

ST. JOHN'S EVANGELICAL LUTHERAN CHURCH
GENEVA, OHIO

CONSTITUTION AND BY-LAWS

ADOPTED MAY 11, 1987

LAST REVISED MAY 18, 2008

Table of Contents

ST. JOHN'S EVANGELICAL LUTHERAN CHURCH	1
CONSTITUTION OF ST. JOHN'S EVANGELICAL LUTHERAN CHURCH	2
ARTICLE I – NAME	2
ARTICLE II – DECLARATION OF CREED	2
ARTICLE III – PURPOSE AND RIGHTS	2
ARTICLE IV - SYNODICAL AFFILIATION	3
ARTICLE V – MEMBERSHIP	3
ARTICLE VI – AUTHORITY OF THE CONGREGATION	6
<i>Section A The Voters' Assembly</i>	6

<i>Section B</i> <i>The Board of Trustees</i>	7
ARTICLE VII – ORGANIZATIONAL STRUCTURE	7
<i>Section A</i> <i>Voters' Assembly</i>	7
<i>Section B</i> <i>Officers of the Congregation</i>	7
<i>Section C</i> <i>Church Council</i>	8
<i>Section D</i> <i>Administrative Boards</i>	8
ARTICLE VIII – PASTOR(S)	8
ARTICLE IX – HYMNS, FORMS, BOOKS, AND TEACHING AIDS	9
ARTICLE X – PROPERTY RIGHTS OF THE CONGREGATION	9
ARTICLE XI – VALIDITY OF RESOLUTIONS	9
ARTICLE XII – BY-LAWS	9
ARTICLE XIII – AMENDMENTS	10
<i>Section A</i>	10
<i>Section B</i>	10
<i>Section C</i>	10
BY-LAWS OF ST. JOHN'S EVANGELICAL LUTHERAN CHURCH	11
ARTICLE I – VOTERS' ASSEMBLY	11
<i>Section A</i> <i>Voting Eligibility</i>	11
<i>Section B</i> <i>Regular Meetings</i>	11
<i>Section C</i> <i>Special Meetings</i>	11
<i>Section D</i> <i>Order of Business at Regular Meetings</i>	12
<i>Section E</i> <i>Restrictions Pertaining to Voters' Assembly Meetings</i>	12
ARTICLE 11 – THE OFFICE OF PASTOR	13
<i>Section A</i> <i>Procedure for Securing a Pastor</i>	13
<i>Section B</i> <i>The Pastoral Office</i>	13
<i>Section C</i> <i>Deposition of a Pastor</i>	13
ARTICLE III – ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS ..	14
<i>Section A</i> <i>Nomination Procedure</i>	14
<i>Section B</i> <i>Eligibility for Office</i>	14
<i>Section C</i> <i>Election Procedure</i>	15
<i>Section D</i> <i>Terms of Office</i>	15

ARTICLE IV – THE CHURCH COUNCIL	16
ARTICLE V – ADMINISTRATIVE BOARDS	16
<i>Section A General Duties and Powers of Administrative Boards</i>	16
<i>Section B Organization and Meetings of Administrative Boards</i>	17
ARTICLE VI – DUTIES OF THE OFFICERS	17
<i>Section A President</i>	17
<i>Section B Vice-President</i>	18
<i>Section C Treasurer</i>	18
<i>Section D Financial Secretary</i>	19
<i>Section E Recording Secretary</i>	20
ARTICLE VII – FUNCTIONS AND POWERS OF ADMINISTRATIVE BOARDS ..	20
<i>Section A Board of Elders</i>	20
<i>Section B Board of Trustees</i>	22
<i>Section C Board of Christian Education</i>	23
<i>Section D Board of Ushers</i>	24
<i>Section E Board of Evangelism</i>	25
<i>Section F Board of Stewardship and Finance</i>	26
ARTICLE VIII - RECOGNIZED AUXILIARY BOARDS	27
<i>Section A Board of Pre-School</i>	27
<i>Section B Board of Endowment</i>	28

ST. JOHN'S EVANGELICAL LUTHERAN CHURCH
GENEVA, OHIO

PREAMBLE

WHEREAS, according to the Word of God, all things in a Christian congregation should be done decently and in order,

WHEREAS, we, the undersigned members of St. John's Lutheran congregation of Geneva, Ohio, have deemed it necessary to establish a new Constitution by which the administration of our affairs as a congregation should be governed,

THEREFORE, BE IT RESOLVED, that the following CONSTITUTION and its BY-LAWS shall supersede and replace the Constitution and By-Laws adopted by St. John's congregation of Geneva, Ohio on May 11, 1987 to the end that it may facilitate the conduct of our affairs as a congregation.

CONSTITUTION OF ST. JOHN'S EVANGELICAL LUTHERAN CHURCH
GENEVA, OHIO

ARTICLE I – NAME

The name of this congregation shall be: ST. JOHN'S EVANGELICAL LUTHERAN CHURCH of Geneva, Ohio.

ARTICLE II – DECLARATION OF CREED

This congregation accepts without reservation:

1. The Scriptures of the Old and New Testament as the written Word of God and the only rule and norm of faith and practice.
2. All Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God. These Symbolical Books are:
 - The three Ecumenical Creeds: The Apostles' Creed, The Nicene Creed, and The Athanasian Creed;
 - The Unaltered Augsburg Confession;
 - The Apology of the Augsburg Confession;
 - The Smalcald Articles;
 - The Large Catechism of Luther;
 - The Small Catechism of Luther; and
 - The Formula of Concord.

ARTICLE III – PURPOSE AND RIGHTS

The purpose of the body shall be that of a religious organization established and maintained not for profit, but to promote the Christian religion and to maintain the public ministry through public and private administration of the means of grace, in accordance with the doctrines, faith, and belief of the Lutheran Church - Missouri Synod, as set forth in the Declaration of Creed.

This corporate body shall have authority to exercise the general rights, privileges, and powers it may need to accomplish the purpose for which it is formed, as granted by the laws of the State of Ohio.

ARTICLE IV – SYNODICAL AFFILIATION

This congregation shall be affiliated with the Lutheran Church - Missouri Synod, as long as the confessions and constitution of said Synod are in accord with the confession and Constitution of this congregation as laid down in Article II

This congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

ARTICLE V – MEMBERSHIP

1. Communicant membership shall be extended by the Voters' Assembly or Church Council to those who:
 - Are baptized in the name of the Triune God;
 - Declare their acceptance of 'the Declaration of Creed as contained in Article II of this Constitution;
 - Give evidence of careful instruction in the fundamental doctrines of the Christian religion as set forth in the small Catechism of Luther, and have met the requirements of the congregation in the matter of Confirmation; or present a letter of transfer from a recognized sister congregation; or by Reaffirmation of Faith; and
 - Are not a member of any unchristian or antichristian society, having its own religious ceremonies, rituals, and chaplain, or of any organization whose principles and practices conflict with the Word of God.
2. Communicant membership shall be exercised:
 - By faithfully using the Word of God and attending public worship and frequently partaking of Holy Communion;
 - By giving evidence of the Christian faith in the Christian life;
 - By contributing of their time, talent, and treasures (money) as God has prospered them, to the maintenance and extension of the Lutheran Church Missouri Synod and St. John's Lutheran Church;
 - By presenting their children for Holy Baptism as soon as possible;

- By providing their unconfirmed children with proper instruction and training in pure Christian doctrine as offered and prescribed by the congregation;
- By notifying the Pastor/church office of a permanent departure from the community, the Pastor/church office will then contact the closest Lutheran Church Missouri Synod Church and tell them about your move to the area, after the move, make it a priority to become a member of an LCMS congregation and as soon as you desire membership in a specific LCMS church, contact Pastor/church office to transfer your membership;
- Speak out at voters' assemblies and give us information about members we have not seen for awhile;
- Follow the dictates of your own heart at voters assemblies and not the dictates of peer pressure;
- Inform the church office about the whereabouts of straying members;
- Act like the body of Christ and care for one another's spiritual lives. Encourage each other to be actively involved in church; and
- By abiding faithfully by the Constitution, By-Laws, rules and usages of the congregation.

3. Communicant membership may be terminated:

- By transfer - A member desiring a transfer to another Lutheran Church Missouri Synod congregation shall apply to the Pastor. Upon approval by a Voters' Assembly or Church Council, a letter of transfer shall be issued by the Pastor. The Board of Elders shall report all transfers to the congregation via church publications;
- By joining other churches - In cases where communicant members of this congregation have joined a non-Lutheran congregation they shall, upon the decision of the Pastor and the Board of Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list of the congregation upon vote of a Voters' Assembly and notified in writing;

- By moving to "whereabouts unknown" - The names of members whose whereabouts are unknown and cannot be established within a period of one (1) year shall, by vote of a Voters' Assembly, be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown";
- In regards to self-exclusion, it is apparent that church policies that are focused on being evangelical are often not practical. Conversely, church policies that are focused on being practical have the tendency to not sound evangelical.

In order then to promote the main purpose of the church, to seek and save the lost while at the same time ensuring that the hands of the church are not needlessly tied down, St. John's Lutheran church shall have a case-by-case self-exclusion policy, with the Voters' Assembly having the final decision based upon the unanimous recommendation of the Board of Elders.

Such Self-Exclusion releases the individual from all responsibilities to this congregation, but it also excludes the member from the privileges of church membership. Such person, however, will at all times be cordially welcome to attend all divine services in our Church.

- By Excommunication - Excommunication is to be applied to any member who conducts himself or herself in an unchristian manner; that is, to one who openly adheres to a false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Elders, with the Pastor, shall admonish such an erring member with the various steps prescribed in St. Matthew 18:15-18: Fruitless admonition of a manifest and impenitent sinner shall result in excommunication from the congregation by the Voters' Assembly. Excommunicated persons forfeit all rights and privileges of membership. After sincere repentance, an excommunicated person shall receive absolution and be reinstated into membership.

- By written resignation from the congregation; and
- By death.

In all of the above, the law of Christian love must prevail.

ARTICLE VI – AUTHORITY OF THE CONGREGATION

Section A The Voters' Assembly

- The administration of the authority of the congregation is vested in the Voters' Assembly. As the governing body of this organization, it possesses supreme authorization to direct the policies, practices, and purposes of the congregation, including the determination of the qualifications of membership in such assembly and in the congregation.
- Any enactment or commitment, whether it proceeds from an individual or from a body within the congregation, may be restrained or abrogated by action of the Voters' Assembly.
- The Voters' Assembly has no authorization to decide or enact anything contrary to the Word of God and the Symbolical Books of the Evangelical Lutheran Church.
- No elected officer or administrative board shall have any power or authority beyond that conferred upon them by the Voters' Assembly. Such specially delegated rights and powers shall be subject to revision or complete withdrawal by the Voters' Assembly at its discretion.
- The Voters' Assembly is vested with the authority to extend official calls to Pastor(s) and other Synodically trained workers, and to elect the officers and administrative board members of the congregation.
- Committees and organizations within the congregation shall exist by the approval and be under the control of the Voters' Assembly.
- Each committee or organization functioning under the sanction of the Voters' Assembly shall submit annual reports to the November Voters' Assembly covering program, projects, and finances.
- Only members of the congregation shall be eligible to voting membership or hold office in such organizations

The Voters' Assembly at all times has the right to call to account its Pastor and other Synodically trained workers using the process prescribed in Article II, Section C of the By-Laws.

The Voters' Assembly at all times has the right to call to account officers, or board members, and, if circumstances require it, remove them from office by a vote of three-fourths (3/4) of voting members attending a Voters' Assembly.

Section B The Board of Trustees

- The corporate powers of the congregation, subject to the limitations of this Constitution and its By-Laws, shall be exercised and controlled by a board of not less than three Trustees duly elected by the Voters' Assembly.
- The Board of Trustees shall represent the congregation in all matters required by the Article of Incorporation of the congregation.
- The Board of Trustees shall have no legal rights except such as are vested in it by resolutions of the Voters' Assembly.

ARTICLE VII – ORGANIZATIONAL STRUCTURE

Section A Voters' Assembly

This congregation shall be represented by, and administer all its affairs through its Voters' Assembly as outlined in Article VI.

Section B Officers of the Congregation

The Officers of the congregation shall consist of a President, a Vice-President, Treasurer, Financial Secretary, and Recording Secretary, elected from among the Voters' Assembly in accordance with the By-Laws of this congregation. The Pastor and the President of the congregation shall be, ex-officio, members of all boards and their associated committees, and may at their discretion, attend any or all meetings related to congregational activity of any kind, but shall not have a vote.

Section C Church Council

The Church Council shall consist of a Pastor, the President, the Vice-President, the Treasurer, the Financial Secretary, the Recording Secretary, and the Chairmen of the Administrative boards listed in Section D of this Article. Upon a majority vote of voters additional council members may be added.

They shall hold a position on the Church Council by virtue of their call or election by the voting membership of the congregation so long as their term of office continues. A minimum of 7 Council members shall be present to constitute a quorum

Section D Administrative Boards

Responsibility and authority for the daily administration of congregational affairs shall be delegated by the Voters' Assembly to the following boards and Chairpersons:

- A Board of Elders;
- A Board of Evangelism;
- A Board of Christian Education;
- A Board of Stewardship and Finance;
- Board of Trustees;
- Chairman of Ushers;

No member shall serve as Chairman of more than one board.

ARTICLE VIII – PASTOR(S)

Only such Synodically trained candidates) shall be called and elected to serve as Pastor(s) who shall profess acceptance of, and pledge faithful adherence to, the confession of this congregation as set forth in Article 11 of the Constitution.

In absence of adequate cause for dismissal, as defined in the By-Laws of the congregation, the tenure of office of a called and elected Pastor shall be the remainder of his active life, or until the Lord calls him into another field of service.

ARTICLE IX – HYMNS, FORMS, BOOKS, AND TEACHING AIDS

Only doctrinally pure hymns and forms shall be used in public worship and in all official acts. In addition to the Bible and the Small Catechism of Luther only doctrinally pure books, literature, and teaching aids shall be used for the purpose of religious instruction.

ARTICLE X – PROPERTY RIGHTS OF THE CONGREGATION

All congregational property, personal and real, is the property of the entire congregation.

If this congregation should ever talk of separation, the advice of the Officers of the Ohio District of the Lutheran Church - Missouri Synod and the Officers of the Lutheran Church - Missouri Synod shall be sought. In the event of separation, the property of this congregation, and all benefits connected with it, shall remain and belong to those members who shall faithfully abide by the sense of the Unaltered Augsburg Confession, and the true Evangelical Lutheran doctrine and practice as herein confessed and acknowledged in Article II of this Constitution, and who have been faithful in their membership according to Article V, Section 2 of this Constitution.

In the event of the dissolution of this corporation, the property of the congregation and all interests connected therewith shall revert to the Lutheran Church - Missouri Synod.

ARTICLE XI – VALIDITY OF RESOLUTIONS

All congregation matters shall be decided by a simple majority vote of the voting members present at a properly convened meeting of the Voters' Assembly, except as otherwise provided in this Constitution and its associated By-Laws for dealing with certain situations or matters therein specifically mentioned and defined.

ARTICLE XII – BY-LAWS

This congregation may adopt such By-Laws as the accomplishment of the purpose of its organization may demand.

ARTICLE XIII – AMENDMENTS

Section A

This Constitution may be changed or amended, with the exception of the Articles listed in Section B of this Article, by a two-thirds (2/3) majority of the votes cast in a Regular or Special Meeting of the Voters' Assembly. The intention to amend the Constitution and the wording of the Amendment(s) shall be:

- Read to the assembled congregation following worship on two (2) different Sundays prior to the time upon which the Amendment(s) is/are presented for action, or
- Sent by written notice to all Voting Members at least two (2) weeks prior to the date upon which the Amendment(s) is/are presented for action.

Section B

Articles II, III, IV, VI, VII, IX, X, and XIII (B) are hereby made irrevocable.

Section C

Amending the By-Laws shall be acted upon in the same manner as amending the Constitution as defined in Section A of this article.

BY-LAWS OF ST. JOHN'S EVANGELICAL LUTHERAN CHURCH
GENEVA, OHIO

ARTICLE I – VOTERS' ASSEMBLY

Section A Voting Eligibility

Any communicant member of this Congregation, who is eighteen (18) years of age or over, both male and female, shall be eligible for voting membership. Such voting membership shall be requested at a regular meeting of the Voters' Assembly. Upon affirmation by the applicant that he or she has read the Constitution in its entirety, he or she shall be accepted as a voting member with all the rights and privileges pertaining thereto. He or she shall be required to sign the official copy of the Constitution and By-Laws of the congregation at the time of his or her acceptance into voting membership. Thereafter, voting membership shall be retained by adherence to Article V, Section 2 of the Constitution.

Section B Regular Meetings

Regular meetings of the Voters' Assembly shall be held four (4) times during each calendar year during the months of February, May, September and November, on or about the second Sunday of the month, excluding the month of May when the Voters' Meeting may be on or around the third Sunday. Elections will be held during the November meeting along with the presentation and acceptance of the budget for the following year.

All communicant members of the congregation may attend the meetings of the Voters' Assembly and may submit recommendations or participate in a discussion of any given item of business before the voting membership.

Section C Special Meetings

Special meetings of the Voters' Assembly may be called by the Church Council. Notice of the date and time of such meeting and the nature of the business to be transacted shall be given at the Sunday worship service for two (2) consecutive Sundays prior to the date of the meeting.

Section D Order of Business at Regular Meetings

Regular meetings of the Voters' Assembly may proceed as follows at the discretion of the President:

- Scripture reading, devotion, and/or prayer.
- Attendance count of voting members and determination of quorum.
- Acceptance of new communicant members and removal of present communicant members.
- Reception of new voting members.
- Minutes of previous Voters' Assembly and Council meeting(s) including special meetings.
- Financial reports.
- Reports of committees.
- Unfinished or deferred business and recommendations of the Church Council.
- New business.
- Written report from all organizations, at the November meeting, including activity, membership, and finances.
- Welfare of the congregation.
- Adjournment with prayer.

In general, for purposes of order, Robert's Rules of Order shall prevail.

Section E Restrictions Pertaining to Voters' Assembly Meetings

1. Quorum: A regular or special meeting of the Voters' Assembly shall not be valid or legal unless at least twenty-five (25) voting members are present.
2. In all meetings of the Voters' Assembly a simple majority of voters present shall decide all questions unless otherwise specified in the Constitution or By-Laws.
3. In the event of a tie vote, the President shall cast the tie-breaking vote.
4. There shall not be voting by proxy.

ARTICLE II – THE OFFICE OF PASTOR

Section A Procedure for Securing a Pastor

In-the event of a pastoral vacancy, the District guidelines for filling the vacancy shall be followed. The President of the congregation shall initiate the action in consultation with the Circuit Counselor and/or the Ohio District President.

Section B The Pastoral Office

The pastoral office is the primary office in the congregation from which all other offices of the congregation flow. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the Year 1580.

In calling a Pastor to preach the Word of God and to administer the Sacraments on their behalf, the members of the congregation exercise their Royal Priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

Section C Deposition of a Pastor and other Synodically trained workers

Sufficient grounds for deposing a Pastor shall be:

- Persistent adherence to false doctrine;
- Scandalous life;
- Willful neglect of official duties;
- Evident and protracted incapacity to perform the function of the sacred office.

Charges on any of the accounts shall be carefully investigated by the Board of Elders. Should such charges be substantiated by clear evidence, after consultation with the appropriate officers of the Ohio District, the Pastor should be duly admonished. If the Pastor is not willing to heed admonition, then he shall be given the opportunity to resign his position in the congregation. Such opportunity having been given and declined, the Board of Elders shall notify the voting membership of the situation and shall submit the matter to the President of the congregation for action at a special meeting of the Voters' Assembly.

The calling of or dismissal of a Pastor shall require a quorum of two-thirds (2/3) of the voters. A three-fourth (3/4) majority vote of the voting members present shall be required to depose a Pastor. All voting members of the congregation shall be notified by certified mail at least two (2) weeks in advance of the date of the special meeting to depose the Pastor.

ARTICLE III – ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section A Nomination Procedure

A nominating committee consisting of at least three (3) voting members shall be appointed by the Church Council no later than September 15th of each year, and shall serve for one (1) year. The Pastor and the President of the congregation shall be ex-officio members of the nominating committee.

The nominating committee shall nominate no less than one candidate for each elective office and shall publish the list of candidates at least two (2) weeks before the November Voters' Assembly. In the event of a vacancy in an elective office, the nominating committee shall be required to present a list of at least one candidate to fill the vacated office at the next regularly scheduled or special Voters' Assembly. Following publication of the nominating committee's list of candidates, any voting member of the congregation may submit additional names for inclusion on the list, with the candidates' approval, by making nominations from the floor of the Voters' Assembly. Such names shall be placed in nomination by the committee along with the candidates already chosen.

Section B Eligibility for Office

Only such communicant members who are eighteen (18) years of age or older shall be eligible to an elective office or board of the congregation, except the Board of Trustees, whose members shall be required to be twenty-one (21) years of age or older.

Only male candidates shall be eligible to hold office as a president, vice-president, or on the Board of Elders.

Section C Election Procedure

The elections shall be held by closed ballot or the slate can be accepted by unanimous consent of the Voters' during the November Voters' Assembly. From the list of candidates for each elective office submitted by the nominating committee, the Voters' Assembly shall elect the following officers/board members:

- President
- Vice-President
- Treasurer
- Financial Secretary
- Recording Secretary
- Board of Elders (not less than three [31])
- Board of Trustees (not less than three [31])
- Board of Christian Education (not less than three [3])
- Chairman of the Ushers
- Chairman of the Board of Evangelism
- Chairman of the Board of Stewardship and Finance

Section D Terms of Office

All persons elected, except as otherwise stated herein, shall be elected to terms of two (2) years each.

Members of the Board of Trustees, the Board of Elders, and the Board of Christian Education shall be elected for terms of two (2) years, with at least one member of each board being elected each year. Three (3) members of the Board of Endowment shall be elected each year, each with three (3) year terms

The officers in the positions of President/Vice President and Treasurer/Financial Secretary shall be voted upon during offsetting years

The newly elected officers and board members of the congregation shall assume their duties on the 1st day of January and shall be installed on a Sunday in January as determined at the discretion of Pastor and the in-coming President.

ARTICLE IV – THE CHURCH COUNCIL

The Church Council shall consist of the Pastor(s), President, Vice-President, Treasurer, Financial Secretary, Recording Secretary, and those as stated /elected in Article III, Section C.

The Church Council shall meet in the months when the Voters' Assembly does not meet. Additional meetings may be called by the President of the congregation and/or the Pastor(s) as required.

While the Church Council is a decision-making body, it also serves primarily as a forum for hearing and evaluating reports of the administrative boards; it shall also accept and release communicant members and shall also be authorized to expend up to \$2000 for budgeted purchases or emergency action. The Church Council shall be available at all times and for any additional functions which the Voters' Assembly may wish to confer upon on it.

At any duly-called Council meeting, not less than seven (7) members shall constitute a quorum. A permanent set of minutes for each of these meetings shall be kept and shall be the property of the congregation.

ARTICLE V – ADMINISTRATIVE BOARDS

Section A General Duties and Powers of Administrative Boards

Each administrative board, through its Chairman or appointed substitute, shall submit a written or oral report of its activities at each Council meeting and Voters' Assembly meeting or on such other occasions as the Voters' Assembly shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

Each administrative board shall initiate and carry out such activities and programs within the congregation as will enable it to perform effectively the functions and duties assigned to it by the Constitution and By-Laws, or by specific resolutions of the Voters' Assembly.

Each administrative board, other than the Board of Trustees, shall be empowered to administer funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly, provided that expenditures exceeding \$ 2,000 are approved by the Church Council or the Voters' Assembly.

The Board of Trustees shall be empowered to administer funds set aside for its work by budget appropriation or by special resolution of the Voters' Assembly, provided that expenditures exceeding \$5,000 are approved by the Church Council or the Voters' Assembly. The Church Council or Voters' Assembly may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time.

Section B Organization and Meetings of Administrative Boards

Each administrative board shall be under the direct control and supervision of the Chairman of that board. The Pastor(s) and the President of the congregation shall be ex-officio members of all boards of the congregation. The Chairmen of all the administrative boards shall be elected by the congregation at the November Voters' Assembly.

ARTICLE VI – DUTIES OF THE OFFICERS

Section A President

The President of the congregation shall preside at all meetings of the Voters' Assembly and pre-approve a written agenda. He shall, to the best of his ability, enforce the Constitution and By-Laws of the congregation as embodied in the resolutions of the Voters' Assembly. All boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the President, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall also call, preside over, and pre-approve a written agenda for the meetings of the Church Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's kingdom in our midst.

The President of the congregation shall appoint an auditing committee every two (2) years to audit the financial records of the congregation and shall submit the audit committee's report at the May meeting of the Voters' Assembly.

Whenever a vote is equally divided, the President shall cast the deciding vote.

Section B Vice-President

The Vice-President of the congregation, in the absence of the President, shall act for and in the stead of the President. He shall be available for whatever duties the President shall assign to him as the President's representative.

The Vice-President of the congregation shall also serve on the Board of Stewardship and Finance and shall be Chairman with the authority to form the Board of Parish Fellowship.

Whenever both the President and the Vice President are unable to preside over Voters' or Church Council meetings, the Chairman of the Board of Elders shall preside over this duty.

Section C Treasurer

The Treasurer shall:

- Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
- Present a written, duplicated financial report at all Voters' Assembly and Church Council meetings.
- Submit permanent financial records for annual audit.
- Be responsible for monthly remittances of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation and approved by the board chairman.
- Furnish the congregation a surety bond for himself or herself and the Financial Secretary in the sum designated by the Voters' Assembly, and such bond shall be procured and the premiums paid by the congregation.
- Coordinate the flow of monies from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.

- Receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same.
- Have available for all boards a current record of their accrued disbursements and budget allotment.
- Have the authority to work out with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.
- Make available during serious illness which incapacitates the Treasurer, to a temporary appointee any books, papers, or other valuable articles in his or her keeping that belong to the congregation.
- The Treasurer shall be a member of the Board of Stewardship & Finance.

Section D Financial Secretary

The Financial Secretary shall:

- Develop and supervise an orderly system of counting all monies received from offerings, ensuring that at all times at least three (3) members of the congregation are present during the actual counting process.
- Appoint assistants to help coordinate the counting process.
- Be responsible to ensure that the proper surety bond and/or insurance has been obtained to cover all persons until time of deposit in designated financial depository.
- Report weekly to the Treasurer all monies that were received through worship services, special offerings, or any other source.
- Receive and record, in books kept for such purpose, a detailed account of all contributions given to the congregation.
- Issue promptly annual statements of contributions to all contributors who use offering envelopes.
- Prepare a written report for each Voters' Assembly and Church Council meetings.
- The Financial Secretary shall be a member of the Board of Stewardship & Finance.

Section E Recording Secretary

The Recording Secretary shall keep a record of the proceedings of all meetings of the Voters' Assembly and Church Council. After these records have been read and approved at a subsequent meeting, the Recording Secretary shall enter such records in a bound book which shall be permanent property of the congregation. This book shall also contain the official Constitution and By-Laws of the congregation with the signatures of the voting members.

The Recording Secretary shall be in charge of correspondence on behalf of the congregation when requested by the Pastor or the President of the congregation.

ARTICLE VII – FUNCTIONS AND POWERS OF ADMINISTRATIVE BOARDS

Section A Board of Elders

The Board of Elders shall consist of at least three (3) members, including the Chairman. The Chairman of the Elders is elected annually by the Voters' Assembly as stated in Article V, Section B.

The basic objectives of the Board of Elders shall be the spiritual well-being of the entire congregation, individually and corporately, and the supervision of everything pertaining to congregational worship.

That these objectives may be achieved, the goals of the Board of Elders shall be to:

- Be concerned about the spiritual, emotional, and physical health and welfare of the Pastor(s) and his family, and to that end, at least annually review such items as compensation, housing, free time, vacation, assistance in time of illness, continuing education, etc.
- Assist the Pastor(s) in counseling with difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.
- Review yearly the salary and performance of the church secretary and make appropriate recommendations to the Voters' Assembly, or, in case of vacancy, interview and hire a replacement in conjunction with the Pastor(s).
- Maintain and exercise discipline within the congregation according to the Holy Scriptures, the Lutheran Confessions, and the Constitution and By-Laws of this congregation.

- Ensure that the congregation functions in accordance with the established doctrine of this church as set forth in Article 11 of the Constitution.
- Determine, in conjunction with the Pastor(s), eligibility of each individual applying for communicant membership in this congregation, according to Article V of the Constitution.
- In conjunction with the Pastor(s), see to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
- Engage in continual review of communion attendance and church attendance of all members, make calls on delinquents, follow up on all newborn children in the congregation until they are baptized, and make an annual review of the communicant membership list during the first quarter of the year making appropriate recommendations to the Voters' Assembly.
- Appoint annually a Nursery Chairman whose duties shall be to maintain and supervise adequate nursery facilities and personnel during worship services and other events.
- Appoint annually at least five (5) members of the congregation, of which three (3) are knowledgeable in the field of music, liturgy, and worship, to serve as the Music Committee. The Music Committee with the Pastor shall supervise the music program of the congregation, report to the Board of Elders recommendations regarding new forms of worship, liturgy, and hymnals for use in public worship, and supervise the selection and procurement of appropriate music for worship services in cooperation with the choir directors) and organist(s).
- Provide for vicars, assistants, substitute pastors, and guest speakers as needed.
- Assist the Pastor(s) with communion distribution and preparation of the Sacraments.
- Recommend to the Voters' Assembly the time, schedule, and number of communion and special services.
- Maintain an adequate supply of expendable items for worship.
- Coordinate with the Pastor regarding sanctuary paramonts.

- Recommend and annually review compensation and personnel for the music staff as required for public worship.
- Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance.

Section B Board of Trustees

The Board of Trustees shall consist of at least three (3) members, including the Chairman. The Chairman of the Trustees is elected annually by the Voters' Assembly as stated in Article V, Section B.

The basic objectives of this board are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

That these objectives may be achieved, the goals of the members of this board, under the supervision of its Chairman, shall be to:

- Determine and recommend to the Voters' Assembly regulations concerning the use of congregational property and equipment.
- Arrange for the prompt and orderly repairs and alterations for which funds have been budgeted and allocated, and for immediate repairs of an urgent nature.
- Carry out all resolutions of the Voters' Assembly or Church Council involving such items as obtaining quotations, purchasing new equipment, arranging for repair of present facilities or equipment, etc.
- Prepare a detailed list of the required maintenance projects needed to maintain the facilities and equipment of the congregation.
- Interview and engage adequate custodial help as circumstances require, and meet periodically with the custodians) to discuss the care of the buildings.
- At least annually inspect congregational properties and equipment, and report needed repairs or improvements to the Church Council.
- Annually conduct an inventory of all congregational properties, equipment, and supplies, recording acquisition date and approximate value of each item.

- Annually check the adequacy of all types of insurance for congregational property and equipment, and negotiate insurance contracts for approval by the Voters' Assembly.
- Recommend and maintain adequate designated storage facilities for all congregational property, equipment, and supplies.
- Develop, publish, and utilize a policy for the issuance and retrieval of keys to congregational locks.
- Negotiate service contracts for the church organ, office machines, and the like.
- Obtain legal information, as necessary for the wise consideration of contracts, deeds, and the like, to be executed on behalf of the congregation.
- Conduct an annual inventory of official documents currently in force and being held in safekeeping.
- Assist all activities of any committee responsible for new construction or remodeling of congregational facilities.
- Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance.

Section C Board of Christian Education

The Board of Christian Education shall consist of at least three (3) members, the Pastor, and the Sunday School Superintendent. The Chairman of the Christian Education is elected annually by the Voters' Assembly as stated in Article V, Section B.

The basic objectives of the Board of Christian Education are the planning, administration, direction, and supervision of the congregation's Christian education programs.

That these objectives may be achieved, the goals of this board, under the supervision of its Chairman, shall be to:

- Annually seek and appoint a member from the congregation to the position of Sunday School Superintendent. The Sunday School Superintendent shall be empowered to supervise the administration, business, and instruction of the Sunday School.
- Approve with the Pastor, curriculum and analyze performance of each education program and seek constant improvement.

- Encourage increasing participation of every congregation member in continuous Bible study, privately and with formal and informal groups.
- Provide for the recruitment of new pupils and be concerned with the assimilation of present pupils into the educational programs of the congregation.
- Establish and maintain a permanent file of all children and youth of the congregation by age, grade level, including the cradle roll, and see to it that such a file is kept up to date.
- Be responsible to enlist from the congregation qualified candidates for vacancies in the Sunday School teaching staff.
- Study, and adopt or adapt, helps suggested by the education departments of our Synod, District, Circuit, and other agencies.
- Set the dates for the Vacation Bible School (VBS), decide on the curriculum to be used, aid in the training of teachers and helpers, and appoint a VBS Director.
- Appoint an Assistant Superintendent, a secretary, and an organist to assist the Sunday School program.
- Choose a program for the children's Christmas service, appoint a director, and establish rehearsal dates.
- Appoint annually the required number of delegates to the Our Shepherd Lutheran School Association, choose one as Head Delegate, and offer one or more names to the nomination committee of the School Board. All appointees shall be approved by the Voters' Assembly.
- Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance.
- Govern over the St. John's Church Youth Fund as originally approved at the November 2006 Voters meeting or as amended by subsequent Voters Meetings.

Section D Board of Ushers

The Chairman of the Ushers is elected annually by the Voters' Assembly as stated in Article V, Section B.

It is the duty of the Chairman to enlist from the congregation a minimum of two (2) senior ushers being a minimum of eighteen (18) years of age, to assist at each worship service.

The Chairman of the Ushers shall have as its main objective that worship services are conducted in a reverent and orderly manner. That this objective may be achieved, the goals of this board, under the supervision of the Chairman, shall be to:

- Appoint a member from the congregation to act as a Greeter Chairman.
- Draft guidelines for all who serve as ushers and conduct training sessions as needed.
- Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship and Finance.

Section E Board of Evangelism

The Chairman of the Board of Evangelism shall be elected annually by the Voters' Assembly as stated in Article V, Section B. It shall be the duty of the Chairman to enlist at least three (3) members from the congregation to serve, with the Chairman, on the Board of Evangelism.

The basic objectives of this board are the bringing of the Gospel to the unchurched and the enlistment of all of God's people in the work of spreading the Gospel. That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

- Foster a climate of evangelism that encourages congregation members informally and spontaneously to share Christ with one another, with the backsliding, and with the unsaved.
- Promote and direct congregation-wide evangelism undertakings.
- Emphasize the evangelism potential in community preaching services, such as in rest homes, and support the same.
- Emphasize, in conjunction with the Board of Christian Education, child and youth evangelism, both in participation and outreach.
- Assist the Pastor in the organization of individuals for Pastor's membership instruction classes.
- Be genuinely concerned, in conjunction with the Board of Elders, for those moving into the community and for those (both members and prospects) moving into other areas.

- Be concerned for the reception, orientation, and integration of new members into the congregation. Review their progress after six (6) to twelve (12) months.
- Be responsible for the tract rack.
- Submit to the Board of Stewardship and Finance, in the appropriate form and at the time requested, a budget request for the coming year's work.

Section F Board of Stewardship and Finance

The Board of Stewardship and Finance shall consist of the Chairman of the Board who is elected by the Voters' Assembly, the Vice-President of the congregation, the Treasurer, and the Financial Secretary.

The basic objectives of this board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving, and to oversee the financial affairs of the congregation.

That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

- Contact and encourage new members for service to the congregation and endeavor to utilize the talents of present members for use in Christ's work.
- Be responsible for maintenance of a congregational talent file at all- time, and provide for the immediate recording of the talents and abilities of incoming members with at least one copy to be kept current and given to the church secretary.
- Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in response to received blessings and recognized needs.
- Annually give every member an opportunity to make a commitment of his treasure for kingdom work through the congregation.
- Initiate an annual preparation and presentation to the congregation of a God-pleasing work program, determine anticipated receipts, and recommend a budget for adoption by the November Voters' Assembly.

- Foster support for missions and charities through an ongoing program of mission information and education.
- Aid the Pastor(s) in the distribution of the Christian charities and special mission funds.
- Evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation.
- Requisition and distribute offering envelopes.
- Be responsible to make wise fund investments of congregational monies, upon approval of the Voters' Assembly.

ARTICLE VIII RECOGNIZED AUXILIARY BOARDS

The Voters' Assembly has the right and authority to establish Recognized Auxiliary Boards to accommodate the spiritual needs and demands of our Congregation.

Section A Board of Pre-School

The Chairman of the Board of Pre-School shall be elected annually by the Voters' Assembly as stated in Article V, Section B. That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

- Provide for the welfare and care of the Pre-School workers
- Provide annual reports and submit such at the November Voters Meeting
- Prepare and approve an annual budget
- Be the liaisons between the congregation and the Pre-School
- Assist in the recruitment of new students
- Oversee and approve, with the assistance of Pastor all materials and curriculum used
- Manage the finances of all fund-raisers, keeping and providing upon request accurate accounting records
- Determine the annual tuition fee amount
- Seek grants and scholarship monies
- Mediate parental concerns

- Hold meetings as deemed necessary by the Chairman
- Have the authority to employ and/or dismiss the Administrator and any Assistants

Section B Board of Endowment

The Chairman of the Board of Endowment shall be elected annually by the Voters' Assembly as stated in Article V, Section B. That the objectives of this board may be carried out, the board, either corporately or through specifically designated individuals, shall:

- Receive and administer bequests, estates, insurance, and other assets on behalf of and for the benefit of St. John's Evangelical Church.
- Oversee the Endowment Fund as outlined in the original document dated November 11, 1990.
- Maintain accurate records and report all account activity to the Church Council and the Voters Assembly.
- Consist of nine (9) members, all of whom shall be voting members of St. John's Evangelical Church. At the annual Voters' Assembly meeting, three (3) members shall be elected for terms of three (3) years. A quorum shall consist of five (5) members; the affirmative vote of at least five (5) members shall carry any motion or resolution.
- In the event of a vacancy on the Board, the Church Council shall, after consulting with the Board, elect a member to fill the vacancy until the next annual Voters Assembly at which time the Voters shall elect a member to fill the unexpired term. The Board may dismiss a member upon three (3) consecutive absences.
- The Board shall elect from its membership, a Chairperson, Vice-Chairperson, Secretary, and Treasurer.
- The Board shall meet at least once a quarter at a time fixed by the Board and more frequently as deemed necessary.
- The Secretary shall maintain complete and accurate minutes of all meetings and supply a copy to each member.
- The Board shall maintain complete and accurate books of accounts.

- The Board shall be responsible to have Fund audited periodically by non-Board members or by a Certified Public Accountant if deemed necessary. The Congregation at a Voters meeting, with a two-thirds (2/3) majority vote of those present, can request an audit of the Fund.
- The Board shall not be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donors but may establish separate accounts in its accounting records.
- The Board shall keep members of the Congregation informed of the purposes of the Fund, and may provide opportunities for education in the areas of charitable giving, wills, bequests, insurance, etc.
- Appoint someone from the congregation to be the congregational representative to the Church Extension Fund.
- The Nominating Committee of the congregation, after consideration with the Committee, shall nominate for this Committee and report to the annual Voters Assembly of the congregation in the same manner as it does for other offices or committees.