OUR SAVIOR EVANGELICAL LUTHERAN CONGREGATION

CHURCH CONSTITUTION

PREAMBLE

Official Document of

Our Savior Ev. Lutheran Church & School

Adopted: 10/20/02 Voter’s Meeting

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 carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24-25), practice fellowship with one another (Acts 2:42), witness to all 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 the 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 congregation of Lutherans of the Wisconsin Evangelical Lutheran Synod, do herewith, in the name of the Triune God; Father, Son, and Holy Ghost, and by subscribing our names hereto, adopt the following CONSTITUTION AND BY-LAWS.

Our Savior Ev. Lutheran Church & School

# Constitution

Official Document of

Our Savior Ev. Lutheran Church & School

Adopted: 10/20/02 Voters’ Meeting

**ARTICLE I - Name**

The name of this congregation shall be OUR SAVIOR EVANGELICAL LUTHERAN CHURCH.

**ARTICLE II – Articles of Faith**

This congregation accepts and confesses all the canonical books of the Old and New Testaments as the inspired Word of God, and all the symbolical books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, as a correct presentation and true exposition of Christian Doctrine, drawn from, and in full agreement with the Holy Scriptures; hence, no doctrine shall be taught or tolerated in this congregation which is in any way at variance with the following symbols of the Evangelical Lutheran Church, namely:

1. The Three Ecumenical Creeds - the Apostolic, the Nicene, the Athanasian;

2. The Unaltered Augsburg Confession;

3. The Apology of the Unaltered Augsburg Confession;

4. The Smalcald Articles;

5. Luther's Catechisms - the Large and the Small;

6. The Formula of Concord.

And we set forth that according to this norm of doctrine and faith all controversies which may arise in this congregation shall be decided and adjusted.

**ARTICLE III - Membership**

Only such can be and remain members and enjoy the rights and privileges of membership in this congregation who

1. are baptized;

1. declare (if of proper age) their adherence to all the canonical books of the Old and New

Testaments, without qualification, as the only rule and norm of faith and life;

1. are familiar (if of proper age) at least with Luther’s Small Catechism, and declare their

acceptance of the same;

4. do not live in manifest works of the flesh (Gal. 5:19-21), but lead Christian lives;

5. together with the congregation partake of the Lord’s Supper frequently, if of mature age;

6. permit themselves to be fraternally admonished and corrected when they have erred;

1. are free from all ungodly associations, such as lodges (cf. 2 Cor. 6:14-18; Eph. 5:11-12; Matt.

5:34-37), on account of their false doctrines concerning God (John 5:23), the Bible (2 Tim. 3:16), the way of salvation (Rom. 3:28; Eph. 2:8,9), and prayer (John 14:6-13);

8. attend divine services faithfully.

**ARTICLE IV - Contributions**

It shall be the duty of every communicant member to contribute according to ability toward all purposes that the congregation has made its concern, and in general share in all its work (1 Cor. 16:2; Mk. 16:15; 1 Cor. 9:14).

**ARTICLE V - Christian Education**

It shall be the duty of all members to bring up their children in the nurture and admonition of the Lord (Eph. 6:4). To this end they shall bring them to Holy Baptism at an early age, give them a Christian training in the home, and to the fullest possible extent use and promote the opportunities for Christian Education which are offered by the congregation.

**ARTICLE VI - Suffrage**

Only such male members of the congregation as have attained the age of 18 years and have applied to the Voters’ Assembly for voting membership by attendance at a meeting shall have the right to vote. When a member misses four consecutive regular meetings without excusing himself to the president, his voting membership automatically lapses, but can be reestablished simply by attending a meeting, at which he shall have the right to vote. (1 Cor. 14:34; 1 Tim. 2:12).

**Article VII - Excommunication, Removal, and Dismissal**

Members excommunicated according to Matt. 18:15-20, such as exclude themselves by evading Matt. 18:15-20, and such as by adherence to false doctrine or by removal sever their connection with the congregation, give up all their rights in the congregation and its property.

Such members as for reasons that are justified by the Word of God ask for their dismissal shall be peaceably dismissed by the congregation. Such dismissed members relinquish all their rights in the congregation and its property.

**Article VIII - Separation**

If at any time a separation shall occur in this congregation on account of doctrine or for any other cause (which God may graciously prevent), the property of this congregation and all of its benefits shall remain with those members who

1. adhere to this constitution;

2. remain faithful to the confessions of this constitution (Article II);

1. and who remain with the Wisconsin Evangelical Lutheran Synod so long as it also remains

faithful to the aforesaid confessions.

**Article IX - The Ministry**

The congregation has the exclusive right to call and elect pastors, teachers, and other officers. The pastorate of this congregation shall be conferred only upon such ministers or ministerial candidates as unqualifiedly and publicly profess their acceptance and adherence to Article II of this constitution; and such acceptance and adherence shall be required of them in the call or vocation extended by the congregation.

The teachers called to assist the pastor in the Christian training of our youth shall be such as are in accord with the confessional standard of the congregation (Article II) and are qualified for this field of work.

Note: In case of a vacancy in the position of the pastor or teacher, the congregation shall notify the president of the local district of the Synod for the purpose that the latter may assist in temporarily filling the vacancy and in giving his good counsel in regard to the calling of a new pastor or teacher.

**Article X - Removal From Office**

If anyone holding an office in the congregation willfully neglects his duty, and upon due admonition does not amend, the church in such case has the right, and eventually the duty, to remove him from office and elect another to take his place.

Sufficient and urgent cause for removing a pastor or teacher are persistent adherence to false doctrine, scandalous life, willful neglect of duty, or established inability to perform the duties of his office. (1 Tim. 3:3-7; Titus 1:6-9).

**Article XI - Books**

All hymnals and textbooks for instruction in Christian doctrine used in this church must conform to Article II of this constitution.

**Article XII - Officers and Church Council**

In accordance with the law of the state of Wisconsin, the congregation elects by ballot at its annual meeting on the date specified in the Bylaws, a board of trustees and elders, consisting of three, six, nine, twelve or fifteen members which shall control the corporate property according to the direction given by the congregation. The congregation at this meeting shall also elect a Board of Christian Education consisting of a minimum of three members.

The members of these boards shall be wise, devout, and faithful men.

**Article XIII - Duties of the Annual Officers**

The president shall preside at all meetings of the congregation and see to it that its decisions are executed. In the absence of the president, the vice-president shall preside.

The recording secretary shall keep an accurate and permanent record of all the proceedings of the congregation and also of its Church Council.

The financial secretary shall receive all collections, contributions, dues, subscriptions, and moneys for the congregation. He shall deposit all receipts in the bank and give the treasurer cash summary slips showing the sources of the receipts for each deposit he makes. He shall have an accurate record kept of the contributions of individual members. He shall be bonded.

The treasurer shall make all cash disbursements. The congregation shall determine in what manner such disbursements shall be made. He shall keep a complete set of books using the double entry system of bookkeeping. He shall make quarterly reports of receipts and disbursements to the congregation, an annual report at the annual meeting, and an audited annual report at the second quarterly meeting. He shall also submit his books for audit at any time the congregation may desire. He shall be bonded.

**Article XIV - Meeting of the Congregation**

The regular meetings of the congregation shall be held as prescribed in the Bylaws. All voting members shall earnestly consider it their Christian duty to attend the same.

Special meetings of the congregation may be held by decision of the congregation or by request of the Church Council.

The voting members present at any meeting properly announced constitute a quorum, but a meeting in which a majority of the voting members is not present shall not have the right

1. to change the constitution;

2. to decide anything regarding the relationship of the congregation to the pastor;

3. to buy new property or to sell property belonging to the congregation.

In case the majority of members is not present the meeting shall be adjourned to a later date. If again only a minority is present, it shall have full authority to decide.

In all matters not already decided by the Word of God the majority rules.

No one shall bring before the congregation a complaint against any member nor against the pastor unless he has admonished him in a Christian manner according to Matthew 18:15-20.

Only voting members present at the meeting may vote.

**Article XV - Meetings of the Church Council**

The regular meetings of the Church Council shall be held as prescribed in the Bylaws.

The pastor may call special meetings of the Council and must call special meetings upon the submission of a written request of any two councilmen.

The Church Council shall never convene to transact business without the pastor’s knowledge.

**Article XVI - The Christian Day School, The Sunday School, and the Board of Christian Education**

This congregation shall always, if at all possible, maintain a Christian Day School. There shall also be a Sunday School and such other agencies which are needed to provide for the Christian training of the souls the Lord places in our care.

The Board of Christian Education together with the pastor shall have charge of the training in Christian doctrine and life, and shall, subject to the powers of the Church Council, administer, control, and manage the affairs of the Christian Day School, the Sunday School, and the other agencies of Christian education; shall assist, consult with, and advise the teachers and others engaged in Christian education; shall visit the Day and Sunday School in the interest of those duties; and shall perform such other duties as are considered necessary by the congregation and the Council in furthering the aim of providing the best Christian educational systems possible.

The chairman of the Board of Christian Education shall also be a member of the Church Council.

The pastor and the principal of the Christian Day School shall meet with the Board of Christian Education as advisory members. The pastor by virtue of his office is the superintendent of the Christian Day School and the Sunday School. The principal shall report to the Church Council whenever it is required.

The Board of Christian Education shall meet regularly to discuss the needs of the school; shall meet with the teachers at regular intervals; shall discuss and decide routine matters relating to the school.

It is their duty to assist the teachers in their work; to sign the calls issued to teachers by the congregation; and to assume full responsibility for the teaching program of the schools of this congregation.

Tuition will be specified in the Bylaws.

**Article XVII - Organizations**

If groups of church members unite for the purpose of serving the common welfare of the congregation, such organizations shall always be brought about with the approval of the congregation and remain under the supervision of the pastor and the Church Council. All authority is vested in the local congregation. (1 Cor. 1:10-11; 1 Cor. 12:25).

**Article XVIII - Repeals and Alterations**

Articles II, III, IV, VII, VIII, IX, XI, XVII, and XVIII of this constitution shall be and remain unalterable and irrepealable.

Proposals to alter or repeal an alterable or repealable article of this constitution shall be offered in writing and announced at one regular meeting preceding any action thereon. Two-thirds of all the members present shall be necessary to pass the alteration or repeal.

Bylaws not in conflict with the letter or spirit of this constitution may by adopted by a majority vote at any properly constituted meeting of the congregation. Such Bylaws also may be amended or repealed by the same procedure.

Our Savior Ev. Lutheran Church & School

BYLAWS

Official Document of

Our Savior Ev. Lutheran Church & School

Adopted: 05-15-2016 Voters’ Meeting

**ARTICLE I Meetings of the Congregation**

Section 1

A regular meeting of the congregation’s voters will be held twice annually: April (Elections) and May/June (Annual & Budget).

Section 2

The church council shall set the exact date, time, the nature of the business to be transacted, and the place of the meetings, unless otherwise specified by the congregation. Announcements of the meetings shall be given in print and/or orally on at least two different dates prior to the time of the meeting.

Section 3

Special meetings of the congregation may be called by the church council, or the pastor, or upon written request of three voting members. Such meetings must be announced according to the general rule set forth in Section 2 with the purpose clearly stated.

Section 4

The regular May/June meeting shall be designated as the annual meeting.

Section 5

The order of business for the regular meetings shall be as follows:

A. Opening with a devotion

B. Reading and approval of minutes of the previous regular and any intervening special meetings

C. Treasurer's Report

D. Pastor's Report (reception of new members; transfer, release or removal from membership)

E. Unfinished business

F. Reports of officers and committees

G. Recommendations of the church council and new business

H. Elections

I. Adjournment with prayer

Section 6

The meetings shall be conducted according to good, Christian order. Robert's Rules of Order shall be followed for parliamentary procedure.

Section 7

No one shall bring to any meeting a charge or complaint against any member or against a pastor or a teacher unless he has first admonished him in a Christian manner according to Matthew 18:15-20.

Section 8

Only voting members present at the meeting shall have the right to vote.

Section 9

Voting membership shall be restricted to male communicant members who have reached the age of eighteen.

Section 10

Voting members shall sign, thereby indicating their acceptance, the official copy of the Constitution and Bylaws at the meeting of the congregation in which they were received or as soon thereafter as possible.

**ARTICLE II Quorum**

The voting members present at a properly announced meeting of the congregation shall constitute a quorum, but a meeting in which a majority of the voting members is not present shall not have the right

A. to change the constitution,

B. to decide anything regarding the relationship of the congregation to the pastor,

C. to buy new property or to sell property belonging to the congregation. In case the majority of members is not present, the meeting shall be adjourned to a later date. If again only a minority is present, it shall have full authority to decide.

**ARTICLE III The Church Council**

Section 1 - **Membership**

The Voters' Assembly shall elect by ballot at its annual meeting, specified in the Bylaws, Article I, a Church Council composed of the Executive Committee which are: President, Vice-President, Recording Secretary, Treasurer, and Financial Secretary. The council will also consist of the chairmen of the following Boards and Committees: Board of Trustees, Board of Stewardship, Board of Christian Education, Board of Elders, Spiritual Growth Committee, and Evangelism Committee. The nominating committee shall select from the voting membership a slate of candidates for each vacancy and shall publish the names on at least two consecutive Sundays prior to the annual meeting.

Section 2 - **Responsibilities**

2.1 The members of the church council shall adorn their high office with an honest way of life and be good examples to the congregation (1 Timothy 3:8-12). They shall aid the pastor in the spiritual affairs of the church. They shall be accountable for good order in the services. They shall particularly care in love for their fellow members who have special needs (Galatians 6:9-10). The members of the church council shall consult together concerning the total spiritual and physical well-being of the congregation giving due attention also to the work of the Lord in the church-at-large. The church council shall implement resolutions of the Voters' Assembly and carry out such assignments as are directed to them by the Voters' Assembly. It shall recommend to the Voters' Assembly the annual budget of the congregation.

2.2 The church council shall control the corporate property of the congregation according to the direction given to it by the Voters' Assembly. The church council is hereby empowered to borrow money, pledge the assets of the congregation, sell, lease, or otherwise dispose of the real and personal property of the congregation all at the direction of the Voters' Assembly. It shall also have the right to acquire property by purchase, trade, gift or device as directed by the Voters' Assembly. The president and secretary of the congregation are hereby designated as the persons who shall sign all documents of the congregation.

Section 3 - **Term of Office**

3.1 The term of office for each elected member of the council or boards shall be three years. No council or board member shall serve more than two consecutive full terms. He shall again be eligible for election to the council or board one year after the expiration of his second consecutive term of office.

3.2 The term of one third of the members, if possible, shall expire each year. Such expired positions are to be filled by election at the annual meeting of the Voters' Assembly.

Section 4 - **Installation**

As soon as possible after the election, the new members of the church council and boards shall be installed in office at a regular service and shall thus be presented to the congregation.

Section 5 - **Meetings**

The church council shall meet regularly once each month. Special meetings may be called by the pastor or the president. The church council shall not convene to transact business without the knowledge of the pastor.

Section 6 - **Vacancies**

In the event of a vacancy on the church council, the vacancy shall be filled by ballot at the next meeting of the Voters' Assembly from a list of candidates prepared by the last acting nominating committee.

**ARTICLE IV Officers of the Congregation**

Section 1 - **President**

The President of the Congregation is the "Executive Director" of the program of the congregation. As such he is responsible to help coordinate the work of all elected or appointed officers, boards or committees of the congregation and see to it that they are functioning and carrying out their individual responsibilities according to the Bylaws and Officers' Manual.

A. The President, together with the Vice-President, Secretary and Treasurer, shall be a member of the Executive Committee.

B. The President shall serve as a member of the Budget Committee.

C. The President shall serve as a member of the Board of Elders/Lay Ministry.

D. He shall preside at all meetings of the Church Council and Voters' Assembly and have the deciding vote.

E. He shall prepare the agenda for the Council meeting and after consideration of items by the council, prepare the agenda for the Voters' meetings. He shall prepare and distribute a copy of the agenda to all Church council members at least one Sunday before the Council meeting, and to all Voters one Sunday prior to a Voters' meeting.

F. He shall be an ex-officio member of all standing committees and shall attend personally whenever necessary or advisable.

G. He shall seek to meet monthly with the pastor to analyze past progress and plan future efforts and emphasis needed in the total church program.

H. He, with the pastor, shall discuss the need, ways and means of officers' training, by use of personal conferences, workshops, "retreats", etc.

I. He shall encourage officers and chairmen of committees to adopt a principle of making concise written reports and well-worded recommendations to the Church Council and Voters' Assembly in the interest of stewardship of time.

J. As directed by congregational resolution or Bylaws of the congregation, the President, together with the pastor and the chairmen of the respective committees, shall make appointments to committees on the basis of talents, interest and willingness of members, as uncovered by the Stewardship Committee's time and talent enlistment program, subject to the approval of the Church Council.

K. He shall at the end of each year, or whenever requested to do so by the Voters' Assembly, appoint an Auditing Committee to audit all financial books of the congregation and upon request, the books of any organization within the congregation.

L. He shall seek every opportunity to commend "leadership shown" and "job well done" by members of the congregation.

M. He shall conduct meetings in accordance with good "rules of order" and give attention to avoid long or "draggy" meetings.

N. He shall have the right to delegate jobs.

O. He shall be empowered to sign checks and all official documents.

P. He shall oversee the gathering in of job descriptions with suggested revisions before the end of each year from the following, if their term of office has expired: Vice-President, Secretary, Financial Secretary, Treasurer, Stewardship, Evangelism, Day School Spiritual Growth, Trustees, Elders/Lay Ministry Chairman and the Budget Committee. He shall discuss suggested changes with the pastor and see that needed revisions are made.

Section 2 - **Vice-President**

He shall serve as a member of the Executive Committee and as a voting member of the Church Council.

A. The Vice-President shall work with and assist the president in the orderly running of the congregation.

B. He shall assume the duties of the president when necessary. He shall chair Church Council and Voters' Assembly meetings when the President is absent.

C. He shall serve as a member of the Board of Elders/Lay Ministry.

D. He shall serve as Head Usher. He shall supervise and set up a schedule for ushers. He shall also oversee worship supplies; candles, communion wine and waters, etc.

E. He shall serve as a member of the Budget Committee.

F. He shall assume all duties that may be designated to him by the President and/or the Board of Elders.

Section 3 - **Recording Secretary**

The Recording secretary will serve as a member of the Executive Committee and a voting member of the Church Council.

A. The Secretary shall faithfully record in permanent records all minutes of the Board of Elders, Church Council and Voters' Assembly.

B. He shall be responsible for the safekeeping of all permanent minutes, past and present, of the congregation.

C. He shall submit recommendations of the Church Council to the Voters' Assembly.

D. He shall conduct all official correspondence of the Board of Elders, Church Council, and Voters' Assembly.

E. He shall maintain an accurate list of all voting members of the congregation.

F. He shall keep an accurate attendance record of members of the Board of Elders, Church Council and Voters' Assembly.

G. He shall stand ready to supply committees with information as recorded in church minutes when so requested.

H. He shall phone all new male members age 18 and over received each quarter, to extend an invitation to the Voters' Assembly, doing so immediately before the quarterly meeting.

I. He shall be empowered to sign all official documents of the congregation.

Section 4 - **Treasurer**

The basic objective of the Treasurer is the over seeing of congregational funds. The Treasurer will also serve as a member of the Executive Committee and as a voting member on the Church Council.

A. He shall be responsible for accurate recording of Congregational disbursements and budgeted actual expenditures.

B. He shall present a written financial statement at all Council meetings as well as all regular Voters' meetings.

C. He shall submit financial records for annual audit.

D. He shall be responsible for monthly remission of offerings for missions, church agencies and for prompt payment of salaries and bills authorized by the Congregation.

E. He shall coordinate the flow of money from the Treasury to the various Boards in such a way that an adequate balance is kept for salaries and other expenses.

F. He shall receive from the Financial Secretary a report of all monies received, deposited and recorded.

G. He shall sign all checks for payment of bills, salaries or other financial commitments of the Congregation.

H. He shall have available for all Boards a current record of their accrued disbursements and budgeted allotment.

I. He shall serve as a member of the budget committee.

J. He shall be bonded.

Section 5 - **Financial Secretary**

The basic objective of the Financial Secretary is the organized collection and recording of all monies and/or material donations received by our congregation. The Financial Secretary will oversee the counting committee and will also serve as a voting member on the Church Council.

1. He shall be responsible for accurate counting, recording and depositing of all receipts for the congregation.
2. He shall issue statements to members, showing their offerings to date.
3. He shall furnish Treasurer and Pastor with duplicate deposit slips.
4. He shall be responsible for requisitioning and distribution of offering envelopes.
5. He shall give reports to Voters' Assembly.
6. He shall develop and maintain counting teams to assist the Financial Secretary.
7. He shall be authorized to sign checks during the treasurer's absence.
8. He shall be bonded.

**Assistant Financial Secretary** - new position starting 01-01-2014

The assistant financial secretary shall assist the financial secretary in all areas of receiving, tracking and reporting of all monies received by the congregation.

A.  The assistant financial secretary’s responsibility may include tracking and reporting of all funds received by electronic funds transfer.

B. The assistant financial secretary will also serve as a back-up to the financial secretary in the following areas:

* Accurate counting, recording and depositing of weekly offerings
* Issuing offering statements
* Coordinating weekly counting teams

C. The assistant financial secretary shall be bonded.

D. The assistant financial secretary position shall be an appointed position, approved by the church council.

Section 6 - **Long Range Planning Committee**

6.1 - Purpose

The basic objective of the Long Range Planning Committee is to assess the needs of our Congregation both short and long term so that we may better carry out our mission work here at Our Savior. The Long Range Planning Committee will consist of six (6) members.

6.2 - Responsibilities

A. The committee shall assess past congregational performance and trends with regard to attendance, communion, giving, etc. From this information the Committee can project future growth patterns.

B. They shall coordinate long range foals of the Congregation with regard to equipment, staff, and buildings. This Committee will develop and promote new programs and ideas that will be further acted upon by other Boards or Committees.

C. This Committee will develop a 5-year plan indicating Our Savior’s long range goals. Every year this plan will be updated reflecting the ever changing needs of our Congregation.

Section 7 - **Board of Trustees**

7.1 - Purpose

The basic objective of the Board of Trustees is the proper maintenance and repair of congregational properties so that these properties honor and glorify our Lord. The Board of Trustees will consist of six (6) members including the elected Chairman who will also serve as a voting member on the Church Council.

7.2 - Responsibilities

A. The Board of Trustees will make a spring and early fall inspection of all congregational property and equipment. The fall inspection can take place when this committee prepares its budget with the projects and maintenance for the following year.

B. They shall make and bring up-to-date annually an inventory list of all congregational property and equipment with approximate value and replacement date.

C. They shall carry out all resolutions of the Voters’ Assembly on purchases, repairs, and replacement of congregational property.

D. They shall determine and engage, with congregational approval, adequate custodial help. The Board shall also meet periodically with the custodian(s) to discuss the care of the buildings, needs, and problems in custodial service.

E. They shall prepare for the custodial held a detailed list of the required daily, weekly, monthly, and annual maintenance of the facilities and equipment of the congregation.

F. They shall determine and establish, with the approval of the Voters’ Assembly, regulations governing the use of congregational property and equipment.

G. They shall annually review and recommend salaries for all custodial help.

H. They shall make and issue keys for church property and keep and review annually a list of the keys issued.

I. They shall annually check the adequacy of all types of insurance for congregational property and equipment and negotiate insurance contracts.

J. They shall check all property twice a year for fire hazards.

K. They shall enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.

L. They shall arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.

M. They shall obtain legal information necessary for wise consideration of deeds and contracts for the congregation.

N. They shall negotiate service contracts for the organ, office machines, snow plowing, etc.

O. They shall make an annual inventory of official documents in safekeeping.

P. They shall be responsible for submitting in writing for editing all newsletter and bulletin announcements pertaining to the Board of Trustees activities.

Q. They shall be responsible for monthly co-ordination with council and quarterly reports to the voters.

R. They shall submit the year-end report to the pastor, no later than January 1st of the following year.

S. They shall set up a cleaning schedule for the church and provide necessary supplies.

T. They shall prepare and submit an annual itemized budget.

U. They shall keep accurate records of all service sheets. (Furnace maintenance, Model numbers of all equipment and motors, etc.)

Section 8 - **Board of Stewardship**

8.1 - Purpose

The basic objective of the Board of Stewardship is to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures. Provide for the training and utilization of members of the congregation for the work of Christ’s Kingdom. Insure the financial stability of the congregation and its work through a developed program of dedicated, proportionate first fruits giving. The Board of Stewardship will consist of fine (5) members including the elected Chairman who will also serve as a voting member on the Church Council.

8.2 - Responsibilities

A. They shall analyze at least once a year, the total stewardship program of our congregations specific purpose. Determine whether any area of the Lord's work is being neglected or omitted and whether each assigned responsibility has been assumed and is being carried out effectively.

B. They shall study the opportunities to use the means of grace which are available to the membership and the opportunities for dedication of time and talents of members to the Kingdom's work in the congregation.

C. They shall maintain an active program for enlistment and training of Kingdom workers in the congregation. This could be accomplished by:

1. Preparing a talent enlistment folder indicating all the service opportunities in the congregation.

2. Contacting each communicant member personally and give them an opportunity to indicate how they wish to serve the Lord with their talents.

3. Setting up and maintaining an active file of enlisted talents in the congregation.

4. Providing special opportunities for the development of talents.

5. Present a Spiritual Gift Analysis and Time/Talent survey to all new members and confirmands.

D. They shall develop an on-going year-round program of mission awareness in the congregation.

E. They shall plan a program of education and training of members in the Scriptural principles and practices of the grace of liberal and proportionate giving, so that a God-pleasing percentage of their resources is dedicated to the Savior.

F. They shall make an annual analysis of the giving level and habits of the congregation prior to its annual stewardship program to determine which needs are to be emphasized in the information and education program of the congregation.

G. They shall give special attention to the development of a program that will especially enlist the time and talents of the new confirmands and members. After acceptance as members by the Church Council, visit each new confirmand and new member within a month and explain the program and Kingdom opportunities of the congregation. Then give the opportunity to these new communicants to make a definite commitment of time and talents to some specific part of the Congregation's overall program, and also give them an opportunity to make a weekly commitment of their treasure for the Kingdom's work, providing them with envelopes for this purpose and present to them a Spiritual Gifts Analysis and Time and Talent Survey.

H. They shall encourage through education, the membership of our congregation in the use and purpose of memorial and special funds.

I. They shall study all stewardship materials and helps offered by the District and Synodical Stewardship Department and adopt them for use in the stewardship program of the congregation.

J. They shall prepare and submit an annual itemized budget.

K. They shall be responsible for submitting in writing for editing, all newsletter and bulletin announcements pertaining to the Board of Stewardship activities.

L. They shall be responsible for monthly co-ordination with council and quarterly report to the voters.

M. They shall submit a year-end report to pastor no later than January 1st, of the following year.

Section 9 - **Board of Christian Education**

9.1 - Purpose

The basic objective of the School Board is to oversee the congregation's program of Christian education as being carried out by our Christian school and to investigate ways in which our school may be used as a tool to reach out to mission prospects with the saving Gospel message. The School Board will consist of five (5) members including the elected Chairman, who will also serve as a voting member on the Church Council.

9.2 - General Responsibilities

A. Christian Day School

B. Sunday School

C. Confirmation classes

D. Vacation Bible School

E. Lutheran Pioneers

9.3 - Responsibilities

A. They shall work in close harmony with the principal and pastor.

B. They shall in conjunction with the principal oversee the selection of curriculum.

C. They shall encourage an ongoing curriculum study on the part of the faculty.

D. They shall respond to concerns of parents about the school in accordance with the policies set forth in the school handbook.

E. They shall prepare and submit an annual itemized school budget.

F. They shall oversee the congregation's pre-kindergarten.

G. They shall establish the annual school and pre-kindergarten tuition rates and all other fees.

H. They shall establish and enforce rules and policies for the school (dress, discipline, etc.).

I. They shall admit and dismiss students in accordance with the policies established by the Board and as stated in the school handbook.

J. They shall plan for future growth of the school.

K. They shall upon vacancy and/or need of a teaching position, request through the Pastor names from the District President and present recommendations to the Voters' Assembly, which has the sole authority to call pastors and Christian school teachers in our congregation.

L. They shall in conjunction with the principal, determine grade placement for teachers and also classroom division.

M. They shall annually review, update and revise as necessary the school handbook.

N. They shall alert the Board of Trustees to necessary school maintenance and repair.

O. They shall approve or disapprove recommended expenditures to the Church Council for non-budgeted items.

P. They shall act on recommendation of the principal and/or teacher that would retain or double promote a child.

Q. They shall foster effective relationships between parents and teachers in the various educational agencies of the congregation.

R. They shall at all times, by word and action, show concern for spiritual, emotional and physical health and well-being of the Christian school staff and their families.

S. They shall provide for professional growth of the educational staff through conferences, conventions, workshops, continuing education and the like, and request the necessary funds for the same in the yearly budget.

T. They shall establish the school calendar.

U. They shall in conjunction with the Budget Committee, establish annually the salaries and benefits of teachers and any other salaried school workers. The chairman of the School Board shall serve as a member of the Budget Committee.

V. The School Board, through its chairman, reports monthly to the Church Council and quarterly to the Voters' Assembly. Voters' Assembly reports as well as reports to the Church Council shall be submitted in writing.

W. They shall assist in the planning and organizing of Christian Education Sunday.

X. They shall provide for active expression of Christian love and concern as an integral part of the total education program.

Y. They shall provide, in conjunction with the Evangelism Committee, for the recruitment of pupils to the school.

Z. They shall strengthen families as basic units of Christian education and closely relate congregational agencies to the home through parent-teacher organizations, conferences, etc.

Section 10 - **Spiritual Growth Committee**

10.1 - Purpose

The basic objective of the Spiritual Growth Committee is to have each branch of the committee establish its role in the Great Commission. It will also involve the total congregation in some form of spiritual growth through the various channels available. The Spiritual Growth Committee will consist of four (4) members, including the elected Chairman, who will also serve as a voting member on the Church Council.

10.2 - General Responsibilities

A. Youth Group

B. Pioneers

C. Kettle Moraine Lutheran High School

D. Bible classes and Adult continuing education courses.

E. Christian mothers group

F. Ruth Guild

G. Fellowship activities

H. Special presentations (films, videos, seminars, workshops, guest speakers)

I. Cradle roll

J. Christian Library

K. Regularly review the spiritual needs of our members

L. Prepare an annual budget

M. Organize the church-school picnic

10.3 - Responsibilities

A. They shall be responsible for the Christian nurture of children, youth, and adults in the congregation and, through them, in the community and beyond.

B. They shall establish objectives, set policies, and supervise each of its agencies.

C. They shall provide for active expression of Christian love and concern as an integral part of the total education program.

D. They shall approve curriculum and analyze performance of each educational agency and seek constant improvement.

E. They shall continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.

F. They shall make an annual analysis, by age groups, to determine the degree of participation of the total membership of the congregation in its total educational program.

G. They shall maintain a "people accounting system" to record members' participation in the education program and to follow up the uninvolved.

H. They shall be concerned for the assimilation of new members into appropriate agencies for study and activity.

I. They shall work with organizations and other committees to coordinate educational activities within the congregation.

J. They shall provide, in conjunction with the Evangelism Committee, for the recruitment of pupils for the educational agencies of the Church.

K. They shall encourage increasing participation of every congregational member in Bible study, (both at home and in Church).

L. They shall delegate administration of education agencies to qualified persons.

M. They shall exercise leadership in gathering lists of vacancies in the teaching staff and for properly calling or contracting professional teachers.

N. They shall enlist, and provide training for lay teachers and leaders as the congregation's needs require.

O. They shall establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.

P. They shall strengthen families as basic units of Christian education and closely relate congregational agencies to the homes.

Q. They shall encourage all Christian educational programs.

R. They shall consider special classes, courses, conferences, retreats and the like for special purposes and special groups.

S. They shall consider provisions of special education opportunities for mentally retarded and other handicapped persons such as visual and hearing impaired.

T. They shall maintain, improve, and promote the Christian library of our church and school.

U. They shall establish and maintain a permanent file of all children and youth of the congregation by age, grade level, and the like and to see to it that such a file is kept continually up-to-date, i.e., Cradle Roll.

V. They shall annually examine the education facilities and equipment, and make recommendations to the Board of Trustees as to needed repairs and replacements, as well as new equipment.

W. They shall be responsible for submitting in writing for editing, all newsletter and bulletin announcements pertaining to the Spiritual Growth Committee activities.

X. They shall be responsible for monthly coordination with council and quarterly report to voters.

Y. They shall submit a year-end report to the pastor no later than January 1st of the following year.

Z. They shall prepare and submit an annual itemized budget.

Section 11 - **Board of Elders/Lay Ministry**

11.1 - Purpose

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 basic objectives of the Board of Elders are the spiritual welfare of the Pastor, teachers and congregational members. Individually and corporately, and the supervision of everything pertaining to congregational worship. The Board of Elders will consist of at least seven (7) members, including the Chairman of the Board. Four (4) men shall be elected, one as Chairman. The other three (3) elected members shall be the President, Vice-President and Secretary of the congregation.

11.2 - Responsibilities

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall adhere to the following responsibilities:

11.3 - Responsibilities regarding Pastor

A. See that the Word of God is preached in truth and purity, the holy sacraments are administered in accordance with Christ's command and Lutheran doctrine and Lutheran practices are preserved in the congregation.

B. Together with the Pastor, this Board shall be concerned with all matters pertaining to the spiritual welfare of the congregation.

C. Members of this Board, individually and collectively, by word and action, shall encourage their pastor in his work.

D. They shall regularly pray for their pastor, teachers and other spiritual leaders.

E. Assist the pastor in counseling difficult cases and in finding peaceful and God-pleasing solutions to personal problems within the congregation.

F. Be concerned about the spiritual, emotional and physical health and welfare of the pastor and his family (and all called workers and their families) and review annually pastor's salary, housing and benefits, vacation and sabbatical time and continuing educational opportunities.

11.4 - Responsibilities regarding congregation members

A. Oversee the doctrine and practice of all organizations within the congregation so that they function in harmony with the Word of God and the Lutheran Confessions and in brotherly love with the Southeastern Wisconsin District and the Wisconsin Synod.

B. Take spiritual charge and oversight of the geographical or familial groupings assigned to them in liaison with the pastor and other concerned Boards of the congregation. This is known as the shepherding program.

C. Concern themselves with attendance and non-attendance at the public worship of God on the part of all members by establishing a personal calling program on those becoming lax and delinquent in worship.

D. Keep themselves informed and concerned about the use of the Sacraments by members of the congregation by regularly reviewing the attendance at Holy Communion of each communicant member and establishing immediate contact (letter, phone or personal call) with those who are beginning to neglect attendance at Holy Communion. They shall also follow-up on all newborn children in the congregation until they are baptized.

E. Individually and collectively seek to speak a word of commendation and encouragement to members giving evidence of Christian faithfulness, consecration and growth.

F. Individually and collectively use special events and moments in the lives of members as opportunities to be concerned fellow members of the body of Christ by speaking a word of Christian joy or hope or comfort as we find it in God's Word and the Christian faith.

G. Determine eligibility for membership of all individuals and families applying for membership in this congregation and consider requests for leaving the membership of this congregation.

H. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.

I. Be concerned, together with the pastor, about adequate and thorough instruction of adults and youth for confirmation and church membership.

J. Acquaint themselves with the policies and aims recommended by the Board of Christian Education and keep themselves informed on the program of nurture for children and youth which the Board of Christian Education is carrying out.

K. Audit annually all congregational spiritual statistics maintained by the pastor.

L. Be responsible for a friendly personal welcome of visitors at worship and for orientation and integration of new members in conjunction with the Board of Stewardship and the Evangelism committee.

M. Engage in member conservation and discipleship training in conjunction with the Board of Stewardship and the Evangelism committee.

N. See to it that all members with special needs in the congregation are being adequately cared for. Until a Special Ministries Committee in this congregation is established, the Board of Elders/Lay Ministry shall see to it that the responsibilities of that committee are being conducted in a prompt and orderly fashion. When the Special Ministries Committee is established they shall oversee the work done by that committee within the congregation or without.

11.5 - Responsibilities regarding Church Discipline

A. Study and fully understand the purpose and importance of church discipline in a Christian congregation.

B . Consider complaints and grievances of members of the congregation only after Matthew 18:15-16 has been observed.

C. Carry out church discipline diligently, carefully and prayerfully in accordance with the Word of God.

D. Keep adequate records on file listing all stages of each discipline case.

11.6 - Responsibilities regarding Worship Services

A. Review under the Pastor's leadership, once a year, the nature, purpose and conduct of God-pleasing worship, both corporate-public and personal-private.

B. Analyze, at least once a year, the regular and specific worship services of the congregation. Are our worship services - the music, hymns, liturgy, offering, Baptism, Holy Communion, sermon, etc., meaningful to our people as well as to non-Lutherans? Is the time for our regular and special services most conducive to good attendance? Are the number of services adequate? Etc.

C. Be responsible for seeing that all services are conducted decently and in order, specifically maintaining the ushering program for this purpose and assigning councilmen in charge of services if necessary.

D. They shall review periodically the administration of Baptism and Holy Communion, the rite of Confirmation in public services, and high festivals (Christmas, Easter, Pentecost) services of the church year and other special services (Advent, Lent, Thanksgiving, New Years Eve, Ascension, etc.).

E. Assist the Head Usher (Vice-President) with staffing, training and supervising the ushering staff.

F . Supervise the organists of the congregation.

G. Supervise the Worship Committee.

H. Provide for vicars, assistants, substitute pastors and guest speakers as needed.

I. Assist the pastor with Communion distribution, reading of Scripture and preaching etc., if necessary.

J. Approve and disapprove new forms of worship, liturgies and hymns for use in public worship as recommended by the Worship Committee.

K. Supervise the Altar Guild in the care, use and maintenance of the sacred vessels, the altar the altar furnishings, vestments and banners.

L. Recommend and annually review compensation for organists.

11.7 - Miscellaneous Responsibilities

A. They shall serve as the "Pulpit Committee" of the congregation when a pastoral vacancy occurs. (Leadership in securing a vacancy pastor. In obtaining a list of candidates, in observing God-pleasing protocol by the congregation when calling a pastor, etc.).

B. They shall be responsible for seeing that the congregation maintains a proper relationship with District and Synod and supports the work adequately, such as providing delegates to conferences and Synod Conventions.

C. Review congregational growth annually recommending pastoral assistance when necessary (i.e. senior vicar, full-time vicar,associate pastor, etc.).

D. Encourage spiritual programs in the societies and organizations of the congregation in general.

E. Be present for periodic training as determined by the pastor and this Board.

F. Be examples of Christian conduct and life for the congregational members by regularly hearing the Word of God and receiving the Lord's Supper, and by active participation in Bible Study courses offered at church.

G. Prepare and submit an annual itemized budget.

Section 12 - **Budget & Finance Committee**

12.1 - Purpose

Evaluate and make recommendations on all budget and financial issues as deemed necessary. Collect budget requires from Committees or Boards, the Church Council, and voters, and submit recommendations to same as required for approval. This committee will consist of a minimum of three (3) members including the elected Chairman who will also serve as a voting member on the Church Council.

12.2 - Responsibilities

A. Shall analyze, prepare, and recommend annual budget submission for presentation to the Church Council and voters.

B. Shall evaluate compensation and benefits of called workers. Seek advice and recommendations from the Chairman of the Elders and Chairman of the Board of Christian Education. Present recommendations for change to the Elders, Church Council, and voters for approval.

C. Shall review any major capital purchases or financial transactions that are not included in the annual budget. Formal recommendations with comparative financial analysis of possible alternatives shall be provided to the Church Council for presentation to voters.

D. Shall evaluate all financial procedures and reports, make recommendations for change, and assist in the implementation of approved changes.

E. Shall assist the treasure by establishing banking relationships and evaluating investment opportunities for surplus funds. Shall establish loans when required.

F. Shall manage and establish building loan program.

G: Shall, as the Budget and Finance Chairman/Co-Chairman, become an authorized single signature on any of our church accounts.

I: Shall serve as the Auditing Committee to annually audit all financial books of the congregation and

 upon request the books of any organization within the congregation.

**ARTICLE V Reception into Membership**

Section 1 - **By Confirmation**

All children and adults properly instructed and confirmed shall be considered communicant members of this congregation. Such action shall be taken by the Church Council and shall be ratified by the regular meeting of the Voters' Assembly. Notice of such receptions shall be reported to the congregation.

Section 2 - **By Transfer**

Persons from a sister congregation in fellowship with us who wish to be received into membership in this congregation shall bring their request to the attention of the pastor and the church council. The council shall honor the request when accompanied by a letter of transfer or other recommendation from a sister congregation and when qualifications for membership, as specified in Article III of this Constitution, have been met. Such action of the council shall be ratified by the regular meeting of the Voters' Assembly and notice of such receptions reported to the congregation.

Section 3 - **By Profession of Faith**

Persons coming from Lutheran congregations not in fellowship with us may be received as communicant members upon recommendation of the Pastor and the Board of Elders if they give evidence that they know and believe according to our Lutheran teachings and practices. Otherwise they and all others must take the adult confirmation course. The council shall honor their request when qualifications for membership as specified in Article III of this Constitution have been met. Such action of the council shall be ratified by the regular meeting of the Voters' Assembly and notice of such receptions reported to the congregation.

Section 4

Since reception into membership signifies acceptance of and submission to this Constitution and Bylaws, each family shall be given a copy of the same prior to their reception so that they may become familiar with its provisions.

# ARTICLE VI Removal & Dismissal of Communicant Members

Members of Our Savior who desire to join some other congregation in fellowship or be released from membership shall present their requests in written form to the pastor or Board of Elders. If any of the details from Article III of the Constitution are in question, the pastor will communicate this with these members and make them aware of their deficit in a letter of concern (email, text or phone call).

**Section 1 - By Transfer**

Letters of transfer with recommendation shall be issued to those who have attended church faithfully, have partaken of the Lord's Supper regularly, and have led Christian lives as specified in Article III of this Constitution.

Members who desire to join some other Christian congregation in fellowship with us but who are delinquent in church and/or communion attendance (as determined by the Board of Elders, this does not include those under church discipline), shall be granted a transfer. The receiving congregation shall be informed of the situation when the transfer is sent and may make their own decision as to how they shall consider the transferred person.

**Section 2 - By Release**

Members who desire to join some other Christian congregation not in fellowship with us in doctrine and practice, but who have attended church faithfully, have partaken of the Lord's Supper regularly, and have led Christian lives as specified in Article III of this Constitution, shall be granted a release. A letter of warning which states the danger of compromising the truth of God's Word will be sent to the members informing them of this action.

**Section 3 - By Removal**

Members who have moved from this vicinity without asking for a letter of transfer or release, or who cannot be personally contacted after having moved and have shown after at least six months that they take no interest in the congregation and its welfare shall be removed from the membership list.

Members who have not attended church faithfully, have not partaken of the Lord's Supper regularly, and / or have not led Christian lives as specified in Article III of this Constitution, shall be removed from the membership list of the congregation. A letter of warning which states the danger of falling away from the truth of God's Word will be sent to the members whenever possible.

If there is no current contact information for this person(s) a copy of the removal and warning letter will be placed in their file and moved to the non-member files. In all dealings, the gaining and not the losing of the member should at all times be the end and objective in view. Attempts will be made to contact and win them back to Christ.

**Section 4 – By Removal for Self-Exclusion**

A. Openly impenitent sinners who persistently disregard the principles of Christian life and faith in whole or in part as laid down in the Word of God and this Constitution shall be admonished in brotherly love according to Matthew 18:15-18. If, after repeated attempts, such admonition proves futile, the pastor and elders have the responsibility to place the individual under church discipline (i.e. suspend him/her from the Lord's Supper) until he/she repents. The process for this church discipline has been outlined in the “Final Act of Love” procedure. If such an individual disregards this process and asks the leaders of the church to stop contacting him/her, he/she shall be removed from the church by unanimous vote in accordance with Matthew 18:15-18. Such removal by self-exclusion shall be made public to the congregation. Individuals removed for self-exclusion or excommunicated give up all rights in the congregation including the right to partake of the Lord's Supper, to serve as sponsor at a Lutheran baptism, and in case of death, to receive a Christian burial, and also all claims upon its property.

B. Should a person removed for self-exclusion later express repentance of his/her sin and be willing to change, as shown by a confession of his/her wrong made in the presence of the pastor and/or elders, he/she shall again be received by unanimous vote into the congregation in the spirit of meekness and shall enjoy all the rights and privileges of membership as stated in Article III of the Constitution.

C. In all dealings with openly impenitent sinners, the gaining and not the losing of the member should at all times be the end and objective in view.

**Section 5 - By Excommunication and Self Exclusion**

A. Openly impenitent sinners who persistently disregard the principles of Christian life and faith in whole or in part as laid down in the Word of God and this Constitution shall be admonished in brotherly love according to Matthew 18:15-18. If, after repeated attempts, such admonition proves futile, the pastor and elders have the responsibility to place the individual under church discipline (i.e. suspend him/her from the Lord's Supper) until he/she repents. The process for this church discipline has been outlined in the “Final Act of Love” procedure. If such an individual still continues to resist all admonition, refuses to meet with the congregation to deal with his/her case, or will not repent, he/she shall be excommunicated from the church by unanimous vote in accordance with Matthew 18:15-18. Such excommunication shall be made public to the congregation. Individuals removed for self-exclusion or excommunicated give up all rights in the congregation including the right to partake of the Lord's Supper, to serve as sponsor at a Lutheran baptism, and in case of death, to receive a Christian burial, and also all claims upon its property.

B. Should an excommunicated person later express repentance of his/her sin and be willing to change, as shown by a confession of his/her wrong made in the presence of the pastor and/or elders, he/she shall again be received by unanimous vote into the congregation in the spirit of meekness and shall enjoy all the rights and privileges of membership as stated in Article III of the Constitution.

C. In all dealings with openly impenitent sinners, the gaining and not the losing of the member should at all times be the end and objective in view.

**Section 6**

Members transferred, released, removed or excommunicated relinquish all legal rights in this congregation.

**ARTICLE VII Special Services**

Section 1 - **Weddings**

The wedding service is truly a joyous celebration and ceremony reaffirming the regulations, blessings, and importance of the holy estate of matrimony as instituted by our God. Because of this, wedding services will happily be performed by the pastor for members and those intending to be members of our congregation. Because the wedding service is truly a worship service in which we focus on our God and ask for His blessings, all aspects of the service will reflect the Christ-centered character of the ceremony so that the proper emphasis might be maintained. It is therefore understood that all who officiate and lead this worship service will subscribe to Article II of this Constitution. All decisions regarding service specifics (music, dress, etc.) will be made in consultation with the pastor and/or the elders of the congregation and will always underscore the proper decorum and reverence of the Christian wedding ceremony. Every couple married in our church, must first receive premarital counseling at the pastor's discretion.

Section 2 - **Funerals**

The service of Christian burial is primarily a service of comfort for the survivors. It is a service when the pastor shares with those bereaving the comfort of everlasting life - that the deceased was truly a believing child of God and now is an heir of the eternal joys of heaven. Because of this, the pastor will only be able to perform funerals for those about whom he can speak these personal words of comfort and forgiveness. The pastor will be able to perform funerals for members of our congregations and those in fellowship with us and for those people who have personally come into contact with him and have demonstrated such saving faith to him in words and actions. All specific arrangements and decisions for this service of comfort will always be made in consultation with the pastor and/or the elders of the congregation.

**ARTICLE VIII REPEALS AND AMENDMENTS OF THE BYLAWS**

Any and all Bylaws may be repealed or amended by a majority vote of the voting members present at any semi-annual meeting, provided that public notice of this proposed action shall have been given the congregation on at least two Sundays prior to the time of the meeting and provided that the proposed amendment has been submitted in writing to the church council for its study and recommendation.