall meet monthly, except July unless necessary, to conduct the general business of the congregation. Additional meetings may be called by the President, Pastor(s), or by two or more members of the Church Council.

I. The Church Council shall never convene to transact business without the knowledge of the Pastor(s).

J. Voting members of the congregation who attend a Church Council meeting, and who are not members of the Church Council, shall, at the discretion of the Chair, be permitted to address the Council.

K. The Church Council is responsible for a manual of congregational policies including policies for the Church Council, for each board and committee and to assist in the uniform and consistent administration of affairs of the congregation subject to the requirements of the Constitution and these Bylaws. The Secretary is responsible for maintaining such manual.

SECTION V. DUTIES OF OFFICERS

A. The President shall:

1. have general and active management of the business of the congregation and shall see that all orders, policies, and resolutions of the Church Council and of the congregation are carried into effect;

2. preside at all meetings of the Voters' Assembly and of the Church Council;

3. enforce the Constitution and Bylaws;

4. make appointments as directed by the congregation or the Church Council;

5. chair the Executive Committee;

6. be an *ex officio* (non-voting) member of all boards and committees;

7. promote peace, harmony, and efficiency in the congregation;

8. perform such other duties as required by the Constitution and Bylaws, the Church Council, or by resolution of the congregation;

9. appoint the audit committee annually and ensure that an audit is completed annually.

B. The Vice-President shall:

1. in the absence of the President, or in the event of his death or inability to act, shall perform the duties of the President and, when so acting, shall have all the power and duties of the President;
2. chair the Human Resources Committee;
3. be a member of the Executive Committee;
4. be an *ex officio* (non-voting) member of all boards and committees;
5. serve as parliamentarian at meetings of the Voters' Assembly and Church Council.

C. The Secretary shall:

1. be custodian of the seal of the congregation and see that the seal is affixed to all appropriate documents;
2. conduct all official correspondence in the name of the congregation;
3. attend and prepare written minutes of all meetings of the Voters' Assembly and of the Church Council;
4. submit such minutes for revision and approval at the following regular meeting;
5. submit the approved minutes and other secretarial records to the church office for safekeeping;
6. maintain the record books, official copy of the Constitution and Bylaws, standing rules, and other official actions of the congregation.

D. The Comptroller shall:

1. be appointed by the President with the consent of the Church Council;
2. verify all authorized or approved invoices, payroll, and other congregation approved items;
3. keep an accurate account of the financial records of the congregation, and regulate the cash flow;
4. make a report at all regular meetings of the Church Council and the Voters' Assembly;
5. submit the financial records annually for audit.

E. The Treasurer shall:

1. be appointed by the President with the consent of the Church Council;
2. pay all properly approved items;
3. see that all bank deposits are made;
4. make a monthly report of all disbursements to the Comptroller;
5. submit the financial records annually for audit.

F. The Financial Secretary shall:

1. be appointed by the President with the consent of the Church Council;
2. be responsible for counting all money;
3. maintain an accurate record of all individual contributions;
4. distribute quarterly and annual reports of contributions;
5. distribute offering envelopes;
6. submit the contribution records annually for audit.

Officers shall act under the direction of the President and shall have such other duties and powers as the Church Council may from time to time prescribe.

SECTION VI. BOARDS

The boards shall conduct at least eleven (11) regular meetings a year. The Pastor(s), by virtue of their

office, shall be advisory member(s) of all boards and committees. The Principal of the Christian Day School shall serve as an advisory member of the Board of Christian Education and other boards as determined by the Church Council.

A. Elders shall:

1. assist the Pastor(s) in the spiritual care of members, to include arranging for personal visitation on the:
 - a. bereaved,
 - b. erring,
 - c. inactive members,
 - d. needy, and
 - e. sick.
2. be responsible for all worship services held in the name of the congregation;
3. be responsible for all personnel necessary to conduct and maintain the services in good order including but not limited to:
 - a. Pastors,
 - b. Chancel assistants,
 - c. Ushers,
 - d. Organists and other instrumentalists,
 - e. Choir directors, and
 - f. Choir members;
4. be responsible for youth, young adult, and senior ministries;
5. provide input to the Human Resource committee on the salary and welfare benefit program for the church staff.

B. Christian Education shall:

1. plan and administer the educational programs of the congregation including but not limited to:
 - a. Adult Education Classes,
 - b. Christian Day School,
 - c. Cradle Roll,
 - d. Sunday School,
 - e. Vacation Bible School;
2. arrange for all personnel necessary to carry out the programs;
3. support the Principal's mission of administering infant and elementary education;
4. provide input to the Human Resource committee on the salary and welfare benefit program for the school staff;
5. administer an outreach program of recruiting for the Christian Day School;
6. serve as the Call Committee for Ministers of Religion - Commissioned.

All called and contracted education personnel shall report to the Principal. The Principal shall be responsible to this Board.

C. Evangelism shall:

1. develop and maintain an evangelism program within the congregation and the community at large;
2. enlist members to participate in an outreach program directed at the unchurched and all other interested persons;
3. arrange adult confirmation classes to teach the faith to those interested in joining the congregation;
4. maintain a program of assimilation of new members including use of their spiritual gifts in the congregation.

D. Finance shall:

1. oversee the Work Program Committee;
2. integrate work programs with forecasts;
3. monitor the work program monthly comparing actual receipts and expenses with expected;
4. establish and monitor banking relationships;
5. ensure that financial internal controls are in place and working;
6. develop and maintain a long-term financial forecast;
7. monitor cash flow;
8. recommend candidates, if requested, for offices of Comptroller, Treasurer, and Financial Secretary.
9. cover all insurance and bonding needs.

The Comptroller shall be an advisory member of this Board.

E. Stewardship shall:

1. direct the development of a program embracing congregational stewardship life in its fullest and complete meaning as taught in Holy Scripture including time, talents, and treasures;
2. integrate the giving forecast with the Board of Finance.

The Financial Secretary shall be an advisory member of this Board.

F. Trustees shall:

1. oversee and maintain the real and personal property of the congregation;
2. arrange for sufficient physical facilities for the total function of the congregation.

G. Population of Boards. There shall be nine persons elected to the Board of Elders; six persons elected to the Board of Christian Education; and four persons elected to each other Board.

H. Each Board shall elect a Chair, a Vice-Chair to act in the absence of the Chair, and a Secretary.

SECTION VII. TERMS OF OFFICE

The offices of President, and Vice-President shall be two-year terms. The Voters' Assembly shall elect one person to a four year term, the first two-years of which will be served as Vice-President, followed by two-years as President.

The Secretary shall be elected to a two-year term.

Members of the Board of Elders shall be elected to three-year terms.

Other Board members shall be elected for two-year terms.

Persons holding elective offices, other than the offices of President and Vice-President, may succeed themselves for one additional term.

During the first year of adoption of these Bylaws:

A. The Board of Elders shall have three members elected to a one-year term, three members elected to a two-year term and three elected to a three-year term.

B. The Board of Christian Education shall have three members elected to a one-year term and three elected to a two-year term.

C. Other Boards shall have two members elected to a one-year term and two members elected to a two-year term.

D. Of the candidates for membership on the Board of Elders receiving the majority vote, the one-third (1/3) receiving the most votes will be elected to the three-year term, the next one-third (1/3) to the two-year term and the remaining one-third (1/3) will be elected to the one-year term.

E. Of the candidates for other Boards receiving the majority vote, the fifty percent (50%) receiving the most votes will be elected to the two-year term. The remaining candidates will be elected to the one-year term.

SECTION VIII. ELECTION PROCEDURE

The Church Council shall present a slate of candidates at least two months prior to the new fiscal year whose consent has been obtained to serve in a designated office for each expiring term. Nominations of additional candidates, whose consent has been obtained previously, may be made from the floor. Any candidate receiving a simple majority of votes cast is elected.

SECTION IX. APPOINTED OFFICES

Appointments shall be made annually by the President upon recommendation of the Boards to which the appointed officers report, with the consent of the Church Council.

SECTION X. EFFECTIVE DATE OF TERMS

Each term shall begin with the beginning of the new fiscal year. All elected and appointed officers are to be duly installed at a regular Sunday service which is close to the beginning of the new term of office.

SECTION XI. QUORUM REQUIREMENTS

A. The voting members present at a Voters' Assembly shall constitute a quorum. However, a majority of all voting members shall be required for a quorum in order to:

1. amend the Constitution or Bylaws of the congregation;
2. pass resolutions pertaining to the discipline or dismissal of a called Minister of Religion - Ordained;
3. buy, sell, lease or mortgage congregation real estate.

In the absence of a majority of all voting members, the President shall call a new meeting and the voting members present at that meeting shall constitute a quorum.

B. Unless unanimity is required by the Constitution:

1. A two-thirds (2/3) majority of the voting members present shall be required to:
 - a. pass resolutions pertaining to the discipline or dismissal of a called Minister of Religion - Ordained;
 - b. amend the Constitution or Bylaws of the congregation.
2. A two-thirds (2/3) majority of all ballots cast shall be required to adopt resolutions pertaining to item A. 3.

C. A majority of members of the Church Council, and of the boards and committees, shall constitute a quorum at each of their meetings.

D. There shall be no absentee or proxy voting.

SECTION XII. MINISTERS OF RELIGION

Only such Ministers of Religion that are rostered by the Synod with which this congregation is affiliated shall be eligible for a call to serve the congregation.

A. Ministers of Religion-Ordained.

1. The president shall appoint a Call Committee with the approval of the Church Council.
2. The Call Committee shall compile a list of synodically qualified candidates from;

- a. members of the congregation together with written information concerning the same and
 - b. the President of the synodical district.
 - 3. It shall submit all names to the congregation's District President for information and evaluation.
 - 4. It shall then evaluate the information and submit the names of all duly nominated and synodically qualified candidates with background information to the Voters' Assembly to establish the official call list.
 - 5. All approved candidates shall then be announced to the congregation, together with the Call Committee's recommendation of the candidate or candidates who most strongly meet the congregation's needs.
 - 6. Thereafter a meeting of the Voters' Assembly shall be scheduled for the specific purpose of calling a Minister of Religion.
 - 7. The calling shall proceed by secret ballot. The candidate receiving the least number of votes and candidates receiving no votes shall be eliminated after each ballot. Balloting shall continue until one candidate has received a two-thirds (2/3) majority of all ballots cast. The election shall, if possible, be made unanimous, and the call shall be sent to the pastor-elect.
 - 8. If the selected candidate returns the call, the congregation may elect to call from the existing approved list or choose to have a new list of candidates prepared.
- B. Calls for Ministers of Religion-Commissioned.
- 1. The Board supervising the worker shall serve as the Call Committee.
 - 2. The Church Council shall have full authority to issue the calls and may delegate this responsibility to the board supervising the worker.
 - 3. It shall seek the counsel of the District President.
- C. Administrative Pastor.
- When there is more than one Pastor, one shall be appointed as the "Administrative Pastor" by the congregation at a Voters' Assembly meeting, upon recommendation by the Board of Elders and after affirmation by the Church Council. The Administrative Pastor shall be the team leader in the cooperative ministry of all the Pastors, oversee the day-to-day operations of all church staff, and serve as a spiritual leader for all called and contracted workers.
- D. Christian Day School Principal
- 1. The office of Christian Day School Principal shall be an appointed position.
 - 2. Authority for the appointment shall be vested in the Voters' Assembly of the congregation and shall not be delegated to a smaller body or to an individual.
 - 3. If a call is extended to an individual as a teacher and to be the Christian Day School Principal, the procedures in SECTION XII. A. above shall be followed.

SECTION XIII. OTHER WORKERS

Other workers shall be retained by the board responsible for the duties to be performed with the consent of the Church Council.

- A. Synodically trained workers who serve on a part time basis shall be retained under contract.
- B. Workers not synodically trained may be retained under contract, or retained at will and may terminate at any time and for any reason. Such workers may also be terminated at any time and for any reason. If they are retained under contract, termination is subject to the terms of the contract.
- C. Contracts shall not exceed a term of one-year and may be renewed for subsequent terms not to exceed one-year.

SECTION XIV. COMMITTEES

Standing committees of the congregation shall be:

A. Executive - With the authority to act on matters needing immediate attention prior to a Church Council meeting subject to report and approval at the next Church Council meeting.

Membership: President (Chair), Vice President, and Administrative Pastor.

B. Human Resources - Ensures adequate salary and benefits, monitors employee welfare and personnel policies for the congregation's paid staff.

Membership: Vice-President (Chair), Board Chairs who have paid workers, Comptroller, and Secretary.

C. Nomination - Prepare a list of congregation members qualified to serve in elective offices.

Membership: President (Chair), Vice-President, and three voting members appointed by the President with the consent of the Church Council.

D. Work Program - Prepares the annual work program.

Membership: Comptroller (Chair), Board Chairs of Elders, Christian Education, Finance, Trustees, and Stewardship.

E. Youth - Under the direction of the Board of Elders for the youth and young adult specialized ministries. It shall be responsible for all personnel necessary to conduct and carry out these specialized ministries.

Membership: Four persons appointed by the Board of Elders.

SECTION XV. OTHER ORGANIZATIONS

All other organizations of the congregation, in the congregation, and/or using congregation facilities are directly responsible to the Church Council. The establishment of an organization requires the prior approval of the Church Council. No alterations, rearrangement, additions, or removal of congregation property by any organization shall be made without the prior approval of the Board of Trustees.

SECTION XVI. OTHER MATTERS

A. Outside Organizations

If the congregation is asked to participate in the establishment or expansion of any organization outside this congregation, or requested to adopt any major change of program, activity, or expansion involving budgetary or other funds, such matters shall first be approved by the Church Council and recommended to a meeting of the Voters' Assembly for approval.

B. No organized solicitation to the membership for gifts to any salaried personnel of the congregation shall be undertaken unless approved by the Church Council. This does not apply to individual acts of appreciation towards those who have rendered faithful service to the congregation and to their Lord.

C. No individuals or organizations will be granted the use of our congregational facilities for any purpose other than congregational activities normally conducted by an organization of our congregation or organizations of our Lutheran Church at large. Exceptions may be made by the Church Council.

D. All sales promotions or handling of moneys, other than church offerings, must be approved by the Church Council and confined to designated areas.

E. Whenever feasible, re-appointments to appointed offices shall be limited to three terms, thereby limiting the length of service of any appointee to four years. The Church Council may make exceptions.

F. The designation of assistants to appointed officers is encouraged, thereby preparing and training

more workers for future appointments.

G. All organizations and other groups are requested to keep moneymaking projects to a minimum, to weigh each proposed project carefully, and to consider the advisability of carrying on any such projects in light of the spiritual value it offers or the service it will render to the organization or to the congregation. These projects must be consistent with the policy of the Church Council.

H. Staff conflicts shall be resolved by the appropriate Board. If not, the Church Council shall resolve the conflict. If necessary, the Voters' Assembly shall make the final decision.

SECTION XVII. AMENDMENTS

Amendments to these Bylaws may be made provided they do not conflict with the provisions of the Constitution. Proposed amendments must be submitted in writing at a meeting of the Voters' Assembly. The text and announcement of the proposed changes shall then be sent to the entire congregation and then submitted for final action at the next meeting of the Voters' Assembly.

A two-thirds (2/3) majority of the voting members present shall be required for adoption.