

**CONSTITUTION
of**

Christ's Greenfield Lutheran Church and School of Gilbert, Arizona

Our Statement

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). In order 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 people (Acts 1:8), help each other grow in the Word (Ephesians 4:11-14), serve the needs of all people in Christian love (Ephesians 4:7-16; Mark 10:42-44; John 13:35; Galatians 6:10), administer the Office of the Keys as His Church (John 20:21-23; Matthew 18:15-20), and maintain decency and order in the Church (I Corinthians 14:40).

Therefore, we, a number of Lutheran Christians living in and near Gilbert, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of this congregation shall be governed.

ARTICLE 1: NAME

The name of this congregation shall be:

**CHRIST'S GREENFIELD LUTHERAN CHURCH AND SCHOOL
OF GILBERT, ARIZONA**

ARTICLE 2: CONFSSIONAL STANDARD

A. This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed, inspired and inerrant Word of God (II Peter 1:21; John 17:17; I Corinthians 2:13), and willingly submits to them as the only infallible authority in all matters of faith and life, and as the only source and norm of all Christian doctrine. This congregation likewise acknowledges and accepts all the Confessional writings of the Evangelical Lutheran Church contained in the Book of Concord of the year 1580 as the true and genuine exposition of Christian doctrine drawn from the Holy Scriptures. These confessional writings are:

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

- B. No doctrine or practice in conflict or inconsistent with the above standard shall be utilized for the study of norms in this congregation. Only doctrinally pure materials may be used for normative religious study.

ARTICLE 3: SYNODICAL AFFILIATION

- A. This congregation shall be affiliated with the Lutheran Church-Missouri Synod as long as the Confessions of said Synod are in accord with the Confessions of this congregation as laid down in Article 2.
- B. This congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

ARTICLE 4: MEMBERSHIP

- A. BAPTIZED MEMBERSHIP in this congregation is held by all those who are baptized with water in the Name of the Triune God: Father, Son, and the Holy Spirit, and are under the spiritual care of the congregation.
- B. COMMUNICANT MEMBERSHIP in this congregation may be held by those who:
 - 1. Are baptized in the Name of the Triune God with water.
 - 2. Have declared their acceptance of the Confessions of this congregation after instruction in the doctrines of our faith, and have confirmed their baptismal vows.
 - 3. Have been accepted into communicant membership in accordance with the Constitution and Bylaws of this congregation and shall remain faithful to the responsibilities of membership as contained in this Constitution and Bylaws.
 - 4. Do not persist in manifest works of the flesh (Galatians 5:19-21), but seek to lead a Christian life.
 - 5. Are not members of a society or organization whose principles and conduct conflict with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).
- C. The membership, and membership privileges, of each communicant member shall remain in force as long as each member shall maintain their eligibility, according to the five points in Section B of this Article and shall meet the requirements stated in the disciplinary aspects, or other provisions, of the Bylaws. A member who voluntarily severs their connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes himself or herself according to the provisions of the Bylaws, shall be deemed to have terminated their membership in this congregation, along with all rights and privileges of such membership. This is not to discourage their attendance at divine worship services, however.

ARTICLE 5: ORGANIZATION

A. Voting Membership

This congregation shall be represented by and administer all its affairs and policy direction through its Voting Membership. Only communicant members who have qualified according to the membership provisions of the Bylaws shall be Voting Members of this congregation.

The Voting Membership delegates to the Board of Directors (hereinafter called the Board) authority to conduct and perform the acts and affairs of this Congregation in accordance with responsibility provisions of the Bylaws in its stead between meetings of the Voting Membership.

B. Officers of the Congregation

The officers of the Congregation shall consist of a President, Vice President of Discipleship, Vice President of Education, Vice President of Finance, and a Secretary elected from among the Voting Members in accordance with the Bylaws of the Congregation.

C. Board of Directors

The Board of Directors shall be comprised of the Officers (Article 5, B) and two (2) other Voting Members elected as Directors at Large by the Congregation (or appointed/elected to fill vacancies as provided in the Bylaws Article 6, Section 3) and the Senior Pastor in an ex-officio non-voting capacity.

D. Ministry Staff

Ministry Staff shall administer the day-to-day operations of the Congregation in accordance with policies and directives established by the Voting Membership and the Board of Directors. The Ministry Staff positions shall be recommended by the Board of Directors and approved by the Voting Membership.

E. Rights and Powers

This congregation, through its Voting Membership, subject to the limiting provisions and regulations set forth in this Constitution and Bylaws, shall have supreme power in all operating policies of the congregation.

No duly elected officer of this congregation, member of the Board of Directors, or member of the Ministry Staff shall have any power or authority beyond that conferred upon them by the Congregation acting through its Voting Membership.

ARTICLE 6: PASTORS AND OTHER CALLED PERSONNEL

- A. Only such pastors and/or other qualified full-time servants of the Word shall be elected and called to serve who profess acceptance of, and pledge faithful adherence to, the Confessions of this congregation as set forth in Article 2 of this Constitution.
- B. In the absence of adequate cause for dismissal, as defined in the Bylaws of the congregation, the tenure of office of a pastor or other called personnel shall be for the remainder of their active life, or until the Lord calls them into another field of service. If the call was issued as a "Non-tenured Call", then a specific point of termination or reconsideration will be included in the call documents.

ARTICLE 7: AUXILIARY ORGANIZATIONS AND AFFILIATIONS

Auxiliary organizations refer to various organizations formed outside of, and existing independently from, the Congregation, which offer ministry opportunities for members. Such organizations include, but are not limited to: Lutheran Social Ministry of the Southwest; Interfaith Cooperative Ministry; Lutheran Women's Missionary League, Girl Scouts and the Boy Scouts. The Congregation bears no responsibility for the activities conducted by such organizations, and makes no representation about their fiscal solvency, financial responsibility, or services offered.

ARTICLE 8: PROPERTY RIGHTS

- A. If, at any time, a separation should be threatened within this congregation due to doctrinal differences, the advice and services of the officers of District and Synod shall be sought. If, despite all efforts to compose difference in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles 2, 3, 4, and 6 of this Constitution. If both parties are in accord with these Articles, the matter shall be submitted for review and ruling to that District of the Lutheran Church-Missouri Synod of which the congregation is a member. The ruling of the District may be appealed to the Lutheran Church-Missouri Synod for review and ruling, which ruling shall be considered final.
- B. The property of this congregation (or corporation) is irrevocably dedicated to religious and charitable purposes, and no part of the net income or assets of this organization shall ever accrue to the benefit of any director, officer, or members thereof, or to the benefit of any private individual. In the event of dissolution of the Congregation, or its successor, all net assets shall be conveyed to and become the property of the Pacific Southwest District of the Lutheran Church - Missouri Synod, or its successor.

ARTICLE 9: VALIDITY OF RESOLUTIONS

All congregational matters shall be decided by a majority vote of the qualified Voting Membership present at a properly convened meeting of the Voting Membership, except as otherwise provided in this Constitution and its associated Bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

ARTICLE 10: BYLAWS

This Congregation may adopt such Bylaws as may be required for the accomplishment of its purpose.

ARTICLE 11: AMENDMENTS

- A. This Constitution may be changed or amended, with the exception of the Articles listed in Section B of this Article, by a two-thirds majority of the votes cast in a properly convened meeting of the Voting Membership. Amendment(s) may be proposed by resolution of the Board of Directors, or petition by a minimum of thirty-five (35) Communicant Members. The proposed amendments(s) must be presented in writing at a meeting of the Voting Membership prior to the meeting established for the adoption vote. The purpose and nature of the proposed change(s) and date of the Voting Membership Meeting shall be published and made available to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.
- B. Any changes to Articles 2, 3, 4, 6, and 8 shall not change their essential meaning. Whether this has occurred shall be decided by District dispute resolution procedures.

**BYLAWS OF THE CONSTITUTION
of**

Christ's Greenfield Lutheran Church and School of Gilbert, Arizona

PREAMBLE: MISSION/VISION STATEMENT

Our mission is to share the love of Jesus Christ with our church family and the surrounding communities.

ARTICLE 1: COMMUNICANT MEMBERSHIP

Section A: Application for Membership - Procedure

1. Applicants for communicant membership in this congregation shall consult with the Pastor(s) who shall determine whether such applicants are eligible for membership in accordance with Article 4 of the Constitution. Applicants not familiar with the doctrines and Confessions of the Lutheran Church by prior instruction and confirmation shall be required to attend such a course of instruction and to be confirmed before the congregation or, at the Pastor's discretion, before witnesses who are members of the Elders, before being received as members.
2. Applicants from other Lutheran Churches shall submit a letter of transfer from their former congregation to establish their eligibility for membership. In the case of applicants whose previous membership in a Lutheran congregation has lapsed, the Pastor may, with the consent of the Elders, arrange for a period of re-instruction prior to reaffirmation of faith for such applicant.
3. After applicants have given satisfactory evidence of their eligibility in accordance with the two preceding paragraphs, their admission as communicant members shall be recommended by the Pastor(s). Upon being admitted to membership, they shall be presented with a copy of the Constitution and Bylaws of the congregation. The roster of new members shall be published in the various news media of the congregation.

Section B: Privileges and Duties of Communicant Members

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

1. Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and, if at all possible, in fellowship with other members of the congregation and its agencies; and partaking of the Lord's Supper frequently.

2. Strive to live a morally decent life before God and men, abstaining from manifest works of the flesh (Galatians 5:18-21), and so conducting themselves at all times in a manner bringing honor rather than blame upon the Church of Jesus Christ.
3. Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
4. Make available their God-given gifts, talents and abilities for work in God's Kingdom under the leadership of individuals and Boards as set forth in its Constitution and Bylaws, so that the purposes and functions of the congregation may be effectively implemented.
5. Contribute regularly toward the maintenance of the mission and ministry of the Kingdom of God at home and abroad as God has blessed them.
6. Accord those in Pastoral Office, Minister of Religion and Associate in Ministry positions with honor and love as they carry out their various ministries; support their work with diligence and faithful prayers; and help them in the discharge of their duties in every possible way.

Section C: Associate Membership

Associate communicant membership may be held by winter residents who are already members of a church in communion and altar fellowship with the Lutheran Church Missouri Synod (LC-MS), but who wish to be under direct spiritual care during the long months they are away from home. These members are not counted for statistical purposes and are not eligible to hold office. Aside from this restriction, they hold all rights and privileges, including the right to vote and the privilege of serving on various task forces and serving in an advisory capacity on various Boards.

ARTICLE 2: VOTING MEMBERSHIP

Section A: Eligibility

Any communicant member of this congregation who is eighteen (18) years of age or over shall be a Voting Member.

Section B: Privileges and Duties of Voting Members

It shall be the privilege and duty of a Voting Member of this congregation to:

1. Conscientiously and prayerfully exercise their right of suffrage in all measures that will advance the cause of Christ's Kingdom both locally and in the Church-at-large.
2. Willingly serve in any office or capacity for which they are eligible and their gifts, talents and abilities qualify them.
3. Endeavor to support all affairs of the congregation with wholehearted diligence.

4. Encourage, by personal example, friendly interest, and judicious counsel, all eligible communicant members to exercise their rights as Voting Members.

ARTICLE 3: DISCIPLINE IN THE CONGREGATION

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

Section A: Communicant Membership - Termination

1. Transfers

A member desiring to transfer to another LC-MS congregation shall inform the Senior Pastor. A letter of transfer will be issued.

2. Joining Other Churches

In cases where communicant members of this congregation have joined other than an LC-MS congregation, they shall, upon the decision of the Senior Pastor and Elders be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their names shall be removed from the membership list of the congregation and a letter of release shall be issued to the former member(s).

3. Location Unknown

The names of members whose location is unknown, and cannot be established within a period of six months, shall be removed from the membership list of the congregation at the direction of the Senior Pastor and Elders and placed in a file designated "Location Unknown."

4. Excommunication

Communicant members(s) who conduct themselves in an unchristian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after admonition and appeal, the Senior Pastor and Elders shall recommend to the Voters Assembly to excommunicate said members.

Excommunication is to be applied to any member who conducts themselves in an unchristian manner; for example:

- a. One who openly adheres to false doctrine.
- b. One who gives evidence of an immoral, impenitent and offensive life.
- c. One who willfully despises the preaching of the Gospel and the Lord's Supper.

The Elders shall administer church discipline on behalf of the congregation; however, excommunication shall be by two-thirds majority vote of Voters present at a properly convened meeting of the Voting Membership.

5. Self-Exclusion

The Elders shall continuously monitor and conduct quarterly reviews of the roster of this congregation for members who are not attending church services or communing on a regular basis. The Elders and/or the Senior Pastor shall contact the delinquent members and encourage them to join in worship and communion. If any member so contacted continues to fail to worship and commune, they shall be re-contacted by the Elders and/or Senior Pastor and shall be admonished more firmly. Continued failure to worship and commune may be cause for the member's name to be removed from the congregational roster, if so deemed appropriate by the Elders and the Senior Pastor. Upon notice by certified mail to the former member of their terminated membership status, they shall be considered an "Applicant" under Article 1 and be encouraged to request reinstatement should they be interested in resuming their member status.

Such self-exclusion releases the individual from all responsibilities to the congregation. It also excludes the member from the privileges of membership in this congregation, such as, Christian burial, Holy Communion, transfer to a sister congregation, and of any claim against the properties of this congregation. SUCH A PERSON, HOWEVER, WILL AT ALL TIMES BE WELCOME TO ATTEND ALL DIVINE SERVICES IN THIS CHURCH.

6. Restoration

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they become an applicant (Section 1, A.), repent and ask forgiveness through the Senior Pastor and the Elders. When beneficial to the welfare of the congregation, both acts of discipline and restoration may be made known to all communicant members by whatever method the Senior Pastor and the Elders deem most suitable.

Section B: Provisions Pertaining to Church Officers and Board Members

Any officer or Board member of the congregation who willfully neglects the duties of their office or demonstrates evident inability may be deposed by two-thirds majority vote of the Voting Members present at a properly convened meeting of the Voting Membership. The Board of Directors shall initiate such disciplinary action. When an office is made vacant by deposition, resignation, death or excommunication of the incumbent, a successor to such officer shall be elected by the Board of Directors and ratified by Voting Membership at the next meeting.

Section C: Provisions Pertaining to Pastors and Other Called Personnel

In Christian love and lawful order, any called worker may be removed from office by the Voters Assembly for any of the following reasons:

1. False doctrine.
2. Scandalous life.
3. Willful neglect of official duties.
4. Inability to perform the duties of office as included in the Bylaws (Article 5) and the applicable Call document.
5. Inability of congregation to fund the position.

Charges on any of these counts shall be carefully investigated by the Board of Directors and given an opportunity to resign their position in the congregation. Such opportunity having been given and declined, the Board of Directors shall, after consultation with the appropriate officers of the Pacific Southwest District of the Lutheran Church - Missouri Synod, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths majority vote of the Voting Members present shall be required to depose a pastor or other called person.

Should the occasion to depose a called individual arise, the intended deposition shall be announced by the Board of Directors at regular divine worship services on the two Sundays preceding a special meeting of the Voting Membership called for that purpose. All Voting Members shall be notified as prescribed by policy at least two weeks in advance.

ARTICLE 4: MEETINGS OF THE VOTING MEMBERSHIP

Section A. Responsibility

The Voters Assembly is the holder of the priesthood (I Peter 2: 5 & 9) and of the Congregational authority. It shall consist of Voting Members of the Congregation and be empowered to administer and manage its affairs and supervise the establishment and the conduct of all Ministry Action Teams within the Congregation.

The Voters Assembly shall delegate to the Board of Directors authority to conduct and perform all acts and affairs of the Corporation in its stead between meetings of the Voters Assembly, except that such authority shall not include the following:

1. Amend the Constitution or Bylaws;
2. Pass resolutions pertaining to the relations between the Pastor(s), other called servants, or hired servants and the Congregation;
3. Call (elect) a Pastor, or other divinely called servant; or

4. Modify the investment in church property above 10% in aggregate of the Voter approved budget [i.e. buy/sell real estate, or major alterations (non-maintenance) to church property].
5. To approve expenditures greater than 5% in aggregate of the Voter approved budget.
6. Excommunication

The Voters Assembly also empowers the Board of Directors to delegate to the Ministry Staff administration of the day-to-day operations of the Congregation in accordance with policies and directives established by the Congregation and the Board of Directors.

Section B: Semi Annual Meetings

Semi-annual meetings of the Voters Assembly shall be held on a Sunday afternoon in June and October of each calendar year. The October meeting shall include election of Officers, Directors, and Elders Team members. The June meeting shall consider and accept the budget and ministry plan for the following fiscal year. Dates and times of the semi-annual meetings of the Voters Assembly shall be set by the Board of Directors. Every meeting shall be published and announced at the worship services on the two weekends preceding the date of the meeting.

All communicant members of the congregation, regardless of age, should attend the meetings of the Voting Membership and may, with the consent of the Voting Membership, submit recommendations or participate in a discussion of any item of business before the Voting Membership. Voting rights, however, are restricted to communicant members 18 years of age or older.

Section C: Special Meetings

Special meetings of the Voters Assembly may be called by the Board of Directors upon its own motion, at the request of the Ministry Staff or by petition in writing by a minimum thirty-five (35) Voting Members.

Notice of the date and time of special meetings and the nature of the business to be transacted shall be announced at (a) worship services on two weekends immediately preceding the meeting and (b) by written notice published at least two (2) weeks in advance of the meeting. Only such business as is announced shall be conducted at a special meeting.

Section D: Order of Business at Regular Meetings

The order of business of the Voters Assembly meetings shall be as established by the President, or designee acting in the President's capacity, unless these Bylaws provide to the contrary. Questions of a procedure not governed by the Bylaws shall be decided by Robert's Rules of Order, latest Revision, and with Christian charity. Voters Assembly meeting shall always convene and adjourn with prayer.

Section E: Restriction Pertaining to Voting Membership Meetings

Thirty-five (35) Voting Members of a properly called Voting Membership meeting shall constitute a quorum, except as otherwise provided in this Constitution and Bylaws for dealing with certain specific situations herein defined. In the event of a tie vote, the President or his designee may cast the deciding ballot. In the event of a close vote, the President may vote to create a tie per Roberts Rules of Order. There shall be no voting by proxy.

ARTICLE 5: THE OFFICE OF PASTOR AND OTHER CALLED PERSONNEL

Section A: General

The Pastoral Office, Minister of Religion and Associate in Ministry Offices include all staff members who are called or hired by this Congregation to carry out Christ's mission. Upon being installed into office, each such staff member is obligated to uphold the teachings of the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testament and professed in the Book of Concord of 1580.

Current descriptions of the functions and responsibilities of, and qualifications for the Pastoral Office, Minister of Religion and Associate in Ministry positions shall be included in a manual of Congregational policies maintained by the Board of Directors (Bylaws Article 10).

In the event of a vacancy in any Pastoral Office the Elders will be responsible for designating who will assume the various responsibilities during the vacancy until the position is again permanently staffed. In the event of a vacancy in any other Minister of Religion, or Associate in Ministry, the Board will be responsible for designating who will assume the various responsibilities during the vacancy until the position is again permanently staffed.

Section B: The Pastoral Office

The Pastoral office is established and maintained by the congregation as the holder of the priesthood of all congregational activity. To execute the public functions of this spiritual ministry in behalf of the total priesthood, the congregation calls one or more pastors. The Pastoral Office is the primary office in the congregation, but future needs and circumstances may dictate a division of the ministerial office as the congregation may determine.

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

1. Administer the sacraments in accord with their divine institution.

2. Discharge toward all members of the congregation the functions of a minister and curator of their souls in an evangelical manner. In particular, to visit the sick and the dying and admonish indifferent and erring members.
3. Spiritually guard the welfare of the younger members of the congregation and adults during their preparation for confirmation and acceptance of Holy Communion.
4. Guide the congregation in applying the divinely ordained discipline of the Church.
5. Provide spiritual leadership and oversight in the educational agencies and various adult and youth organizations within the congregation consistent with the division of pastoral responsibilities.
6. Serve as an example by Christian conduct and do all that is possible for the up-building of the congregation and advancement of the Kingdom of Christ. By reason of his position, the Pastor is not only a servant and steward of God, but also of the congregation.
7. The Pastor designated shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Elders so that it is at all times in harmony with the doctrine and practice of the Lutheran Church - Missouri Synod.
8. Members of the congregation are obliged to accord the Pastor(s) honor and love, and be responsive to their ministry of God's Word. Members are also to support their ministrations with diligence and faithful prayers and help them in the discharge of their duties by cordial one-mindedness, willing readiness, peaceful conduct, and in every other way possible, as well as provide for their maintenance according to the ability of the congregation.

The pastor called as Senior Pastor shall be responsible for the supervision of all associated Ministry Staff positions and accountable to the Voter's through the Board of Directors as defined by policy and in the Organization Functional Chart. The Senior Pastor shall serve as a non-voting ex-officio member of the Board of Directors.

In calling a Pastor to perform the public functions of the ministry on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the God-given privilege and responsibility of all the members of the Church.

Section C. Minister of Religion

The Minister of Religion office is the authority conferred upon a person by God through a divine call of the Congregation to perform the duties associated with this office according to the Word of God and the needs of the Congregation. The person shall be trained and approved by Synod.

Minister of Religion offices may include, but not be limited to the following:

Senior Pastor	Associate Pastor	Assistant Pastor
Vicar	Director of Christian Education	Principal
Assistant Principal	Teachers	Preschool Director

Section D. Associate In Ministry Offices

The Associate In Ministry Office is the authority conferred upon a person by the Congregation through at-will employment to perform the duties associated with this office according to the Word of God and the needs of the Congregation. The person need not be Synodically trained.

Associate In Ministry Offices shall be established by the Board of Directors and include, but not be limited to the following:

Contracted Teachers	School Office Staff
Minister of Music	Business Manager
Church Administrative Staff	

Section E. Procedure for Calling / Hiring of Servants for the Pastoral Office, Minister of Religion and Associate In Ministry Offices Positions

The hiring of servants for Associate in Ministry positions, other than for the School, shall be the responsibility of the Ministry Staff with the approval of the Board of Directors.

The hiring of servants for Associate Ministry positions for the School shall be the responsibility of the Principal consistent with the School's ministry goals approved by the Board of Directors.

When extending a call to a person already performing that job their name shall be placed on a ballot and presented directly to the Voters Assembly at a properly called meeting. When extending a call for a vacant or new position in accordance with the following procedure shall be followed:

The calling of a Senior Pastor, other Pastor(s), or a Minister of Religion shall be by the Voters Assembly acting on behalf of the entire Congregation in accordance with the following procedure:

1. Acting on behalf of the Voters Assembly, a Search Task Force shall be appointed by the Board of Directors. This Task Force shall consist of one (1) Director, at least three (3) Voting Members not on the Board of Directors, the Vice President of Discipleship, or his designated representative and the Senior Pastor (if this position is not being called), or his designated representative. The chairperson shall not be the Board member, the Pastor or his representative.
2. Having requested names of potential candidates from members of the Congregation, consulted with the Board of Directors and also with the President, or the executive staff, of the Pacific Southwest District, the Search Task Force shall

prepare a slate of candidates.

3. The slate of candidates, including a brief description of qualifications, shall be published at least two weeks prior to the Voters Assembly meeting to elect the candidate.

4. With recommendations from the Ministry Staff, the Search Task Force shall select at least two candidates for recommendation to the Congregation.

5. At a properly convened meeting of the Voters Assembly, election shall proceed by ballot. A candidate shall be considered elected after receiving at least a majority on a ballot. The slate of candidates shall be reduced after each ballot by removing the name(s) of candidates who receive no, and/or the one receiving the fewest number of votes. A motion may be made at the conclusion of the voting process stating that the successful candidate is elected by acclamation.

6. It shall be the duty of the President to see that the notice of election is delivered promptly to the successful candidate by any one, or combination of, appropriate persons; the Senior Pastor, the President, or the Search Task Force Chairman.

ARTICLE 6: ELECTION OF OFFICERS AND BOARDS

Section A: Nominating Procedure

The Board of Directors shall select three or more qualified Voting Members who, together with the Senior Pastor, shall serve as the Nominating Task Force. The Nominating Task Force shall, at least 21 days prior to the October meeting, publish a list of candidates from among communicant members of the congregation who are eighteen (18) year of age or over, all of whom are eligible and willing to serve. There shall be at least one candidate for each office. Candidates for the office of Vice President of Discipleship and Elders shall be male. Qualifications for elected positions shall be defined by policy.

Following the publication of the Nominating Task Force's list, any communicant member of the congregation may submit to the Task Force additional names for consideration for addition to the

list. Such names shall be placed in nomination by the Task Force along with the candidates already chosen, provided that:

1. Such names shall be submitted at least ten days before the date of the October meeting of the Voting Membership.

2. The Nominating Task Force in consultation with the Senior Pastor and the Board of Directors shall have determined the status of the proposed candidates and found them spiritually eligible (i.e. committed to regular Bible study) for offices, meet the qualifications for their particular job description in these Bylaws, and/or the Policy and Procedure Manual and are willing to serve.

The Nominating Task Force, at least two Sundays before the date of the October meeting, shall publish the list of candidates for the following offices according to the year of election for each: President, Vice Presidents of Discipleship, Education, and Finance; Secretary, two Directors at Large, and 3–5 Elders. The number of Elders shall be defined by the Board with the Senior Pastor.

Section B: Election Procedure

From the published list of candidates for each elective office submitted by the Nominating Task Force, the Voting Membership shall, at its October meeting (in year stated), elect by ballot and simple majority, the following officers, one at a time, in the order indicated:

1. A President (even numbered years).
2. A Vice President of Finance (odd numbered years).
3. A Secretary (even numbered years).
4. A Director at Large (even numbered years).
5. A Vice President of Education (even numbered years).
6. A Director at Large (odd numbered years).
7. A Vice President of Discipleship (odd numbered years)
8. Three to Five Elected Elders for Ecclesiastical Supervision and Pastoral spiritual care (split between odd & even years)

The election process shall take place as defined in policy. Election results are to be announced before adjournment of this regularly called meeting.

Section C: Successive Terms and Filling of Vacancies

The Elder positions may succeed themselves in the same elected position only once. When any of these positions is vacant for any reason, a successor shall be elected by the Voting Members at the next meeting of the Voters Assembly to fill the unexpired term. In the interim, vacant positions shall be filled by these groups with the approval of their associated Ministry Staff representative.

Officers and Directors may succeed themselves in the same office by election only once. When a position of an elected Officer or Director is made vacant for any reason, a successor shall be elected by the Voting Members at the next meeting of the Voters Assembly to fill the unexpired term. In the interim, a maximum of four (4) vacant positions shall be filled by appointment of the Board of Directors. If more than four (4) positions are to be filled in one year they must be filled by a special meeting of the Voters Assembly.

Section D: Installation of Officers - Term of Office

The newly elected officers and Board Members of the congregation shall immediately begin training with outgoing officers and Board members in an unofficial capacity. They shall be installed on a Sunday in December and assume their official duties as of January 1 of each year. The term of office for all officers and Board members shall be two years, normally terminating on December 31st of the last year of their terms.

ARTICLE 7: DUTIES OF THE OFFICERS AND DIRECTORS

Section A: Duties of Officers

1. The President shall:

- Preside at all meetings of the Voting Membership.
- Enforce the Constitution and Bylaws of the congregation to the best of his ability, and carry out the expressed will of the congregation as embodied in the Resolutions of the Voting Membership and sign all legal documents or designate a representative on behalf of the Congregation.
- Call and preside over the meetings of the Board of Directors.
- At the direction of the Board of Directors, call special meetings of the Voters Assembly.
- With the approval of the Directors, appoint members of Policy Advisory, Nominating, Auditing, Call, Constitution, Compensation, Focus and Ad Hoc Task Force's as established by the Voters Assembly and/or the Board of Directors.

A detailed description of the duties and responsibilities of the President will be included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board. In the absence of the President, the Vice President of Discipleship shall succeed to the office of President for the remainder of his unexpired term.

2. The Vice Presidents shall:

The Vice Presidents of Discipleship, Education and Finance shall assist those applicable Ministry Staff, Ministry Action Teams and Auxiliary Organizations to perform their ministry. A detailed description of their duties and responsibilities will be included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board.

a. Vice President of Discipleship:

- Shall act for and in the stead of the President in his absence and shall be available for

whatever duties the President may assign. Shall succeed to the office of the President if he is unable to fulfill his unexpired term of office.

- Shall be a member of the Nominating Task Force when the annual slate of candidates is generated, or when a vacant Board position needs to be filled.
- Shall serve as a liaison between the Elders and the Board and serve as Chairman of the Elders.
- Shall be responsible for conducting annual performance review of Senior Pastor.
- In the absence of the President, the Vice President of Discipleship shall succeed to the office of President for the remainder of his unexpired term.

b. The Vice President of Education:

- Shall work with the School Advisory Task Force and any Ministry Action Teams in all areas of Christian education including but not limited to Parish education and Parochial School education for any and all ages of members from youth to senior adult.
- Shall collaborate with and support the School Principal in formulating and achieving the ministry goals of the School.

c. The Vice President of Finance:

- Shall be the chairperson of the Compensation and Finance Task Forces.
- Shall provide support for any Ministry Action team in the areas of finances.
- Shall collaborate with the Business Manager to create annual operating budget and regular financial reports.
- Shall be responsible for obtaining a Fidelity Bond, at the expense of the Congregation, for the Business Manager for an amount approved by the Board.

A detailed description of the duties and responsibilities of the Vice Presidents will be included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board.

3. The Secretary shall:

- Record the minutes of all Voters and Board of Directors meetings and maintain a permanent file.
- Initiate all official correspondence of the congregation.

- The Secretary shall sign legal documents on behalf of the Congregation where more than one signature is required.
- Take attendance at all Voters Meetings through the use of a sign-up sheet(s).

A detailed description of duties and responsibilities of the Secretary will be included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board.

4. The Directors at Large shall:

The two (2) elected Directors at Large shall serve in specific responsibilities as assigned by the President. Each shall have been nominated with complementary talents so that any and all ministry areas of the Congregation may be addressed by using their skills. Examples of specific ministry talents include Evangelism/Outreach, Social Ministry, Stewardship, Missions, Senior Adult, Adult Education, Properties, Capital Improvements, School and Children and Youth. A detailed description of the duties and responsibilities of the Directors at Large will be included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board.

ARTICLE 8: FUNCTIONS, POWERS AND ORGANIZATION OF THE BOARD OF DIRECTORS AND MINISTRY STAFF

Section A. Board of Directors

As empowered by the Constitution (Article 5(C)) and Bylaws (Article 4, Section 1) the Board of Directors shall conduct and perform the acts and affairs of the Congregation in its stead between meetings of the Voters Assembly. Under the President and with the guidance of the Senior Pastor, the Board of Directors shall:

1. Be responsible for establishing policies and plans necessary to direct the overall program of the Congregation for the furtherance of Christ's Kingdom in our midst by finalizing the long-term goal recommendations generated by the Focus Group (Bylaws Article 14);
2. Maintain the financial integrity of the Congregation;
3. Encourage the Ministry Staff in their work through prayer, word and action, and provide for the spiritual and physical health and welfare of the Ministry Staff and their families;
4. Exercise with the Senior Pastor discipline within the Congregation with respect to all matters of membership of the Congregation as provided in the Constitution and Bylaws;
5. Authorize the Ministry Staff to administer the day-to-day operations of the Congregation in accordance with this Constitution, Bylaws, the Policy and Procedure Manual (Bylaws Article 10), its own policies and directives and those resolutions

- established by the Congregation through its Voters Assembly;
6. Direct the calling of special meetings of the Voters Assembly as requested by the Senior Pastor or voting members;
 7. Be responsible for the receiving of and acting upon, if necessary, feed-back and/or complaints from members of the Congregation regarding all aspects of its operations;
 8. Establish appropriate Policy Advisory, Nominating, Auditing, Call, Constitution, Compensation, Focus, Personnel, and Ad-hoc Task Force's and approve the appointment of their members;
 9. Appoint persons to fill unexpired terms of members of Board of Directors (per the Bylaws Article 6, Section 3);
 10. Be available for any additional functions, which the Voters Assembly may confer on it.
 11. Establish a School Advisory Task Force to work in conjunction with the School Principal and VP of Education for the purpose of supporting the School Principal in formulating and achieving the ministry goals of the School
 12. Establish a permanent Finance Task Force reporting to the Board with positions elected by the Board for the functions of Comptroller, Financial Secretary, Treasurer, and Stewardship. The functions of the task force will be decided by policy approved by the Board.

The Board of Directors will be responsible for a Policy and Procedure Manual to assist in the uniform and consistent administration of affairs of the Congregation. Such manual shall be maintained by the Policy Advisory Task Force (Bylaws Article 10). A detailed description of the duties of the Board of Directors will be included in the Policy and Procedure Manual.

The Board of Directors shall meet monthly. Additional meetings may be called by the President and/or the Senior Pastor as required. Members of the Voters Assembly may attend meetings of the Board of Directors as observers, other than those portions of any meeting where the purpose is to discuss personnel-related matters or any issue or matter where the President determines that such meeting, or portion thereof, must be closed in order to preserve the privacy of individuals.

Section B. Ministry Staff

The Board of Directors' responsibility is generally confined to planning and establishing the foremost long-term ministry and capital plans/policies, leaving implementation and subsidiary policy development to the Ministry Staff. The Ministry Staff, at their discretion, may then choose to supervise their responsibilities directly (i.e. ministry

oriented plans), or appropriately delegate their supervision (i.e. capital oriented plans). All Board authority delegated to the Ministry Staff is delegated through the Senior Pastor. The Senior Pastor is to provide regular reports to the Board of Directors on the status of all operations.

As authorized by the Board of Directors (Bylaws Article 4, section 1), the Ministry Staff shall conduct the day-to-day business of the Congregation. It shall also:

1. Establish all operating policies, make all decisions, take all actions and develop all activities, which are true to the Board's policies.
2. Not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business or professional ethics or the “prudent person” test, or contrary to explicit Board constraints on staff authority.
3. Establish appropriate Ministry Action Teams, appoint members to it and direct their activities.
4. Be available for any additional functions, which the Board of Directors may confer on it.

Section C. Business Manager

The Business Manager is responsible for managing the day-to-day operations of the Congregation, administratively reporting to the Senior Pastor while functioning under the direction and authority of the Board. Major responsibilities include, but are not limited to:

- Prepare the annual Fiscal Budget under direction of the Board
- A detailed description of duties and responsibilities of the Business Manager is included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board (Bylaws Article10).

Section D. Principal

The Principal is responsible for managing the day-to-day operations of the School and Preschool, administratively reporting to the Senior Pastor while functioning under the direction and authority of the Board. Major responsibilities include, but are not limited to:

- Draft or facilitate creation of appropriate and necessary School policies for Board approval
- Work with Business Manager to prepare the School and Preschool portions of the annual Fiscal Budget under direction of the Board.
- Supervise the School Staff.
- A detailed description of duties and responsibilities of the Principal is included in the Policy and Procedure Manual maintained by the Policy Advisory Task Force under direction of the Board (Bylaws Article10).

ARTICLE 9: MINISTRY ACTION TEAMS

Ministry Action Teams are formed from the Congregation's laity, men and women, and are the primary means for the Congregation to perform its ministry responsibility of activities and programs both internally and externally. Ministry Action Teams shall be created by appointment as needed by the Ministry Staff, or requested by the Board of Directors. The scope of work and the duration of each team will be unique and determined by its ministry activity when it is established.

Congregational members can serve on multiple Ministry Action Teams.

A member of the Ministry Staff shall serve as a liaison member of each Ministry Action Team. Meetings of the Ministry Action Teams will be held as deemed necessary by the designated leader. Records shall be maintained of all their actions, as appropriate.

ARTICLE 10: POLICY ADVISORY TASK FORCE

The President, with approval of the Board, shall appoint a Policy Advisory Task Force. Its purpose shall be to review the church's Policy and Procedure Manual for adequacy and to recommend any changes or additions to its content to the Board. This manual shall implement and describe in detail the operating policies and procedures of this church, but not dictate anything that is contrary to this Constitution, or its Bylaws concerning membership in the Congregation; the rights and duties of persons holding office, Board of Directors and Pastors or other called servants; or create any contract rights not otherwise authorized. Only the Voters Assembly shall have the power to modify the manual with respect to sections dealing with the functions of Pastor; Officers; and Board of Directors. The latest revised master copy shall be kept in the Church Office available for reading by any member at any time.

ARTICLE 11: CONSTITUTION TASK FORCE

The President, with approval of the Board, shall appoint a Constitution Task Force to review the adequacy of the Constitution and Bylaws and recommend any changes to the Board for potential incorporation by the Voters assembly.

ARTICLE 12: AUDITING TASK FORCE

The President, with approval of the Board, shall annually appoint an Auditing Task Force whose responsibility will be to ensure that an annual professional audit of the church's books is performed after the end of the fiscal year according to normally accepted practices for a church operation of its size.

ARTICLE 13: NOMINATING TASK FORCE

Approximately two months prior to the regular October Voters Assembly meeting, the Board of Directors shall select three or more qualified Voting Members who, together with the Senior Pastor, shall serve as the Nominating Task Force . Such action shall be published in the worship bulletin along with the notice that names of potential candidates for the positions to be elected

may be submitted to the Task Force by the specified date (Article 6, Section 1).

ARTICLE 14: FOCUS GROUP TASK FORCE

The President with the approval of the Board shall appoint a Focus Group Task Force to work with the Senior Pastor and others to formulate the long-range mission and ministry plans for Christ's Greenfield Lutheran Church and School and their supporting Master Plan showing the associated facility requirements. This group shall communicate regularly with the Board of their progress and to receive additional direction from them.

ARTICLE 15: COMPENSATION TASK FORCE

The President with approval of the Board shall annually appoint a Compensation Task Force. This Task Force shall consist of the Vice President of Finance, the Business Manager, plus two non-Board voting communicant members from the Congregation. The Task Force will be led by the Vice President of Finance. This Task Force is advisory only and functions as a salary advocate for the Ministry Staff. The Task Force's recommendations must be considered by the Board and are subject to revision to comply with the balanced budget needs and employment conditions of the Congregation. This Task Force's recommendations must be finalized by the end of March so that timely hiring of the next year's Ministry positions may be completed. Any mid-year revisions, or special need requests will be decided by the Board.

ARTICLE 16: ELDERS

The Elders provide advice, ecclesiastical supervision, guidance and consultation to the Senior Pastor that promotes the Christ centered, orderly operation of Christ's Greenfield Lutheran Church's campus, teachings, ministerial staff and other appropriate resources. They shall discharge their duties under the authority of the Senior Pastor as provided for by the membership of Christ's Greenfield Lutheran Church and its Constitution and Bylaws. The Elders will be led by the Vice President of Discipleship.

The primary duties of the Elders are as follows:

- A. Pastoral Support - Assist the Pastor in all matters pertaining to the spiritual welfare of the Congregation.
- B. Grievances - Consider complaints and grievances of members of the Congregation, if Matthew 18: 15-16 has been fully observed, and they shall report to the Congregation those which cannot be otherwise adjusted, in accordance with Matthew 18: 17-18.
- C. Encouragement - Encourage members who have been negligent in their attendance of services, in the use of the Sacraments, in the study of God's Word, and in the financial support of the church, to mend their sinful ways and fully enjoy the rights and privileges of their membership.

- D. Worship - Ensure 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 and also to be available as a worship assistant as requested by the Pastoral Staff.
- E. Pulpit Assistance - Assist the Pastor in arranging for pulpit assistance, special services and guest speakers.
- F. Professional Calls - Assist in preparing a list of candidates when the Congregation is to call a Minister of Religion. The list shall contain names of candidates received from the District President and the Board associated with the position under consideration.
- G. Morals - Be an example of Christian conduct and conversation.

Elders will be male communicant members elected to serve for a period of two years with one succeeding term allowed. Elders shall be a good example of a mature Christian living a moral life in conduct and conversation. In case of a vacancy Elders will nominate replacement members or appoint additional members on the basis of consensus with recommendation from the Senior Pastor.

ARTICLE 17: AMENDMENTS

These Bylaws may be amended at any properly convened meeting of the Voting Membership by a simple majority vote, provided that the Voting Membership has been advised of the nature of the proposed changes and of the date of the meeting at which the proposed amendment is to be acted upon, at least two Sundays in advance. All amendments to the Bylaws or to the Constitution shall be recorded in the official copy of the Constitution and Bylaws in the possession of the current secretary of the congregation.