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# The Constitution and Bylaws

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Faith Lutheran Church  
(Missouri Synod)  
Marinette, Wisconsin

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## **THE PREAMBLE**

Whereas the Word of God demands that a Christian congregation not only conform to the Word of God in doctrine and practice (Ps. 119:105; Col. 2:5; Gal. 1:6-8; 2 Tim. 4:1-5), but that also all things be done decently and in order (1 Cor. 14:40), therefore; we the members of FAITH LUTHERAN CHURCH, Marinette, Wisconsin, in the name of the Triune God, Father, Son, and Holy Ghost, accept and subscribe to the following Constitution and Bylaws in accordance with which our congregational affairs, spiritual and material, shall be conducted:

## **THE CONSTITUTION**

### **ARTICLE I: NAME**

The name of this congregation shall be FAITH LUTHERAN CHURCH, Inc., of Marinette, Wisconsin, a religious corporation organized under Chapter 181 of the Wisconsin Statutes, the Wisconsin Nonstock Corporation Law.

### **ARTICLE II: AFFILIATION**

This congregation shall be affiliated with The Lutheran Church--Missouri Synod as long as that Synod remains steadfast in the Articles of Faith as outlined in ARTICLE IV of this Constitution.

### **ARTICLE III: PURPOSE**

The purpose of this congregation shall be:

1. to extend the Kingdom of God at home and abroad according to Christ's command (Matthew 28:18-20);
2. to serve its members by preaching the Word of God and by administration of the Sacrament;
3. to instruct children and adults according to the confessional standard of the Lutheran Church (ARTICLE IV); and
4. to foster Christian fellowship and charity.

### **ARTICLE IV: ARTICLES OF FAITH**

This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the inspired Word of God.

This congregation also acknowledges and accepts all the Confessional Writings of the Lutheran Church, contained in the Book of Concord of 1580, to be true and genuine exposition of the doctrines of the Bible. These Confessional Writings are:

1. The three Ecumenical Creeds (the Apostle's, the Nicene, and the Athanasian);
2. The Unaltered Augsburg Confession;
3. The Apology of the same;
4. The Smalcald Articles;
5. Luther's Large and Small Catechisms; and
6. The Formula of Concord.

And we set forth that according to this norm of doctrine and faith all controversies which may arise in this congregation shall be decided and adjusted.

## **ARTICLE V: MEMBERS AND THEIR DUTIES**

The members of this congregation and their respective duties include the following:

### **A. Baptized Members**

Baptized members are all members who have been baptized, including the children on the membership rolls who have not yet confirmed their baptismal vows.

### **B. Communicant Members**

Communicant members are those:

1. who are baptized in the name of God the Father, Son, and Holy Ghost;
2. who declare their adherence to all canonical books of the Old and New Testaments, without qualification, as the only rule and norm of faith and life;
3. who are familiar, at least, with Luther's Small Catechism and declare their acceptance of it;
4. who permit themselves to be fraternally admonished and corrected when they have erred, according to Matthew 18:15-20;
5. who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God (2 Cor. 6:14-18; Matthew 5:34-37);
6. who, having children, bring them to be baptized at an early date, provide a Christian home atmosphere, and bring such children to the educational agencies of the congregation;
7. who lead Christian lives as stipulated in Holy Scripture (Gal. 5:19-21);
8. who attend church services faithfully;
9. who partake of the Lord's Supper frequently after their confirmation;
10. who support the Kingdom of God at home and abroad by contributing, time, talents, and money in proportion to God's blessing; and
11. who abide by the rules and regulations adopted in this Constitution provided these are not contrary to God's Word.

### **C. Voting Members**

1. The voting membership consists of all communicant members who have reached the age of eighteen years.
2. Any voting member shall be eligible to hold office. Only male members shall serve in the office of President, Vice President, and as a member of the Board of Elders.

## **ARTICLE VI: RECEPTION AND RELEASE OF MEMBERS**

Reception and release of members shall be governed by the rules and regulations of the congregation as set forth in the Bylaws.

## **ARTICLE VII: POWERS AND RIGHTS OF THE CONGREGATION**

### **A. General**

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

### **B. Right of Calling**

The right of calling Pastors and teachers shall be vested in the congregation. Pastors and teachers shall be called by the congregation at a regular or special meeting of the Voters' Assembly.

### **C. 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 Bylaws.

### **D. Property Rights**

The congregation may receive, acquire, hold title to, and manage such real estate and other property as is necessary to accomplish its purpose (ARTICLE III) and may sell or dispose of such real estate and other property or any part thereof. All rights to the property of the congregation are vested in the congregation.

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

## **ARTICLE VIII: THE OFFICES OF PASTOR AND TEACHER**

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

A pastor or teacher may be removed from office by the Voters' Assembly, by ballot, in Christian and lawful order, for one or more of the following reasons: persistent adherence to false doctrine, a scandalous life, the inability to perform official duties, or the willful neglect of such duties.

## **ARTICLE IX: OFFICERS**

### **A. General**

The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this congregation may prescribe.

### **B. Powers of Officers**

Congregational officers, boards, or committees, whether elected or appointed by the Voters' Assembly, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the Voters' Assembly.

### **C. Removal from Office**

Any officer, board member, or committee person may be removed from office by the Voters' Assembly, by ballot, in Christian and lawful order, for one or more of the following reasons: persistent adherence to false doctrine, a scandalous life, the inability to perform official duties, or the willful neglect of such duties.

## **ARTICLE X: DOCTRINAL LITERATURE**

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

## **ARTICLE XI: CONSTITUTIONAL CHANGES**

### **1. Unalterable Articles**

The following articles of this Constitution or sections thereof shall be unalterable and irrepealable: **ARTICLES IV, VII, IX, and X.**

### **2. Amendments**

Amendments of ARTICLES not included in the list of unalterable ones listed above may be adopted at a regular or special meeting of the Voters' Assembly, provided:

- 1) that they do not conflict with the provisions laid down in ARTICLE IV or with any section of any other article that pertains to Scriptural doctrine and practice; and
- 2) that the proposed amendments have been submitted in writing at a previous meeting of the Voters' Assembly, and the same are announced at services on two (2) consecutive Sundays preceding any action thereon. The affirmative vote of two-thirds majority of the voting members present at the Voters' Assembly meeting shall be required for the adoption of an amendment.

## **ARTICLE XII: BYLAWS**

This congregation shall adopt such bylaws as may be required for the accomplishment of its purpose.

# THE BYLAWS

## SECTION I: MEMBERSHIP

### **A. Pre-Requisites for Admission as a Baptized Member (any of the following meets the requirement):**

1. By Baptism in the name of the Triune God: Persons received by the Sacrament of Baptism in this congregation become baptized members.
2. By Transfer: Baptized persons coming with a letter of transfer from a congregation in church fellowship may be received into baptized membership by the pastor.
3. By Request: Other baptized persons who have no church affiliation and who have come under the spiritual care of this congregation may be received into baptized membership by the pastor.

### **B. Pre-Requisites for Admission as a Communicant Member (any of the following meets the requirement):**

1. By Catechesis: Persons who have submitted themselves to the pastoral care of the called Pastor of Faith Lutheran Church (or in the case of a vacancy, another active or retired pastor of the LC-MS) and have committed time to learning and accepting the teachings stated in Article IV (especially Luther's Small Catechism), through Confirmation classes are granted the status of Communicant Member. It is the expectation of the congregation that the newly catechized will soon publicly confirm their faith in the Rite of Confirmation.
2. By Transfer: Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they are willing to conform in all respects to the requirements of membership of this congregation as set forth in ARTICLE V of the Constitution, may be received by the pastor, whose action is to be acknowledged in a subsequent meeting of the Voters' Assembly.
3. By Profession 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, and being willing to conform in all respects to the requirements of membership of this congregation as set forth in ARTICLE V of Constitution shall be received as communicant members. This action is to be approved in a subsequent meeting of the Voters' Assembly.

### **C. Duties of Baptized and Communicant Members**

It is the duty of all baptized and communicant members to worship regularly and participate, when possible, in the various educational programs offered by the church. Other duties are described in Article V.

### **D. Duties of Voting Members**

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

## **E. Termination of Membership**

### **1. Baptized and Communicant Membership**

- a. **Transfer to Other Congregations:** Baptized and Communicant members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor (or Board of Elders in the case of a pastoral absence). Such transfer of membership shall be acknowledged by the Voters' Assembly in a subsequent meeting.
- b. **Joining Other Churches:** In cases where members have joined another congregation outside of our own fellowship, they shall, upon the recommendation of the pastor be considered such as have terminated their membership, and their names shall be removed from the membership list by a resolution of the Board of Elders.
- c. **Whereabouts Unknown:** The names of members whose whereabouts are unknown and cannot be established by the Voters' Assembly after one year shall be removed by the Voters' Assembly, and forthwith such membership is terminated.
- d. **Self Exclusion:** Except in the cases of 1) infirmity 2) temporary absences due to educational opportunities or military service to the country or 3) special circumstances that are under consideration by the pastor and the Board of Elders, any person listed on the Communicant Rolls of Faith Lutheran Church who chooses not to attend worship and receive the Lord's Supper, nor offer any means of support as articulated in Article V of this Constitution as they are able, for a period of 12 consecutive months shall thereby be declaring that he or she has severed all ties to the congregation and has officially requested their membership be terminated. This act is first recognized by the Board of Elders who shares their findings with the Voters' Assembly at the semi-annual meetings. The Voters' Assembly may call a vote to maintain the membership, but if no vote is called, the Membership Rolls shall be updated.
- e. **Excommunication:** In situations where members unrepentantly defy the Word of God, through their words and actions, the Board of Elders with the pastor, may withhold the Sacrament of the Altar, and may recommend termination of membership to the Voters' Assembly. If membership termination is recommended, the Voters' Assembly must vote. A unanimous vote shall be required for every resolution by the Voters' Assembly for Excommunication. Excommunication shall take place within the worship and liturgy of the church.
- f. **Status:** A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as he or she is not reinstated into membership.

### **2. Voting Membership**

Voting membership is terminated by termination of communicant membership.

## **F. Reinstatement of Membership**

When such excommunicated or self-excluded persons repent of their sins and seek forgiveness of God and the congregation, he or she shall be reinstated. When excommunication has been removed, then that person is restored to the congregation and may once again engage in all the rights and privileges of the congregation.

## **SECTION II: VOTERS' ASSEMBLY MEETINGS**

Regular meetings of the Voters' Assembly shall be held semi-annually, in May or June and November or December. The meeting of the Voters' Assembly in November or December shall be designated as the annual meeting.

Regular meetings of the Voters' Assembly shall be announced (written or orally), in all church services on the preceding two Sundays. Whenever a meeting has been thus announced, the voting members present constitute a quorum. In all matters not already decided by the Word of God, the majority rules, except in the case of amendments and changes as specified in ARTICLE XI of the Constitution. The President of the congregation shall chair meetings of the Voters' Assembly and the Church Council. In the absence of the President the Vice-President shall chair these meetings. In the absence of both the President and the Vice-President the Chairman of the Board of Elders shall chair the meeting.

Special meetings of the Voters' Assembly may be called by either the Pastor or the President after consultation with the Church Council or members thereof. Special meetings of the Voters' Assembly shall be announced in at least one public worship service on the preceding Sunday and/or by other forms of notification of the voting membership.

## **SECTION III: CALLING OF PASTORS AND TEACHERS**

The calling of a Pastor shall be accomplished in the following manner:

1. A Call Committee of six voting members, two of whom shall be members of the Board of Elders, shall be appointed by the Church Council.
2. The Call Committee shall secure a slate of nominees through the assistance of the proper District and/or Synodical officials and from written suggestions of any communicant member of the congregation. The final slate shall be submitted to the appropriate District officials for approval.
3. The Call Committee shall secure information on suggested candidates and present the slate and information to the Voters' Assembly, which issues the call.
4. At a legally-constituted meeting of the Voters' Assembly, an election shall be held to determine who shall be called. The slate of candidates shall be presented to the Voters' Assembly and the election held by ballot. Any candidate receiving a majority of the votes cast shall be declared elected. The election shall, if possible, be made unanimous.
5. In the event a majority of the votes cast is not received by anyone on the first ballot, the candidate(s) receiving the fewest votes will be eliminated and successive ballots shall be taken until a majority is received by one of the candidates.
6. In the event that the call should be returned, the entire process outline above shall be repeated.

## **SECTION IV: ELECTION OF CONGREGATIONAL OFFICERS**

A nominating committee consisting of 2 members of the Stewardship Board, plus one member appointed by the president (plus the pastor as advisory member) shall present a slate of candidates for approval at the November Council meeting. Upon approval, the list of candidates shall be added to the ballot for an election by the voters at the annual meeting. Additional nominations may be made from the floor

In general, ballots shall be cast and counted in secret; however, if individual races are uncontested, the voters may vote to accept the nominee as the next officer. The candidate receiving the highest number of votes for that office shall be elected. The elected officers shall

assume their respective duties after installation. Installation shall occur during a Sunday worship service in the month of January.

The terms of office for those serving on the executive committee shall be two (2) years; however, the elections shall occur in alternating years, with the President and Secretary being elected opposite the Vice President and Financial Secretary. The terms for board members shall be three (3) years with one third (1/3) of the board's voting membership being elected each year.

Officers and board members shall be elected for terms specified in these bylaws (with the exception of the treasurer who is appointed) and shall hold office until their successors have assumed their offices. In the event of a vacancy in any office, a successor shall be appointed by the President, to fill the unexpired term, subject to the approval of the Church Council.

## **SECTION V: OFFICERS**

The officers of this congregation shall be a President; a Vice-President; a Secretary; a Treasurer; and a Financial Secretary. These officers shall constitute the Executive Committee. In addition to the Executive Committee, there shall be a Board of Elders; a Board of Property; a Board of Education; a Board of Stewardship; a Board of Missional Life; and such other officers (boards, or committees) as may be necessary to promote and carry out the work of the church.

## **SECTION VI: CHURCH COUNCIL**

### **A. Purpose:**

The Church Council exists to glorify God by recommending, facilitating and evaluating church activities that support the mission of Faith Lutheran.

### **B. Composition and Organization:**

1. Consists of the Executive Committee and Chairpersons of each duly established Board, as outlined in SECTION V of the Bylaws.
  - a. Each member of the Council has one vote; the President casts his vote in the event of a tie vote.
  - b. If a member of the Executive Committee is also serving as a Board Chairperson, it shall be the responsibility of the respective Board to elect a different representative to the Council;
  - c. If any member of the Council cannot attend a meeting, it shall be his/her duty to have an alternate or substitute (from their board) serve in his/her place;
  - d. The Pastor shall be an *ex-officio*, non-voting member;
  - e. Affiliates of Recognized Service Organizations (RSOs – e.g. LWML, LCEF, etc.) are encouraged to attend as non-voting members;
2. Reports to the Voters' Assembly;
3. Quorum for meetings is established when at least five voting members are present; In the event that not all voting members are present, the majority of the quorum must be comprised of Board Chairpersons or their proxies;
4. To manage its duties, the Council may utilize committees, made up of volunteering council and/or non-council members; and,
5. The President shall organize, call and facilitate the council meetings, as well as designate and appoint from among the Council members, at his own discretion,

those individuals who are to be responsible for various phases of the work of the Council.

6. Special council meetings may be called by any officer of the congregation.

**C. Objectives:**

1. Create a clear vision, a program, with goals and objectives that align with the church's mission statement;
2. Facilitate communication and interaction between boards;
3. Assess program achievements in terms of the objectives and goals; and,
4. Provide and encourage shared accountability between the boards of the congregation in order to more effectively accomplish the work of the congregation.

**D. Duties and Responsibilities:**

1. Shall be empowered to administer the funds set aside for its work by budget appropriation. The Church Council and/or the Voters' Assembly may restrict any expenditures to conform with the actual financial condition of the congregation;
2. Shall be authorized to spend up to 5% of the church's total budget in the case of an emergency; any other expenditures in excess requires a special resolution of the Voters' Assembly;
3. Review and coordinate program plans recommended by officers, boards and church members;
4. Hold regular meetings (minimum quarterly) to assess program progress in terms of the goals and objectives, and to address issues preventing achievement of goals and objectives;
5. Update calendar activities, events and other resources in support of the program;
6. Review and approve annual budgets of each board and for the church as a whole, of which final approval will be given by the Voters' Assembly;
7. Shall provide to the Voters' Assembly by the end of February an Annual Report, providing a description of the past year's events and the coming year's plans, as well as the report of the financial audit/review; and,
8. Keep written minutes of meetings to be made a part of the church's permanent record.

## **SECTION VII: THE EXECUTIVE COMMITTEE**

**A. Purpose:**

The Executive Committee exists to glorify God by supervising the legal and financial matters of the congregation on behalf of the Voters' Assembly to align with the mission of Faith Lutheran.

**B. Composition and Organization:**

1. Consists of the President, Vice-President, Secretary, Treasurer and Financial Secretary of the congregation, as outlined in SECTION V of the Bylaws, each member has one vote;
2. Reports to the Church Council and/or Voters' Assembly;
3. Meetings are called and facilitated by the Congregational President;
4. The Pastor shall serve as *ex-officio*, non-voting member;
5. Meeting frequency shall be a minimum of quarterly; increased frequency shall be at the discretion of the President; and,
6. The Secretary shall keep written minutes of each meeting, a report of which is to be submitted to the Church Council and made a part of the church's permanent record.

**C. Objectives:**

1. To align, organize and facilitate the church's mission statement;
2. To administer the funds set aside for the administrative needs of the church by budget appropriation;
3. To provide legal and fiduciary oversight to the church and its ministries; and,
4. To evaluate and recommend 'best practices' for the church and its ministries.

**D. Duties and Responsibilities:**

1. The Executive Committee
  - a. Shall be empowered to administer the funds set aside for its work by budget appropriation; the Church Council and/or the Voters' Assembly may restrict any expenditures to conform to the actual financial condition of the congregation;
  - b. Shall be authorized to spend up to 5% in excess of the church's approved administrative budget in the case of an emergency; any other expenditures in excess requires a special resolution of the Church Council and/or Voters' Assembly;
  - c. Shall oversee the finances of the church and its ministries, with direct supervision of all administrative areas;
  - d. Shall define the administrative portions of the budget and provide direct supervision of those areas.
  - e. Shall establish financial policies in keeping with normal 'good practices' and Christian ethics;
  - f. Shall establish and maintain the necessary activities and inventories to ensure the safe deposit and recording of all church funds, monthly remittance of offerings for missions, church agencies, and the prompt payment of all salaries and bills;
  - g. Shall screen, approve and/or decline all donations – monetary and real – to the congregation;
  - h. Shall, along with the Board of Stewardship, regularly evaluate the overall offerings of the congregation and share this information with the Voters' Assembly;
  - i. Shall, with the help of the Pastor, be aware of, study, adapt and delegate to the appropriate Board and/or committee suggested recommendations of the Synod, District, and Circuit;
  - j. Shall oversee and ensure that Faith Lutheran secures and retains adequate insurance for all of its facilities, programming and leadership; and,
  - k. Shall ensure that an audit or financial review of the church's financials is conducted each year by appointing an Audit Committee. The audit/review shall be reported at the May/ June Voters' Assembly.
    - i. The Audit Committee shall be composed of at least three members, one of whom must be an officer of the congregation, whose duty is to provide a written financial review.
    - ii. If warranted the executive committee may hire a third party to conduct a full audit.
2. The President
  - a. The President is elected at the Annual meeting of the Voters' Assembly, from a slate of candidates proposed by the Nominating Committee (see Section IV);
    - i. The term of office shall be two years with a maximum of two consecutive terms;

- ii. The two term limit may be waived if there are insufficient candidates for the office;
  - b. Shall be an authorized agent of Faith Lutheran for all legal contracts and insurance policies;
  - c. Shall be authorized to sign checks in the event that the Treasurer is not immediately available;
  - d. Shall preside at all meetings of the Voters' Assembly, Church Council, and Executive Committee and see to it that all meetings are conducted in an orderly and Christian manner;
    - i. Shall organize and prepare a provisional agenda for each meeting;
    - ii. If the President desires to take part in the discussions, he shall turn the chair over to the Vice-President or some other officer during that time;
  - e. Shall act as a primary communicator to and for congregational matters.
3. The Vice-President
- a. The Vice-President is elected at the Annual meeting of the Voters' Assembly, from a slate of candidates proposed by the Nominating Committee (see Section IV);
    - i. The term of office shall be two years with a maximum of two consecutive terms;
    - ii. The two term limit may be waived if there are insufficient candidates for the office;
  - b. Shall be an authorized agent of Faith Lutheran for all legal contracts and insurance policies;
  - c. Shall be authorized to sign checks in event that the Treasurer is not immediately available;
  - d. Shall perform the duties of the President in the absence of the President;
  - e. In the event of a vacancy in the office of the President, the Vice-President shall succeed to the office of President for the remainder of the term;
  - f. Shall take primary lead on securing adequate insurance needs for Faith Lutheran (see above 1.j.);
  - g. Shall act as primary lay contact for Synod, District and Circuit communication. (see above 1.i.)
4. The Secretary
- a. The Secretary is elected at the Annual meeting of the Voters' Assembly, from a slate of candidates proposed by the Nominating Committee (see Section IV);
    - i. The term of office shall be two years with a maximum of two consecutive terms;
    - ii. The two term limit may be waived if there are insufficient candidates for the office;
  - b. Shall be an authorized agent of Faith Lutheran for all legal contracts and insurance policies;
  - c. Shall be authorized to sign checks in event that the Treasurer is not immediately available;
  - d. Shall keep accurate minutes of the meetings of the Voters' Assembly, Church Council, and Executive Committee for the permanent records of the congregation and shall submit such records for approval;
  - e. Shall perform other duties in keeping with his or her office, e.g. maintaining the policy manual.
5. The Treasurer

- a. The Treasurer is appointed by the Church Council;
    - i. Should a deputy treasurer be utilized they shall have the same responsibilities and authorities as the treasurer.
  - b. Shall be an authorized agent of Faith Lutheran for all legal contracts and insurance policies;
  - c. Shall be authorized to sign checks on behalf of Faith Lutheran;
  - d. Shall promptly pay all bills and salaries authorized by the congregation;
  - e. Shall make regular monthly remittances of mission offerings to the District Treasurer;
  - f. Shall keep accurate records of receipts and disbursements of the congregation in books which shall be and remain the property of the congregation;
    - i. Shall also submit a written report at each regularly called meeting of the Executive Committee, Church Council, and Voters' Assembly;
    - ii. Shall submit a report, as requested by any officer, for any specially called meeting of the Executive Committee, Church Council, and Voters' Assembly;
    - iii. Such reports shall show actual receipts and disbursements compared with budgeted amounts.
  - g. Shall ensure that each Board Chairperson understands and is apprised of their Board's portion of the budget.
6. The Financial Secretary
- a. The Financial Secretary is elected at the Annual meeting of the Voters' Assembly, from a slate of candidates proposed by the Nominating Committee (see Section IV);
    - i. The term of office shall be two years with a maximum of two consecutive terms;
    - ii. The two term limit may be waived if there are insufficient candidates for the office;
  - b. Shall be responsible for receiving, counting, and recording the contributions of the individual congregational member;
  - c. Shall maintain confidentiality of identity for all individual contributions;
  - d. Shall provide the members with an annual statement of their contributions;
  - e. Shall select counters, under the advisement of the Board of Stewardship;
  - f. Shall be responsible for the requisitioning and distributing of offering envelopes, as needed;
  - g. Shall oversee all online contributions and make such service available for all members;
  - h. Shall furnish the Treasurer with a duplicate record for all deposits and a detailed cash breakdown of reports.

## **SECTION VIII: THE BOARDS**

### **The Board of Elders**

#### **A. Purpose:**

The Board of Elders exists to glorify God by directly encouraging, promoting and supporting the Word and Sacrament Ministry at Faith Lutheran Church.

#### **B. Composition and Organization:**

1. Reports to the Voters' Assembly;
2. Consists of a minimum of seven members, each having a vote;
3. The Chairman and Secretary shall be chosen annually by the members of the Board of Elders at their first meeting following installation;
4. The Pastor shall serve as an *ex-officio* member of the Board;
5. The Board of Elders shall be represented on the Church Council by the Chairman or his designee; the Board shall receive one vote pertaining to any action taken by Council;
6. The Board shall meet a minimum of once per quarter; more frequent meeting shall be at the discretion of the Chairman or the members of the Board;
7. Chairperson shall organize, call and facilitate the meetings, as well as designate and appoint from among the Board members, at his own discretion, those individuals who are to be responsible for various phases of the work of that Board;
8. Secretary shall keep written minutes of each meeting, a report of which is to be submitted to the Church Council and made a part of the church's permanent record;
9. To facilitate its responsibilities and duties, the Board may appoint and utilize volunteers, board and/or non-board members, to assist and give advice;
10. The Chairman of the Board of Elders shall chair the meetings of the Church Council and the Voters Assembly in the absence of both the President and Vice-President.

**C. Objectives:**

1. The basic objective of the Board of Elders is to ensure that the congregation and staff of Faith Lutheran Church adhere to the doctrine of the Lutheran Church-Missouri Synod and follow the teachings as covered in the Bible.

**D. Duties and Responsibilities:**

1. Shall be empowered to administer the funds set aside for its work by budget appropriation. The Church Council and/or Voters' Assembly may restrict such expenditures to conform to the actual financial condition of the congregation.
2. Shall be authorized to spend up to 5% in excess of the Board's total approved budget in the case of an emergency; any other expenditures in excess requires a special resolution of the Church Council and/or Voters' Assembly.
3. Pastoral assistance
  - a. Assist the pastor in all matters pertaining to the spiritual welfare of the congregation;
  - b. Consider complaints and grievances from members of the congregation if Mathew 18:15-16 has been fully observed and report to the Voters' Assembly those items which otherwise cannot be adjudicated in accordance with Matthew 18:17-18;
  - c. Make every effort to induce members who have been negligent in their attendance at services, in the use of the Sacraments, and in the financial support of the Church, to alter their ways and fully enjoy the rights and privileges of membership;
  - d. Visit with hospitalized and/or shut-ins on Shepherding list;
  - e. Assist with confirmation classes when requested by Pastor;
  - f. Monitor, train and schedule volunteers in assigned auxiliary group;
  - g. Assist the pastor in planning and scheduling regular and special worship services; and

- h. The Elders shall be concerned about the spiritual, emotional and general welfare of the pastor and his family, providing adequate compensation, housing, free time, vacation and any other assistance the Board deems necessary.
4. Ministry
- a. See to it that all services are conducted in such a manner to avoid needless disturbances and to foster an attitude conducive to worship among the members of the congregation;
  - b. Ensure that all ministry conducted at Faith Lutheran is done following the Biblical teaching of the Lutheran Church-Missouri Synod;
  - c. Set an example to the congregation as one who is striving to grow in Christian spiritual maturity by regularly attending formal Bible study;
  - d. Conduct an inspection and inventory of equipment under the Elders' authority to ensure they are present and in serviceable condition, e.g. communion ware, paraments, candles, and organ;
  - e. Work with Pastor to fill pulpit during vacation or other times Pastor is not available;
  - f. Be concerned with extending a personal welcome to visitors and be responsible for the orientation and integration of new members into the congregation; and
  - g. Assure communion ware and paraments are set up and correct.

## **The Board of Property**

### **A. Purpose:**

The Board of Property exists to glorify God by coordinating maintenance and repair of all physical assets, including electronically-stored data, belonging to the church.

### **B. Composition and Organization:**

1. Reports to Voters' Assembly;
2. Consists of a minimum of five voting members, each having a vote;
3. Chairperson will be chosen annually by the members of the Board of Property at their first meeting following installation;
4. The Pastor, Treasurer and Financial Secretary shall be *ex-officio* members of the Board;
5. The Board shall be represented on the Church Council by the Chairperson or his/her designee; the Board shall receive one vote pertaining to any action taken by Council;
6. Meeting frequency shall be a minimum of once per quarter. Increased meeting frequency shall be at the discretion of the chairperson;
7. Chairperson shall organize, call and facilitate the meetings, as well as designate and appoint from among the Board members, at his/her own discretion, those individuals who are to be responsible for various phases of the work of that Board;
8. Secretary shall keep written minutes of each meeting, a report of which is to be submitted to the Church Council and made a part of the church's permanent record;
9. To manage its duties, the Board may utilize committees, made up of volunteering, board and non-Board members.

### **C. Objectives:**

1. To facilitate the safe use of all church property;
2. To facilitate the accessibility of the church and its property to authorized individuals; and
3. To enhance the educational and worship experiences of all members and guests by providing tidy and functioning facilities.

#### **D. Duties and Responsibilities:**

1. Shall be empowered to administer the funds set aside for its work by budget appropriation. The Church Council and/or Voters' Assembly may restrict such expenditures to conform to the actual financial condition of the congregation.
2. Shall be authorized to spend up to 5% in excess of the Board's total approved budget in the case of an emergency; any other expenditures in excess requires a special resolution of the Church Council and/or Voters' Assembly.
3. Make an annual inspection of church properties and equipment and recommend to the Voters' Assembly needed repairs, improvements, or replacements. The annual inspection must include a special focus on fire hazards and prevention. All fire extinguishers and smoke detectors will be checked at a minimum of once per year.
4. Conduct an annual inventory of all church properties, equipment, and supplies (including acquisition date and approximate value of each item), and report to appropriate boards for necessary budgeting requirements for upkeep and/or replacement.
5. Provide for adequate custodial supplies and help, and provide the custodian with a list of required duties.
6. Determine and establish, with the approval of the Church Council, regulations governing the use of church property and equipment. This responsibility includes writing policies for rental, use and lending of church properties as well as establishing fees for the same. In many circumstances, the Board of Property will head up this work, but they will be assisted by other affected Administrative Boards. All finalized policies and/or regulations shall be approved by the Voters' Assembly.
7. Make and issue keys for church property, and keep and review annually a list of keys issued.
8. Supervise, control, and recommend adequate storage facilities for all church property, equipment and the orderly maintenance of the same.
9. Enlist work crews for special repair, improvements, cleaning, painting, decorating, landscaping, and other projects.
10. If necessary and where approved by the congregation, negotiate and sign service contracts for physical assets requiring significant technical expertise/maintenance, e.g. sound system, organ, office machines, and the like.
11. Be subject to the credit card usage policy for all expenditures. Emergency expenditures totaling more than that allowed under the credit card policy may be authorized by the Board chairperson.
12. Submission of budget for utilities, maintenance of all church property and improvement of the same.
13. Any other commissions as delivered by the Voters' Assembly.

### **The Board of Education**

#### **A. Purpose:**

The purpose of the Board of Education is to glorify God by providing Christian educational programs and resources that assist members of all ages to learn the Word of God, experience the joy of faith in Jesus Christ, and respond to God's grace with a life of love and service in the church and the world.

#### **B. Composition and Organization:**

1. Reports to the Voters' Assembly;

2. Consists of six elected members, each having a vote;
3. Chairperson and Secretary will be chosen annually by the members of the Board of Education at their first meeting following installation;
4. *Ex-officio* members (non-voting) include: Pastor, Sunday School Superintendent, Youth Director , Librarian, VBS Director and Preschool Director;
5. The Board shall be represented on the Church Council by the Chairperson or his/her designee; the Board shall receive one vote pertaining to any action taken by Council;
6. Meeting frequency shall be a minimum of quarterly; increased frequency shall be at the discretion of the Chairperson;
7. Chairperson shall organize, call and facilitate the meetings, as well as designate and appoint from among the Board members, at his/her own discretion, those individuals who are to be responsible for various phases of the work of that Board;
8. Secretary shall keep written minutes of each meeting, a report of which is to be submitted to the Church Council and made a part of the church's permanent record;
9. To manage its duties, the Board may utilize committees, made up of volunteering, board and non-Board members.

**C. Objectives:**

1. To assist the Pastor in coordinating the programs of Christian education and training for both adult and youth;
2. To establish policies for, and oversee the implementation of, the educational programs of the congregation;
3. To care for the workers assisting the board in carrying out its objectives; and
4. To encourage the increasing participation of every congregational member in Bible Study, both privately and corporately.

**D. Duties and Responsibilities:**

1. Shall be empowered to administer the funds set aside for its work by budget appropriation. The Church Council and/or Voters' Assembly may restrict such expenditures to conform to the actual financial condition of the congregation.
2. Shall be authorized to spend up to 5% in excess of the Board's total approved budget in the case of an emergency; any other expenditures in excess requires a special resolution of the Church Council and/or Voters' Assembly.
3. Report regularly to the congregation.
4. Has oversight responsibility for: Youth Group, Vacation Bible School, Sunday School, Library and Preschool.
5. Appoint/Approve the Sunday School Superintendent, VBS Director and Youth Group leader, Librarian, in consultation with the Pastor.
6. Prepare an annual budget for the congregation's educational needs.
7. Enlist, train, and place lay teachers and leaders as the congregation needs require, and offer teacher training on a regular basis.
8. Maintain, improve, and cultivate the use of the Church Library.
9. Study and adapt suggested recommendations by the Education Departments of the Synod, District, and Circuit.
10. Acknowledge, support and encourage volunteers and paid employees who assist in carrying out objectives.
11. Use available resources to provide information about available educational opportunities to the congregation.

## **The Board of Stewardship**

### **A. Purpose:**

The Board of Stewardship exists to glorify God by fostering the Christian Stewardship life of the members of the congregation.

### **B. Composition and Organization:**

1. Reports to the Voters' Assembly;
2. Consists of at least four members, each having a vote;
3. Chairperson and Secretary will be chosen annually by the Board of Stewardship members at their first meeting following installation;
4. The Pastor, Treasurer, Financial Secretary, and President shall be *ex-officio* members of the Board;
5. The Board shall be represented on the Church Council by the Chairperson or his/her designee; the Board shall receive one vote pertaining to any action taken by Council;
6. Shall organize annually, meeting at least quarterly;
7. Chairperson shall organize, call and facilitate the meetings, as well as designate and appoint from among the Board members, at his/her own discretion, those individuals who are to be responsible for various phases of the work of that Board;
8. Secretary shall keep written minutes of each meeting, a report of which is to be submitted to the Church Council and made a part of the church's permanent record.
9. To manage its duties, the Board may utilize committees, made up of volunteering, board and non-Board members.

### **C. Objectives**

1. To promote Christian Stewardship life;
2. To engage members in dedicating to the service of the Lord His gifts to them of time, unique talents and abilities, and finances; and
3. To orient every member toward opportunities of Christian service and fellowship.

### **D. Duties and Responsibilities**

1. Shall be empowered to administer the funds set aside for its work by budget appropriation. The Church Council and/or Voters' Assembly may restrict such expenditures to conform to the actual financial condition of the congregation.
2. Shall make no unauthorized expenditures without a special resolution of the Church Council and/or Voters' Assembly.
3. Shall propose an annual budget to the Voters' Assembly;
4. Submit regular reports to the Church Council and Voters' Assemblies;
5. Shall institute annually the Nominating Committee, with the Pastor acting as an advisory member, acting in accord with Section IV of the By-Laws;
6. Be responsible for the maintenance of a congregational talent file;
7. Organize and coordinate stewardship opportunities for all members.

## **The Board of Missional Life**

### **A. Purpose:**

The Board of Missional Life exists to glorify God by coordinating and supervising the opportunities for Christian witness in the lives of individual members, the community and the world.

### **B. Composition and Organization:**

1. Reports to the Voters' Assembly;

2. Consists of at least four members, each having a vote;
3. Chairperson and Secretary will be chosen annually by the Board of Missional Life members at their first meeting following installation;
4. The Pastor shall serve as an *ex-officio* member of the Board;
5. The Board shall be represented on the Church Council by the Chairperson or his/her designee; the Board shall receive one vote pertaining to any action taken by Council;
6. Shall organize annually, meeting at least quarterly;
7. Chairperson shall organize, call and facilitate the meetings, as well as designate and appoint from among the Board members, at his/her own discretion, those individuals who are to be responsible for various phases of the work of that Board;
8. Secretary shall keep written minutes of each meeting, a report of which is to be submitted to the Church Council and made a part of the church's permanent record;
9. To manage its duties, the Board may utilize committees, made up of volunteering, board and non-Board members.

**C. Objectives:**

1. To promote an atmosphere of mission activity within the congregation; and
2. To develop and maintain a system of activating the membership of the congregation in witnessing, in three directions (Acts 1:8):
  - a. "At Home" – coordinating the outreach, welcoming and embracing of new members to the Church;
  - b. "In the Community" – coordinating and leading the activities of the congregation toward community awareness and engagement; and,
  - c. "Abroad" – coordinating the mission work of the congregation outside of the immediate community.

**D. Duties and Responsibilities:**

1. Administrative
  - a. Shall be empowered to administer the funds set aside for its work by budget appropriation. The Church Council and/or Voters' Assembly may restrict such expenditures to conform to the actual financial condition of the congregation.
  - b. Shall make no unauthorized expenditures without a special resolution of the Church Council and/or Voters' Assembly.
  - c. Shall propose annual changes to the budget to the Voters' Assembly;
  - d. Organize smaller groups within the congregation, and enlist and encourage other congregational groups, to participate in missional service;
  - e. Submit regular reports to the Church Council and Voters' Assemblies; and
  - f. At home:
    - i. Maintain an education and training program to prepare congregation members to witness to their faith; and
    - ii. Maintain an active system of welcoming people into congregational membership.
  - g. In the community
    - i. Plan, promote, and carry out an evangelism program within the congregation and in the community; and
    - ii. Maintain a public relations and advertising program.
  - h. Abroad:
    - i. Identify and recommend new missionary opportunities for consideration and approval by the congregation, verifying consistency with the teachings of the Lutheran Church-Missouri Synod;

- ii. Implement, manage and encourage participation in approved missionary projects (e.g. Mission Trips); and
- iii. Outline fundraising methods and objectives to be used to accomplish missionary activities abroad.

### **Future Officers, Boards, and Committees**

Any additional Officers are to be organized at such a time in the future when the congregation shall be of sufficient size or have sufficient special needs to warrant their formation.

Until such time as these Officers are established, the duties and obligations normally assigned to them (as outlined in the "Model Constitution for Lutheran Congregations Together with Guidelines for Bylaws" prepared by the North Wisconsin District of The Lutheran Church--Missouri Synod, 1959) shall be assumed by the current officers.

## **SECTION IX: CHANGES IN BYLAWS**

The Voters' Assembly shall from time to time adopt, alter, or amend bylaws for the guidance of officers in their work.

## **SECTION X: ORDER OF BUSINESS**

The following shall be the order of business for the regular meetings of the Voters' Assembly:

1. Prayer
2. Roll Call
3. Minutes approval from previous meeting
4. Recognition of new members
5. Membership changes
6. Reports of Officers, Boards, and Committees
7. Unfinished Business
8. New Business
9. Adjournment
10. Prayer

## **REVISION LOG:**

**11/6/2015** - North Wisconsin District Board of Directors approved the revisions made to the constitution as submitted by the Faith Lutheran Constitution Review Committee and approved by the Faith Lutheran Voters' Assembly on June 7, 2015.