

**FAITH LUTHERAN CHURCH**  
of  
**Grand Blanc, Michigan**

**CONSTITUTION**  
**Revised January, 2016**

**PREAMBLE**

We, a number of Lutheran Christians living in the area of Grand Blanc, Michigan, have formed a congregation for the purpose of preaching and teaching God's Word in its truth and purity in our midst and extending His kingdom at home and abroad. In order that this may continue to be done "decently and in order," and in accordance with the Holy Writ, the provisions of this constitution and its by-laws following shall be the rule and guide to officers, members, and servants of the congregation in the conduct of its affairs, temporal and spiritual.

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**NAME AND AFFILIATION**

The name of this congregation shall be Faith Lutheran Church of Grand Blanc, Michigan, and this congregation shall be in membership with The Lutheran Church--Missouri Synod and shall adhere to the confessions and beliefs of the Synod as set forth in the Synod Constitution.

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**ARTICLE ONE**

**PROVISIONS UNCHANGEABLE IN MEANING OR INTENT**

Because they deal with doctrinal matters and deviation from their provisions would be contrary to scriptural teachings, the sections under this article shall be unalterable.

**Section I: DECLARATION OF CREED**

1. This congregation acknowledges and accepts all the canonical books of the Old and New Testaments as the revealed Word of God verbally inspired.
  
  2. It acknowledges and accepts all the true symbolic books contained in The Book of Concord of 1580 to be a true and genuine exposition of the doctrines of the Bible. These symbolical books are:
    - (a) The three ecumenical creeds (Apostles, Nicene, and Athanasian);
    - (b) The Unaltered Augsburg Confession;
    - (c) The Apology of the Augsburg Confession;
    - (d) The Smalcald Articles;
    - (e) Luther's Large and Small Catechisms;
    - (f) The Formula of Concord
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**Section II: CALLED PASTORS AND TEACHERS**

**Part A: The Office**

Only such called servants as profess their acceptance of and adherence to the Declaration of Creed in Section I of this article, who declare willingness to be governed by the provisions of this constitution, are academically fitted, and are rostered workers in good standing of the Lutheran Church – Missouri Synod shall be called to the office of pastor and/or teacher of this church.

**Part B: The Call**

The right of choosing and calling servants shall ever be vested in the congregation in special assembly (Article III, Section I B), and shall never be delegated to or assumed by any individual or minor group within the church. When the congregation calls a minister of religion, ordained or commissioned, the congregation shall adhere to the following procedure:

1. The President of the congregation shall appoint a call committee to evaluate candidates
2. Every member of the congregation shall be provided opportunity to suggest one or more names for consideration. Additional names may be requested from the district president.
3. The call committee shall submit all names to the district president for information and evaluation.
4. A special voters meeting shall be convened in accordance with Article III, Section 1 B of this constitution for the purpose of selecting a candidate. At this meeting the call committee shall present the proposed list of candidates and the committee’s recommendation.

**Part C: Election**

Election and sanction of the call shall be by unanimous vote.

**Part D: Duties**

It shall be the duty of all called servants to strive with due humility to attain that which is set forth in the Word of God as found in 1 Timothy 3:2,3,4,6 and Titus 1:9, namely:

*“A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behavior, given to hospitality, apt to teach; not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous; one that ruleth well his own house, having his children in subjection with all gravity;...not a novice;”*

*“Holding fast the faithful word as he hath been taught, that he may be able by sound doctrine to exhort and to convince the gainsayers.”*

**Part E: Dismissal of Called Servants**

1. Called servants may be dismissed for gross or persistent neglect of duties and/or failure to conduct themselves in accordance with Part D of this section.
2. When, based on the considerations of Christian love and tolerance, all available facts and considerations, district representative counsel and qualified professional opinions, it is the majority opinion of the Board of Directors and 2/3 vote of the congregational voters assembly in special assembly (Article III, Section I B) that a servant is unable for physical or mental reasons to perform responsibly the duties of his calling, he may be suspended, dismissed, or retired as due regard for his high calling and the congregation’s responsibility might dictate.

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**Section III: MEMBERSHIP**

**Part A: Requirements for Communicant Membership**

1. Are baptized;
2. Declare acceptance of all canonical books of the Old and New Testaments of the Bible as the only divine rule and standard of faith and conduct;
3. Are familiar with the contents of Luther’s Small Catechism and/or Unaltered Augsburg Confession, and declare acceptance of the same;
4. Do not live in manifest works of the flesh;
5. Partake of the Lord’s Supper frequently and attend divine services regularly and faithfully;
6. Permit themselves to be fraternally admonished and corrected after having erred or offended;
7. Are not members of any society or organization which teaches or has practices contrary to the Word of God.

**Part B: Duties of Members**

*“It is required in stewards that a man be found faithful”* (1 Corinthians 4:2)

Faithfulness implies these duties:

1. To children: That they honor and obey their parents, pastors, and teachers, and otherwise be examples of Christian behavior.
2. To the youth: *“Be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”* (1 Timothy 4:12)
3. To parents and guardians of children:
  - (a) To provide for their physical needs;
  - (b) Bring them up in the nurture and admonition of the Lord by seeing that they are baptized at an early day, that they receive Christian instructions in the agencies provided by the congregation and be a living example in family devotions, in prayer, and in acts of charity.
4. To all members: It shall be the duty of all members, as God has blessed them, to contribute of their time, talents and money to support and extend the Lord’s work at home and abroad.

**Part C: Rights and Privileges of Members**

1. It shall be the right and privilege of every member, according to his/her status, to participate in the worship services of this congregation, partake of Holy Communion, have his/her children baptized, be united in Christian wedlock and finally receive the rite of Christian burial.
2. In addition, and as governed by this constitution and its by-laws, members may vote, hold office, serve on committees, and take part in the various Christian training, teaching, and fellowship endeavors of the congregational voters assembly.

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**SECTION IV: CHURCH DISCIPLINE**

1. Church discipline or denial of all rights and privileges of membership of an erring member may take place only when the various grades prescribed by the Word of God (Matthew 18:12-20) have failed to work repentance, or when such a member has refused to submit to church discipline and thereby excommunicated himself/herself.
2. Such discipline may be administered only by unanimous consent of the congregational voters assembly and shall remain in force until such a time that the person so disciplined by word and deed gives evidence of true repentance. Upon such evidence and a renewal of the pledge, all rights and privileges of membership shall be restored.

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**SECTION IV: IN EVENT OF DIVISION OR DISSOLUTION**

1. In the event a division should take place on account of disagreement regarding doctrine set forth in these sections, which God may graciously prevent, the property of this congregational voters assembly and all its assets shall remain with those communicant members who shall maintain membership in the Lutheran Church--Missouri Synod or its successors.
2. If division takes place for any other reason, the property shall remain with the majority of the communicant members.
3. In the event of dissolution for any reason, the assets of this congregation shall become the property of The Michigan District of The Lutheran Church--Missouri Synod.

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**ARTICLE TWO**

**PROVISIONS CHANGEABLE IN MEANING OR INTENT**

Because they deal with important organizational matters but may best serve their purpose with the well-considered amendments to meet changing conditions, the sections of this article may be amended.

**AMENDMENT PROCEDURE**

1. Proposed amendments to this constitution shall be submitted in writing at a regular meeting of the Board of Directors by any voting member. Each proposal shall identify: (a) the intended purpose of the amendment, (b) the areas of the constitution affected, (c) the current text, (d) the text to be inserted, deleted, or replaced, and (e) the text as modified by the amendment. The Board of Directors shall determine correct placement and proper phraseology, but shall not change the essence of the original proposal. Reading and discussion of the proposed amendments shall be placed on the agendas for two consecutive regular meetings of the Board of Directors, the first of which shall be within four (4) months of its submission.
2. The congregation shall be notified of such proposed amendments and they shall be made available via congregation-wide media to the voting membership at least two weeks prior to the first submission to the Board of Directors, and no more than four weeks prior to the same. The dates, times, and places for the two scheduled meetings shall be specified
3. Proposed amendments so submitted and published shall be voted on at the first regular meeting of the congregational voters assembly following the second reading, or at a special meeting called for the purpose of voting on the same.

4. Proposed amendments to by-laws shall become effective when approved by a simple majority vote. Proposed amendments to all other articles and insertion of new articles to the constitution shall become effective when approved by a two-thirds (2/3) majority vote.

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## **Section I: MEMBERSHIP**

### **Part A: Baptized Membership**

All baptized persons within the congregation shall constitute the “soul membership.”

### **Part B: Communicant Membership**

Admission to communicant membership shall at all times be based on the applicant’s understanding and acceptance of Christian doctrine as set forth in Article I Section III A of this constitution, titled “Requirements for Communicant Membership.” Formal membership shall be granted by action of the Board of Elders and congregational voters assembly in regular meetings.

1. Admission by transfer: A baptized applicant who is a member in good standing of any congregation having altar and pulpit fellowship with the Lutheran Church--Missouri Synod shall present an acceptable letter of transfer to the pastor.
2. Admission by profession of faith: A baptized applicant who has been interviewed by a pastor of Faith and can give acceptable evidence of understanding and accepting the Christian doctrine of our church shall be admitted by profession of faith.
3. Admission by rite of confirmation: A baptized child or adult who has satisfactorily completed the prescribed course of instruction in Christian doctrine shall be eligible for communicant membership.

### **Part C: Voting Membership**

Every individual 18 years of age or over, who has communicant membership in good standing in the church, shall have a vote and voice in the business of the congregational voters assembly.

### **Part D: Release from Communicant Membership**

1. At the request of a member: Release to a sister congregation or other release at the request of a member may be granted by the pastor and reported to the Board of Elders. Record of such action is to become part of the next regular meeting of the congregational voters assembly.
2. Release for other reasons: Release for other reasons shall be granted by the Board of Elders upon recommendation of the pastor and reported to the congregational voters assembly.

### **Part E: Excommunication**

In the event that excommunication takes place, in conformity with Article I Section IV of this constitution, the person so dealt with shall be notified of such action by a registered letter signed by the secretary of the congregation.

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## **Section II: OFFICES, BOARDS AND STAFF**

All meetings shall be open to all members of the church except as legally contraindicated.

1. The Board of Directors shall be the administrative body of the church and shall be empowered to administer and manage all of its affairs.
2. All offices in the congregational voters assembly may be held by women except those of pastor or elder, or of president or vice president insofar as these positions call upon the woman to carry out the functions of the pastoral office, that is, preaching in or serving as leader of the public worship service, the public administration of the sacraments, or the public exercise of church discipline.

#### **Part A: Office of the Administrative Pastor**

1. Officiating over the distribution of the Sacrament of the Altar is restricted to the ordained pastors of the LCMS.
2. Public servants of the Word are recognized by filling the pastoral office in this church. The pastor shall be recognized as the spiritual leader of the church. Where the services of the pastor are designated in this constitution, they may be delegated by the pastor to those chosen to assist him, such as: assistant or associate pastor(s), called teacher(s), vicar, pastoral assistants, contracted workers, and volunteer staff. The Administrative Pastor shall be a voting member of the Board of Directors and a non-voting member of all other boards and committees.
3. All program staff, both paid and volunteer, are directly responsible to the Administrative Pastor. It shall be his responsibility to:
  - (a) Assist the staff workers with the development of program goals and objectives which are in conformity with those of Faith Lutheran Church;
  - (b) Evaluate the staff workers on the basis of their individual performance and achievement of goals and objectives as deemed necessary. Additional reviews may be conducted at the direction of the Administrative Pastor during the year if performance warrants them. Nothing in this paragraph changes the at-will status of the non-called staff.
  - (c) If necessary, to make recommendation for termination of any staff member to the Advisory Council, which, if accepted, will then be directed to the Board of Directors for ratification.
  - (d) Be responsible for the pre-school program and any subsequent full-time educational agency such as day care center, kindergarten, or parochial Christian day school. All related administrators, directors, principals, etc. shall be directly responsible to him. The congregational president, after consultation with the Advisory Council, may appoint a committee to assist each agency in effectively carrying out its ministry. Such committee or committees shall consist of:
    - (1) the Administrative Pastor;
    - (2) the director, principal, etc., who shall be responsible for submitting an annual financial plan to the Board of Directors and submit expense vouchers for payment by the congregational treasurer;
    - (3) Up to three lay members from the congregation, two of whom may serve as recording secretary and financial secretary;
    - (4) The duties of the committee shall be advisory, not regulatory.

#### **Part B: Board of Directors**

1. Members:
  - (a) President of the Congregation
  - (b) Vice President for Salary and Personnel
  - (c) Vice President for Property and Maintenance
  - (d) Vice President for Stewardship and Finance
  - (e) Secretary
  - (f) Administrative Pastor
  - (g) Chairpersons of the following boards and standing committees:
    - (1) Board of Congregational Ministry
    - (2) Board of Elders
    - (3) Outreach and Evangelism
    - (4) Social Ministry
    - (5) Worship
    - (6) Communications and Publicity

(7) Youth Board

2. Method of Selection

(a) Nomination and election procedure

- (1) The vice-president for finance and stewardship shall appoint a nominating committee of communicant members to be approved by the Board of Directors. This committee shall include the Administrative Pastor, the president of the congregation, the chairman of the Board of Elders, and up to two additional members.
- (2) The nominating committee shall draw a list of eligible members of the congregational voters assembly, and ascertain both their ability and willingness to carry out the functions of a specific office. Qualification standards to be considered for all offices shall include:
  - (a) regular worship;
  - (b) regular support through their time and talents;
  - (c) spiritual qualities; and
  - (d) personal attitudes.
- (3) Depending on availability of qualified candidates, the committee shall prepare a list of nominees for the positions to be filled. This list shall be published four (4) weeks in advance of the elections.
- (4) Additional recommendations for nominees may be made by any voting member by presenting those names to any member of the nominating committee at least three (3) weeks in advance of the elections. Every candidate nominated shall be notified and verification received of his/her acceptance of the specific position prior to the election. A final list containing the candidates' names and biographies, and the specific office for which each is a candidate, shall be prepared and made available to the congregation at least one (1) week in advance of the election.
- (5) An official ballot containing the candidates' names and the specific office for which each is a candidate shall be presented to the congregational voters on or about the last Sunday in April with instructions that each voting member shall have the right to vote. The candidates with the highest number of votes shall be declared elected to serve for the next term of office. In case of a tie, the present Board of Directors shall vote by secret ballot to break the tie. No member may hold more than one directorship or office at any one time.

(b) Board of Elders:

- (1) The elders shall elect their own chairman from their midst, who will be a voting member of the Board of Directors. He shall not hold this position for more than six (6) consecutive years.
- (2) Candidates' ability to serve will be evaluated by the Requirements, Roles, and Responsibilities of the Board of Elders listed in Article II Section IV.

(c) The Administrative Pastor and the President of the congregation shall review and approve the monthly agenda of the Board.

3. Removal of members of the Board of Directors

- (a) When considered necessary, a board member may be removed from office by a two-thirds (2/3) vote of the membership of the Board of Directors, or by a two-thirds (2/3) vote of the congregational voters assembly in a special meeting. Board members removed from office by vote of the Board of Directors have the right to appeal such action to a special meeting of the congregational voters assembly and must be reinstated if the congregational voters assembly majority votes in his/her favor.
- (b) In the event the member is not reinstated, this office must be filled for the balance of the unexpired term by presidential appointment in accordance with Article II Section II B 9.

4. Duties and Authority of the Board of Directors

- (a) It shall be the duty of the Board of Directors to consider and discuss all matters pertaining to the general welfare of the congregational voters assembly, to review all reports and to present recommendations to the congregational voters assembly.
- (b) The Board of Directors has, but may delegate, the authority to monitor any special offering solicitations.
- (c) The Board shall act on all matters committed in writing to it by members of the congregational voters assembly.
- (d) The officers and members of the board shall be the legally constituted directors of the corporation. Real and personal property shall be conveyed and acquired and mortgages signed by the vice-president for property and maintenance, upon approval of the congregational voters assembly.

- (e) The board shall have no authority beyond that which has been conferred upon it by the congregational voters assembly and whatever power may have been delegated to it shall be at all times liable to change or revision by the congregational voters assembly.
- (f) The board may at any time assign to officers, boards and committees of the church such additional duties as the board deems advisable.
- (g) The board shall prepare the business to be conducted at the congregational voters assembly's annual and special meetings.

5 Meetings of the Board of Directors

- (a) **REGULAR MEETINGS** - Regular meetings of the Board of Directors shall be held each month as necessary at a time and place set by the Board of Directors.
- (b) **SPECIAL MEETINGS** - Special meetings of the Board of Directors may be called by the president or upon the request of the Administrative Pastor or one-half (1/2) of the members of the board. Notice of such special meetings shall be given to each member of the board at least two (2) days in advance of such special meetings. The purpose of any special meeting shall be clearly stated in the notice, and no further or other business shall be transacted at such special meetings other than is stated in said notice. All meetings shall be open to all members of the church.

6. Order of Business

- (a) The following is a suggested order of business for all regular meetings of the board:
  - Devotions
  - Welcome guests present
  - Acceptance of minutes
  - Necessary discussion of action upon written reports and recommendations of officers, boards and committees
  - Old Business
  - New Business
  - Pastor's Report
  - Closing prayer
  - Adjournment
- (b) Quorum - A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

7. Conduct of Meetings

- (a) All meetings of the congregational voters assembly and Board of Directors shall be conducted according to Robert's Rule of Order, Revised, except as modified by the constitution or these by-laws, under the direction of the president.
- (b) The vice-president for salary and personnel shall act as the parliamentarian and shall be acquainted and familiar with such rules and shall advise the president, when asked, concerning procedural matters.

8. Turnover of Board Membership Members shall be elected for two (2) year terms. No elected or appointed member shall serve more than three (3) consecutive full terms on any one board or position unless exception is granted by the voters' assembly prior to the congregational elections.

9. Vacancies in Elective Offices

- (a) Whenever any vacancies shall occur in any elective office by resignations, death or otherwise, prior to the expiration of a term, such vacancies shall be filled by appointment by the president with approval of the Board of Directors.
- (b) Any such appointee shall serve until the next regular general election held by the congregation wherein an election shall be held in the manner established for general elections to fill the unexpired term for which the appointment was made.

10. Financial Limitation

Expenditures from the general fund in excess of one percent of the approved annual operating budget, exclusive of capital improvement accounts, per item or in total for related items not covered by the approved financial plan will require congregational approval prior to payment.

### **Part C: Board of Congregational Ministry**

1. Members:
  - (a) Administrative pastor and/or a pastoral assistant
  - (b) Additional staff members
  - (c) No less than six lay members elected by the congregation.
2. Method of selection
  - (a) The nomination and election procedure shall follow that outlined under Article II Section II B.
  - (b) The newly-elected Board of Congregational Ministry shall elect from its lay membership a chairperson and vice chairperson. The chairperson shall serve as a voting member of the Board of Directors.
3. Duties and Authority of the Board of Congregational Ministry
  - (a) The Board shall meet in August or earlier to plan the program of congregational ministry for the coming fiscal year which begins on February 1.
  - (b) The Board shall determine financial plan estimates for each program planned for that year. These estimates are to be submitted to the vice-president for stewardship and finance on or before October 1.
  - (c) After review and consultation with the Board of Congregational Ministry, the vice-president shall submit these financial plan items to the October meeting of the Board of Directors using the following suggested process:
    - (1) the Board of Congregational Ministry meets no later than the second Monday in August for planning the upcoming program and fiscal year;
    - (2) the Board submits its financial plan to the vice-president for stewardship and finance by October 1;
    - (3) the vice-president reviews and submits the financial plan to the Board of Directors at its regular October meeting;
    - (4) the Board of Congregational Ministry reviews suggested changes on the second Monday of November;
    - (5) final approval of line items in the financial plan are given by the Board of Directors at its November meeting.
  - (d) The program submitted by the Board of Congregational Ministry should seek to include the planning, coordinating, implementing and researching of:
    - (1) parish fellowship activities including but not limited to annual meetings, anniversary observances, receptions, congregational social activities, Men of Faith, Women of Faith, Young at Heart and other fellowship events;
    - (2) educational programs and activities including but not limited to Sunday School and Bible classes, confirmation programs, VBS, tiny tots programs, weekday school events, adult education, home Bible studies, potential member classes and assimilation classes;
    - (3) family life activities including but not limited to family enrichment event;
    - (4) parish nursing programs and related activities;
    - (5) any other activities requested or deemed appropriate by the congregation.
  - (e) The Board of Congregational Ministry may recruit program ministry activity task forces to implement the planned ministry program.
  - (f) Each elected member of the Board of Congregational Ministry may be assigned supervision of program ministry activity task forces.
  - (g) Supervision of program ministry activity task forces may be assigned by mutual consent of the membership of the Board of Congregational Ministry.
4. Policies
  - (a) The Board of Congregational Ministry is responsible for neither policy making nor staff supervision.
  - (b) The chairperson of the Board of Congregational Ministry or his/her designee may sign vouchers for the expenditure of funds approved by the Board of Directors and ratified by the voters at the annual meeting of the congregation.

5. Meetings
  - (a) Meetings shall be held as deemed necessary throughout the year. All elected members or their appointed representative and staff members are expected to attend these meetings and provide relevant updates on task force activities.
  - (b) Special meetings may be called by the chairperson of the Board, the Administrative Pastor, the pastoral assistant, or the president of the congregation.
  - (c) The chairperson of the Board of Congregational Ministry may meet with the Administrative Pastor or the pastoral assistant prior to the monthly meeting to set the agenda and review the status of upcoming program ministry activities.
6. Suggested Activity Task Force Management
  - (a) Each established activity task force is supervised by a member of the Board of Congregational Ministry, lay or staff.
  - (b) The Board of Congregational Ministry in conjunction with an activity task force supervisor will select a leader for each program ministry activity task force.
  - (c) The Board of Congregational Ministry supervisor and the activity task force leader will recruit the number of activity task force members deemed necessary to implement a program ministry activity.
  - (d) The activity task force leader will report the progress of the task force to the designated Board of Congregational Ministry supervisor
  - (e) The Board of Congregational Ministry will provide each activity task force with a ministry program planning sheet which will include goals set by the Board for the said program ministry activity and activity financial plan. The activity task force will develop the program ministry activity from that planning sheet.
  - (f) If an activity task force is not able to complete the specified program ministry activity the Board of Congregational Ministry can adjust or dismiss activity task force membership and recruit a new activity task force.

#### **Part D: The Advisory Council**

1. Membership
  - (a) President
  - (b) Vice-president for Salary and Personnel
  - (c) Administrative Pastor
  - (d) Secretary of the congregation.
2. Duties and Responsibilities
  - (a) Shall assist the Administrative Pastor in the administration of the staff and other affairs of the congregation as deemed desirable or necessary.
  - (b) Shall meet with the Administrative Pastor by mutual consent to discuss:
    - (1) agenda items for board or congregational meetings;
    - (2) staff concerns or problems;
    - (3) direction for programs or development;
    - (4) future goals of the congregation;
    - (5) support and advice to the Administrative Pastor regarding personnel decisions.

#### **Part E: Paid and Volunteer Staff**

1. Each staff member, with the exception of those hired for cleaning and maintenance, shall be directly responsible to the Administrative Pastor. The first step of appeal for a staff person who disagrees with a decision of the Administrative Pastor or feels unfairly treated by him shall be the Salary and Personnel Committee. Such appeals may then be forwarded to the Board of Directors and to the voters assembly as necessary. The voters shall make a final determination where resolution has not been reached by the Board of Directors
2. Staff members may be asked to submit annual goals and objectives as directed by the Administrative Pastor and these goals shall be included in the staff person's evaluation. The evaluation process may, at the Administrative Pastor's request, include consultation with others.

3. Staff responsibilities shall include, but not be limited to those activities for which the individual was called or contracted. Within the parameters of reasonable working hours, staff members may be required to fulfill additional duties at the request of the Administrative Pastor, and/or the Board of Directors. These responsibilities shall be detailed after consultation with the staff person involved.

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### **SECTION III: DUTIES AND RESPONSIBILITIES OF OFFICERS**

#### **Part A: The President**

1. The president is the executive officer responsible for seeing that all elected and appointed officers, commissions, and committees are fulfilling their respective responsibilities.
2. He/she shall stand ready to represent the congregational voters assembly.
3. He/she shall preside at all meetings of the Board of Directors and congregational voters assembly meetings.
4. He/she shall be a non-voting member of all boards, commissions and committees and shall personally attend, or designate a vice-president to attend, their meetings as necessary or advisable.
5. He/she shall delegate definite responsibilities to the vice-presidents.
6. As directed by congregational resolution or by-laws, and subject to required approval, he shall make appointments in consultation with the Board of Directors and Administrative Pastor on the basis of members' talents, interests and willingness.
7. He/she or the Administrative Pastor shall be the first contact with the media in crisis situations.
8. He/she shall serve as an ex-officio member of the following standing committees, the chairpersons of which are elected as members of the Board of Directors:
  - (a) Outreach and Evangelism Committee (Missions included). It shall be the responsibility of this committee to:
    - (1) work in close harmony with a staff person designated by the Administrative Pastor to develop a program of outreach to the Grand Blanc community, to our region and our world
    - (2) assess the needs of the facilities in relation to the accommodation of newcomers;
    - (3) suggest programs to the Congregational Ministry Board which will serve the purpose of attracting and assimilating new disciples to Christ;
    - (4) arrange for greeters and other such individuals who will assist in making guests feel welcome and to help acquaint them with the facilities of Faith Lutheran Church;
    - (5) provide materials that offer information to guests, including staffing and maintaining the guest information center;
    - (6) investigate and pursue options to begin new ministries beyond our current location (locally, regionally and globally)
    - (7) promote the involvement of current in ministry endeavors beyond our walls (locally, regionally and globally)
    - (8) work closely with the chairperson of communications and publicity to fully utilize every form of media at our disposal to reach out to the unchurched (locally, regionally and globally)
    - (9) submit an annual financial plan to the vice president for stewardship and finance
  - (b) Communications and Publicity Committee.
    - (1) maintain up-to-date news distribution in the church;
    - (2) keep the exterior signage up to date and attractive
    - (3) help any congregational group wishing to publicize its activities;
    - (4) fully utilize all available media
    - (5) work closely with the Outreach and Evangelism Committee to use all media possible to reach the unchurched with the Gospel

- (6) maintain a verbal and visual record of the history of Faith to be kept indefinitely
- (7) submit an annual financial plan to the vice president for stewardship and finance
- (c) Social Ministry Committee. It shall be the duties of this committee to:
  - (1) establish, administer and supervise areas of social ministry as they pertain to programs within the congregation, region and world. In addition, the committee shall be responsible for approving disbursements of funds for charitable appeal;
  - (2) give assistance to the pastors and Board of Elders in ministering to members who have personal needs, who are ill, hospitalized, in nursing homes or otherwise confined;
  - (3) disseminate information regarding public benefit programs which are available to meet specific needs of congregational members;
  - (4) work in close harmony with the pastors in carrying out the responsibilities assigned to them. All items of social concern must reflect the theological position of the Lutheran Church--Missouri Synod and is subject to review and approval by the pastors and/or the Board of Elders.
  - (5) administer the parish nurse program.
  - (6) submit an annual financial plan to the vice president for stewardship and finance
- (d) Worship Committee. It shall be the duties of this committee to:
  - (1) recruit and train an adequate supply of ushers, acolytes or other worship assistants for worship services;
  - (2) appoint an Altar Committee for the preparation of communion ware, communion elements and baptismal items, the proper changing of paraments and banners to fit the season, and the equipping and cleaning of the altar area(s).
  - (3) see to the setting up of proper audiovisual equipment and operation of the same;
  - (4) consult regularly with the music director(s) to insure that instruments and equipment used by them in worship are adequate and functional.
  - (5) support the worship of the Faith family taking place in any other venues
  - (6) submit an annual financial plan to the vice president for stewardship and finance
- (e) Endowment Fund Committee. The Endowment Fund Committee ("EFC") shall make recommendations to the Board of Directors regarding the management and administration of the Faith Lutheran Church Endowment Fund, including the investment and distribution of Endowment Fund assets.
- (f) Youth Board
  - (1) Shall consist of a chairperson plus a minimum of three (3) appointed members, with the membership equally represented by adults and youth. Appointments shall be identified through cooperative efforts of the Chairperson and the appropriate staff person.
  - (2) The senior pastor will appoint a staff member who shall be an ex-officio member of the board.
  - (3) The Youth Board shall annually prepare its goals and objectives to be presented to the Board of Directors. The Youth Board will then develop activities and programs to meet these goals and objectives.
  - (4) The Youth Board will coordinate and cooperate with all other boards for all matters concerning the area of youth ministry.

**Part B: The Vice-presidents**

- 1. The vice-president for salary and personnel
  - (a) Shall fulfill responsibilities designated by congregational voters assembly resolutions or by-law or delegated by the president.
  - (b) Shall assume responsibilities and duties of the president in his/her absence, and shall assume his/her responsibilities if he/she is unable or unwilling to complete his/her term of office.
  - (c) Shall appoint and administer a Salary and Personnel Committee (Article III, Section IV) to set salaries and benefits for all paid staff workers.
  - (d) Shall in addition set a budgeted amount for the staff's personal growth, such as conferences, seminars, necessary schooling, etc.
  - (e) Shall review and update the personnel handbook on a regular basis and make certain each staff person receives a copy.

2. The vice-president for property and maintenance shall be charged with the management of the church property and financial affairs related to the physical properties of the church, including insurance. To this end this vice president and committee shall:
  - (a) have responsibility for church property and make rules and regulations and perform such acts as it deems expedient for the maintenance and improvements of church property;
  - (b) have authority to purchase equipment and supplies necessary to the efficient operation of the church's buildings and property;
  - (c) employ, supervise and discharge personnel as may be necessary for the maintenance of church property and facilities.
  - (d) Shall be responsible for church-owned transportation
  
3. The vice-president for stewardship and finance
  - (a) Shall appoint a committee made up of the treasurer, head teller and at least two other members to form the finance review committee;
  - (b) Shall recruit and train sufficient tellers and other workers necessary to direct the handling of all moneys, investments, and other assets of the church;
  - (c) Shall prepare the annual unified financial plan for the new fiscal year on a timely basis to include proposed expenditures as well as the proposed sources of funds;
  - (d) Shall report the financial status of the congregation, analyzing its financial condition, comparing the financial plan to actual expenditures, and directing the financial activities of the church subject to the approval of the Board of Directors;
  - (e) Shall see to it that the amount of individual contributions are seen only by the recording secretary, the tellers appointed for any given worship service, and a person or persons appointed to monitor finances for data processing and stewardship education purposes;
  - (f) Shall see to it that a resident agent, registered with the State of Michigan, is appointed yearly to represent the church in matters pertaining to the congregational voter's assembly's status as a non-profit organization;
  - (g) Shall each year appoint a committee of at least three members to promote a program of stewardship within the congregation that will, with God's help, encourage church members to contribute time, talents and treasures in keeping with the teaching of God's Word. This may include the securing of annual pledges from the members of the congregation;
  - (h) Shall annually, on or before the first of February, appoint a committee to secure nominations for the elected positions which will be vacated July 1 of the coming year. This committee shall include the Administrative Pastor, the president of the congregation, and the chairman of the Board of Elders. Up to two additional members may be added;
  - (i) Shall budget for a contingency fund to which the Board of Congregational Ministry and Outreach and Evangelism Committee can appeal when unforeseen expenses or opportunities for ministry occur, subject to approval of the Board of Directors.

**Part C: The Secretary**

1. Shall faithfully record the permanent minutes of meetings of the Congregational Voters Assembly and the Board of Directors and shall stand ready upon request to supply information as recorded in the minutes;
2. Shall be responsible for on-site safe-keeping of all permanent minutes of the Congregational Voters Assembly;
3. Shall conduct and record official correspondence of the Congregational Voters Assembly and of the Board of Directors;
4. Shall keep an accurate record of attendance at the Congregational Voters Assembly meetings and Board of Directors meetings and shall have in his/her possession an accurate list of communicant members;
5. Shall be responsible for notifying members of the date, time and place of regular and special meetings;
6. Shall ensure that up-to-date master copies of the constitution and by-laws of the Congregational Voters Assembly are maintained, and have copies of these available for those who request them;

7. Shall ensure that appropriate updates to constitution and bylaws are maintained to reflect changes in current procedures or duties affecting various boards and committees.;
8. Shall supply digests of meetings for the parish paper, church bulletins, or other information media as requested by the Board of Directors;

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**SECTION IV: REQUIREMENTS, ROLES AND RESPONSIBILITIES OF THE BOARD OF ELDERS**

The Board, as an extension of the pastoral office, is accountable to voters' assembly.

1. Requirements for holding the office of elder. An elder of Faith Lutheran Church must be:
  - (a) A male, 25 years of age or older;
  - (b) Well informed on the theology of the Lutheran Church;
  - (c) One shown to exercise mature judgment;
  - (d) A person of exemplary Christian conduct;
  - (e) Approved for nomination by the Administrative Pastor.
2. The Board of Elders of Faith Lutheran Church shall consist of a minimum of six (6) men, with half of the body elected or re-elected every year to a two-year term. Term limits shall not apply to the Board of Elders
3. The elders of Faith Lutheran Church shall support the mission of Faith Lutheran Church in the following ways:
  - (a) Through Word
    - (1) by being available to counsel and advise our staff;
    - (2) by periodically reviewing the progress of junior and adult confirmands through the pastor's report;
    - (3) by praying for and with our pastor(s), the members of the staff, members of the congregation, and members of ministry teams;
  - (b) Through Worship
    - (1) by seeing to the orderly conduct of our regular and special worship services;
    - (2) by being regular in attendance at worship, Holy Communion, and elders meetings;
    - (3) by seeing that the Word of God is taught and preached in accordance with the Scriptures and the Lutheran Confessions, and in so doing:
      - a) commit to growth in the knowledge of Scripture through personal and corporate study of the Word of God;
      - b) commit to an increased understanding of Christian doctrine through study of the Lutheran Confessions.
    - (4) by assisting the pastors with the distribution of Holy Communion as needed;
    - (5) by facilitating the worship service(s) in the emergency absence of the pastor or during a pastoral vacancy;
    - (6) by assisting members of the Altar Committee when necessary in the preparation of the altar area for Baptism and Holy Communion;
  - (c) Through Witness
    - (1) by providing and demonstrating Christian love, concern and care for our pastor(s), workers, and the families of our ministry team;
    - (2) by cultivating peace and harmony in our congregation;
    - (3) by contacting each family in our congregation at least once per year;
    - (4) by interacting with parishioners and guests before and after worship;
    - (5) by assisting our pastor(s) in visiting the sick and shut-ins;
    - (6) by setting an example for the congregation of Christian conduct and objectivity;
    - (7) by reviewing and approving confirmands and transfers in and out and the removal of members at their request or where proper procedures have been followed.;

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## **SECTION V: INDEMNIFICATION**

To the fullest extent permitted by law, the congregation shall indemnify any individual who was or is a party, or is threatened to be made a party, to any proceeding other than a proceeding by or in the right of the congregation, because he or she was or is a called employee, officer or board member of the congregation, or because of any action or inaction in such capacity, against liability and expenses incurred in the proceeding, if (a) he or she conducted himself or herself in good faith; (b) he or she reasonably believed (i) in the case of conduct in his or her official capacity, that his or her conduct was in the best interests of the congregation, and (ii) in all other cases, that his or her conduct was at least not opposed to the best interests of the congregation, and (c) in the case of any criminal proceeding, that he or she had no reasonable cause to believe that his or her conduct was unlawful.

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## **ARTICLE THREE**

### **BY-LAWS**

#### **SECTION I: CONGREGATIONAL MEETINGS**

##### **Part A: Annual Meeting**

1. There shall be an annual meeting of the congregational voters' assembly during January at a time and place to be set by the Board of Directors for the purpose of renewing annual activities of boards and committees, establishing the financial plan, and conducting such other business as may appropriately come before such meeting.
2. Notice of such annual meeting shall be given in writing through the bulletin, newsletter, or other media, at least two (2) weeks prior to said annual meeting of the congregational voters' assembly.

##### **Part B: Special Meetings**

1. There shall also be special congregational voters assembly meetings for any of the following purposes:
  - (a) Calling pastors, teachers, and/or other called servants;
  - (b) Removing any officers, pastor, teacher or other called servants from office;
  - (c) Acting upon any major building or construction proposals such as the erection of a new church building, school building, parish hall, etc.;
  - (d) Acting upon the excommunication of any member;
  - (e) Acting upon any other matter of doctrine or conscience;
  - (f) Amending the constitution; or
  - (g) Sharing of information and discussion of congregational concerns as deemed necessary according to #2 below.
2. A special meeting of the congregation may be called upon the request of the president of the congregation, six (6) or more of the members of the Board of Directors, the pastor, or 25 voting members.
3. Notice of any such special meetings of the congregational voters' assembly shall be given to the membership. The purpose of any such special meeting shall be clearly stated in the notice and no other business shall be transacted at such special meeting other than is stated in such notice.
4. Said special meeting may be held on the same date as and prior to or subsequent to the annual meeting.

**Part C: Congregational Meetings (annual or special)**

Those voting members attending any duly called annual or special meeting of the congregational voters assembly shall constitute a quorum for the transaction of business.

1. Voting procedure:
  - (a) Questions pertaining to routine business may be determined by voice vote, a simple majority of members present ruling. It shall be the privilege of members in any meeting to decide any questions by ballot. A member shall forfeit his right to vote on business at any meeting from which he is absent.
  - (b) No meeting shall exceed two (2) hours in duration unless authorized by a majority of voting members present.
  - (c) All meetings shall be conducted under Robert's Rules of Order, Revised.
2. Suggested Order of Business
  - (a) Call to order;
  - (b) Prayer;
  - (c) Acceptance of minutes;
  - (d) Report on transfers and releases of members;
  - (e) Reports as necessary, in any order, by (1) Pastor(s), (2) boards (as listed in Article II Section II B 1), and committees;
  - (f) Correspondence;
  - (g) Unfinished business;
  - (h) Closing prayer.

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**SECTION II: FISCAL YEAR**

The fiscal year shall be February 1 through January 31. Terms of office for elected and appointed positions will be July 1 through June 30.

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**SECTION III: FINANCIAL REVIEW COMMITTEE**

1. A financial review committee of three (3) members shall be appointed by the Board of Directors. Candidates are to be proposed by the vice-chairman of stewardship and finance.
2. Members of this committee shall serve for three (3) years, and their term of office will be so arranged that only one (1) vacancy shall occur annually.
3. It shall be the duty of this committee to review all financial records of the congregation and report findings to the Board of Directors and the congregation at such other times as may be determined by resolution.

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**SECTION IV: SALARY AND PERSONNEL COMMITTEE**

1. This committee is to provide equitable and financially sound standards for compensating called pastors, teachers and other workers, called or under contract, serving Faith Lutheran Church of Grand Blanc, Michigan.
2. With the full cooperation, knowledge and approval of the Administrative Pastor and Board of Directors, guidelines shall be established in the following areas:
 

(a) Hiring and dismissal	(f) Vacation and days off
(b) Employment contract	(g) Benefit package

- (c) Housing
  - (d) Salaries
  - (e) Car allowance
  - (h) Moving expenses
  - (i) Working hours
  - (j) Performance evaluations
3. The committee shall consist of the vice-president for salary and personnel as chairman, the treasurer, one (1) member at large and members of the Board of Directors responsible for a worker serving Faith, now and in the future. Other areas of responsibility will be determined by the Board of Directors.
  4. The day-to-day supervision of the workers shall be by the Administrative Pastor. The specific workers to be so included shall be determined by the Board of Directors.
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## **ARTICLE FOUR ENDOWMENT FUND**

### **Part A: Background/Purpose**

The Faith Lutheran Church Endowment Fund was established as a vehicle through which individuals, corporations and other entities, may endow the Endowment Fund by donating or pledging property, including, cash and securities to the Fund. The Board of Directors shall have the right to accept or refuse any gift for any reason, including a determination by the Board that the gift may expose the Church to liability. With respect to annuity contracts, life insurance policies, trust instruments and the like, the term “donation” shall include transfers under such instruments if they name “Faith Lutheran Church Endowment Fund” as a beneficiary, or if ownership of such instruments is transferred to the Faith Lutheran Church Endowment Fund. The Board of Directors will manage and administer the Endowment Fund in accordance with these Bylaws.

The Endowment Committee will make recommendations to the Board of Directors regarding the management and administration of the Endowment Fund, including, investment of Fund assets, the purposes for which distributions will be made from the Fund, and the amount of such distributions. The Board of Directors will make grants of Endowment Fund assets to: (i) support the mission and ministry programs of the Church, including but not limited to, adult, youth and children’s education programs, scholarships, mission work, and community life programs; and (ii) assist the Church with its emergency financial needs (for this purpose, Endowment Fund Assets shall not be subject to the 5% distribution requirement in Part D(2)(iv) below, if the distribution is approved by a two-thirds vote of the Board of Directors followed by a two-thirds vote of the Church membership present at any annual or special meeting of the membership. Except for donor-imposed restrictions, Endowment Fund assets may not be used for any other purposes unless approved by a majority vote of the Church membership present at a meeting called for such purpose.

### **Part B: General Powers and Duties of the Board.**

The Board of Directors shall be empowered to appoint third parties to assist in the fulfillment of its obligations and duties, including the appointment of investment managers and consultants. The Board of Directors shall designate one or more custodian accounts in one or more banks, brokerage firms, credit unions, or trust companies in which all funds of the Endowment Fund shall be held. The Endowment Committee may make recommendations to the Board regarding investment managers, consultants, location of custodian accounts, and other matters pertaining to the Endowment Fund. The Board of Directors shall make appropriate arrangement for the safekeeping of documents evidencing the ownership by the Faith Lutheran Church Endowment Fund of other types of property.

The Board of Directors shall comply with all lawful and binding donor-imposed restrictions and shall impose restrictions on any recipient of funds consistent with any such donor-imposed restrictions.

### **Part C: Investment Responsibility**

The EFC shall develop an investment policy for Endowment Fund assets which shall be presented to the Board for approval. The EFC may, from time to time, make recommendations to the Board for modifying the investment policy, The Board of Directors may employ professional investment advisors and/or managers to assist the Board in

this regard. In the event of such employment, the Board of Directors shall, upon request, be entitled to receive a balance sheet, at least annually, setting forth the assets of the Endowment Fund.

#### **Part D: Distributions**

**1. Use of Funds.** As indicated in Article Four, Part A, the Endowment Fund was established as a vehicle through which individuals, corporations, and other entities could endow the Fund by donating or pledging properties to the Fund. The intent upon creation of the Fund was to preserve the principal of the Fund. The Board of Directors shall preserve the principal of the Fund and abide by the distribution policy set forth in Paragraph 2., below.

#### **2. Distribution Policy.**

(i) **Income.** All income from the Endowment Fund shall be added to the principal of the Endowment Fund.

(ii) **Expenses.** All expenses incurred in the operation and administration of the Endowment Fund shall be charged against the assets of the Endowment Fund.

(iii) **Principal.** No amount shall be used from the principal account of the Endowment Fund for the purposes set forth in Article Four, Part A., above that would reduce the value of the Endowment Fund below \$100,000.00 (from prior quarter end market value). At such time as the market value of the Endowment Fund exceeds \$100,000.00, the Board of Directors, upon recommendation of the EFC, shall designate the purposes for which distributions will be made and the amount of such distributions.

(iv) **Spending Policy Methodology.** The formula by which funds from The Endowment Fund will be distributed shall be 5% of the average Endowment Fund balance for the previous twelve quarters (using quarter-end market values).

**In situations where large donations have been made to the Endowment Fund, the most likely intent of the donor was for the endowment to immediately realize the full benefit of the donation. It is therefore the intent of this spending policy to make adjustments to historical averages for calculation purposes. Adjustment details are explained in the Endowment Distribution Guidelines.**