



St. Paul Ev. Lutheran Church of Appleton, Wisconsin

CONSTITUTION AND BYLAWS

July 1, 2020

Approved: June 29, 2020



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PREAMBLE

WHEREAS, the Apostle Paul sets forth, 1 Corinthians 14:40, that all things in the church shall be done “in a fitting and orderly way,” and

WHEREAS, the history of the Christian church of all times shows that certain agreements and regulations are helpful to fulfill the purpose and attain the objectives of congregations; therefore, be it

BE IT RESOLVED, that we, as a congregation of Lutheran Christians at St. Paul Evangelical Lutheran Church of Appleton, Wisconsin do herewith, in the name of the Triune God, Father, Son, and Holy Spirit, and by subscribing our names hereto, adopt the following CONSTITUTION AND BYLAWS.

ADOPTED by the Voters' Assembly the 29th day of June, in the year of our Lord, two thousand and twenty.

Constitution

Article 1: Name

The name of the congregation shall be St. Paul Evangelical Lutheran Church.

Article 2: Articles of Faith

Section 1

This congregation accepts and confesses all the Canonical books of the Old and New Testaments as the verbally inspired and inerrant Word of God and submits to this Word as the only infallible authority of all matters of faith and life (2 Timothy 3:15-17).

Section 2

This congregation accepts and confesses all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as true statements of scriptural doctrine. They are:

- A) The three ecumenical Creeds
 1. The Apostles'
 2. The Nicene
 3. The Athanasian
- B) The six Lutheran Confessions
 1. Dr. Martin Luther's Small Catechism
 2. Dr. Martin Luther's Large Catechism
 3. The Unaltered Augsburg Confession
 4. The Apology of the Augsburg Confession
 5. The Smalcald Articles
 6. The Formula of Concord

Section 3

This congregation accepts and confesses these symbolical books without reservation, not insofar as, but because they are the presentation and explanation of the pure doctrine of the Word of God and a summary of the faith held by the Evangelical Lutheran Church.

Section 4

No doctrine shall be taught or tolerated in this congregation which is in anyway at variance with Holy Scripture and these symbolical books.

Section 5

Likewise, all controversies which may arise in this congregation shall be decided and adjusted according to this norm of doctrine and practice.

Article 3: Purpose

Section 1

The continuing purpose of this congregation, as a gathering of Christians, is to serve all people in God's world with the Gospel of Jesus Christ on the basis of the Holy Scripture (Matthew 28:18-20; Mark 16:15).

Section 2

The primary objective of this congregation shall be to proclaim the law and gospel in our congregation, community, and in the world (2 Timothy 4:2) so that through the means of grace the Holy Spirit might:

- A) Lead sinners to repentance and faith in Jesus Christ for life and salvation (Luke 24: 46-48).
- B) Strengthen believers in faith and sanctification (Romans 10:17).
- C) Equip believers as disciples, stewards, witnesses, servants to share the gospel and live their faith (Ephesians 4; 11,12; Matthew 5:16).

Article 4: Church Affiliation

This congregation shall affiliate itself only with a church body that holds to all the truths of God's Word in doctrine and practice and is bound to the confession of faith as set forth in Article II, if, as long as, such a church body exists.

Article 5: Church Membership

Section 1: Classification

- A) Baptized members of the congregation are those who have been baptized into the Christian faith in the name of the Triune God (Matthew 28:18-20; Mark 16:16).
- B) Communicant members are those baptized souls who confess Jesus Christ to be their Lord and Savior and have stated their adherence to all the canonical books of the Old and New Testament, without qualification, as the only rule and norm of faith and life, and have declared their agreement with the chief parts of Christian doctrine as written in Dr. Martin Luther's Small Catechism.
- C) Voting members are those male communicant members (1 Corinthians 11:3; 1 Corinthians 14:34; 1 Timothy 2:12) who have declared their agreement with this Constitution by their signatures and who have been received by the Voters' Assembly of the congregation.

Section 2: Privileges And Responsibilities

“God is Love” (1 John 4:8) and his love ever moves him to bless the members of this church with physical and spiritual gifts (1 John 3:1; James 1:17). In return for all of these undeserved blessings, we love him (1 John 4:19) and show that love with the works that we do. We acknowledge the exercise of such love as both a privilege and a responsibility. Some of the privileges and responsibilities to be noted are the following:

- A) Our God has given us His Word, the one thing needful (Luke 10:42) which alone can save our souls and tell us how to live a God-pleasing life (2 Timothy 3:15-17). Consequently, members of His church will consider it a distinct privilege and a responsibility to:
 - 1. Hear and receive the Word of God diligently (Luke 11:28).
 - 2. Provide and promote opportunities for Christian education (2 Peter 3:18).
 - 3. Bring up their children in the training and instruction of the Lord (Ephesians 6:4).
 - 4. Share the gospel with all people (Acts 1:8).
- B) Our God has given us two sacraments. Holy Baptism and Holy Communion, which are means that the Lord uses to bring his grace to us. Consequently, members of his church will:
 - 1. Have their children baptized early in life, “for baptism now saves you also” (1 Peter 3:21).
 - 2. Frequently partake of Holy Communion (1 Corinthians 11: 23-26), if they are recognized as such who can properly examine themselves (1 Corinthians 11:28). Only those in our confessional fellowship of faith are permitted to commune at our altar. (Close Communion-1 Corinthians 1:10; 2 Corinthians 6:14,15; Romans 16:17).
- C) Our God has given us the privilege and responsibility of being managers over a certain portion of His estate and assures us He will graciously bless our faithful management (2 Corinthians 9:6). Therefore, members of his church will be under grace:
 - 1. Continually remember that all of their possessions, time, and abilities are really a trust from God.
 - 2. Cheerfully decide in their hearts (2 Corinthians 9:7) the portion of their possessions, time, and abilities which they will regularly devote to the Lord for use in carrying out that which the congregation has made its concern, not omitting the work of the church-at-large (Matthew 28:19; 2 Corinthians 1:14,16; 1 Peter 4:10).
 - 3. If eligible, become voting members and regularly attend Voters’ Assembly meetings and lend the congregation their council and aid.
- D) Our God has implanted within us Christians the new man, who desires to live righteously (2 Corinthians 5:17; Ephesians 4:24), and lead a Christian life (Galatians 5: 22-25). Consequently, members of the church will:
 - 1. Not live in obvious acts of the sinful nature (Galatians 5:19-21) but live a Christian Life (Galatians 5:22-25).

2. When they have erred, permit themselves to be admonished and corrected by their fellow Christians in the spirit of Matthew 18: 15-18.
3. Refuse to hold membership in any organization whose teachings and practices conflict with the Word of God. (e.g. lodges) (John 5:23; 8: 31,32; 2 Corinthians 6: 14-18).

Section 3: Discipline

It is the privilege and responsibility of the members of this congregation to exercise Christian discipline in the spirit of Matthew 18: 15-20 toward those who err from the faith or who in other ways have given offense. At all times this shall be done in the spirit of the Gospel; namely, to retain the erring as brethren. Those who have been excommunicated or excluded from the fellowship of this congregation lose all rights and privileges in the congregation and its property.

Section 4: Termination Of Membership

- A) By transfer
A member in good standing wishing to join a sister congregation shall apply for a transfer of membership from this congregation, whereupon he shall receive a letter of transfer.
- B) By release
Members who sever their affiliation with St. Paul congregation by joining a Christian church not in fellowship with St. Paul shall receive a letter of release from this congregation.
- C) By removal
Members who cannot be located or sever their affiliation with St. Paul congregation shall be removed from membership in this congregation.
- D) By Excommunication and Self Exclusion
A member giving offense by an unchristian life or a deliberate and continued absence from public worship or Holy Communion shall be dealt with according to Matthew 18. At all times this shall be done in the spirit of the Gospel, namely, to regain the erring brethren. Refusing to repent and amend, a manifestly impenitent sinner shall be publicly excommunicated from the congregation.
Self-Exclusion applies to those who have cut themselves off from disciplinary action by the congregation by refusing contact with the pastors, elders, and the congregation itself.
- E) Termination of fellowship
Members who persist in an error which in itself does not make the presence of saving faith impossible, shall be excluded from the fellowship of the congregation (Romans 16: 17,18).

Section 5: Reinstatement

When an excommunicated member by the grace of God repents of his sin, he is to be reinstated with all former rights and privileges of this congregation (2 Corinthians 2: 6-8).

Article 6: Powers and Rights of The Congregation

Section 1

In the matters of Christian faith and life, the Word of God is supreme (Psalm 119:105).

Section 2

In all matters not decided by the Word of God, the congregation represented by the Voters' Assembly shall have the right of decision (Romans 12:10, 14:19; Ephesians 5:21).

Section 3

The Church Council, any other elected committee members or organization within the congregation, and any of its elected or appointed officers shall have no power or authority beyond that conferred upon them by the congregation. However, the Church Council in an emergency may act in the name and welfare of the congregation. Such action must be submitted for approval at the next Voters' Assembly meeting.

Section 4

No group or society may be organized within the congregation without the approval of the congregation. The congregation shall be assured that the aims of such groups are in complete harmony with the congregation before it grants its approval (1 Corinthians 1:10; 12:25).

Article 7: The Public Ministry

Section 1

The congregation has the exclusive right to call pastors, teachers, staff ministers, and early Childhood center directors.

Section 2

The office of pastor in this congregation shall be conferred only upon such men who are qualified for this ministry and publicly and without reservation profess their acceptance of and adherence to Article II of this constitution. Such acceptance and adherence shall be required of them in the call extended by the congregation (Ephesians 4:11-16; 1 Timothy 3:1-7; Titus 1:6-8).

Section 3

The offices of teacher, staff minister, and early Childhood center director in this congregation shall be conferred only upon such individuals who are qualified for these ministries and are in accord with the confessional standard of this congregation as set forth in Article 11 of this constitution (Ephesians 4: 11-16; Romans 12: 6-8).

Section 4

In case of a vacancy in the office of pastor, teacher, staff minister, and early Childhood center director the congregation shall notify the president of the district that he may assist in temporarily filling the vacancy and in giving his good council in regard to calling a new pastor, teacher, staff minister, and early Childhood director.

Article 8: Officers of The Congregation

Section 1

The first New Testament congregation at Jerusalem chose men “full of the spirit and wisdom” (Acts 6: 1-6) to aid the Apostles in the administration of its affairs. This congregation shall choose officers and committee members with like qualifications (1 Timothy 3:8-13).

Section 2

The listing of the officers and their duties is given in the Bylaws.

Section 3

The respect and esteem of the congregation are due these officers in the performance of their duties, and they shall be given its cooperation. They shall conduct themselves in a manner befitting their responsible office (1 Timothy 3: 8-13).

Article 9: Removal from Office

Section 1

If anyone who holds an office in the congregation willfully neglects his duty, and upon due admonition does not amend, the congregation has the right, and eventually the duty, to remove him from office and elect another in his place (1 Timothy 3: 8-13).

Section 2

Sufficient and urgent cause for removing a pastor, a teacher, a staff minister or early Childhood center director are persistent adherence to false doctrine, scandalous life, willful neglect of duty, or established inability to perform the duties of his office (1 Timothy 3:1-7: and Titus 1:6-9). In such a case the advice and good council of the appropriate district officer shall be sought.

Article 10: Meetings of The Congregation

Meetings of the congregation shall be held at such times and in such a manner as stated in the Bylaws. The meetings shall give the voters of this congregation the opportunity to hear, discuss, and take necessary action in manners pertaining to the welfare of the congregation and of the church-at-large.

Article 11: Separation or Dissolution

Section 1

If at any time a separation should occur in this congregation, the property and all equipment of this congregation shall remain with that portion of the membership which adheres to this constitution, regardless of number.

Section 2

In the event of termination or dissolution of the congregation, the Church Council shall, after paying or making provisions for the payment of all liabilities of the congregation, dispose of its remaining assets, if any, exclusively for the purposes of the congregation, by distributing, at the direction of the Voters' Assembly, the remaining assets to (and only to) on or more organizations in which the congregation is in fellowship, which shall at the time qualify as exempt organization(s) (under section 501 (c) 3 of the Internal Revenue Code of 1986, as amended, or the corresponding provision of any future United States Internal Revenue Code).

Article 12: Repeals and Alterations

Section 1

ARTICLES II, III, IV, V, VI, Sections 1&2, VII, Sections 1-3, VIII, Sections 1&3, IX and XII, Section 1 of this constitution shall be and remain unalterable and irrevocable, inasmuch as they express clear, scriptural teachings.

Section 2

Proposals to alter or repeal any alterable or repealable article of the Constitution or to add an article shall be submitted in writing to the Church Council, and shall be publicly announced on two Sundays immediately preceding a regular meeting of the Voters' Assembly and posted in the church during that period.

Section 3

Such a proposal shall be discussed in the meeting in which it is presented and voted on in the next regular meeting of the Voters' Assembly.

Section 4

A two-thirds vote of the Voters' Assembly present shall be required to alter or repeal any alterable or repealable article of this Constitution or to add any article hereto.

Section 5

Any and all Bylaws may be repealed by a majority vote of the Voters' Assembly present at any regular Voters' Assembly meeting provided that a public notice of this proposed action shall have been given to the congregation on at least two Sundays prior to the time of the meeting, and provided that the proposed

amendment has been submitted in writing to the Church Council for its study and recommendation.

Bylaws

Article 1 – Reception into Membership

Persons who wish to be received into membership in the congregation other than through the Sacrament of Holy Baptism or Rite of Confirmation shall bring their request to the attention of the Spiritual Growth Board. The board shall honor the request when accompanied by a letter of transfer or any other recommendation from a sister congregation or when qualifications for membership, as specified in Article V of this constitution, have been met. Such action by the Spiritual Growth Board shall be ratified at the regular meeting of the Voters' Assembly and notice of such receptions reported to the congregation.

Article 2 – Termination of Membership

Section 1 – Methods

Membership may be terminated by: transfer, release, removal, excommunication, self-exclusion, or termination of fellowship, as specified in the Church Constitution, Article V, Section 4.

Section 2 - Procedures and Powers

- A) Requests for transfer or release shall be submitted to the Spiritual Growth Board who, together with the pastor(s), shall be empowered to transfer members in good standing (not under church discipline) who express a desire to join a sister congregation and to grant releases to members requesting a release. The actions of the Spiritual Growth Board shall be subject to ratification by the Voters' Assembly.
- B) The Spiritual Growth Board, together with the pastor(s), shall be entrusted by the Voters' Assembly with the authority and responsibility of handling all cases of membership termination in accordance with scriptural concern for the welfare of the souls involved and in accordance with established constitutional procedures.
- C) Cases for removal, excommunication, self-exclusion, or termination of fellowship shall first be brought for action before the Spiritual Growth Board, then before the Church Council, and finally before the Voters' Assembly.
- D) Cases for excommunication shall require a unanimous vote of the Voters' Assembly.

Section 3 – Right to Appeal

Any person who has been subject to disciplinary action by this congregation shall be notified in writing by the congregation of the right to appeal. The notification shall occur within 30 days of the completion of the disciplinary action. Such appeal must

be filed with the District President in writing, with a copy provided to the Voters' Assembly, within 60 days of the disciplinary action.

Article 3 – Voting Membership

Section 1 – Eligibility of Voting Members

Any male communicant member of this congregation who is 18 years of age or older, is both eligible and encouraged to apply for voting membership. A copy of the Constitution and the Bylaws shall be provided to him to study. Upon receipt of his written signature acknowledging his affirmation to fulfill the duties of a voting member and agreeing to the terms of the Constitution and Bylaws of the congregation, he shall be eligible for acceptance as a voting member with all rights and privileges attached to it.

Section 2 – Privileges and Duties of Voting Members

It shall be the privilege and duty of a voting member of this congregation to:

- A) Conscientiously and prayerfully exercise his right to vote in all measures that shall advance the work of Christ's kingdom both locally and in the church-at-large.
- B) Willingly serve in any office or capacity for which his talents and abilities equip him.
- C) Faithfully attend meetings of the Voters' Assembly.
- D) Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation.
- E) Encourage, by personal example and friendly interest, eligible communicant members who are not yet voting members to consider accepting the responsibilities and privileges of voting membership.

Section 3 – Definitions of Voting Members

- A) The Wisconsin Evangelical Lutheran Synod distinguishes clearly between bodies that exercise authority (governing bodies) and other bodies that serve the congregation (servicing bodies). The scriptural principle of headship dictates that only male members may serve on governing bodies.
- B) In order to clearly distinguish between governing bodies and a servicing bodies, St. Paul congregation accepts the following terminologies: Voters' Assembly, Church Council, and boards are governing bodies, and committees are servicing bodies.

Article 4 – Organization of the Congregation

The congregation shall have the following officers and boards ultimately responsible to the Voters' Assembly:

Section 1 – The Trustees of the Congregation.

A) Trustees

The trustees of the congregation shall consist of the president, secretary and treasurer. They shall be responsible for addressing legal issues and appointing special committees. They shall have the powers and duties delegated to them under the laws of the state of Wisconsin, including but not limited to the following:

1. Manage and administer the secular and temporal affairs of the congregation.
2. Have custody and control of the corporate property and make rules and regulations for the use of the same, subject to the Bylaws.
3. Govern their official acts by the confessions of the Church Constitution Article II, these Bylaws, and resolutions of the congregation applicable thereto; not inconsistent with the laws of Wisconsin.
4. Have control of the corporate property of the congregation according to the direction given them by the Voters' Assembly. The officers of the congregation are hereby empowered to borrow money, pledge the assets of the congregation, sell, lease or otherwise dispose of the real and personal property of the congregation, all at the direction of the Voters' Assembly. It shall also have the right to acquire property by any legal means as directed by the Voters' Assembly. The president and secretary (or the treasurer in the secretary's absence) are hereby designated as the persons who shall sign all documents of the congregation.
5. Work with the pastor(s) on behalf of the congregation and Church Council. They shall assist the pastor(s) in planning and other duties as necessary. The secretary of the congregation shall keep the minutes of the trustees' meetings.
6. Govern their official acts by the confessions of the Church Constitution Article II, those Bylaws and resolutions of the congregation applicable thereto; not inconsistent with the laws of the state of Wisconsin.

B) President

1. The president of the congregation shall preside at all meetings of the Voters' Assembly. He shall enforce the Constitution and Bylaws of this congregation and carry out the expressed will of the congregation as embodied in the decisions of the Voters' Assembly.
2. He shall call and preside over the meetings of the Church Council and shall endeavor to coordinate the functions, plans and activities of the congregation in all its parts for the total furtherance of Christ's Kingdom in our midst.
3. The president shall represent the congregation from time to time at various meetings of the boards, committees, organizations, or groups within the congregation either in person or as represented by such person or persons he may appoint.
4. The president shall serve as one of the trustees. The president shall submit an auditing report as directed by the Voters' Assembly.

C) Secretary

1. The secretary shall be responsible for keeping and being the custodian of the secular records of the congregation, and the minutes the Board of Trustees' meetings.
2. He shall also be responsible to record all minutes of the Voters' Assembly and of the Church Council meetings. These records shall be kept as a permanent record for the congregation.
3. He shall perform such other duties that are normally required of a corporate secretary, and serve as one of the three trustees.
4. He shall perform such duties as the Voters' Assembly or the president may delegate to him, provided they are not in conflict with this constitution and Bylaws and the corporate laws of the State of Wisconsin covering religious societies.

D) Treasurer

1. Serve on the Board of Trustees.
2. Be responsible for accurately recording congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures.
3. Present a written financial report to the Voters' Assembly and a preliminary report at the Church Council meetings.
4. Submit permanent financial records for an audit as Directed by the Voters' Assembly.
5. Be responsible for monthly disbursements of offerings for missions and other church agencies and for prompt payment of salaries and authorized bills.
6. Coordinate the flow of monies from the treasury to various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
7. Reimburse staff and volunteers of the congregation for documented expenses while attending professional workshops, conferences, conventions, etc., provided they were previously approved by the board under whose jurisdiction they function.
8. Receive from a designated assignee a report of all monies received through the worship services and special offerings, or any other sources, and duly record the same.
9. Oversee the signing of all checks for the payment of bills, salaries, or other financial commitments of the congregation.
10. Maintain for all boards a current record of their budget allocations and accrued disbursements.
11. Provide all staff of the congregation with a detailed listing of their compensation package.

Section 2 – Governing (Voting) Bodies and Servicing (Non-voting) Bodies

A) Church Council

1. Responsibilities. It shall be the responsibility of the Church Council to coordinate and administer the policies and affairs of the entire

congregation in accordance with Articles and Bylaws of this Constitution. All boards, committees, auxiliaries, groups, etc. in the congregation shall be responsible to the Church Council. The Council shall receive, in all regular meetings, a report from all existing boards and is to see that the total welfare of the congregation is considered in all decisions that are made by the Church Council. The Church Council is responsible to the Voters' Assembly for its actions.

2. Powers. With authority granted by the Voters' Assembly, the Church Council may:
 - a) Make appointments. (This action shall be subject to review by the Voters' Assembly).
 - b) Bring before the Voters' Assembly its own recommendations and the recommendation of any other board or committee.
 - c) Disperse funds for needs not provided for in the budget up to \$5000 in any fiscal quarter without the Voters' Assembly approval but subject to their review.
 - d) Disperse special funds for the purpose so designated.
 - e) Place spending limits on all boards and committees.
3. Fiscal Limitations. The Church Council shall prepare and present an annual congregational budget to the Voters' Assembly. The budget may be amended during the year by the Voters' Assembly. Only the Church Council is empowered to authorize expenditures of funds not provided for in the budget.
4. Meetings. The Church Council shall be convened in regular monthly meetings at least 10 times each calendar year, and shall hold such additional meetings as may be called by the president, pastor(s), or a majority of the members.
5. Membership. The Church Council shall consist of the president, secretary, treasurer, and the chairmen of the Spiritual Growth Board, Spiritual Life Board, Lutheran Elementary School Board and the Early Childhood Center Board. The pastor(s) shall be non-voting ex-officio member(s) of the Church Council. The principal, ECC Director and staff minister(s) shall be advisory members and may not vote on matters of the Council.

Section 3 – Boards Reporting to Church Council

Responsibility and authority for the daily administration of congregational affairs shall be delegated to these boards. Detailed definitions of responsibilities shall be developed by each board and approved by the Church Council. Elected Church Council members shall be chairmen of the Spiritual Growth Board, Spiritual Life Board, School Board, Early Childhood Center Board. A brief description of the basic objectives of each board follows:

A) Spiritual Growth Board

This board provides oversight for the spiritual welfare of the pastor(s), staff minister(s) and congregational members individually and corporately, and the supervision of everything pertaining to congregational worship. This

board currently consists of the following committees, organizations, and functions as determined by the Church Council: Elders (The Elders Committee will serve as assistants to the pastor(s) and staff minister(s) to visit, counsel and encourage members who have demonstrated a lack of concern for hearing God's Word and receiving the Sacraments.) Service Teams, Greeters, Altar Guild, Worship Service, Sunshine Club (Shut-Ins) and Sunday School. Members of the board are approved by the Church Council and ratified by the Voters' Assembly.

B) Spiritual Life Board.

The board provides spiritual services and fellowship opportunities within the congregation. This board currently consists of the following committees, organizations and functions as determined by the Church Council: Fellowship, Outreach, Parish Needy, Stewardship, Women's Ministries, Lutheran Women's Missionary Society, and Student Aid (St. Paul Pastor/Teacher Scholarship fund distribution). Members of the board are approved by the Church Council and ratified by the Voters' Assembly.

C) Lutheran Elementary School Board

This board establishes and maintains a sound Christian Education program for families with children for the kindergarten through eighth grade. It is responsible for policy development and oversight, and for overseeing staff and school related activities. The board shall encourage our members to make use of Fox Valley Lutheran High School, Lutheran Preparatory Schools and Lutheran colleges. Members of the board are approved by the Church Council and ratified by the Voters' Assembly.

D) Early Childhood Center Board

This board oversees the offering of full-time and part-time childcare, summer camp programming and related activities for children of pre-elementary school age. It is responsible for administering policies and staff-related activities. Present programming involves full-time or part-time childcare for families with children ages six weeks and up. Members of the board are approved by the Church Council and ratified by the Voters' Assembly.

Section 4 – Workings of Boards

A) General Duties and Powers of Boards

1. Each board shall submit a report of its activities at the regular meeting of the Church Council and the Voters' Assembly.
2. Each board shall initiate such activities and programs within the congregation that shall enable it to effectively perform the functions and duties assigned to it by the Constitution and Bylaws or any specific resolution of the Voters' Assembly.
3. Each board shall be empowered to administer all funds set aside for its work by the budget appropriation or special resolution of the Voters' Assembly. However, the Voters' Assembly may restrict such expenditures to conform with the actual financial condition of the congregation. Each administrative board shall be jointly and severally liable for all

expenditures not authorized either by the budget or by special resolution of the Voters' Assembly.

4. Each board shall keep a permanent set of minutes for each meeting and such minutes shall be the property of the congregation.
5. The exact size of the boards may be determined by need and decided by the Chairman of that Board, the Church Council or Voters' Assembly.

B) Organization and Meetings of Boards

1. Organization and meetings of boards shall be under the direct control and supervision of the chairman of the board. Following the election of the chairman of each board, the chairman of the respective boards, with the assistance of the volunteer life committee, shall promptly appoint and designate board members subject to the approval of the Church Council and the Voters' Assembly.
2. The time and frequency of board meetings shall be at the discretion of the chairman of the board and the board members, except that, for good and sufficient reason, either the president of the congregation or the pastor(s) may call a meeting of the board at any time. Meetings thus called shall be classified as special meetings, and each person involved shall be notified of the date, time, and purpose of such meeting.

Section 5 – Committees (Servicing Bodies) of the Congregation

In order to perform the Lord's Ministry at St. Paul, certain committees shall be formed to conduct activities and make recommendations to the congregation's governing bodies - Voters' Assembly, Church Council and individual boards. In general, the committees will focus on the all three areas of congregational ministry – Spiritual Growth/Spiritual Life, Lutheran Elementary School and Early Childhood Center. The activities and reporting durations of these committee shall be at the discretion of the governing body served by each particular committee. Examples of such committees that are currently active; or proposed are: Volunteer Life, Long-term Planning, Technology, Marketing and Ministry Communications, Church Properties, New Member Assimilation, Safe Child, and Nominating.

Article 5 – Meetings of the Congregation

Section 1 – Regular Meetings of the Voters' Assembly

- A) Regular meetings of the Voters' Assembly shall be held quarterly each fiscal year. The Church Council shall determine dates and times of all meetings.
- B) Every meeting of the Voters' Assembly shall be publicized to the members of the congregation by oral or written means at the worship services for two Sundays immediately preceding the date of the meeting.

Section 2 – Special Meetings of the Voters' Assembly

Special meetings of the Voters' Assembly may be called by the president, the pastor(s), the Church Council, or at the request of five Voters' Assembly members.

Notice of the date and time of such a meeting and the nature of the business to be transacted shall be given at the worship services on the two Sundays immediately preceding the date of the special meeting.

Section 3 – Order of Business at Regular Meetings

The agenda at regular meetings of the Voters' Assembly may be as follows:

- A) Call to order and devotion
- B) Approval of agenda
- C) Minutes of previous meetings, including special meetings
- D) Reception of new voting members
- E) Report(s) of the Pastor(s)
- F) Report of the Principal
- G) Reports of boards and committees
- H) Old business
- I) New business
- J) Treasurer's Report
- K) Special Funds report
- L) Adjournment/Prayer

In general, for purposes of order, Robert's Rules of Order shall prevail.

Section 4 – Procedures pertaining to Voters' Assembly meetings

- A) Voting members present at a properly called Voters' Assembly meeting shall have a right to vote.
- B) The voting members at a properly announced meeting of the congregation shall constitute a quorum.
- C) Resolutions shall be adopted by a simple majority vote. In the event of a tie vote the motion shall fail.
- D) No one shall bring to any meeting a charge or complaint against any member, called worker, or employee unless they are first admonished in a Christian manner, in the spirit of Matthew 18:15-20.

Article 6 – Procedures for Calling Public Ministers

When the Voters' Assembly determines the need to call a pastor, teacher, staff minister or Early Childhood Center Director, the District President shall be notified and a list of candidates for the position shall be requested, as well as any other help and advice he may be able to provide. Any member may also submit a candidate name subject to approval by the District President.

The list, approved by the District President, shall constitute the slate from which a called worker shall be chosen. At the call meeting, the Voters' Assembly shall elect one of the proposed candidates by ballot and simple majority. After this vote the president shall call for a unanimous ballot. It is the duty of the president to see that notice of this election is delivered promptly to the candidate.

Article 7 – Election of Church Council Members

Section 1 – Procedures for Nomination and Election

- A) Nomination Procedure
 1. The Church Council shall appoint a Nominating Committee made up of qualified voting member(s) of the congregation and a pastor.
 2. Only male voting members of the congregation who are eighteen (18) years of age or older and have been a member for at least one year shall be eligible to hold a Church Council position.
 3. Church Council positions are: president, treasurer, secretary, and chairmen of the following boards: Spiritual Growth, Spiritual Life, Lutheran Elementary School, and Early Childhood Center.
- B) Election Procedure

Each year a portion of the Church Council shall be elected. Each member shall serve a two-year term with the possibility of two additional two-year terms to follow. Six consecutive years in any Church Council position shall be the longest allowable service without a one-year break unless an exception is recommended by the Church Council and approved by two-thirds of the Voters' Assembly.

Section 2 – Terms of Office and Vacancies

- A) Terms of Office – Election Cycle
 1. Year 1: president, chairman of the Spiritual Life board and chairman of the Early Childhood Center board.
 2. Year 2: treasurer, secretary, chairman of the Lutheran Elementary School board and chairman of the Spiritual Growth board.
- B) Appointments

The Church Council shall fill vacancies on the Council as needed. The Church Council shall present all appointments to the Voters' Assembly for approval at the next regular meeting.

Article 8 Amendments

Section 1 – Amending Bylaws

These Bylaws may be amended at any meeting of the Voters' Assembly by a simple majority vote, provided:

- A) A motion to submit for consideration such a proposal to amend has been made at a regular meeting of the Voters' Assembly.
- B) The proposed changes and the date of the meeting at which the proposed amendment is to be acted upon shall be announced at least two Sundays prior to the meeting.
- C) The proposed amendment must be submitted in writing to the Church Council for its study and recommendation.

Section 2 – Recording Amendments

All amendments to the Constitution or Bylaws shall be recorded in the official copy of the Constitution and Bylaws in possession of the current secretary of the congregation.