

THE CONSTITUTION AND BY-LAWS OF
Immanuel Lutheran Church
Honey Creek
8231 Tanner Bridge Road
Jefferson City, MO 65101

Revised and Approved by Missouri District
January 10, 2020
Put into service January 10, 2020

THE CONSTITUTION OF
IMMANUEL LUTHERAN CHURCH
Jefferson City, Missouri

CONSTITUTION
TABLE OF CONTENTS

PREAMBLE		1
ARTICLE 1:	Name	1
ARTICLE 2:	Mission	1
ARTICLE 3:	Confessional Standard	1
ARTICLE 4:	Membership	2
	4.1 Inclusion	2
	4.2 Reception	2
	4.3 Duties	2
	4.4 Termination	2-3
ARTICLE 5:	Ordained and Commissioned Church Workers	3
ARTICLE 6:	Authority of the Congregation	3-4
ARTICLE 7:	Officers and Ministries/Boards	4
ARTICLE 8:	Official Duties	4
ARTICLE 9:	Synodical Membership	4
ARTICLE 10:	Division	4-5
ARTICLE 11:	Meetings	5
ARTICLE 12:	Quorum	5
ARTICLE 13:	Limitations on Holding Office	5
ARTICLE 14:	Bylaws	5
ARTICLE 15:	Amendments	5-6

BYLAWS

	TABLE OF CONTENTS	6	
ARTICLE 1:	Procedures for Calling Ordained and Commissioned Church Workers		7
	1.1 Nomination	7	
	1.2 Calling Process	7	
	1.3 Voting	8	
ARTICLE 2:	Meetings	8	
	2.1 Frequency	8	
	2.2 Rules of Order	8	
	2.3 Order of Business	8	
	2.4 Reports	8-9	
	2.5 Quorum	9	

ARTICLE 3:	Procedure Related To Elections	9
	3.1 Nomination	9
	3.2 Election	9
	3.3 Term of Office	9
	3.4 Installation	9
	3.5 Vacancy	9
ARTICLE 4:	Duties and Responsibilities	9
	4.1 Congregation and Voting Members	9
	4.2 Pastor	10
	4.3 Officers and Members of Ministries/Boards	10
	4.4 Church Council	10
	4.5 President	11
	4.6 Vice-President	11
	4.7 Secretary	11-12
	4.8 Treasurer	12
	4.9 Assistant Treasurer	12
	4.10 Designated Gift Treasurer	12
	4.11 Board of Finance	12-14
	4.12 Board of Elders	14-15
	4.13 Board of Education	15
	4.14 Board of Youth Ministry	15-16
	4.15 Outreach Ministry	16
	4.16 Board of Trustees	17
	4.17 Board of Stewardship	18
	4.18 Board of Parish Safety	18
ARTICLE 5:	Removal From Office	18-19
ARTICLE 6:	Financial Review Committee	19
ARTICLE 7:	Organizations	19
ARTICLE 8:	General	19
ARTICLE 9:	Amendments	19-20

CONSTITUTION

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:15; Matthew 28:18-20; Acts 1:8). Since we are saved by grace through faith, as a free gift from God (Ephesians 2:8), we gladly respond to His will by:

- Uniting in worship (Hebrews 10:24-25)
- Practicing fellowship with one another (Acts 2:42)
- Witnessing to all (Acts 1:8)
- Helping each other grow in the true and inerrant Word (Ephesians 4:11-14)
- Serving the needs of all people in Christian love (Mark 10:42 - 44; 12:30-32; John 13:35; Galatians 6:10; Ephesians 4:7-16)
- Administer the Office of the Keys (Matthew 18:15-20; John 20:21-23)
- Maintaining decency and order in the church (I Corinthians 14:40)

Therefore we, in harmony, a number of Lutheran Christian beings in and near Honey Creek (Jefferson City) accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of God's congregation shall be governed.

ARTICLE 1: Name

The name of this congregation shall be Immanuel Lutheran Church of Honey Creek of Jefferson City, Cole County, State of Missouri.

ARTICLE 2: Mission

The purpose of this congregation shall be to give honor and glory to God, to carry out His will, to assist in preaching the Gospel of Jesus Christ to all the world, to manifest the unity of our faith in Jesus Christ as God and Savior, to foster Christian fellowship and love, to extend a helping hand in human needs and to achieve our objectives by the preaching 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 of the Evangelical Lutheran Church.

ARTICLE 3: Confessional Standard

This congregation accepts all the canonical books of the Old and New Testaments as the inspired Word of God and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, as the correct presentation and true exposition of the Christian doctrine drawn from Holy Scriptures, namely:

1. The three Ecumenical Creeds: 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; and
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 4: Membership

4.1 Inclusion

The membership of this congregation includes the following overlapping groups:

- 4.1.1 Baptized members – those who have been baptized in the name of the Triune God and who are under the spiritual care of the pastor of this congregation, including children who have not yet been confirmed.
- 4.1.2 Communicant members – those baptized members who have been confirmed in the Lutheran faith, believe and confess Jesus Christ as Lord and accept the confessional standard of ARTICLE 3 of this constitution, are at least familiar with the contents of Luther's Small Catechism, and are not members of organizations whose principles and conduct conflict with the Word of God. Also, they shall be consistent in church attendance and participation in Holy Communion, submit to brotherly admonition out of Christian love according to Matthew 18:15-20, submit willfully and cheerfully to the regulations already made or still to be made by this congregation, provided such regulations do not conflict with the Word of God.
- 4.1.3 Voting members – those communicant members who have reached their 18th birthday, have been received by the Voters' Assembly, and have signed the Constitution of this congregation.

4.2 Reception

Baptized and communicant members are received through the Sacrament of Holy Baptism, through the consent of one or both parents in the case of children who have been baptized in another Christian congregation. Communicant members are received through the rite of confirmation, through the transfer from a sister congregation and through profession of faith and reaffirmation of faith. The reception shall be approved by the Board of Elders and ratified by the Voters' Assembly. Eligible communicant members may be received as voting members upon signature of the constitution and attendance at that meeting, and shall be eligible to vote at the next regular meeting. Communicant members shall not become voting members at special Voters' meetings.

4.3 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 of such admonition becomes apparent; and be readily available for service in the kingdom of Christ within and beyond the congregation. Membership in organizations whose principles and conduct conflict with the Word of God is prohibited.

4.4 Termination

- 4.4.1 Membership shall be terminated by transfer to a sister congregation, by death, by joining a congregation outside the fellowship of this congregation, by ex-communication, or by self-exclusion. Self-exclusion may involve a personal request of the member for a release from membership, "Whereabouts Unknown" for a period of one year or longer, or self-exclusion in which a member willfully separates himself/herself from the activities and support of the congregation.
- 4.4.2 Communicant members who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after proper admonition, they shall be ex-communicated. Each case shall be presented individually to

the Voters' Assembly for a decision. Ex-communication shall require a two-thirds (2/3) majority vote of those present, the member under discipline not voting. If such members deliberately absent themselves from the meeting(s) at which their case is to be discussed, they shall be regarded as having excluded themselves from the membership of the congregation.

- 4.4.3 Restoration: Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask for forgiveness through the Pastor and/or Board of Elders. Both acts of discipline and restoration shall be made known to all communicant members by whatever method the Pastor and Board of Elders deem most suitable.

ARTICLE 5: Ordained and Commissioned Church Workers

- 5.1 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 set forth in Article 3 of this constitution and who:
- 5.1.1 Is qualified for his work;
 - 5.1.2 Has been endorsed by the Synod;
 - 5.1.3 Is a member of the Synod;
 - 5.1.4 The same shall apply to a called principal or teacher in the parochial school.
- 5.2 Any ordained or commissioned church worker may be removed from office by the Voters' Assembly by a two-thirds (2/3) majority ballot vote, in Christian and lawful order, for one of the following reasons:
- 5.2.1 Persistent adherence to false doctrine;
 - 5.2.2 Scandalous life, willful neglect; and/or
 - 5.2.3 Inability or unwillingness to perform the duties of the office which may also include insubordination or an uncooperative spirit.
- 5.3 The congregation may request the resignation of any pastor, teacher, or officer from his/her position in the congregation in the case of prolonged incapacity or general incompetence.

ARTICLE 6: Authority of the Congregation

- 6.1 The Voters' Assembly shall be the governing body of this congregation and be empowered to administer and manage all its affairs. The establishment and conduct of all organizations and societies within the congregation or related directly to it shall be subject to the approval and supervision of the Voters' Assembly.
- 6.2 All matters shall be decided by a majority vote of the Voters' Assembly unless otherwise specified by this constitution or bylaws. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.
- 6.3 For the purpose of conducting day-to-day business, the Voters' assembly shall elect a Church Council consisting of President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Designated Gifts Treasurer, Board of Finance and Chairmen/Chairpersons of the following Boards: Elders, Education, Christian Education Ministry and Youth Ministry, Outreach Ministry, Trustees, Stewardship, CLHS Board Member and Board of Parish Safety. The Pastor and Principal shall also serve as an advisory member of the council.
- 6.4 The right of calling Pastors, principals or teachers shall be vested in the Voters' Assembly and shall not be delegated otherwise. All calls to workers at Immanuel, which

are on the roster of The Lutheran Church Missouri Synod, and performing ministry, are to be considered Divine Calls. Divine calls may be either considered Tenured or Non-Tenured. Normally ordained calls would be considered Tenured. However certain cases do exist for the use of a non-tenured call.

A non-tenured call is a call option that is accepted by the LCMS/District giving congregations the ability or option of setting a time or length of time the call will last i.e. one year, two years, three years, etc. The Tenured call does not need to be renewed.

- 6.5 The hiring and retaining of faculty and staff for the ministry of Immanuel for positions that are not a Divine Call, shall also be vested in the respective boards for whom the employee's responsible to. Any hire will be subject to budget resources being available.

ARTICLE 7: Officers and Ministries/Boards

This congregation shall have the following officers and ministries/boards to conduct the day-to-day business and needs of the congregation; in addition authorize additional officers or boards, which the congregation may need.

- President of the Congregation
- Vice-president of the Congregation
- Secretary
- Treasurer
- Assistant Treasurer
- Designated Gifts Treasurer
- Board of Finance
- Board of Elders
- Board of Youth Ministry
- Outreach Ministry
- Board of Trustees
- Board of Stewardship
- Board of Parish Safety

ARTICLE 8: Official Duties

Officers and members of boards shall perform the duties prescribed in the constitution. The duties of the officers and members of boards are further defined in the congregation's bylaws. The congregation shall have the privilege of re-defining and detailing these duties as necessary by a majority vote of voters present. It may also call such other boards and committees into being as it may have need from time to time.

ARTICLE 9: 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 standards set forth in Article 3 as determined by a two-thirds (2/3) majority vote of the congregation at a meeting called for that purpose.

ARTICLE 10: Division

10.1 If at any time a division shall take place on account of doctrine, 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 Article 3 of this constitution, as determined by the adjudication procedures of the Synod.

- 10.2 If a 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 Article 3 of this constitution, as determined by the adjudication procedures of the Synod.
- 10.3 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.

ARTICLE 11: Meetings

The voter's assembly shall meet in regular session in Jan., Mar, May, July, Sept., and Nov. The focus of May's meeting will be the budget and the focus of Nov.'s meeting will be election of officers. Announcement of the meeting shall be made in services of two Sundays. Special meetings require announcement in services in two Sundays. Such special meetings may be called at the request of three officers or ten voting members.

ARTICLE 12: Quorum

All members present at a valid called Voters' Assembly meeting shall constitute a quorum.

ARTICLE 13: Limitations on Holding Office

- 13.1 Women who have reached the age of eighteen may hold voting membership in the congregation and 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), the public administration of the Sacraments, or 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, as a member of the Board of Elders, or as President or Vice-President of the congregation.
- 13.2 No person shall be elected or appointed to a board or position over their immediate family. Immediate family includes parent, children, spouse, and sibling.

ARTICLE 14: Bylaws

This congregation may adopt such bylaws for the accomplishment of its purpose as the organization may demand.

ARTICLE 15: Amendments

- 15.1 Amendments to the provision of this constitution except Articles 2.0, 3.0, 5.0, 8.0 and 13.0 may be adopted at a regular Voter's meeting, 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 two-thirds (2/3) majority of the voters present is secured.
- 15.2 In addition to the above requirements, proposals to amend Articles 2.0, 3.0, 5.0, 8.0 and 13.0 shall require that previous notice of such amendment and discussion of the same shall be presented at two regular meetings of the Voters' Assembly before the meeting at which the proposed amendment is to receive action. Due notice of the fact that a vote will be taken shall be given to all voting members of the congregation. Any changes in

these articles shall not destroy the essential meaning of the same. Whether or not this has occurred shall be decided, if challenged, by the adjudication process of the Missouri District.

- 15.3 The revised constitution shall, as a condition of continued membership in The Lutheran Church – Missouri Synod, be submitted to the president of the district for review by the district’s constitution committee and favorable action by the district’s board of directors before being placed into practice by the Congregation.

BYLAWS

TABLE OF CONTENTS

ARTICLE 1: Procedure for Calling Ordained and Commissioned Church Workers

- 1.1 Nomination
- 1.2 Calling Process
- 1.3 Voting

ARTICLE 2: Meetings – Congregation

- 2.1 Frequency
- 2.2 Rules of Order
- 2.3 Order of Business
- 2.4 Reports
- 2.5 Quorum

ARTICLE 3: Procedures for Elections

- 3.1 Nomination
- 3.2 Election
- 3.3 Term of Office
- 3.4 Installation
- 3.5 Vacancy

ARTICLE 4: Duties and Responsibilities

- 4.1 Congregation and Voting Members
- 4.2 Pastor
- 4.3 Officers and Members of Boards
- 4.4 Church Council
- 4.5 President
- 4.6 Vice-President
- 4.7 Secretary
- 4.8 Treasurer
- 4.9 Assistant Treasurer
- 4.10 Designated Gifts Treasurer
- 4.11 Board of Finance
- 4.12 Board of Elders
- 4.13 Board of Education
- 4.14 Board of Youth Ministry
- 4.15 Outreach Ministry
- 4.16 Board of Trustees
- 4.17 Board of Stewardship
- 4.18 Board of Parish Safety

ARTICLE 5: Removal from Office

ARTICLE 6: Financial Review Committee

ARTICLE 7: Organization

ARTICLE 8: General

ARTICLE 9: Amendments

BYLAWS

ARTICLE 1: Procedures for Calling Ordained and Commissioned Church Workers

1.1 Nomination

When a Divine Call is to be extended, every member of the congregation shall have the privilege of making one or more nominations. The congregation shall also ask the President of the synodical district for recommendations. A Calling Committee will then be assembled to gather and review all nominations and, if appropriate, conduct all interviews. The President of the congregation shall have direct oversight of this process and shall serve as the chairman of this group or may appoint someone to serve in this capacity under his supervision. Members of the specific board most affected have a majority vote on this committee but that other boards, as deemed appropriate, be given a vote. The following shall be considered the Calling Committee:

1. Congregational President (shall chair meetings or appoint a representative under his supervision)
2. A representative of the Congregational Executive Board (Chairman, Vice-Chairman, Secretary, Treasurer)
3. A representative of the Board of Elders (unless calling a pastor a position directly under their care, then the entire Board of Elders may serve on this committee.)
4. A representative of the School Board (unless calling a principal or teacher or a position directly under their care, then the entire School Board may serve on this committee.)
5. A representative of the Financial officers may serve (Finance Board, Treasurer, Assistant Treasurer)
6. An at-large congregational member may be appointed by the Call Committee Chairperson
7. The Pastor as an ex-officio member (this does not apply if this is in consideration of his replacement)
8. The Principal as and ex-officio member (this does not apply if this is in consideration of his/her replacement)

1.2 Calling Process

When there is a vacancy in a position that is filled by a called worker, the congregation will seek the council of the District President. When nominations are received from within the congregation, the names of those nominated will be shared with the District President for his further council. After receiving information and recommendations from the District President, the respective board shall publicly announce to the congregation, at least two preferred candidates, together with a biographical sketch of each.

- 1.3 The Call Committee shall publicly announce to the congregation on two successive Sundays prior to a meeting of the Voters' Assembly, called for the sole purpose of extending a Divine Call. The Call Committee will provide a summary of pertinent information about the recommended candidates. If the congregation wants a recommendation from the Call Committee, the Call Committee may give its evaluation and recommendation for the called position. A vote will be cast to accept the slate of candidates. At that point, the Voters' Assembly shall be asked to agree to be satisfied with whatever selection finally made by the congregation and will, in accord with God's will, pray for the Holy Spirit's guidance. Voting shall proceed by means of a secret ballot vote and only those votes for the candidates agreed upon by the Voter's Assembly will be considered valid votes. A majority is needed in order to determine the disposition of the call. The meeting minutes shall reflect only that a majority vote was achieved, if so achieve, without reference to the specific numbers.

ARTICLE 2: Meetings – Congregation

2.1 Frequency

The Voter's Assembly meets in regular session in Jan., Mar., May, July, Sept., and Nov. The focus of the May's meeting will be the budget and the focus of Nov.'s meeting will be the election of officers. Announcement of the meeting shall be made in the services of the two precious Sundays. Special meetings require announcement in services in two Sundays. Such special meetings may be called at the request of three officers or ten voting members.

2.2 Rules of Order

In addition to principles laid down in Scriptures, the latest edition of **Robert's Rules of Order** shall be followed. The President shall monitor each meeting to see that both sources be followed and that decisions do not conflict with the constitution or bylaws of the congregation.

A breach of principles of order deemed by the President or Pastor will be called to the members' attention at the time of occurrence.

2.3 Order of Business

2.3.1 Sequence

The order of business at all regular meetings shall be:

- A. Set out a "sign in" sheet for those present.
- B. Open with prayer
- C. Read the minutes of the last meeting
- D. Congregational transfers and/or new members
- E. Pastor's and Principal's reports
- F. Budget or elections, if scheduled
- G. Reports of officers, boards, and committees
- H. Unfinished business
- I. New business
- J. Adjourn with prayer

2.4 Reports

Each officer, board, and committee shall present a report verbally and/or in writing at each meeting. If there is nothing to report, a statement to this effect shall be made. If

the officer, or board/committee chairperson cannot attend the meeting, the report must be presented in writing and/or presented verbally by a delegate. All current, significant activities of the officer, board, or committee shall be reported in the monthly church newsletter.

2.5 Quorum

Unless otherwise specified, the members present at a validly called meeting shall constitute a quorum. However, if 15 or less of the membership is present, the attending officers will judge if attendance is sufficient to deal with the business at hand.

ARTICLE 3: Procedures for Elections

3.1 Nomination

A nominating committee, chosen by the Church Council, shall present a slate of candidates for all elected offices. The slate shall normally consist of two names for each office. Additional nominations may be made from the floor. No person shall be nominated without their consent.

3.2 Election

All officers shall be elected by a majority ballot vote and voting shall continue until a clear majority has been established after candidates receiving the lowest number of votes have been eliminated in each succeeding ballot.

3.3 Term of Office

A term of office shall be from January through December.

3.4 Installation

All newly elected officers and board members are to be installed in office at the first Sunday church service held in January. Duties are to be assumed following installation.

3.5 Vacancy

In case of a vacancy in an elective office, the Chairman shall appoint a successor to fill the unexpired term.

ARTICLE 4: Duties and Responsibilities

4.1 Congregation and Voting Members

4.1.1 It is the duty of all members to support the congregation and its work in the Kingdom of God with their time, talents, and treasure to the best of their abilities.

4.1.2 It is the duty of every voter to attend congregation meetings, accept nomination for office, accept committee appointments, and participate in the activities of the congregation, whenever possible.

4.1.3 The congregation is self-governing, that is, the highest power of the congregation lies in the congregation itself, as expressed by the decisions of the Voter's Assembly. All boards, committees and organizations must be organized and function under the control of the Voters' Assembly.

4.1.4 Absence from a Meeting

Voting members have a duty to attend meetings. By failing to attend a meeting, the member waives his/her right to vote at that meeting.

4.1.5 Persistent Absence

Upon failure to be recorded as present or without excuse at a regularly scheduled Voters' meeting for a period of two calendar years, the Secretary, following notification to the Board of Elders, shall remove the absented individual's name from the roster of active voting members. A current list of the voting membership will be published at least at the end of the calendar year in the newsletter and/or bulletin. All reinstatement requests will be considered by the Voters' Assembly for approval. If reinstatement is granted by the Voters' Assembly, the person being reinstated must sign the register and will be eligible to vote at the next regularly scheduled Voters' meeting.

4.2 The Pastor shall be responsible for the preaching of the Word of God, the administration of the Sacraments, and teaching all people to live a full Christian life in accordance with Articles 2.0 and 3.0 of the Constitution. He shall promote Christian fellowship and harmony within the congregation and shall be the spiritual advisor to all members as well as to all committees, boards, and organizations within the congregation.

4.3 Officers and Members of Ministries/Boards

Officers and members of ministries (boards) shall perform the duties prescribed in the constitution. The congregation shall also have the privilege from time to time of detailing and enlarging these responsibilities by majority vote of the Voters' Assembly. It may also call such other boards and committees into being as it may need from time to time.

4.4 Church Council

4.4.1 Shall consist of the following elected officers: president; vice-president; secretary; treasurer of the congregation; assistant treasurer; board of finance chairperson; designated gifts treasurer; and chairmen of the board of Elders, board of trustees, board of education, board of youth ministry, outreach ministry, stewardship and Board of Parish Safety. If a council member is unable to attend, his/her designee may attend in their place. The principal and pastor are advisory members.

4.4.2 The vice-president and secretary of the congregation shall serve as the chairman and secretary of the church council. If the secretary can not attend, the vice-president shall appoint someone to take the minutes of that meeting.

4.4.3 Shall meet before each Voters' Assembly. The Council may meet more frequently at its discretion. A notice shall be delivered to each member of the council at least 24 hours in advance.

4.4.4 Five (5) voting members of the Council shall constitute a quorum.

4.4.5 Shall consider all matters and reports to be presented to the Voters' Assembly by any of its officers, boards or committees, then submit recommendations to the Voters' Assembly on changes, improvements and action required for the general welfare of the congregation.

4.4.6 The Council may have the power to act in behalf of the congregation between meetings of the Voters' Assembly, but may not:

- a. Make major ministry decisions that affect the congregation;
- b. Make major improvements or construction decisions;
- c. Establish a church budget
- d. Elect church officers;
- e. If one member of the council feels an issue is worthy of Voters' consideration, it shall be brought to the next voters' meeting.

4.4.7 Be empowered to call special meetings of the Voters' Assembly

4.5 President

- 4.5.1 Term of office shall be for one (1) year, and the President may be elected to the same office for more than two terms in succession, with unanimous approval of Voter's Assembly
- 4.5.2 Shall preside at all meetings of the Voters' Assembly
- 4.5.3 Shall enforce the constitution and bylaws of this congregation
- 4.5.4 Shall be welcome at any and all meetings within the church either in person or as represented by such person(s) as he may appoint
- 4.5.5 Shall submit the Financial Review committee's report to the Voters' Assembly
- 4.5.6 Shall be empowered to sign legal documents representing the congregation
- 4.5.7 Shall meet on a regular basis with the pastor and the Chairman of the Board of Elders, to analyze past progress and plan future efforts and emphases
- 4.5.8 May be ex-officio member of all committees and Boards and shall see that they function properly
- 4.5.9 Shall appoint a "Financial Review Committee" and all committees not otherwise provided.
- 4.5.10 Shall prepare the agenda for the Voters' Assembly meeting and cast a tie-breaking vote if needed
- 4.5.11 May appoint a committee to review any congregational organization's activities and/or finances.

4.6 Vice President

- 4.6.1 Term of office shall be for one (1) year. He may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly.
- 4.6.2 Shall perform the duties of the President during the latter's absence or inability to serve.
- 4.6.3 Shall be available for whatever duties the President shall assign to him as his representative.
- 4.6.4 Shall be chairman of the Church Council.
- 4.6.5 Shall prepare the agenda for Church Council meetings and cast a tie-breaking vote if needed.

4.7 Secretary

- 4.7.1 Term of office shall be for one (1) year. He/she may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly.
- 4.7.2 Shall be present at all voters' meetings and meetings of the Church Council. If he/she can not attend such meeting the president or vice-president shall appoint someone to take the minutes of that meeting.
- 4.7.3 Shall prepare minutes of all meetings of said groups.
- 4.7.4 Shall prepare all official correspondence of the congregation under the supervision of the President.
- 4.7.5 Shall be empowered to sign legal documents representing the congregation.

- 4.7.6 Shall keep a master copy of this Constitution and By-Laws, recording all current amendments thereon.
 - 4.7.7 Shall oversee maintaining a registry of communicant and voting members.
 - 4.7.8 Shall provide copies of the last meeting minutes to all attending a regular Voters', Special Voters' and Church Council meetings.
- 4.8 Treasurer
- 4.8.1 The term of office shall be for two (2) years. He/she may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly.
 - 4.8.2 Shall maintain accurate records and account for all funds as designated by the Voters' Assembly.
 - 4.8.3 Shall make payments only when authorized by the chairman of a board or committee responsible for the expenditure, by the direction of the Voters' Assembly or when provided for in the annual budget.
 - 4.8.4 Serve as an ex-officio member of the Board of Finance.
 - 4.8.5 Make regular quarterly and annual reports.
 - 4.8.6 Perform the duties of the Assistant Treasurer during the latter's absence or inability to serve.
- 4.9 Assistant Treasurer
- 4.9.1 The term of office shall be for two (2) years. He/she may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly.
 - 4.9.2 Perform the duties of the Treasurer during the latter's absence or inability to serve.
- 4.10 Designated Gifts Treasurer
- 4.10.1 The term of office shall be for two (2) years. He/she may serve more than two consecutive terms, with unanimous approval of Voters' Assembly.
 - 4.10.2 Shall be present at all Voters' Assemblies.
 - 4.10.3 Shall keep a record of all special offerings given to the church by both members and those outside the congregation.
 - 4.10.4 Shall be responsible for the memorial fund and any other funds designated by the Voters' Assembly.
- 4.11 Board of Finance
- 4.11.1 The chairperson shall be elected by the Voters' Assembly. The term of office shall be for three (3) years. He/she may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly. The chairperson's shall be to:
 - a. Chair the Board of Finance, and serve as a member of the Church Council.
 - b. Exercise general supervision over the financial affairs of the congregation.
 - c. Prepare and submit a draft annual budget at the March Meeting, and an annual budget at the May meeting.
 - d. Submit a report at all other regularly scheduled meetings of the Voters' Assembly

- 4.11.2 The Assistant Finance Chairperson shall be elected by the Voters' Assembly. The term of office shall be for (3) years, but should not begin simultaneously with the Finance Chairperson, so the two positions are always staggered. He/she may serve more than two consecutive terms, with the unanimous approval of the Voters Assembly. The Assistant Finance Chairperson's duties shall be to:
- a. Institute procedures to safeguard church collections.
 - b. Oversee the counting and deposits of all monies received by the congregation.
 - c. Oversee the deposits of all monies weekly in a bank prescribed by the congregation, and furnish the Treasurer, Assistant Treasurer and Designated Gifts Treasurer with a summary sheet showing proper allocation.
- 4.11.3 The Worker Compensation Administrator shall be appointed by the Voter's Assembly. The term of office shall be for (3) years, but should not begin simultaneously with the Finance Chairperson, so the two positions are always staggered. He/she may serve more than two consecutive terms, with the unanimous approval of the Voters' Assembly. The Worker Compensation Administrator's duties shall be to:
- a. Oversee an equitable salary and benefit package for all employees of Immanuel Lutheran Church and School. Employees' salaries shall be based upon a salary schedule, and annual salary information shall be attained not solely from the Missouri District church office, but also from the local school district.
- 4.11.4 The Finance Secretary shall be elected by the Voters' Assembly. The term of office shall be for (3) years, but should not begin simultaneously with the Finance Chairperson, so the two positions are always staggered. He/she may serve more than two consecutive terms, with the unanimous approval of the Voters Assembly. The Finance Secretary's duties shall be to:
- a. Record all contributions and furnish to the Stewardship chairperson at his/her request a report related to contributions.
 - b. See that all communicant members are annually supplied with envelopes for contributions, and that new members are provided with envelopes as they are accepted into the congregation.
 - c. Provide individual contribution statements as requested.
 - d. At the end of the calendar year, distribute to each member his/her contribution report showing total contributions for the year.
 - e. Serve as a member of the Board of Finance.
- 4.11.5 The Electronic Giving Administrator shall be elected by the Voters' Assembly. The term of office shall be for (3) years, but should not begin simultaneously with the Finance Chairperson, so the two positions are always staggered. He/she may serve more than two consecutive terms, with the unanimous approval of the Voters Assembly. The Electronic Giving Administrator's duties shall be to:
- a. Manage electronic and online contributions for members and non-members who desire to use this method of contributing to the ministry.
 - b. Ensure member and non-member contribution identification numbers are consistent among the congregation's tracking methods and the electronic and online tracking methods.

- c. Ensure contributions are transferred from member and non-member personal accounts to the appropriate congregation account (general operating, designated fund, or other) and credited accordingly.
- d. If electronic payments for any school tuition or fees are utilized, ensure a system is in place for their collection and recording, apart from contributions to the congregation.
- e. Ensure the necessary congregation staff and elected members are provided appropriate access, training, and notifications regarding electronic contributions and collection of school tuition or fees.

4.11.6 The Board of Finance shall consist of the Board Chairperson, Assistant Finance Chairperson, Worker Compensation Administrator, Finance Secretary, Electronic Giving Administrator, Congregation Treasurer, Congregation Assistant-Treasurer, Chairman of Board of Education, Chairman of Board of Trustees and Chairman of Board of Elders.

4.12 Board of Elders

- 4.12.1 The term of office shall be three (3) years; a member may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly.
- 4.12.2 The Board of Elders consists of seven communicant men of the congregation and shall elect a chairman and a secretary from their group in the first meeting of the year.
- 4.12.3 The responsibilities associated with this ministry require that only men noted for their Christian knowledge, zeal, maturity and experience in the spiritual work of the Kingdom of Christ shall be selected.
- 4.12.4 The elders shall:
 - a. Pray for the Pastor(s) and encourage him in his work by word and action.
 - b. Assist the Pastor(s) in all matters pertaining to the spiritual welfare of the congregation.
 - c. Be concerned about the spiritual, emotional and physical health and welfare of the Pastor(s) and his family.
 - d. Exercise leadership in gathering call lists and work with Call Committee in calling a new pastor when a vacancy occurs.
 - e. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
 - f. Assist the Pastor(s) with administration of the Sacraments, reading of Scripture and preaching as required.
 - g. Ensure that the congregation functions in accordance with the established doctrine of the church as listed in Articles 2.0 and 3.0 of this constitution.
 - h. Maintain and exercise discipline within the congregation according to Scripture, Lutheran Confessions and Article 4.0 of this Constitution.
 - i. Take spiritual charge and oversight for the members of the congregation in liaison with the pastor(s) by ensuring every member visitation occurs and that appropriate positive action is taken in all situations where a member's spiritual life is not in proper order.
 - j. See to it that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance.
 - k. Annually appoint a Head Usher as well as train and supervise the Head Usher.

- l. Plan and publicize regular and special services.
- m. Set an example of Christian conduct.
- n. Oversee the hiring of the church secretary.
- o. Oversee the position of Director of Christian Education.
- p. In the absence of the chairman and the vice-chairman any elder may preside over the Voters' Meeting.
- q. Establish goals and direction of the ministry of the cradle roll. Recruit a committee to administer this committee.

4.13 Board of Education

- 4.13.1 The term of office for Board members shall be three (3) years. A member may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly.
- 4.13.2 The Board of Education shall consist of seven communicant members elected by the congregation. Shall elect a chairperson and a secretary from their group in the first meeting of the year. The school's principal shall serve as an advisory member.
- 4.13.3 The duties of the Board of Education shall be the general supervision of the congregation's parochial school, including the preschool.

In carrying out this function the Board shall:

- a. Manage through planning and leading rather than reacting. The school's Statement of Mission and Philosophy (MAP) will be the focus.
- b. Maintain an outward focus by systematically surveying all stakeholders regarding the match of achievement to goals.
- c. Develop a policy to govern and control the actions of the principal and staff. Performance of the principal will be monitored on an ongoing basis and evaluated annually.
- d. Support financial stability of the school.
- e. Be responsible to the congregation for all required reports and present to the Church Council all matters, which require the attention of the Voters' Assembly.
- f. Demonstrate concern about the financial and physical maintenance of the learning environment.
- g. Ensure that the school is functioning in accordance with the established doctrine of the church as listed in Articles 2.0 and 3.0 of this constitution and that God's Word is taught in its truth and purity at all levels.
- h. Exercise leadership in gathering a call list and work with Call Committee in calling a new principal and teachers when a vacancy occurs.
- i. Pray for the school, its principal, its teachers, and its students.

4.14 Board of Youth Ministry

- 4.14.1 The term of office shall be for three (3) years.
- 4.14.2 The Board may serve more than two consecutive terms with unanimous approval of the Voters' Assembly.

- 4.14.3 The Board shall consist of five (5) communicant members elected by the Voters' Assembly and shall elect a chairperson from their group at the first meeting of the year.
- 4.14.4 The Board shall have general supervision of the Sunday School, Vacation Bible School, Adult and Youth Bible Studies, and the Youth Ministry program of the congregation.
- 4.14.5 The duties shall be:
 - a. Establish goals and direction for Sunday School, Vacation Bible School, Bible Studies, and youth program.
 - b. Develop policies for supervision of these programs.
 - c. Assist and support the Youth Director.
 - d. Recruit and enlist a Sunday School Superintendent and Sunday school teachers.
 - e. Recruit and enlist KIC & JFJ youth counselors.
 - f. Recruit and enlist a director for the Vacation Bible School and VBS teachers.
 - g. Support and recognize all volunteers assisting with these programs.
 - h. Establish and oversee a budget for each of these ministries.
 - i. Publicize all news of these ministries in church newsletter, bulletin, etc.

4.15 Outreach Ministry

- 4.15.1 The term of office shall be for two (2) years. The chairperson may serve more than two consecutive terms, with unanimous approval of the Voters' Assembly. He/she shall appoint four additional members to serve for a two (2) year term. Two of the member's years shall be staggered, so only two members need to be replaced each year.
- 4.15.2 The purpose of the Outreach Ministry (Evangelism) shall be to bring the Gospel to the unchurched and to enlist God's people in the work of spreading the Gospel. In so doing, the faith and activity levels of Immanuel's members will be deepened.
- 4.15.3 In order to meet its purpose, the Ministry shall:
 - a. Carry out the organized program that has been approved by the Voters' Assembly. The program is to actively involve the members of the congregation in winning new souls for Christ and leading inactive members into full congregational life and personal witnessing. This ongoing program will be intermittently revised, enlarged, or detailed with the approval of the Voters' Assembly.
 - b. Part of the program is to present to the community an image of Immanuel Lutheran Church which identifies it with the Gospel of Jesus Christ and publicize the work of the Congregation to improve the awareness of Immanuel Lutheran Church in the community to capture new souls for the Lord.
 - c. Facilitate training in evangelism and enlist, as many members from the congregation as needed to carry out the program.
 - d. Promote and publicize evangelism opportunities and programs.
 - e. Recruit and integrate new and prospective members into the congregation.

4.16 Board of Trustees

- 4.16.1 Term of office shall be for three (3) years and a trustee may serve more than two consecutive terms with unanimous approval of the Voters' Assembly.
- 4.16.2 The Board shall consist of seven (7) elected members.
- 4.16.3 Shall elect a chairman and a secretary from their group in the first meeting of the year.
- 4.16.4 Shall have charge of the property of the congregation and supervise the repair and maintenance of such property.
- 4.16.5 Shall oversee the custodial care of church property.
- 4.16.6 Shall procure or over see procurement of all supplies and equipment necessary for use and maintenance of the buildings.
- 4.16.7 Shall be represented in all projects undertaken by any organization if such projects affect the property of the congregation.
- 4.16.8 Shall keep the congregation property protected against loss with fire and extended coverage, owners contingent and employees liability, and workman's compensation insurance for such amounts as the congregation may direct.
- 4.16.9 Shall be permitted to expend a sum not in excess of \$1,000 in any one month for necessary supplies or physical repairs, without approval by the voters or council. Three competitive bids should ordinarily be obtained for purchases over \$3,000 and the award must have the approval of the legal representative of the congregation. These procedures may be waived in case of an emergency.
- 4.16.10 Shall have responsibility over the Church Cemetery as to maintenance and care of the cemetery.
- 4.16.11 Shall appoint three members to a Cemetery Committee: a Chairperson, a Vice-chair, and a Secretary. The term of the committee members is three (3) years. The years shall be staggered, so only one member needs to be replaced each year.
- 4.16.12 The Cemetery Committee shall have the responsibility to:
 - a. Administrator the Cemetery rules and regulations (Cemetery Guidelines attached)
 - b. Take reservation of grave plot
 - c. Receive and record fees for grave plot. The fees are to be given to the Board of Finance for deposit.
 - d. Maintain permanent records of grave plots
 - e. Supervise the opening and closing of the grave
 - f. Arrange for reasonable care and mowing of cemetery. The committee shall not be responsible for the physical care of the Cemetery.
 - g. The Cemetery Committee shall keep the Board of Trustees informed of improvement needed and provide them with any motions needed at the Voters' Assembly.

4.17 Board of Stewardship

- 4.17.1 The term of office shall be for two (2) years. He/she may serve more than two consecutive terms, with unanimous approval of Voters' Assembly.
- 4.17.2 Shall initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents and treasures.
- 4.17.3 Shall provide for the training and utilization of members of the congregation for the work of Christ's Kingdom.
- 4.17.4 Shall help ensure the financial stability of the congregation and its work through a developed program of dedicated proportional first fruits giving.

4.18 Board of Parish Safety

- 4.18.1 The term of office for the Board of Parish Safety (BPS) shall be three (3) years. He/she may serve more than (2) consecutive terms.
- 4.18.2 Members to this Board shall be selected from application's made to the chairman of the Board of Parish Safety. Vacancies of the Board will be filled by a majority vote of the standing BPS members from the applicants.
- 4.18.3 The Board of Parish Safety will consist of (7) seven members and shall elect a chairman and secretary from the group at the first meeting of the year. The chairman of the Parish Safety Board will be a voting member of the Church Council.
- 4.18.4 The Board of Parish Safety shall have general supervision over all areas within the congregation pertaining to:
 - a. Severe weather or other acts of nature
 - b. Medical emergencies
 - c. Respond to reports of hazards such as fire, bomb threats, etc.
 - d. Intruder or other threats caused by unwanted person or persons entering the Immanuel campus. This committee will be known as the Security team.
 - e. Board of Parish Safety will have the authority to select and oversee a medical team and a security team from qualified members of the congregation.

ARTICLE 5: Removal from Office

- 5.1 Any elected or appointed member may be removed from office by the Voters' Assembly with a two-thirds (2/3) majority ballot vote, in Christian and lawful order, for one of the reasons cited in Articles 3 and 8 of the Constitution. Great care must be exercised, should any of these charges be leveled, the procedures of Matthew 18:15-20, I Timothy 5:19-20, and Colossians 4:17 shall be followed. Due process must be afforded the worker. Only after consultation with the Circuit Counselor and Missouri District President shall the Voters' Assembly of the congregation be called for a vote. This procedure shall only be used after prayerful consideration and in a Christian manner.
- 5.2 Elected or appointed officers and board/committee members may be removed from office by a majority vote of Voters' Assembly. Valid and urgent reasons for removal are:
 - 5.2.1 Persistent adherence to false doctrine
 - 5.2.2 Willful neglect of official duty

5.2.3 Evident and protracted inability to perform the functions of the office

5.2.4 Scandalous life

ARTICLE 6: Financial Review Committee

- 6.1 The President of the Voters' Assembly shall appoint a financial review committee annually. The committee shall consist of three (3) congregational members other than members of the Board of Finance and shall have the following duties:
 - 6.1.1 Review the fiscal year-end reports of the Treasurer and Assistant Treasurer.
 - 6.1.2 Review all funds administered by church, school, and preschool.
 - 6.1.3 Provide financial input to any organization of the congregation upon request.
 - 6.1.4 Provide written reports annually to the Voters' Assembly and the Finance Committee.

ARTICLE 7: Organizations

- 7.1 A new organization may be formed only with the consent of the Voters' Assembly.
- 7.2 The constitution of the new organization shall be submitted via the Board of Elders to the Church Council for approval.
- 7.3 The purpose and objectives of any church organization must be in harmony with those of the congregation.
- 7.4 Since the congregation seeks financial support through freewill offerings given in love to Christ, all organizations shall seek support through free-will offerings instead of dues.

ARTICLE 8: General

- 8.1 All Boards are to submit their recommendations to the Church Council in writing.
- 8.2 All items to be considered by the Voters' Assembly shall normally have been previously considered by the Church Council.
- 8.3 All items to be considered by the Church Council shall have been previously considered by one of the Boards or Committees.

ARTICLE 9: Amendments

- 9.1 These bylaws may be amended in a properly convened meeting of the Voters' Assembly by a majority of all voting members present, provided that the proposed amendment must not conflict with the provisions of Article 2 and Article 3 of the Constitution.
- 9.2 The proposed change shall have been announced in a previous meeting or has been submitted in writing to all voting members at least two weeks prior to the meeting.
- 9.3 When changes have been properly approved each page of these Bylaws shall be dated as of the date the changes were approved and shall bear such date until such time as other changes may be approved.
- 9.4 Upon approval, updated pages of the Bylaws affected by the amendments and bearing the date when such changes were approved shall be mailed to all voting members and shall be affixed to the Official Copy, Signed and Dated by the Secretary, Immanuel Lutheran Church Honey Creek.
- 9.5 The revised bylaws shall, as a condition of continued membership in The Lutheran Church – Missouri Synod, be submitted to the president of the district for review by the

district's constitution committee and favorable action by the district's board of directors before being placed into practice by the Congregation.