

***CONSTITUTION
OF
ZION
LUTHERAN
CHURCH
HILLSBORO,
MO***

**revised January 2017*

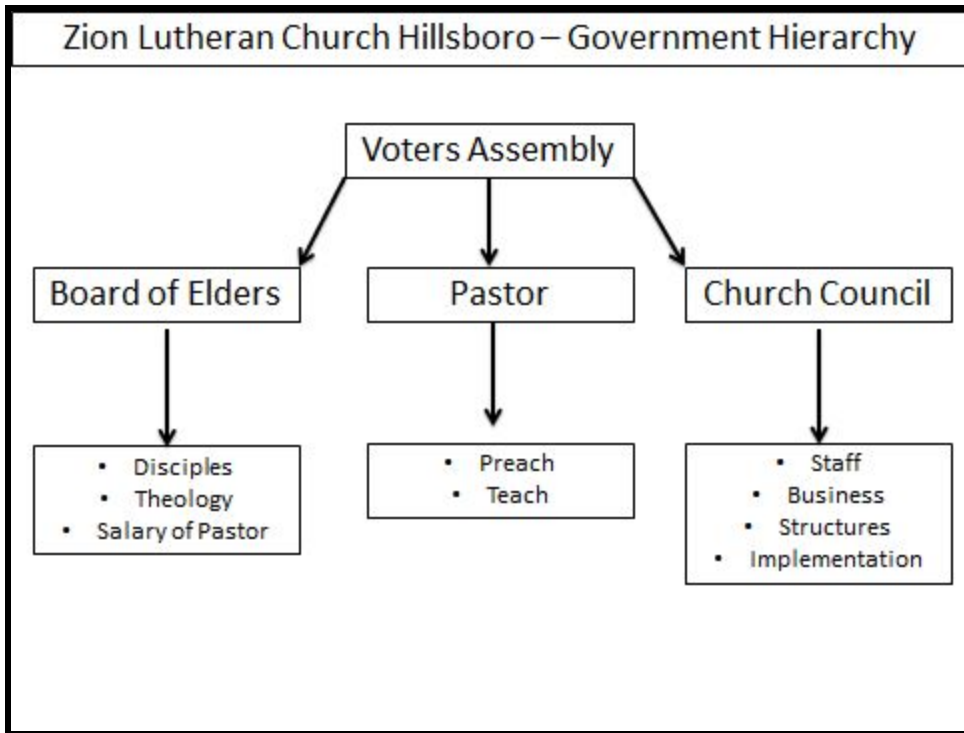
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Preamble

Inasmuch as the Word of God urges that Christians:

Gather into a visible body in order that the Word of God be shared and the blessed Sacraments be administered (Matthew 16:13-20), (Matthew 28:16-20);

Be effective and living witnesses of God’s love in Christ to the community and the world (Romans 10:14 and 17), (Matthew 24:14);

Keep and teach God’s Word in its truth and purity (Galatians 1:6-8), (II Timothy 4:1-5);

Conduct their activities in an orderly and decent manner (I Corinthians 14:40);

Therefore, we the members do hereby adopt this Constitution under which the affairs of this congregation shall be conducted.

Article I - Name

The name of the congregation shall be:

ZION LUTHERAN CHURCH
HILLSBORO, MO

Article II - Purpose

Recognizing that we are God's called people (I Peter 2:9), we join together, one in the Christ our Lord and Savior, as a Christian congregation so that we might fulfill our mission and serve our members, the community, and the world by:

- Seeking the Honor and Glory of God;
- Proclaiming the Gospel of Jesus Christ and administering the Sacraments;
- Teaching young and old the Way and Word of Life;
- Reaching as many as possible, near and far, with the Gospel's message of forgiveness in Christ;
- Providing opportunities for fellowship and service;
- Engaging in acts of Christian charity;
- Maintaining the purity of doctrine and life.

Article III - Doctrinal Standard

This congregation acknowledges and accepts:

- A. All the canonical books of the Old and New Testaments as the divinely inspired, inerrant Word of God.
- B. All the Symbolical Books of the Lutheran Church contained in the book of Concord of 1580, to be a true and genuine exposition of the doctrines taken from and in full agreement with Holy Scriptures. These Symbolical Books are:
 1. The three Ecumenical Creeds: 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 Small Catechism
 6. Luther's Large Catechism
 7. The Formula of Concord

Accordingly, no doctrine which conflicts with or sets aside the foregoing form of doctrine shall be taught or tolerated in this congregation.

Article IV - Membership

Membership in this congregation shall be:

A. Baptized Membership:

Baptized members are all members who have been baptized in the name of the Triune God and who have been received into the fellowship of this congregation.

B. Communicant Membership:

Communicant members are those baptized members who have been instructed in the chief

parts of Christian Doctrine and declare their adherence to the Doctrine of the Lutheran Church as stated in Article III of this constitution, and who are not members of organizations whose principles and conduct conflict with the Word of God.

C. Voting Membership:

Voting members are those communicant members who have reached the age of eighteen years and who have been accepted in the Voter's Assembly of this congregation.

D. Provisions for reception, responsibilities, and termination of memberships described in A, B, and C of this Article are specified in the Bylaws.

Article V - Powers & Rights of the Congregation

A. General

The congregation as a body, through the Voters' Assembly, shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all organizations and societies within the congregation shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Doctrinal Standard of Article III of this Constitution.

B. Right of Calling

The right of calling pastors or other servants shall be vested in the congregation as represented by the Voters' Assembly, and shall never be delegated to a smaller body or to an individual. Procedures for the orderly calling of pastors or other servants are included in the Bylaws of this congregation.

C. Decisions

Matters of doctrine shall be decided by the Word of God. Other matters shall be decided by the Voters' Assembly by a majority vote unless otherwise specified by the Constitution or Bylaws.

D. Powers of Officers, Boards and Committees

Congregational officers, boards, and committees, either elected or appointed, shall have no authority beyond that which has been conferred upon them by the Voters' Assembly and whatever power may have been delegated to them may at any time be altered or revoked by the Voters' Assembly.

E. Removal from Office

Any Pastor, Teacher, Officer, or other Official of this congregation may be removed from office by the Voter's Assembly by ballot vote, in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, or willful neglect of duties.

F. Church Discipline and Excommunication

Any member who persistently conducts himself in an unchristian manner shall be admonished as prescribed by the Word of God (Matthew 18:15-20). If such member refuses to amend his sinful life after proper admonition, upon recommendation of the Pastor and Board of Elders, he/she may be excommunicated by a vote of at least four-fifths of the voting members present at a regular meeting of the Voters' Assembly. When a person shall have been excommunicated from this congregation, such person shall have forfeited all rights of a member of the congregation, or any part thereof, as long as he is not again received into membership of the congregation. The same shall apply to such members who refuse to submit to church discipline and who thus separate themselves.

Article VI - Officers

The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this Constitution may prescribe. The terms of office, the mode of electing or appointing officers, and any further regulations pertaining to them shall be fixed in the Bylaws.

Article VII - The Offices OF Pastor & Called Workers

The pastoral office of this congregation, as well as that of other called workers, shall be conferred only on such ministers and called workers who profess and adhere to the confessional standard set forth in Article III of this Constitution and who have been declared qualified for their work by the Synod with which this congregation is affiliated, and are properly and rightly called by the congregation. The Pastor shall be an advisory member of the Church Council and of all Boards and Committees of the congregation.

Article VIII - Synodical Affiliation

- A. This congregation shall be a member of The Lutheran Church-Missouri Synod or its successor so long as the confessions of The Lutheran Church-Missouri Synod or its successor are in accord with the confessional standard of Article III of this Constitution. It shall send its pastor(s), called workers, and a lay delegate to the District Conventions of the Synod.
- B. This congregation, according to its ability, shall participate in the mission of God as planned and administered by The Lutheran Church-Missouri Synod or its successor with financial support and willing cooperation.

Article IX - Property Rights of the Congregation

If at any time a division should take place on account of doctrine, the property of the congregation and all benefits connected therewith shall remain with those communicant members who continue to adhere in confession and practice to Article III of this Constitution. If division takes place for any other reason, the property shall remain with the majority of the

communicant members. In the event that congregation shall totally disband, the property and all rights connected therewith shall be transferred to that District of the Lutheran Church-Missouri Synod or its successor of which the congregation has been a member at the time of disbanding.

Article X - Doctrinal Conformity

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard of Article III.

Article XI - Bylaws

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

Article XII - Changing the Constitution

- A. Amendments to this Constitution may be adopted by the Voters' Assembly, provided that they do not conflict with the confessional standard of this congregation (Article III), or with any other Article that pertains to a Scriptural doctrine or practice.
- B. The Constitution may be amended in the following manner:
 - 1. The proposed change or amendment must be submitted in writing to the Voters' Assembly.
 - 2. The proposed change or amendment must be read in one regular meeting of the Voters' Assembly.
 - 3. In the second regular meeting of the Voters' Assembly, an affirmative vote of at least two-thirds of those voting members present shall be required to effect such change or amendment.

Bylaws - Zion Lutheran Church Hillsboro, MO.

Article I - Membership

- A. Baptized Membership
 - 1. Reception: Baptized members are received through the Sacrament of Holy Baptism, through transfer, or with the consent of one or both parents or guardians in the case of children who have been baptized in another Christian congregation.
 - 2. Duties: Baptized members shall conform their lives to their baptismal vow.
 - 3. Termination: Baptized members who have not been received as communicant members shall have their membership terminated for the same reasons that communicant

membership is terminated insofar as those reasons are applicable.

B. Communicant Membership

1. Reception:

- a. Adult Confirmation: A person confirmed in this congregation through the Lutheran Rite of Confirmation after thorough instruction in Christian Doctrine (Article III of this Constitution) becomes a communicant member.
- b. Membership by Transfer: Admission to membership by letter of transfer in this congregation shall be effected as follows: Persons desiring admission and coming with a letter of dismissal from some sister congregation shall present such letter to the Pastor to be submitted to the congregation at a subsequent meeting. If however there are no complications involved, the Pastor shall have the authority to accept the applicant into communicant membership immediately and the congregation shall approve such action in their next regular Voters' meeting. Any unusual cases shall first be referred to the Board of Elders for recommendation to the Voters' Assembly.
- c. Membership by Profession of Faith: A person not having a certificate of transfer may be accepted into communicant membership if his or her profession of faith is acceptable to the Board of Elders. He or she must confer with the Pastor in order to establish his or her agreement with the doctrines of The Lutheran Church-Missouri Synod and the Constitution and Bylaws of this congregation. The reception of such communicant members shall be announced and approved at the next regular Voters' meeting.

2. Duties: It shall be the duty of every member of this congregation:

- a. To live a Christian life in accordance with the Word of God.
- b. To make diligent use of the means of grace.
- c. For parents, to bring their children for Baptism at an early age, to send their unconfirmed children to the congregation's Christian Day School and/or Sunday School and confirmation instruction or otherwise to provide for their proper Christian training.
- d. To accept and impart fraternal admonition as the need for such admonition becomes apparent.
- e. And to exercise faithful stewardship of God's gifts.

3. Termination:

- a. Communicant members in good standing may be transferred by the Pastor to a sister

congregation immediately upon their request. Such transfer shall be reported to the Voters' Assembly for approval at its next meeting. Members who move out of the community and thereby become inactive are encouraged to transfer their membership to the sister congregation nearest to them.

- b. Communicant members who join congregations outside of our fellowship thereby terminate their membership. Their names shall be removed from the membership list by resolution of the Voters' Assembly.
- c. Communicant members whose whereabouts are unknown and whose addresses cannot be established shall have their names removed by resolution of the Voters' Assembly.
- d. Procedures for excommunication and self-exclusion of a communicant member shall be outlined in Article V, Section F of the Constitution of this congregation. Any termination of communicant membership results in forfeiting all rights and privileges of Church membership and any or all claims upon congregational property.

4. Inactive Status:

Upon recommendation of the Pastor and/or Board of Elders a communicant member who is living elsewhere, or for reasons as may be deemed appropriate by the Pastor and/or Board of Elders may be maintained as communicant members on an inactive list as long as seems necessary to the Pastor and/or Board of Elders. Recommendations for any action may be made and voted upon at any subsequent Voters' meeting. Members who are knowingly worshipping elsewhere can be removed by recommendation of the Elders and the Pastor of the Congregation.

C. Voting Membership

1. Reception:

Applicants for voting membership shall be received as voting members by resolution of the Voters' Assembly, provided they meet the following requirements:

- a. are a communicant member who has attained the age of eighteen (18) years
- b. have made known to the Assembly their intention to join the Voters' Assembly

2. Duties:

Voting members shall attend the meetings of the Voters' Assembly regularly, participate in the work of the congregation, and willingly accept responsibility according to ability.

3. Membership Status:

- a. Membership Termination: Termination of communicant membership automatically terminates voting membership. Voting membership is also terminated at the request of

the individual, or after a year's absence from Voters' meetings.
(Article I:C,3 altered October 11, 1977)

Article II - The Voters' Assembly

A. Meetings

1. Voters' meetings shall be held regularly (at least quarterly) at stipulated times which have been duly publicized and which are in accordance with the needs of the congregation.
2. Special meetings of the Voters' Assembly may be called by the Pastor, the President of the congregation, or the Church Council. Such meetings and their purpose should be announced in at least one public service or all members specially notified of it. The congregation shall have the right to act only on the specified business for which the meeting is called.
3. Quorum: A quorum shall consist of one-third of the active voting members. However, for amending the Constitution, for the purchase of property, for the erection of buildings, or for the removal from office of a called Pastor or other called worker(s), a majority of the active voting members shall be required for a quorum. In the absence of a majority, those present may fix the date for an adjourned meeting for which at least five days written notice shall be given. The active members who are present at such adjourned meeting shall constitute a quorum. Resolutions shall be passed by votes of a majority of those active Voters' present (unless otherwise stated) at a properly convened meeting.
(Article II:A,3 altered October 11, 1977)
4. Order of Business: The meetings of the Voters' Assembly shall be conducted in accordance with the Constitution and Bylaws and shall include an opening devotion, approval of the minutes of the previous meeting, roll call, reception of new members, reports of officers and standing committees and action thereon, report of the Pastor, unfinished business, recommendations of the Church Council, other business, and adjournment with devotional close. In questions of parliamentary procedure not covered by this Constitution and Bylaws, the generally accepted rules of order shall prevail.

Article III - Nomination & Election of Congregational Officers

Nomination and election procedures:
(Article III:A,B,C,D,E,F altered Oct. 16, 1994)

- A. The nomination committee shall consist of the second year Elder[s], the Financial Secretary, and the second year Trustee[s]. The committee shall serve for the entire year.
- B. The nomination committee shall meet with the Pastor prior to the first of June and prior to the first of September to prepare a slate(s) of candidates for the August election and

December Election, respectively, of the offices being vacated. The slate(s) proposed by the nomination committee shall normally consist of two names for each office (with the exception of one office consisting of four names), unless the committee deems that no member is a sufficient choice for the filling of the vacant position. Additional nominations may be made from the floor of the Assembly at the time the slate(s) is (are) presented.

The proposed slate shall be presented in the Church bulletin on the first and second Sundays of June and of September, respectively. Anyone having valid excuse for not serving in the respective office should make his/her intention known to the nomination committee by the fourth Sunday of June or of September, respectively.

C. The August slate shall consist of the following offices:

- [1] President (2 names)
- [1] Board of Elders (2 names)
- [1] Board of Trustees (2 names)
- [1] Assistant Sunday School Superintendent (2 names)
- [1 or 2] Board of Family & Mission Outreach (2 or 3 names)
- [2] Finance Committee (4 names)
- [1] Financial Secretary (2 names)
- [1] Assistant Treasurer (2 names)

The December slate shall consist of the following offices:

- [1] Vice President (2 names)
- [1] Community Action Coordinator (2 names)
- [1] Recording Secretary (2 names)
- [1] Board of Elders (2 names)
- [1] Board of Christian Education (2 names)
- [1 or 2] Board of Family & Mission Outreach (2 or 3 names)
- [1] Treasurer (2 names)

D. The Nomination committee shall present its slate(s) for additions and approval at the July and at the October Voters' Assembly Meeting respectively.

E. The officers of this congregation shall be elected by majority vote on the first weekend of August and of December, respectively, and shall begin their duties after the January Voters' Assembly [with the exception of the Assistant Sunday School Superintendent who shall assume his/her duties the first weekend in September].

F. In case of vacancy in an elective office, the Church Council shall appoint a successor to fill the unexpired term.

G. It is advised that no elective office be normally held by the same person for more than two consecutive terms, yet it is understood that situations could occur that may require it.

H. For the term of office, see respective office in Article IV of the Bylaws of this Constitution.

Article IV - Church Council

A. The Church Council shall consist of the President, Vice President, Recording Secretary, Treasurer, Community Action Coordinator, and board chairs of the Elders, Trustees, Family & Mission Outreach, and Christian Education. The pastor shall serve as an advisory member of the Church Council. The President shall serve as chairman of the Church Council and the Vice President as its vice chairman. The Recording Secretary shall serve as secretary of the Church Council.

1. **Purpose:**

1.1. To serve as the board of directors of Zion Lutheran Church.

2. **Primary Duties and Responsibilities**

2.1. The Church Council shall meet at least 10 times per year to deliberate matters pertaining to the welfare of the congregation.

2.1.1. The president may call special meetings by notifying each member of the Church Council of the time and place of such meeting at least 24 hours in advance of the meeting.

2.1.2. A majority of members of the Church Council shall constitute a quorum.

2.2. To prepare the docket for the Voters' Assembly meeting.

2.3. Disputes concerning functions and authorities of officers, boards and committees shall be decided by the Church Council.

3. **Church Council Delegations of Authority**

3.1. Except to the extent powers and authorities are retained by the Voters' Assembly, all corporate powers shall be exercised by or under the authority of, and the business and legal affairs of the congregation shall be managed under the direction of, the Church Council. These delegations are intended to formalize the delegations of authority of the Church Council. These delegations shall be filed with the boards and committees as maintained by the recording secretary.

3.2. Each board is hereby authorized to approve expenses within its areas of responsibility (as maintained in the boards and committees), and the pastor is authorized to approve expenses for the church office within the following guidelines:

3.2.1. The expense must be within the annual budget. However, the Church Council retains the authority to suspend this delegation if actual revenues are significantly below the annual budget.

- 3.2.2. The expense must be incurred in the normal course of business; this includes, without limitation:
 - 3.2.2.1. Expense reports
 - 3.2.2.2. Normal operating supplies and expenses
- 3.3. The pastor for the church office shall have authority with respect to recommending for hire, termination, discipline and promoting non-called employees within the annual budget.

Article V - Duties of Officers

A. The President:

1. Only such member of this congregation who has attained the age of thirty (30) years and has been a voting member in good standing of the congregation for one year shall be eligible for this office.
 2. The term of office of President shall be two years.
- Purpose:
 - To serve as the chief executive of the congregation and exercise general administrative responsibility for the entire organization of the congregation and be responsible for ensuring that all elected or appointed officers, boards and committees function and carry out their duties and responsibilities.
 - Primary Duties and Responsibilities
 - Preside at all meetings of the Voters' Assembly and the Church Council.
 - Be an advisory member of all boards and committees of the congregation.
 - Represent the congregation in matters of business and sign or countersign all legal documents.
 - Meet periodically with the pastor(s) and the Vice President to review past progress and plan future efforts and priorities that are needed in the total program of the congregation.
 - Recommend to the Voters' Assembly, in coordination with the Church Council, qualified auditors to perform the annual audit of the financial records of the congregation.
 - Appoint, train, and support a volunteer coordinator for Zion.
 - Shall submit to the Treasurer vouchers for any expense incurred by him/her as a result of the duties of this office.
 - Shall submit to the Stewardship Committee an expense line item to carry out the duties of the office.

B. The Vice President:

1. Only such member of this congregation who has attained the age of thirty (30) years and has been a voting member in good standing of the congregation for one year shall be

eligible for this office.

2. The term of the office of the Vice President shall be two years.

- Purpose:
 - To serve as the second-level executive of the congregation and work with all elected and appointed officers, boards and committees to assist them in carrying out their assigned duties and responsibilities.

- Primary Duties and Responsibilities:
 - Preside at all meetings of the Church Council and the Voters' Assembly at the request of, or in the absence of, the president.
 - Meet periodically with the pastor(s) and president to review past progress and plan future efforts and priorities.
 - Coordinate calendar activities for the coming year.
 - Perform the duties of recording secretary in the individual's absence.
 - Be responsible for employee job descriptions and personnel records and review them annually
 - To work with the Financial Secretary on decision of expenditures of memorial gifts.
 - Shall submit to the Treasurer vouchers for any expense incurred by him/her as a result of the duties of this office.
 - to organize a new member assimilation program with the assistance of the Board of Elders
 - to organize yearly new member functions
 - to appoint a Head Usher
 - to assist the Head Usher in developing a training program for all ushers of Zion to be trained in:
 - distribution of Sunday worship materials and handouts
 - bell ringing
 - attendance recording
 - offering collection
 - communion release
 - close of service duties
 - Shall submit to the Stewardship Committee an expense line item to carry out the duties of the office.

C. Community Action Coordinator

1. Only such communicant member of this congregation who is a voting member in good standing for one year shall be eligible for this office.

2. The term of the office of the Community Action Coordinator shall be two years.

- Purpose:

- to be responsible for the maximum possible implementation of Zion's financial, physical, and spiritual resources into the local community
- Primary Duties and Responsibilities:
 - to select service projects to present to Church Council for approval
 - to routinely seek out training seminars that will improve volunteerism at Zion
 - to be a catalyst to encourage volunteerism for service
 - to coordinate with all Zion activities and boards so that available monies (Thrivent, Lutheran Foundation, Jefferson County Memorial Foundation etc.) can be utilized at Zion

D. Recording Secretary

1. Only such communicant member of this congregation who is a voting member in good standing for one year shall be eligible for this office.
 2. The term of the office of the Secretary shall be two years.
- Purpose:
 - To keep accurate minutes of Church Council and Voters' Assembly meetings.
 - Primary Duties and Responsibilities:
 - Keep a permanent record of all minutes of the Voters' Assembly.
 - Conduct all official correspondence of the Voters' Assembly.
 - Be responsible for notifying members of the Voters' Assembly of the date, time and place of regular and special meetings of the Voters' Assembly.
 - Maintain the roll of voting members.
 - Periodically report significant actions of the Church Council to the congregation.
 - Receive all other records, reports and minutes and properly store them in the church archives.
 - Shall keep the official copy of the Constitution and Bylaws up to date by adding new amendments as they are passed.
 - Shall submit to the Treasurer vouchers for any expense incurred by him/her as a result of the duties of this office.
 - Shall at the end of each calendar year remove the names of those Voters' who have not attended any meeting during the preceding year. (See Article I, Section c, Number 3 of the Bylaws of this Constitution)
 - Shall submit to the Stewardship Committee an expense line item to carry out the duties of the office.

E. The Financial Secretary

1. Only such communicant member of this congregation who is a voting member in good standing for one year shall be eligible for this office.
2. The term of office of the Financial Secretary shall be two years.

Purpose:

- o To make sure that offerings are directed to the appropriate fund[s] and that individual statements of giving are available to all members in accordance with IRS regulations.
- Primary Duties and Responsibilities:
 - o To receive the offerings of the congregation, open the offering envelopes, keep a careful record of all contributions, and be responsible for the safe deposit of all funds.
 - o To meet as needed (but no less than once a month) with the Finance Committee for the counting and recording of all congregational offerings.
 - o To order the offering envelopes of the congregation when most advisable.
 - o To issue semi-annual statements of their accounts to all communicant members.
 - o To serve on and lead the annual nomination committee.
 - o To attend Finance Committee meetings.
 - o To attend all Stewardship Committee meetings.

F. The Treasurer

1. Only such communicant member of this congregation who is a voting member in good standing shall be eligible for this office.
2. The term of this office shall be two years.

- Purpose:
 - o To oversee the financial affairs of the congregation.
- Primary Duties and Responsibilities:
 - o Be the chief financial officer of the congregation and shall be responsible for the overall financial activity of the congregation in accordance with policies approved by the Church Council and the Voters' Assembly.
 - o Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation.
 - o Be the disbursing agent of the congregation. All checks shall be issued under the authority and supervision of the treasurer, who shall be responsible for the establishment of appropriate fiscal controls over congregational funds.
 - o Serve as the Controller of the congregation and be responsible for the financial accounting system, the preparation of financial statements and the periodic reporting of them to the congregation, and the establishment or review of all financial accounting procedures. All accounting procedures are subject to the approval of the Church Council.
 - o To keep records of all income and disbursements of the congregation.
 - o To promptly pay all bills, salaries, and make other disbursements as authorized by the Voters' Assembly.

- o To see that all bills received and paid be properly filed in files provided by the congregation and be stored at the end of each church year in an appropriate place.
- o May be bonded in an amount to be determined by the Voters' Assembly.
- o To ordinarily attend all meetings of the Finance Committee.
- o To keep and maintain a current list of all expenses set by the congregation for which no bill is directly received, for example, guest speakers, tuition, etc
- o To attend all Church Council meetings
- o To attend all Stewardship Committee meetings

G. The Assistant Treasurer

1. Only such communicant member of this congregation who is a voting member in good standing shall be eligible for this office.

2. The term of office for this non-elected position will be made by Church Council if need arises.

- Purpose:
 - o To assist the Treasurer with the overseeing of the financial affairs of the congregation.
- Primary Duties and Responsibilities:
 - o To meet as needed (but not less than monthly) with the Financial Secretary and Treasurer for the counting and recording of all congregational offering.

H. The Finance Committee

1. Only such communicant members of this congregation who are in good standing shall be eligible for this office.

(Article IV:E, 1 altered October 11, 1977)

2. The Finance Committee shall consist of as many members as deemed wise in the decision of the Voters' Assembly (but not less than four).

3. The term of office of a committee member shall be two years. The terms of the Finance Committee members shall be arranged so that each year the term of at least two members shall expire.

- Purpose:
 - o To provide oversight and direction for the congregation's stewardship life and to encourage all members to be fruitful stewards of the Lord's gifts.
- Primary Duties and Responsibilities:
 - o To meet as needed (but not less than monthly) with the Financial Secretary and Treasurer for the counting and recording of all congregational offerings.

I. The Board of Elders:

1. Only such male communicant members of this congregation who have attained the age of thirty years (30) and have been a voting member in good standing of the congregation for one year shall be eligible for this office
 2. The Board of Elders shall consist of as many members as deemed wise in the decision of the Voters' Assembly (but not less than three).
 3. The term of office of an Elder shall be three years. The terms of the Elders shall be so arranged that each year the term of at least one Elder shall expire.
- Purpose:
 - To oversee the spiritual life of the congregation and its individual members.
 - Primary Duties and Responsibilities:
 - The Board of Elders shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately.
 - The chairman of the Board of Elders shall preside at all meetings of the Board of Elders.
 - a. The chairman shall appoint a secretary to record the minutes.
 - b. The chairman will report the recommendations of the Board of Elders to the Church Council and the Voters' Assembly.
 - c. The chairman may call special meetings of the Board of Elders.
 - d. The chairman may appoint one Elder to each of Zion's boards and worship areas to serve as a spiritual guide for that board/area
 - The Board of Elders shall meet once a month, not less than 10 times per year.
 - The Board of Elders shall serve as special assistants to the pastor(s), supporting them with prayer, helping them with special problems in his ministry; and concerning itself with the spiritual, emotional and physical health and welfare of the pastor(s) and their families. It shall make recommendations to the Stewardship Committee to ensure that they are provided with adequate compensation, housing and assistance with their work to guarantee them sufficient free time for personal responsibilities, study and relaxation.
 - The Board of Elders shall help the pastor(s) cultivate a spirit of harmony among the congregation members.
 - The Board of Elders shall be responsible for providing the pastor(s) with adequate pulpit and altar assistance.
 - The Board of Elders should assist the President of the Congregation in arranging for pastoral vacancies when one occurs
 - The Board of Elders shall be responsible for the proper conduct of public congregational worship services.
 - The Board of Elders shall make appropriate recommendations to the Church Council regarding the reception of new members, peaceful release and the transfer

- of members.
- o The Board of Elders shall appoint a worship committee to consist of: a pastor, Director of Music of the congregation, an elder and a minimum of three baptized members, one of whom shall be appointed as chairman, to make recommendations regarding the public worship services of the congregation. All segments of the congregation should be considered if and when recommended changes are contemplated.
- o The Board of Elders shall assist the Vice President of the congregation in forming a new members committee that shall consist of a chairman and others to assist in the assimilation of new members into the congregation.
- o The second year Elder(s) shall serve on the Nominating Committee.
- o To provide for the observance of Church Discipline as outlined in Article V, Section F of Zion's Constitution.
- o To not divulge matters which should be kept confidential especially in cases of discipline.
- o The Board of Elders will see that adequate Confirmation instruction is provided for the children and adults.

J. The Board of Trustees:

1. Only such communicant members of this congregation who are voting members in good standing shall be eligible for this office.
2. The Board of Trustees shall consist of as many members as deemed wise in the decision of the Voters' Assembly (but not less than three).
3. The term of office of a Trustee shall be three years. The terms of the Trustees shall be so arranged that each year the term of at least one Trustee shall expire.

- Purpose:
 - o to be responsible for all real and personal property of the congregation
- Primary Duties and Responsibilities:
 - The Board of Trustees has authority and responsibility for all personal and real property of the congregation.
 - The duties of the second year Trustees shall additionally be to serve on the annual nominating committee
 - A complete report of their findings shall be submitted to the Voters' Assembly at least once a year
 - To coordinate volunteers to assist the Board of Trustees in completion of their tasks.

A. Church Property and Equipment

1. Carry out resolutions as instructed by the Voters' Assembly and Church Council regarding purchases, repairs, replacements or modification of church property and equipment.
2. Keep and review a list of keys issued for access to all church facilities and

- provide for the issuing of such keys.
3. Provide guidance to the Church Council concerning individuals who are authorized to hold keys.
 4. Help the Church Council retrieve keys from individuals who are no longer authorized to hold them.
 5. Maintain a list of “opportunities” to itemize needed repairs and improvements.
 6. Advise Church Council when technical assistance, parts, supplies and employees need maintenance material.
 7. Establish priorities for work to be accomplished.
 8. Secure needed material and technical skills to help employees.
 9. Maintain a computer file of all real and personal property to include the replacement cost, serial numbers, model, and style and type numbers as appropriate.
 10. To have charge of and supervise the church cemetery and regulate the use of it (employ at such salary as may from time to time be authorized by the Voters’ Assembly upon recommendation of the Church Council) supervise and discharge a sexton and such additional help in the department as the needs of the congregation may require.
 11. To be responsible for the planning of any expansion or improvement of property as seems necessary or advisable.

B. Maintenance and Custodial Personnel

1. Recommend to Church Council the hiring of employees to perform custodial services and maintenance and upkeep of congregation real and personal property and equipment.
2. Project budgeted funds for adequate staffing.
3. The Board shall be responsible for obtaining the necessary janitors’ supplies used in cleaning the church premises, replacing lamps and such other supplies as it is customary for the custodian to use about the premises.

C. Service Contracts

1. Negotiate service contracts provided for in the budget or approved by the Voters’ Assembly or Church Council.
2. Review annually the adequacy and terms of all insurance policies of the congregation and make appropriate purchase recommendations to the Church Council.

D. Purchasing

1. Negotiate and recommend for approval by the Church Council or the Voters’ Assembly, all official documents and contracts relative to the properties of the congregation.
2. May spend for purposes of ordering repairs or improvements up to the Council approved amount without the special approval of the Voters’ Assembly.

E. Miscellaneous

1. Provide for the care and safekeeping of all official and legal documents, legal opinions, legal correspondence, all contracts, and all blueprints.
2. Provide a secure, dry storage area for retention of permanent congregation records, financial records and reports, meeting minutes and similar documents of historical and legal value eligible for archiving.
3. Appoint a Physical Properties Team of persons having needed skills to assist in the maintenance and care of congregation properties. The team chief shall be a member of the Board of Trustees.
4. Appoint a Visiting Parishioner liaison for Zion.
 - a. This liaison would specialize in observing the entire physical property of Zion Lutheran Church through the eyes of a visitor, to guarantee that any areas of the church grounds that a visitor came into contact with would welcome them with a warming atmosphere.

F. Physical Properties Team

1. The Physical Properties Team shall make a semi-annual physical inspection of all church properties and recommend to the Board of Trustees needed repairs and improvements.
2. The Physical Properties Team shall insure that on-the-spot repairs are made for safety or preventive maintenance and shall provide for the removal of potential hazards. Provide reports of such activity to the Board of Trustees. Where an emergency exists or a delay could endanger life or health or cause still greater damage, incur such expense as is necessary to render the congregation's premises safe and also to protect congregation property from casualty, liability, theft or undue exposure to the elements.
3. The Physical Properties Team shall enlist work crews and carry out projects approved by the Board of Trustees.

G. The Campus Rules Task Group

1. The Campus Rules Task Group shall:
 - a. Provide and maintain, with approval of the Board of Trustees and Church Council, a set of regulations governing the use of church properties, facilities and equipment.
 - b. Develop a set of priorities, with approval of the Board of Trustees and Church Council, in granting use of church property, facilities and equipment to various groups and individuals.
 - c. Serve to regulate and coordinate the use of property, facilities and equipment.
2. The decisions of the Campus Rules Task Group shall be final when clearly governed by approved regulations. In requests of a borderline nature, the Campus Rules Task Group may ask the Board of Trustees to render a decision.

K. The Stewardship Committee:

1. The Stewardship Committee shall consist of the Board of Elders, the Financial

Secretary, the Treasurer of the congregation and the Senior Trustees.

- Purpose:
 - To prepare an annual budget for recommendation to the Church Council & serve Zion as it's Financial Review Committee which
 - shall review the books and records of the Treasurer and Financial Secretary of the preceding calendar year and report the results of the reviews at the April meeting of the Church Council and Voters' Assembly.
- Primary Duties and Responsibilities:
 - Study thoroughly the current budget
 - contact all Boards to learn of their needs for the ensuing year
 - arrange for a meeting for the formation of the new budget
 - present a copy of the proposed budget to the Church Council
 - After the adoption of a new budget, the committee shall deliver copies of the new budget to the congregational membership.

L. The Board of Family & Mission Outreach

1. Only such communicant members of this congregation who are in good standing shall be eligible for this office.
(Article IV: I, 1 altered July 27, 1986)
2. The Board of Family & Mission Outreach shall consist of as many members as deemed wise in the decision of the congregation (but not less than four).
3. The term of office of a member of The Board Family & Mission Outreach shall be three years. The term of this office shall be so arranged that each year the term of at least one member will expire.

- Purpose:
 - To actively promote Zion Lutheran Church through various community outreach initiatives and create family friendly fellowship activities for both Zion families and visitors throughout the church year
- Primary Duties and Responsibilities:
 - To promote family friendly fellowship activities at Zion throughout the church year by establishing a calendar of annual events to take place for the betterment of Zion's family of fellowship.
 - To actively find ways to promote Zion in the community as to bolster Zion's outreach initiatives.
 - To serve on the Grace Day committee and plan the annual day of service to the community.
 - To suggest periodically and candidly, improvements in the maintenance and appearance of the church property to reflect the congregation's love for the Gospel of Jesus Christ to visitors
 - To encourage, sponsor and promote any group (with approval by the Voters'

Assembly) within the congregation that forms with the purpose of promoting church attendance, increasing membership at Zion and bringing the lost to Christ through canvassing, witnessing and public interface.

M. The Board of Christian Education:

1. Only such communicant members of the congregation who are in good standing shall be eligible for this office.
(Article IV:J, 1 altered July 27, 1986)
 2. The Board of Christian Education shall consist of as many members as is deemed wise in the decision of the congregation (but not less than three).
 3. The term of office of a Board Member shall be three years. The terms of the members shall be so arranged that each year the term of at least one member shall expire. The Chairperson is to be voted upon by the members of the board of Christian Education and will serve as board chair for one year.
(Article IV:J, 3 altered January 21, 1968)
- Purpose: To guide the congregation's ongoing religious education efforts for all members, child and adult, as well as for prospective members.
 - Primary Duties and Responsibilities
 - Have the authority and responsibility for the growth of the congregation's ongoing religious education activities and make recommendations for improvement.
 - Establish all policies, subject to review of the Church Council, for educational activities of the congregation.
 - Provide oversight for the following committees and their ministries:
 - Youth
 - Sunday school
 - Vacation Bible school
 - Adult education and Family ministry
 - Early Childhood ministry
 - Make regular reports to the Voters' Assembly and Church Council with the status of ongoing programs and recommendations for improvement of the congregation's religious educational activities.
 - annually host the traditional fellowship activities that have historically centered around education such as, but not limited to:
 - Rally Day
 - Confirmation Reception
 - Vacation Bible School
 - Youth Christmas Service
 - Meet at least eight times per year.
 - To recruit and train Sunday School teachers with help from the Pastor.

N. The Sunday School Superintendent and The Assistant:

1. The congregation shall annually elect an Assistant Sunday School Superintendent for two years. In the second year of this office he /she shall serve as the Sunday School Superintendent.
 2. The Assistant Sunday School Superintendent shall serve in the absence of the Sunday School Superintendent and serve as an Assistant Sunday School Teacher when necessary.
- Purpose: to supervise the Sunday School, seeing that adequate materials are ordered and purchased for the operation of the same, adequate records kept and proper supervision of teachers and classes provided.
 - Primary Duties and Responsibilities
 - to attend all Sunday School teacher meetings
 - To be responsible for Cradle Roll
 - meet with the Pastor to review the theology of the Sunday School curriculum
 - work with Pastor and the Board of Education to update and make relevant to the children's lives the education they are receiving at Zion

Article VI - The Call Procedure

- A. The Call Committee shall consist of the President of the Congregation and the Board of Elders, with the Vacancy Pastor or the Circuit Counselor as advisor.
 - The President of Zion may appoint ancillary members of Zion to the Call Committee as he/she deems necessary
- B. The Call Committee shall be convened in the event the resident or current Pastor indicates by letter that he is going to vacate the office of Pastor of Zion Lutheran Church, or when the need to call a congregation servant arises. The President of the Congregation shall initially convene the Call Committee. The Call Committee at its first meeting shall elect a Call Committee Chairman and a Secretary. The Chairman should be elected from either the President of the Congregation or the Chairman of the Board of Elders, if either decline the Call Committee Chairmanship, then any member of the Committee can be nominated for the office. The Call Committee Chairman shall immediately contact the office of the Missouri District President and the Circuit Counselor informing them of the pending Vacancy.
- C. The Call Committee shall immediately go about securing the services of a Vacancy Pastor. The Vacancy Pastor can either be full time during the vacancy or fill the role of an administrator. The Vacancy Pastor will act as a normal Pastor would and perform or arrange for the normal operation and continuity of the Church, which would include arranging the Worship service, filling the pulpit, music, coordinating church bulletins, performing weddings and funerals, visiting the sick and elderly, arranging for Adult Confirmation,

attending necessary meetings representing Zion and advising Church Officers, Boards, Committees and groups. The expectations of the Vacancy Pastor including pay should be put in writing and approved by the Church Council. Once approved the Call Committee shall present the contract to the Vacancy Pastor for his concurrence and acceptance.

- D. The Call Committee Chairman shall contact the Missouri District's President to inquire of latest procedures for filling the Office of Pastor and arrange for any meetings that may come from the District's suggestions. He shall also contact the Vacancy Pastor or Circuit Counselor to include him in any meetings of the Call Committee and seek his advice as an advisor to the Committee.
- E. The Call Committee shall develop a Zion Vacancy Action Plan that will incorporate procedures from the District. The plan shall provide for an orderly way of obtaining a Pastor to fill the vacancy. The Plan shall be posted and shared with the congregation and the Voters' Assembly.
- F. At the proper point in the Zion Vacancy Action Plan, the Committee shall explain the procedures of calling from the seminary and the ministry field. If the decision to call a seminary candidate is made, the seminary and Missouri District will be notified of this decision and await further instruction. If the decision is made by the Voters' Assembly to call from the field, the committee shall request written nominations of qualified candidates from the congregation members. A deadline to submit these nominations will be determined by the Call Committee. Names of suggested candidates will also be requested from the Missouri District President. All the names will be added to a list compiled by the Committee and shared with the congregation. The Call Committee shall have the responsibility of reducing the list to five or six names of the qualified candidates, with the list not to exceed 10 names. This confidential list as voted on by the Call Committee shall be given to the President of the Missouri District for his concurrence or rejection of the Candidates. Once the list is given to the District President no additional names may be added to the list. The rejected names and reasons for rejection as received from the President of the District shall be kept in strict confidentiality.
- G. The Call Committee shall arrange for an election meeting of the Voters' Assembly when names of qualified candidates are received from the District. Notice of the meeting and the names on the list shall be made known to the congregation, preferably two weeks or more prior to the meeting of the Voters'.
- H. The election shall be by secret ballot with the nominee receiving the most votes cast being elected. In the event there is no majority vote, succeeding ballots shall be held, each time removing the nominee having the least number of votes cast, until one nominee has the majority.
- I. If the call is accepted, the work of the Call Committee is finished. If the call is returned, the Voters' may request the Call Committee to recommend additional names from the original list, any name previously rejected by the office of President of the District will not be on any

new list and the reason for rejection will remain confidential. Or the Voters' Assembly may request a new list following the procedures of paragraphs (F) and (G) above as practicable.

Article VI - Alteration of the Bylaws

To alter or repeal any part of these Bylaws, it shall be requisite that such alteration or repeal be proposed in a regular Council meeting and one week prior to the next Voters' meeting, copies be provided for review that include Council's recommended change(s) so that in the regular meeting, two-thirds of all voting members present cast their vote in favor of such alteration or repeal.

Article IX

A copy of this Constitution and these Bylaws shall be given to every applicant for membership in the congregation.