

# **ZION LUTHERAN CHURCH: CONSTITUTION**

## **(Revised July 2013)**

### **PREAMBLE**

It is the will of our Lord Jesus Christ that His disciples should preach the gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all men (Acts 1:8), help each other grow in the word (Ephesians 4:11-14), serve the needs of all men in Christian love (Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10), administer the Office of the Keys as His church (John 20:21-23, Matthew 18:15-20), and maintain decency and order (I Corinthians 14:40) in the church.

Therefore we, a number of Lutheran Christians living in and near Bethalto, Illinois, accept and subscribe to the following constitution and bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

### **ARTICLE 1: NAME**

As according to God's Word all things should be done decently and in order, we, the undersigned have resolved to organize an Evangelical Lutheran Congregation, which shall be known by the name, Evangelical Lutheran Zion Congregation, Unaltered Augsburg Confession at Bethalto, Illinois, recorded March 28, 1889, Book 181, Page 106.

### **ARTICLE 2: CONFESSION**

This congregation accepts all the canonical books of the Old and New Testaments as the inspired and revealed word of God, and all the Symbolical Books of the Evangelical Lutheran

Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian doctrine drawn from the Holy Scriptures, viz:

1. The Three Ecumenical Creeds, viz.: the Apostolic, the Nicene, and the Athanasian.
2. The Unaltered Augsburg Confession
3. The Apology of the Augsburg Confession
4. The Smalcald Articles
5. Luther's Large Catechism
6. Luther's Small Catechism
7. The Formula of Concord

No doctrine or practice in conflict, or inconsistent, with the above norms of our faith and life shall be taught or tolerated in this congregation.

### **ARTICLE 3: 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 confessions and constitution of this congregation as laid down in Article 2.

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 4: MEMBERSHIP**

**A. Baptized membership** in this congregation is held by all those who are baptized in the name of the triune God with water and are under our pastoral care.

**B. Communicant membership** in this congregation may be held only by those who:

1. Are baptized in the name of the triune God.
2. Have declared their acceptance of the confessions of this congregation as contained in Article 2 of this constitution.
3. Have been accepted into communicant membership in accordance with the bylaws of this congregation and shall remain faithful to the responsibilities of membership as contained in these bylaws.
4. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.

5. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).

6. Frequently partake of the Lord's Supper.

**C. The membership and membership privileges** of each communicant member shall remain in force so long as each member shall maintain his eligibility according to the six points in Section B of Article 4 and shall meet the requirements stated or implied in the disciplinary or other provisions of the bylaws. A member who voluntarily severs his connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the bylaws, shall be deemed to have terminated his membership in this congregation along with all rights and privileges of such membership.

## **ARTICLE 5: ORGANIZATION**

### **A. Voting Membership**

This congregation shall be represented by its voting membership. The voting membership shall have final authority in all the congregation's affairs.

Only communicant members who have qualified according to the membership provisions of the bylaws shall be voting members of this congregation.

### **B. Leadership Team**

The Leadership Team shall have the responsibility and authority for the administration of congregational affairs. Daily administration of congregational affairs is delegated to the various administrative boards and committees through the bylaws and by action of the Leadership Team as it deems necessary.

The Leadership Team shall be responsible for developing a vision for the congregation and a budget to carry out the vision. The vision and budget shall be presented annually for voter assembly approval.

The Leadership Team shall consist of the pastor(s), the principal of the school, the executive director, the assistant executive director, the recording secretary, the treasurer, the directors of the five administrative boards (listed in Section D below) and a director at-large. The director at-large shall be elected from among the voting membership in accordance with the bylaws of the congregation. The members of the Leadership Team shall hold their position by virtue of their call or election by the voting members of the congregation so long as their

term of office continues. The pastor(s), the principal, and the recording secretary shall be non-voting members of the Leadership Team.

The Leadership Team shall also administer the following standing committees:

1. Nominating Committee
2. Personnel Benefits Committee

### **C. Officers of the Congregation**

The officers of the congregation shall consist of an executive director, an assistant executive director, a recording secretary, a treasurer, and an assistant treasurer elected from among the voting membership in accordance with the by-laws of the congregation.

The executive director of the congregation shall have a voice on all boards and committees, but his/her right to vote shall be limited to such boards or committees on which he/she may hold membership.

The pastor(s) of the congregation shall be a non-voting member(s) of all boards and committees and may, at their discretion, attend any or all meetings related to congregational activity of any kind.

### **D. Administrative Boards**

The following administrative boards shall administer the daily affairs of the congregation as that responsibility and authority has been delegated by the bylaws and other action of the Leadership Team.

1. Board of Elders
2. School Board
3. Board of Stewardship
4. Board of Parish Activities
5. Board of Church Properties

Each Administrative Board shall be headed by a director who shall be elected from among the voting membership in accordance with the bylaws of the congregation.

### **E. Rights and Powers**

The voting members of this congregation, subject to the limiting provisions and regulations of this constitution and its associated bylaws, shall have final authority in the administration of its affairs. Duly elected officers of this congregation shall not have any power or authority beyond that conferred upon them by the congregation acting through its voting membership. Administrative boards, along with the Leadership Team, shall be responsible for the performance of such duties as the voting membership may delegate to them by special resolution. Such specially delegated rights and powers, both of officers and administrative boards, shall be subject to revision or complete withdrawal by the voting membership at it deems fit.

## **ARTICLE 6: OFFICES OF ORDAINED AND COMMISSIONED MINISTERS**

Only such candidates shall be called and elected to serve as ordained or commissioned ministers of the Gospel, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Article 2 of this constitution.

In the absence of adequate cause for dismissal, as defined in the bylaws of the congregation, the tenure of office of called ordained or commissioned ministers of the Gospel shall be the remainder of their active lives or until the Lord calls them into another field of service.

## **ARTICLE 7: SOCIETIES**

Societies may be organized within the congregation only with the expressed approval of the voting membership, and all such societies shall be under the supervision of the pastor(s) and the appropriate administrative board under whose jurisdiction they function. Only communicant members of this congregation shall be officers of such societies or groups. Any decisions, enactment or performance of or by societies or groups shall be invalid if they conflict with the constitution and its associated bylaws. The pastor(s) by virtue of his office shall be the advisor for such societies or groups within the congregation.

## **ARTICLE 8: PROPERTY RIGHTS**

If, at any time, a separation should take place within this congregation, the advice of the officers of district and synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the congregation shall occur, the property of the

congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles 2, 3, 4 and 6 of this constitution.

### **ARTICLE 9: VALIDITY OF RESOLUTIONS**

The congregation requires all matters pertaining to doctrine and life to be decided according to God's word and the confessional writings aforementioned and therefore, in advance, declares all decisions and resolutions that may be contrary to these null and void.

All congregation matters shall be decided by a simple majority vote of the qualified voting members present at a properly convened meeting of the voting membership, except as otherwise provided in this constitution and its associated bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

### **ARTICLE 10: CEMETERY**

The cemetery, as all other church property, is community property of the entire congregation. All determinations referring to the cemetery are, therefore, to be acted upon by the voting membership.

### **ARTICLE 11: AMENDMENTS**

This constitution may be changed or amended, with the exception of the articles listed in Article 12 of this constitution, by a two-thirds majority of the votes cast in a regular meeting of the voting membership, provided that the intention to amend the constitution and the wording of the amendments proposed shall be distributed to the congregation in printed form on two consecutive weekends immediately preceding the date upon which the change or amendment is presented for action.

### **ARTICLE 12: UNALTERABLE ARTICLES**

Articles 1, 2, 3, 4, 6, 8, 9, 10, and 12 are hereby made irrevocable as to basic meaning or doctrine.

# **THE BYLAWS OF THE CONSTITUTION**

## **Section 1: Communicant Membership**

### **1.1 Non-Discrimination**

Congregational membership and/or other congregational privileges shall not be denied to any Christian on the basis of race or ethnic origin.

### **1.2 Application for Communicant Membership**

- A. Baptized members of the church shall complete a course of instruction in the biblical teachings of the Lutheran Church Missouri Synod (LCMS) and shall be examined as to their knowledge of those teachings and their faith in Christ before they are confirmed and received into communicant membership.
- B. Individuals seeking membership shall consult the pastor(s) who shall determine whether such individuals are eligible for membership in accordance with Article 4 of the Constitution. Before being received as members, individuals not familiar with the doctrines and confessions of the LCMS shall be required to attend a course of instruction and to make profession of their faith either before the congregation or, at the pastor's discretion, before the Board of Elders.
- C. Members of other LCMS churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of individuals whose membership in an LCMS congregation has lapsed, the pastor may, with the consent of the Board of Elders, arrange for a period of reinstruction prior to granting membership.
- D. After potential members have given satisfactory evidence of their eligibility in accordance with the three preceding paragraphs, their admission as communicant members shall be recommended by the pastor(s) to the Board of Elders who shall have the authority to act on behalf of the voting membership. The roster of new members shall be published and shall be included in the Board of Elders' report presented at the next quarterly voter assembly.

### **1.3 Privileges and Duties of Communicant Members**

It shall be the privilege and duty of members of this congregation to:

- A. Grow in living the Christian faith through faithful use of the means of grace, searching the scriptures at home and in fellowship with other members of the congregation and its agencies, and frequently partaking in the Lord's Supper, "For

whenever you eat this bread and drink this cup, you proclaim the Lord's death until He comes." I Cor. 11:26

- B. Live a morally decent life before God and men, abstaining from open works of the flesh (Galatians 5:18-21), and so conducting themselves at all times as to bring credit to Jesus Christ.
- C. Provide for the proper Christian training of their children by instruction at home and through the agencies of the church.
- D. Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad by placing their God-given time, talents, and treasures at the disposal of the pastor(s), the officers, and other agencies of the congregation.
- E. Accord all called workers with honor, love, and obedience in their ministry of God's Word; support their ministry in every way possible with diligent, faithful prayers; help them in the discharge of their duties by cordial one-mindedness, by willing readiness, and by peaceable conduct; and provide for the maintenance of the called workers according to the ability of the congregation.

#### **1.4 Separation from Communicant Membership**

- A. **Transfers:** A member desiring transfer to another LCMS congregation shall apply to the pastor. Upon approval by the pastor and the Board of Elders, the pastor shall issue a letter of transfer. The Board of Elders shall publish all transfers into and out of the congregation and report transfers to the voter assembly at the next regular meeting of that body.
- B. **Joining Other Churches:** In cases where communicant members of this congregation have joined a non-LCMS congregation, they shall, upon the decision of the pastor(s) and the Board of Elders, be deemed to have terminated their membership in this congregation, thereby forfeiting all rights and privileges of such membership. Such action shall be reported at the next regular meeting of the voter assembly.
- C. **Voluntary Severance:** The membership of communicant members shall remain in force so long as members maintain their eligibility according to the six points in Article 4 of the Constitution and shall meet the requirements stated or implied in the provisions of these bylaws. Members who voluntarily sever their connection with this congregation, or who exclude themselves according to the



provisions of these bylaws, shall be deemed to have terminated their membership in this congregation along with all rights and privileges of such membership.

- D. **Whereabouts Unknown:** The names of members whose whereabouts are unknown shall be removed from the membership list and placed in a file designated "Whereabouts Unknown." Such membership is terminated and shall be reported as such to the next regular meeting of the voter assembly.

- E. **Death.**

## **Section 2: Congregational Discipline**

### **2.1 Discipline**

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in Matthew 18:15-20, I Corinthians 5:1-5, and other related New Testament passages. The following procedures shall be followed under the direction of the pastor(s) and the Board of Elders.

### **2.2 Provisions Pertaining to Members**

- A. **Self-Exclusion:** Those individuals who voluntarily leave the church and also those who sever their connection without request to release or without the sincere intention to retain their membership in this congregation shall be removed from membership.
- B. **Excommunication:** Excommunication is to be applied to any member who conducts himself/herself in an unchristian manner, i. e., openly adheres to false doctrine, evidences an immoral life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Elders and the Leadership Team, in conjunction with the senior pastor, shall administer church discipline on behalf of the voting members and, if necessary, recommend to the voters the excommunication of a member.
- C. **Restoration:** Persons who have been removed from membership by self-exclusion or excommunication may be restored to membership upon completion of an adult information course or by affirmation of faith.

### **2.3 Provisions Pertaining to Church Officers and Directors**

The Leadership Team shall initiate disciplinary action when any elected officer or director of the congregation willfully neglects the duties of his or her office. The officer or director may be deposed by a two-thirds majority vote of the voting members present in a regular or special meeting of the voter assembly. When an office is made vacant by deposition, resignation, death, or excommunication, a

successor to such officer or director shall be appointed by the Leadership Team at its next regular meeting.

## **2.4 Provisions Pertaining to Ordained or Commissioned Ministers**

Sufficient grounds for deposing an ordained or commissioned minister shall be persistent adherence to false doctrine, scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Elders—or in the case of a school worker by the School Board—and presented to the Leadership Team for review. Should such charges be substantiated by clear and convincing evidence, the individual involved shall first be given an opportunity to resign his or her position in the congregation. Such opportunity having been given and declined, the above mentioned board or boards shall, after consultation with the appropriate officers of the Southern Illinois District, notify the voting membership of the situation, and shall submit the matter for action at a special meeting of that body. A two-thirds majority of the voting members present shall be required to depose a called worker.

## **2.5 Provisions Pertaining to Contract Workers**

Contract workers shall, when warranted, be disciplined pursuant to their employment agreement.

# **Section 3: Meetings of the Congregation**

## **3.1 Regular Meetings**

- A. Regular meetings of the voting membership shall be held four times a year, on or about the second Monday of the following months: January, April, July, and October. Dates and times of all voter assemblies shall be set by the Leadership Team. The first voter assembly meeting of the year shall include the consideration and acceptance of the budget for that year.
- B. Notice of regular meetings of the voting membership shall be given at the worship services on two consecutive weekends immediately preceding the date of the meeting.

## **3.2 Special Meetings**

- A. If a special meeting is sought, the voting member(s) shall make a written request to a member of the Leadership Team. The Leadership Team must respond to the request within ten calendar days. If the request is approved, the executive director, or a proxy, shall consult with the pastor(s) in determining the date and the time of the meeting. Notice of the date and time of such a meeting and of the nature of the business to be transacted shall be given at the worship services on

two consecutive weekends immediately preceding the date of the meeting. Any such special meeting shall be held within a period of three weeks from the time the request was approved, unless otherwise agreed to by the requesting party and the Leadership Team.

- B. If the Leadership Team denies the request for a special meeting, then a contingent of at least twenty-five voting members may request a special meeting by means of a written petition to the Leadership Team. When such a written petition is presented, the executive director, or a proxy, must consent to schedule the special meeting following the procedure described above.

### **3.3 Restrictions Pertaining to Voter Assemblies**

- A. A communicant member 18 years of age or older is a voting member of this congregation.
- B. The voting members in attendance at a properly called voter assembly shall constitute a quorum.
- C. All members of the congregation and invited guests shall be welcome, if their conduct is orderly. Non-voting members and guests will remain silent unless granted permission to speak by the executive director or a proxy.
- D. Although the executive director does not normally cast a vote, in the event of a tie vote, the executive director shall cast the deciding ballot.
- E. There shall be no voting by proxy.
- F. The executive director establishes the agenda and conduct of the voter assemblies. When appropriate, *Robert's Rules of Order* shall prevail.

## **Section 4: Securing Ministers of the Gospel and Other Staff**

### **4.1 The Office of Ordained Minister**

- A. The pastoral office is the authority conferred upon pastors by God to exercise in public office the common rights of spiritual priesthood on behalf of all. The pastoral office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as needed and determine what work is to be assigned to such offices.
- B. In calling an ordained 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.

#### **4.2 The Office of Commissioned Minister**

- A. Commissioned ministers of the gospel include those offices designated by LCMS, including but not limited to, certified teacher and director of Christian education (DCE).
- B. The office of a commissioned minister of the gospel is the authority conferred upon those individuals by God to perform the duties of the office to which they have been called in all its parts according to the word of God and the needs of the congregation.
- C. Commissioned ministers shall serve the congregation as an example of Christian conduct, endeavor to live in brotherly unity with their pastor(s) and fellow staff, work under the supervision of the pastor(s), and by the grace of God do everything within the sphere of their commission towards the general advancement of the kingdom of Christ.

#### **4.3 Call Committees**

- A. The Call Committee for calling ordained or commissioned ministers, other than certified teachers, shall consist of the following: five (5) members from the Board of Elders including the director of the Board of Elders, a member to be selected by and from each of the other administrative boards, and the director-at-large. The director of the Board of Elders shall serve as chairman of this ten (10) person Call Committee.
- B. The Call Committee for calling commissioned ministers to serve as certified teachers (including the principal) shall consist of the School Board.
- C. Any Call Committee member, voting or non-voting, who may have a real or perceived conflict of interest shall be disqualified from serving. The final decision on such disqualification shall rest with the Leadership Team.

#### **4.4 Procedures for Calling Ordained or Commissioned Ministers**

- A. In a regular or special meeting, the voter assembly shall first authorize the initiation of a call process for filling any vacancy, or filling a new position, of ordained or commissioned minister, other than a certified teacher.
- B. The School Board may initiate a call process for a commissioned minister to fill a vacancy in currently authorized school positions. In a regular or special meeting, the voter assembly must authorize the initiation of a call process to fill a newly created commissioned minister position in the school.

- C. The Call Committee shall consult with the president of Southern Illinois District or his representative regarding possible candidates and means of filling the position.
- D. The congregation shall be given at least 15 days to provide input to the Call Committee. This input may include, but not be limited to: names of possible candidates, whether to seek the placement from an LCMS seminary or university of a named or unnamed candidate for ordination or commissioning, or calling a currently contracted but otherwise qualified worker serving the congregation.
- E. Candidates for ordination or commissioning at an LCMS seminary or university shall be considered qualified for receipt of a call from the congregation.
- F. In a regular or special meeting of the voter assembly, the Call Committee shall present its recommendation to choose one of the following options:
  - i. **OPTION 1:** Place a call to a candidate from a list of one or more but not greater than five (5) candidates. Qualifications for each candidate shall be listed for the voters.
  - ii. **OPTION 2:** Request placement by LCMS of a designated candidate for ordination or commissioning from an LCMS seminary or university.
  - iii. **OPTION 3:** Request placement by LCMS of an unnamed candidate for ordination or commissioning from an LCMS seminary or university.
- G. After discussion, the voter assembly shall vote to approve or disapprove the recommended option.
- H. If the voters approve recommended option 2 or 3 above, the call is considered issued.
- I. If the voters approve recommended option 1 above, the Call Committee shall recommend one candidate for calling. The voters shall elect one of the candidates from the list by voting until all are eliminated except one, constituting a unanimous vote. After each ballot the candidate with the smallest number of votes is removed until all but one are eliminated.
- J. The Call Committee shall then recommend conditions to be included in the call for approval by the voting membership.
- K. It shall be the duty of the executive director to see that notice of the election is delivered promptly to the candidate in whatever manner the voting membership shall deem advisable.

- L. If a call is returned, the call process shall resume at Section 4.4 (C).

#### **4.5 Contracted Workers**

- A. Contracting for a teacher or principal within the day school shall be delegated to the School Board. The voter assembly in a regular or special meeting shall approve such contracts. When necessary, teacher or principal positions within the day school may be filled on a temporary basis by the School Board for a period not to exceed 90 days.
- B. Contracting for other school workers, including but not limited to the custodial staff, shall be delegated to the School Board. Approval of the voter assembly is not required for these employees unless they are to be full-time; although, positions may be filled without such approval for a period not to exceed 90 days.
- C. Contracting for non-school employees shall be delegated to the Leadership Team. The voter assembly in a regular or special meeting shall approve such contracts for all full-time positions. When necessary, these positions may be filled on a temporary basis by the Leadership Team for a period not to exceed 90 days.
- D. A full-time worker is defined as any worker for whom the congregation must, under state or federal law or by policy, provide significant benefits such as retirement, disability insurance, and health insurance but not including benefits provided by payment of federal Social Security and Medicare taxes.

### **Section 5: Election of Officers and Directors**

#### **5.1 Elected Positions and Terms of Office**

- A. The elected officers and administrative board positions of the congregation shall include: executive director, assistant executive director, treasurer, assistant treasurer, recording secretary, director of the Board of Elders, director of the School Board, director of the Board of Stewardship, director of the Board of Parish Activities, director of the Board of Church Properties, and a director-at-large.
- B. The term of office for the officers and directors shall be three (3) years. In order to promote continuity, the terms of office shall be staggered. The initial term of office for the executive director, the director-at-large, and the director of the Board of Elders shall be three years. The initial term of office for the assistant executive director, the treasurer, the director of the School Board, and the director of the Board of Stewardship shall be two (2) years. The initial terms for the recording secretary, the assistant treasurer, the director of the Board of Church Properties, and the director of the Board of Parish Activities shall be one (1) year.

- C. The executive director, the assistant executive director, the director-at-large, and the administrative board directors shall be term-limited to two (2) consecutive terms of office.

## **5.2 Nominating Procedures for Elected Positions**

- A. By May 1, the Leadership Team shall publish for the congregation a list of all the positions to be filled by election in that year.
- B. The Nominating Committee shall then begin the work of preparing a list of candidates to possibly fill the open positions. The list shall be drawn from among the voting members.
- C. Following the publication of the list of open positions and before July 1, any voting member of the congregation may submit names of candidates for office to the Nominating Committee.
- D. The nominating committee will secure one or more candidates willing to serve for each open position. The list of candidates may include the incumbents subject to the term limitations of Section 5.1.
- E. The Nominating Committee shall publish its list of candidates for each open position by September 1. This list shall be published and readily available.
- F. Following the publication of the list of candidates and by October 1, a voting member may nominate for any open positions the names of any other candidates who have verified in writing that they are willing to be nominated and to serve if elected.

## **5.3 Election Procedures**

At the October voter assembly, the voting membership shall select the new office holders by ballot. The candidate receiving the majority of votes for each position shall be elected. If more than one ballot is required, the candidate with the fewest votes in the preceding ballot is eliminated from the successive ballots.

# **Section 6: Duties of Officers**

## **6.1 Executive Director**

- A. The executive director of the congregation shall preside at all meetings of the voting membership. The executive director shall, to the best of his/her ability, enforce the constitution and bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership. The executive director shall be welcome at any and all meetings of boards and committees, either in person or as represented by such person or persons as he/she may appoint.

- B. The executive director shall also call and preside over the meetings of the Leadership Team and shall, in conjunction with the Leadership Team, 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.
- C. The executive director, when requested by the voting membership or at his/her discretion, shall appoint an Audit Committee consisting of any two qualified communicant members, other than the treasurer and assistant treasurer, to audit the financial records of the congregation. The executive director shall submit the Audit Committee's report at the next regular voter assembly.

## **6.2 Assistant Executive Director**

The assistant executive director of the congregation, in the absence of the executive director, shall act for and in the stead of the executive director and shall be available for whatever duties shall be assigned to him/her as the executive director's proxy.

## **6.3 Recording Secretary**

The recording secretary shall be present at all meetings of the voting membership of the congregation and at all meetings of the Leadership Team and shall enter the minutes of all meetings of said groups in a permanent record. The recording secretary shall conduct all official correspondence of the congregation under the supervision of the executive director. In general, the recording secretary shall perform all the duties normally pertaining to the office and such additional duties as the voting membership may delegate.

## **6.4 Treasurer**

The treasurer shall be responsible for the accurate recording of congregational receipts and disbursements according to proper accounting procedures. In addition, the treasurer:

- A. Shall present a written, duplicated financial report at all regular meeting of the voting membership and a preliminary report at the Leadership Team meetings.
- B. Shall submit permanent financial records for audit (when requested).
- C. Shall be responsible for remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation.
- D. Shall coordinate the flow of monies from various accounts to the Leadership Team or various boards in such a way that an adequate balance is retained for the payment of salaries and other recurring expenses.



- E. Shall remit to the professional workers of the church reimbursement for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the board under whose jurisdiction they function.
- F. Shall receive from the Board of Stewardship a report of all monies received through worship services, special offerings, or any other source and duly record same.
- G. Shall sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort. Shall have available for the Leadership Team and all boards a current record of their disbursements and budget allotment.
- H. Shall have the authority to itemize for employees the worker's total compensation into salary and fringe benefits as the worker requests.
- I. Shall suggest for congregational consideration improved methods and systems for keeping financial records as deemed advisable.

## **6.5 Assistant Treasurer**

The Assistant Treasurer, in the absence of the treasurer, shall act for and in the stead of the treasurer. The assistant treasurer shall be available for whatever duties the treasurer shall assign as his/her representative.

## **Section 7: Leadership Team**

### **7.1 Organization**

- A. The Leadership Team shall consist of the pastor(s), the principal of the school, the executive director, the assistant executive director, the recording secretary, the treasurer, the directors of the Board of Elders, the School Board, the Board of Stewardship, the Board of Parish Activities, the Board of Church Properties, and a director-at-large, all of whom will hold membership on the Leadership Team until their term of office or call expires. The pastor(s), the principal, and the recording secretary shall be non-voting members of the Leadership Team.
- B. The Leadership Team shall normally meet monthly. Additional meetings may be called by the executive director of the congregation and/or the pastor(s) as required.
- C. The Leadership Team shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

### **7.2 Powers**

The Leadership Team is primarily a decision-making body and serves as a forum where the activities of the five administrative boards and the two standing committees may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational ministry. The Leadership Team shall be available for any additional functions which the voting membership may wish to confer upon it.

### **7.3 Functions**

It shall be the specific functions of the Leadership Team to:

- A. Develop a vision and establish a working plan for the total work of the congregation.
- B. Present to the voter assembly at its first regular meeting of the calendar or fiscal year, as established, a yearly plan for the entire congregation as well as long-range plans for the development and expansion of Christ's work.
- C. Prepare a budget to carry out the vision and present same for approval to the voter assembly at the first regular meeting of the calendar or fiscal year, as established.
- D. Set objectives, assist in coordination of, and hold accountable the administrative boards.
- E. Prepare the agenda for all meetings of the voter assembly.
- F. Set the dates and times for the meetings of the voting membership.
- G. Appoint the Nominating Committee and Personnel Benefits Committee ("standing committees") at the required time.
- H. Set objectives, assist in coordination of, and hold accountable the standing committees.
- I. Fill unexpired terms or vacancies in the administrative boards, standing committees, or board subcommittees by appointment.
- J. Fill unexpired terms or vacancies in the elected office positions by appointment, subject to ratification by the voter assembly at its next regular meeting or special

meeting called for that purpose, either of which shall take place within sixty (60) days after the appointment is made.

- K. Establish operating procedure manuals to delegate authority to boards and committees and regularly review those manuals.
- L. Nominate special appointments to represent the congregation as delegates to organizations outside of the congregation (e. g. MELHS board member, LCMS district representative, etc.) with approval by the voters at a regular or special voter assembly. The Leadership Team may request recommendations for delegates from the appropriate board or committee.

## **Section 8: Organization of Administrative Boards**

### **8.1 General Duties and Powers of Administrative Boards**

- A. Each administrative board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the constitution and bylaws, the Leadership Team or by specific resolution of the voting membership.
- B. Each administrative board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the voter assembly. The Leadership Team may, at its discretion, restrict such expenditures to conform to the financial condition of the congregation at any given time.
- C. Each administrative board shall submit a report of its activities at each regular meeting of the Leadership Team and the voting membership, and on such other occasions as the voting membership shall request. Such reports shall include specific recommendations (if any) for either Leadership Team action or congregational action and/or approval.
- L. Each administrative board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

### **8.2 Organization and Meetings of Administrative Boards**

- A. Each administrative board shall be under the supervision of the elected director of that board.
- B. The time and frequency of board meetings shall be at the discretion of the director of the administrative board and the board members, except that, for good and sufficient reason, the Leadership Team may call a meeting of the board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time, and purpose of such a meeting.

### **8.3 Board of Elders**

- A. The Board of Elders shall consist of at least eleven (11) members including the elected director of the board.
- B. The nature of the duties of this board require that only men noted for their Christian knowledge, zeal, and experiences in the spiritual work of the Kingdom of Christ shall be elected to membership. The characteristics of an elder are described in scripture:
  - i. **Titus 1: 6-9:** <sup>6</sup> An elder must be blameless, faithful to his wife, a man whose children believe and are not open to the charge of being wild and disobedient. <sup>7</sup> Since an overseer manages God's household, he must be blameless—not overbearing, not quick-tempered, not given to drunkenness, not violent, not pursuing dishonest gain. <sup>8</sup> Rather, he must be hospitable, one who loves what is good, who is self-controlled, upright, holy and disciplined. <sup>9</sup> He must hold firmly to the trustworthy message as it has been taught, so that he can encourage others by sound doctrine and refute those who oppose it.
  - ii. **1 Peter 5:2-3:** <sup>2</sup> Be shepherds of God's flock that is under your care, watching over them—not because you must, but because you are willing, as God wants you to be; not pursuing dishonest gain, but eager to serve; <sup>3</sup> not lording it over those entrusted to you, but being examples to the flock.
  - iii. **Acts 6: 2-3:** <sup>2</sup> So the Twelve gathered all the disciples together and said, “It would not be right for us to neglect the ministry of the word of God in order to wait on tables. <sup>3</sup> Brothers and sisters, choose seven men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility over to them.
  - iv. **1 Timothy 3: 2-7:** <sup>2</sup> Now the overseer is to be above reproach, faithful to his wife, temperate, self-controlled, respectable, hospitable, able to teach, <sup>3</sup> not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. <sup>4</sup> He must manage his own family well and see that his children obey him, and he must do so in a manner worthy of full respect. <sup>5</sup> (If anyone does not know how to manage his own family, how can he take care of God's church?) <sup>6</sup> He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. <sup>7</sup> He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.
- C. The Board of Elders shall work with the Leadership Team to oversee the spiritual life of the church. The basic objectives of the Board of Elders include:
  - i. Fostering the spiritual welfare of church and school staff individually and corporately.
  - ii. Shepherding the congregation and its members in their spiritual lives.

- iii. Supervising and encouraging the professional performance of the church staff.
  - iv. Overseeing worship services.
  - v. Interviewing and making recommendations for hiring any additional or replacement church office staff.
- D. The Board of Elders shall also integrate the work of three subcommittees: Parish Education Subcommittee, Missions Subcommittee, and Worship Subcommittee. An elder shall serve on each of these subcommittees to facilitate communications and for overall coordination.

#### **i. Parish Education Subcommittee**

The Parish Education Subcommittee shall consist of at least five (5) members including the appointed chairperson of the subcommittee and a member from the Board of Elders. The basic objectives of the subcommittee include:

- a. Planning and administering the educational programs of the church (except for School Board responsibilities under 8.4).
- b. Providing the necessary means, facilities, and teachers for Sunday School, Vacation Bible School, and the small group Bible studies.

#### **ii. Missions Subcommittee**

The Missions Subcommittee shall consist of at least eight (8) members including the appointed chairperson of the subcommittee and a member from the Board of Elders. The basic objectives of the subcommittee include:

- a. Bringing the Gospel to the un-churched.
- b. Enlisting all God's people in the work of spreading the Gospel.
- c. Expanding the mission opportunities and activities of Zion members.

#### **iii. Worship Subcommittee**

The Worship Subcommittee shall consist of at least five (5) members including the appointed chairperson of the subcommittee and a member from the Board of Elders. The basic objectives of the subcommittee include:

- a. Coordinating music of the services, including musicians and choirs.
- b. Coordinating audio-visual aspects of the service.
- c. Coordinating acolytes, ushers, greeters, altar guild, and all others involved in support of the worship services.

#### **8.4 School Board**

- A. The School Board shall consist of at least six (6) members including the elected director of the board. The principal, or a designee, shall participate in the meetings of the board.
- B. The School Board either corporately, or through specifically designated individuals, shall work with the Leadership Team to establish the goals and fulfill the mission of the congregation.
- C. The School Board shall work cooperatively with the principal and together have overall oversight of the funds, staff, and volunteers for school programs, including:
  - i. Planning and administering the total education program of the congregation's K-8 day school, pre-school, and associated day care programs.
  - ii. Reviewing and setting school policies.
  - iii. Selecting personnel for various positions within the limits of the approved budget and as outlined in Section 4.
  - iv. Providing the means to facilitate, direct, and supervise the entire educational program of the school.

#### **8.5 Board of Stewardship**

- A. The Board of Stewardship shall consist of at least six (6) members including the elected director of the Board. The treasurer shall serve as an advisory member.
- B. The Board of Stewardship shall work with the Leadership Team to establish the scope of the congregation's giving ministry. The objectives of the Board of Stewardship include:
  - i. Developing good stewardship attitudes and habits in the members of the congregation in regard to time, talents, and treasures.
  - ii. Providing timely communication of the congregation's financial condition and its stewardship goals.
  - iii. Coordinating the development of an annual budget.
  - iv. Reviewing and providing recommendations on requests to open or close special or restricted fund accounts.
  - v. Reviewing and providing recommendations to the Leadership Team for the allocation of undesignated memorial funds and unrestricted endowment funds.
  - vi. Establishing and monitoring the recording and deposit of funds and the issuance of giving statements to members and contributors.

- vii. Periodically reviewing the Congregational Financial Controls Manual and updating as necessary.

## **8.6 Board of Church Properties**

- A. The Board of Church Properties shall consist of at least six (6) members including the elected director of the Board.

- B. The objectives of the Board of Church Properties include:

- i. Overseeing all maintenance and repair of all church and school improvements and the overall maintenance of all Zion property including the cemetery.
- ii. Inspecting annually all church properties and equipment and recommending needed repairs, improvements, or replacements to the Leadership Team.
- iii. Recommending for the approval of the voting membership, adequate custodial help, preparing for the custodial help a detailed list of the required duties, and conducting an annual review of the employee's (s') performance.
- iv. Checking annually the adequacy of insurance coverage, including but not limited to: church property and equipment; general liability; errors and omissions including School Board legal liability and workers' compensation; and then submitting contracts/policies to the Leadership Team for approval.
- v. Making and issuing keys for church property and keeping and reviewing a list of all keys issued.
- vi. Establishing, with the approval of the voter assembly, regulations governing the use of church property and equipment.
- vii. Supervising storage facilities for church property, equipment, and supplies and seeing to the orderly maintenance of such items.
- viii. Coordinating inspections and compliance with fire department and other community agencies and overseeing church/school security.
- ix. Enlisting work crews for special repair, improvement, cleaning, decorating, painting, landscaping, and other projects.

## **8.7 Board of Parish Activities**

- A. The Board of Parish Activities shall consist of at least five (5) members including the elected director of the Board. Each of the four (4) other members shall serve as the chairperson for the four (4) Parish Activities' subcommittees.

- B. The Board of Parish Activities shall work with the Leadership Team to establish the scope for the congregation's fellowship and social activities. The basic objectives of the Board of Parish Activities include:
- i. Strengthening the fellowship between congregation members both spiritually and socially.
  - ii. Integrating new members into the life of the congregation.
  - iii. Promoting cooperation, trust, and fellowship among the members of the congregation.
- C. The Board of Parish Activities' subcommittees include: Youth Subcommittee, Older Adults Subcommittee, Public Relations Subcommittee, and Fellowship Subcommittee.
- i. The **Youth Subcommittee** shall consist of at least five (5) members including the appointed chairperson of the subcommittee. The basic objectives of the Youth Subcommittee include:
    - a. Involving the young people of the congregation in the work of Christ.
    - b. Providing for their spiritual growth.
    - c. Nurturing and promoting Christian fellowship among the youth.
  - ii. The **Older Adults Subcommittee** shall consist of at least five (5) members including the appointed chairperson of the subcommittee. The basic objectives of the Older Adults Subcommittee include:
    - a. Involving older adults of the congregation in the work of Christ.
    - b. Providing for their spiritual growth.
    - c. Nurturing and promoting Christian fellowship among older adults.
    - d. Providing assistance for those confined to home, hospital, etc., to bring spiritual comfort.
    - e. Arrange for and coordinate a parish nurse for the congregation (as budgeted).
  - iii. The **Public Relations Subcommittee** shall consist of at least three (3) members including the appointed chairperson of the subcommittee. The basic objectives of the Public Relations Subcommittee include:
    - a. Publicizing the work and achievements of this congregation through all appropriate media channels.
    - b. Discovering opportunities to integrate and promote the congregation's presence into the life of the community.
  - iv. The **Fellowship Subcommittee** shall consist of at least five (5) members including the appointed chairperson of the subcommittee. The basic objectives of the Fellowship Subcommittee include:



- a. Strengthening fellowship between members spiritually and socially.
- b. Integrating new members into the life of the congregation.
- c. Planning, implementing and supervising larger gatherings of the congregation, including annual events, special events (e. g. anniversary, retirement, etc.), focus group events (family nights, etc.), holiday events, and events which focus attention on the congregation's work.

## **Section 9: Standing Committees**

### **9.1 Nominating Committee**

A. The Nominating Committee shall be organized as follows:

- i. The elected director-at-large shall serve as the chairperson of the Nominating Committee.
- ii. The Leadership Team shall appoint five (5) additional members of the congregation to be a part of the Nominating Committee.
- iii. The five (5) appointed members of the Nominating Committee shall serve one-year calendar terms and may be reappointed without term limits.
- iv. The pastor(s) shall serve as ex-officio, non-voting member(s) of the Nominating Committee.

B. The duties of the Nominating Committee include:

- i. Securing candidates for all elected positions that are open in a given year per the procedures of Section 5.
- ii. Securing candidates for the appointed positions of the administrative boards and the subcommittees of the administrative boards per the procedures of Section 9.1.C.

C. Procedures for nominations to appointed positions:

- i. The Nominating Committee shall publish to the congregation those openings for which it is seeking candidates.
- ii. The Nominating Committee shall request names of possible candidates for the openings from the congregation.
- iii. Candidates for these positions shall be voting members of the congregation who are willing to serve.
- iv. The Nominating Committee will provide a list of the candidates for action by the Leadership Team.
- v. Appointments shall be by the Leadership Team.
- vi. The normal term of office is a calendar year with all appointments running January 1 through December 31. Vacant positions are to be filled by

- appointments for the remaining calendar year. There are no term limits for these positions and willing candidates may be reappointed.
- vii. The Leadership Team shall make known all appointments through the various media of the congregation.

## **9.2 Personnel Benefits Committee**

- A. The Personnel Benefits Committee shall consist of the following members:
- i. The assistant executive director who shall chair the committee.
  - ii. A member appointed from and representing the School Board.
  - iii. A member appointed from and representing the Board of Elders.
  - iv. A member appointed from and representing the Board of Church Properties.
  - v. A member appointed from and representing the Board of Stewardship.
  - vi. The treasurer who shall be ex-official and non-voting.
- B. The duties of the Personnel Benefits Committee shall include the following:
- i. Periodically review the Congregational Personnel Manual and update as necessary.
  - ii. Bring forward recommendations for changes in salaries and benefit plans in a timely manner for planning and for input to the annual budget.
  - iii. Review and bring forward recommendations for resolving the application of personnel benefit policies.
- C. Recommendations for changes shall be brought to the Leadership Team and the voter assembly as required for final action.

## **Section 10: Amendments to the Bylaws**

These bylaws may be changed or amended by a two-thirds majority of the votes cast in a regular meeting of the voting membership, provided that the intention to amend the bylaws and the wording of the amendments proposed shall be distributed to the congregation in printed form on two consecutive weekends immediately preceding the date of the meeting in which the amendment is to be presented for action.