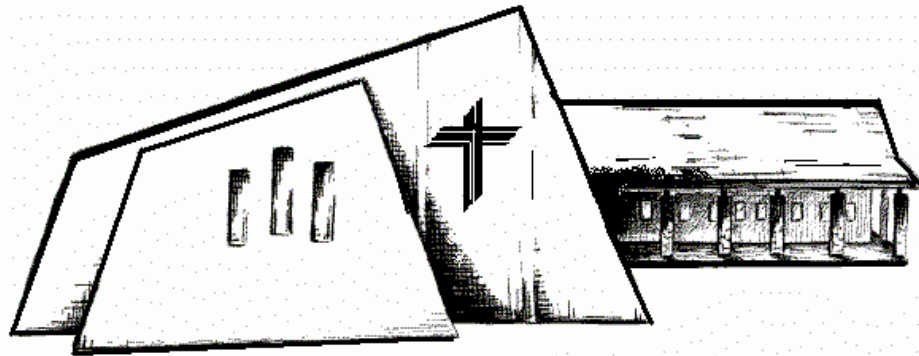


# Constitution and Bylaws

## Of Mission Lutheran Church

2752 Roadrunner Parkway  
Las Cruces, New Mexico  
88011



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Of

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As Amended at the  
August 26, 2007  
Voter's assembly

Ignore any and all changes indicated in the *Constitution*.  
Changes thereto were not discussed at the Voters Meeting of 23 August 2009  
and are not part of the changes discussed at that meeting. GESI

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## Preamble

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Matthew 28: 18-20, Luke 24: 47-48). 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 (Mark 10: 42-44; John 13:35; Galatians 6:10), administer the Office of the Keys as His Church (John 20: 21-23), conform to the divine Word in the doctrine and practice (Psalm 119, 105; Galatians 1: 6-8; II Timothy 4:1-5) and maintain decency and order in the Church (I Corinthians 14: 40).

Therefore, we, the members of **Mission Lutheran Church** in Las Cruces, New Mexico, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be directed and governed.

## The Constitution

### 1.0 NAME

The name of this congregation shall be **MISSION LUTHERAN CHURCH** of Las Cruces, Dona Ana County, New Mexico. This is a non-profit organization as chartered by the State of New Mexico and defined in the Articles of Incorporation, and is in fellowship with The Lutheran Church – Missouri Synod, hereinafter referred to as 'Synod'.

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### 2.0 PURPOSE

The purpose of this congregation shall be to seek the honor and glory of God; to carry out His will to manifest the unity of our faith in Jesus Christ as God and Savior; to spread the Kingdom of God, and to foster Christian fellowship and love, by the proclamation of the Word of God, by the administration of the Sacraments, and by the religious instruction of all its members, according to the confessional standard (Section 3.0) of the Evangelical Lutheran Church.

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### 3.1 CONFESSIONAL STANDARD

This congregation accepts without reservation:

3.1 The Scriptures of the Old and New Testament as the verbally inspired and inerrant written Word of God and the only rule and norm of faith and practice.

3.2 All the Symbolical Books of the Evangelical Lutheran Church as a true and unadulterated statement and exposition of the Word of God, to wit: The three Ecumenical Creeds (Apostles', Nicene, and Athanasian), 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 as included in the Book of Concord (1580).

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6.0 **DOCTRINAL CONFORMITY** - Only such agendas, hymns, prayers, catechisms, and liturgies as conform to the confessional standard (Section 3.0) shall be used in the public service of the congregation and in ministerial acts.

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### 6.0 MEMBERSHIP

#### 5.1 Membership Definition

Any person may become a member of the congregation and enjoy the rights and privileges thereof. The congregation is herein defined as the corporation. The members of the congregation are the members of the corporation and the officers of the congregation are the officers of the corporation.

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**5.2** Membership Classifications

**5.2.2** Baptized members are all who have been baptized in the name of the Triune God and who are under the primary spiritual care of the pastor of this congregation, including the children who have not yet been confirmed.

**5.2.3** Communicant members are those baptized members who have been confirmed in the Lutheran faith, accept the confessional standard (Section 3.0) of this constitution, are familiar at least with the contents of Luther's Small Catechism, and are not members of organizations as defined by Synod whose principles and conduct conflict with the Word of God.

**5.2.4** Voting members are all communicant members who have reached the age of 18 years, who have been received by the Voters' Assembly, who have read and signed the constitution of this congregation, and agree to accept duties as outlined in Section 5.4. Voting members of the congregation are also voting members of the corporation.

**5.2.5** Associate members are temporary residents of the Las Cruces area who wish to retain membership in their home congregations, but who desire to participate in the activities of Mission Lutheran Church. As associate members, they may enjoy all of the benefits and fellowship of congregational membership, with the exception of the voting privilege. Associate members shall, however, meet all of the prerequisites described.

**5.3** Reception

**5.3.1** Baptized members are those who have been received through the sacrament of Holy Baptism including adults and children who have been baptized in another Christian congregation.

**5.3.2** Communicant members are those who have been received through the rite of confirmation, through transfer from a sister congregation, through profession of faith, or reaffirmation of faith. The reception of members shall be announced at the Voters' Assembly and immediately recorded in the minutes of the Voters' Assembly.

**5.3.3** Voting members are those eligible communicant members who have attended and been accepted at a Voters' Assembly. Those members who have not attended at least one meeting during the previous year will be removed from the voting roster for maintaining an achievable quorum. Attendance at any Voters' Assembly, reading and signing of the Constitution and By-laws, and reinstatement approved by voters present, re-establishes voting privileges.

**5.3.4** Associate members are those eligible members of other congregations who have applied for such privilege and have been accepted by the Voters' Assembly.

**5.4** Duties - Members of the congregation shall conform their entire lives to the rule of God's Word, and to that end make diligent use of the means of grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need for such admonition becomes apparent, and be readily available for service in the Kingdom of Christ within and beyond the congregation as personal conditions permit.

**5.5** Termination

**5.5.2** Membership in the congregation shall be terminated by transfer to a sister congregation, by death, by joining a congregation outside the fellowship of Synod, by excommunication, or by voluntary self-exclusion.

**5.5.3** Communicant members who persistently act contrary to the purpose and confessional standard laid down in Articles 2 and 3 of this Constitution, or persistently conduct themselves in any manner which causes offense to others, shall be admonished according to Matthew 18: 15-20. If, after these procedures have been followed, they remain impenitent, action shall be taken to excommunicate them in accordance with approved Synodical guidelines. Each case shall be presented individually to the Voters' Assembly for a decision. A 3/4 vote of those present, not including the member, shall be required for such action. If such members deliberately absent themselves from the meeting(s) at which their case is to be

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discussed, they shall be regarded as having excluded themselves from the membership of the congregation.

**5.5.4** A person whose congregational membership has been terminated has forfeited all the rights of a member and all claims upon the property of the congregation, or upon any part thereof, as long as he is not again received into membership by the congregation. The same shall apply to such members as refuse to submit to church discipline and thus exclude themselves, as also to those who sever their connection with the congregation in other ways.

## **6.0 PASTORS AND CALLED WORKERS**

**6.1** This congregation shall establish the pastoral office, which shall be conferred only on such a pastor or candidate who professes and adheres to the confessional standard (Section 3.0) set forth in this constitution, who is qualified for his work, who has been endorsed by the Synod, and who is a member of the Synod. The same shall apply to called teachers or any other called workers.

**6.2** The Voters' Assembly may, by a  $\frac{3}{4}$  vote of those present, direct the Board of Elders or other responsible board to call a Minister of Religion-Ordained (hereinafter referred to as 'Pastor'), Minister of Religion-Commissioned (hereinafter referred to as 'Teacher', etc.), or other worker, or request the resignation of, or removal from office, any pastor, called teacher, or other worker in the case of persistent adherence to false doctrine, scandalous life, willful neglect, or inability to perform the duties of the office.

## **7.1 AUTHORITY OF THE CONGREGATION**

**7.4** The congregation shall not be empowered to decide any matter contrary to the Word of God and confession of the Lutheran Church (Section 3.0).

**7.5** The Voters' Assembly shall be the governing body of this congregation and shall be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation, or related to it, shall be subject to the approval and supervision of the Voters' Assembly.

**7.6** All matters shall be decided by a simple majority vote of the qualified voting members present at a properly convened meeting, unless otherwise specified by the Constitution or Bylaws. Matters of doctrine shall be decided on the basis of the Word of God alone.

**7.7** The right of calling pastors or teachers shall be vested in the Voters' Assembly and shall not be delegated otherwise.

**7.8** The congregation may adopt such bylaws as the administration and regulation of the affairs of the congregation may demand including entering into partnership with other Missouri Synod congregations for the purpose of operating such organizations as schools.

## **8.0 PROPERTY RIGHTS**

This Congregation, acting as a corporation, may receive, acquire, hold title to, and manage such real estate and other property as it may need to accomplish its purpose, and may sell or dispose of such real estate and other property, or any part thereof, and shall have all rights and powers that are granted by the State of New Mexico to a religious organization.

## **9.1 OFFICERS, BOARDS, AND COMMITTEES**

**9.2** The officers of this congregation and corporation shall be a President, Vice-President, Secretary, Treasurer, and such other officers as the bylaws of this constitution may prescribe. The congregation may also call into being boards and committees, as it may need from time to time, either on a permanent basis or to meet certain temporary conditions and/or needs.

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

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### 10.3 SYNODICAL MEMBERSHIP

This congregation shall be a member of The Lutheran Church-Missouri Synod as long as the Synod conforms to the congregation's confessional standard (Section 3.0). Determination of non-conformance must be approved by a three-fourths majority vote of the required number of voters present at a meeting called for that purpose (Section 15.2) and which was announced to each communicant by mail one month or more before that meeting. Any change of affiliation with The Lutheran Church-Missouri Synod shall be further ratified by a successive such vote at least one month but not more than two months following the adoption of such a resolution.

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### 11.1 DIVISION

11.2 If at any time a division should take place because of doctrinal difference, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to the confessional standard (Section 3.0) of this constitution, as determined by the adjudication procedures of the Synod.

11.3 If division takes place for any other reason, the property shall remain with the majority of the communicant members who continue to adhere in confession and practice to the confessional standard (Section 3.0) of this constitution, as determined by the adjudication procedures of the Synod.

11.4 In the event the congregation should dissolve, the property and all rights connected therewith shall be transferred to that District of the Synod in which the congregation held membership at the time of dissolution.

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### 12.0 MEETINGS

Regular meetings of the Voters' Assembly shall be held as determined in the bylaws. Announcement of meetings shall be made in the services of the two previous Sundays or notification by mail and announcement in the services of one previous Sunday. Such special meetings may be called as provided for in the by-laws.

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### 13.1 QUORUM

The requirements for a quorum are defined in Section 15.2 of the Constitution and in Section 1.3 of the Bylaws and are dependent upon the nature of the business to be decided at the meeting in question.

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### 14.1 LIMITATIONS ON HOLDING OFFICE

Women may serve as officers and as members of boards and committees as long as these positions are not directly involved in the specific functions of the pastoral office (preaching, administering the Sacraments, and church discipline) and as long as this service does not violate the order of creation (usurping authority over men) Accordingly, they shall not serve as Pastor, President, Vice-President, or on the board of Elders (I Corinthians 14: 34-35; I Timothy 2: 11-12).

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### 15.1 AMENDMENTS

15.2 Amendments to provisions of this constitution, except Sections 2.0, 3.0, 6.0, 10.0, 11.0, and 15.0, may be adopted at a regular Voters' Assembly, except as hereinafter otherwise provided:

15.1.1 That the proposed amendment has been submitted in writing at a previous meeting of the Voters' Assembly and published by posting in a conspicuous place in the church or by mail prior to the meeting at which the proposed amendment will be acted upon.

15.1.2 That an affirmative vote of a two-thirds majority of the voters present is secured.

15.2 The presence of a majority of all voting members is required for amending the constitution, purchasing property, erecting buildings, performing major structural modification to buildings or property, requesting the resignation of, or removing, a called pastor or worker from office, or taking action regarding a change in Synodical membership.

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| 15.3 In addition to the above requirements, proposals to amend sections 2.0, 6.0, 10.0, 11.0 and 15.0 shall require that previous notice of such amendment and discussion of the same shall be presented at two meetings of the Voters' Assembly before the meeting at which the proposed amendment is to receive action. Any changes in these sections shall not destroy the essential meaning of the same. Whether this has occurred shall be decided, if challenged, by a decision of the Commission on Adjudication of the Synodical District in which the congregation holds membership. Section 3.0 (confessional standard) cannot be changed or amended by the congregation.

| 15.5 Amendments to the Constitution shall be registered with Synod.

# The By-Laws

## 1.0 Voters' Assembly

1.2 Members of the Voters' Assembly shall be those individuals meeting the qualifications of Sections 5.2.3 and 5.3.3 of the Constitution and who are present at a properly called meeting. Meetings

1.2.1 Regular meetings of the Voters' Assembly shall be held four (4) times a year, once every quarter and are to be general or open-agenda meetings. Approval of the budget shall occur in the fourth fiscal quarter, and election of officers in the second fiscal quarter Voters' Assembly, respectively.

1.2.2 Special Voters' Assemblies, when deemed necessary, may be called by the Pastor, President, Board of Elders, or by ten (10) voting members. Only those items of business as listed in the Special Voter's Assembly announcement may be discussed or acted upon at said meetings.

1.2.3 Members shall be notified by public announcement of the date and place of all Voters' Assemblies. Public announcements shall appear in at least two (2) consecutive Sunday bulletins before each Voters' Assembly.

### 1.2.4 Proxy Votes

1.2.4.1 Proxy votes are not meant to replace the importance of personal attendance, and shall be allowed at Voters' Assemblies only in the following limited circumstances:

1.2.4.2 A voter wishing to record a proxy vote shall have attended at least three of the last four Voters' Assemblies.

1.2.4.3 The voter proxy authority shall be submitted, in writing, to the Congregational Secretary before the Voters' Assembly.

1.2.4.4 The voter proxy authority shall contain:

1.2.4.4.2 The reason for absence (death in family, incapacitating illness, or other unplanned event)

1.2.4.4.2 Specific measure for which the proxy will be cast

1.2.4.4.3 Actual proxy vote (pro or con) for the particular agenda item being voted

1.2.4.4.5 The Congregational Secretary shall cast a proxy vote only after consultation with the proxy voter and the Congregational President has determined the vote's validity.

1.2.4.4.6 Use of a proxy vote shall be recorded in the minutes.

1.2.4.4.7 Proxy voters shall be judged absent from attendance, for determining retention of the voting privilege.

## 1.3 Quorum

1.3.1 The Secretary of the Congregation shall call the roll of those present at any meeting. Such a tally may be by voice or written entry on an attendance sheet. The Secretary shall assure that a quorum is present for the conduct of business in accordance with Sections 1.3.2 and 1.3.3 by comparing the names of those present against the registered voter list.

1.3.2 For all ordinary business, a quorum shall consist of 20% of all voting members.

1.3.3 For amending the Constitution, purchasing property, erecting, or performing major structural modifications to buildings or property, excommunicating a member, calling or requesting the resignation of, or removing, a called Minister of Religion-Ordained or Minister of Religion-Commissioned from office, or taking action regarding a change in Synodical membership, a quorum shall consist of a majority of all voting members. The inclusion of such business in the agenda will be announced at all services, or appear in the bulletin, for two (2) consecutive Sundays before the meeting.

1.3.4 In the absence of a quorum, those voters present may fix the date for the rescheduled meeting. Written notification of this rescheduled meeting must be made in all services for two (2) consecutive Sundays before the meeting.

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**1.4** Order of Business

The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and By-laws, and shall include an opening devotion, roll call or registration, approval of minutes of the previous meeting, reception of new members, officers' reports and action thereon, committee reports and action thereon, unfinished business, new business, adjournment, and closing devotion.

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**1.5** Fiscal Year

The fiscal year for matters of business and budgeting shall be defined as July 1 to June 30.

**1.6** Fiscal Responsibility

**1.6.1** Persons authorized to commit funds not to exceed the budgeted allowance for that purpose shall be the Pastor, President, Treasurer, and chairs of the respective boards. However, such expenditure shall not exceed available funds.

**1.6.2** Those individuals specified in Section 1.6.1 shall approve invoices before payment by the treasurer.

**1.6.3** The Church council may authorize the expenditure of funds for other than budgeted activities in the absence of Voters' Assembly approval, provided such expenditure does not exceed \$1,000.00 for any one purpose or, in the aggregate, more than 2.5% (.025) of the congregational budget for that fiscal year.

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**2.0** Rules of Order

In addition to principles laid down in Scripture, the latest edition of Robert's Rules of Order shall be followed.

**3.0** Procedure for calling Pastors and Called Workers

**3.1** When a Minister of Religion-Ordained or a Minister of Religion-Commissioned is to be called, every member of the congregation should have the privilege of making one or more nominations, unless the call is being made for an assigned office directly from seminary or college.

**3.2** The Board of Elders, and its designees as approved by the voters, shall act as a call committee when a Pastor is to be called. Information and recommendations from the District President together with a biographical sketch of each candidate shall be presented to the congregation by means of a public announcement and in writing. The call committee process for other called workers shall be accomplished by the appropriate board having jurisdiction for the respective office (viz. teachers and/or school administrators by the Board of Day School Education, social workers by the Board for Christian Service and Mission, etc).

**3.3** At a Voters' Assembly convened for calling a Pastor or other worker, the candidate list may be amended by a majority vote of those present. Once completed, the final candidate list is to be approved by majority vote.

**3.4** Candidates for the office of Pastor or other called worker shall be selected and calls extended to the selected individual (s). Candidate selection is to be accomplished by a two-thirds majority secret ballot vote.

**3.5** In the event that called candidate(s) decline the call, the call shall be extended to another candidate in accordance with Sections 3.3 and 3.4, above.

**4.0** Officers

**4.1** The voting officers of this congregation and corporation shall consist of the President, Vice-President, Secretary, Treasurer, Financial Secretary, and the Chairpersons of the following Boards: Elders, Trustees, Christian Education, Evangelism, Christian Service and Missions, Stewardship, Day School Education (a Board member of Mission Lutheran Church is to be elected by the Board members to represent the Board as a voting member on the Council in the event that a member of Faith Lutheran Church is the Chairperson of the Day School Board of Directors), and such other permanent Boards as

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may be established and approved by the Voters' Assembly. Only eligible voting members may be nominated to these offices, as restricted by Section 14.0 of the Constitution.

## 5.0 Church Council

5.1 The voting members of the Church Council shall consist of the officers and Board Chairpersons, as described in Section 4.1. The Pastor (Head Pastor if the Congregation shall have more than one Pastor) shall be an ex-officio member of the Church Council and have full voting privileges.

5.2 The Church Council shall meet in regular sessions monthly, except those months scheduled for Voters' Assembly meetings. The President, Pastor, or any three (3) members of the Church Council may call special meetings by telephone, e-mail, or sending a written notice, which shall be delivered to each member at least 48 hours in advance. A majority of the Council shall constitute a quorum and may proceed with the meeting. All Council members shall, if unable to attend a meeting, secure a representative from the voting membership to submit reports and respond to queries. Such a representative shall have no vote, unless given a written proxy for a specific agenda item by the elected member.

5.3 It shall be the principal duty of the Church Council to coordinate the programs and activities of the various Boards, Committees, and Ministries of the congregation. It shall have the power to act in any matter on behalf of the congregation between meetings of the Voters' Assembly, except those specifically reserved to the Voters' Assembly (By-law 1.33). Under no circumstances shall the Church Council take action contrary to the explicit instructions of the Voters' Assembly.

5.4 Boards may create ministry teams, as necessary, to assist the Board in the performance of its responsibilities. The ministry teams shall consist of as many appointed persons from the congregation as are necessary for the assigned tasks. The appointed people serve at the discretion of the Board appointing them.

## 6.0 Nomination and Election of Officers

6.1 The Nominating Committee shall consist of those members of the Church Council whose term of office is expiring at the end of the current calendar year and shall form at the August Council meeting of each year. Additional members of the Congregation may be appointed if so desired. The Vice-President shall chair the nominating committee.

6.2 The Nominating Committee shall select candidates for the listed offices from the membership, and shall publish a slate of nominees to the congregation at least one week before the second fiscal quarter meeting of the Voters' Assembly. Additional nominations may be made from the floor. No person shall be nominated without his or her consent. (A minimum of one nominee for each office must be submitted.) The Nominating Committee shall prepare a ballot for the election to be held during the second fiscal quarter meeting of the Voters' Assembly.

6.3 All officers shall be elected by a majority ballot vote and assume their duties upon commissioning at a regular Worship Service.

6.4 In the event a vacancy of an elected office occurs, the President shall, with the consent of the Church Council, appoint a successor to be ratified by the Voters' Assembly at its next scheduled meeting. The successor shall assume the duties of the office immediately pending ratification by the next Voters' Assembly meeting.

6.5 The President, Vice-President, Secretary, Treasurer, and Financial Secretary shall serve one-year terms. All elected members of the Boards, except for the Board of Day School Education, shall serve two-year terms. See section 7.12.1 for the terms of office for members of the Board of Day School Education. The President and Vice-President may not serve more than three consecutive terms.

6.6 The Pastor (s) and President shall be advisory (i.e. non-voting) members of all boards and committees.

## 7.0 Duties of Officers

7.1 President – The President shall:

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**Deleted:** <#>the Secretary may also serve as the Financial Secretary; and the Treasurer may also serve as a trustee but not as Board chairman.that the President may not also serve as the Vice-President, Treasurer, or Financial Secretary; the Treasurer may not serve as Financial Secretary; and the Pboard or

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**Deleted:** <#>Only congregational members are eligible for nomination to these offices, as restricted by Section 14.0 of the Constitution. .

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**Deleted:** and Secretary [see Constitution §5.1]Elected officers

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**Deleted:** [Congregation has been interpreting officers as meaning any elected board member or elected officer. As stated here all board members are excluded from term limits. This matter must be brought to the attention of Council and a decision made as to changing the Bylaws to meet present interpretation or else making clear to the congregation that the Bylaws will be literally interpreted and board members excluded from term limits.]

7.1.1 Provide written agendas for, and preside at, all Voters' Assembly and Church Council meetings, carry out resolutions of the Voters' Assembly, and appoint committees according to the by-laws.  
7.1.2 Be responsible for calling all special Voters' Assembly meetings, and attend meetings when deemed necessary as an advisory (i.e. non-voting) member of all boards and committees of the congregation.

7.2 Vice-President – The Vice-President shall:

7.2.1 Perform the duties of the President in his absence, his disability, or at his request.

7.2.2 Serve as Chairman of the Constitution and By-Laws Committee (established as needed) and Nominating Committee, and shall perform such other duties as delegated by the President.

7.3 Secretary – The Secretary shall:

7.3.1 Maintain custody of all church records pertaining to that office.

7.3.2 Purge the Voting Members roster of those members no longer eligible to vote as specified in Section 5.3.3 of the Constitution prior to any and all Voter's Assembly meetings.

7.3.3 Attend all Voters' Assembly and Church Council meetings to ascertain the presence of a quorum and record the proceedings thereof.

7.3.4 Submit minutes of the previous Voters' Assembly and Church Council meetings for approval at the next meeting of the respective bodies.

7.3.5 Perform such other duties as may be delegated by the president.

7.4 Treasurer – The Treasurer shall:

7.4.1 Receive and disburse all congregational monies according to the direction of the Voters' Assembly or Church Council.

7.4.2 Keep an accurate account of all receipts and disbursements, shall make all payments by check for all authorized expenses, and shall submit a full report of the transactions at regular Voters' Assembly meetings.

7.4.3 Keep all records of transactions in accounting ledgers or computerized bookkeeping records belonging to the congregation. Such records shall be available for examination by the Voters' Assembly, a committee of the congregation appointed for that purpose, or by any member, his agent or attorney, for any proper purpose at any reasonable time.

7.4.4 Be authorized to sign checks for monies drawn.

7.4.5 Make all records of transactions available for audit. Said audit shall be performed annually with the audit report submitted to the Voters' Assembly (see 8.1).

7.5 Financial Secretary – The Financial Secretary shall:

7.5.1 Ensure that all communicant members who wish them are supplied with contribution envelopes, maintain records of all offerings according to the name and envelope number, and shall issue statements to all contributing members.

7.5.2 Appoint assistants from a list of qualified members provided by the Nominating Committee to help in the counting of the offerings. All offerings must be counted in the presence of two non-related members.

7.5.3 Ensure that all monies received in the name of the church are deposited in a timely manner in a bank depository, and shall make deposit totals known to the Treasurer within two days of deposit.

7.6 Board of Elders – The Board of Elders shall:

7.6.1 Consist of at least four (4) members, but shall be expanded as necessary as a function of membership growth. All members of the Board shall be elected, with half elected each year, except as provided in Section 6.5, in which case the Pastor and the remaining Elders shall nominate a candidate to be appointed by the President to fill the unexpired term. The members of the board shall choose the chairman at their first meeting, assist the Pastor(s), concern themselves with the spiritual life of

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congregational members, and shall be responsible for the nurture and Christian growth of the congregation. Elders shall admonish members who are neglecting the means of grace, and who fail to share in the support of the congregation's endeavors.

**7.6.2** Be concerned about the spiritual, emotional, and physical health and welfare of the Pastor (s) and his/their family(ies)—adequate compensation, housing, free time, vacation, and assistance in time of illness—and to that end specifically review these items once a year.

**7.6.3** Be responsible for ensuring that the Pastor and all called, elected, and appointed officials of the congregation adhere to the confessional standard of this congregation (Constitution Section 3.0).

**7.6.4** Be responsible for maintaining high standards for all Church services, supervising the work of the ushers and cooperating with the members of this group in maintaining proper church decorum at all services, and supervising the altar care.

**7.6.5** Be responsible for ensuring that the purpose and conduct of all organizations and societies within the congregation or related to it are in accordance with the stated purpose of this congregation.

**7.6.6** Assist in arranging for services, pulpit assistance, and other persons (church organists, musicians, and choir directors) necessary for conducting divine worship.

**7.6.7** Submit a work program and budget request for the coming year to the Church Council.

**7.7** Board of Trustees – The Board of Trustees shall:

**7.7.1** Consist of two (2) elected members and as many appointed members as deemed necessary. One member shall be elected each year. The senior elected member shall be the chairperson. The Board shall submit a list of congregational members who have agreed to serve as appointed members of the Board to the congregational President for appointment.

**7.7.2** Be responsible for the proper maintenance and repair of the physical properties of the congregation, insuring that it is kept in good repair and acceptable appearance.

**7.7.3** Perform emergency repairs when necessary without prior Voters' Assembly approval (subject to the limitations of Section 1.6.1), but shall make a report of any expenditures at the next regular Voters' Assembly meeting.

**7.7.4** Insure that properties of the congregation are at all times protected from loss or damage, and arrange for adequate multi-peril insurance on all properties.

**7.7.5** Represent the congregation in all legal and business transactions, which the congregation, as property owner, may be required to act upon or perform (all documents pertaining to these legal transactions must be signed by the Board).

**7.7.6** Submit a work program and budget request for the coming year to the Church Council.

**7.8** Board of Christian Education – The Board of Christian Education shall:

**7.8.1** Consist of two (2) elected members and as many appointed members as deemed necessary. One member shall be elected each year. The senior elected member shall be the chairperson. The Board shall submit a list of congregational members who have agreed to serve as appointed members of the Board to the congregational President for appointment.

**7.8.2** Plan and administer the education program of the congregation outside of the Christian Day School, select the personnel, and provide the necessary means and facilities to carry out that program.

**7.8.3** Appoint Superintendents and/or Leaders for Sunday School, Vacation Bible School, the Campus and Youth Programs, and all other church education programs, provide them with their job descriptions, and assist them in selecting staff members needed for those programs.

**7.8.4** Coordinate educational activities with other boards and organizations within the congregation.

**7.8.5** Encourage members to become personally involved in Bible Study and stress regular Sunday School attendance, even when away from home.

**7.8.6** Submit a work program and budget request for the coming year to the Church Council.

**7.9** Board of Evangelism – The Board of Evangelism shall:

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7.9.1 Consist of two (2) elected members and as many appointed members as deemed necessary. One member shall be elected each year. The senior elected member shall be the chairperson. The Board shall submit a list of congregational members who have agreed to serve as appointed members of the Board to the congregational President for appointment.

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7.9.2 Inspire, encourage, and equip the members of the congregation for sharing Christ in Word and deed in the community and in the world.

7.9.3 Prepare programs that educate and train members in evangelism.

7.9.4 Provide for a systematic and continuous program of lay visitation of prospects.

7.9.5 Direct the work of public relations of the congregation through public media.

7.9.6 Oversee all evangelistic endeavors within the congregation.

7.9.7 Submit a work program and budget request for the coming year to the Church Council.

7.10 Board for Christian Service and Missions – The Board for Christian Service and Missions shall:

7.10.1 Consist of two (2) elected members and as many appointed members as deemed necessary. One member shall be elected each year. The senior elected member shall be the chairperson. The Board shall submit a list of congregational members who have agreed to serve as appointed members of the Board to the congregational President for appointment.

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7.10.2 Minister to the physical and social needs of the people in our congregation, our community, our nation, and throughout the world.

7.10.3 Extend Christian compassion and helpfulness to persons in need.

7.10.4 Encourage the congregation to respond appropriately to congregational, community, regional, national and global concerns and disasters.

7.10.5 Submit a work program and budget request for the coming year to the Church Council.

7.11 Board of Stewardship – The Board of Stewardship shall:

7.11.1 Consist of two (2) elected members and as many appointed members as deemed necessary. One member shall be elected each year. The senior elected member shall be the chairperson. The Treasurer and Financial Secretary shall be advisory (i.e. non-voting) members of the Board. The Board shall submit a list of congregational members who have agreed to serve as appointed members of the Board to the congregational President for appointment.

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7.11.2 Develop sound stewardship attitudes in the members of this congregation toward sharing their time, talents, and treasures in the work of Christ's Kingdom.

7.11.3 Provide for the training and utilization of members of this congregation in their endeavors.

7.11.4 Support the financial stability of the congregation through promotion of a program of dedicated, proportional, first-fruits giving.

7.11.5 Submit a work program and budget request for the coming year to the Church Council.

7.12 Board of Day School Education – The Board of Day School Education shall:

7.12.1 Consist of five (5) members from Mission Lutheran Church (3 members) and Faith Lutheran Church (2 members). One or more members shall be elected each year with each term running three years. Board members shall be allowed to serve two consecutive terms. Following a minimum of one-year break, they may serve additional terms. The Preschool Director and Day School Administrator will serve as advisory (i.e. non-voting) Board members. The Board shall select the Chairperson based on a combination of seniority and past experience in dealing with the Day School operations.

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7.12.2 Develop and implement operating policies that are in harmony with the Constitution and Bylaws of Mission Lutheran Church.

7.12.3 Hire, evaluate, and retain staff according to approved policy.

7.12.4 Develop and recommend to the Church Council strategic plans for the direction of Mission Lutheran Day School.

7.12.5 Submit a work program and budget request for the coming year to the Church Council.

**8.0** Committees

**8.1** An audit committee, consisting of one or more voting members of the congregation, shall review all of the books and records of the Treasurer and the Financial Secretary annually, and make a report of their findings within 90 days of the end of the fiscal year at the earliest possible regular Voters' Assembly meeting. The committee shall be appointed by the President of the congregation and ratified by the Voters' Assembly during the quarterly Voters' Assembly before the end of the fiscal year.

**8.2** ~~Nominating Committee (See Sections 6.1 and 6.2.)~~

**8.3** Other *ad hoc* or standing committees shall be established, as needed, by the Church Council.

**9.0** Mission Lutheran Endowment Fund

**Mission Lutheran Church** establishes the **Mission Lutheran Endowment Fund**, whose purpose, governance, and operational procedures are defined by the special resolution adopted by the Voters' Assembly on November 17, 1996, and whose operating plan is on file in the congregational office.

**10.0** Amendments to the By-laws:

**10.1** Must be submitted in writing at a previous Voters' Assembly meeting and published for congregational review before they are acted upon.

**10.1** Can only be adopted in a properly convened meeting of the Voters' Assembly by a 2/3 majority vote of voting members present at such meeting, provided a majority of the voting members are in attendance

**10.2** Must not conflict with the provisions laid down in the confessional standard (Section 3.0 of the Constitution) or any other article that pertains to Scriptural doctrine or practice, or with Section 15.0 of the Constitution concerning amendments.

**10.3** Shall be registered with Synod.

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