

THE CONSTITUTION

Shepherd of Peace Lutheran Church of Sergeant Bluff, Iowa

Revised May 1995 - Amended May 2015

PREAMBLE

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (*Mark 16:16, Matthew 28: 18-20, Acts 1:8*). That Christ's mission for His Church might be called out according to His will, He has commanded that Christians unite in worship (*Hebrews 10:24-25*), practice fellowship with one another (*Acts 2:42*), witness to all men (*Acts 1:8*), help each other grow in the Word (*Ephesians 4:11-14*), serve the needs of all men in Christian love (*Ephesians 4:7-16, Mark 10:42-44, John 13:35, Galatians 6:10*), administer the Office of Keys as His church (*John 20:21-23, Matthew 18:15-20*), and maintain decency and order (*1 Corinthians 14:40*) in the Church.

Therefore, we, a number of Lutheran Christians living in and near Sergeant Bluff, Iowa accept and subscribe to the following Constitution and By-Laws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

ARTICLE 1: NAME

The name of this congregation shall be: SHEPHERD OF PEACE Lutheran Church of Sergeant Bluff, Iowa

ARTICLE 2: CONFESSION

This congregation accepts all the canonical books of the Old and New Testaments as the verbally inspired and the inerrant revealed Word of God, and all the Confessional Books of the Evangelical Lutheran Church, contained in the Book of Concord of the Year 1580, as the correct presentation and true exposition of Christian Doctrine drawn from the Holy Scriptures, viz:

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

No doctrine or practice in conflict, or inconsistent, with the above norms of our faith and life shall be taught or tolerated in this congregation.

ARTICLE 3: SYNODICAL AFFILIATION

This congregation shall be affiliated with the Lutheran Church -Missouri Synod as long as the confessions and constitution of said Synod are in accord with the confession and constitution of this congregation as laid down in Article 2.

This congregation shall, to the best of its ability, collaborate with said Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

ARTICLE 4: MEMBERSHIP

A. Baptized membership in this congregation is held by all those who are baptized in the Name of the Triune God with water and are under our pastoral care.

B. Communicant membership in this congregation is held by those who:

1. Are baptized in the Name of the Triune God with water and are under our pastoral care.
2. Have declared their acceptance of the confessions of this constitution as contained in Article 2 of this Constitution.
3. Have been accepted into communicant membership in accordance with the By-Laws of this congregation and shall remain faithful to the responsibilities of membership as contained in these by laws.
4. Do not live in manifest works of the flesh (*Galatians 5:19-21*), but lead a Christian life.
5. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (*11 Corinthians 6:14-19*).

C. The membership, and membership privileges, of each communicant member shall remain in force so long as each member shall maintain his eligibility according to the five points in Section B of this article and shall meet the requirements stated or implied in the disciplinary or other provisions, of the By-Laws. A member who voluntarily severs his connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes himself according to the provisions of the By-Laws, shall be deemed to have terminated His membership in this congregation along with all rights and privileges of such membership.

ARTICLE 5: ORGANIZATION

A. Voting Membership

This congregation shall be represented by, and administer all its affairs through, its Voting Membership.

Only communicant members, 18 years of age and older, who have qualified according to the membership provisions of the By Laws, shall be received as Voting Members of this Congregation.

B. Administrative Boards

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

1. A BOARD OF LAY MINISTRY
2. A BOARD OF EVANGELISM
3. A BOARD OF CHRISTIAN EDUCATION
4. A BOARD OF STEWARDSHIP
5. A BOARD OF CHURCH PROPERTIES
6. A BOARD OF PARISH FELLOWSHIP
7. A BOARD OF YOUTH MINISTRY

One member of each Administrative Board shall serve as the Director of that Board.

C. Officers of the Congregation

The Officers of the congregation shall consist of an Executive Director, an Assistant Executive Director, a Secretary, and a Treasurer, elected from among the Voting Membership in accordance with the By-laws of congregation.

The Executive Director of the congregation, (or the Assistant Executive Director when acting in the Director's capacity) shall have a voice on all Administrative Boards, but his right to vote shall be limited to such Board or Boards on which he may hold membership. The Pastor(s) of the congregation shall be, ex-officio, a member of all Boards and their associated committees, and may, at his discretion, attend any or all meetings related to congregational activity of any kind.

D. Church Planning Council

The Church Planning Council shall consist of the Pastor, the Executive Director, the Assistant Executive Director, the Secretary, and the Treasurer of the congregation, and the Directors of the six Administrative Boards listed in Section B, of this article. They shall hold a position on the Church Planning Council by virtue of their call or election by the Voting Members of the congregation so long as their term of Office continues.

E. Rights and powers

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated By-Laws, shall have supreme power in the administration of its affairs. No duly elected officers of this congregation shall have any power or authority beyond that conferred upon them by the congregation acting through its Voting Membership. Each Administrative Board, along with the Church Planning Council, shall be responsible for the performance of such duties as the Voting Membership may delegate to them by special resolution. Such specially delegated rights and powers, both of officers and Administrative Boards, shall be subject to revision and complete withdrawal by the Voting Membership at its discretion.

ARTICLE 6: PASTORS AND CHRISTIAN DAY SCHOOL TEACHERS

The Pastoral Office shall always be maintained.

Only such candidates shall be called and elected to serve as Pastors, or as Christian Day School Teachers, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Article 2 of this Constitution.

In the absence of adequate cause for dismissal, as defined in the By-Laws of the Congregation, the tenure of office of a called or elected Pastor or Christian Day School Teacher shall be the remainder of his active life or until the Lord calls him into another field of service.

ARTICLE 7: LITERATURE

All literature, used for devotional and religious educational purposes, (such as Agenda, liturgical forms, prayers, hymn books, books of instructions, etc.) shall always be in agreement with the confessional standard set forth in Article 2 of this Constitution.

ARTICLE 8: SOCIETIES

Societies may be organized within the congregation only with the expressed approval of the Voting Membership, and all such societies shall be under the supervision of the Pastor and the appropriate Administrative Board under whose jurisdiction they function. Only communicant members of this congregation shall be officers of such societies or groups. Any decisions, enactment of performance of or by societies or groups shall be invalid if they conflict with this Constitution and its Associated By-Laws. The Pastor by virtue of his office shall be the advisor for such societies or groups within the congregation.

ARTICLE 9: PROPERTY RIGHTS

If, at any time, a separation should take place within this congregation, the advice of the officers of District and Synod shall be sought. If, despite all efforts to compose differences in peace and love, a division into factions of the congregation shall occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles 2, 3, 4 and 6 of this Constitution.

ARTICLE 10: VALIDITY OF RESOLUTIONS

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

ARTICLE 11: AMENDMENTS

A. This Constitution may be changed or amended, with the exception of the Articles listed in section B of this article, by a three-fourths majority of the votes cast in a regular meeting of the Voting Membership, provided that the intention to amend the Constitution and the wording of the amendments proposed shall be read to the congregation assembled for worship on two different Sundays prior to the date upon which the amendment is presented for action.

B. Articles 2, 3, 4, 6, 7 and 9 are hereby made irrevocable.

THE BY-LAWS OF THE CONSTITUTION

ARTICLE I: BAPTIZED MEMBERSHIP

A. By Valid Baptism

(1) All those baptized in this congregation shall be considered baptized members of the congregation.

B. By Presentation of Evidence of Valid Baptism

(1) Persons coming with evidence of valid Baptism shall be received into Baptized membership by the pastor and Board of Lay Ministry. They shall have the authority to act on such application in behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

(2) Persons coming with a communicant letter of transfer from a congregation in church fellowship, provided they conform in all respects to the requirements of membership of this congregation, shall be received by the pastor (and Board of Lay Ministry), who shall have the authority to act on such application in behalf of the Voting Membership.

ARTICLE II: COMMUNICANT MEMBERSHIP

Section 1. Application for Membership - Procedure

Applicants for communicant membership in this congregation shall consult the Pastor and Board of Lay Ministry who shall determine whether such applicant(s) are eligible for membership in accordance with Article 4 of the Constitution. Applicants not familiar with the doctrines and confessions of the Lutheran Church shall be required to attend a course of instruction, and to make profession of their faith before the congregation.

Applicants from sister congregations of the LC-MS shall submit a letter of transfer from their former congregation to establish their eligibility for membership. Under normal circumstances such applicants shall be expected to attend an Adult Information Class so that they may get acquainted with the Pastor, find out what our church teaches, and be equipped for improved service to Christ.

Applicants from other Lutheran synods or whose membership in a congregation of LC-MS has lapsed shall be received by Profession of Faith after a period of instruction by the Pastor.

After applicants have given satisfactory evidence of their eligibility in accordance with the three preceding paragraphs, the admission as communicant members shall be recommended by the Pastor to the Board of Lay Ministry which shall have the authority to act on such application in behalf of the Voting Membership. The roster of new members shall be publicized in the various news media of the congregation.

Section 2. Privileges and Duties of Communicant Members

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

- Grow in the Christian faith and life through faithful use of the means of grace, searching the Scriptures at home and in fellowship with other members of the congregation and its agencies, and partaking of the Lord's Supper frequently.
- Live a morally decent life before God and men, abstaining from open works of the flesh (*Gal. 5:18-21*), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ.
- Provide for the proper Christian training of their children by instruction at home and through the agencies of the Church.
- Contribute toward the maintenance of the congregation and the extension of the Kingdom of God at home and abroad to the limit of their financial ability.
- Place their God-given talents and abilities at the disposal of the Pastor, the officers, and other agencies of the congregation as set forth in the Constitution and By-Laws, so that the purposes and functions of the congregation may be effectively implemented.

ARTICLE III: VOTING MEMBERSHIP

Section 1. Eligibility

Any communicant member, of this congregation, both male and female and at least 18 years of age, shall be eligible to apply for Voting Membership. Such application shall be made at a regular Voters Meeting of the congregation. Upon affirmation by the applicant of his intention to fulfill such duties that are required of a Voting Member to the best of his ability, he shall be accepted as a Voting Member with all the rights and privileges pertaining thereto. He shall be required to sign the official copy of the Constitution and By-Laws of the Congregation at the time of his acceptance into communicant membership.

Section 2. Privileges and Duties of Voting Members

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

- Conscientiously and prayerfully exercise his right of suffrage in all measures that will advance the work of Christ's Kingdom both locally and in the church-at-large.
- Faithfully attend all meetings of the Voting Membership. To retain voting privilege, the member must attend at least one Congregational meeting per year.
- Assist with wholehearted diligence in administering the temporal and spiritual affairs of the congregation
- Encourage, by personal example, friendly interest, and judicious counsel, such eligible communicant members who are not yet Voting Members to consider seriously accepting the responsibilities and privileges of Voting Membership.

ARTICLE IV: DISCIPLINE IN THE CONGREGATION

All discipline in this congregation shall be administered in accordance with the order of discipline laid down in *Matthew 18:15-20*, *1 Corinthians 5:1-5*, and other related New Testament passages. The following procedure shall be followed under the direction of the Pastor and the Board of Lay Ministry.

Section 1. Communicant Membership – Termination

- A. Transfers. A member desiring transfer to another Lutheran congregation shall apply to the Pastor. Upon approval by the Pastor and the Board of Lay Ministry, a letter of transfer shall be issued by the Pastor. The Board of Lay Ministry shall report all transfers to the congregation via church publication and to the Voters' Assembly at the next regular meeting of that body.
- B. Joining Other Churches. In cases where communicant members of this congregation have joined a non-Lutheran congregation, they shall, upon the decision of the Pastor and the Board of Lay Ministry, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership. Their name(s) shall be removed from the membership list of the congregation.
- C. Whereabouts Unknown. The names of members whose whereabouts are unknown and cannot be established within a period of 12 months shall be removed from the membership list of the congregation and placed in a file designated "Whereabouts Unknown". Such membership is terminated and shall be reported as such to the next regular meeting of the Voter's Assembly.
- D. Excommunication and Self-Exclusion. When a member of Shepherd of Peace Lutheran Church has not communed for three months, he or she will receive a visit from their respective Lay Minister, and shall be admonished and encouraged. If such a member has not communed after 6 months, he or she shall receive another visit by at least two members of the congregation, one the respective Lay Minister of the area and the Pastor or some other concerned member of the congregation. Additional admonition and encouragement shall be given. If after 9 months, such a member still has not communed and is not attending the worship service of the Church, he or she shall be evangelically admonished more firmly and told that if such neglect continues for another 3 months, it shall be interpreted as impenitence, lack of faith in Jesus Christ, and indifference to church membership privileges, and responsibilities. If, then, after 12 months, the member has not responded to Christian admonition as outlined above, the member's name shall be transferred to the mission file of the congregation or turned over to the Board of Evangelism. The individual shall be notified of such action by certified mail and shall be declared to have excluded himself, or herself, from this Christian congregation. Under exceptional circumstances modifications may be made to the above procedure as are found necessary by the Pastor and the Board of Lay Ministry.

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

Excommunication is to be applied to any member who conducts himself in an unchristian manner; i.e., to one who openly adheres to false doctrine, gives evidence of an immoral and offensive life, or willfully despises the preaching of the Gospel and the Lord's Supper. The Board of Lay Ministry shall administer church discipline in behalf of the congregation. But excommunication will be the responsibility of the Voters' Assembly.

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

Section 2. Provisions Pertaining to Church Officers and Directors

Any officer or director of the congregation who willfully neglects the duties of his office may be deposed by a two-thirds majority vote of the Voting Members present in a regular meeting of the Voters' Assembly. The Board of Lay Ministry shall initiate such disciplinary action. When an office is made vacant by deposition, resignation, death or excommunication of the incumbent, a successor to such officer or director shall be elected by the Voting Membership at the next meeting.

The duties of the Incorporating Directors will be concurrent with the duties of the Congregational officers, as well as any corporate duties as may develop from time to time. These duties are presented in Article VIII, Section 1 of the By-Laws.

Section 3: Provisions Pertaining to Pastors and Teachers

Sufficient grounds for deposing a pastor or duly called or contracted teacher shall be persistent adherence to false doctrine, scandalous life, and willful neglect of official duties or evident and protracted incapacity to perform the function of the sacred office. Charges on any of these counts shall be carefully investigated by the Board of Lay Ministry with the assistance of the Circuit Counselor or in the case of a teacher, by the Board of Christian Education. Should such charges be substantiated by clear evidence, the individual involved shall first be given an opportunity to resign his position in the congregation. Such opportunity having been given and declined, the above mentioned Board of Boards shall, after consultation with the appropriate officers of Iowa District West, notify the Voting Membership of the situation, and shall submit the matter for action at a special meeting of that body. A three-fourths majority vote of the Voting Members present shall be required to depose a pastor or teacher.

Should the occasion to depose a pastor or teacher ever arise, the intended deposition shall be announced by the Director of Lay Ministry at regular divine services on the two Sundays preceding a special meeting of the Voting Members called for that purpose. All Voting Members shall be notified by mail at least two weeks in advance.

ARTICLE V: MEETINGS OF THE CONGREGATION

Section 1: Regular Meetings

Regular meetings of the Voting Membership shall be held four times during each calendar year, on or about the 3rd. Thursday of the following months: February, May, August, and November. Dates and times of all Voters' Meetings shall be sent to the Church Planning Council. The November meeting of the Voters Assembly shall include the consideration and acceptance of the budget for the following year.

All communicant members of the congregation may attend the meetings of the Voters, Assembly and may, with the consent of the Voting Membership submit recommendations, or participate in a discussion of any given item of business before the Voting Membership.

Every meeting of the Voting Membership shall be announced at the worship services on the Sunday preceding the date of the meeting.

Section 2. Special Meetings

Special meetings of the Voters' Assembly may be called by the Board of Lay Ministry, the Pastor, at the request of any one of the Administrative Boards, or at the request of 10 voting members of the congregation. Notice of the date and time of such a meeting, and of the nature of the business to be transacted shall be given at the Sunday Worship Services immediately preceding the time of the meeting.

Section 3. Order of Business at Regular Meetings

Regular meetings of the Voting Membership shall proceed as follows:

1. Scripture Reading and/or Prayer
2. Roll Call of Voting Members
3. Reception of New Voting Members
4. Minutes of Previous Meetings(s), including Special Meetings
5. Unfinished Business
6. Treasurer's Reports
7. Reports from Committees of the Voting Membership
8. Reports of Administrative Boards
9. New Business
10. State of the Parish Report by Pastor
11. Adjournment

The Executive Director(s) may, with the consent of the Voting Membership, vary the above order in the interests of efficiency. In general, for purposes of order, Robert's Rules of Order shall prevail.

Section 4. Restriction Pertaining to Voters' Assembly Meetings

Attending Voting Members of a properly called Voters' Assembly meeting shall constitute a quorum, except as otherwise provided in this Constitution and By-Laws for dealing with certain specific situations herein defined.

In the event of a tie vote, the Executive Director shall cast the deciding ballot.

There shall be no voting by proxy.

ARTICLE VI: THE OFFICE OF THE PASTOR AND TEACHER

Section 1. Procedure for Securing a Pastor or Teacher

After consultation by the Board of Lay Ministry with the President of the Iowa District West or his representative, candidates for the pastorate shall be proposed at the next regular meeting of the Voting Membership or at a special meeting called for that purpose. In the case of a teacher, the Board of Christian Education shall consult with the appropriate District representative and shall present a list of candidates in the same manner as described above. In either case, additional candidates may be proposed by any Voting Member at the meeting called to discuss the candidates. The Voters shall then adopt a list of candidates. At that meeting, or at a subsequent regular or special meeting of the Voting Membership, the Voters shall elect one of the proposed candidates by ballot and simple majority. It shall be the duty of the Executive Director to see that notice of his election is delivered promptly to the candidate in whatever manner the Voting Membership shall deem advisable.

Negotiations for contract teachers (new or renewal) shall be delegated to the Board of Christian Education and such negotiations and the terms agreed to shall come before the Voting Membership for approval in regular or special meeting assembled.

Section 2. The Pastoral Office

The Pastoral office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and all congregational authority) to exercise in public office the common rights. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

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

To administer the sacraments in accordance with the divine institution;

To discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to the sick and the dying and admonish indifferent and erring members;

To spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion;

To guide the congregation in applying the divinely ordained discipline of the church;

To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation;

To serve as an example by Christian conduct and to do all that is possible for the upbuilding of the congregation and for the advancement of the Kingdom of Christ. By reason of this position the pastor is not only a servant and steward of God, but also of the congregation. The pastor shall have the authority and responsibility for supervising the musical portion of all worship services in conjunction with the Board of Lay Ministry so that it is at all times in harmony with the doctrine and practice of the Lutheran Church - Missouri Synod. Members of the congregation are obligated to accord the pastor honor, love, and obedience in his ministry of God's Word, and to support his ministrations with diligence and faithful prayers; to help him in the discharge of his duties by cordial one-mindedness, by will readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the Church.

Section 3. The Office of Teacher

The office of a called teacher is the authority conferred upon a teacher by God, through a call of the congregation, to perform the duties of his office in all its parts according to the Word of God and the needs of the congregation.

Upon being installed a called teacher is authorized and obligated to instruct and train the children under his care diligently and faithfully in the Word of God as contained in the canonical books of the Old and New Testaments and confessed in the Confessional Writings of the Lutheran Church, and found in the Book of Concord of 1580, and to base such instruction on the Small Catechism of Dr. Martin Luther; to accord them also a thorough Christian Education in branches of learning prescribed by a course of study adopted or approved by the congregation; to maintain Christian discipline in the school and to this end employ such means as are in accord with the Holy Scripture and within the bounds of Christian reason and justice.

To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in brotherly unity with his pastor and his fellow teachers, to work under the supervision of the pastor, principal and the Board of Christian Education, and, by the grace of God, to do everything possible within the sphere of his calling towards the promotion of the school and for the general advancement of the Kingdom of Christ, both locally and generally.

To perform such other offices as are in the interest of Christian Education and to the welfare of church and school and as have been mutually agreed upon, as the circumstances of the congregation may require and as time and ability may permit.

Members of the congregation are obligated to receive the teacher as a servant of the Word, to honor and love him as such, to keep our children in true Christian submission to his rule and training, and to support his work among us with diligent, faithful assistance and prayer.

To render the discharge of his duties pleasant for him by a peaceable conduct and in every other possible way, to encourage him by word and deed, to aid him in the maintenance of Christian discipline in school, and in love and respect; and to provide for him maintenance according to the ability of the congregation.

ARTICLE VII: ELECTION OF OFFICERS AND ADMINISTRATIVE BOARDS

Section 1. Nomination Procedure

At the February meeting of the Voting Membership in an election year, the Church Planning Council shall announce its selection of (three) qualified Voting Members who, together with the Pastor, shall serve as the Nominating Committee. At this meeting, the Voters may submit to the Committee the names of possible candidates for office.

The Nominating Committee, as soon after the February meeting as possible, shall prepare a list of candidates drawn from among communicant members of the congregation, either male or female, and from the list submitted by the Voters at the February meeting. This list shall then be made available to communicant members of the congregation at least three weeks prior to the May meeting. Only male candidates shall be eligible for membership on the Board of Lay Ministry.

Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the Committee additional names for inclusion on the list, and such names shall be placed in nomination by the Committee along with the candidates already chosen, provided:

1. That such names shall be submitted at least 10 days before the date of the May meeting of the Voters' Assembly, and
2. That the Nominating Committee, through consultation with the Pastor and the Board of Lay Ministry, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

The Nominating Committee, at least one week before the date of the May meeting, shall post conspicuously on the church bulletin board the list of candidates for the following offices:

Executive Director, Assistant Executive Director(s), Secretary, Treasurer, Directors of the various Administrative Boards, and Board members as necessary to complete the membership of each of the Administrative Boards.

Section 2. Election Procedure

From the list of candidates for each elective office submitted by the Nominating Committee, the Voting Membership shall, at its May meeting, elect by ballot and simple majority, the following officers in the order herein indicated:

1. An Executive Director
2. An Assistant Executive Director(s)
3. Secretary
4. A Treasurer
5. Directors, specifically nominated for the directorship of one of the following Boards; Lay Ministry (Male only), Evangelism, Christian Education, Stewardship, Church Properties, Parish Fellowship.
6. Board Members, to the number required to complete the membership of each of the Administrative Boards. The determination of the number of members required on each Board shall be an annual function of the Church Planning Council and shall be decided no later than the January meeting of that body. Only candidates defeated for office may be placed in nomination by the Voting Membership at the election meeting for any office not yet filled.

Section 3. Installation of Officers -Term of Office

The newly-elected officers and Board members of the congregation shall be installed on the last Sunday in May, and shall assume the duties of office as of June 1st. The term of office of all Officers, Directors, and Board members shall be two years, terminating on May 31st of the second year of their terms. Directors and Treasurer may succeed themselves in the same directorate only once.

ARTICLE VIII: DUTIES OF OFFICERS - FUNCTIONS, POWERS, ORGANIZATION OF ADMINISTRATIVE BOARDS AND THE PARISH PLANNING COUNCIL

Section 1. Duties of Officers

The Executive Director of the congregation shall preside at all meetings of the Voting Membership. He shall, to the best of his ability, enforce the Constitution and By-Laws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voting Membership. All Boards, committees, auxiliaries, groups, etc., in the congregation shall be responsible to the Executive Director, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall also call and preside over the meetings of the Parish Planning Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom in our midst.

The Executive Director shall appoint an Auditing Committee consisting of any two qualified communicant members of the congregation other than the Treasurer and Secretary to audit the financial records of the congregation. The Executive Director shall submit the Audit Committee's report at the May meeting of the Voting Membership in each year.

The Assistant Executive Director of the Congregation in the absence of the Executive Director shall act instead of the Executive Director. He shall be available for whatever duties the Executive Director shall assign to him as his representative. He shall also represent the congregation at all the Sioux City Circuit meetings.

The Secretary shall:

1. Record minutes of congregational and church planning council meetings.
2. Maintain permanent records of the above meeting.
3. Be responsible for official correspondence of the church as required.
4. Be responsible for notification of congregational and church planning council meetings.

The Treasurer shall:

1. Be responsible for accurate recording of congregational receipts and disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
2. Shall present a written, duplicated financial report at Voters' Meetings and a preliminary report at the Church Planning Council meetings.
3. Shall submit permanent financial records for annual audit.
4. Shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Boards and Directors as duly constituted sources.
5. Shall coordinate the flow of monies from the treasury to the various Boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
6. Shall remit to the professional workers of the church for documented expenses while attending professional workshops, conferences, conventions, etc., approved by the Board under whose jurisdiction they function.
7. Shall receive from the Financial Secretary a report of all monies received through worship services, special offerings, or any other source and duly record same.
8. Shall sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.
9. Shall have available for all Boards a current record of their accrued disbursements and budget allotment.
10. Shall have the authority to work out with salaried workers of the congregation a breakdown of the workers' total compensation into salary and fringe benefits as the worker requests.

Section 2. The Church Planning Council

The Church Planning Council shall consist of the Executive Director, the Assistant Executive Director(s), Secretary, Treasurer, the Seven (7) Directors of the Administrative Boards, and the Pastor of the congregation, all of whom will hold membership on the Church Planning Council until their term of office expires. It shall be the specific functions of the Church Planning Council to:

1. Serve as the point of liaison between the Pastor, the Officers of the congregation, and the various Administrative Boards all planning the total work of the congregation.
2. Settle jurisdictional disputes between the several Administrative Boards.

3. Present to the Voters' Assembly at its August meeting a yearly plan of activity for the entire congregation as well as long-range plans for the development and expansion of Christ's work in our midst.
4. Prepare the agenda for the four (4) meetings of the Voters' Assembly.
5. Set the dates and times for the Voters' Assembly meetings.
6. Appoint the Nominating Committee as required and at the time required.
7. Fill unexpired offices or shortages of personnel by appointment.

The Church Planning Council shall officially meet in each of the following months: January, April, July, and October. Additional meetings may be called by the Executive Director of the congregation and/or the Pastor as required.

The Church Planning Council is not primarily a decision-making body but serves as a forum where the activities of the Administrative Boards may be discussed, evaluated, and coordinated, and where all such activities may be integrated into an overall congregational program. The Church Planning Council shall be available at all times, however, for any additional functions which the Voting Membership may wish to confer upon it.

The Church Planning Council shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

Section 3. The Administrative Boards

A. General Duties and Powers of Administrative Boards

Each Administrative Board shall submit a report of its activities at each regular meeting of the Voting Membership, and on such other occasions as the Voting Membership shall require. Such reports shall include specific recommendations (if any) for congregational action and/or approval.

Each Administrative Board shall initiate and carry out such activities and programs within the congregation as will enable it to effectively perform the functions and duties assigned to it by the Constitution and By-Laws, or by specific resolution of the Voting Membership.

Each Administrative Board shall be empowered to administer all funds set aside for its work by budget appropriation or by special resolution of the Voter's Assembly, provided that the Voting Membership may, at its discretion, restrict such expenditures to conform with the actual financial condition of the congregation at any given time. Each Administrative Board shall be jointly and severally liable for all expenditures not authorized either by the budget or by special resolution of the congregation.

Each Administrative Board shall keep a permanent set of minutes for each meeting, and such minutes shall be the property of the congregation.

B. Organization and Meetings of Administrative Board

Each Administrative Board shall be under the direct control and supervision of the Director of that Board. Following the election of the Director of each Board and the number of Board members required, the Director of the respective Board shall designate and appoint from among the Board members at his own discretion those individuals who are to be responsible for various phases of the work of that Board. Such appointments are to be made within two weeks of the date of then election, and notification of such appointments is to be given to the Executive Director of the Congregation for publication to the members in the manner he deems most advisable.

The time and frequency of Board meetings shall be at the discretion of the Director of the Board and the Board members, except that, for good and sufficient reason, either the Executive Director of the congregation or the Pastor 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 a meeting.

THE BOARD OF LAY MINISTRY

The nature of the duties of this Board requires that only men noted for their Christian knowledge, zeal and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board shall consist of at least (five) 5 members, including the elected Director of the Board.

The basic objectives of this Board are the spiritual welfare of the Pastor and congregation members, individually and corporately, and the supervision of everything pertaining to congregational worship.

THE BOARD OF EVANGELISM

The Board of Evangelism shall consist of at least (four) 4 members, including the elected Director of the Board. The basic objectives of this Board are the bringing of the Gospel to the unchurched, the enlistment of all of God's people in the work of spreading the Gospel, the deepening of the faith and activity of the members of this congregation, and proper soul-accounting at all times.

THE BOARD OF CHRISTIAN EDUCATION

The Board of Christian Education shall consist of at least (four) 4 members, including the elected Director of the Board. The basic objectives of this Board are to plan and administer the total educational program of the congregation, to determine policies, to select personnel for the various agencies, to provide the necessary means and facilities for the agencies, and to direct and supervise the entire educational program of the congregation.

LITTLE LAMBS PRESCHOOL

The Board of Education shall have general supervision of the preschool. The preschool shall be conducted for 3, 4, and 5 year olds providing Christian education on a nondenominational, nonprofit basis. The preschool shall require tuition of its students to pay salaries and any other operator costs. Direct supervision of the preschool shall be conducted by the Preschool Board.

1. Preschool Board

The preschool board shall consist of the coordinator, secretary-treasurer, and one parent. These officers shall serve their respective offices by appointment and approval of the Church Council. Term of office shall be one year. Persons may be reappointed. Ex officio members of the Preschool Board shall be the pastor, chairman of the Board of Education, and chairman of the Congregation. The Preschool Board shall meet in September and April, or as called by the coordinator. The Preschool Board shall have the right to define curriculum, administer the financial affairs of the preschool, and interview and screen applicants for teachers and aides. The Preschool Board shall make recommendations to the Voters' Assembly regarding the hiring of staff. The authority to hire or dismiss staff shall remain with the Voters' Assembly.

THE BOARD OF STEWARDSHIP

The Board of Stewardship shall consist of at least (three) 3 members, including the elected Director of the Board.

The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first-fruits giving.

FINANCIAL SECRETARY

The Director of Stewardship shall appoint a financial Secretary from among those men elected to the Board. The Financial Secretary shall:

1. Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions. He shall record all contributions by members for whatever purpose and shall notify the Board of Stewardship and the Pastor concerning contributions by non-members. He shall be responsible, for the prompt counting of Sunday and other receipts.
2. Be responsible for issuance of regular quarterly statements to members, showing their offerings to date.
3. Furnish the Treasurer with a duplicate deposit slip for all deposits.
4. Be responsible for expediting and safe deposit and keeping of all funds.
5. Be responsible for requisitioning and distribution of offering envelopes.

THE BOARD OF CHURCH PROPERTIES

The Board of Church Properties shall consist of at least (three) 3 members, including the elected Director of the Board.

The basic objectives of this Board are the proper maintenance and repair of church property, the representation of the congregation in all legal matters, and the general protection of the congregation against loss or damage of whatever nature.

THE BOARD OF PARISH FELLOWSHIP

The Board of Parish Fellowship shall consist of at least (four) 4 members, including the elected Director of the Board.

The basic objectives of this Board are the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general up building of mutual cooperation, trust, and enjoyment among the members of the congregation.

THE BOARD OF YOUTH MINISTRY

The Board of Youth Ministry shall consist of at least three (3) members, including the elected Director of the Board.

The basic objectives of this Board are to involve the young people of the congregation in the work of Christ, provide for their spiritual growth and nurture, and to promote genuine Christian fellowship for the young people of the congregation.

AMENDMENTS

These By-Laws may be amended at any meeting of the Voting Membership by a simple majority vote, provided:

1. That a motion to submit for consideration such a proposal to amend has been made at a regular meeting of the Voting Membership.
2. That the entire Voting Membership has been advised of the nature of the proposed changes and of the date of the meeting at which the proposed amendment is to be acted upon at least 14 days in advance.

All amendments to the By-Laws or to the Constitution shall be recorded in the official copy of the Constitution and By-Laws in the possession of the current Secretary of the Congregation