

# CONSTITUTION OF TRINITY LUTHERAN CHURCH, GREELEY, COLORADO

## PREAMBLE

**It is the will** of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world and administer the Sacraments and the Office of the Keys according to His institution. (Matt. 28:18-20, I Cor. 11:23-30, Matt. 18:18). That Christ's mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Heb. 10:24-25), practice fellowship with one another (Heb. 10:24-25), witness to all people (Acts 1:8), help each other grow in the Word (Eph. 4:11-14), serve the needs of all people in Christian love (Eph. 4:7-16, Mk. 10:42-44, Jn. 13:35, Gal. 6:10), declare sins forgiven, encourage members to live virtuously, and discipline those who live in vice and are unrepentant (Jn. 20:21-23, Matt. 18:15-20), and maintain decency and order (I Cor. 14: 40) in the church.

Therefore we, the members of Trinity Lutheran Church, Greeley, Colorado, accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

## ARTICLE I: Name

**The name of this congregation** shall be Trinity Lutheran Church, Greeley, Colorado.

## ARTICLE II: Purpose and Rights

### Sharing Christ, Serving People

**The purpose of this congregation** is to proclaim the Gospel of our Savior, Jesus Christ, in accordance with the confessional standard of the Lutheran Church - Missouri Synod, e.g., the Book of Concord of the year 1580, and to promote Christian fellowship and love. This corporate body may receive, acquire, hold title to, and manage such real estate and other property or any part thereof; and this corporate body shall have all the rights and powers that are granted by the laws of the State of Colorado to religious corporations.

## ARTICLE III: Confessional Standard

**This congregation acknowledges and accepts** all the canonical books of the Old and New Testaments as the true and divinely-inspired Word of God and acknowledges and accepts all the symbolical books of The Lutheran Church - Missouri Synod contained in the Book of Concord of 1580 to be a true and genuine exposition of the doctrines of the Bible. These symbolical books are the three ecumenical creeds (the Apostles, the Nicene, and the Athanasian), the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, the Treatise on the Power and Primacy of the Pope, Luther's Small and Large Catechisms, and the Formula of Concord. No doctrine shall be taught which is at variance with the Holy Scriptures and the confessional writings of the Evangelical Lutheran Church. All doctrinal controversies which may arise shall be decided and adjudicated according to the teachings contained in this article.

## **ARTICLE IV: Synodical Affiliation**

**This congregation shall be a member** of and adhere to the doctrine of The Lutheran Church--Missouri Synod as long as this synod accepts all the standards of Article III. This congregation shall, to the best of its ability, collaborate with this Synod and assist it in carrying out all sound measures intended for building up the Kingdom of God.

## **ARTICLE V: Congregational Membership**

### **A. Membership Categories**

#### **Baptized Member**

**A person becomes a baptized member** of this congregation by being baptized with water in the name of the Triune God and requesting (either directly or through parents or legal guardians) to join the congregation.

#### **Confirmed and Communicant Member**

**To become and remain** a confirmed and communicant member of this congregation, one must:

1. Have been baptized in the name of the Triune God.
2. Accept all the canonical books of the Old and New Testaments as the only divine rule and standard of faith and conduct.
3. Be acquainted with and accept Luther's Small Catechism as a correct exposition of scriptural doctrine.
4. Have successfully completed a course of instruction prescribed by the senior pastor of Trinity Lutheran Church or been confirmed and transferred to Trinity Lutheran Church from another Lutheran Church--Missouri Synod congregation.
5. Endeavor to lead a Christian life and abstain from the manifest works of the flesh (Gal. 5:19-21).
6. Attend divine services faithfully and partake of the Lord's Supper.
7. Submit for the sake of love and peace to the regulations made by this body (provided they do not conflict with the Word of God), accept brotherly admonition when having erred or offended, and not be a member of any organization whose teachings and/or actions conflict with the Word of God.

**Confirmation itself being** a reception into church membership, all who are thus received by this act become communicant members. Persons coming with a communicant letter of transfer from a congregation in church fellowship with The Lutheran Church—Missouri Synod, provided they conform in all respects to the requirements of membership of this congregation, shall be accepted for membership upon the recommendation by the senior pastor to the board of elders and spiritual ministries. Other persons who submit their application to the senior pastor and give satisfactory evidence of qualification for communicant membership shall be accepted for membership upon the recommendation of that person by the senior pastor to the board of elders and spiritual ministries.

## **Voting Member**

**Voting members are those communicant members** of this congregation who are at least eighteen years old. Confirmed members under eighteen years of age may also attend the voters assembly, but are not permitted to vote. However, they are urged to attend meetings and voice their opinions.

**It shall be the duty** of every voting member to attend meetings of the voters assembly. By failing to attend such meetings, a member waives his or her right to vote during that meeting and agrees to abide by the resolution of the majority. He or she shall prayerfully consider nomination for office, committee appointments, etc., if possible, and generally participate in the business activities of the voters assembly.

## **B. Termination of Membership Categories**

### **Transfer to Other Congregations**

**Communicant members desiring** to join a congregation in church fellowship shall present their requests for transfer to the senior pastor, to whom authorization is granted to issue such transfers.

### **Joining Other Churches**

**In cases where communicant members** have joined another congregation outside our own fellowship, they shall be considered as having terminated their membership by the board of elders and spiritual ministries.

### **Whereabouts Unknown or Self-Exclusion**

**Members whose whereabouts are unknown** or who exclude themselves from participation in worship services for a minimum of one year and whose location cannot be established shall be considered as having terminated their membership.

### **Excommunication**

**Any member who conducts himself/herself** in an unchristian manner shall be admonished according to Matt. 18:15-20. If they refuse to amend their sinful life after proper admonition, they shall be excommunicated. If the member refuses to meet with a group officially acting for the voters assembly to discuss his case, he has thereby excluded himself from the pastoral and spiritual care of the church. A unanimous vote of those present (not including that of the unrepentant person) shall be required for every resolution by the voters assembly for excommunication. Excommunication terminates one's membership in this congregation.

## **ARTICLE VI: Organization and Powers of the Congregation**

### **A. Voters Assembly**

**With the help of God**, the congregation as a whole exercises its constitutional authority to administer and manage all of the congregation's internal and external affairs through its voters assembly. The congregation may not decide anything contrary to the Word of God and Confessions of the Lutheran Church [see Art. III]. Any decision made by the congregation that violates the Word of God and the Confessions of the Lutheran Church is null and void. Matters of doctrine and conscience shall be decided in accordance with the Word of God. Other matters shall be decided by simple majority vote of the voting members in attendance at a meeting of the voters assembly unless otherwise specified by this constitution or its bylaws.

### **B. Administrative Bodies**

**Responsibility and authority** for the daily administration of congregational affairs shall be delegated to the following bodies:

Executive Council

Board of Elders and Spiritual Ministries

Board of Financial and Stewardship Ministries

Board of Property Ministries

Board of Education Ministries.

The specific responsibilities and duties of these bodies are described in the By-Laws.

## **ARTICLE VII: Property Rights**

**If a part of the congregation** separates from Trinity Lutheran Church because of doctrine, the property of the congregation and all its benefits shall remain with those voting members who adhere in confession and practice to Articles III and IV of this constitution. Such adherence will be determined by use of the adjudication procedures of The Lutheran Church—Missouri Synod.

**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 Art. III and IV of this constitution. Such adherence will be decided by use of the adjudication procedures of The Lutheran Church—Missouri Synod.

**In the event the congregation** should disband, the property and all its rights shall be transferred to the district or other division of The Lutheran Church--Missouri Synod to which Trinity Lutheran Church belonged at the time it disbanded.

## **ARTICLE VIII: Officers**

### **Positions**

**The officers of this congregation** shall be:

The president

The vice-president

The secretary

The treasurer

## **Requirements**

### **These officers shall:**

1. Be members of the voters assembly.
2. Be elected to two-year terms at the calendar-year-end meeting of the voters assembly.
3. Not hold the same office for more than two consecutive two-year terms or more than five years when elected by the executive council to fill a vacancy.
4. Not serve on the executive council for more than eight consecutive years.
5. Be authorized to sign official documents on behalf of the congregation.

## **Election**

**The voters assembly** shall elect the president, vice president, secretary and treasurer. The senior pastor shall be a non-voting, ex-officio member of the executive council. The voters assembly shall elect other voting members as required to serve on the four ministry boards.

**The procedures for nomination** and election of officers and board members shall be specified in the bylaws of this constitution.

**Candidates shall be voting members** and at least 18 years of age.

## **ARTICLE IX: Board Members**

**Members of the boards** of Trinity Lutheran Church shall:

1. Be voting members.
2. Be elected to serve on a board for a term of two years by the voters assembly at the calendar-year-end meeting of the voters assembly.

**The number of members** for each board are specified in the bylaws of this constitution.

## **ARTICLE X: Removal of Officers and Board Members**

**Any officer or board member** who fails to perform the expected duties of the office or the responsibilities of confirmed membership may be removed from office by the voters assembly by a simple majority ballot vote that is undertaken in Christian and lawful order. Matthew 18 shall have been followed prior to such a vote.

## **ARTICLE XI: Executive Council**

### **General**

**The executive council** shall have the power to set those policies and procedures as required to fulfill the purpose given in Art. II. Written policies and procedures shall be available to all members of the congregation upon request. The executive council shall have no authority beyond that which has been conferred upon it by the constitution, its bylaws, or by the voters assembly. Powers delegated to them may at any time be altered or revoked by the voters assembly. All executive council policies shall be on file in the church office.

### **Composition of the Executive Council**

**The four officers** and a designated person from the four ministry boards and the senior pastor (or his designated representative) shall comprise the executive council. No one may hold more than one position on the executive council at any time.

### **Duties of the Executive Council**

**The executive council** shall consult with the ministry boards regarding the employment of its paid workers and ensure proper supervision of all workers. Such supervision shall enable the staff to develop and implement new strategies and programs to accomplish the mission of the congregation.

**All contracts entered** into by a board may be reviewed by the executive council. The executive council can direct a board to revise or cancel the legal document.

**The executive council** shall report to the voters assembly at its fiscal-year-end meeting on the organizational and financial condition of the congregation. It shall also recommend an annual operating budget to the voters assembly at that meeting.

**The executive council** shall establish policy and ministry action teams and consult with them regarding staffing and policymaking for specific areas of ministry as necessary.

### **Executive Council Actions that Require Prior Approval of the Voters Assembly**

**The executive council** must obtain approval of the following from the voters assembly prior to their implementation:

1. The determination of what the fiscal year shall be.
2. The annual operating budget before the start of the fiscal year the budget is for.
3. The acquisition or disposal of real property before such legal documents are signed.
4. The borrowing of funds for capital or operating expenses before such legal documents are signed.
5. The acquisition or disposal of any single asset or liability that exceeds 4% of the annual operating budget for items not already approved in the budget before such acquisition or disposal occurs.
6. The dissolution of the congregation before such dissolution takes place.

### **Legal Authority of the Officers**

**The president, vice president, treasurer and secretary**, as corporate officers of the congregation and in its behalf, shall sign all legal documents as required by law or by the stipulations of the contract or agreement.

### **ARTICLE XII: Employed Workers**

**The office of pastor** shall be conferred only on such persons who confess their acceptance of and adherence to the Confessional Standard of this congregation as stated in Article III, who are qualified for their work, who have been endorsed by the Synod, and who are members of the Synod. The same commitment to Article III shall apply to commissioned workers as well.

## **Definition of the Pastoral Office**

**The pastoral office** is the authority conferred by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights of the spiritual priesthood in behalf of all. The pastoral office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices. In this congregation, the senior pastor holds this primary office and all other offices are auxiliary to it.

## **ARTICLE XIII: Amendments or Alterations to the Constitution and Bylaws**

**Articles I, II, V, VI, VII, VIII, IX, X, XI, XII, and XIII** of this constitution may be altered or amended by the following procedure:

1. The proposed amendment has been submitted in writing at a previous meeting of the Voters Assembly and made available to all voting members at least ten days prior to the meeting at which the proposed amendment will be acted upon.
2. Proposals to amend these articles shall require a previous notice of such amendment to the congregation's members through announcements in the church bulletin or by other means, such as the congregation's website, email, hard-copy availability in the church office, social media, etc., as determined by the executive council for two consecutive weeks prior to the voters assembly at which the amendment will be voted upon.
3. Discussion of the amendment shall be presented at one meeting of the Voters Assembly before the meeting at which the proposed amendment is to receive action.
4. If an approved amendment is challenged by a voting member as contradicting another part of the constitution or bylaws, the amendment will be submitted to the commission on constitutions of the synodical district in which the congregation holds its membership for their opinion. This opinion will be viewed as a judgement regarding whether the amendment is contradictory. If it is contradictory, the executive council will revise the wording to achieve the intended result of the meeting and submit it to the voters assembly at its next regular meeting.
5. These amendments may be amended by a simple majority vote at a regular meeting of the voters assembly.

**The executive council** shall regularly review the constitution and bylaws to determine if changes should be considered and shall consider any comments or proposals submitted by a voting member.

## Bylaws of Trinity Lutheran Church, Greeley, Colorado

### SECTION I: Meetings

#### A. Voters Assembly

**The regular meetings** of the voters assembly shall be held toward the end of the calendar year for the election of officers and board members and the transaction of other business, and toward the end of the fiscal year for the approval of the fiscal budget and the transaction of other business.

**Special meetings** may be called at other times by the president or vice president at the discretion of the executive council. Special meetings may also be called by five (5) voting members of the congregation presenting such a request at a regular meeting of the executive council.

**Notice of all meetings** must be given at public services on two (2) consecutive Sundays preceding the scheduled meeting.

**A quorum** shall be constituted by the voting members that are present for a properly called meeting of the voters assembly. Every meeting of the voters assembly that has a quorum present is constitutionally qualified to transact the business of the congregation.

**The latest edition** of Robert's Rules of Order shall be followed at all meetings.

#### B. Executive Council and Boards

**Provided that the date, time, and location** has been announced to all its members, meetings of the executive council and boards shall be held when one or more of the following criteria are met:

1. Monthly
2. At the discretion of the chair of the board or president of the executive council
3. At the discretion of the vice president of the executive council or vice chair of the board
4. At the discretion of two other executive council or board members
5. As announced at a previous meeting

**Meetings may be cancelled** at the discretion of the:

1. Chair or vice chair of the board in the case of the meeting of the board
2. President or vice president of the executive council in the case of meetings of the executive council
3. Two other executive council or board members that called for a special meeting

**A quorum will be one-half** (1/2) of all current members of the executive council.

**A quorum** will be two members of a board.

### SECTION II: Senior Pastor

#### Calling the Senior Pastor

**The right to elect** and call the senior pastor shall be vested in the voters assembly and shall never be transferred to an individual or to another body within the congregation.

**The calling** of the senior pastor shall be performed in the following manner:

1. The board of elders and spiritual ministries shall receive names of potential candidates from members of the congregation, officers of the synodical districts, and other sources. These names shall be submitted to the district president for his input regarding their suitability. The board of elders and spiritual ministries shall prayerfully evaluate these candidates by conducting phone and/or in-person interviews, reviewing biographical information, and consulting with individuals familiar with one or more of the candidates.

2. The board of elders and spiritual ministries shall recommend candidates to present to the voters assembly. The names of candidates, along with biographical sketches, shall be included with the notification of the meeting of the voters assembly in accordance with Section 1.A of the bylaws. The approval of a simple majority of the voting members present at a properly called meeting shall be obtained to issue a call to the candidate. A unanimous vote shall, if possible, be obtained and shall be signified by standing to show congregational unity.
3. If the voters assembly does not approve any recommendations or the candidate declines the call, the board of elders and spiritual ministries shall submit to the voters assembly another recommendation list. If the list contains new candidates, it shall be submitted to the district president for his input regarding their suitability.

### **Duties of the Senior Pastor**

**The senior pastor shall:**

1. Administer the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and the New Testaments in accordance with its explication in the confessional writings of the Lutheran Church as found in the Book of Concord.
2. Administer the Holy Sacraments and the Office of the Keys in accordance with their divine institutions.
3. Perform the functions of a pastor in an evangelical manner; including overseeing the provision of aid, counsel, and guidance of members of all ages and social conditions. This includes visiting the sick and dying and admonishing the indifferent and erring.
4. Guard and faithfully promote the spiritual welfare of all members of this congregation, particularly insuring that all catechumens, both children and adults, receive instruction in the Word of God to prepare them for communicant membership in the Lutheran church.
5. Assist the congregation in adopting administrative policies and procedures that allow it to effectively and efficiently carry out the mission of a Christian congregation.
6. Oversee and work with other workers of the congregation and school by supervising, directing, encouraging, and supporting them as they perform their ministries.
7. Serve as a non-voting, ex-officio member of the executive council and all the congregation's boards, teams, and organizations and gives counsel, advice, and direction as needed. As needed, he may designate another person to represent him at any meeting of these church groups.
8. Serve as an example of Christian conduct, especially seeking to live in peace with the members of the congregation and with other church workers and congregations in the district and the Synod.
9. Build up and support the church of Christ, both locally and globally.
10. Promote the purpose of the congregation by leading its members in seeing the available opportunities and working with all its boards, teams, and organizations to communicate and implement that purpose as defined by Article II of this constitution.
11. Is expected to give counsel and advise the committee to nominate the officers of the congregation and the members of the boards that are established in the bylaws.

### **Removal of the Senior Pastor**

**The senior pastor** may be removed from office in a Christian and lawful order by a simple majority ballot vote of the voters assembly for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, or the inability to perform those duties.

**Matthew 18** shall have been followed prior to such a vote.

**When such a vacancy occurs**, the congregation shall notify the president of the district to receive assistance in temporarily filling the vacancy and to receive his counsel in calling a new senior pastor, teacher, or other church worker.

### **SECTION III: Other Paid Workers**

#### **Calling or Employment of Other Paid Workers**

**Any board** seeking to hire paid workers shall:

1. Put in process the calling or hiring of paid workers in conjunction with the executive council and the finance board by:
  - a. Receiving the names of potential candidates from members of the congregation, officers of the synodical districts, and other sources. The names of those on the roster of The Lutheran Church—Missouri Synod shall be submitted to the appropriate district executive for input regarding the candidate's suitability. The board shall prayerfully evaluate these candidates, including conducting phone and/or in-person interviews, reviewing biographical information, and consulting with individuals familiar with one or more of the candidates.
  - b. The approval of a simple majority of the board present at a properly called meeting shall be obtained to issue a call or to offer a position to the candidate. A unanimous vote shall, if possible, be obtained.

#### **Duties of Other Paid Workers**

**The duties** of other paid workers shall be determined by the board or boards overseeing the particular worker in consultation with the senior pastor.

#### **Removal of Paid Workers**

**Paid workers** may be removed from office in a Christian and lawful order by a simple majority ballot vote of the executive council for one of the following reasons: persistent adherence to false doctrine, scandalous life, willful neglect of the duties of office, insubordination, or the inability to perform those duties.

### **SECTION IV: Executive Council**

**The executive council** shall meet in accordance with the provisions of Section 1.B. of the bylaws. The meetings of the executive council shall be open to attendance of voting members of the congregation except at such times when the executive council shall meet in executive session. The executive council may be recessed into an executive session by the affirmative vote of a simple majority of the members of the council present. The purpose of such executive sessions shall be limited to discussion of legal or personnel matters and no formal action shall be taken while in executive session. The general subject matter of any executive session shall be stated in the motion calling for the session. No minutes are kept of executive sessions.

**The minutes** of executive council meetings shall fully disclose all actions taken and be signed by the secretary. Minutes of the meeting shall be available to voting members of the congregation upon request. The official minutes shall be housed in the church office.

**It shall be the duty** of the executive council to consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards or individuals and, when the matter requires the approval of the voters assembly, to present recommendations at a meeting of the voters assembly. The executive council shall act on matters assigned to it by the voters assembly. The senior pastor is expected to regularly attend meetings of this council.

## **SECTION V: Duties of Officers**

### **President**

- A. In addition to the duties described elsewhere in the constitution and bylaws the president shall:
1. Preside at all meetings of the executive council and the voters assembly and serve as an ex-officio member of all boards and committees.
  2. Sign all divine calls together with the vice president and secretary after prior approval of the voters assembly for the senior pastor or the appropriate board for other called or commissioned staff members.
  3. Appoint committees as authorized by the executive council, including
    - a. A senior pastor evaluation committee that includes a member from every board to conduct an annual evaluation of the senior pastor that is to be completed by April 1 of every year.
    - b. A nominating committee that will prepare a list of candidates for the officers and boards for the calendar-year-end voters assembly meeting. The composition of the nominating committee and rules governing it are described in Section V of the bylaws.

### **Vice President**

- A. In addition to the duties described elsewhere in the constitution and bylaws the vice president shall:
1. Perform all the duties of the president in his absence. In the case of the death, resignation, expulsion, or permanent disability of the president, the vice president shall succeed him in office.
  2. Assist the president in all of his duties as defined by the constitution and bylaws when requested.

### **Secretary**

- A. In addition to the duties described elsewhere in the constitution and bylaws the secretary shall:
1. Keep accurate minutes of all meetings of the executive council and voters assembly in appropriate books of record.
  2. Prepare all official correspondence as requested by the president.
  3. Be responsible for publicizing meetings of the voters assembly.
  4. Deposit all records and official documents with the church office.

## **Treasurer**

- A. In addition to the duties described elsewhere in the constitution and bylaws the treasurer shall:
1. Oversee the financial condition of the congregation.
  2. Ensure proper fiduciary responsibility by reviewing the books regularly and recommending, if needed, a financial audit should there be the suspicion of irregularities.
  3. Be a member of the financial ministries board.
  4. Deposit all records and official documents with the church office.

## **SECTION VI: Election of Officers and Board Members**

### **Nominating Committee**

1. A nominating committee shall consist of three members. These three members shall consist of the senior pastor, one member from the executive council, and one member of the voters assembly who is not an officer of the congregation. The members of the nominating committee shall be ratified by a simple majority vote of the executive council that takes place at the October executive council meeting.
2. The nominating committee shall present a recommended candidate for every office and board position whose term is expiring at the end of the year.
3. The nominating committee shall submit the names of all members being considered for nomination to the senior pastor at least one week prior to their publication in the church bulletin.
4. The candidates' names and every office for which no candidate has been found whose term is expiring shall be published in the church bulletin for two (2) Sundays prior to the election. No additional names may be added to the official ballot from two (2) Sundays prior to the election to the date of the election. Additional nominations may be made from the floor at the meeting in which the election takes place. All candidates must have accepted their nominations before balloting.
5. The nominating committee shall preside over all elections. All contested elections shall be by written ballot. Election of officers and board members should be held at the calendar-year-end voters assembly meeting.
6. A simple majority of votes cast shall be required for election at the calendar-year-end voters assembly meeting.
7. The newly elected officers and board members shall take office on January 1 of the year following the calendar-year-end voters assembly meeting.

### **Replacement of Officers in the Event of a Vacancy**

**Should an officer's position** become vacant before the term expires:

1. The executive council shall elect a replacement from the voters.
2. The replacement's term shall expire on December 31<sup>st</sup> of the year in which the vacancy occurred provided the vacancy does not occur after the date of the calendar-year-end meeting of the voters assembly. In such case the term shall expire on June 30 of the following year so that the voters may elect a replacement at the fiscal-year-end meeting of the voters assembly.

## **SECTION VII: Boards of Congregational Ministries**

### **Attributes for Board Members**

**Board members** should possess the following attributes:

1. A love for the Word of God as demonstrated by devotional and Bible study.
2. An emotionally balanced and mature attitude.
3. An understanding that service as a board member is a way to serve Christ.
4. A concern for the church workers, the congregation, and its stated purpose as expressed in Article II of the Constitution.
5. A personal life without public scandal.
6. A sense of what is appropriate.
7. A love for people.
8. A willingness to cope with members' problems out of love and concern, even in situations requiring admonition.

### **Responsibilities Common to All Boards**

**The following** are to be a part of every board's responsibilities:

1. Be responsible to the executive council and the voters assembly for carrying out the purpose as defined by Article II of this constitution as it relates to the ministries that the board oversees.
2. Determine the policies and direction for the ministries that the board oversees.
3. Assist and support the paid and volunteer workers undertaking the ministries that the board oversees.
4. Recruit team members as needed to carry out the policies and guidelines established by the board.
5. Receive reports and oversee the teams undertaking the ministries that the board oversees.
6. Maintain fiscal responsibility in the operation of its budget in accordance with the annual budget approved by the voters assembly.
7. Assist with preparing an annual budget with the senior pastor, board of financial ministries and the executive council.
8. Be involved with the calling, employment, and dismissal of the paid workers undertaking the ministries that the board oversees in accordance with the articles of this constitution and its bylaws.
9. Issue such contracts or make such agreements as may be necessary for the meeting of its obligations, provided such contracts and agreements are not reserved to the voters assembly or the executive council by other provisions of the constitution and bylaws or by resolutions passed by the voters assembly or executive council. Before such contracts and agreements are signed, they shall be reported to the senior pastor and the executive council for their input, review, and agreement.
10. File all of the policies and official papers of the board in the church office.

### **Responsibilities Specific to Each Board**

#### **The Board of Elders and Spiritual Ministries**

**The nature and duties** of the board of elders and spiritual ministries requires that only men noted for their Christian and Lutheran doctrinal knowledge, zeal, and experience in the spiritual work of the kingdom of Christ shall be elected to this board.

**The nature and duties** of the board of elders and spiritual ministries consists of six distinct areas: the pastoral, the social, worship, evangelism, missions, and fellowship ministries. The board shall consist of eight voting members. The senior pastor is expected to regularly attend meetings of this board.

### **The Board of Financial and Stewardship Ministries**

**The nature and duties** of the board of financial and stewardship ministries is to oversee all aspects of the management of the financial resources of the congregation as well as the overall stewardship of its members. The board shall consist of the treasurer and two voting members. The senior pastor is expected to regularly attend meetings of this board.

#### **Responsibilities**

**The board of financial and stewardship ministries shall:**

1. Be responsible for the teaching and promotion of the proper stewardship of time, talents, and treasures by members of the congregation in accordance with the congregation's purpose as defined by Article II of this constitution.
2. Prepare the budget for the coming year and present it to the executive council prior to the fiscal-year-end voters assembly meeting and to the voters at the fiscal-year-end voters assembly meeting.
3. Maintain adequate financial records in coordination with the treasurer.
4. Provide requirements and guidelines for salary, wage, and benefit administration of employees and called workers to the executive council for their approval.
5. Determine the amounts of the various line items in the budget from which the salaries and benefits for all paid workers are expended.
6. Approve all housing allowances for professional church workers.
7. Use the executive council-approved requirements and guidelines in determining the compensation for each employee and called worker.
8. Include the total amount of compensation in the proposed yearly operating budget submitted to the voters assembly for approval.

### **The Board of Property Ministries**

**The nature and duties** of the board of property ministries is to maintain and manage all of the congregation's physical property and equipment. The board shall consist of three voting members.

### **The Board of Education Ministries**

**The nature and duties** of the board of education ministries consists of all ministries that are primarily educational in nature, such as the Christian day school, Sunday school, Vacation Bible School, catechism, and youth. The board shall consist of eight voting members.